

NONINSTRUCTIONAL OPERATIONS

Hayden Canyon Charter School

8005 Hayden Canyon Charter Owned Vehicles

The Charter School owns and maintains certain vehicles. These are for use by properly authorized personnel of Hayden Canyon Charter for Hayden Canyon Charter business purposes.

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

Hayden Canyon Charter Bus and Vehicle Maintenance

Buses used in Hayden Canyon Charter transportation program shall be in safe and legal operating condition. All buses shall conform to standards of construction prescribed by the State

Board of Education and inspections as required by law. The Transportation Director shall establish a specific list of tasks that bus drivers shall perform on a daily basis.

Legal Reference:	I.C. § 33-1506.	Inspection of School Buses
	IDAPA 08.02.02.160.	Maintenance Standard and Inspections

Policy History:

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Hayden Canyon Charter School

8005P Hayden Canyon Charter Vehicles

The Board adopts this procedure to establish guidelines, obligations, and expectations of employees who, within the scope of their employment, have occasion to operate Hayden Canyon Charter owned vehicles and equipment, or personal vehicles for official Hayden Canyon Charter purposes.

Hayden Canyon Charter Vehicles and Equipment Authorization for Use

Hayden Canyon Charter employees shall operate Charter school owned vehicles and equipment only when the employee:

1. Is authorized by their position and/or supervisor to act as the operator of a vehicle or piece of equipment;
2. Holds a valid operator's license for each class of vehicle or piece of equipment they are approved to operate. The Charter School may verify license status by checking motor vehicle records; and
3. Has demonstrated to the supervisor's satisfaction that they are qualified to operate the vehicle or piece of equipment.

Responsibilities of Vehicle or Equipment Operator

Employees operating Charter School vehicles and equipment shall:

1. Inspect vehicles or equipment before operating to ensure the vehicle or equipment will function in a safe manner;
2. Refrain from eating or engaging in other activities which may distract an individual from safely operating a vehicle or piece of equipment;
3. Refrain from tobacco/nicotine use. Tobacco/nicotine use shall be defined as the use and/or possession of a lighted or unlighted cigarette, cigar, pipe, smokeless tobacco/nicotine in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices in all Hayden Canyon Charter vehicles.
4. Operate such vehicles and equipment in a safe, responsible manner, and in compliance with State laws and regulations governing vehicle use.
5. Pull off to a safe area and stop driving to use a cell phone in a vehicle;
6. Be personally responsible for traffic fines, court appearances, and other personal judgments or penalties arising from their violation of traffic law while operating such vehicles or equipment;
7. Refrain from operating any such vehicles or equipment when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle or piece of equipment;

8. Return such vehicles and equipment daily to the Hayden Canyon Charter facility designated for that vehicle or piece of equipment unless taken to the operator's residence as authorized in this procedure;
9. If the vehicle or piece of equipment is taken to the operator's residence as authorized by this procedure, the operator shall ensure the vehicle or equipment is made available for routine maintenance as well as unscheduled maintenance when required;
10. Report any loss, redaction, or suspension of their operator license or endorsement status to their supervisor as soon as they are notified of the licensing status change;
11. Report all work related accidents immediately to your supervisor so that they can be reported to Hayden Canyon Charter insurance carrier; All Commercial Driver's License holders shall comply with Federal and State laws regarding the reporting of accidents, citations, or driving convictions and shall immediately report such occurrences to their supervisor;
12. Use of Hayden Canyon Charter fueling cards and facilities, maintenance and repair facilities, and supplies shall be limited to bonafide Hayden Canyon Charter vehicles and equipment Hayden Canyon Charter materials and facilities shall not be used for personal benefit;
13. Not allow other persons to use their refueling card or request that others allow them to use refueling cards which are not assigned to them;
14. Be evaluated in connection with their use of Hayden Canyon Charter vehicles and equipment as part of their annual job performance review.

Prohibited Conduct of Vehicle/Equipment Operator

Any employee involved in one or more of the following circumstances while operating a Hayden Canyon Charter vehicles and equipment will immediately lose their operational authorization:

1. Unlawful use, distribution, dispensing, manufacture, or possession of a controlled substance;
2. Operating any Charter School vehicle or piece of equipment while under the influence of alcohol, any drug, or the combined influence of alcohol and any drug;
3. Use of any Charter vehicle or piece of equipment for illegal or unauthorized purposes;
4. Operating a vehicle or piece of equipment in a manner which endangers the safety or life of others;
5. Any negligent use of Hayden Canyon Charter owned vehicles or piece of equipment.

Any employee who has engaged in any of the items listed in the above section of this procedure, regardless of whether it occurred while operating a Hayden Canyon Charter vehicle or piece of equipment, may be permanently prohibited from operating Hayden Canyon Charter vehicles and equipment, and/or subject to disciplinary action, up to and including termination.

Emergency Call Out

In specific instances, the Education Director may establish specific positions and/or classes of employees who are subject to emergency callout. These employees or classes of employees may be assigned a Hayden Canyon Charter vehicle to keep at their personal residence in order to more quickly respond to emergency circumstances. Employees so designated, may be changed at any time by the Education Director without consultation or negotiation with the affected employee or classes of employees. When an employee is designated to have a Hayden Canyon Charter vehicle at their residence for emergency callout use, the vehicle shall not be used for personal purposes.

Disposal of Vehicles and Equipment

All vehicles and equipment shall be disposed of only by sales events and methods which are approved by the Board and by rules adopted by the State for disposal of Charter School property. Each sales event must be approved individually by the Board. Revenue received from the sale of school buses will be placed in a separate account and used only for the purchase of school buses.

Accident Management Procedures

Hayden Canyon Charter establishes the following guidelines for reporting, investigating, and documenting all accidents, collisions, and incidents involving its vehicles and equipment:

1. All accidents/collisions/vandalism (herein collectively referred to as “accidents”) involving Charter School vehicles, regardless of the amount of damages or personal injury sustained, shall be reported immediately to the driver’s supervisor and/or any other identified Charter School personnel. Failure to report an accident shall be cause for disciplinary action;
2. Drivers shall report all school bus accidents to local school authorities and the appropriate law enforcement agency in accordance with Title 49, Chapter 13 of Idaho Code. Subsequent to the accident or incident, a Uniform School Bus Accident/Injury or appropriate Incident Report Form shall be completed by the driver or transportation supervisor and submitted to the State Department of Education within 15 days.
3. An employee involved in any accident while operating a Hayden Canyon Charter vehicle or equipment may be required to submit to a drug and alcohol test. Failure to submit to a drug and alcohol test; or testing positive for drug use; or prohibited levels of alcohol as outlined in applicable law; shall be subject to disciplinary action, up to and including termination;
4. An accident report shall be completed within 24 hours of an accident regardless of the amount of damage sustained to any Hayden Canyon Charter vehicle or equipment;
5. All accidents shall be investigated by a designated Safety Coordinator or his or her designee;
6. All accidents involving any personnel injury and/or accidents for which the estimated damages exceed \$1,000 shall be reviewed by the Safety Committee.
7. The Safety Committee shall hold a fact-finding meeting to determine if the accident was preventable or non-preventable.

- a. The driver involved in the accident has the right to attend the a fact-finding meeting to explain the situation and answer question of the Committee;
 - b. The Committee shall inform the driver of their findings in a timely manner;
 - c. An employee may appeal the findings and recommendations of the Committee by following the appeals procedure outlined in the Hayden Canyon Charter Grievance Procedure.
8. Administrative actions shall be taken based on the findings and recommendations of the Committee as follows:
- a. If the accident was non-preventable, a statement to that effect shall be included in the employee's personnel file and no disciplinary action will be recommended.
 - b. If the accident was preventable, procedures of remediation and disciplinary action shall be implemented according to the degree of culpability, severity of the accident, and service record of the employee.

Definitions

"Equipment" for purposes of this procedure means utility vehicles, and construction and lawn equipment.

"Vehicle" for purposes of this procedure means buses, vans, passenger vehicles, maintenance, and delivery trucks.

Cross Reference: 5800 Classified Employment, Assignment and Grievance

Legal Reference: I.C. § 33-517 Noncertificated Personnel

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

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8010 Vehicle Idling

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

Charter Vehicle Idling Times

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

Reference: Standards for Idaho School Buses and Operations

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8020 Use of Wireless Communication Devices by Drivers

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

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

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

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

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

Bus drivers may not use hands-free devices of a personal nature unless there is an emergency situation. Bus drivers shall under no circumstances place or receive communications unrelated to Charter School business while on duty.

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

Legal Reference: FMCSA 49CFR392.82-Wireless Communication Devices

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Hayden Canyon Charter School

8100 Transportation

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

Requirements

Hayden Canyon Charter shall provide transportation to and from school for a student who:

1. Resides at least 1 ½ miles from the nearest appropriate school, determined by the nearest and best route from the junction of the driveway of the student's home and the nearest public road to the nearest door of the school the student attends or to a bus stop, whichever the case may be;
2. Is a student with a disability, whose IEP identifies transportation as a related service; or
3. In the judgment of the Board, has another compelling and legally sufficient reason to receive transportation services, including the age, health, or safety of the student.

The type of transportation provided by Hayden Canyon Charter may be by a school bus or other vehicle, or by such individual transportation as paying the parent or guardian for individually transporting the student. The Board may pay board and room reimbursements to a parent when a student resides within a non-transportation area (an area of a school district designated by the Board as impractical, by reason of scarcity of students, remoteness, or condition of roads) but is otherwise eligible for transportation and cannot be transported in any authorized manner. The Board may authorize children attending nonpublic schools to ride a school bus provided that space is available and a fee to cover the per-seat cost for such transportation is collected.

Homeless Students

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

Foster Children

The Education Director or designee shall implement the requirements for ensuring the educational stability for all children in foster care. Each of these provisions must emphasize the child's best interest determination. A written guideline must provide clarity to each school and staff member governing the transportation protocol for students in foster care. This includes the facilitation of transportation to the school of origin (when in the student's best interest). Transportation will be provided, arranged, and funded for the duration of time in foster care.

These procedures must confirm the following:

1. Children in foster care needing transportation to the school of origin will promptly receive that transportation in a reasonable and cost-effective manner.
2. If there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, Hayden Canyon Charter will provide transportation to the school of origin if:
 - a. The local child welfare agency agrees to reimburse Hayden Canyon Charter for the cost of such transportation;
 - b. Hayden Canyon Charter agrees to pay for the cost of such transportation; or
 - c. Hayden Canyon Charter and the local child welfare agency agree to share the cost of such transportation.

Safety

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

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

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

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

Cross Reference: 8135 Safety Busing
 8130 Bus Routes, Stops and Non-Transportation Zones
 Legal Reference: I.C. § 33-1501 Transportation Authorized
 I.C. § 33-1503 Payments when Transportation Not Furnished
 IDAPA 08.02.03.109. Special Education
 20 USC § 6312(c). Every Student Succeeds Act
 Standards for Idaho School Buses and Operations

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

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8105 Transportation of Students with Disabilities

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

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

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

Mode of Transportation

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

Cross Reference: 8140 Student Conduct on Buses
Legal References: 20 U.S.C. § 1400 et seq. Individuals with Disabilities in Education Act (IDEA)
IDAPA 08.02.03.109 Special Education

Idaho Special Education Manual

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8110 Extracurricular Transportation

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

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

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

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

While the School does not prohibit students or School patrons from arranging a carpool to provide transportation to any School facility, activity, or event, it is impractical for the School to take steps to ensure the safety of any carpool vehicle or driver. For this reason, the School and its employees shall not arrange, encourage, or take responsibility for any such carpool. The School will bear no liability associated with any carpool arrangements.

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

Transportation to Extracurricular and Co-Curricular Activities

Hayden Canyon Charter will provide transportation to all extracurricular and co-curricular school sponsored activities for students participating as individuals or team members representing Hayden Canyon Charter that are scheduled at another location. All student participants are required to ride approved transportation to and from these scheduled events.

If a student participant wishes to ride home with their parent/guardian, arrangements must be made by the parent/guardian with the coach or advisor. The parent will be required to sign a waiver and release of claims, (per event or entire season) prior to the extracurricular activity or event. Such waiver and release of claims shall remain on file at the school. Under no circumstances will student participants be allowed to transport themselves or other students to and from the activity, except in the presence of their parent/guardian.

Cross Reference:	8100	Transportation
Legal Reference:	I.C. § 33-1501	Transportation Authorized
	I.C. § 33-512(12)	Governance of Schools

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8120 Emergencies Involving Transportation Vehicles

The CDL Guide provides an extensive section on dealing with emergency situations. Every commercial driver should regularly review these sections to refresh their memory of the actions to take in these common emergency events.

This section presents a few emergency situations that have additional complications when they involve a school bus. The thought process used to respond to these examples could be used when responding to any situation that may occur. The first concern is always with the safety of everyone on the bus; the students and yourself.

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

Reference: Idaho Commercial Driver's License Manual

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8120P Transportation Emergency Procedures

Emergency Exit Drills

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

The proper training of students in emergency procedures includes use of the emergency brakes and other emergency equipment. In case the driver becomes incapacitated while driving, student knowledge of the emergency procedures can be critical to the safety of everyone on the bus. Repeated training is vitally important.

Emergency Exit Procedures Review for Trips

If you are driving a field trip or extra-curricular trip, you are required to review the emergency procedures with the passengers at the beginning of the trip. Remember many students do not take the bus to and from school and are not on the bus during the scheduled emergency exit drills. There have been student fatalities (in other states) directly related to students not being aware of the location and operation of the emergency exits.

Accident and Breakdown Procedures

The responsibility for the bus and students belongs to the driver. The driver must evaluate and provide any care of students, including reassurance, secure the scene, and call for help. A professional driver knows exactly what procedures to follow in case an emergency situation arises. The following steps will help the driver maintain control of the students and the collision/breakdown scene as well as collect information for the collision investigation. Make sure you follow Charter policies and procedures in any emergency situation.

Collision Scene Procedures

- Stop the school bus.
- Set the parking or emergency brake. Turn off non-essential electrical systems.
- Evaluate the situation quickly.
- If the bus is in danger of being struck again, take pictures of accident scene if there is time and move the vehicle to a safe spot. Remember to keep the bus key with you at all times!
- If the bus cannot be moved, you may have to evacuate the students to a safe spot
- Secure the scene.

- Put out reflectors.
- Check passengers for injuries and give first aid.
- Call or send for help.
- Take pictures to document the scene.
- Radio the school office and request that the office staff send any additional assistance you need.
- Send students for help only if no other option is available. If you decide you must send a student, never send just one. Make sure you instruct the students not to go inside a private home and to return to the school bus as soon as possible. Provide them with a “go for help” card that includes:
 - The bus location and route information.
 - The situation and what assistance you are requesting.
 - The Charters office phone number.

Post-collision procedures:

- Fill out the appropriate forms.
- Get the phone numbers and names of any witnesses.
- Obtain the student names, seat locations, and phone numbers.
- Do not leave students unattended.

After securing the scene:

- Do not admit fault and talk only to police officers or Hayden Canyon Charter administrators.
- Give accurate, unemotional statements.
- Do not speak to anyone from the media. Refer them to the Educational Director.
- Remain calm and professional.
- Remember that you may be required to take drug and alcohol tests right away.

If the students must leave the bus for safety, you must tell them which exit(s) to use (side, rear, service door, or roof exits). After the students are off the bus, you should get them to a safe location and treat any injuries until help arrives. As the students leave the school bus, gather or distribute:

- Reflectors.
- Fire extinguisher.
- First aid kit.
- Body fluid kit.

If the bus is equipped with a two-way radio, consider placing the microphone out the driver’s window. This will allow you to use the radio without entering the bus. Only do this if standing alongside the bus at the driver window would be safe.

Emergency Situations

Hitting an Animal

A driver of a school bus should never swerve or make an emergency stop to avoid hitting an animal. Grip the steering wheel firmly. The safety and wellbeing of passengers and fellow motorists must come first. Should an emergency stop or swerve be made and an on-bus injury or collision results, the driver may be held responsible.

Submerged Bus

A submerged school bus is a frightening thought for most people. Make sure you never drive your bus through moving water during flood conditions. If the worst happens and your bus is in water, it will be important to act as quickly as possible. Depending on the depth of the water:

- Open the side windows or use the roof hatches. Water pressure may make opening the emergency doors very difficult.
- Escape through an open window before the water reaches the window level, if possible.
- If the bus sinks rapidly, move to the area within the passenger compartment opposite the engine location to breathe trapped air while planning how to escape (the engine end of the bus will tend to sink first).

Bees in the Bus

In warm weather, the windows on the bus may sometimes be lowered for temperature control. The bright yellow color of a school bus seems to attract various insects. Any large insect flying around inside the bus can create a lot of student commotion that escalates dramatically if the insect is a bee or wasp. Some tips in handling this type of situation are:

- If you are afraid of bees, it is important to manage your own fear and try to reassure your passengers to ease any fears they may have.
- Stop the bus at a safe location, remember the key is to remain with the driver at all times.
- Open windows, doors, etc., and allow the insect to leave the bus. Opening the service door while the bus is moving is specifically prohibited.

Bus Stalled on Railroad Tracks

If a train is coming:

- Do not attempt to restart the bus.
- Immediately evacuate the students from the vehicle and walk in the direction the train is approaching from and at a 45-degree angle away from the tracks.

If a train is not coming:

- Depending on the interlock devices on the ignition, try shifting or resetting the transmission and brake and re-try starting the bus.
- If these attempts do not solve the problem—evacuate the bus!

Bus Fires

In the case of your school bus catching on fire, your first concern should be your safety and that of your passengers. It is important for you to act quickly and not panic. School bus fires are relatively rare, but once started, school buses can burn quickly. As quickly as possible, pull off the roadway, turn off the engine and evacuate the bus.

Down Power Lines

If down power wires or electrical wires are touching the bus:

- Stop the bus and remain inside.
- Do not move the bus. Wait for linemen to notify you that they have turned off the power to the wire(s) and it is safe to continue.
- Remember that if someone from outside touches the bus, that body becomes a path to ground resulting in possible electrocution.
- If there is a danger of fire, you should evacuate the bus. Everyone must jump out of the bus. You should warn students to not touch the bus and the ground at the same time. You should fold your arms across your body as you jump to reduce the chance of reaching out or touching the bus. Try to land simultaneously on both feet. Keeping your feet as close together as possible, shuffle out of the immediate vicinity of the bus and wire(s). This will minimize the risk of electricity moving between parts of your body.

Reference: Federal Highway Safety Guideline 17

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8130 Bus Routes, Stops, and Non-Transportation Zones

Each year, no later than the regular board meeting in August, the Education Director or his or her designee shall present their recommendation for bus routes, school safety busing zones, and non-transportation zones to the Board of Directors. The Board shall consider student health and safety in considering the recommendations of the Education Director or designee.

Definitions

“Safety Busing Zone” shall mean the transportation of a student who lives less than 1 ½ miles from school when, in the judgment of the Board, the age, health, or safety of the student warrants such action. See Policy 8135 Safety Busing.

“Non-Transportation Zone” shall mean an area, Hayden Canyon Charter has designated by the Board which is not served by Charter Schools transportation because of scarcity of students or remoteness, or because the condition of roads makes such service impractical.

Establishing Bus Routes

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

1. School bus routes shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness, and convenience of its operation including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be serviced, availability of turn-around points, capacity of bus, and other related factors. Further, the Board of Directors shall consider the criteria set out in its measuring and scoring instrument.
2. School bus drivers are encouraged to make recommendations in regard to establishing or changing routes.
3. Parents should be referred to the Education Director or designee for any request of change in routes, stops, or schedules.
4. At least once each year, the transportation supervisor or the school bus driver trainer shall evaluate each route for the purpose of assessing the safety of routes and bus stops. Documentation of the route evaluation shall be retained by the Charter School.

Bus Stops

Buses should stop only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions. Bus stops shall be chosen with safety and protection of the health of the student in mind.

School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students. The Education Director is responsible for the conduct of students waiting in loading zones.

Delay in Schedule

The schedule for pickup and delivery of children shall be followed as accurately as possible. The driver is to notify the administration of a delay in schedule. The administration will notify parents on routes and radio stations, if necessary.

Responsibilities - Pupils

Pupils must realize that safety is based on group conduct. Talk should be in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver. There should be no shouting at passersby. Pupils should instantly obey any command or suggestions from the driver and/or his or her assistants.

A pupil may be denied transportation upon a showing of good cause. The reason for the denial of transportation services shall be provided to the parent(s)/guardian(s) in writing.

Responsibilities - Parents

The interest and assistance of each parent is a valued asset to the transportation program. Parents' efforts towards making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus;
2. Properly prepare children for weather conditions; and
3. Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding on the school bus.

Safety

The Transportation Director shall develop written rules establishing the procedures for bus safety and emergency exit drills which comply with State law and Federal Highway Safety Guideline 17, and for student conduct while riding on buses.

If the bus and driver are present, the driver is responsible for the safety of his or her passengers, particularly for those who must cross a roadway prior to loading or after leaving the bus. Except in emergencies, no bus driver shall order or allow a student to board or disembark at a location other than his or her assigned stop unless so authorized by the Education Director. In order to assure the safety of all, the bus driver may hold students accountable for their conduct in accordance with Policy 8140 Student Conduct on Buses. Bus drivers are expressly prohibited from using corporal punishment.

Further, the Board shall consider the criteria set out in its measuring and scoring instrument which by this reference is incorporated and attached to this policy.

The bus driver is responsible for the use of the warning and stop signaling systems and the consequent protection of his or her passengers. Failure to use the system constitutes negligence on the part of the driver.

Inclement Weather

The Board recognizes the unpredictability and resulting dangers associated with the weather in Idaho. To achieve the maximum safety for children and efficiency of operation, the Education Director is empowered to make decisions as to the emergency operation of buses, the cancellation of bus routes, and the closing of schools in accordance with his or her best judgment. The Board may develop guidelines in cooperation with the Education Director to assist him or her in making such decisions.

- Cross Reference: 8135 Safety Busing
8140 Student Conduct on Buses
- Legal References: I.C. § 33-1501 Transportation Authorized
I.C. § 33-1502 Bus Routes—Non-Transportation Zones
I.C. § 49-1422 Overtaking and Passing a School Bus
- Other References: Standards for Idaho School Buses and Operations
Idaho Department of Education, Idaho’s School Bus Driver Training
Classroom Curriculum

Policy History:

Adopted on: February 17, 2021

Revised on:

8135 Safety Busing

Safety busing is the transportation of a student who lives less than 1 ½ mile from school when, in the judgment of the Board of Directors, the age, health, and/or safety of the students warrants such action.

The Board of Directors will only consider requests for safety busing for students living less than 1 ½ miles from school when a student walking to school would entail one or more of the following:

1. Unsupervised crossing of a heavily traveled multi-lane roadway requiring beyond-age-level comprehension of complex traffic hazards;
2. Walking along an arterial road and highway permitting 50 mile per hour speeds;
3. Crossing an intersection in competition with a high volume of right-turning vehicles without the benefit of adult supervised crossing;
4. Walking in the traffic lane of an arterial or collector street because of the absence of sidewalks or usable shoulders which are at least three feet wide;
5. Walking beside or over unprotected waterways;
6. Walking routes which are temporarily interrupted by major road construction, building construction, or utility construction;
7. Walking routes interrupted by numerous high traffic volume business driveways; or
8. Other unique circumstances or extraordinary factors.

The existence of any of the above criteria does not automatically qualify an area for safety busing. The Board may also consider evaluation factors including but not limited to traffic count, traffic gap times, posted speed, width of roadway, width of walking area, length of time students would be exposed to area of concern, age of pupils, number of pupils, and traffic control signs and markings as well as written comments from parents, patrons, and school personnel prior to a vote on the issue. Further, the Board shall consider the criteria set out in its measuring and scoring instrument, with an appropriate “cut off” for safety busing purposes when the scoring element used indicates hazards that are “reasonable” for students to encounter during their walk to and from school.

Each year, no later than the regular Board meeting in August, the Board shall review and vote on all requests for new safety busing locations. The Board may annually approve the formation of an ad hoc supplemental transportation committee for the purpose of objectively evaluating all hazardous routes less than 1 ½ miles from the students’ home to school, using the Board approved measuring instrument. The Education Director or his or her designee is directed to review all existing safety busing locations at intervals of no more than three years.

8130 Bus Routes, Stops and Non-Transportation Zones
Legal Reference: I.C. § 33-1501 Transportation Authorized
Other References: Standards for Idaho School Buses and Operations

Policy History:

Adopted on: February 17, 2021

Revised on:

8140 Student Conduct on Buses

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

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

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

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

The Education Director is authorized by the Board to suspend bus riding privileges to students who are disruptive or who present a danger to the safe operation of the bus. Temporary suspension of riding privileges shall not exceed ten days per occurrence. The Education Director shall give cause to the parents or guardian of the suspended student in writing for such suspension. The Education Director may delegate to the bus drivers responsibility for providing written notice. In cases of continued or serious violations, a student may be permanently suspended from riding the school bus.

Recommendations for permanent termination of bus privileges will be referred to the Education Director or designee for final determination. The termination may be appealed to the Board, after which no further appeal shall be allowed.

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

The Director of Transportation is authorized to install and use video cameras on school buses to monitor conduct.

Discipline of Students with Disabilities

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

1. If bus transportation is on the IEP, a suspension from the bus would be treated as a suspension from school. An exception to this is if the Charter School provides transportation in some other way, such as transportation in lieu of, because transportation is necessary.
2. If bus transportation is not on the IEP, a suspension from the bus would not be counted as suspension from school. In this situation, the student and the parent would have the same obligation to get to and from school as a student without a disability who had been suspended from the bus.

If the student’s behavior on the bus results in a suspension from the bus, the IEP team shall consider whether the behavior should be addressed in a Behavioral Intervention Plan (BIP). Students on a 504 Plan will follow the same procedure, as students on an IEP.

Cross Reference: 3330 Student Discipline
 8105 Transportation of Students with Disabilities

Legal References: I.C. § 33-205 Denial of School Attendance
 I.C. § 33-512(6) Government of Schools
 I.C. § 33-1501 Transportation Authorized

Policy History:

Adopted on: February 17, 2021

Revised on:

8140P Student Bus Safety

1. Students should arrive at the bus stop 5 minutes before bus time.
2. Wait for bus in an orderly line, at least 10 feet back from road/street.
3. Respect the rights and property of others at the bus stop. Students causing problems at a bus stop may be denied bus privileges.
4. If students have to cross a road, wait for the driver's signal and cross 12 feet in front of the bus.
5. Go directly to an available seat, if not assigned.
6. Buckle seat belt when available.
7. Remain seated while riding the bus, facing forward, using a quiet voice, and keeping hands to self. The school bus aisles must not be blocked.
8. Respect the rights and property of others on the bus.
9. Students are responsible for the area in which they sit. Any damage inflicted to the bus will be paid for by the students responsible.
10. Throwing, spitting, kicking or shooting items inside the bus or out the windows is hazardous and prohibited.
11. Only items that can be held on lap are allowed on bus without prior arrangements being made with the Educational Director or designee.
12. Eating, drinking, or chewing gum are not permitted on a school bus. (Danger of choking is present.)
13. Students shall refrain from the use of profane, abusive, or vulgar language.
14. Tobacco/nicotine, alcohol, illegal drugs, use of flame or spark-producing devices, including but not limited to matches, lighters, etc., are prohibited on the bus.
15. Animals, hazardous materials, water devices, skate boards, skis, ski poles or any potentially hazardous items are not allowed on school buses.
16. Keep all body parts and objects inside the bus at all times.
17. Students will not be allowed to randomly change bus stops. They must stay at their assigned bus stop unless they have prior permission from the Educational Director or designee to change to a different stop.
18. Students will not be allowed to depart bus at a location different than the pick up location without prior arrangements have been approved through the Educational Director.
19. The driver is in charge of the bus and student management on the bus. The driver has the right to assign seats at any time. Students shall follow driver's directions promptly.

Riding a school bus is not an undeniable right. Each student is responsible for making the choice to follow the safety rules and have a pleasant ride to school or choosing not to follow the safety rules and take the chance of losing his/her bus riding privileges.

Penalty: Violation of the above rules will render pupils immediately liable for temporary or permanent disbarment from riding.

If a student has an IEP or 504 that includes bus transportation, transportation-related discipline of the student shall be addressed as described in Policy 8105.

Policy History:

Adopted on: February 17, 2021

Revised on:

Hayden Canyon Charter School

8140F Student Conduct on Buses Form

Dear Parent/Guardian,

In a continuing effort to provide the safest ride possible for your children, we have enclosed a copy of the safety rules that students must follow when riding the school bus. Would you please go over these rules with your children? To the school bus driver, any distraction is a safety hazard. With this in mind, we have developed an assertive discipline program for the students that ride the school buses with Hayden Canyon Charter. The following steps will be followed to maintain a safe environment on the buses.

1st Infraction

Driver gives student a slip (warning only). Student must take slip home to parent/guardian. Student **MUST** have the slip signed by parent/guardian and return to the driver before the students' bus riding privileges are re-instated. Student **WILL NOT** be allowed to ride the bus without the signed return slip.

2nd Infraction

Driver gives student slip to take to parent/guardian. Slip will also be mailed to parent/guardian and Administrator. Student is denied bus privileges until the student, parent/guardian, student transportation director, bus driver, and Administrator have a conference. Amount of time off bus will be decided at that time.

3rd Infraction

Driver gives student slip. Slip will also be mailed to parent/guardian and Administrator. Student is denied bus privileges for 10 days. A conference **MUST** be held with the Parent/guardian, student, transportation director, bus driver, and Administrator before students' bus riding privileges are re- instated at the end of the 10 days.

4th Infraction

Student will be denied bus privileges for the remainder of the school year. Driver will give student slip. Slip will be mailed to parent/guardian and Administrator. Parent/guardian may petition the Board of Directors for reinstatement of bus privileges.

Severe Infraction

Student may be denied bus privileges **WITHOUT PRIOR WARNINGS** until a conference is held with the Education Director, driver, parent, and student. The amount of time the students' bus riding privileges remain denied will be determined at the conference. Slip will be mailed to parent/guardian.

A severe infraction includes, but is not limited to the following:

1. Fighting
2. Physical harm, threat of physical harm (verbal or written), or verbal abuse to bus driver

3. Physical harm or threat of physical harm to another student
4. Destruction of property
5. Substantial disruption on the bus that distracts or affects the driver

When a student has lost their bus riding privileges, they may not ride any Hayden Canyon Charter school bus. This includes busing for activities and field trips. If a student has an IEP or 504 that includes bus transportation, transportation-related discipline of the student shall be addressed as described in Policy 8105.

This discipline plan is to help insure that your children have the safest ride possible to and from school. We would appreciate any support you can give in helping your children understand the importance of following the safety rules on the bus.

Sincerely, Educational Director

Policy History:

Adopted on: February 17, 2021

Revised on:

8150 Driver Training and Responsibility

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

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

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

When a teacher, coach, or other certified staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in his or her charge.

The bus driver shall have final authority and responsibility for the bus. The Education Director or designee shall establish written procedures for bus drivers.

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

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

Policy History:

Adopted on: February 17, 2021

Revised on:

8160 Contracting for Transportation Services

If the Board enters into a contract for transportation services, the contractor shall operate such equipment according to School policy and the rules and regulations of the State Board of Education. All contracts for the transportation of students shall be in writing in the current form developed by the State Department of Education.

The School may attach addenda to the model contract. Such addenda shall be submitted to the State Superintendent for review and approval. If the State Superintendent rejects the addenda or requires that changes be made to them, the Board may appeal to the State Board of Education.

The contract shall be in effect for not more than five years, with the exception of contracts that receive federal funding pursuant to the federal Clean School Bus Program, which may exceed five years but shall not be in effect for more than ten years. Prior to entering into a contract for transportation services, the School must advertise and bid for such services. The contract shall be awarded to the lowest responsible bidder. In determining what bid is the lowest responsible bidder, in addition to other enumerated specifications, the School will not only take into consideration the amount of the bid. The School will also consider the skill, ability, and integrity of a contractor to do faithful and conscientious work and promptly fulfill the contract according to the letter and spirit. References may be contacted.

A copy of the contract for transportation services will be filed with the State Superintendent.

Legal References:	I.C. § 33-1501	Transportation Authorized
	I.C. § 33-1510	Contracts for Transportation Service
	42 U.S.C. 16091	Clean School Bus Program

Policy History:

Adopted on: 7/6/2022

Revised on:

Reviewed on:

8165 Hours of Service of Drivers

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

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

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

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

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

Cross Reference: 8100 Transportation
Legal References: FMCSA: § 395.5: Maximum driving time for passenger-carrying vehicles
Other References: Idaho Department of Education, Idaho's School Bus Driver Training Classroom Curriculum

Policy History:

Adopted on: February 17, 2021

Revised on:

8200 Local School Wellness

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

Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults.

The Board of Directors directs the Administrator to inform and update the public, including parents, students, and others in the community, about the content and implementation of the wellness policy. Such information may be provided on the Charter School website, through dissemination of student handbooks, or in any other manner the Administrator may deem appropriate.

Definition

For the purposes of this policy the school day is defined as midnight before to thirty (30) minutes after the end of the instructional school day.

Goals for Wellness Promotion

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

1. Ensure that all children have access to adequate and healthy food choices on scheduled school days at reasonable prices.
2. Ensure that foods sold at school during the school day meet or exceed the nutritional standards required by National School Lunch Program, the National School Breakfast Program, and the Smart Snacks in Schools standards. Exceptions can be made for infrequent food sales fundraisers that occur no more than the number of times determined appropriate by the Idaho State Department of Education during the school year and are not held during school meal times;
3. Ensure that non-exempt fundraising food sales will not occur on Charter School grounds during the school day. The Charter School operates under United States Department of Agriculture (USDA) program regulations of the National School Lunch Program, National School Breakfast Program, and the Smart Snacks in Schools standards. This

includes food sold during the school day in school stores, vending machines, and other venues. (Note: There are many healthy fundraising options available to the Charter School including selling books, fresh produce, school spirit merchandise, or other non-food items during the school day. Fundraising activities that take place outside of the Charter School, such as frozen pizza sales, are exempt from the nutrition standards.);

4. Schools should limit celebrations that involve food during the school day to no more than one party per class per month. The Charter School will disseminate a list of healthy party ideas to parents and teachers.

[Note: The USDA has no role in regulating foods brought from home. The Smart Snacks in Schools standards only affect foods that are sold on school grounds during the school day. Time honored traditions like treats for birthdays, or foods at an afterschool sporting event, are not subject to those standards.];

5. Support and promote dietary habits contributing to students' health and academic performance. All foods available on Charter School grounds and at school-sponsored activities during the school day should meet or exceed the USDA Smart Snacks in School nutrition standards. Wholesome foods produced in Idaho should be available and actively promoted in a healthy school environment. Emphasis should be placed on foods that are nutrient dense per calorie. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging to ensure high quality meals.
4. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors including good nutrition and regular physical activity;
5. Coordinate school food service with the healthy lifestyles policy to reinforce messages about healthy eating and to ensure that foods offered promote good nutrition and contribute to the development of lifelong healthy eating habits.
6. Promote healthy eating patterns through classroom nutrition education coordinated with the comprehensive health education program including education, health, and food services;
7. Provide Charter School staff with adequate pre-service and ongoing in-service training that focuses on strategies for behavioral change.
8. Involve family members and the community in supporting and reinforcing nutrition education and the promotion of healthy eating and lifestyles.

Nutrition Standards

To promote student health and reduce childhood obesity, the Charter School shall comply with the nutrition standards established by the USDA with respect to all food that is available on school grounds during the school day.

Community Participation

Parents, students, representatives of the Charter School food authority, teachers of physical education, Charter School health professionals, the Board of Directors, Charter School administrators, and the general public are all permitted to participate in the development, implementation, and periodic review of this policy.

The Administrator shall periodically measure and make available to the public an assessment on the implementation of this policy including:

1. The extent to the Charter School is in compliance with the wellness policy;
2. The extent to which the Charter School's wellness policy compares to model local school wellness policies;
3. A description of the progress made in attaining the goals of the wellness policy.

Methods of providing this information to the public may include developing or disseminating printed or electronic materials to families of school children and other members of the Charter School community at the beginning of the school year, or posting the local wellness policies and an assessment of their implementation on the Charter School website.

Monitoring Compliance

The Administrator shall designate one or more officials to ensure the Charter School complies with this policy.

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

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

Other Reference: <http://www.sde.idaho.gov/site/cnp/nslp/smartSnacks.htm>

Policy History:

Adopted on: March 14, 2019

Revised on:

Hayden Canyon Charter School

8220 Food Services

The Charter School supports the philosophy of the National School Lunch and Breakfast Programs and shall provide wholesome, appetizing, and nutritious meals for children in the Charter School. Because of potential liability to the Charter School, the foodservices program shall not accept donations of food without the approval of the Board of Directors and the appropriate agency such as the local public health district and/or the United States Department of Agriculture (USDA). Should the Board approve a food donation, the Administrator shall establish inspection and handling procedures for the food and determine that the provisions of all State and local laws have been met and consult with local public health districts before selling the food as part of the school meals.

Community Involvement

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

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

United States Department of Agriculture (USDA) Foods

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

Qualifications of Charter School Food Service Staff

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

Free and Reduced Price Food Services

The Charter School shall provide free and reduced price meals to students according to the terms of the National School Lunch Program (NSLP) and the National School Breakfast Policy 8220

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

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

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

Summer Food Service Program

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

Legal Reference: 42 U.S.C. 1751 et seq. National School Lunch Act
7 CFR Parts 210.12 Student, Parent, and Community Involvement

Policy History:

Adopted on: March 14, 2019

Revised on:

8230 Nutrition Standards

The Charter School shall provide school meals which meet or exceed the nutritional standards required United States Department of Agriculture (USDA) program regulations of the National School Lunch Program (NSLP) and the National School Breakfast Program (SBP). Additionally, the Charter School shall comply with requirements of the Healthy and Hunger Free Kids Act of 2010 and the Smart Snacks in Schools standards with regard to the nutritional content of all food sold or provided by the school, including school meals, a la carte items, foods sold from vending machines, and foods sold for fundraisers. The Charter School strongly encourages the sale or distribution of nutrient dense, Smart Snack compliant, foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the Charter School has adopted the federal nutrition standards cited above for the sale of foods and beverages on school grounds.

The standards focus on reducing sugar, sodium, and high-fat foods and increasing healthy food items like whole grains, fruits, and vegetables.

1. **Calorie Range:** The Charter School shall ensure the meals offered to children comply with USDA calorie levels.
2. **Trans fat:** The Charter School shall eliminate foods containing trans fat on the nutrition label.
3. **Whole Grains:** All grain offerings shall be whole grain rich.
4. **Fruits and Vegetables:**
 - A. **Breakfast:** The Charter Schools shall offer at a minimum one fruit on all points of service for breakfast.
 - B. **Lunch:** The Charter School shall offer at least one fruit and one non-fried vegetable at all points of lunch service each day. The Charter School shall offer a variety of fresh fruits and vegetables when possible.
5. **Milk:** The Charter School shall offer milk that is compliant with the National School Lunch Program.
6. **Legumes:** The Charter School shall offer legumes, such as dry beans and peas, at least one time per week.
8. **Water:** The Charter School shall make water available to students during meal service.

9. Sodium: The Charter School shall limit sodium to meet NSLP and SBP standards.

10. Condiments: The Charter School shall not have salt shakers or packets available. The Charter School shall not have sugar dispensers or packets available. The Charter School shall accurately reflect condiment usage in nutrient analysis and on production records. The Charter School is encouraged to use low-fat condiments and/or control portions of high-fat condiments.

Cross Reference: 8250 - Guidelines for Food and Beverages Sales

Legal Reference: 42 U.S.C. 1751 et seq. National School Lunch Act
7 CFR Parts 210 Nutrition School Lunch and School Breakfast Programs:
Final Rule
Smart Snacks in School Regulations by the United States Department of
Agriculture
Smart Snacks in School Policy by the Idaho State Department of Education—
Child Nutrition Programs

Policy History:

Adopted on: March 14, 2019

Revised on:

8240 School Meals

This policy supports the mission of the Charter School: Providing an environment that cultivates maximum student potential. Nutrition influences a child's development, health, well-being, and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This nutrition policy encourages all members of the Charter School community to create an environment that supports lifelong healthy eating habits. Decisions made in all Charter School programming need to reflect and encourage positive nutrition messages and healthy food choices.

National School Lunch Program and the National School Breakfast Program

1. The full meal program will follow the United States Department of Agriculture (USDA)'s National School Lunch Program (NSLP) and the National School Breakfast Program (SBP) Nutrition Standards as well as Smart Snacks in Schools standards, and offer a variety of fruits and vegetables. All of the grains served shall be whole grain;
2. The meals served will be appealing and attractive to children; and
3. NSLP and SBP provider shall follow the Nutrition Standards for these programs when determining the items in a la carte sales.

Breakfast

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, the Charter School will:

1. To the extent possible, operate the School Breakfast Program;
2. Notify parents and students of the availability of the School Breakfast Program, if applicable; and

Lunchroom Climate

1. A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed; and
2. It is encouraged that the lunchroom environment be a place where students have adequate space to eat and pleasant surroundings.

Meal Times and Scheduling Recommendations

The Charter School, to the greatest extent possible:

1. Should provide students with at least ten (10) minutes to eat after sitting down for breakfast and twenty (20) minutes after sitting down for lunch;
2. Meal periods should be scheduled at appropriate times. For instance, lunch should be scheduled between 10:00 AM and 2:00 PM;
3. Tutoring, club meetings, and organizational meetings or activities should not be scheduled during mealtimes unless students may eat during such activities;
4. Students should have access to hand washing or hand sanitizing facilities before they eat meals or snacks; and
5. Reasonable steps should be taken to accommodate the tooth-brushing regimens of students with special oral health needs, such as orthodontia or high tooth decay risk.

Legal Reference: 42 U.S.C. 1751 et seq. National School Lunch Act
 7 CFR Parts 210 Nutrition School Lunch and School Breakfast Programs:
 Final Rule
 Smart Snacks in School Regulations by the United States Department of
 Agriculture

Policy History:

Adopted on: March 14, 2019

Revised on:

8245 Unpaid School Meal Charges

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

Unpaid Meal Charges

When a student's school meal account funds are exhausted, a student paying the full or reduced price for meals may charge no more than negative \$50.00 to his or her school meal account. Students may charge breakfast and/or lunches and/or afternoon snacks up to the maximum amount. Charging of a la carte or extra items to a student's account will not be permitted with a zero or negative account balance.

The Charter School may deny students who have charged the maximum amount to not charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if student pays for the meal when it is received.

Students who have charged a maximum amount and cannot pay out of pocket for a meal will not be provided an alternate meal.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

The Charter will make reasonable efforts to notify families when meal account balance reach negative \$1.00. If an account does have a negative balance communications will be advanced to the family in order to seek payment for the negative balance and re-establish a positive balance for the student's use through an automated email sent to each guardian on the Wednesday of each school week. An additional email and/or phone call by Food Service Director will be provided to a student's guardian if needed. This notice may include a copy or description of this policy and information regarding how to apply for free or reduced price meals, including contact information for the (federal program director), who can help them with the application process. Active effort to encourage eligible households to apply for free or reduced lunch may be used to prevent meal charges.

Unpaid meal charges, called delinquent, when payment is overdue and efforts are being made to collect it. Delinquent debt may be carried over at the end of the school year meaning collection efforts may continue into the new school year. This allows the Food Service Director to work with individual families to establish longer repayment plans and to continue pursuing collection efforts when children change schools within the district or move to a new school outside the district (In accordance with the USDA MEMO of March 23, 2017, Subject: Unpaid Meal Charges: Guidance and Q & A.

Efforts to collect delinquent debt may include use of collection agencies, small claims court, or any other method permitted by law, provided the benefits of potential collections outweigh the costs incurred to achieve those collections. When the Food Services Director or school administrator determine further collection efforts for delinquent debt are useless or too costly, the debt will be classified as “bad debt”. Once a delinquent debt is reclassified as a bad debt it must be written off as an operating loss. Losses from bad debt will be restored using non-federal fund sources.

Extra efforts will be made at the end of the school year in an attempt to make sure that all student accounts will be either positive or zero balance before end of the Charter School year. A letter will be emailed to all guardians with both positive and negative account balances in order to inform and help aid guardians to keep students from accruing a negative balance by the last day of school. Any transferring 8th students or students who will not be attending Charter School the following year will be directly contacted by the Food Service Director in an attempt to collect any negative balance, refund a positive balance, transfer positive balance to another student and/or request that any positive balance be donated back to the Charter School to pay off any bad debt.

Any residual positive balance will roll over to the following school year of any returning student.

Students and parents/guardians are encouraged to prepay meal costs. Payments for school meals may be made by:

1. Bringing payment to the breakfast/lunch point of service or Charter School office
2. Making a payment on the Charter School website for a small fee:
<https://rhpcsfood.maxcheckout.com/>

Notification

The Charter School will provide a copy of this policy to all households at the start of the school each year and to families and students that transfer into the Charter School at the time of transfer. All Charter School staff responsible for enforcing any aspect of the policy shall also receive a copy of this policy. It may also be communicated to school social workers, school nurses, the homeless liaison, or other staff members who may assist students in need. The Charter School may also make this policy available in student handbooks, on Charter School website, or by other means deemed appropriate.

Records

Records of how and when this policy is communicated to households and staff will be retained.

The Charter School shall also retain documentation of the handling of bad debt, including:

1. Evidence of efforts to collect unpaid meal charges in accordance with this policy;
2. Evidence the collection efforts fell within the timeframe and methods established by this policy;

3. Financial documentation showing when the unpaid meal charge(s) became an operating loss; and
4. Evidence any funds written off as bad debt were restored to the nonprofit school food service account using non-Federal sources.

Charitable Assistance

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

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

Other Reference: 2017 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, United States Department of Agriculture
Unpaid Meal Charges: Guidance Q&As, March 23, 2017, United States Department of Agriculture

Legal Reference: SP 46-2016 and SP 59-2016 Unpaid Meal Charges: Local Meal Charge Policies, United States Department of Agriculture

Policy History:

Adopted on: March 14, 2019

Revised on:

Hayden Canyon Charter School

8320 Fire Drills and Evacuation Plans

Goal

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

Frequency

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

First Evacuation Drill

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

Time

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

Assembly Points

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

Record Keeping

Records shall be maintained of emergency evacuation drills and include:

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

9. Time required to accomplish a complete evacuation.

Fire Safety and Fire Evacuation Plans

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

Fire Evacuation Plan

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

The fire evacuation plan must include:

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

Fire Safety Plans

The fire safety plan must include:

1. The procedures for reporting a fire or other emergency;
2. The life safety strategy and procedures for notifying and evacuating occupants or for a defend-in-place response (if applicable);
3. Site plans indicating the following:
 - A. The occupancy assembly point;

- B. The location of fire hydrants; and
 - C. The normal routes of fire department vehicle access
4. Floor plans identifying the locations of the following:
- A. Exits;
 - B. Primary evacuation routes;
 - C. Secondary evacuation routes;
 - D. Accessible egress routes;
 - E. Areas of refuge;
 - F. Exterior areas for assisted rescue;
 - G. Manual fire alarm boxes;
 - H. Portable fire extinguishers;
 - I. Occupant-use hose stations; and
 - J. Fire alarm annunciators and controls.
5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures;
6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires; and
7. Identification and assignment of personnel responsible for maintenance, housekeeping, and controlling fuel hazard sources.

In the Event of a Fire

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

Do not use any elevators in the event of a fire except as authorized by the fire safety plan.

In the event of a fire:

1. Promptly direct the charge of the fire extinguisher toward the base of the flame. If an emergency exists, activate the building alarm and contact the Executive Director.
 - A. If a minor fire appears controllable, immediately contact, or direct someone in the area to contact, the Executive Director.
 - B. For large fires that do not appear controllable, immediately activate the building alarm and contact, or direct someone to contact the Executive Director. Close all doors while exiting the building to reduce oxygen and slow the spread of fire. Do not lock the doors!

2. Assist in the evacuation of the building. Smoke is the greatest danger in a fire, so be prepared to stay near the floor where the air will be less toxic.
3. If trapped on a second story or higher, hang an article of clothing out of the window to signal security officers. Anyone trapped in the room should remain close to the floor to avoid smoke.

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

Legal References:	I.C. § 41-253	Statement of Purpose — Adoption of
		International Fire Code
	I.D.A.P.A. 08.02.03.160	Safe Environment and Discipline
	I.D.A.P.A. 18	Rules of the Idaho Department of Insurance
		2018 International Fire Code

Policy History:

Adopted on: 7/6/2022

Revised on:

Reviewed on:

8605 Retention of Charter School Records

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

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

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

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

Method of Destroying Official Records

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

Destruction of Email and Other Electronic Communications

The Charter School will store emails for a maximum period of 24 months. All email will be automatically deleted from the Charter School's system at the end of this retention period. It is the responsibility of every School employee to assure that Charter School 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 email. An employee's failure to retain Charter School documents accordingly could serve as a basis for discipline, up to and including possible termination.

School employees and Board Members are directed to retain text messages and other electronic messages related to School business for a period of 90 days.

Suspending Destruction of Official Records

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

1. If the Charter School receives a public records request;
2. If the Charter School believes that an investigation or litigation is imminent; or
3. If the Charter School is notified that an investigation or litigation has commenced.

The Public Records Custodians and Executive Director are responsible for carrying out this policy.

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

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

SCHOOL RECORDS RETENTION SCHEDULE

Retention Codes		
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded	CO – Charter Office SB – School Buildings CM –Charter Maintenance CT –Charter Transportation
RECORDS DESCRIPTION	RETENTION PERIOD	
ADMINISTRATION —ATTENDANCE--ANNUAL ATTENDANCE SUMMARIES BY BUILDING	PM	CO, SB
ADMINISTRATION —ATTENDANCE—Enrollment attendance data	3 yr	CO, SB
ADMINISTRATION – Authorizing Entity communications, and agreements	AC + 8 yr	CO
ADMINISTRATION – Charter and all approved amendments; sufficiency review documentation and approvals	PM	CO
ADMINISTRATION – Corporate documents – Articles of Incorporation, Bylaws and any approved amendments to same.	PM	CO
ADMINISTRATION —CONTRACTS FOR THE	PM	CO

SCHOOL RECORDS RETENTION SCHEDULE

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RECORDS DESCRIPTION	RETENTION PERIOD	
SALE AND PURCHASE OF REAL PROPERTY		
ADMINISTRATION —CONTRACTS AND LEASES	AC +6 yr	CO
ADMINISTRATION —GENERAL CORRESPONDENCE	3 yr	CO, SB
ADMINISTRATION —DONATION/GIFT RECORDS	PM	CO, SB
ADMINISTRATION —BOARD MEETINGS—AGENDA AND MINUTES: Official minutes and agenda of open meetings	PM	CO
ADMINISTRATION —BOARD MEETINGS—CLOSED: Certified agendas or tape recordings of closed meetings	PM—Restricted Access	CO
ADMINISTRATION —ORGANIZATION CHARTS: Any documentation that shows program accountability	PM	CO, SB, CM, CT
ADMINISTRATION – Corporate filings with Idaho Secretary of State’s Office	PM	CO
ADMINISTRATION —EDUCATION PROGRAM REVIEW RECORDS	AC+3 yr	CO, SB
ADMINISTRATION —OFFICIAL STATE DEPARTMENT AND PUBLIC CHARTER COMMISSION REPORTS	PM	CO
ADMINISTRATION —SCHOOL CERTIFICATION REPORTS	PM	CO
ANNUAL REPORTS	PM	CO
ANNUAL REPORTS – Performance Certificate	PM	CO
APPEAL AND REVIEW RECORDS —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.	PM	CO
BOARD MEMBER RECORDS —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, budgets, financial statements, reports, other reference material. Records are often compiled in a notebook or electronically for each member.	AC+3 yr NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.	CO
BOARD RECORDS —Series documents the official	PM	CO

SCHOOL RECORDS RETENTION SCHEDULE

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RECORDS DESCRIPTION	RETENTION PERIOD	
proceedings of the board meetings. Records may include meeting notices; items for Board action; Board packets, policies for approval, contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.		
COMPUTER SYSTEMS-BACKUPS —Backups on tape, disk, CD, DVD, etc. CAUTION: Records stored in this format can be subpoenaed during litigation.	US or 1 year	CO
EQUIPMENT-HISTORY FILE —Equipment service agreements, includes maintenance agreements, installation, and repair logs, etc.	LA+3 yr	CO, CM, CT
EQUIPMENT MANUALS —Instruction and operating manuals	LA	CO, SB, CM, CT
EQUIPMENT WARRANTIES	AC+1 yr	CO, SB, CM, CT
FACILITIES OPERATIONS-APPRAISALS —Building or property	3 yr	CO
FACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS —Includes architectural and engineering drawings, etc.	PM For leased structures retain AC+2	CO, CM
FACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES —Building construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc.	LA	CO, SB, CM
FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS	FE+3 yr	CO, SB, CM, CT
FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS —Documenting disposal of inventoried property	PM	CO
FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS —Property logs	US+3 yr	CO, SB, CM
FACILITY OPERATIONS-SECURITY ACCESS RECORDS —Documents the issuance of keys, identification cards, passes, passwords, etc.	AC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is sooner	CO, SB, CM
FACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTS	PM	CO, CM

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RECORDS DESCRIPTION	RETENTION PERIOD	
FACILITY OPERATIONS-UTILITY USAGE REPORTS	1 yr	CO, CM
FACILITY OPERATIONS-VEHICLE OPERATION LOGS	1 yr	CO, CT
FISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERS	FE+3 yr	CO, SB
FISCAL-ANNUAL FINANCIAL REPORTS	PM	CO, SB, CM, CT
FISCAL-RESERVE ACCOUNT INVESTMENT STATEMENTS	FE+4 yr	CO
FISCAL-ANNUAL OPERATING BUDGETS AND APPROVED REVISIONS	FE+3 yr	CO, SB, CM, CT
FISCAL-APPROPRIATION REQUESTS —Includes any supporting documentation in the appropriation request	FE+3 yr	CO, SB, CM, CT
FISCAL-FINAL AUDIT REPORTS	PM	CO, SB
FISCAL-BANK STATEMENTS	FE+3 yr	CO, SB
FISCAL—PAYMENT RECORDS AND SUMMARIES	FE+2 yr	CO, SB, CM, CT
FISCAL-CANCELLED CHECKS —Stubs/Warrants/Drafts	FE+3 yr	CO, SB
FISCAL-CAPITAL ASSET RECORDS	LA+3 yr	CO, SB, CM, CT
FISCAL-CASH RECORDS —Cash deposit slips; cash receipts log	FE+3 yr	CO, SB
FISCAL-DEEDS AND EASEMENTS —Proof of ownership and right-of-way on property	PM	CO
FISCAL-detail chart of accounts —One for all accounts in use for a fiscal year	FE+3 yr	CO, SB
FISCAL-EXPENDITURE JOURNAL OR REGISTER	FE+3 yr	CO, SB
FISCAL-EXPENDITURE VOUCHERS —Travel, payroll, etc.	FE+3 yr	CO, SB, CM, CT
FISCAL-EXTERNAL REPORTS —Special purpose, i.e. federal financial reports, salary reports, etc.	AC+6 yr AC= Termination of employment	CO, SB, CM, CT
FISCAL-FEDERAL TAX RECORDS —Includes FICA records	PM	CO
FISCAL-FEDERAL FUNDING RECORDS —Title I; Chapter 2; IDEA Part B	FE+5 yr Or until all pending audits or reviews are completed	CO
FISCAL—FEDERAL—USDA	AC+3 yr AC=submission of final expenditure	CO

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RECORDS DESCRIPTION	RETENTION PERIOD	
FISCAL-GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS	FE+3 yr	CO, SB
FISCAL-GRANTS—State and Federal	AC+3 yr 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	CO, SB
FISCAL-INSURANCE CLAIM FILES	AC+3 yr AC=Resolution of claim	CO
FISCAL-INSURANCE POLICIES—all types	AC+6 yr AC=expiration or termination of policy according to its terms	CO
FISCAL-LONG-TERM LIABILITY RECORDS—Bonds, etc	AC+4 yr AC=retirement of debt	CO
FISCAL – All Tax Exempt filings for non-profit Corporate Status, including all documentation submitted to obtain non-profit corporate status.	PM	CO
FISCAL-RECEIPTS JOURNAL OR REGISTER	FE+3 yr	CO, SB, CM, CT
FISCAL-RECONCILIATIONS	FE+3 yr	CO, SB
FISCAL-REIMBURSABLE ACTIVITIES—Requests and approval for reimbursed expenses for travel, training, etc.	FE+3 yr	CO, SB
FISCAL-RETURNED CHECKS—Uncollectable warrants or drafts	AC+3 yr AC=After deemed uncollectible	CO, SB
FISCAL-SIGNATURE AUTHORIZATIONS—Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	US+FE+3 yr	CO
LEGAL-LITIGATION FILES--	PM CAUTION: May contain attorney-client privileged information	CO, SB, CM, CT
LEGAL-OPEN RECORDS REQUESTS—documentation relating to approved or denied requests for records under Idaho Public Records Law	PM	CO

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RECORDS DESCRIPTION	RETENTION PERIOD	
LEGAL-OPINIONS AND ADVICE —Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation	PM CAUTION: May contain attorney-client privileged information	CO, SB
INSTRUCTIONAL —Distance learning instruction that is recorded by the School. Such recording is not required by this policy.	[Until [SELECT ONE: one month OR two months] following the end of the semester/trimester.	Electronic
INSTRUCTIONAL —Records on annual cumulative effect use of copyrighted materials and proof of permission to use copyrighted materials	5 years after last use.	SB
NEWS OR PRESS RELEASES	PM	CO, SB
PERSONNEL-ACCUMULATED LEAVE ADJUSTMENT REQUEST —Used to create and adjust employee leave balances	AC+6 yr AC=Termination of employment	CO, SB, CM, CT
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—HIRED —Applications, etc. required by employment advertisement	AC+5 yr AC=Termination of employment	CO, SB, CM, CT
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—NOT HIRED —Applications, resumes, etc. required by employment advertisement	AC+2 yr AC=Date position is filled	CO, SB, CM, CT
PERSONNEL-BENEFIT PLANS	PM if current, US+6 yr	CO
PERSONNEL-COMPLAINT RECORDS —Complaints received and records documenting their resolution	FE+3 yr CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period	CO, SB, CM, CT
PERSONNEL-CORRECTIVE ACTION —those actions which do not affect pay, status, or tenure and are imposed to correct or improve job performance	PM CAUTION: If during the retention period these records are used to support personnel disciplinary action, the records should be retained according to Personnel Disciplinary Action series.	CO, SB, CM, CT
PERSONNEL-DISCIPLINARY ACTION DOCUMENTATION —those actions that affect pay or status. They include demotion, dismissal, etc.	PM	CO, SB, CM, CT
PERSONNEL-EMPLOYEE STATEMENTS (Affidavits) —for insurance, personnel or other uses for which administration has sought such statements	PM	CO, SB, CM, CT

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RECORDS DESCRIPTION	RETENTION PERIOD	
PERSONNEL-EMPLOYEE BENEFITS —documents relating to selection of benefits other than insurance	AC+6 yr AC= Termination of employment	CO
PERSONNEL-EMPLOYEE COUNSELING RECORDS —Notes, etc. relating to job-specific counseling	PM	CO, SB, CM, CT
PERSONNEL-EMPLOYEE DEDUCTION AUTHORIZATIONS —documents relating to all deductions of pay	AC+5 yr AC=After termination of employee or after amendment, expiration, or termination of authorization, whichever is sooner.	CO
PERSONNEL-EMPLOYEE EARNINGS RECORDS	PM	CO
PERSONNEL-EMPLOYEE INSURANCE RECORDS —School copy of selection records by employees of insurance offered by the School	AC+6 yr if current AC= Termination of employment, US+ 5 yr	CO
PERSONNEL-EMPLOYEE RECOGNITION RECORDS —Awards, incentives, etc.	PM	CO, SB, CM, CT
PERSONNEL-EMPLOYMENT ANNOUNCEMENT	2 yr	CO
PERSONNEL-EMPLOYMENT CONTRACTS	Original dates of hire +50 yr	CO
PERSONNEL-EMPLOYMENT ELIGIBILITY —Documentation or verification of Federal report form INS I-9	PM	CO
PERSONNEL-EMPLOYMENT SELECTION RECORDS —all records that document the selection process: i.e. polygraph, physicals, interview notes, etc.	5 yr CAUTION: Does not include criminal history checks	CO, SB, CM, CT
PERSONNEL-FORMER EMPLOYEE VERIFICATION RECORDS —minimum information includes name, social security number, exact dates of employment and last known address	PM	CO
PERSONNEL-GRIEVANCE RECORDS —review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	PM	CO, SB, CM, CT
PERSONNEL-HIRING PROCESS—CRIMINAL HISTORY CHECKS —criminal history record information on job applications	PM	CO
PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION —any document detailing duties of positions on position-by-position basis	US+8 yr	CO, SB, CM, CT

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RECORDS DESCRIPTION	RETENTION PERIOD	
PERSONNEL-LEAVE STATUS REPORT —cumulative report for each pay cycle showing leave status	FE+3 yr	CO
PERSONNEL-LIABILITY RELEASE FORM —statements of employees, patrons, etc. who have released the School from liability	PM	CO
PERSONNEL-LICENSE AND DRIVING RECORD CHECK	PM	CO, CT
PERSONNEL-OVERTIME AUTHORIZATION & SCHEDULE	5 yr	CO, SB, CM, CT
PERSONNEL-PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION	AC+6 yr if current AC= Termination of employment US+3 yr	CO
PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION ---used to adjust gross pay, FICA, retirement or compute taxes	AC+6 yr if current AC= Termination of employment US+3 yr	CO
PERSONNEL-PAYROLL-Garnishment agreements and related revisions	AC+3 yr AC= Termination of employment	CO
PERSONNEL-PERFORMANCE EVALUATION	PM	CO, SB, CM, CT
PERSONNEL-PERSI ENROLLMENT FILE	PM	CO
PERSONNEL-PERSI RECORD OF HOURS WORKED —Irregular help, half-time or greater	Date of hire +50 yr	CO
PERSONNEL-PERSI TERMINATION RECORD	PM	CO
PERSONNEL-PERSONNEL INFORMATION —documents that officially change pay, titles, benefits, etc.	PM	CO
PERSONNEL-POLICY AND PROCEDURES MANUAL —any manual, etc. that establishes standard employment procedures	PM	CO, SB, CM, CT
PERSONNEL-RESUME-UNSOLICITED	1 yr	CO, SB, CM, CT
PERSONNEL-SICK LEAVE POOL DOCUMENTATION —requests submitted, approvals, number of hours transferred in an out, etc.	LA+3 yr	CO
PERSONNEL-TIME CARD AND TIME SHEET	PM	CO, SB, CM, CT
PERSONNEL-TIME OFF AND/OR SICK LEAVE REQUEST	5 yr	CO, SB, CM, CT
PERSONNEL-TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL —records documenting training, testing, or continued education	PM	CO, SB, CM, CT

SCHOOL RECORDS RETENTION SCHEDULE

Retention Codes		
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded	CO – Charter Office SB – School Buildings CM –Charter Maintenance CT –Charter Transportation
RECORDS DESCRIPTION	RETENTION PERIOD	
PERSONNEL-UNEMPLOYMENT CLAIM RECORD	5 yr	CO
PERSONNEL-UNEMPLOYMENT COMPENSATION RECORDS	AC+5 yr	CO
PERSONNEL-W-2 & W-4 FORMS	5 yr from date of termination	CO
PERSONNEL—WORKER’S COMPENSATION POLICIES	AC+10 yr AC=expiration of policy	CO
PROCUREMENT-PERFORMANCE BOND —bonds posted by individuals or entities under contract with School	PM	CO
PROCUREMENT-PURCHASING LOG —Log, etc. providing a record of purchase orders issued, orders received, etc.	FE+3 yr	CO, SB, CM, CT
PROCUREMENT-BID DOCUMENTATION —includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations	FE+3 yr CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract.	CO, CM, CT
RECORDS MANAGEMENT —RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	PM	CO, SB, CM, CT
SAFETY-ACCIDENT REPORTS	8 yrs* For Minors, 8 yrs after minor reaches age of 18	CO, SB, CM, CT
SAFETY- OCCUPATIONAL INJURY RECORDS	AC+3 yr AC= Termination of employment	CO, SB, CM, CT
SAFETY-DISASTER PREPAREDNESS AND RECOVERY PLANS	PM	CO, SB, CM, CT
SAFETY-EVACUATION PLANS	PM	CO, SB
SAFETY-FIRE ORDERS —issued by fire marshal to correct deficiencies in compliance with the fire code	AC+6 yr AC=deficiency corrected	CO, SB, CM
SAFETY-HAZARDOUS MATERIALS DISPOSAL RECORDS —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).	PM	CO, CM

SCHOOL RECORDS RETENTION SCHEDULE

Retention Codes		
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded	CO – Charter Office SB – School Buildings CM –Charter Maintenance CT –Charter Transportation
RECORDS DESCRIPTION	RETENTION PERIOD	
SAFETY-INCIDENT REPORTS —Reports concerning incidents which, upon investigation, were of a non-criminal nature	6 yr (or 30 yr*) *Exposure records require 30 year retention per 29 CFR § 1910.1020(d)(ii)(B)Footnote(1)	CO, SB, CM, CT
SAFETY-INSPECTION RECORDS —Fire, safety, and other inspection records of facilities and equipment	AC+6 yr AC=Date of the correction of the deficiency, if the inspection report reveals a deficiency.	CO, SB, CM
SAFETY-MATERIAL DATA SAFETY SHEETS	30 yrs after the end of use of the substance	CO, CM
SAFETY-WORKPLACE CHEMICAL LISTS	30 yr	CO, SB, CM
STUDENTS – Lottery process records including advertisements and notices, submitted student lottery requests and lottery results.	FE + 8 yr	CO, SB
STUDENTS-EDUCATION RECORDS —Students’ name, birth date, last address, dates of attendance, graduation date and grades earned	As described in Procedure 3570P.	CO, SB
STUDENTS-SPECIAL EDUCATION RECORDS —educational records, including eligibility documentation and IEPs	FE+6 yr except as specified in Policy 3570P	CO, SB
STUDENTS-MEDICAID RECORDS -claims, reimbursements, and supporting documentation	FE +5 yr	CO, SB
VEHICLE-INSPECTION, REPAIR AND MAINTENANCE RECORDS	LA+1 yr	CO, CT
VEHICLE-TITLE AND REGISTRATION	1 yr	CO, CT
VOLUNTEER RECORDS —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	AC+3 yr AC=End of term of volunteer or intern	CO, SB
WEBSITE/WEB PAGES —INTERNET/INTRANET—system development documentation for initial setup; subsequent changes and content of pages	PM	CO, SB

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

3570P Student Records

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

Other References: State Board of Education - Agency Specific Records Retention Schedule of the Records Management Guide, Idaho Records Center
SDE Idaho Special Education Manual, current edition

Policy History:

Adopted on: 3/14/2019

Revised on: 7/6/2022