

**POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25**  
**BOARD OF TRUSTEES**

*Special Meeting for the Purpose of a Work Session*  
Tuesday, January 12, 2016 – 1:30 p.m. – Board Room at the Education Service Center

**AGENDA**

***WORK SESSION TOPICS:***

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- 1. Convene Work Session**
- 2. Restorative Practices Update**
- 3. Head Start Self-Assessment Survey**
- 4. Final Title I Budget**
- 5. Capital Improvement Program (CIP) Plan Presentation**
- 6. Policy Changes Following Annual Policy Review/New Policy Format**
- 7. Draft Policy 3712 – Retention of District Records**
- 8. Public Comment**

*Board Protocols for Public Comment will be followed at all Board Meetings. Patrons wishing to address the Board will fill out Form AD 2 – Request to Appear before the Board and present it to the Board Chair or Board Secretary prior to the meeting. Because of the diversity of issues, members of the Board may not respond to delegations. Instead, issues are recorded and referred to the proper staff member for follow-up. The Board is informed of these efforts by the staff member responding to concerns.*

- 9. Adjourn**

**1. Convene Work Session – Ms. Gebhardt – Board Chair**

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**2. Restorative Practices Update (15 min)**

**Presenters:**        **Kent Hobbs** – *Director of Student Support Services*

***Background Information:***

Included in the packet is information regarding the Restorative Practices training that has been implemented across the District and the impact it has had on student behavior and conflict resolution. Mr. Hobbs will speak to this information and will answer any questions at the time of the meeting.

***Administrator Recommendations:***

None at this time.

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**3. Head Start Self-Assessment Survey (10 minutes)**

**Presenters:**        **Lori Craney** – *Director of Elementary Education*

***Background Information:***

Included in the packet is a summary of the Board’s review of the Self-Assessment Survey which is required as part of the Board’s Governance oversight for the Head Start Grant. The report is used in future program planning. The final Self-Assessment Report will need to be approved by the Board and the Head Start Policy Council prior to submission to the Regional Head Start office. Ms. Craney will speak to the assessment summary and will answer any questions at the time of the meeting.

***Administrator Recommendations:***

The Board will be asked to consider approving the final Self-Assessment Report at a future Board Meeting.

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**4. Final Title I Budget (5 min)**

**Presenters:**        **Gretchen Kinghorn** – *Title I Coordinator*

***Background Information:***

Included in the packet is the final Title I Budget allocation for the 2015-16 school year. Ms. Kinghorn will be in attendance to review the information and will answer any questions at the time of the meeting.

***Administrator Recommendations:***

None at this time.

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**5. Capital Improvement Program (CIP) Plan Presentation (15 min)**

**Presenters:**        **Bart Reed** – *Director of Business Operations*

***Background Information:***

Included in the packet is a presentation detailing the Capital Improvement Program (CIP) Plan, including the budget and proposed projects for the 2016-17 school year. Mr. Reed will be in attendance to review this information and will answer any questions at the time of the meeting.

***Administrator Recommendations:***

The Board will be asked to consider approving the proposed CIP Plan for the 2016-17 school year at the January 19, 2016 Regular Board Meeting.

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**6. Policy Changes Following Annual Policy Review/New Policy Format (5 min)**

**Presenters:**        **Douglas Howell** – *Interim Superintendent*

***Background Information:***

Included in the packet are proposed policy revisions following the annual employee policy review. The changes are grammatical and cleanup in nature. The policies have also been reformatted to remove the history of adoptions, and will rather include the adoption date and most recent revision. Dr. Howell will speak to this information and will answer any questions at the time of the meeting.

***Administrator Recommendations:***

The Board will be asked to provide any input at the time of the meeting, and will be asked to hear the policies on first reading at the January 19, 2016 Regular Board Meeting.

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**7. Draft Policy 3712 – Retention of District Records (5 min)**

**Presenters:**        **Douglas Howell** – *Interim Superintendent*

***Background Information:***

Included in the packet is draft Policy 3712 – Retention of District Records. The draft policy was adapted from the ISBA Retention Schedule which is aligned to Idaho Code and state rules and regulations. Dr. Howell will review the information and will answer any questions at the time of the meeting.

***Administrator Recommendations:***

The Board will be asked to hear the draft policy on first reading at the January 19, 2016 Regular Board Meeting.

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**8. Public Comment**

Board Protocols for Public Comment will be followed at all Board Meetings. Patrons wishing to address the Board will fill out Form AD 2 – Request to Appear before the Board and present it to the Board Chair or Board Secretary prior to the meeting.

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**9. Adjourn – Ms. Gebhardt – Board Chair**

## **Restorative Practices Update January 12, 2016**

Restorative Practices Training:

### **2014-15**

**273** staff members were trained and included the following:

- Teachers;
- All building administrators;
- Ancillary personnel (counselors, school psychologists, social workers, CRWs);
- Classroom aides and behavior technicians.

### **2015-16**

**158** staff members were trained and included the following:

- Teachers;
- District administrators;
- New building administrators;
- All food service workers were introduced to the basic principles and vocabulary of Restorative Practices.

**Total staff members trained: 431**

Restorative Practices training scheduled for January 14, 2015:

- Highland High School
- Pocatello High School
- Hawthorne Middle School

## Restorative Practices Highlights:

- There are 15 staff members in the District that have been licensed by the International Institute of Restorative Practices as trainers who can provide training in Restorative Practices (RP).
- The District Discipline Review Committee (DDRC) has begun using RP/circles during DDRC Hearings.
- Teachers and administrators report using RP/circles in staff meetings and classrooms.
- The District has partnered with several Rotary Clubs in the community to conduct community outreach regarding RP funded by Rotary grants.

## Student Discipline data since implementing Restorative Practices:

Month	DDRC hearings 2014-15	YTD	DDRC hearings 2015-16	YTD
September	14	14	8	8
October	41	55	8	16
November	25	80	21	37
December	24	104	8	45
January	24	128	5	50
February	29	157		
March	16	173		
April	33	206		
May	22	228		
June	0	228		

2015-2016 Restorative Justice Behavior Data - Elementary

School	#'s	Alcohol Distribution	Alcohol Possession	Alcohol Use	Aggression	Battery	Bullying	Computer/Technology	Cont. Violation	Disrespect	Disrupt Class	Drug Possession	Drug Para	Drug Distribution	Drug Use	Electronic Device	Fights/Physical Injury	Harassment	Physical Aggression	Profanity/Trespassing	Sex Off/Exposure	Theft	Threat	Tobacco	Tuancy	Vandalism	Weapon Knife	Weapon Other
Chubbuck	13			4					6											2			1					
Edahow	5						1										1							3				
Ellis	5						1										1	1						2				
Gate City	14				1												1			5			5	2				
Greenacres	6			2														4										
Indian Hills	23								1								4	18										
Jefferson	14			1					1							1	1	7	2	1								
Lewis & Clark	30			4					1							1	23			1								
Syringa	4																	2				2						
Tendoy	7																					1						
Tyhee	1																											
Washington	7																							1				
Wilcox	4				1																	1					1	
<b>Total</b>	<b>133</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>71</b>	<b>3</b>	<b>0</b>	<b>9</b>	<b>4</b>	<b>0</b>	<b>12</b>	<b>2</b>	<b>1</b>	<b>0</b>	

2014-2015 Restorative Justice Behavior Data - Elementary

School	#'s	Alcohol Distribution	Alcohol Possession	Alcohol Use	Aggression	Battery	Bullying	Computer/Technology	Cont. Violation	Disrespect	Disrupt Class	Drug Possession	Drug Para	Drug Distribution	Drug Use	Electronic Device	Fights/Physical Injury	Harassment	Physical Aggression	Profanity/Trespassing	Sex Off/Exposure	Theft	Threat	Tobacco	Tuancy	Vandalism	Weapon Knife	Weapon Other	
Chubbuck	1								1																				
Edahow	10									1								4						5					
Ellis	19						1		1									13		2	2								
Gate City	19			1					4									12	1	1									
Greenacres	6						5		1																				
Indian Hills	37						2			2						5		20	1		2		5						
Jefferson	20						1		4	1								11		1	2								
Lewis & Clark	19			2																				17					
Syringa	46								5											4	1								
Tendoy	14									1									4		2			7					
Tyhee	14									1									6		3	2		1		1			
Washington	18								1	2									3	2	2			7	1				
Wilcox	32			1	1	3																2		13					
<b>Total 14-15</b>	<b>255</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>121</b>	<b>3</b>	<b>15</b>	<b>11</b>	<b>0</b>	<b>55</b>	<b>1</b>	<b>1</b>	<b>0</b>			
<b>Total 15-16</b>	<b>133</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>71</b>	<b>3</b>	<b>0</b>	<b>9</b>	<b>4</b>	<b>0</b>	<b>12</b>	<b>2</b>	<b>1</b>	<b>0</b>		

**2015-2016 Restorative Justice Behavior Data - Secondary**

School	#s	Alcohol Distribution	Alcohol Possession	Alcohol Use	Aggression	Battery	Bullying	Computer/Technology	Cont Violation	Disrespect	Disrupt Class	Drug Possession	Drug Para	Drug Distribution	Drug Use	Electronic Device	Fights/Physical Injury	Harassment	Physical Aggression	Profanity/Trespassing	Sex Off/Exposure	Theft	Threat	Tobacco	Truancy	Vandalism	Weapon Knife	Weapon Other
Century	85				1				7									2			2	1	9	63				
Highland	129				1				2									1	1			5	6	112		1		
New Horizon	179				1	1			12						1	5		2	6		4		12	135				
Pocatello	103	1							4							6	1		1	1				89				
<b>Alameda</b>	<b>49</b>				8	2			9							4	1	4		1	2			16		1	1	
Franklin	41					2			9									2				1	1	22	3	1		
Hawthorne	159				1				58						24			16	11		3		2	37	6	1		
Irving	73		1		1	1			34						4	3		11	1		4		1	9	2	1		
Kinport	20				1				7							5		1	6									
<b>Total</b>	<b>838</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>14</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>142</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>39</b>	<b>26</b>	<b>0</b>	<b>15</b>	<b>7</b>	<b>31</b>	<b>483</b>	<b>11</b>	<b>1</b>	<b>0</b>	<b>0</b>

**2014-2015 Restorative Justice Behavior Data - Secondary**

School	#s	Alcohol Distribution	Alcohol Possession	Alcohol Use	Aggression	Battery	Bullying	Computer/Technology	Cont Violation	Disrespect	Disrupt Class	Drug Possession	Drug Para	Drug Distribution	Drug Use	Electronic Device	Fights/Physical Injury	Harassment	Physical Aggression	Profanity/Trespassing	Sex Off/Exposure	Theft	Threat	Tobacco	Truancy	Vandalism	Weapon Knife	Weapon Other	
Century	145				3				3	7	3	1	1	3	9		1	8	1		2	1	3	99					
Highland	101				2													1	8			1	2	85	1	1			
New Horizon	141							1	6	6				2	1			6	3			2	6	107		1			
Pocatello	115		3	2			1		4	4	4		3	8	3		1					1		77		3	1		
<b>Alameda</b>	<b>128</b>				20	4			19	18	2				14			5						41	2	3			
Franklin	21					10												2	1					8					
Hawthorne	265							9	95	31					35		1	23	6		9		1	53	2				
Irving	216				2	5	6		34	76					31			17	4	1	2	1		32	4	1			
Kinport	72							3	7	9								14	7		1		1	29				1	
<b>Total 14-15</b>	<b>1204</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>27</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>13</b>	<b>168</b>	<b>151</b>	<b>9</b>	<b>1</b>	<b>4</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>83</b>	<b>22</b>	<b>14</b>	<b>6</b>	<b>13</b>	<b>531</b>	<b>9</b>	<b>1</b>	<b>0</b>	<b>0</b>	
<b>Total 15-16</b>	<b>838</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>14</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>142</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>39</b>	<b>26</b>	<b>0</b>	<b>15</b>	<b>7</b>	<b>31</b>	<b>483</b>	<b>11</b>	<b>1</b>	<b>0</b>	<b>0</b>	

**Head Start Act Sec. 642(c)(1) Governing Body**

Regulation	Interview Questions & Sources	Flag
(A) IN GENERAL – The governing body shall have legal and fiscal responsibility for the Head Start agency.		
(B) COMPOSITION – The governing body shall be composed as follows: (i) Not less than 1 member shall have a background and expertise in fiscal management or accounting. (ii) Not less than 1 member shall have a background and expertise in early childhood education and development.	Does roster show correct composition? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>See (v)</i>	
(iii) Not less than 1 member shall be a licensed attorney familiar with issues that come before the governing body. (iv) Additional members shall – I. reflect the community to be served and include parents of children who are currently, or were formerly, enrolled in Head Start programs; and II. are selected for their expertise in education, business administration, or community affairs. (v) Exceptions shall be made to the requirements of clauses (i) through (iv) for members of a governing body when those members oversee a public entity and are selected to their positions with the public entity by public election or political appointment. (vi) If a person described in clause (i), (ii), or (iii) is not available to serve as a member of the governing body, the governing body shall use a consultant, or another individual with relevant expertise, with the qualifications described in that clause, who shall work directly with the governing body.		
(C) CONFLICT OF INTEREST – Members of the governing body shall –		
(i) not have a financial conflict of interest with the Head Start agency (including any delegate agency);	Does the Board's conflict of interest policy reflect the elements listed at left? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(Code of Ethics for School Board Members #15)</i>	
(ii) not receive compensation for serving on the governing body or for providing services to the Head Start agency;	Does the Board's conflict of interest policy reflect how to avoid the appearance of elements listed at left? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(Code of Ethics for School Board Members #15)</i>	
(iii) not be employed, nor shall members of their immediate family be employed, by the Head Start agency (including any delegate agency); and		
(iv) operate as an entity independent of staff employed by the Head Start agency.		
(D) EXCEPTION – If an individual holds a position as a result of public election or political appointment, and such position carries with it a concurrent appointment to serve as a member of a Head Start agency governing body, and such individual has any conflict of interest described in clause (ii) or (iii) of subparagraph (C) –		



**Head Start Act Sec. 642(c)(1) Governing Body**

<ul style="list-style-type: none"> <li>(i) such individual shall not be prohibited from serving on such body and the Head Start agency shall report such conflict to the Secretary; and</li> <li>(ii) if the position held as a result of public election or political appointment provides compensation, such individual shall not be prohibited from receiving such compensation.</li> </ul>		
<p>(E) RESPONSIBILITIES – The governing body shall –</p> <ul style="list-style-type: none"> <li>(i) have legal and fiscal responsibility for administering and overseeing programs under this subchapter, including the safeguarding of Federal funds;</li> <li>(ii) adopt practices that assure active, independent, and informed governance of the Head Start agency, including practices consistent with subsection (d)(1), and fully participate in the development, planning, and evaluation of the Head Start programs involved;</li> <li>(iii) be responsible for ensuring compliance with Federal laws (including regulations) and applicable State, tribal, and local laws (including regulations); and</li> <li>(iv) be responsible for other activities, including – <ul style="list-style-type: none"> <li>(I) selecting delegate agencies and the service areas for such agencies;</li> <li>(II) establishing procedures and criteria for recruitment, selection, and enrollment of children;</li> <li>(III) reviewing all applications for funding and amendments to applications for funding for programs under this subchapter;</li> </ul> </li> </ul>	<p>Do the bylaws and procedures explain how the Board will exercise its responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <i>(Policy 2320 and Code of Ethics for School Board Members)</i></p>	
<ul style="list-style-type: none"> <li>(IV) establishing procedures and guidelines for accessing and collecting information described in subsection (d)(2);</li> </ul>	<p>Does the governing body approve self-assessment reports?  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<ul style="list-style-type: none"> <li>(V) reviewing and approving all major policies of the agency, including – <ul style="list-style-type: none"> <li>(aa) the annual self-assessment and financial audit;</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>(bb) such agency's progress in carrying out the programmatic and fiscal provisions in such agency's grant application, including implementation of corrective actions; and</li> </ul>	<p>Does the governing body approve audit reports? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<ul style="list-style-type: none"> <li>(cc) personnel policies of such agencies regarding the hiring, evaluation, termination, and compensation of agency employees;</li> </ul>	<p>Does the governing body approve personnel policies? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<ul style="list-style-type: none"> <li>(VI) developing procedures for how members of the policy council are selected, consistent with paragraph (2)(B);</li> </ul>	<p>Does Board documentation describe how members of the Policy Council are selected? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <i>Board documentation does not describe how members of Policy Council are selected, however, the Board receives monthly reports on Head Start activities which includes reports on Policy Council selection; the Board also selects a member to act as Liaison to Head Start; this person participates on Policy Council which has defined procedures and policies on Policy Council member selection.</i></p>	

**Head Start Act Sec. 642(c)(1) Governing Body**

<p>(VII) approving financial management, accounting, and reporting policies, and compliance with laws and regulations related to financial statements, including the –                  (aa) approval of all major financial expenditures of the agency;                  (bb) annual approval of the operating budget of the agency;                  (cc) selection (except when a financial auditor is assigned by the State under State law or is assigned under local law) of independent financial auditors who shall report all critical accounting policies and practices to the governing body; and</p>		
<p>(dd) monitoring of the agency's actions to correct any audit findings and of other action necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices;</p>		
<p>(VIII) reviewing results from monitoring conducted under section 641A(c), including appropriate follow-up activities;</p>		
<p>(IX) approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency;</p>	<p>Does the governing body approve personnel policies? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <i>(Policy 2320)</i></p>	
<p>(X) establishing, adopting, and periodically updating written standards of conduct that establish standards and formal procedures for disclosing, addressing, and resolving –</p>		
<p>(aa) any conflict of interest, and any appearance of a conflict of interest, by members of the governing body, officers and employees of the Head Start agency, and consultants and agents who provide services of furnish goods to the Head Start agency; and</p>		
<p>(bb) complaints, including investigations, when appropriate; and</p>	<p>How does the Board work to resolve complaints?  <i>The Board works through administrative channels to resolve complaints. Code of Ethics for School Board Members outlines resolution procedures.</i></p>	
<p>(XI) to the extent practicable and appropriate, at the discretion of the governing body, establishing advisory committees to oversee key responsibilities related to program governance and improvement of the Head Start program involved.</p>		

**Review Summary – 1304.50:**

Dates of Review: *January 5, 2016*

## **Head Start Act Sec. 642(c)(1) Governing Body**

Review Members: *Janie Gebhardt, Paul Vitale, Lori Craney*

**STRENGTHS** – In this section where did the program exceed federal requirements?

*Policies and procedures at the District and Head Start level are well-established. Between the Code of Ethics for the School Board Members, the District Policy Manual, and the Head Start Policy Manual, policies are in effect to guide the governing body. Monthly update reports to the School Board and participation of a School Board member as a liaison on the Policy Council provides an effective means for information to flow between the Governing Body and the Head Start program.*

**WEAKNESSES** – In this section where did the program have difficulty meeting federal requirements?

*Head Start policies define and document the selection of Policy Council members rather than having policies defined by the School Board. Regular updates to the School Board and Board liaison participation on the Policy Council provide oversight of the process.*

**NON-COMPLIANCE** – Where did the program fail to meet requirements as indicated in the questions above?

*Compliance is met.*

Pocatello/Chubbuck School District Title 1 Budget

2015-16

SECTION A:	Title I-A Allocation	
Allocations	<b>2,481,843</b>	
Plus Carry-over from previous year	406,909	
Reallocated Funds	0	
Total	2,888,752	
Less Set-Asides		
Homeless		\$24,633
Neglected		15,875
Parent involvement		29,818
Teacher Incentives		
LEA Identified for School Improv	*	281,428
<b>LEA Identified for Improvement carryover</b>		<b>0</b>
School Improvement		7,000
Admin. (Including Indirect Cos	**	218,164
Other		437,145
<b>Total amount available to schools</b>		<b>\$1,874,689</b>

March 1, 2015 Free/Reduced Lunch Percentages

Chubbuck	K-5	534	229	42.88%
Edahow	K-5	315	113	35.87%
Ellis	K-5	500	298	59.60%
Greenacres	K-5	338	217	64.20%
Indian Hills	K-5	588	308	52.38%
Jefferson	K-5	430	332	77.21%
Lewis & Clark	K-5	560	423	75.54%
Syringa	K-5	517	288	55.71%
Tendoy	K-5	279	173	62.01%
Tyhee	K-5	524	272	51.91%
Washington	K-5	259	180	69.50%
Wilcox	K-5	558	394	70.61%
Pocatello Charter	K-5			
Kinport Academy	7-8	23	21	91.30%
New Horizon High School	9-12	156	133	85.26%
Gate City	K-5	470	148	31.49%

# Capital Improvement Program

## Committee Members

- Elementary Director
- Secondary Director
- Business Director
- School Board Representatives
- Maintenance & Operations Coordinator
- Maintenance Supervisor
- Custodial/Grounds Supervisor



# Capital Improvement Program Timeline



- July-Sept

All facilities inspected and building needs prioritized



- Oct

Building Administration/Staff submit requests for major projects



- Oct-Nov

C.I.P Committee meet to consider resources and estimated project requests



- Dec-Jan

Final recommendations submitted to Board of Trustees for approval

- Jan-Apr

Projects and equipment bids are prepared for competitive bidding

**SCHOOL PLANT FACILITIES FUND  
REVENUE / EXPENDITURE PROJECTIONS  
2016-17 FISCAL YEAR**

As of December 17, 2015

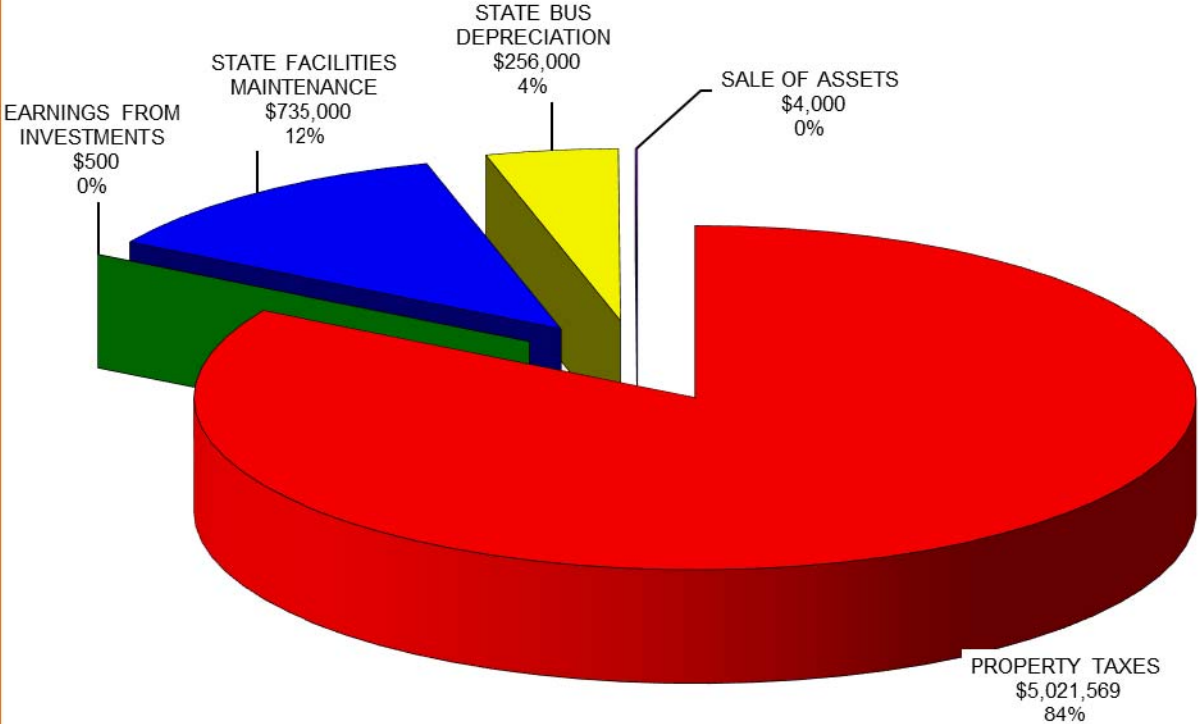
**ESTIMATED  
2016-17**

**ESTIMATED REVENUES:**

PROPERTY TAXES (\$4,782,447 X 105%)	\$ 5,021,569
EARNINGS FROM INVESTMENTS	\$ 500
STATE LOTTERY/MAINTENANCE MATCH	\$ 735,000
STATE BUS DEPRECIATION	\$ 256,000
SALE OF ASSETS	\$ 4,000
BEGINNING FUND BALANCE - ESTIMATED	\$ 4,100,000
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 10,117,069</b>

# School Plant Facilities Fund

## 2016-17 Fiscal Year Estimated Revenues





**SCHOOL PLANT FACILITIES FUND  
REVENUE / EXPENDITURE PROJECTIONS  
2016-17 FISCAL YEAR**

<b>ESTIMATED EXPENDITURES:</b>	
<b>REQUIRED OR MAINTENANCE OF EFFORT</b>	
REPLACEMENT SCHEDULES (see supporting page)	<b>\$ (3,553,769)</b>
EQUIPMENT DEPARTMENTS	<b>\$ (75,250)</b>
FURNITURE & EQUIPMENT DIRECTORS	<b>\$ (108,441)</b>
FURNITURE & EQUIPMENT SCHOOL ALLOTMENT	<b>\$ (115,772)</b>
<b>TOTAL ESTIMATED EXPENDITURES ( NOT INCLUDING MAJOR CIP)</b>	<b>\$ (3,853,232)</b>

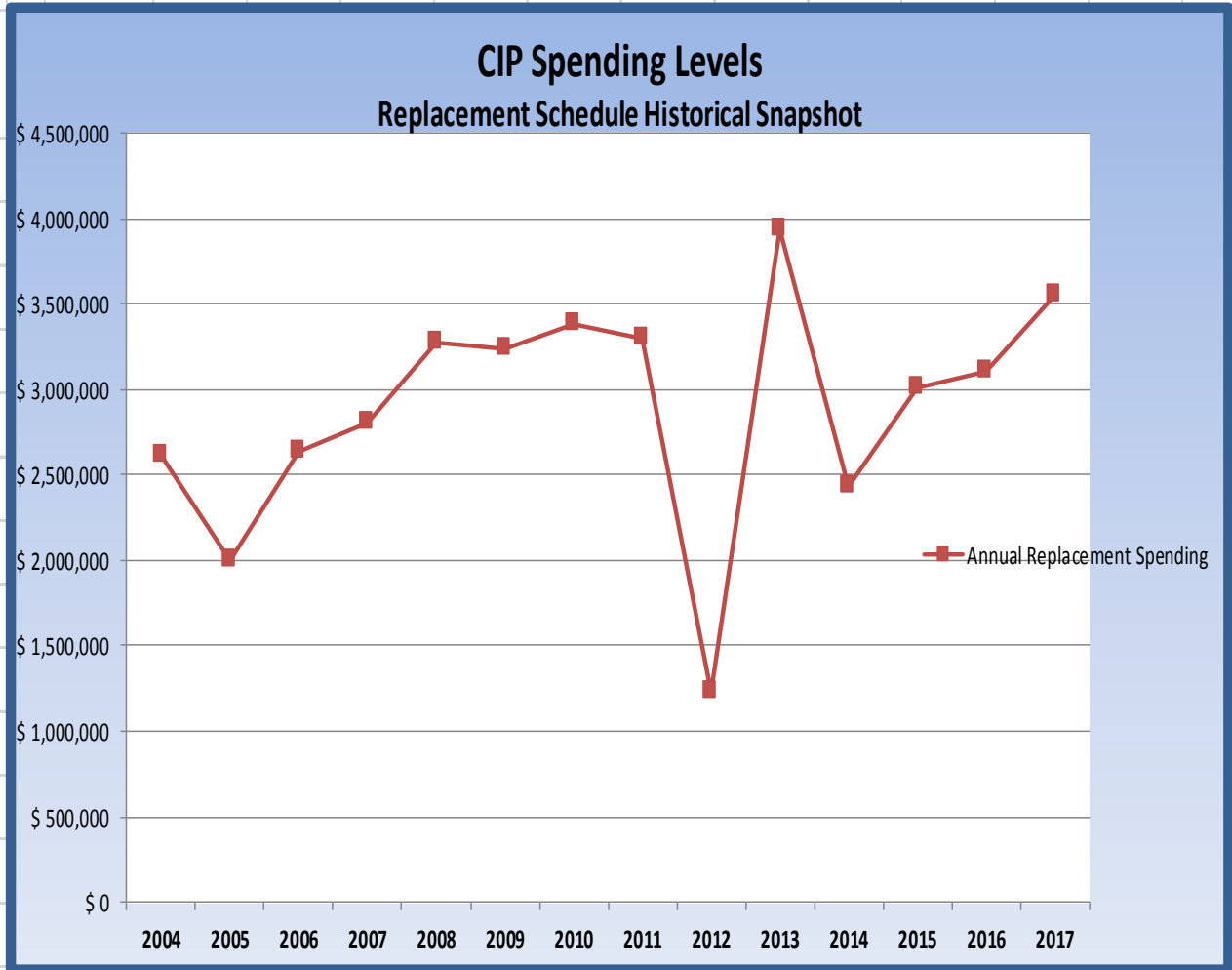
**POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25  
SUMMARY OF CIP PROJECTS**

<b>REPLACEMENT SCHEDULES</b>	<b>BID</b>	<b>2016-17</b>
Asphalt	Y	\$ 141,243
Asphalt Running Tracks & Tennis Courts		0
Boilers		80,000
Buses	Y	458,215
Carpeting & Tile	Y	354,020
Concrete	Y	37,645
Entry Doors	Y	44,000
Heating/Ventilation Air Conditioning (HVAC)	Y	622,700
Heavy Equipment	Y	21,000
Intercoms		0
Kitchen - \$499,000 (funded by School Lunch)		
Lighting		88,200
Lockers		0
Painting		70,890
Panic Bar		29,100
Restrooms	Y	0
Roofing	Y	528,000
Safety Equipment		2,800
Sprinklers		59,500
Technology		752,000
Telephone Systems	Y	59,456
Vehicles	Y	105,000
Windows		100,000

**TOTAL ESTIMATED REPLACEMENT SCHEDULES**

**\$ 3,553,769**

Year	CIP Replacement Schedules
2004	\$ 2,611,648
2005	\$ 1,996,852
2006	\$ 2,639,926
2007	\$ 2,806,426
2008	\$ 3,267,694
2009	\$ 3,240,122
2010	\$ 3,377,836
2011	\$ 3,295,727
2012	\$ 1,233,433
2013	\$ 3,936,276
2014	\$ 2,436,629
2015	\$ 3,007,705
2016	\$ 3,099,593
2017	\$ 3,553,769



## Exhibit A - Interior 2016-17 Fiscal Year

### Budget Request for Major Repairs and/or Minor Building Remodeling

Date: 12/17/15

Description of Work Requested or Project	Room or Location	Final Approval
<b>Alameda Middle School</b>		
Northside PE Office Landing made into a storage closet for PE equipment and Athletic uniforms and equipment.	Gym	\$ 2,500
Replace risers for choir/band performances		\$ 7,000
Remove north wall from the annex to make the rooms larger to accommodate more students for choir.	Annex	\$ 25,000
<b>Hawthorne Middle School</b>		
PE lockers - Boys Locker Rm	Locker Rm	\$ 10,000
Remove risers in band room		\$ 10,000
Laminate on counters and cabinets	Room 105	\$ 3,000
<b>Highland High School</b>		
Construct Wall in Media Center for Additional Classroom Space.		\$ 5,000
<b>Century High School</b>		
Remove two rows of bleachers to fully extend	Main Gym	\$ 10,000
Replace Lighting in Dance/Wrestling Room	F100	\$ 5,000
Re-Orient Storage cabinets in Band Room (asked to put on CIP from a work order request)	G100	\$ 2,000
<b>Pocatello High School</b>		
Remodel former Residential Carpentry Area to accommodate new EMT program. Add storage for Auto Mechanics program. New windows, insulation, HVAC.	ITB Building	\$ 63,000
Renovate lower dressing room areas	Drama area in basement under stage	\$ 2,000
Re-face cabinets	Room A15	\$ 1,000
Re-place sink	Room A15	\$ 500
<b>Tyhee Elementary</b>		
Installation of a custodial sink and drinking fountain to be located in the cafeteria. Water lines as well as the drain can be ran out of the kitchen area. The custodial floor sink would be located in the north/east closet and the fountain to the right of the kitchen main door.		\$ 2,500
<b>Lewis &amp; Clark Elementary</b>		
Convert classroom 18 into the Front Office. The primary reason for this is safety. This would ensure that all visitors entering the building will check-in and be seen by office personnel.	18	\$ 15,000
Convert the existing office into an intervention room.	Office	
<b>Food Services</b>		
Refinish middle aisle. Mooney's & Food Service	Warehouse	\$ 11,055
<b>Total Submitted Interior Requests</b>		<b>\$ 174,555</b>

## Exhibit B - Exterior 2016-17 Fiscal Year

### Budget Request for Major Repairs and/or Minor Building Remodeling

Date: 11/17/15

	Room or Location	Final Approval
<b>Description of Work Requested or Project</b>		
<b>Franklin Middle School</b>		
Bus loading area at Franklin Middle School located on the area Northwest of the school.	Bus Lot	
<b>Irving Middle School</b>		
Front Entrance (old steps and wall to old entrance) Pavement etc.	Front of building	\$6,000
<b>Highland High School</b>		
Drainage for Lower Football Field	Lower FB Field	
New Track	Lower FB Field	
Remove Train Car behind Basball Dugout. *SAFETY ISSUE*	Baseball Field	
Roof Over Ag Outside Storage Area	Behind D Building	
New Scoreboard for Lower FB Field.	Lower FB Field	\$15,000
<b>Century High School</b>		
Soccer Field Parking	East of Bus Lane	
Re-Surface Track	Track	
Add sidewalk from "F" wing door to south parking lot to alleviate dead grass and mud issues	Southwest side of building	
<b>Gate City Elementary</b>		
Close off fencing next to building	field/playground	
<b>Washington Elementary</b>		
The chimney needs re-mortared, the flashing outside on the ledge facing the North and West needs replaced with corrugated flashing (the existing flashing is coming up), the south wall on the outside main building (adjoining the gym) would need resealed with mortar as well as the western side of the building,		\$15,000
<b>Indian Hills Elementary</b>		
Handicapped Accessible Ramp for modular	modular	\$5,000
<b>Total Submitted Exterior Requests</b>		<b>\$36,000</b>

## Additional Major Projects 2015-16

### Final

School	Description of Work	Final Approval
Franklin	Covered Front Entryway & Eastside Awnings	\$ 210,000
Franklin	Bus Turnaround Project and Parking Lot Renovation	\$ 300,000
Franklin	Replace Pressure Regulator for building and sprinklers	\$ 15,000
Highland	Bleacher Caulking and Repair	\$ 15,000
Chubbuck	Sink Countertop Replacement	\$ 5,000
Tendoy	Storage Shed	\$ 6,500
Syringa	Storage Shed	\$ 6,500
Washington	Storage Shed	\$ 6,500
Education Center	Bus Garage Parking Lot Lights - refeed power	\$ 5,000
Education Center	Bus Garage Waste Oil Heater replacement	\$ 12,000
Various	Card Access Replacement System	\$ 40,000
Education Center	Install Pressure Reducer	\$ 5,000
Lincoln	Replace Elevator	\$ 45,000
Pocatello	Smoke hatches Poky – Devine Modern Roofing	\$ 20,000
Highland	Back Flow-preventer	\$ 5,000
Various	Emergency light/exit lights districtwide & disposal	\$ 25,000
Highland	Install security cameras at AG shop enclosure	\$ 1,000
Education Center	Replace fiberglass panels and insulate attic area	\$ 30,000
Highland	Complete replacement of fire sprinkler branches in Bwing	\$ 45,000
Various	Digital CCTV Monitors to digital signal	\$ 15,000
	<b>Total</b>	<b>\$ 812,500</b>

<b>EXCESS ESTIMATED REVENUES (EXPENDITURES)</b>	<b>\$ 6,263,837</b>
<b>MAJOR CIP PROJECTS IDENTIFIED</b>	
<b>SINKING FUND RESERVE</b>	<b>\$ (5,060,782)</b>
<b>REQUIRED MAINTENANCE (SEE SCHEDULE)</b>	<b>\$ (180,000)</b>
<b>EXHIBIT A - INTERIOR NEEDS REQUESTS</b>	<b>\$ (174,555)</b>
<b>EXHIBIT B - EXTERIOR NEEDS REQUESTS</b>	<b>\$ (36,000)</b>
<b>ADDITIONAL MAJOR PROJECTS</b>	<b>\$ (812,500)</b>
<b>TOTAL ESTIMATED MAJOR CIP PROJECTS IDENTIFIED</b>	<b>\$ (6,263,837)</b>
<b><i>EXCESS ESTIMATED REVENUES (EXPENDITURES)</i></b>	<b><i>\$ -</i></b>

# Major C.I.P Requests

## Improvements to:

- Computer Labs & Elementary IP Phones
- Carpeting & Tile various schools
- Roofing at Gate City
- School Safety – Fire Sprinklers

## Renovations/Additions to:

- Poky High School ITB Renovation
- Lincoln Elevator
- Franklin Bus Loading Area & Main Entryway
- Various Building Repairs District-wide





# Comprehensive Facility Study

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## □ 3 Main Areas Identified in Long-term Planning

□ **Electrical** Upgrade of electrical panels and capacity to schools – 100% complete

□ **HVAC** Air Conditioning 97%  
Partial Air Conditioning  
or No Air Conditioning 3%

□ **Plumbing** Restroom upgrades 98% complete

# Sinking Fund Reserve

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□ \$5,060,782

- Funds set aside from the School Plant Facility Fund to provide for future building or renovation projects as directed by the Board of Trustees.
- The District in the near future will need to address Elementary School needs depending on growth in student enrollment, and in consideration of the age and condition of current school buildings.

A special thanks to Patrons  
of the Pocatello/Chubbuck  
School District for over 50  
years of continuous support  
of the School Plant Facilities  
levy to provide greater  
educational opportunities.

PARENT/PUBLIC VISITATION OF SCHOOLS AND SEX OFFENDER LIMITATIONS

<del>DATES (Adopted/Revised)</del>	<del>GUIDE WORDS</del>
August 2010	School Visitation Sex Offender

The Board of Trustees for the Pocatello/Chubbuck School District [No. 25](#) provides a safe, supportive and orderly learning environment for all to learn and work. This safe, supportive and orderly learning environment is inclusive of practices with regards to parent and ~~/~~ public visitation of schools.

Parents and patrons of the District are welcome to visit District schools and attend District events as allowed by District policy. However, ~~all visitors when visiting a school facility~~ during school hours ~~to a school facility~~, all visitors must sign or check in at the school’s administrative office, list the reason for the visit, and may be required to provide a valid ~~display his/her~~ driver’s license or other government-issued form of photographic identification prior to proceeding elsewhere on campus. This requirement applies to parents, social service workers, volunteers, Board Members, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors.

**Classroom Visitation**

Visits to individual classrooms during instructional time shall be permitted only with the principal’s approval and in consultation with the teacher. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction, or disrupts the school environment.

**Disruptive Conduct**

If a visitor’s conduct becomes disruptive, abusive, threatening, or violent, the administration may require the visitor to leave immediately. Depending on the severity of the conduct, the visitor may be prohibited from being on any District property for a period of time authorized by the Superintendent or the Superintendent’s designee.

**Sex Offenders**

The District shall access various databases to determine whether school visitors are registered sex offenders.

~~General Rule:~~ As a general rule, n~~No~~ adult who has ever pled guilty or nolo contendere (no contest), to a crime listed in Article: 18-8303 of Idaho Code, or has been found guilty of a “reportable conviction or adjudication,” as defined by that law, or is required to register with the sex offender registry under the Sexual Offender Registration Notification and Community Right-To-Know Act and whose victim was under the age of 18 at the time of the offense (hereinafter called a “sex offender”) may enter or be present upon any District property. Except as otherwise provided in this policy, any adult sex offender meeting the above criteria shall be asked to leave District property and law enforcement may be notified.

~~Voting:~~ In cases w~~W~~here a sex offender is a lawfully registered and qualified voter whose polling place is on District property, he/she may come upon school property during non-instructional school hours in which the polls are open, for early voting or on Election Day solely for the purpose of casting his or her vote.

**Parent/Guardian Sex Offenders**

- In situations w~~W~~here a student’s parent, guardian, or other person, having lawful control of the student under a valid court order is a sex offender as defined above, that person may only enter

**PARENT/PUBLIC VISITATION OF SCHOOLS AND SEX OFFENDER LIMITATIONS**

on District property under the following limited circumstances:

- To attend a scheduled conference with school personnel to discuss the student's academic or social progress, promotion/retention, assignments/reassignment, attendance, participation in school-related activities, or discipline;
- To attend a scheduled IEP or 504 meeting or other scheduled conference where evaluation or placement decisions may be made regarding the student's special education services.
- To pick up assignments from the school's administrative office at a scheduled time;
- To transport the student to or from school as scheduled in advance with the school's administration;
- To attend the student's extra-curricular activities or high school graduation; or
- To attend any meeting requested by the school's administration.

**Sex Offender Visitation Requests**

Should a sex offender parent, guardian, or other person having lawful control of a student under a valid court order seek to enter District property for any other purpose, he/she must submit a Sex Offender Visitation Request Form and obtain written permission from the Superintendent or Superintendent's designee. Until written permission is received and validated ~~through the approved Request Form is received~~, the individual submitting the request may not enter District property except under the limited circumstances set forth above. The sex offender shall be supervised and accompanied by school personnel while on school property. The individual shall sign out at the school's administrative office upon departure. If the individual is on District property for any other purpose and without permission, he/she will be subject to removal and/or arrest.

Even under the limited circumstances set forth above, an individual will not be permitted to enter or be present on school property if: (1) the individual's parental rights have been terminated, (2) the individual's presence at school is prohibited by court order or conditions of probation, or (3) the Superintendent determines that the individual poses a unique threat to student safety. In those cases, communications regarding the student will be conducted by alternate means such as telephone, mail, or electronic communication. ~~When~~ if the school's administration determines that a meeting is necessary, an appropriate meeting place in which students are not present shall be ~~identified~~ arranged.

**Volunteers Limitations**

An adult sex offender as defined above shall not be permitted to serve as a volunteer with the District and shall not be permitted to participate in school-related activities or field trips.

**Contractors, Vendors, and Other Third Parties**

Contractors, vendors, or other third parties shall not permit an employee who is a sex offender to enter District property except in an emergency and with the approval of the Superintendent or Superintendent's designee. In case of such approval, the individual shall be supervised and accompanied by school personnel while on school property. It shall be the contractor's responsibility to check the sex offender registry prior to sending any employee onto District property.

**Individual Exceptions**

Any individual, who believes he/she has a valid reason for an exception to any provision in this policy, may submit stated reasons to the Superintendent of Schools in writing. Upon review, the Superintendent may or may not allow temporary access to school related activities or District property.

PARENT/PUBLIC VISITATION OF SCHOOLS AND SEX OFFENDER LIMITATIONS

[Policy History](#)

[Adopted: August, 2010](#)

[Revised: January, 2016](#)

PARENTAL RIGHTS

<del>DATES (Adopted/Revised)</del>	<del>GUIDE WORDS</del>
<del>Adopted July, 2015</del>	Parental Rights

The Board of Trustees of the Pocatello/Chubbuck School District No. 25 is mandated to adhere to various rules and regulations from the Constitution of the Sstate of Idaho, the Idaho State Board of Education, the Idaho State Department of Education, the federal government and U.S. Department of Education as well as provisions outlined in ~~the~~ Idaho Code. ~~It is B~~ased upon these laws ~~that~~ the District has established its policies and procedures as well as the Board approved curriculum. ~~The mandates upon the District include the newest state enactment, As such, the~~ Parental Rights legislation. ~~This legislation~~ must be read consistent with other existing mandates upon the District. ~~Therefore, p~~ Parents are expected to abide by the District’s ability to implement such measures that govern the operation of the public schools, including the curricular program.

If a parent has an objection to the District’s implementation of existing ~~various~~ mandates and/or District policies, the appropriate avenue for the parents ~~is~~ to seek to address such concerns is through communication with the school’s administration, with the School Board in a public forum such as a School Board Meeting and/or through the election process.

Parents who ~~have objection~~ object to their child’s participation in the locally adopted curriculum, ~~and/or~~ the District’s implementation of ~~various existing~~ mandates ~~upon the District~~, with the exception of sex education, as provided for by Section 33-1611, Idaho Code, shall be responsible for identification, ~~and~~ provision and supervision of a non-disruptive alternative educational activity~~ies~~ for their child during any time of objection. ~~and shall be responsible to supervise their child during the time of objection.~~

Policy History  
Adopted: July, 2015  
Revised: January, 2016

PROHIBITION OF HARASSMENT, INTIMIDATION, BULLYING, HAZING AND/OR INITIATION

DATES (Adopted/Revised)	GUIDE WORDS
<p><del>Adopted – July, 1992</del>  <del>Revised – November, 2004</del>  <del>Revised – June, 2006</del>  <del>Revised – August, 2007</del>  <del>Revised – June, 2015</del></p>	<p>Harassment            Intimidation            Bullying            Hazing            Initiation</p>

The Pocatello/Chubbuck School District No. 25 Board of Trustees is committed to providing a safe, supportive and civil-orderly learning and working environment free from any form of harassment, intimidation, bullying, hazing, ~~and or~~ initiation for all students, ~~and~~ employees, ~~as well as~~ volunteers and patrons ~~who are in the schools in any District building~~. —No act of harassment, intimidation, bullying, hazing or initiation will be tolerated ~~by the District~~. Such ~~actions-behavior~~ will result in disciplinary actions.

Idaho Code 18-917A indicates that a student may be guilty of a criminal infraction for engaging in acts of harassment, intimidation or bullying and indicates specifically that:

- No student or minor present on school or District property shall intentionally commit, or conspire to commit, any act of harassment, intimidation or bullying against another student;
- Harassment, intimidation and bullying means any intentional gesture, or any intentional written, verbal or physical act or threat by a student that:
  - A reasonable person under the circumstances should know will have the effect of:
    - (i) Harming a student; or
    - (ii) Damaging a student’s property; or
    - (iii) Placing a student in reasonable fear of damage to his or her person; or
    - (iv) Placing a student in reasonable fear of damage to his or her property; or
  - Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.
- An act of harassment, intimidation or bullying need not occur directly in person, through actions or conversation but also may be committed through the use of landline, car phone or wireless telephone or through the use of data or computer software that is accessed through a computer, computer system or computer network.

An act of harassment, intimidation or bullying, hazing and initiation can include any intentional written, verbal or physical act, including but not limited to one determined to may be motivated by any characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, ~~or~~ mental or physical disability. ~~Other distinguishing characteristics can include, but are not limited to:~~ physical appearance, clothing or ~~other~~ apparel, socioeconomic status, gender identity, ~~and or~~ marital status.

Nothing in this section requires the affected person to actually possess a characteristic that is a basis for the harassment, intimidation or bullying, ~~hazing or initiation~~.

Harassment, intimidation, bullying, hazing and initiation can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions.

Intentional acts refer to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).



## PROHIBITION OF HARASSMENT, INTIMIDATION, BULLYING, HAZING AND/OR INITIATION

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, bullying, hazing and initiation may still be prohibited by other District, school or program policies, or ~~District/building, classroom, or program~~ procedures.

~~The policy is to be implemented in conjunction with the District's Safety Plans which include prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.~~

### Reporting

If an individual ~~feels s/he has~~ believes they have been subjected to any form of harassment, intimidation, bullying, hazing and/or initiation, the individual is encouraged to firmly and clearly tell the person engaging in the behavior that it is unwelcome, offensive and should stop at once. The individual shall also report any such behavior to the immediate supervisor, a director, or any other administrator. As a matter of policy, it is also required that any individual who becomes aware of any such objectionable conduct involving another employee, student, supervisor or administrator shall report the behavior to the immediate supervisor, a director, or any other administrator. Any false reporting constitutes violation of this policy and may be grounds for immediate disciplinary action up to and including suspension, expulsion, discharge or termination of employment.

### Investigation

Any allegation of harassment, intimidation, bullying, hazing and/or initiation shall be investigated promptly in accordance with the process outlined in the Procedure and will be conducted in a confidential manner by the administration so as to protect the privacy of all persons involved. Confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances. A timely resolution of each complaint will be reached and communicated to the individual making the claim and any other parties involved.

### Involvement of Law Enforcement

Depending upon the frequency and severity of the conduct, law enforcement shall be involved to remediate the impact on the victim and the climate of the learning or ~~/~~working environment and to remediate the behavior of the perpetrator.

### Retaliation

Retaliation against any individual who makes a complaint or brings such objectionable conduct to the District's attention or who assists or participates in any investigation, proceeding or litigation pertaining to harassment, intimidation, bullying, hazing or initiation is prohibited. —Any such retaliation constitutes grounds for immediate disciplinary action up to and including suspension, expulsion, discharge or termination of employment.

### Procedures

The Superintendent is directed to develop and implement procedures consistent with this policy.

### Staff Training

The District is responsible for training all staff with regard to all elements of this policy and its procedures. School staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of harassment, intimidation, bullying, hazing and/or initiation.

**PROHIBITION OF HARASSMENT, INTIMIDATION, BULLYING, HAZING AND/OR INITIATION**

**Student Training**

Students shall be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, bullying, hazing, and/or initiation and their rights and responsibilities under this and other District policies and rules.

[Policy History](#)

[Adopted: July, 1992](#)

[Revised: January, 2016](#)

**STAFF USE OF DISTRICT OWNED ELECTRONIC DEVICES, SOFTWARE, SYSTEMS AND NETWORK EQUIPMENT**

<del>DATES (Adopted/Revised)</del>	GUIDE WORDS
Adopted—August, 2014	Internet Wide Area Network Electronic Devices Computer Technology Email

The Pocatello/Chubbuck School District No. 25 Board of Trustees intends that the purpose of all staff use of all District owned electronic devices, software, systems and network equipment shall be ~~consistent with the District's intent~~ to maximize learning for all students through the instructional program by facilitating resource sharing, innovation and communication rather than for personal use. The protocols set forth in this policy and procedure are not intended to encompass all required or prescribed behaviors by users. It is clearly intended that any user who does not adhere to the protocols set forth in the policy and/or procedure shall be subject to the loss of privileges, disciplinary action and/or appropriate legal action.

In order for staff to access the District's ~~to make its~~ devices, software, systems and networks ~~available, users—staff~~ shall take responsibility for appropriate behavior and lawful uses of this access. The District reserves the right to monitor, log, and archive all usage.

In accordance with this policy and the Board's philosophy to ensure the safety of all students and staff, the District shall provide an appropriate planned instructional component for Internet safety which shall be integrated into the District's regular instructional program. ~~The U~~use of the District's ~~electronic~~ network shall be consistent with the curriculum adopted by the Board of Trustees, as well as the varied instructional needs, learning styles, abilities and developmental levels of students, and shall comply with the selection criteria for instructional and media materials. The District's electronic network is part of the curriculum and is not a public forum for general use.

The inventory of District owned devices available for staff use is varied and access to the devices is under the supervision of the administration. ~~Various D~~devices will be available for check out in accordance with ~~standard-District~~ check out procedures. -Staff who damage or lose devices shall be responsible for restitution.

**Acceptable Uses of the Network for Educational and Business Purposes**

~~All U~~use of the District's ~~electronic~~ network shall be in support of education and/or research, and in ~~the furtheringance of~~ the District's ~~stated~~ educational goals, ~~or for a legitimate school business purpose~~. Use is a privilege, not a right. Users have no expectation of privacy in any materials that are stored, transmitted or received via the District's ~~electronic~~ network or on District owned ~~electronic equipment~~ devices. The District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all internet ~~usage of the network and Internet access and any~~ and ~~all~~ information transmitted or received ~~in connection with such usage~~ on the District's network.

All documents and files stored on District servers and ~~electronic equipment~~ devices shall be protected from unauthorized access.

## STAFF USE OF DISTRICT OWNED ELECTRONIC DEVICES, SOFTWARE, SYSTEMS AND NETWORK EQUIPMENT

All devices ~~to be plugged into the network~~, including computers, printers, switches, WiFi access points and routers, shall be preapproved by the Technology Coordinator, and/or his/her designee.

All software to be installed on district devices shall be preapproved ~~have prior District approval~~ by the Technology Coordinator, and/or his/her designee. Such software shall be owned and licensed by the District. Unlicensed or pirated software is prohibited.

~~All software to be installed shall be owned and licensed by the District. Unlicensed or pirated software is prohibited.~~

~~Uses of the District's electronic network that interfere with the allowable uses shall be prohibited.~~

### Unacceptable Uses of the Network

The following are examples of unacceptable uses of the District's network and constitute a violation of this policy. ~~This list is not all-inclusive. Unacceptable use includes, but is not limited to:~~

- Any Uses that violates the law or encourages others to violate the law, including but not limited to transmitting offensive or harassing messages, offering for sale and/or use of any substance or item which that the possession ~~of~~ and/or use of is prohibited by District policy, local, state or federal law.
- Viewing, transmitting or downloading pornographic materials or materials that encourage others to violate local, state or federal law; or uses that adversely affect the safety and well-being of students or staff members while in school; intruding into the networks or computers of others; downloading or transmitting the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials is prohibited.
- Any Uses that may cause harm to others or damage to their property, person or reputation, including but not limited to engaging in defamation or harming another's reputation with untruthful statements; employing another's password or some other user identifier that misleads message recipients into believing that someone else is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
- Any uUses amounting to harassment, sexual harassment, bullying or cyber-bullying defined as using a computer, computer system, mobile device or electronic network to convey a message in any format, such as audio, video, text, graphics, photographic or any combination, that is intended to harm another individual.
- Any uUses that jeopardizes the security of student and staff access, ~~and of~~ the computer network and/or other networks on the internet.
- Any uUse s that are for commercial transactions, such as buying and selling items, other than conducting the official business of the District.
- ~~Uses~~ Any use that damages, destroys or deletes public records and/or District ~~and/or~~ work-related files, regardless of originator.
- Sending, receiving, viewing or downloading obscene materials, materials harmful to minors and materials that depict the sexual exploitation of minors.
- Software shall not be loaded on any device that is connected to the network that could harm or impede performance of the District's network.

### Network Maintenance

## STAFF USE OF DISTRICT OWNED ELECTRONIC DEVICES, SOFTWARE, SYSTEMS AND NETWORK EQUIPMENT

All service and maintenance of the District's network shall only be performed by authorized technology personnel. District staff members are responsible to report all network problems to the District's Technology Help Desk.

### Internet Safety

Each District owned electronic device with Internet access shall have a filtering device that blocks entry to visual depictions that are obscene, pornographic, or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

Each school shall monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate for minors. The Superintendent or designee shall enforce the use of such filtering devices.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 (h) (7)), as meaning any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The term "harmful to minors" is defined in Section 18-1514(6), Idaho Code as being one or both of the following:

- The quality of any material or of any performance of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse, when it:
  - Appeals to the prurient interest of minors as judged by the average person, applying contemporary community standards; and
  - Depicts or describes representations or descriptions of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse which are patently offensive to prevailing standards in the adult community with respect to what is suitable material for minors and includes, but is not limited to, patently offensive representations or descriptions of:
    - Intimate sexual acts, normal or perverted, actual or simulated; or
    - Masturbation, excretory functions or lewd exhibits of the genitals or genital area. Nothing herein contained is intended to include or proscribe any matter which, when considered as a whole, and in context in which it is used, possesses serious literary, artistic, political or scientific value for minors, according to prevailing standards in the adult community, with respect to what is suitable for minors.
- The quality of any material or of any performance, or of any description or representation, in whatever form, which, as a whole, has the dominant effect of substantially arousing sexual desires in persons under the age of eighteen (18) years.

### Internet Filtering

Filtering is only one of a number of techniques used to manage student's access to the Internet and encourage acceptable usage. It is not viewed as a foolproof approach to preventing access to

### STAFF USE OF DISTRICT OWNED ELECTRONIC DEVICES, SOFTWARE, SYSTEMS AND NETWORK EQUIPMENT

material considered inappropriate or harmful to minors. Anything that falls under at least one of the categories below shall be blocked/filtered. This list shall be updated/~~modified~~ as ~~required~~necessary:

- Nudity/pornography – prevailing U.S. standards for nudity, provocative semi-nudity, sites which contain pornography or links to pornographic sites
- Sexuality – sites which contain material of a mature level, images or descriptions of sexual aids, descriptions of sexual acts or techniques, sites which contain inappropriate personal ads
- Violence – sites which promote violence, images or description of graphically violent acts, graphic autopsy or crime-scene images
- Crime – information of performing criminal acts such as, drug or bomb making, computer hacking, illegal file archives, such as software piracy
- Drug Use – sites which promote the use of illegal drugs, material advocating the use of illegal drugs, such as, marijuana, methamphetamines or abuse of any drug, with the exception of any material that has a valid educational use
- Tastelessness – images or descriptions of excretory acts, such as vomiting or urinating; graphic medical images outside of a medical context
- Language/Profanity – passages or words too coarse to be softened by the word filter, profanity within images/sounds/multimedia files or adult humor
- Discrimination/Intolerance – material advocating discrimination, such as racial or religious intolerance; sites which promote intolerance, hate or discrimination
- Interactive Mail/Chat – sites which contain or allow inappropriate email correspondence, sites which contain or allow inappropriate chat areas
- Inappropriate Banners – advertisements containing inappropriate images or words
- Gambling – sites which allow or promote online gambling
- Weapons – sites which promote illegal weapons, sites which promote the use of illegal weapons
- Body Modification – sites containing content on tattooing, body piercing, branding and cutting
- Judgment Calls – whether a page is likely to have more questionable material in the future, such as sites under construction whose names indicate questionable material

~~Filtering should also be used in conjunction with the following:~~

- ~~Educating students to be “Net-smart”;~~
- ~~Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;~~
- ~~Using “Acceptable Use Agreements”;~~
- ~~Using behavior management practices for which Internet access privileges can be earned or lost; and~~
- ~~Appropriate supervision, either in person and/or electronically.~~

The building administrator is responsible to oversee that the staff monitor student Internet access.

Internet filtering software, streaming media content, or other technology-based protection systems may be disabled by a designated staff member or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students eighteen (18) years of age and older.

Review of filtering technology and software shall be done on a periodic basis and is the responsibility of the administration. It shall be the responsibility of the administration to bring to

## STAFF USE OF DISTRICT OWNED ELECTRONIC DEVICES, SOFTWARE, SYSTEMS AND NETWORK EQUIPMENT

the Board of Trustees any suggested modification of the filtering system and to address and assure that the filtering system meets the standards of Idaho Code 18-1514 and any other applicable provisions of Chapter 15, Title 18 Idaho Code.

### Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without permission of a parent/guardian or adult student. Users shall not give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. The administration may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities. Staff members shall prohibit student access to confidential data and student information. See legal references.

### ~~Staff Use of Acceptable Use Agreement - District Owned Electronic Devices, Software, Systems and Network Equipment User Agreement~~

~~At the onset of employment, each staff member shall be required to sign and return to the District's Human Resource Office the an Staff Use of Acceptable Use Agreement District Owned Electronic Devices, Software, Systems and Network Equipment User Agreement form prior to useing of the District's electronic systems, including but not limited to network, devices and/or software. Students shall also be required to sign and return to the school at the start of elementary, at the start of middle school and at the start of high school, the Student Use of District Owned Electronic Devices, Software, Systems and Network Equipment User Agreement form prior to use of the District's electronic systems, including but not limited to network, devices and software.~~

Use of the District's network, devices and software is a privilege and is subject to revocation if District policies and procedures are not followed.

### Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to the use of its electronic networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet, and any user is fully responsible to the District and shall indemnify and hold the District, its Trustees, administrators, teachers and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its electronic network and the Internet, including but not limited to any fees or charges incurred through purchases of goods, or services by the user. The user or, if the user is a minor, the user's parent/guardian agrees to cooperate with the District in the event of the school's initiating an investigation of a user's use of access to the electronic network and the Internet.

### Violations

If ~~any user~~ a staff member violates this policy and/or procedure the ~~user's~~ staff member's access to the District's ~~systems~~ network will be denied, ~~if not already provided,~~ or withdrawn and the ~~user~~ staff member may be subject to additional disciplinary action. The administration shall make decisions regarding whether or not a ~~user~~ staff member has violated this policy/procedure. ~~and may deny, revoke, or suspend access at any time, with that decision being final.~~ Actions which violate local, state or federal law may be referred to the local law enforcement agency.



**STAFF USE OF DISTRICT OWNED ELECTRONIC DEVICES, SOFTWARE, SYSTEMS AND  
NETWORK EQUIPMENT**

~~If the actions of the individual are also in violation of other District discipline policies, said user shall be subject to additional possible disciplinary action based on this policy and procedure.~~

Legal References:

Idaho Code 33-133 – Definitions, Student Data, Use  
and Limitations, Penalties

The Family Educational Rights and Privacy Act (FERPA)  
20 U.S.C. § 1232; 34 CFR Part 99

[Policy History](#)

[Adopted: August, 2014](#)

[Revised: January, 2016](#)



**RIGHTS OF HOMELESS STUDENTS – ATTENDANCE, SERVICES, TRANSPORTATION**

The Board of Trustees of the Pocatello/Chubbuck School District [No. 25](#) recognizes the rights of all students residing within the [District](#) boundaries to enroll in and participate in the District's educational and support programs. The District will comply with the requirements of the McKinney-Vento Homeless Assistance Act, Title VII, Subtitle B, the Elementary and Secondary Education Act and Idaho Code 33-1404 with regards to the procedures addressing educational placement of homeless students.

The McKinney-Vento Act (Section 725) defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative [adequate](#) accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for ordinary use as a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in the clauses above.

District students, who are homeless, have specific rights which provide for continuity and stability in their education. These rights are protected by federal law.

Homeless students who are enrolled in the District have the right to:

- Equal access to all educational programs and support programs, including transportation and school nutrition programs;
- Continue to attend school in their school of origin for the duration of homelessness or the current school year,
- Attend regular public school with students who are not homeless, unless there exists a legitimate reason for requiring attendance at another school;
- Receive all educational services for which they are eligible such as, special education, gifted and talented, and LEP;
- Be provided transportation services comparable to those offered to other students at the school of attendance;
- Be provided transportation services if the student moves to a shelter that is in another attendance area within the District, in order for the student to continue attending the same school; and
- Be provided transportation services either by this District, another District, or an outside agency if the student moves to a shelter in another District, in order for the student to continue attending the same school in the District.

School enrollment of a homeless child or youth will be determined based on the best interest of the student and the request of the parent/guardian or unaccompanied youth. To the extent feasible, the student shall be immediately enrolled or continue enrollment in the school of origin, defined as:

- The school last attended by the student when permanently housed; or
- The last school in which the child was enrolled.

**RIGHTS OF HOMELESS STUDENTS – ATTENDANCE, SERVICES, TRANSPORTATION**

The Superintendent is directed to develop procedures which ensure that the educational needs of homeless students are met. These procedures are to include identification, elimination of any barriers to attendance, and the provision of appropriate services.

If there is a dispute regarding the educational placement of a homeless student, or if a school or District/LEA denies a child, youth, or unaccompanied youth homeless status, then a written notice of explanation of such decision shall be promptly provided to the parent/guardian of the child, or to the youth, if unaccompanied by a parent/guardian. Such notice shall be in language the parent/guardian or unaccompanied youth can understand, shall include a description of how to dispute the decision, and shall include a summary of the dispute resolution process.

In addition, the District/LEA shall promptly refer the parent/guardian or unaccompanied youth to the homeless liaison, who shall carry out the dispute resolution process within ten (10) business days. The parent/guardian shall be referred to the homeless liaison who shall advise the parent/guardian of the child's rights, assist in and carry out the dispute resolution process. With respect to unaccompanied youth, the liaison shall ensure the same access to the dispute resolution process.

During the pendency of the dispute resolution process, the child, youth, or unaccompanied youth shall be immediately enrolled or continue enrollment in the school of choice (school of origin or local attendance area). Enrollment shall include all educational services for which the student is eligible, such as attending classes and full participation by such student in all school activities.

If agreement cannot be reached between the parties regarding the educational placement or enrollment status of the student, then the District/LEA shall promptly seek further assistance from the State Coordinator of Homeless Education to review and determine within ten (10) business days how the student's best interests will be served. All interested parties will be expeditiously informed of the State's determination in writing. The decision of the State Department of Education shall constitute final resolution. ##

Contact:  
State Coordinator for Homeless Education  
Idaho State Department of Education  
650 W. State Street  
PO Box 83720  
Boise ID 83720

Legal Reference: McKinney-Vento Act Sec. 722(g); 42 U.S.C. 11432(g).

[Policy History](#)

[Adopted: August, 2007](#)

[Revised: January, 2016](#)

**STUDENT USE OF DISTRICT OWNED ELECTRONIC DEVICES, SOFTWARE, SYSTEMS AND NETWORK EQUIPMENT**

<del>DATES (Adopted/Revised)</del>	<del>GUIDE WORDS</del>
<del>Adopted—August, 2014</del>	Internet Wide Area Network Electronic Devices Computer Technology Email

The Pocatello/Chubbuck School District No. 25 Board of Trustees intends that the purpose of all student use of District owned electronic devices, software, systems and network equipment ~~shall be consistent with the District's intent is~~ to maximize learning ~~for all students through the~~ and further the instructional program by facilitating resource sharing, innovation and communication rather than for personal use. The protocols set forth in this policy and procedure are not intended to encompass all required or prescribed behaviors by users. It is clearly intended that any user who does not adhere to the protocols set forth in the policy and/or procedure shall be subject to the loss of privileges, disciplinary action and/or appropriate legal action.

In order for students to access the District's ~~to make its~~ devices, software, systems and networks ~~available, users shall~~ the student and/or the parent/legal guardian must take responsibility for appropriate behavior and lawful uses of this access. The District reserves the right to monitor, log, and archive all usage.

In accordance with this policy and the Board's philosophy to ensure the safety of all students and staff, the District shall provide an appropriate planned instructional component for Internet safety which shall be integrated into the District's regular instructional program. The use of the District's ~~electronic~~ network shall be consistent with the curriculum adopted by the Board of Trustees, as well as the varied instructional needs, learning styles, abilities and developmental levels of students, and shall comply with the selection criteria for instructional and media materials. The District's electronic network is part of the curriculum and is not a public forum for general use.

The inventory of District owned devices available for student use is varied and access to the devices is under the supervision of the administration and the professional staff. Various devices will be available for check out in accordance with ~~standard~~ the District's check out procedures. ~~Students~~ who damage or lose devices shall be responsible for restitution.

**Acceptable Uses of the Network for Educational ~~and Business~~ Purposes**

All use of the District's electronic network shall be in support of education and/or research, and in ~~the furthering~~ ance of the District's ~~stated~~ educational goals, ~~or for a legitimate school business purpose~~. Use is a privilege, not a right. Users have no expectation of privacy in any materials that are stored, transmitted or received via the District's ~~electronic~~ network or on District owned ~~electronic equipment~~ devices. The District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all internet use and information transmitted or received on the District's usage of the network, ~~and Internet access and any and all information transmitted or received in connection with such usage~~.

All documents and files stored on District servers and ~~electronic equipment~~ devices shall be protected from unauthorized access.

## STUDENT USE OF DISTRICT OWNED ELECTRONIC DEVICES, SOFTWARE, SYSTEMS AND NETWORK EQUIPMENT

All devices ~~to be plugged into the network~~, including computers, printers, switches, WiFi access points and routers, shall be preapproved by the Technology Coordinator, ~~and/or his/her~~ designee.

All software to be installed on ~~D~~district devices shall ~~have prior District approval~~ be preapproved by the Technology Coordinator, ~~and/or his/her~~ designee. Such software shall be owned and licensed by the District. Unlicensed or pirated software is prohibited.

~~All software to be installed shall be owned and licensed by the District. Unlicensed or pirated software is prohibited.~~

~~Uses of the District's electronic network that interfere with the allowable uses shall be prohibited.~~

### Unacceptable Uses of the Network

The following are examples of unacceptable uses of the District's network and constitute a violation of this policy. ~~This list is not all-inclusive.~~ Unacceptable use includes, but is not limited to:

- Any uUses that violates the law or encourages others to violate the law, including but not limited to transmitting offensive or harassing messages, offering for sale and/or use of any substance or item ~~which that~~ the possession ~~of~~ and/or use of is prohibited by District policy, local, state or federal law;
- Viewing, transmitting or downloading pornographic materials or materials that encourage others to violate local, state or federal law; or uses that adversely affect the safety and well-being of students or staff members while in school; intruding into the networks or computers of others; downloading or transmitting the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials is prohibited.
- Any uUses that may cause harm to others or damage to their property, person or reputation, including but not limited to engaging in defamation or harming another's reputation with untruthful statements; employing another's password or some other user identifier that misleads message recipients into believing that someone else is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
- Any uUses amounting to harassment, sexual harassment, bullying or cyber-bullying defined as using a computer, computer system, mobile device or electronic network to convey a message in any format, such as audio, video, text, graphics, photographic or any combination, that is intended to harm another individual.
- Any uUses that jeopardizes the security of student and staff access, ~~and of the~~ computer network and/or other networks on the internet.
- Any Uses ~~that are~~ for commercial transactions, such as buying and selling items, other than conducting the official business of the District.
- Any Uses that damages, destroys or deletes public records and/or District ~~and/or work~~-related files, regardless of originator.
- Sending, receiving, viewing or downloading obscene materials, materials harmful to minors and materials that depict the sexual exploitation of minors.
- Software shall not be loaded on any device that is connected to the network that could harm or impede performance of the District's network.

### Network Maintenance

## STUDENT USE OF DISTRICT OWNED ELECTRONIC DEVICES, SOFTWARE, SYSTEMS AND NETWORK EQUIPMENT

All service and maintenance of the District's network shall only be performed by authorized technology personnel. ~~District staff members are~~ Students should report any network problems to a teacher or administrator who will be responsible to report ~~all network~~ the problems to the District's Technology Help Desk.

### Internet Safety

~~Each~~ District owned electronic devices with ~~i~~Internet access shall have a filtering device that blocks entry to visual depictions that are obscene, pornographic, or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

~~Each school~~ Student access to the internet shall be monitored ~~the online activities of students,~~ through direct observation and/or technological means, to ensure ~~that~~ students are not accessing ~~such depictions or other~~ material that is harmful or inappropriate for minors. The Superintendent or designee shall enforce the use of such ~~filtering devices~~ monitoring.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 (h) (7)), as meaning any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The term "harmful to minors" is defined in Section 18-1514(6), Idaho Code as being one or both of the following:

- The quality of any material or of any performance of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse, when it:
  - Appeals to the prurient interest of minors as judged by the average person, applying contemporary community standards; and
  - Depicts or describes representations or descriptions of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse which are patently offensive to prevailing standards in the adult community with respect to what is suitable material for minors and includes, but is not limited to, patently offensive representations or descriptions of:
    - Intimate sexual acts, normal or perverted, actual or simulated; or
    - Masturbation, excretory functions or lewd exhibits of the genitals or genital area. Nothing herein contained is intended to include or proscribe any matter which, when considered as a whole, and in context in which it is used, possesses serious literary, artistic, political or scientific value for minors, according to prevailing standards in the adult community, with respect to what is suitable for minors.
- The quality of any material or of any performance, or of any description or representation, in whatever form, which, as a whole, has the dominant effect of substantially arousing sexual desires in persons under the age of eighteen (18) years.

### Internet Filtering

## STUDENT USE OF DISTRICT OWNED ELECTRONIC DEVICES, SOFTWARE, SYSTEMS AND NETWORK EQUIPMENT

Filtering is only one of a number of techniques used to manage student's access to the Internet and encourage acceptable usage. It is not viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Anything that falls under at least one of the categories below shall be blocked/filtered. This list shall be updated/~~modified~~ as ~~required~~necessary:

- Nudity/pornography – prevailing U.S. standards for nudity, provocative semi-nudity, sites which contain pornography or links to pornographic sites
- Sexuality – sites which contain material of a mature level, images or descriptions of sexual aids, descriptions of sexual acts or techniques, sites which contain inappropriate personal ads
- Violence – sites which promote violence, images or description of graphically violent acts, graphic autopsy or crime-scene images
- Crime – information of performing criminal acts such as, drug or bomb making, computer hacking, illegal file archives, such as software piracy
- Drug Use – sites which promote the use of illegal drugs, material advocating the use of illegal drugs, such as, marijuana, methamphetamines or abuse of any drug, with the exception of any material that has a valid educational use
- Tastelessness – images or descriptions of excretory acts, such as vomiting or urinating; graphic medical images outside of a medical context
- Language/Profanity – passages/words too coarse to be softened by the word filter, profanity within images/sounds/multimedia files, adult humor
- Discrimination/Intolerance – material advocating discrimination, such as racial or religious intolerance; sites which promote intolerance, hate or discrimination
- Interactive Mail/Chat – sites which contain or allow inappropriate email correspondence, sites which contain or allow inappropriate chat areas
- Inappropriate Banners – advertisements containing inappropriate images or words
- Gambling – sites which allow or promote online gambling
- Weapons – sites which promote illegal weapons, sites which promote the use of illegal weapons
- Body Modification – sites containing content on tattooing, body piercing, branding and cutting
- Judgment Calls – whether a page is likely to have more questionable material in the future, such as sites under construction whose names indicate questionable material

Filtering should also be used in conjunction with the following:

- Educating students ~~to be "Net-smart"~~regarding "Digital Citizenship";
- Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using "Acceptable Use Agreements";
- Using behavior management practices for which Internet access privileges can be earned or lost; and
- Appropriate supervision, either in person and/or electronically.

The building administrator is responsible to oversee that the staff monitor student Internet access.

Internet filtering software, streaming media content, or other technology-based protection systems may be disabled by a designated staff member or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students eighteen (18) years of age and older.



## STUDENT USE OF DISTRICT OWNED ELECTRONIC DEVICES, SOFTWARE, SYSTEMS AND NETWORK EQUIPMENT

Review of filtering technology and software shall be done on a periodic basis and is the responsibility of the administration. It shall be the responsibility of the administration to bring to the Board of Trustees any suggested modification of the filtering system and to address and assure that the filtering system meets the standards of Idaho Code 18-1514 and any other applicable provisions of Chapter 15, Title 18 Idaho Code.

### Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without permission of a parent/~~/~~guardian or adult student. Users shall not give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. The administration may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities. Staff members shall prohibit student access to confidential data and student information.

### ~~Student Use of~~ Acceptable Use Agreement - District Owned Electronic Devices, Software, Systems and Network Equipment ~~User Agreement~~

Each student and ~~his/her~~ the parent/guardian shall be required to sign and return an Acceptable Use Agreement to the school ~~at the beginning of his/her enrollment when enrolling as a new student, or at the start of~~ in an elementary school, ~~in the~~ middle school and ~~in the~~ high school, ~~the Student Use of District Owned Electronic Devices, Software, Systems and Network Equipment User Agreement~~ prior to ~~use of~~ using the District's ~~electronic systems, including but not limited to~~ network, devices and ~~/-or~~ software. Adult students will be required to sign and return an Acceptable Use Agreement which does not require the signature of a parent/legal guardian.

Use of the District's network, devices and software is a privilege and is subject to revocation if District policies and procedures are not followed.

### Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to the use of its electronic networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet, and any user is fully responsible to the District and shall indemnify and hold the District, its Trustees, administrators, teachers and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its electronic network and the Internet, including but not limited to any fees or charges incurred through purchases of goods, or services by the user. The user or, if the user is a minor, the user's parent/guardian agrees to cooperate with the District in the event of the school's initiating an investigation of a user's use of access to the electronic network and the Internet.

### Violations

If ~~any user~~ a student violates this policy and/or procedure the ~~user's~~ student's access to the District's ~~systems~~ network will be denied, ~~if not already provided,~~ or withdrawn and the ~~user~~ student may be subject to additional disciplinary action. The administration shall make decisions regarding whether or not a ~~user~~ student has violated this policy/procedure, ~~and may deny, revoke,~~

**STUDENT USE OF DISTRICT OWNED ELECTRONIC DEVICES, SOFTWARE, SYSTEMS AND NETWORK EQUIPMENT**

~~or suspend access at any time, with that decision being final.~~ Actions which violate local, state or federal law may be referred to the local law enforcement agency.

~~If the actions of the individual are also in violation of other District discipline policies, said user shall be subject to additional possible disciplinary action based on this policy and procedure.~~

Legal References: Idaho Code 33-133 – Definitions, Student Data, Use and Limitations, Penalties

The Family Educational Rights and Privacy Act (FERPA)  
20 U.S.C. § 1232; 34 CFR Part 99

Policy History  
Adopted: August, 2014  
Revised: January, 2016



**RETENTION OF DISTRICT RECORDS**

In compliance with Idaho Code, the Pocatello/Chubbuck School District No. 25 Board of Trustees establishes the following guidelines to provide administrative direction pertaining to the retention and 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.

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 copies deemed to be confidential, or not intended for dissemination to the public shall be shredded prior to disposal.

**Destruction of Electronic Mail/email**

The District will store electronic mail/emails for a maximum period of 180 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 Destruction of 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:

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

If relevant records exist in electronic formats including, but not limited to email, digital images, word processed documents, databases and backup tapes, the District’s administrative personnel shall notify the Technology Department 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. The Superintendent and Board Clerk are responsible for the implementation of this policy.

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

**DISTRICT RECORDS RETENTION SCHEDULE**

Retention Codes		
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded	<b>DO</b> – District Office <b>SB</b> – School Buildings <b>DM</b> – District Maintenance <b>DT</b> – District Transportation
RECORDS DESCRIPTION	RETENTION PERIOD	
<b>ADMINISTRATION—ATTENDANCE--ANNUAL ATTENDANCE SUMMARIES BY BUILDING</b>	<b>PM</b>	<b>DO, SB</b>

RETENTION OF DISTRICT RECORDS

DISTRICT RECORDS RETENTION SCHEDULE

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

RETENTION OF DISTRICT RECORDS

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
<p><b>AC</b>—After closed, terminated, completed, expired, settled, or last date of contact  <b>FE</b>—Fiscal Year End (June 30<sup>th</sup>)</p>	<p><b>LA</b>—Life of Asset  <b>PM</b>—Permanent  <b>US</b>—Until Superseded</p>	<p><b>DO</b> - District Office  <b>SB</b> - School Buildings  <b>DM</b> - District Maintenance  <b>DT</b> - District Transportation</p>
RECORDS DESCRIPTION	RETENTION PERIOD	
<p><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.</p>	<p><b>AC+3 yr</b>  <b>NOTE:</b> Some materials may warrant long-term retention. These materials should be reviewed for archival materials.</p>	<p><b>DO</b></p>
<p><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.</p>	<p><b>PM</b></p>	<p><b>DO</b></p>
<p><b>COMPUTER SYSTEMS-BACKUPS</b>—Backups on tape, disk, cd, dvd, etc.                      CAUTION: Records stored in this format can be subpoenaed during litigation.</p>	<p><b>US or 1 year</b></p>	<p><b>DO</b></p>
<p><b>EQUIPMENT-HISTORY FILE</b>—Equipment service agreements, includes maintenance agreements, installation, and repair logs, etc.</p>	<p><b>LA+3 yr</b></p>	<p><b>DO, DM, DT</b></p>
<p><b>EQUIPMENT MANUALS</b>—Instruction and operating manuals</p>	<p><b>LA</b></p>	<p><b>DO, SB, DM, DT</b></p>
<p><b>EQUIPMENT WARRANTIES</b></p>	<p><b>AC+1 yr</b></p>	<p><b>DO, SB, DM, DT</b></p>
<p><b>FACILITIES OPERATIONS-APPRAISALS</b>—Building or property</p>	<p><b>3 yr</b></p>	<p><b>DO</b></p>
<p><b>FACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS</b>—Includes architectural and engineering drawings, etc.</p>	<p><b>PM</b>                      For leased structures retain  <b>AC+2</b></p>	<p><b>DO, DM</b></p>
<p><b>FACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES</b>—Building construction contracts, surety bonds and inspection records, Planning, design, construction records &amp; all bids, etc.</p>	<p><b>LA</b></p>	<p><b>DO, SB, DM</b></p>

RETENTION OF DISTRICT RECORDS

DISTRICT RECORDS RETENTION SCHEDULE

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RECORDS DESCRIPTION	RETENTION PERIOD	
<b>FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS</b>	<b>FE+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried property</b>	<b>PM</b>	<b>DO</b>
<b>FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS—Property logs</b>	<b>US+3 yr</b>	<b>DO, SB, DM</b>
<b>FACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.</b>	<b>AC+2 yr</b> AC=Until superseded, date of expiration or date of termination, whichever is sooner	<b>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—Includes any supporting documentation in the appropriation request</b>	<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>
<b>FISCAL-CANCELLED CHECKS—Stubs/Warrants/Drafts</b>	<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—Cash deposit slips; cash receipts log</b>	<b>FE+3 yr</b>	<b>DO, SB</b>
<b>FISCAL-DEEDS AND EASEMENTS—Proof of ownership and right-of-way on property</b>	<b>PM</b>	<b>DO</b>
<b>FISCAL-detail chart of accounts—One for all accounts in use for a fiscal year</b>	<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>

RETENTION OF DISTRICT RECORDS

DISTRICT RECORDS RETENTION SCHEDULE

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RECORDS DESCRIPTION	RETENTION PERIOD	
<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> 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> Or until all pending audits or reviews are completed	<b>DO</b>
<b>FISCAL</b> —FEDERAL—USDA	<b>AC+3 yr</b> 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> AC=End of grant or satisfaction of all uniform administrative requirements for the grant CAUTION: Retention requirements may vary depending on the specific federal funding agency	<b>DO, SB</b>
<b>FISCAL-INSURANCE CLAIM FILES</b>	<b>AC+3 yr</b> AC=Resolution of claim	<b>DO</b>
<b>FISCAL-INSURANCE POLICIES</b> —all types	<b>AC+5 yr</b> AC=expiration or termination of policy according to its terms	<b>DO</b>
<b>FISCAL-LONG-TERM LIABILITY RECORDS</b> —Bonds, etc	<b>AC+4 yr</b> AC=retirement of debt	<b>DO</b>
<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>

RETENTION OF DISTRICT RECORDS

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RECORDS DESCRIPTION	RETENTION PERIOD	
<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> 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> 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> 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+3 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> 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> AC=Date position is filled	<b>DO, SB, DM,DT</b>
<b>PERSONNEL-BENEFIT PLANS</b>	<b>US+1 yr</b>	<b>DO</b>
<b>PERSONNEL-COMPLAINT RECORDS</b> —Complaints received and records documenting their resolution	<b>FE+3 yr</b> CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period	<b>DO, SB, DM, DT</b>

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RECORDS DESCRIPTION	RETENTION PERIOD	
<p><b>PERSONNEL-CORRECTIVE ACTION</b>—those actions which do not affect pay, status or tenure and are imposed to correct or improve job performance</p>	<p><b>AC+3 yr</b>                      AC=Termination of corrective action.  <b>CAUTION:</b> 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.</p>	<p><b>DO, SB, DM, DT</b></p>
<p><b>PERSONNEL-DISCIPLINARY ACTION DOCUMENTATION</b>—those actions that affect pay or status. They include demotion, dismissal, etc.</p>	<p><b>AC+3 yr</b>                      AC=termination of employment</p>	<p><b>DO, SB, DM, DT</b></p>
<p><b>PERSONNEL-EMPLOYEE STATEMENTS (Affidavits)</b>—for insurance, personnel or other uses for which Administration has sought such statements</p>	<p><b>AC+3 yr</b>                      AC=Termination of employment</p>	<p><b>DO, SB, DM, DT</b></p>
<p><b>PERSONNEL-EMPLOYEE BENEFITS</b>—documents relating to selection of benefits other than insurance</p>	<p><b>US</b></p>	<p><b>DO,</b></p>
<p><b>PERSONNEL-EMPLOYEE COUNSELING RECORDS</b>—Notes, etc. relating to job-specific counseling</p>	<p><b>AC+3 yr</b>                      AC=Termination of counseling</p>	<p><b>DO, SB, DM, DT</b></p>
<p><b>PERSONNEL-EMPLOYEE DEDUCTION AUTHORIZATIONS</b>—documents relating to all deductions of Pay</p>	<p><b>AC+3 yr</b>                      AC=After termination of employee or after amendment, expiration or termination of authorization, whichever is sooner.</p>	<p><b>DO</b></p>
<p><b>PERSONNEL-EMPLOYEE EARNINGS RECORDS</b></p>	<p><b>4 yr</b></p>	<p><b>DO</b></p>
<p><b>PERSONNEL-EMPLOYEE INSURANCE RECORDS</b>—District copy of selection records by employees of insurance offered by the District</p>	<p><b>US</b></p>	<p><b>DO</b></p>
<p><b>PERSONNEL-EMPLOYEE RECOGNITION RECORDS</b>—Awards, incentives, etc.</p>	<p><b>AC+3 yr</b>                      AC=Termination of employment</p>	<p><b>DO, SB, DM, DT</b></p>
<p><b>PERSONNEL-EMPLOYMENT ANNOUNCEMENT</b></p>	<p><b>2 yr</b></p>	<p><b>DO</b></p>
<p><b>PERSONNEL-EMPLOYMENT CONTRACTS</b></p>	<p><b>Original date of hire+50 yr</b></p>	<p><b>DO</b></p>

RETENTION OF DISTRICT RECORDS

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RECORDS DESCRIPTION	RETENTION PERIOD	
<b>PERSONNEL-EMPLOYMENT ELIGIBILITY</b> — Documentation or verification of Federal report form INS I-9	<b>AC+4 yr</b> AC=Termination of employment, with a minimum of 4 years	<b>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> 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>Original date of hire+50 yr</b>	<b>DO</b>
<b>PERSONNEL-GRIEVANCE RECORDS</b> —review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	<b>AC+6 yr</b> AC=final decision on the grievance	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-HIRING PROCESS—CRIMINAL HISTORY CHECKS</b> —criminal history record information on job applications	<b>AC+1 yr</b> AC=After hiring decision made	<b>DO</b>
<b>PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION</b> —any document detailing duties of positions on position-by-position basis	<b>US+3 yr</b>	<b>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>US</b>	<b>DO, DT</b>
<b>PERSONNEL-OVERTIME AUTHORIZATION &amp; SCHEDULE</b>	<b>2 yr</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION</b>	<b>US</b>	<b>DO</b>
<b>PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION</b> ---used to adjust gross pay, FICA, retirement or compute taxes	<b>3 yr</b>	<b>DO</b>
<b>PERSONNEL-PERFORMANCE APPRAISAL</b>	<b>2 yr</b>	<b>DO, SB, DM, DT</b>



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RECORDS DESCRIPTION	RETENTION PERIOD	
<b>PERSONNEL-PERSI ENROLLMENT FILE</b>	6 yr from filing date	DO
<b>PERSONNEL-PERSI RECORD OF HOURS WORKED</b> —Irregular help, half-time or greater	Date of hire+50 yr	DO
<b>PERSONNEL-PERSI TERMINATION RECORD</b>	6 yr	DO
<b>PERSONNEL-PERSONNEL INFORMATION</b> —documents that officially change pay, titles, benefits, etc.	2 yr	DO
<b>PERSONNEL-POLICY AND PROCEDURES MANUAL</b> —any manual, etc. that establishes standard employment procedures	PM	DO, SB, DM, DT
<b>PERSONNEL-RESUME-UNSOLICITED</b>	1 yr	DO, SB, DM, DT
<b>PERSONNEL-SICK LEAVE POOL DOCUMENTATION</b> —requests submitted, approvals, number of hours transferred in an out, etc.	FE+3 yr	DO
<b>PERSONNEL-TIME CARD AND TIME SHEET</b>	3 yr	DO, SB, DM, DT
<b>PERSONNEL-TIME OFF AND/OR SICK LEAVE REQUEST</b>	FE+3 yr	DO, SB, DM, DT
<b>PERSONNEL-TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL</b> —records documenting training, testing or continued education	AC+3 yr AC=Termination of employment	DO, SB, DM, DT
<b>PERSONNEL-UNEMPLOYMENT CLAIM RECORD</b>	3 yr	DO
<b>PERSONNEL-UNEMPLOYMENT COMPENSATION RECORDS</b>	AC+3 yr	DO
<b>PERSONNEL-W-2 &amp; W-4 FORMS</b>	5 yr from date of termination	DO
<b>PERSONNEL—WORKER’S COMPENSATION POLICIES</b>	AC+10 yr AC=expiration of policy	DO
<b>PROCUREMENT-PERFORMANCE BOND</b> —bonds posted by individuals or entities under contract with District	PM	DO
<b>PROCUREMENT-PURCHASING LOG</b> —Log, etc. providing a record of purchase orders issued, orders received, etc.	FE+3 yr	DO, SB, DM, DT

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RECORDS DESCRIPTION	RETENTION PERIOD	
<p><b>PROCUREMENT-BID DOCUMENTATION</b>— includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations</p>	<p><b>FE+3 yr</b>  <b>CAUTION:</b> If a formal written contract is the result of a bid, the bid and its supporting documentation must be retained for the same period as the contract.</p>	<p><b>DO, DM, DT</b></p>
<p><b>RECORDS MANAGEMENT</b>—RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS</p>	<p><b>PM</b></p>	<p><b>DO, SB, DM, DT</b></p>
<p><b>SAFETY-ACCIDENT REPORTS</b></p>	<p><b>8 yrs*</b>                      *For Minors, 8 yrs after minor reaches age of 18</p>	<p><b>DO, SB, DM, DT</b></p>
<p><b>SAFETY-DISASTER PREPAREDNESS AND RECOVERY PLANS</b></p>	<p><b>PM</b></p>	<p><b>DO, SB, DM, DT</b></p>
<p><b>SAFETY-EVACUATION PLANS</b></p>	<p><b>PM</b></p>	<p><b>DO, SB</b></p>
<p><b>SAFETY-FIRE ORDERS</b>—issued by fire marshal to correct deficiencies in compliance with the fire code</p>	<p><b>AC+3 yr</b>                      AC=deficiency corrected</p>	<p><b>DO, SB, DM</b></p>
<p><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).</p>	<p><b>PM</b></p>	<p><b>DO, DM</b></p>
<p><b>SAFETY-INCIDENT REPORTS</b>—Reports concerning incidents which, upon investigation, were of a non-criminal nature</p>	<p><b>3 yr (or 30 yr*)</b>                      *Exposure records require 30 year retention per 29 CFR § 1910.1020(d)(ii)(B)Footnote(1)</p>	<p><b>DO, SB, DM, DT</b></p>
<p><b>SAFETY-INSPECTION RECORDS</b>—Fire, safety, and other inspection records of facilities and equipment</p>	<p><b>AC+3 yr</b>                      AC=Date of the correction of the deficiency, if the inspection report reveals a deficiency.</p>	<p><b>DO, SB, DM</b></p>
<p><b>SAFETY-MATERIAL DATA SAFETY SHEETS</b></p>	<p><b>30 yrs</b> after the end of use of the substance</p>	<p><b>DO, DM</b></p>
<p><b>SAFETY-WORKPLACE CHEMICAL LISTS</b></p>	<p><b>30 yr</b></p>	<p><b>DO, SB, DM</b></p>

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RECORDS DESCRIPTION	RETENTION PERIOD	
<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> 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. § 33-701(8)
  - I.C. § 33-407
  - I.C. § 33-508
  - I.C. § 56-209h
  - I.C. § 74-119
  - Chapter 11, Section 5 (E) – Idaho Special Education Manual (Revised 2015)
  - SDE Administrator’s Handbook, 1.43
  - Idaho Records Management Guide (August, 2010)
  - Fiscal Year – Payment and Accounting of Funds
  - Return of Canvass of Elections
  - Duties of Clerk
  - Administrative Remedies
  - Agency Guidelines

Policy History  
Adopted: February, 2016  
Revised: N/A