

**Avery School District**  
**#394**  
**NON-INSTRUCTIONAL OPERATIONS**

**Goals**

**8000**

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

**Policy History:**

Adopted on: 4/9/2018

**Avery School District**  
**#394**  
**NON-INSTRUCTIONAL OPERATIONS**

**Transportation**

**8100**

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

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

1. Resides at least 1½ miles from the nearest appropriate school, determined by the nearest and best route from the junction of the driveway of the student's home<sup>1</sup> and the nearest public road to the nearest door of the school the student attends or to a bus stop, whichever the case may be;
2. Is a student with a disability, whose IEP identifies transportation as a related service; or
3. In the judgment of the Board, has another compelling and legally sufficient reason to receive transportation services, including the age, health, or safety of the student.

The type of transportation provided by the District may be by a school bus or other vehicle, or by such individual transportation as paying the parent or guardian for individually transporting the student.

The Board may authorize children attending nonpublic schools to ride a school bus provided that space is available and a fee to cover the per-seat cost for such transportation is collected.

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

**Safety**

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

Cross Reference: 8110      Safety Busing  
                          8120      Bus Routes, Stops and Non-Transportation Zones

Legal Reference: I.C. § 33-1501      Transportation Authorized  
                          I.C. § 33-1503      Payments when Transportation Not Furnished  
                          IDAPA 08.02.03.109      Special Education  
                          No Child Left Behind Act of 2001 (P.L. 107-110)

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<sup>1</sup> A day care center, family day care home, or a group day care facility may substitute for the student's residence for student transportation to and from school.

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

Policy History:

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**Avery School District  
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NON-INSTRUCTIONAL OPERATIONS**

**Transportation**

**8100P Procedure**

In case of the following situations, follow the prescribed procedures.

**Route Delay**

The bus driver will notify the Superintendent of any route delays due to weather, construction, accidents, or any other situation that may impact the ability of the bus to pick up or deliver students on time.

The Superintendent or his/her designee will communicate delays and pertinent updates with families.

**Heavy snow**

Per Avery School District #394 policy, the Superintendent will determine whether or not buses will run routes in the case of heavy snowfall. The Superintendent will communicate with bus drivers whether a normal route will proceed, a delayed route is needed, or if the cancellation of the route altogether is warranted.

The Superintendent will communicate adjustments to families impacted by a change in the route after the bus driver is made aware.

The Avery School District office staff will communicate with other school districts that may be affected by a change to our ability to transport students.

**Flooding**

School buses are not permitted to cross running water over the roadway. If a driver perceives water completely across the roadway and cannot detour around the water, he/she must use the radio to notify the school district and return to the nearest school.

District office staff will communicate with families and determine the best pick up/drop off plan for students who are impacted.

Due to the nature of our area, flooding often occurs during the spring months. The Superintendent will monitor river levels. If flooding is imminent the school bus will be parked at an alternate location in order to lessen the impact on transporting students on the highway.

**Other roadway hazards**

In the case of other roadway hazards, the school bus driver will use his/her best judgment to proceed with the route, take an alternate route, or return to the nearest

school district. He/she will communicate with the Superintendent if changes to the route are necessary. The Superintendent or his/her designee will communicate with families who are impacted.

**Avery School District**  
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**Extracurricular Transportation**

**8105**

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

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

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

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

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

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

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

**Student Travel to/from Extracurricular or Co-Curricular Activity**

Unless other travel arrangements are authorized, students will board the bus at the school designated as point of origin for the trip and will return to the point of origin in the bus. There will be no stops along the designated route to pick up or discharge students.

The only variation allowed in this regulation is the release of students to parents in a face-to-face situation at the close of the activity before buses begin the return trip. Such release will require a signed, dated note from the parent.

Responsibility for extracurricular transportation, when not provided by the District, will remain with the parent, who will be required to sign a waiver and release of claims prior to the extracurricular activity or event. Such waiver and release of claims shall remain on file at the school.

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

Cross Reference: 3380      Extracurricular and Co-Curricular Participation Policy  
                  8100      Transportation  
                  8105F      Extracurricular Transportation Liability Waiver

Legal Reference: I.C. § 33-512(12) Governance of Schools  
                  I.C. § 33-1501      Transportation Authorized  
                  IDAPA 08.02.02.190      Program Operations

Policy History:

Adopted on: 4/9/2018

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**Avery School District**  
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**Extracurricular Transportation Discipline**

**8105P**

Before departure on each activity trip, all students provided with transportation by the District will be instructed on the location of all emergency exits and their operation. This instruction will include a general review of safe riding practices, rules, and procedures.

Students must follow all school bus rules with this exception: Food and drink not in glass containers will be allowed on the bus with permission of the principal. However, any debris must be cleaned up at the end of the trip and before students leave the bus.

If a student causes a disruption or hazard on the bus, a hearing will be held with the principal, driver, instructor, coach or adult sponsor, parent/guardian, and student. The driver, instructor, coach or adult sponsor, parent/guardian, and the student will have the opportunity to share with the principal their perceptions of the problem. If the principal finds that there has been an infraction of bus rules, he or she may take any of the following actions based on the severity of the student's disruption:

1. Warn the student that following any further infraction he or she will be declared ineligible for transportation to the extracurricular or co-curricular activities for one event;
2. Declare the student ineligible for transportation to the extracurricular or co-curricular activity for one event; or
3. Declare student ineligible for transportation to the extracurricular or co-curricular activities for the remainder of the semester or school year.

Procedure History:

Promulgated on:

Revised on:



**Avery School District**  
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**Hours of Service of Drivers**

**8115**

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

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

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

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

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

Cross Reference: 8100      Transportation

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

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

**Policy History:**

Adopted on: 4/9/2018

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**Avery School District**  
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**Transportation of Students with Disabilities**

**8130**

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

1. Travel to and from school and between schools;
2. Travel in and around school buildings or to those activities which are a regular part of the student's instructional program;
3. Specialized equipment (such as special or adapted buses, lifts, and ramps) if required to provide special transportation for a student with disabilities; and
4. Other services that support the student's use of transportation, such as:
  - A. Special assistance, such as an aide on the bus and assistance getting on and off the bus;
  - B. Safety restraints, wheelchair restraints, and child safety seats;
  - C. Accommodations, such as preferential seating, a positive behavioral support plan for the student on the bus, and altering the bus route; or
  - D. Training for the bus driver regarding the student's disability or special health-related needs.

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

**Mode of Transportation**

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

Cross Reference: 3340      Corrective Actions and Punishment

8140 Student Conduct on Buses

Legal Reference: 20 U.S.C. § 1400 et seq. Individuals with Disabilities in Education Act  
(IDEA)

IDAPA 08.02.03.109 Special Education  
Idaho Special Education Manual

Policy History:

Adopted on: 4/9/2018

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**Avery School District**  
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**Student Conduct on Buses**

**8140**

Riding the school bus is a privilege for students, not a right. Students are expected to follow the same behavioral standards while riding School District vehicles as are expected on school property and at school activities, functions, and events and additional specific transportation safety rules. All school rules are in effect while a student is riding a District vehicle or at a school bus stop.

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

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

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

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

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

**Discipline of Students with Disabilities**

If a student's IEP team determines that special transportation is required and documents it on the IEP, all procedures under the IDEA 2004 must be followed with regard to the student and transportation. A suspension from bus transportation depends on whether bus transportation is identified on the IEP:

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

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

Cross Reference: 3330                      Student Discipline  
    8130                      Transportation of Students with Disabilities

Legal Reference: I.C. § 33-205            Denial of School Attendance  
    I.C. § 33-1501            Transportation Authorized

Policy History:

Adopted on: 4/9/2018

Revised on:

# AVERY SCHOOL DISTRICT NO. 394

## STUDENT BUS RULES & REGULATIONS

1. Remain seated when bus is in motion.
2. Keep arms and head inside bus.
3. Avoid loud and unnecessary noises.
4. Refrain from eating or drinking on bus.
5. Profanity is inexcusable.
6. Refrain from pushing and shoving.
7. State law prohibits smoking/chewing tobacco on a school bus.
8. Obey instructions of the driver promptly.
9. Animals, reptiles, fish or fowl are not permitted on the school bus.
10. Weapons or firearms are not permitted on the school bus.
11. Keep inside of bus clean at all times.
12. Keep feet off seats.
13. Passengers must:  
Have strong sense of responsibility for the safety of self and others.  
Enter bus with least possible confusion, be seated and remain seated until bus stops for passengers to unload.  
Keep all parts of body inside bus except when unloading.  
If necessary to cross road: Cross at least fifteen (15) feet in front of bus; wait at right front of bus for signal from driver before proceeding into other traffic lane.  
Stay away from bus except when loading or unloading.  
Be careful walking to and from bus stop.  
Follow driver's instructions promptly and cheerfully.
14. Treat others and equipment with respect. Take care that no sharp or damaging article be placed on seats.
15. A second address bussing form must be received by the office for student to leave bus anywhere except their regular stop.
16. Students should leave home early enough to arrive at their bus stop five (5) minutes before bus is due.
17. The four back windows -- 2 on the right, 2 on the left -- shall remain closed at all times.
18. If students are assigned seats, they must sit in assigned seat.
19. Should a student's behavior be such as to disrupt the orderly atmosphere of the bus and constitute a danger for the safety and well-being of the other bus students, the driver will fill out the "Discipline Report" form and give the student the original at that time.
20. For violations by a student of posted rules, the following procedures are in effect:  
First violation: A citation will be issued. Driver will call to explain situation. The top copy will be given to student for parent to sign and return to driver the next day; the remaining copies will be turned in to the district office the same day.  
Second violation: A citation will be issued following the same procedure as above. In addition, parent will be phoned by the district office. If parent cannot be reached by phone, a letter will be sent with copy of the citation and explanation of the circumstances.  
Third violation: Above procedure will be followed. A determination will be made by the driver and superintendent based on the seriousness of the violation. The student may be denied bus privileges.
21. Severity of a violation of bus riding conduct may result in immediate suspension of bus riding privileges at the discretion of the driver and superintendent.

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**Driver Training and Responsibility**

**8180**

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

Each bus driver shall meet the qualifications established by the State Department of Education, including, but not limited to the following:

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

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

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

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

Policy History:

Adopted on:  
Revised on:



**Avery School District**  
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**Use of Wireless Communication Devices by Bus Drivers**

**8185**

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

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

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

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

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

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

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

Legal Reference: 49 CFR 392.82 Wireless Communication Devices

**Policy History:**

Adopted on:

Revised on:

**Avery School District**  
**#394**  
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**Emergencies Involving Transportation Vehicles**

**8190**

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

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

Reference: Federal Highway Safety Guideline 17

**Policy History:**

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Revised on:

**Avery School District**  
**#394**  
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**District Vehicle Idling**

**8195**

The Board is committed to transporting students on school buses in a safe manner. Further, the Board recognizes that accumulated emissions from school buses can be harmful to students, bus drivers, and others in the area of the idling buses. Unnecessary bus or District vehicle idling emits pollutants, wastes fuel, and wastes financial resources.

**District Vehicle Idling Times**

1. When school buses arrive at loading and unloading areas to drop off or pick up passengers, the school bus driver should turn off the bus as soon as possible to eliminate idling time and reduce harmful emissions;
2. The school bus should not be restarted until it is ready to depart;
3. School buses should not idle, on or off of school grounds, for longer than five minutes unless:
  - A. They are waiting in traffic;
  - B. They are loading or unloading students with special needs;
  - C. There are safety or emergency situations;
  - D. The driver is in the process of receiving or discharging passengers on a public highway or public road;
  - E. There are maintenance or mechanical situations, inspections, or repair; or
  - F. There are extreme weather conditions and the purpose is to warm the interior of the bus.
4. All District vehicles should follow the above guidelines as applicable.

Reference: Standards for Idaho School Buses and Operations

**Policy History:**

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**Avery School District**  
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**Local School Wellness**

**8200**

It is the goal of the Avery School District to strive to make a significant contribution to the general well being, mental and physical capacity, and learning ability of each student and afford them the opportunity to fully participate in the education process. The Avery School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our school contributes to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

**Goals for Wellness Promotion**

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

1. Encourage all children to bring adequate and healthy food choices to school everyday;
2. It is recommended that celebrations that involve food during the school day be limited to no more than one party per class per month. It is also recommended that each party include no more than one food or beverage that does not meet nutrition standards for Smart Snacks in Schools. The District will disseminate a list of healthy party ideas to parents and teachers.
3. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors including good nutrition and regular physical activity;
4. Promote healthy eating patterns through classroom nutrition education coordinated with the comprehensive health education program including education, health, and food services.

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

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

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

Policy History:

Adopted on:

Revised on:

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**Water Consumption/Water Bottle Policy**

**8235**

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

In addition, water sales should be a significant option through school vending and concession services. Water should be available during mealtimes, at least through water fountains.

**Water Bottle Policy**

When students bring water bottles for use during school:

1. Water bottles must be clear and have secure caps;
2. Students may not share water bottles;
3. Empty bottles should, on a regular basis, be recycled (if appropriate), discarded, or taken home for sanitized reuse;
4. Teachers have discretion in determining classroom use;
5. Water bottles may not be re-filled during classroom instruction.

**Policy History:**

Adopted on:

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**Teacher to Student Incentive**

**8270**

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

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

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

The following are zero-cost alternatives to using food as a reward:

1. Sit by friends;
2. Read outdoors;
3. Teach the class;
4. Have extra art time;
5. Enjoy class outdoors;
6. Have an extra recess;
7. Play a computer game;
8. Read to a younger class;
9. Get a no homework pass;
10. Make deliveries to the office;
11. Listen to music while working;
12. Play a favorite game or puzzle;
13. Earn play money for privileges;
14. Eat lunch outdoors with the class;
15. Be a helper in another classroom;
16. Get "free choice" time at the end of the day;
17. Listen with a headset to a book on audiotape; and
18. Have a teacher read a special book to the class.

The following are low-cost alternatives to using food as a reward:

1. Select a paperback book;
2. Enter a drawing for donated prizes;
3. Take a trip to the treasure box stocked with non-food items;
4. Get stickers, pencils, and other school supplies;
5. Receive a video store or movie theater coupon;
6. Get a set of flash cards printed from a computer; and

7. Receive a “mystery pack” including items such as a notepad, folder, sports card, etc.

Policy History:

Adopted on:

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**Avery School District**  
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**Emergency and Disaster Preparedness**

**8300**

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

Development of Crisis Management Plan

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

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

The Superintendent or designee shall be responsible for directing the development of a comprehensive Crisis Management Plan. This plan will be shared with representatives of local municipalities and appropriate emergency personnel. The Crisis Management Plan will be reviewed annually by the Crisis Management Committee, which shall include representatives of principals and site managers. The Crisis Management Plan will be maintained by the Superintendent in conjunction with the Business Manager.

The Head Teacher shall receive a copy of the Crisis Management Plan. The Superintendent shall provide in-service training on plan implementation with the building staff.

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

Legal Reference: IDAPA 08.02.03.160 Safe Environment and Discipline

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**Avery School District**  
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**Hazardous Material Spill**

**8300P1**

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

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

**Procedure History:**

Promulgated on:

Revised on:

**Avery School District**  
**#394**  
**NON-INSTRUCTIONAL OPERATIONS**

**Bomb Threat**

**8300P2**

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

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

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

your responsibilities are complete, calmly evacuate the building. Once outside, stay away from buildings, vehicles, and trash containers.

Procedure History:

Promulgated on:

Revised on:

**Avery School District**  
**#394**  
**NON-INSTRUCTIONAL OPERATIONS**

**Violent or Criminal Behavior**

**8300P3**

Immediately contact the building Police/principal if hostile or violent behavior, actual or potential, is witnessed.

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

**Procedure History:**

Promulgated on:

Revised on:

**Avery School District**  
**#394**  
**NON-INSTRUCTIONAL OPERATIONS**

**Earthquake**

**8300P4**

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

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

Procedure History:

Promulgated on:

Revised on:

**Avery School District**  
**#394**  
**NON-INSTRUCTIONAL OPERATIONS**

**Propane Leak**

**8300P6**

In the event a propane leak is discovered or suspected:

1. Evacuate the building
2. Locate and turn off the gas valve serving the building or area;
3. Do not re-enter the building until the fire department has cleared the building for occupation
4. Open windows and doors to dissipate the fumes.

**The local fire department and the propane supplier shall be notified by the Business Manager, Head Teacher, principal, or any person aware of the emergency.**

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

**Procedure History:**

Promulgated on:

Revised on:

**Disclaimer:**

**The Automated External Defibrillator policies and procedures contained herein are for informational purposes only. The policies are a sample of the policies that a District can incorporate. If your District is contemplating implementation of an AED, it is recommended that prior to implementation, a policy and procedure is in place.**

**Avery School District  
#394  
NON-INSTRUCTIONAL OPERATIONS**

**Automated External Defibrillators**

**8310**

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

The Superintendent shall assign an AED Team Coordinator. The Superintendent and AED Team Coordinator will request individuals to be part of the AED Team. The AED Team shall work with the District to implement and maintain the AED program.

The Superintendent shall work with the AED Team to develop a program with procedures governing the use of the AEDs within the District. The program procedures shall be incorporated into the District's Emergency Preparedness Plan.

The Superintendent shall designate a school physician to serve as an emergency health care provider to monitor the program and ensure that all designated responders are properly trained and that AEDs are properly maintained. The District and Emergency Health Care Provider shall develop a written collaborative agreement which contains all the provisions for administration and use of this equipment, including training requirements, location of AED units, the maintenance and inspection of AEDs, and the identification of local emergency response providers.

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



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

Legal Reference: I.C. § 5-337      Immunity for Use of Automated External Defibrillator  
(AED)

Policy History:

Adopted on:

Revised on:



\_\_\_\_\_ School District No. \_\_\_\_

**NONINSTRUCTIONAL OPERATIONS**

**8310F2**

Automated External Defibrillators

**SCHOOL DISTRICT  
AUTOMATED EXTERNAL DEFIBRILLATOR (AED)  
INSPECTION AND INVENTORY**

Building: \_\_\_\_\_

Device Location: \_\_\_\_\_

| <b>DATE</b>                      | <b>TIME</b> | <b>r-Routine</b> | <b>p-Post Use</b> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|----------------------------------|-------------|------------------|-------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|                                  |             |                  |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b><i>Inventory Items:</i></b>   |             |                  |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Storage cabinet intact           |             |                  |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AED exterior intact              |             |                  |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Battery installed and functional |             |                  |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Spare battery available          |             |                  |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AED self test                    |             |                  |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AED user guide available         |             |                  |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CPR guide available              |             |                  |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Two sets of electrodes           |             |                  |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Two Incident report forms        |             |                  |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pen                              |             |                  |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Two Mouth barrier devices        |             |                  |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Razor                            |             |                  |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Scissors                         |             |                  |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Two pairs of Non-latex gloves    |             |                  |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gauze pads or towel              |             |                  |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Initials of Inspector</b>     |             |                  |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Corrective Action Required and Completed:**

| <b>Date</b> | <b>Details</b> | <b>Reported to<br/>Superintendent</b> | <b>Initials</b> |
|-------------|----------------|---------------------------------------|-----------------|
|             |                |                                       |                 |
|             |                |                                       |                 |
|             |                |                                       |                 |
|             |                |                                       |                 |
|             |                |                                       |                 |
|             |                |                                       |                 |
|             |                |                                       |                 |

\_\_\_\_\_ **School District No.** \_\_\_\_

**NONINSTRUCTIONAL OPERATIONS**

**8310F3**

Automated External Defibrillators

\_\_\_\_\_ **SCHOOL DISTRICT**  
**AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**  
**INCIDENT REPORT**

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident (which building, where in building, etc.): \_\_\_\_\_  
\_\_\_\_\_

Patient's Age: \_\_\_\_\_ Patient's Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female

CPR prior to defibrillation: \_\_\_\_\_ Attempted \_\_\_\_\_ Not Attempted

Cardiac Arrest: \_\_\_\_\_ Not Witnessed \_\_\_\_\_ Witnessed by Bystander  
\_\_\_\_\_ Witnessed by AED team member

Estimated time (in minutes) from arrest to CPR: \_\_\_\_\_

Shock: \_\_\_\_\_ Indicated \_\_\_\_\_ Not Indicated

Estimated time (in minutes) from arrest to 1<sup>st</sup> AED shock: \_\_\_\_\_

Number of shocks: \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

**Patient Outcome at Incident Site:**

- |  |                                       |
|--|---------------------------------------|
| _____ Return of pulse and breathing <input type="checkbox"/> | _____ No return of pulse or breathing |
| _____ Return of pulse with no breathing                      | _____ Became responsive               |
| _____ Return of pulse, then loss of pulse                    | _____ Remained unresponsive           |

Name of AED Operator: \_\_\_\_\_

Transporting Ambulance: \_\_\_\_\_

Name of Facility Patient was Transported To: \_\_\_\_\_

Name of Emergency Health Care Provider: \_\_\_\_\_

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date of Report

**This report is to be completed by the Emergency Health Care Provider or AED User within 5 business days of use of an AED.**

The completed report must be mailed/returned to: \_\_\_\_\_

**NONINSTRUCTIONAL OPERATIONS**

**8310P**

Automated External Defibrillators

AED Program Implementation and Procedures

In implementing the AED Program, the AED Team shall prepare a written plan that must specify:

1. Where the AED will be placed;
2. The individuals who are authorized to operate the AED;
3. How AED use will be coordinated with an emergency medical service providing services in the area where the AED is located;
4. The medical supervision that will be provided;
5. The maintenance that will be performed on the AED;
6. Records that will be kept by the program;
7. Reports that will be made of AED use; and
8. The name, location, and telephone number of a physician, or other individual designated by the physician, to provide medical supervision of the AED program.

Identify the AED Team

The Superintendent and AED Team coordinator will request individuals to be part of the AED Team. The Superintendent and AED Team coordinator will consider many factors in choosing the number and members of the AED Team. The size and layout of each school and its operating hours should be considered. Staff members who already provide medical services, such as a school nurse, and those present when students are exercising, such as coaches, trainers, lifeguards, and physical education teachers, should be considered members of the AED Team. Additionally, when selecting team members consider possible staff turnover and who will be present even after school hours, such as administrators, custodians, coaches, etc.

Coordinate with Local Emergency Medical Services (EMS)

The AED Team shall work with the local EMS to coordinate clear procedures for smooth victim “hand-off” to EMS when EMS arrives. Additionally, EMS may provide guidance on equipment choice and placement, training and medical direction, and may check the equipment each year as part of the District’s annual fire inspection.

Prescription from Physician/Medical Direction

A collaborative agreement must be established between the District and a physician to oversee the administration of the District’s AED program. This collaborative agreement will be renewed on a biannual basis starting from the date of the original agreement. The physician will review the District plan and suggest modifications at least annually.

The physician will approve the “standing orders” rescuers should follow when using an AED in a medical emergency. The physician may sign off on training plans, policies, and procedures; update them to take into account new treatment recommendations; evaluate data recorded on an AED during a medical emergency; and help assess each use of an AED to suggest any improvements.

### AED Equipment and Vendor Selection

When choosing an AED vendor, the AED Team shall inquire as to the reputation of the vendor for reliability, durability, and ongoing support. The vendor may provide expertise in training, site assessment, and policies and procedures. When selecting AED equipment and a vendor, important considerations include:

1. How many AEDs can be purchased or are being donated and where to locate each AED. Locations should be reevaluated when and if additional units are purchased or donated;
2. Reputation of the AED manufacturer for product quality, reliability, and customer service;
3. Compatibility with the equipment of the local EMS;
4. Easy operation with clear voice prompts;
5. Biphasic technology and ability to adjust shocks and energy levels to match the victim’s needs;
6. Defibrillation electrodes that are pre-connected to the AED;
7. Maintenance-free batteries;
8. Direct field service team for on-site download of AED data;
9. Validated computer-based refresher training;
10. Availability of reduced energy defibrillation electrode for victims younger than eight years of age; and
11. Vendor ability to provide a complete implementation solution.

### Additional Development of Procedures

The AED Team shall develop additional procedures and incorporate them into the District’s Emergency Preparedness Plan and this AED Plan. Points to include in the additional procedures include:

1. Actions those who witness a cardiac emergency should take, such as one person starting CPR while others rush for the AED, notify the main office, and make sure local EMS is called;
2. How to notify internal trained responders using walk-talkies, cell phones, radios, or the building public address system, for example;
3. Who is responsible for bringing the AED to a victim;



4. Who will notify the community's EMS team, such as by using a phone near the AED or alerting the main office to call local EMS;
5. How EMS will be directed to the exact location within the school, perhaps by having someone meet paramedics at the front door and escort them to the victim;
6. Standing orders stating when the AED should be used (only on victims who are unconscious, without a pulse, and who show no signs of circulation nor normal breathing);
7. Procedures to follow if an AED is moved from the building to a playing field, such as notifying the main office or school nurse about its location and how to contact the person who has it (via cell phone or radio for example);
8. How to handle data the AED records during use, including the patient's heart rhythm, AED analysis, and any shock delivered; and
9. What to do after an event, such as downloading and transferring data from an AED, notifying the medical director, reviewing the event to determine how procedures might be improved, replenishing supplies, returning the AED to service, and stress debriefing to help responders handle their emotions after a rescue effort.

#### Responsibility for Operation, Maintenance, and Record-Keeping

The school nurse at each building in which an AED is installed shall be responsible for the following:

1. Check the defibrillator(s) in the building on a regular basis, at least weekly;
2. Verify that the unit is in the proper location;
3. Verify that the unit has all of the appropriate equipment, including battery, mask, case, emergency pack, gloves, etc.;
4. Verify that the unit is ready for use, and that it has performed its self-diagnostic evaluation;
5. The replacement of equipment and supplies for the AED;
6. The repair and service of the AED;
7. Assist the District with proper in-house training for other individuals; and
8. Report the need for revising the AED policy and procedures.

If the nurse notes any problems, or the AED's self-diagnostic test has identified any problems, or the unit is placed "out-of-service", the nurse must contact the Superintendent and all members of the AED Team immediately.

After performing an AED check, the nurse shall make note on an AED service log indicating that the unit has been inspected and that it was found to be "In-Service" or "Out-of-Service."

The AED Team coordinator shall be responsible for the following:

1. In the absence of the school nurse, the AED Team Coordinator shall complete the school nurse's responsibilities stated above. In the event the AED Team coordinator is not available weekly to perform these responsibilities (such as during spring, winter, or summer break), the AED Team coordinator shall designate an individual who will be available during these times. The designated individual shall be on the AED Team and be trained on the school nurse responsibilities stated above.
2. Maintain on file all specifications and technical information sheet for each approved AED model assigned or donated to the District or school.
3. Maintain copies of the certifications and training records of the AED Team, including CPR and AED certification.
4. Provide and schedule opportunities for training certification and refresher training.
5. Assist the District with proper in-house training for other individuals.
6. Report the need for revising the AED policy and procedures

#### Refresher Training

Refresher training shall occur at least every \_\_\_\_ years or sooner if the equipment, policies, or procedures change. Only those individuals who complete refresher training can be members of the AED Team.

#### HIPPA

No member of the AED Team shall disclose health-related information or student information regarding any person upon whom an AED is used unless it is to a local emergency medical service or licensed physician or nurse.

#### Procedure History:

Promulgated on:

Revised on:

**Avery School District**  
**#394**  
**NON-INSTRUCTIONAL OPERATIONS**

**Fire Drills and Evacuation Plans**

**8320**

Goal

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

Frequency

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

First Evacuation Drill

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

Time

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

Assembly Points

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

Record Keeping

Records shall be maintained of emergency evacuation drills and include:

1. Identity of the person conducting the drill;
2. Date and time of the drill;
3. Notification method used;
4. Staff members on duty and participating;
5. Number of occupants evacuated;
6. Special conditions simulated;

7. Problems encountered;
8. Weather conditions when occupants were evacuated; and
9. Time required to accomplish a complete evacuation.

### Fire Safety and Fire Evacuation Plans

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

### Fire Evacuation Plan

The fire evacuation plan must include:

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

### Fire Safety Plans

The fire safety plan must include:

1. The procedures for reporting a fire or other emergency;
2. The life safety strategy and procedures for notifying, relocating, or evacuating occupants;
3. Site plans indicating the following:
  - A. The occupancy assembly point;
  - B. The location of fire hydrants; and
  - C. The normal routes of fire department vehicle access
4. Floor plans identifying the locations of the following:
  - A. Exits;
  - B. Primary evacuation routes;
  - C. Secondary evacuation routes;

- D. Accessible egress routes;
  - E. Areas of refuge;
  - F. Manual fire alarm boxes;
  - G. Portable fire extinguishers;
  - H. Occupant-use hose stations; and
  - I. Fire alarm annunciators and controls.
5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures;
  6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires; and
  7. Identification and assignment of personnel responsible for maintenance, housekeeping, and controlling fuel hazard sources.

### In the Event of a Fire

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

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

In the event of a fire:

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

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

Legal Reference: I.C. § 41-253 Adoption of International Fire Code  
IDAPA 18.01.50 Rules of the Idaho Department of Insurance, Title  
01, Chapter 50, "Adoption of the 2006 *International  
Fire Code.*"  
IDAPA 08.02.03.160 Safe Environment and Discipline  
2006 Idaho Fire Code

Policy History:

Adopted on:

Revised on:

**Avery School District**  
**#394**  
**NON-INSTRUCTIONAL OPERATIONS**

**Emergency Drills, Rules, and Procedures**

**8320P**

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

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

1. Evacuation routes will be posted in each room. These routes will indicate the primary and alternate exits and evacuation area to which the student should proceed upon leaving the building. During the first week of the school year, rules for emergency evacuation will be discussed with each class using the room;
2. A distinct alarm signal will be used for emergency drills only; another signal will be established by District Administration for return to class. Building evacuations will also occur upon notification by District officials or public safety officers.
3. No student or staff member is to remain in the building during emergency drills;
4. Staff should assist people with handicaps in exiting the building.
5. All persons should exit according to their posted evacuation routes and proceed to assigned locations a safe distance from the building. If the exit is blocked, persons should use the nearest marked exit and alert others to do the same.
6. It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area. This should be a clear area that is at least 500 feet away from the affected building. All persons shall keep out of streets, fire lanes, hydrant areas, and walkways for emergency vehicles and personnel. Students, staff, and volunteers should know their assembly points.
7. The teacher will be responsible for:
  - A. Seeing that windows and doors are closed with doors locked;
  - B. Assuring that electrical equipment and gas jets are turned off;
  - C. Maintaining order during the evacuation; and
  - D. Taking the grade book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the Building Administrator.

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

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

Procedure History:

Promulgated on:

Revised on:



**Avery School District**  
**#394**  
**NON-INSTRUCTIONAL OPERATIONS**

**Risk Management**

**8500**

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

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

Cross Reference: 8520

Inspection of School Facilities

Legal Reference: I.C. § 33-701  
I.C. § 33-1613

Fiscal Year – Payment and Accounting of Funds  
Safe Public School Facilities Required

**Policy History:**

Adopted on:

Revised on:

**Avery School District**  
**#394**  
**NON-INSTRUCTIONAL OPERATIONS**

**District Safety**

**8510**

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

Cross Reference: 9400      Safety Program

Legal Reference: Occupational Safety and Health Act

**Policy History:**

Adopted on:

Revised on:

**Avery School District**  
**#394**  
**NON-INSTRUCTIONAL OPERATIONS**

**Inspection of School Facilities**

**8520**

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

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

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

**Emergency Evacuation Plan**

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

|                       |                                   |
|-----------------------|-----------------------------------|
| Cross Reference: 8300 | Emergency & Disaster Preparedness |
| 8510                  | District Safety                   |
| 9400                  | Safety Program                    |

|                                 |  |
|---------------------------------|--|
| Legal Reference: I.C. § 33-1613 | Safe Public School Facilities Required |
| IDAPA 08.02.03.160              | Safe Environment and Discipline        |

**Policy History:**

Adopted on:

Revised on:

**Avery School District**  
**#394**  
**NON-INSTRUCTIONAL OPERATIONS**

**Property Damage**

**8530**

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

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

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

**Privately-Owned Property**

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

Cross Reference: 8705      Transportation Liability Insurance

Legal Reference: I.C. § 33-701      Fiscal Year – Payment and Accounting of Funds

**Policy History:**

Adopted on:

Revised on:

**Avery School District**  
**#394**  
**NON-INSTRUCTIONAL OPERATIONS**

**Records Management**

**8600**

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

The Clerk shall be the Public Records Coordinator and custodian of records under the supervision of the Superintendent.

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

All public records will be provided to the public in accordance with the laws of the State of Idaho and District Policy 4260.

**Record Safety**

The Superintendent or designee, shall create and enforce a procedure in an effort to keep the District's data and vital records safe and secure in the event of a possible disaster. Examples of vital records include personnel files, student records, fiscal documents (financial and insurance), etc.

In creating the procedure, the Superintendent or designee shall consider the following:

1. Physical security;
2. Backup storage security;
3. Backup schedule;
4. Rotate backups;
5. Remote access;
6. Personnel authentication;
7. Backup infrastructure security;
8. Duplicating records for off-site storage; and
9. Storing computer tapes and disks in fireproof, waterproof safes.

The procedures should provide for a written comprehensive disaster recovery plan. Such a plan ensures that vital records are backed up daily and that the District will be able to recover operations quickly. In the event of a disaster, the identification and protection of vital records is of great importance.

Legal Reference: Title 74 Chapter 1 Public Records Act

Policy History:

Adopted on:

Revised on:

**Avery School District**  
**#394**  
**NON-INSTRUCTIONAL OPERATIONS**

**Retention of District Records**

**8605**

In compliance with Idaho Code, the Board of Trustees establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of District records. This schedule likewise identifies the anticipated physical location of where such records may be kept or maintained by the District, in addition to the possible document retention of all categories of records on the school's servers and computer systems.

The District's Public Records Coordinator, in conjunction with the Superintendent, Board Clerk, or designee, is responsible for the maintenance, safeguarding and destruction of the District's records. Performance of such duties shall be in cooperation with the District's Business Office, Directors of Maintenance and Transportation, Technology Coordinator, the Principals at the school's buildings and other administrative personnel employed by the District. However, each school employee is likewise responsible for having knowledge of this policy and the requirement to safeguard the District's records, electronic or otherwise, consistent with the chart below.

The District's Public Records Coordinator shall work in conjunction with the District's Technology department to assure that the school's staff is aware of the routine destruction of electronic District records, including emails, such that they are able to assure that the District's public records are retained consistent with this schedule, regardless of whether they are maintained in a hard copy or an electronic copy. In such a process, the District's employees need to retain District records included on the schedule below, particularly student educational records, personnel records, and investigative records, in a format that is not part of the District's routine electronic records destruction and/or notify the technology personnel of the District that a particular document is not to be destroyed as part of the routine destruction of electronic records.

Unless otherwise prohibited by applicable law, all District records may be maintained electronically and/or in hard physical copy.

**Method of Destroying Official Records**

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

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

The District will store electronic mail/e-mails for a maximum period of 90 days. All email will be automatically deleted from the District's system at the end of this retention period. It is the responsibility of every district employee to assure that District documents that need to be retained for a longer period of time due to federal law, state law or the provisions of this policy are retained accordingly and in a different format than electronic mail. An employee's failure to retain District documents accordingly could serve as a basis for discipline, up to and including

possible termination.

Suspending of Destroying Official Records

The District will immediately cease the destruction of all relevant records, including electronic records, even if destruction is authorized by an approved Retention Schedule, for the following reasons:

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

The Public Records Coordinator, Superintendent, and Board Clerk are responsible for carrying out this policy.

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

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

**DISTRICT RECORDS RETENTION SCHEDULE**

| <b>Retention Codes</b>   |  |  |
|--|--|--|
| AC—After closed, terminated, completed, expired, settled, or last date of contact<br>FE—Fiscal Year End (June 30 <sup>th</sup> ) | LA—Life of Asset<br>PM—Permanent<br>US—Until Superseded  | DO – District Office<br>SB – School Buildings<br>DM – District Maintenance<br>DT – District Transportation |
| RECORDS DESCRIPTION  | RETENTION PERIOD   |  |
| ADMINISTRATION—ATTENDANCE--ANNUAL ATTENDANCE SUMMARIES BY BUILDING   | PM   | DO, SB   |
| ADMINISTRATION—ATTENDANCE—Enrollment attendance data   | 3 yr   | DO, SB   |
| ADMINISTRATION—BALLOTS AND OATHS OF ELECTION—until canvassed and recorded in the minutes   | Not less than 8 months following election  | DO   |
| ADMINISTRATION—BALLOTS FOR BOND ELECTIONS  | a. Not less than 60 days after bonds have been delivered to purchaser<br>b. Not less than 8 months following bond election | DO   |
| ADMINISTRATION—CONTRACTS AND LEASES  | AC +6 yr   | DO   |
| ADMINISTRATION—GENERAL CORRESPONDENCE  | 3 yr   | DO, SB   |
| ADMINISTRATION—DONATION/GIFT RECORDS   | PM   | DO, SB   |



## DISTRICT RECORDS RETENTION SCHEDULE

| Retention Codes  |  |   |
|--|--|---|
| <p><b>AC</b>—After closed, terminated, completed, expired, settled, or last date of contact</p> <p><b>FE</b>—Fiscal Year End (June 30<sup>th</sup>)</p>  | <p><b>LA</b>—Life of Asset</p> <p><b>PM</b>—Permanent</p> <p><b>US</b>—Until Superseded</p>  | <p><b>DO</b> – District Office</p> <p><b>SB</b> – School Buildings</p> <p><b>DM</b> – District Maintenance</p> <p><b>DT</b> – District Transportation</p> |
| RECORDS DESCRIPTION  | RETENTION PERIOD   |   |
| <b>ADMINISTRATION</b> —BOARD MEETINGS—AGENDA AND MINUTES: Official minutes and agenda of open meetings   | <b>PM</b>  | <b>DO</b>   |
| <b>ADMINISTRATION</b> —BOARD MEETINGS—CLOSED: Certified agendas or tape recordings of closed meetings  | <b>PM—Restricted Access</b>  | <b>DO</b>   |
| <b>ADMINISTRATION</b> —ORGANIZATION CHARTS: Any documentation that shows program accountability  | <b>PM</b>  | <b>DO, SB, DM, DT</b>   |
| <b>ADMINISTRATION</b> —EDUCATION PROGRAM REVIEW RECORDS  | <b>AC+3 yr</b>   | <b>DO, SB</b>   |
| <b>ADMINISTRATION</b> —OFFICIAL STATE DEPARTMENT REPORTS   | <b>PM</b>  | <b>DO</b>   |
| <b>ADMINISTRATION</b> —SCHOOL CERTIFICATION REPORTS  | <b>PM</b>  | <b>DO</b>   |
| <b>ANNUAL REPORTS</b>  | <b>PM</b>  | <b>DO</b>   |
| <b>APPEAL AND REVIEW RECORDS</b> —Records may include but are not limited to narrative history or description of appeal; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation.                              | <b>PM</b>  | <b>DO</b>   |
| <b>BOARD MEMBER RECORDS</b> —Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports, and other reference material. Records are often compiled in a notebook for each member. | <b>AC+3 yr</b><br>NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials. | <b>DO</b>   |
| <b>BOARD RECORDS</b> —Series documents the official proceedings of the board meetings. Records may include agendas; minutes; meeting notices; items for board action; contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.                 | <b>PM</b>  | <b>DO</b>   |
| <b>COMPUTER SYSTEMS-BACKUPS</b> —Backups on tape, disk, cd, dvd, etc.<br>CAUTION: Records stored in this format can be subpoenaed during litigation.   | <b>US or 1 year</b>  | <b>DO</b>   |
| <b>EQUIPMENT-HISTORY FILE</b> —Equipment service agreements, includes maintenance agreements,  | <b>LA+3 yr</b>   | <b>DO, DM, DT</b>   |

## DISTRICT RECORDS RETENTION SCHEDULE

| Retention Codes  |   |  |
|--|---|--|
| <b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact<br><b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )   | <b>LA</b> —Life of Asset<br><b>PM</b> —Permanent<br><b>US</b> —Until Superseded                       | <b>DO</b> – District Office<br><b>SB</b> – School Buildings<br><b>DM</b> – District Maintenance<br><b>DT</b> – District Transportation |
| RECORDS DESCRIPTION  | RETENTION PERIOD  |  |
| installation, and repair logs, etc.  |   |  |
| <b>EQUIPMENT MANUALS</b> —Instruction and operating manuals  | <b>LA</b>   | <b>DO, SB, DM, DT</b>  |
| <b>EQUIPMENT WARRANTIES</b>  | <b>AC+1 yr</b>  | <b>DO, SB, DM, DT</b>  |
| <b>FACILITIES OPERATIONS-APPRAISALS</b> —Building or property  | <b>3 yr</b>   | <b>DO</b>  |
| <b>FACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS</b> —Includes architectural and engineering drawings, etc.   | <b>PM</b><br>For leased structures retain AC+2  | <b>DO, DM</b>  |
| <b>FACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES</b> —Building construction contracts, surety bonds and inspection records, Planning, design, construction records & all bids, etc. | <b>LA</b>   | <b>DO, SB, DM</b>  |
| <b>FACILITY OPERATIONS</b> —DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS   | <b>FE+3 yr</b>  | <b>DO, SB, DM, DT</b>  |
| <b>FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS</b> —Documenting disposal of inventoried property   | <b>PM</b>   | <b>DO</b>  |
| <b>FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS</b> —Property logs   | <b>US+3 yr</b>  | <b>DO, SB, DM</b>  |
| <b>FACILITY OPERATIONS-SECURITY ACCESS RECORDS</b> —Documents the issuance of keys, identification cards, passes, passwords, etc.  | <b>AC+2 yr</b><br>AC=Until superseded, date of expiration or date of termination, whichever is sooner | <b>DO, SB, DM</b>  |
| <b>FACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTS</b>   | <b>PM</b>   | <b>DO, DM</b>  |
| <b>FACILITY OPERATIONS-UTILITY USAGE REPORTS</b>   | <b>1 yr</b>   | <b>DO, DM</b>  |
| <b>FACILITY OPERATIONS-VEHICLE OPERATION LOGS</b>  | <b>1 yr</b>   | <b>DO, DT</b>  |
| <b>FISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERS</b>  | <b>FE+3 yr</b>  | <b>DO, SB</b>  |
| <b>FISCAL-ANNUAL FINANCIAL REPORTS</b>   | <b>PM</b>   | <b>DO, SB, DM, DT</b>  |
| <b>FISCAL-ANNUAL OPERATING BUDGETS</b>   | <b>FE+3 yr</b>  | <b>DO, SB, DM, DT</b>  |
| <b>FISCAL-APPROPRIATION REQUESTS</b> —Includes any supporting documentation in the appropriation request   | <b>FE+3 yr</b>  | <b>DO, SB, DM, DT</b>  |
| <b>FISCAL-FINAL AUDIT REPORTS</b>  | <b>PM</b>   | <b>DO, SB</b>  |
| <b>FISCAL-BANK STATEMENTS</b>  | <b>FE+3 yr</b>  | <b>DO, SB</b>  |

## DISTRICT RECORDS RETENTION SCHEDULE

| Retention Codes  |   |  |
|--|---|--|
| <b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact<br><b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> ) | <b>LA</b> —Life of Asset<br><b>PM</b> —Permanent<br><b>US</b> —Until Superseded   | <b>DO</b> – District Office<br><b>SB</b> – School Buildings<br><b>DM</b> – District Maintenance<br><b>DT</b> – District Transportation |
| RECORDS DESCRIPTION  | RETENTION PERIOD  |  |
| <b>FISCAL-CANCELLED CHECKS</b> —<br>Stubs/Warrants/Drafts  | <b>FE+3 yr</b>  | <b>DO, SB</b>  |
| <b>FISCAL-CAPITAL ASSET RECORDS</b>  | <b>LA+3 yr</b>  | <b>DO, SB, DM, DT</b>  |
| <b>FISCAL-CASH RECORDS</b> —Cash deposit slips; cash receipts log  | <b>FE+3 yr</b>  | <b>DO, SB</b>  |
| <b>FISCAL-DEEDS AND EASEMENTS</b> —Proof of ownership and right-of-way on property   | <b>PM</b>   | <b>DO</b>  |
| <b>FISCAL-detail chart of accounts</b> —One for all accounts in use for a fiscal year  | <b>FE+3 yr</b>  | <b>DO, SB</b>  |
| <b>FISCAL-EXPENDITURE JOURNAL OR REGISTER</b>  | <b>FE+3 yr</b>  | <b>DO, SB</b>  |
| <b>FISCAL-EXPENDITURE VOUCHERS</b> —Travel, payroll, etc.  | <b>FE+3 yr</b>  | <b>DO, SB, DM, DT</b>  |
| <b>FISCAL-EXTERNAL REPORTS</b> —Special purpose, i.e. federal financial reports, salary reports, etc.  | <b>FE+3 yr</b>  | <b>DO, SB, DM, DT</b>  |
| <b>FISCAL-FEDERAL TAX RECORDS</b> —Includes FICA records   | <b>AC+4 yr</b><br>AC=Tax due date, date the claim is filed, or date tax is paid whichever is later  | <b>DO</b>  |
| <b>FISCAL-FEDERAL FUNDING RECORDS</b> —Title I; Chapter 2; Title VI-B  | <b>FE+5 yr</b><br>Or until all pending audits or reviews are completed  | <b>DO</b>  |
| <b>FISCAL</b> —FEDERAL—USDA  | <b>AC+3 yr</b><br>AC=submission of final expenditure  | <b>DO</b>  |
| <b>FISCAL-GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS</b>  | <b>FE+3 yr</b>  | <b>DO, SB</b>  |
| <b>FISCAL-GRANTS</b> —State and Federal  | <b>AC+3 yr</b><br>AC=End of grant or satisfaction of all uniform administrative requirements for the grant<br>CAUTION: Retention requirements may vary depending on the specific federal funding agency | <b>DO, SB</b>  |
| <b>FISCAL-INSURANCE CLAIM FILES</b>  | <b>AC+3 yr</b><br>AC=Resolution of claim  | <b>DO</b>  |
| <b>FISCAL-INSURANCE POLICIES</b> —all types  | <b>AC+5 yr</b><br>AC=expiration or termination of policy according to its terms   | <b>DO</b>  |
| <b>FISCAL-LONG-TERM LIABILITY RECORDS</b> —<br>Bonds, etc  | <b>AC+4 yr</b><br>AC=retirement of debt   | <b>DO</b>  |

## DISTRICT RECORDS RETENTION SCHEDULE

| Retention Codes  |   |  |
|--|---|--|
| <b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact<br><b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )       | <b>LA</b> —Life of Asset<br><b>PM</b> —Permanent<br><b>US</b> —Until Superseded   | <b>DO</b> – District Office<br><b>SB</b> – School Buildings<br><b>DM</b> – District Maintenance<br><b>DT</b> – District Transportation |
| RECORDS DESCRIPTION  | RETENTION PERIOD  |  |
| <b>FISCAL-RECEIPTS JOURNAL OR REGISTER</b>   | <b>FE+3 yr</b>  | <b>DO, SB, DM, DT</b>  |
| <b>FISCAL-RECONCILIATIONS</b>  | <b>FE+3 yr</b>  | <b>DO, SB</b>  |
| <b>FISCAL-REIMBURSABLE ACTIVITIES</b> —Requests & approval for reimbursed expenses for travel, training, etc.  | <b>FE+3 yr</b>  | <b>DO, SB</b>  |
| <b>FISCAL-RETURNED CHECKS</b> —Uncollectable warrants or drafts  | <b>AC+3 yr</b><br>AC=After deemed uncollectible   | <b>DO, SB</b>  |
| <b>FISCAL-SIGNATURE AUTHORIZATIONS</b> —Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits | <b>US+FE+3 yr</b>   | <b>DO</b>  |
| <b>LEGAL-LITIGATION FILES--</b>  | <b>PM</b><br>CAUTION: May contain attorney-client privileged information  | <b>DO, SB, DM, DT</b>  |
| <b>LEGAL-OPEN RECORDS REQUESTS</b> —documentation relating to approved or denied requests for records under Idaho Public Records Law                   | <b>PM</b>   | <b>DO</b>  |
| <b>LEGAL-OPINIONS AND ADVICE</b> —Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation    | <b>PM</b><br>CAUTION: May contain attorney-client privileged information  | <b>DO, SB</b>  |
| <b>NEWS OR PRESS RELEASES</b>  | <b>PM</b>   | <b>DO, SB</b>  |
| <b>PERSONNEL-ACCUMULATED LEAVE ADJUSTMENT REQUEST</b> —Used to create and adjust employee leave balances   | <b>FE+5 yr</b>  | <b>DO, SB, DM, DT</b>  |
| <b>PERSONNEL-APPLICATIONS FOR EMPLOYMENT—HIRED</b> —Applications, etc required by employment advertisement   | <b>AC+5 yr</b><br>AC=Termination of employment  | <b>DO, SB, DM, DT</b>  |
| <b>PERSONNEL-APPLICATIONS FOR EMPLOYMENT—NOT HIRED</b> —Applications, resumes, etc. required by employment advertisement                               | <b>AC+2 yr</b><br>AC=Date position is filled  | <b>DO, SB, DM,DT</b>   |
| <b>PERSONNEL-BENEFIT PLANS</b>   | <b>US+5 yr</b>  | <b>DO</b>  |
| <b>PERSONNEL-COMPLAINT RECORDS</b> —Complaints received and records documenting their resolution   | <b>FE+3 yr</b><br>CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period | <b>DO, SB, DM, DT</b>  |

## DISTRICT RECORDS RETENTION SCHEDULE

| Retention Codes  |   |  |
|--|---|--|
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| RECORDS DESCRIPTION  | RETENTION PERIOD  |  |
| <b>PERSONNEL-CORRECTIVE ACTION</b> —those actions which do not affect pay, status or tenure and are imposed to correct or improve job performance                  | <b>PM</b><br>CAUTION: If during the retention period these records are used to support personnel disciplinary action, the records should be retained according to Personnel Disciplinary Action series. | <b>DO, SB, DM, DT</b>  |
| <b>PERSONNEL-DISCIPLINARY ACTION DOCUMENTATION</b> —those actions that affect pay or status. They include demotion, dismissal, etc.                                | <b>PM</b>   | <b>DO, SB, DM, DT</b>  |
| <b>PERSONNEL-EMPLOYEE STATEMENTS</b> (Affidavits)—for insurance, personnel or other uses for which Administration has sought such statements                       | <b>PM</b>   | <b>DO, SB, DM, DT</b>  |
| <b>PERSONNEL-EMPLOYEE BENEFITS</b> —documents relating to selection of benefits other than insurance   | <b>US+5 yr</b>  | <b>DO,</b>   |
| <b>PERSONNEL-EMPLOYEE COUNSELING RECORDS</b> —Notes, etc. relating to job-specific counseling  | <b>PM</b>   | <b>DO, SB, DM, DT</b>  |
| <b>PERSONNEL-EMPLOYEE DEDUCTION AUTHORIZATIONS</b> —documents relating to all deductions of Pay  | <b>AC+5 yr</b><br>AC=After termination of employee or after amendment, expiration or termination of authorization, whichever is sooner.   | <b>DO</b>  |
| <b>PERSONNEL-EMPLOYEE EARNINGS RECORDS</b>   | <b>PM</b>   | <b>DO</b>  |
| <b>PERSONNEL-EMPLOYEE INSURANCE RECORDS</b> —District copy of selection records by employees of insurance offered by the District                                  | <b>US+ 5 yr</b>   | <b>DO</b>  |
| <b>PERSONNEL-EMPLOYEE RECOGNITION RECORDS</b> —Awards, incentives, etc.  | <b>PM</b>   | <b>DO, SB, DM, DT</b>  |
| <b>PERSONNEL-EMPLOYMENT ANNOUNCEMENT</b>   | <b>2 yr</b>   | <b>DO</b>  |
| <b>PERSONNEL-EMPLOYMENT CONTRACTS</b>  | <b>Original dates of hire +50 yr</b>  | <b>DO</b>  |
| <b>PERSONNEL-EMPLOYMENT ELIGIBILITY</b> —Documentation or verification of Federal report form INS I-9  | <b>PM</b>   | <b>DO</b>  |
| <b>PERSONNEL-EMPLOYMENT SELECTION RECORDS</b> —all records that document the selection process: i.e. polygraph, physicals, interview notes, etc.                   | <b>2 yr</b><br>CAUTION: Does not include criminal history checks  | <b>DO, SB, DM, DT</b>  |
| <b>PERSONNEL-FORMER EMPLOYEE VERIFICATION RECORDS</b> —minimum information includes name, social security number, exact dates of employment and last known address | <b>PM</b>   | <b>DO</b>  |

## DISTRICT RECORDS RETENTION SCHEDULE

| Retention Codes   |   |  |
|---|---|--|
| <b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact<br><b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )  | <b>LA</b> —Life of Asset<br><b>PM</b> —Permanent<br><b>US</b> —Until Superseded | <b>DO</b> – District Office<br><b>SB</b> – School Buildings<br><b>DM</b> – District Maintenance<br><b>DT</b> – District Transportation |
| RECORDS DESCRIPTION   | RETENTION PERIOD  |  |
| <b>PERSONNEL-GRIEVANCE RECORDS</b> —review of employee grievances against policies and working conditions, etc. Includes record of actions taken. | <b>PM</b>   | <b>DO, SB, DM, DT</b>  |
| <b>PERSONNEL-HIRING PROCESS—CRIMINAL HISTORY CHECKS</b> —criminal history record information on job applications                                  | <b>PM</b>   | <b>DO</b>  |
| <b>PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION</b> —any document detailing duties of positions on position-by-position basis                   | <b>US+8 yr</b>  | <b>DO, SB, DM, DT</b>  |
| <b>PERSONNEL-LEAVE STATUS REPORT</b> —cumulative report for each pay cycle showing leave status   | <b>FE+3 yr</b>  | <b>DO</b>  |
| <b>PERSONNEL-LIABILITY RELEASE FORM</b> —statements of employees, patrons, etc. who have released the district from liability                     | <b>PM</b>   | <b>DO</b>  |
| <b>PERSONNEL-LICENSE AND DRIVING RECORD CHECK</b>   | <b>PM</b>   | <b>DO, DT</b>  |
| <b>PERSONNEL-OVERTIME AUTHORIZATION &amp; SCHEDULE</b>  | <b>5 yr</b>   | <b>DO, SB, DM, DT</b>  |
| <b>PERSONNEL-PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION</b>   | <b>US+3 yr</b>  | <b>DO</b>  |
| <b>PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION</b> ---used to adjust gross pay, FICA, retirement or compute taxes                           | <b>US+3 yr</b>  | <b>DO</b>  |
| <b>PERSONNEL-PERFORMANCE EVALUATION</b>   | <b>PM</b>   | <b>DO, SB, DM, DT</b>  |
| <b>PERSONNEL-PERSI ENROLLMENT FILE</b>  | <b>PM</b>   | <b>DO</b>  |
| <b>PERSONNEL-PERSI RECORD OF HOURS WORKED</b> —Irregular help, half-time or greater   | <b>Date of hire +50 yr</b>  | <b>DO</b>  |
| <b>PERSONNEL-PERSI TERMINATION RECORD</b>   | <b>PM</b>   | <b>DO</b>  |
| <b>PERSONNEL-PERSONNEL INFORMATION</b> —documents that officially change pay, titles, benefits, etc.  | <b>PM</b>   | <b>DO</b>  |
| <b>PERSONNEL-POLICY AND PROCEDURES MANUAL</b> —any manual, etc. that establishes standard employment procedures                                   | <b>PM</b>   | <b>DO, SB, DM, DT</b>  |
| <b>PERSONNEL-RESUME-UNSOLICITED</b>   | <b>1 yr</b>   | <b>DO, SB, DM, DT</b>  |
| <b>PERSONNEL-SICK LEAVE POOL DOCUMENTATION</b> —requests submitted, approvals, number of hours transferred in an out, etc.                        | <b>LA+3 yr</b>  | <b>DO</b>  |
| <b>PERSONNEL-TIME CARD AND TIME SHEET</b>   | <b>PM</b>   | <b>DO, SB, DM, DT</b>  |
| <b>PERSONNEL-TIME OFF AND/OR SICK LEAVE REQUEST</b>   | <b>FE+3 yr</b>  | <b>DO, SB, DM, DT</b>  |

## DISTRICT RECORDS RETENTION SCHEDULE

| Retention Codes  |  |  |
|--|--|--|
| <b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact<br><b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )   | <b>LA</b> —Life of Asset<br><b>PM</b> —Permanent<br><b>US</b> —Until Superseded  | <b>DO</b> – District Office<br><b>SB</b> – School Buildings<br><b>DM</b> – District Maintenance<br><b>DT</b> – District Transportation |
| RECORDS DESCRIPTION  | RETENTION PERIOD   |  |
| <b>PERSONNEL-TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL</b> —records documenting training, testing or continued education  | <b>PM</b>  | <b>DO, SB, DM, DT</b>  |
| <b>PERSONNEL-UNEMPLOYMENT CLAIM RECORD</b>   | <b>5 yr</b>  | <b>DO</b>  |
| <b>PERSONNEL-UNEMPLOYMENT COMPENSATION RECORDS</b>   | <b>AC+5 yr</b>   | <b>DO</b>  |
| <b>PERSONNEL-W-2 &amp; W-4 FORMS</b>   | <b>5 yr from date of termination</b>   | <b>DO</b>  |
| <b>PERSONNEL—WORKER’S COMPENSATION POLICIES</b>  | <b>AC+10 yr</b><br>AC=expiration of policy   | <b>DO</b>  |
| <b>PROCUREMENT-PERFORMANCE BOND</b> —bonds posted by individuals or entities under contract with District  | <b>PM</b>  | <b>DO</b>  |
| <b>PROCUREMENT-PURCHASING LOG</b> —Log, etc. providing a record of purchase orders issued, orders received, etc.   | <b>FE+3 yr</b>   | <b>DO, SB, DM, DT</b>  |
| <b>PROCUREMENT-BID DOCUMENTATION</b> —includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations  | <b>FE+3 yr</b><br>CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract. | <b>DO, DM, DT</b>  |
| <b>RECORDS MANAGEMENT—RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS</b>                                    | <b>PM</b>  | <b>DO, SB, DM, DT</b>  |
| <b>SAFETY-ACCIDENT REPORTS</b>   | <b>8 yrs*</b><br>For Minors, 8 yrs after minor reaches age of 18   | <b>DO, SB, DM, DT</b>  |
| <b>SAFETY-DISASTER PREPAREDNESS AND RECOVERY PLANS</b>   | <b>PM</b>  | <b>DO, SB, DM, DT</b>  |
| <b>SAFETY-EVACUATION PLANS</b>   | <b>PM</b>  | <b>DO, SB</b>  |
| <b>SAFETY-FIRE ORDERS</b> —issued by fire marshal to correct deficiencies in compliance with the fire code   | <b>AC+3 yr</b><br>AC=deficiency corrected  | <b>DO, SB, DM</b>  |
| <b>SAFETY-HAZARDOUS MATERIALS DISPOSAL RECORDS</b> —Material safety data sheets must be kept for those chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29 CFR § 1910.1200(g). | <b>PM</b>  | <b>DO, DM</b>  |

## DISTRICT RECORDS RETENTION SCHEDULE

| Retention Codes   |  |  |
|---|--|--|
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| RECORDS DESCRIPTION   | RETENTION PERIOD   |  |
| <b>SAFETY-INCIDENT REPORTS</b> —Reports concerning incidents which, upon investigation, were of a non-criminal nature   | <b>3 yr (or 30 yr*)</b><br>*Exposure records require 30 year retention per 29 CFR § 1910.1020(d)(ii)(B)Footnote(1) | <b>DO, SB, DM, DT</b>  |
| <b>SAFETY-INSPECTION RECORDS</b> —Fire, safety, and other inspection records of facilities and equipment  | <b>AC+3 yr</b><br>AC=Date of the correction of the deficiency, if the inspection report reveals a deficiency.      | <b>DO, SB, DM</b>  |
| <b>SAFETY-MATERIAL DATA SAFETY SHEETS</b>   | <b>30 yrs after the end of use of the substance</b>  | <b>DO, DM</b>  |
| <b>SAFETY-WORKPLACE CHEMICAL LISTS</b>  | <b>30 yr</b>   | <b>DO, SB, DM</b>  |
| <b>STUDENTS-EDUCATION RECORDS</b> —Student’s name, birth date, last address, dates of attendance, graduation date and grades earned   | <b>PM</b>  | <b>DO, SB</b>  |
| <b>STUDENTS-SPECIAL EDUCATION RECORDS</b> —educational records, including eligibility documentation and IEPs  | <b>FE+6 yr</b>   | <b>DO, SB</b>  |
| <b>STUDENTS-MEDICAID RECORDS</b> -claims, reimbursements, and supporting documentation  | <b>FE +5 yr</b>  | <b>DO, SB</b>  |
| <b>VEHICLE-INSPECTION, REPAIR AND MAINTENANCE RECORDS</b>   | <b>LA+1 yr</b>   | <b>DO, DT</b>  |
| <b>VEHICLE-TITLE AND REGISTRATION</b>   | <b>1 yr</b>  | <b>DO, DT</b>  |
| <b>VOLUNTEER RECORDS</b> —records may include recruitment and selection records, volunteer personnel and intern personnel information forms, intern agreements, volunteer and intern time records, emergency notification forms, insurance documentation and correspondence | <b>AC+3 yr</b><br>AC=End of term of volunteer or intern  | <b>DO, SB</b>  |
| <b>WEBSITE/WEB PAGES</b> —INTERNET/INTRANET—system development documentation for initial setup; subsequent changes and content of pages   | <b>PM</b>  | <b>DO, SB</b>  |

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

Legal References: I.C. § 33-407      Return of Canvass of Elections  
 I.C. § 33-508      Duties of Clerk  
 I.C. § 33-701(8)      Fiscal Year—Payment and Accounting of Funds  
 I.C. § 56-209h      Administrative Remedies  
 I.C. § 74-119      Agency Guidelines



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

Policy History:

Adopted on:

Revised on:

**Avery School District**  
**#394**  
**NON-INSTRUCTIONAL OPERATIONS**

**Health Insurance Portability and Accountability Act**

**8610**

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

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

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

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

The Superintendent will designate an individual responsible for responding to HIPAA inquires, complaints and for providing adequate notice of employee rights and District duties under the health plan provisions of the Act. Notice will include the privacy provisions of the law, and uses of employee protected health information and disclosures that may be made by the District. Training will be provided to all current staff and new employees determined by the District to have access to the protected health information of employees and student education records. Training will be provided within a reasonable period of time after the individual's hiring, and to those employees when their duties may be impacted by a change in the District's policy and/or procedures.

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

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

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

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

In the event of a change in the law that may impact this policy or established District procedures, the Superintendent shall ensure appropriate revisions are recommended for Board approval, necessary changes are implemented, and notification is made to staff and others, as appropriate. This policy and any other policies, procedures, or directions relating to the implementation of the Health Insurance Portability and Accountability Act of 1996 are to be documented in written form. This documentation may be electronic. Such records are to be retained for at least six years following their creation or last date effective, whichever is later. These documents will be made available to those responsible for implementing the procedures to which the documentation pertains.

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

Legal Reference: Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, 42 U.S.C. 1320d-1320d-8; 45 CFR Parts 160 and 164.  
Health Insurance Portability and Accountability Act of 1996, 29 C.F.R. 164.316b  
Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000)

#### Policy History

Adopted on:

Revised on:

**Avery School District**  
**#394**  
**NON-INSTRUCTIONAL OPERATIONS**

**Computer Software**

**8700**

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

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

The principal of the school and Superintendent are the only individuals who may sign license agreements for software for the school.

Cross-Reference:    2150            Copyright

Policy History:

Adopted on:

Revised on: