

# Cottonwood Joint School District No.242

## Policy Manual

### Table of Contents

#### **1000 SERIES—BOARD OF TRUSTEES**

##### Continuity of the Board

Legal Status and Operation .....	1000
Legal Description of District and Trustee Zones .....	1005
Organization and Classification.....	1010
District Goals and Values .....	1020

##### School Board Elections

Membership .....	1100
Elections.....	1110
Candidate Edification.....	1110P
Taking Office .....	1120
Oath of Office .....	1120P
Resignation .....	1130
Vacancies .....	1140

##### Organization and Government of the Board

Annual Organization Meeting.....	1200
School Board Powers and Duties.....	1205
Qualifications, Terms, and Duties of Board Officers .....	1210
Clerk-Treasurer .....	1220
Duties of Individual Trustees.....	1240
Committees .....	1250
Authorization of Signatures and Electronic Signatures .....	1260

##### Governance

District Policy .....	1300
Administrative Procedures.....	1310
District Planning .....	1315
Management Rights .....	1320

##### Principals of Operations

Board/Staff Communications.....	1400
School Board Use of Email and Social Media.....	1405
Board/Superintendent Relationship .....	1410
Trustee Expenses .....	1420
Trustee Insurance .....	1430
Board Participation in Activities.....	1440

<b>Board Meetings and Board Meeting Procedures</b>	
Board Meetings .....	1500
Board Meeting Procedure .....	1500P
Open Meeting Law Compliance and Cure.....	1510
Public Participation in Board Meeting.....	1520
Request to Appear Before the Board .....	1520F
Board Meeting News Coverage .....	1525
Records Available to Public.....	1530
District Record Request Form .....	1530F
<b>Board Ethics, Growth and Development</b>	
Code of Ethics for School Board Members .....	1600
Conflict of Interest .....	1610
Trustee Spouse Employment .....	1615
Board Goals and Objectives.....	1620
Evaluation of Board .....	1630
Inservice Conference for Trustees .....	1640
Board Development Opportunities .....	1645
New Board Member Workshop .....	1650

## **2000 SERIES—INSTRUCTION**

Goals .....	2000
Educational Philosophy and Mission Statement.....	2005
<b>Curriculum</b>	
Curriculum Development and Assessment.....	2100
Instructional Program Offerings .....	2105
Lesson Plan .....	2110
Program Evaluation and Diagnostic Tests .....	2120
Research Studies .....	2130
Student and Family Privacy Rights.....	2140
Student and Family Privacy Rights – Consent Form .....	2140F
Copyright .....	2150
Copyright Compliance .....	2150P
<b>Instructional Organization</b>	
School Year, Calendar, and Instructional Hours.....	2200
School Closure .....	2210-2210P
Grade Organization .....	2230
Class Size .....	2240
<b>Programs and Services</b>	
Guidance and Counseling .....	2300
Nutrition Services .....	2305
Nutrition Education.....	2310
Physical Activity Opportunities and Physical Education.....	2315
Health Enhancement Education .....	2320
Driver Training Education .....	2325-2325P
Basic Skills and Work Skills .....	2327
Community and Adult Education .....	2330

Digital Citizenship and Safety Education .....	2335
Controversial Issues and Academic Freedom .....	2340
Parental Opt-Out Form for Sex Education.....	2340F
Speakers in the Classroom and at School Functions .....	2345
Controversial Speakers Procedure .....	2345P
Student Religious Activity at School .....	2350
Release Time.....	2355
Interscholastic Activities.....	2360
Homebound, Hospital, and Home Instruction .....	2370
Service Animals in Schools .....	2375
Limited English Proficiency Program .....	2385
Migrant Education Program.....	2390
Idaho Digital Learning Academy Classes .....	2395
Professional Technical Education .....	2397
<b>Special or Alternative Instruction</b>	
<i>Special Education (RESERVED)</i> .....	2400-2400P
Section 504 of the Rehabilitation Act of 1973.....	2410-2410P
Title I Parent Involvement .....	2420
Title I Parent Involvement Guidelines .....	2420P
Parental Rights .....	2425
Gifted and Talented Program.....	2430
Advanced Opportunities .....	2435
Online Courses and Alternative Credit Options .....	2440
Contracted Student Services .....	2450
<b>Instructional Materials</b>	
Library Materials.....	2500
Request for Reconsideration of Library Materials .....	2500F
Selection of Library Materials .....	2510-2510P
Curricular Materials .....	2520
Learning Materials Review .....	2530
Request for Reconsideration of Instructional Materials or Presentations .....	2530F
Selection, Adoption, and Removal of Curricular Materials.....	2540
Field Trips, Excursions, and Outdoor Education.....	2550
Contests for Students .....	2560
Use of Commercially Produced Video Recordings .....	2570
Parental Movie Opt-Out/Consent Form.....	2570F
<b>Grading and Promotion</b>	
Promotion/Retention .....	2600
Advancement Requirements (6 through 9) .....	2605
Advancement Requirements (9 through 12) .....	2610
Grading and Progress Reports.....	2620
Parent-Teacher Conferences .....	2625
Homework.....	2630
<b>Graduation</b>	
High School Graduation Requirements .....	2700-2700P
Military Compact Waiver .....	2705

Alternative Mechanism to the Idaho Standards Achievement Tests .....	2710
Participation in Commencement Exercises .....	2720
General Education Development (GED) Test .....	2730
<b>Accreditation</b>	
<b>Objectives</b> .....	<b>2800</b>
 <b>3000 SERIES—STUDENTS</b>	
Enrollment and Attendance	
Entrance, Placement, and Transfer .....	3000
Open Enrollment .....	3010
Open Enrollment Procedures .....	3010P
Open Enrollment Application Form .....	3010F
Enrollment and Attendance Records.....	3020-3020P
Part-Time Attendance / Dual Enrollment .....	3030
Compulsory Attendance.....	3040
Compulsory Attendance Prosecutor Letter Form.....	3040F1
School Truancy Referral Form.....	3040F2
Attendance Policy .....	3050
Make-up Time.....	3050P
Education of Homeless Children .....	3060
Students of Legal Age.....	3070
Nonresident Student Attendance Policy .....	3080
Foreign Exchange Students.....	3090
Programs for At-Risk/Disadvantaged Students .....	3100
Student Rights and Responsibilities	
Student Rights and Responsibilities .....	3200
Uniform Grievance Procedure .....	3210
Student Use of Buildings: Equal Access.....	3220
Student Clubs: Equal Access .....	3225
Student Clubs: Equal Access .....	3225 Background
Student Club Risk Management Plan .....	3225F
Student Government .....	3230
Student Publications .....	3240
Distribution and Posting of Materials .....	3250
Student Dress .....	3255
Student-Owned Electronic Communications Devices.....	3265
District-Provided Access to Electronic Information, Services, and Networks .....	3270
Acceptable Use of Electronic Networks .....	3270P
Internet Access Conduct Agreement.....	3270F
District Provided Mobile Computing Devices.....	3275
Mobile Computing Device Agreement.....	3275F
Equal Education, Nondiscrimination, and Sex Equity.....	3280
Gender Identity and Sexual Orientation.....	3281
Relationship Abuse and Sexual Assault Prevention and Response .....	3285
Sexual Harassment/Intimidation of Students.....	3290
Harassment Reporting Form for Students.....	3290F

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying .....	3295 & 3295P
Complaint Form .....	3295F
Bullying Awareness Week .....	3296
Drug Free School Zone .....	3300
Prohibition of Tobacco Possession and Use .....	3305
Gangs and Gang Activity .....	3310
Substance and Alcohol Abuse .....	3320
Student Discipline .....	3330
Academic Honesty .....	3335
Corrective Actions and Punishment .....	3340-3340P
Use of Restraint, Seclusion, and Aversive Techniques for Students .....	3345
Detention .....	3350
Discipline of Students with Disabilities .....	3360
Student Sex Offenders .....	3365
Searches and Seizure .....	3370-3370P
Extracurricular and Co-Curricular Participation Policy .....	3380
Extra- and Co-Curricular Chemical Use Policy .....	3390
Extracurricular Activities Drug-Testing Program .....	3400
Extracurricular Activity Consent Form .....	3400F
School Sponsored Student Activities .....	3410
Student Fund Raising Activities .....	3420
Student Fees, Fines, and Charges/Return of Property .....	3440
Student Vehicle Parking .....	3450
Student Vehicle Parking Application .....	3450F
School-Related Foreign Travel by Students .....	3460
<b>Student Protection</b>	
Student Health/Physical Screenings/Examinations .....	3500.
Student Insurance .....	3503
Concussion Protocol .....	3505
Acknowledgement of Receipt of Concussion Guidelines .....	3505F1
Authorization to Return to Play or Participate .....	3505F2
Administering Medicines to Students .....	3510
Authorization for Self-Administered Medication .....	3510F1
Indemnification/Hold Harmless Agreement for Self-Administration of Medication .....	3510F2
Food Allergy Management .....	3515-3515P
Food Allergy Management .....	3515 Background
Emergency Care Plan .....	3515F
Contagious or Infectious Diseases .....	3520
Immunization Requirements .....	3525
School Immunization Requirements Certificate of Exemption .....	3525F
Suicide .....	3530
Emergency Treatment .....	3540
Student Interviews, Interrogations, or Arrests .....	3545
Student Arrest Form .....	3545F1
Student Interview Form .....	3545F2
Removal of Student During School Hours .....	3550

Removal of Student During School Day.....	3550P
Students Leaving Campus.....	3555
Video Surveillance.....	3560
Termination of Driving Privileges .....	3565
Student Records .....	3570
Student Records (Maintenance of School Student Records) .....	3570P
Student Records (Notification to Parents and Students of Rights Concerning a Student's School Records).....	3570F1
Request for Permission to Release Permanent School Record to a Third Party .....	3570F2
Inspection of School Record .....	3570F3
Record of Access .....	3570F4
Student Data Privacy and Security.....	3575
Relations with Non-custodial Parents .....	3580
Records of Missing Children .....	3610
Transfer of Student Records .....	3620

## **4000 SERIES—COMMUNITY RELATIONS**

Goals .....	4000
Public Participation	
Public Relations .....	4100
School Accountability Report Card .....	4103
Public Participation in Board Meeting.....	4105
Request to Address the Board.....	4105F
Citizen Advisory Committees.....	4107
Public Complaints.....	4110
Uniform Grievance Procedure .....	4120
Uniform Grievance Form.....	4120F
Public Access to District Website.....	4130
Visitors to the Schools .....	4140
Accommodating Individuals with Disabilities.....	4150
Notice to Parents Required by No Child Left Behind Act of 2001 (NCLB) .....	4160
Public Access	
School-Support Organizations .....	4200
Community Use of School Facilities .....	4210 & 4210P
Fee Schedule for Community Use of School Facilities .....	4210F1
Community Use of School Facilities .....	4210F2
Facilities Use Agreement .....	4210F3
Equipment Usage .....	4225
Use of School Property for Posting Notices .....	4230
Distribution of Fund Drive Literature Through Students .....	4240
Educational Research in District Schools .....	4250
Records Available to Public.....	4260
District Record Request Form .....	4260F
Public Conduct	
Conduct on School Property .....	4300
Contact with Students .....	4310

Disruption of School Operations .....	4320
Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events.....	4330
Relations with Governmental Agencies	
Relations with the Law Enforcement and Child Protective Agencies .....	4400
Investigations and Arrests by Police .....	4410
Sex Offenders.....	4420, 4420F1, & 4420F2
Cooperative Programs With Other Districts and Public Agencies .....	4430
Gifts	
Public Gifts/Donations to the Schools .....	4500
Public Gifts/Donations to the Schools .....	4500P
Public Gifts to the Schools.....	4510
Soliciting and Accepting Grants or Donations .....	4520
Volunteers	
Volunteer Assistance .....	4600
Volunteer Procedures.....	4600P
Volunteer Application.....	4600F1
Volunteer Confidentiality .....	4600F2

## **5000 SERIES—PERSONNEL**

Board Goal/Personnel .....	5000
Hiring	
Hiring Process and Criteria .....	5100
Procedures for Obtaining Personnel Records for Applicants .....	5100P
Authorization for Release of Information Form .....	5100F1
Request to Employer Form .....	5100F2
Request for Verification of Certificate Form.....	5100F3
Certificated Personnel Reemployment.....	5105
Informal Review .....	5107
Criminal History/Background Checks .....	5110
Equal Employment Opportunity and Non-Discrimination .....	5120
Reporting New Employees .....	5125
Mentoring and Support Program.....	5127
Administrative Leave.....	5130
Employee Rights, Responsibilities and Conduct	
Applicability of Personnel Policies.....	5200
Job Descriptions.....	5205
Work Day.....	5210
Assignments, Reassignments, Transfers .....	5220
Accommodating Individuals with Disabilities.....	5230
Health Examinations.....	5235
Sexual Harassment/Sexual Intimidation in the Workplace .....	5240
Sexual Harassment/Sexual Intimidation in the Workplace Acknowledgement .....	5240F
Certificated Staff Grievances .....	5250
Abused and Neglected Child Reporting.....	5260
Report of Suspected Child Abuse, Abandonment, or Neglect.....	5260F
Employee Responsibilities Regarding Student Harassment .....	5265

Personal Conduct .....	5270
Professional Standards Commission (PSC) Code of Ethics .....	5280
Solicitations .....	5285
Political Activity - Staff Participation.....	5290
Professional Employee Representation for Purposes of Negotiations .....	5295
Tobacco Free Policy.....	5310
Drug- and Alcohol-Free Workplace.....	5320
Drug and Alcohol Abuse Testing Program and Procedures .....	5320P
Drug and Alcohol Abuse Testing Acknowledgement .....	5320F1
Drug and Alcohol Abuse Testing Agreement.....	5320F2
Employee Use of Social Media Sites, Including Personal Sites .....	5325
Recommended Practices for Use of Social Media Sites, Including Personal Sites .....	5325P
Employee Electronic Mail and On-Line Services Usage.....	5330
Employee Electronic Mail and On-Line Services Use Policy Acknowledgement .....	5330F
Employee Use of Electronic Communications Devices .....	5335
Mobile Computing Device Agreement .....	5335F
Professional Development .....	5340
Evaluation of Certificated Personnel .....	5345
Probation, Non-renewal, or Termination .....	5347
Certified Personnel Resignation (Release from Contract).....	5350
Dress and Appearance.....	5360
Residency Requirement .....	5365
Nonschool Employment by Professional Staff Members .....	5370
Professional Research and Publishing .....	5380
<b>Compensation and Benefits</b>	
Leaves of Absence .....	5400
Proof of Illness for Sick Leave.....	5405
Family and Medical Leave.....	5410-5410P
Jury Duty .....	5412
Long-Term Illness/Temporary Disability .....	5420-5420P
Insurance Benefits for Employees/Trustees .....	5430
School Holidays .....	5440
Vacation Leave .....	5450
Workers' Compensation Benefits .....	5460
Leaves of Absence – Military Leave.....	5470
Leadership Premiums.....	5480
Compensation Schedules .....	5485
<b>Certified Personnel Records</b>	
Personnel Records.....	5500
Procedures for Releasing Personnel Records to Hiring School Districts .....	5500P
<b>Employee Health and Welfare</b>	
Staff Health .....	5600
Prevention of Disease Transmission .....	5610
<b>Employment Practices</b>	
Substitutes .....	5700
Teachers' Aides and Para-educators .....	5710

Private Service Providers/Consultants .....	5725
Volunteer—Authorization to Release Information.....	5730
Reduction in Force.....	5740, 5740P, & 5740F
Employing Retired Teachers and Administrators.....	5750
<b>Classified Employees</b>	
Classified Employment, Assignment, and Grievance.....	5800
Classified Employee Grievance Procedure.....	5800P
Compensatory Time and Overtime for Classified Employees.....	5810
Payroll: Authorization and Control.....	5815
Evaluation of Classified Employees .....	5820
Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers... 5830-5830P	

## **6000 SERIES—ADMINISTRATION**

Goals .....	6000
Administrator's Code of Ethics .....	6050
Superintendent .....	6100
Board/Superintendent Relations .....	6100P
District Organization.....	6200
Administrative Staff	
Duties and Qualifications of Administrative Staff Other Than Superintendent .....	6300
Employment Restrictions for Administrative Personnel .....	6310
Evaluation of Administrative Staff .....	6320
Professional Growth and Development .....	6330
Principals.....	6400

## **7000 SERIES—FINANCIAL MANAGEMENT**

Goals .....	7000
Equivalence in Instructional Staff and Materials.....	7010
Budget	
Budget and Program Planning .....	7100
Budget Implementation and Execution.....	7110
Budget Adjustments.....	7120
Accounting System	
Accounting System Design .....	7200
Fixed Assets and Management Discussion and Analysis (GASB Statement 34).....	7210
Fund Accounting System (GASB Statement 54).....	7215
Documentation and Approval of Claims .....	7220
Financial Fraud and Theft Prevention.....	7225
Financial Reporting and Audits .....	7230
Fiscal Accountability and IDEA Part B Funds .....	7235
Student Activity Funds.....	7260
Property Records.....	7270
Fixed Asset Management Procedure.....	7270P
Revenues .....	7300
Investment of Funds.....	7305
Advertising in Schools/Revenue Enhancement .....	7310

Personal Checks .....	7315
Allowable Uses for Grant Funds.....	7320
<b>Expenses</b>	
Purchasing.....	7400
Personnel Activity Report.....	7400F
Procurement Under a Federal Award.....	7400P
Public Works Contracting and Procurement.....	7405
Public Procurement of Goods and Services.....	7407
Petty Cash Funds.....	7410
Personal Reimbursements .....	7420
Travel Allowances and Expenses .....	7430
District Credit Cards .....	7440
District Credit Card Holder Agreement.....	7440F
Federal Cash Management.....	7450
<b>Fees</b>	
New Fees or Increase of Fees.....	7500
<b>Financial Emergency</b>	
Declaration of Financial Emergency.....	7600
Declaration of Financial Emergency Resolution Form.....	7600F
Declaration of Financial Emergency Procedure.....	7600P
Bond Account .....	7700
Bond Continuing Disclosure and Certification Requirements.....	7710
<b>8000 SERIES—NON-INSTRUCTIONAL OPERATIONS</b>	
Goals .....	8000
<b>Transportation</b>	
Extracurricular Transportation.....	8105
Extracurricular Transportation Discipline .....	8105P
Extracurricular Transportation Liability Waiver .....	8105F1
Activity Bus Pay Request.....	8105F2
Safety Busing .....	8110
Hours of Service of Drivers .....	8115
Bus Routes, Stops, and Non-Transportation Zones .....	8120
Transportation of Students with Disabilities.....	8130
Student Conduct on Buses .....	8140
Unauthorized School Bus Entry.....	8150
Contracting for Transportation Services .....	8160
District-Owned Vehicles.....	8170 & 8170P
Driver Training and Responsibility.....	8180 & 8180P
Bus Maintenance.....	8182
Use of Wireless Communications Devices by Bus Drivers.....	8185
Emergencies Involving Transportation Vehicles .....	8190
Bus Emergency Evacuation Drill Report.....	8190F
District Vehicle Idling.....	8195
<b>Wellness</b>	

Local School Wellness.....	8200
District Nutrition Committee.....	8210
Food Services.....	8220
Nutrition Standards .....	8230
Water Consumption/Water Bottle Policy .....	8235
School Meals.....	8240
Guidelines for Food and Beverages Sales.....	8250
Teacher-to-Student Incentive.....	8270
<b>Emergencies</b>	
Emergencies and Disaster Preparedness .....	8300 & 8300P1
Explosion or Fallen Aircraft Procedure .....	8300P2
Hazardous Material Spill .....	8300P3
Bomb Threat .....	8300P4
Bomb Threat Report Form.....	8300P4F
Violent or Criminal Behavior .....	8300P5
Earthquake .....	8300P6
Severe Weather Emergency: Tornado or Lightning.....	8300P7
Broken Water Main.....	8300P9
Automated External Defibrillators.....	8310 & 8310P
Automated External Defibrillators – Certified Users Form.....	8310F1
Automated External Defibrillators – Inspection and Inventory Form .....	8310F2
Automated External Defibrillators – Incident Report Form .....	8310F3
Fire Drills and Evacuation Plans.....	8320
Emergency Drills, Rules, and Procedures.....	8320P
Risk Management .....	8500
District Safety .....	8510
Inspection of School Facilities .....	8520
Facilities/Safety Inspection Report .....	8520F
Property Damage.....	8530
Records Management.....	8600
Retention of District Records.....	8605
Health Insurance Portability and Accountability Act.....	8610
Computer Software .....	8700

## **9000 SERIES—SCHOOL FACILITIES**

Acquisition, Use, and Disposal of School Property.....	9100
Contractor License, Surety Bonds, and Insurance .....	9200
Operation and Maintenance of District Facilities .....	9300
Safety Program.....	9400
Security .....	9500
Facilities Operations .....	9600
Waste Management and Recycling.....	9610
District-Wide Asbestos Program .....	9700
Hazard Mitigation – Chemistry Lab Disposal .....	9705
Naming of School Facilities.....	9800
Memorials on School Grounds .....	9805