

# **Moscow School District 281**

## **SECTION I**

**(1000)**

# **INTERNAL OPERATIONS**

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MOSCOW SCHOOL DISTRICT 281  
BOARD POLICY MANUAL  
INTERNAL OPERATIONS

**SECTION I CONTENTS**

**Policy Range**

1000-1009	ORGANIZATION OF MOSCOW SCHOOL DISTRICT 281	
	1000.00 Initial Organization . . . . .	1000-1
	1000.10 Reorganization Vote . . . . .	1000-1
	1001.00 Legal Structure . . . . .	1000-1
1010-1019	MEMBERSHIP REQUIREMENTS FOR THE BOARD OF TRUSTEES	
	1010.00 Number of Members . . . . .	1000-2
	1010.10 Trustee Zones . . . . .	1000-2
	1010.20 Redefinition of Trustee Zones . . . . .	1000-2
	1011.00 Nomination Requirements . . . . .	1000-2
	1011.10 Write-in Candidates . . . . .	1000-2
	1012.00 Trustee Election . . . . .	1000-3
	1012.10 One Nomination – No Election . . . . .	1000-3
	1013.00 Term of Office . . . . .	1000-3
	1013.10 Trustee Oath of Office . . . . .	1000-3
	1014.00 Vacancies . . . . .	1000-3
	1015.00 Filling Vacancies . . . . .	1000-3
1020-1039	OFFICERS AND THEIR DUTIES	
	1020.00 Officers . . . . .	1000-5
	1020.10 Treasurer . . . . .	1000-5
	1020.20 Clerk . . . . .	1000-5
	1021.00 Officer Vacancies . . . . .	1000-5
	1022.00 Duties of the Chair . . . . .	1000-5
	1023.00 Duties of the Vice-Chair . . . . .	1000-5
	1024.00 Duties of the Clerk . . . . .	1000-5
	1025.00 Professional Assistance . . . . .	1000-5
	1025.10 Attorney . . . . .	1000-5
	1025.20 Auditor . . . . .	1000-6
	1026.00 Patron Committees . . . . .	1000-6
1040-1059	FUNCTIONS OF THE BOARD OF TRUSTEES	
	1040.00 Basic Principals . . . . .	1000-7
	1041.00 Major Functions . . . . .	1000-7
1060-1089	MEETINGS OF THE BOARD OF TRUSTEES	
	1060.00 General Policy . . . . .	1000-8
	1061.00 Annual Meeting . . . . .	1000-8
	1062.00 Regular Meetings . . . . .	1000-8
	1063.00 Special Meetings . . . . .	1000-8
	1064.00 Executive Sessions . . . . .	1000-8
	1065.00 Recessed Meetings . . . . .	1000-8
	1066.00 Attendance by Visitors . . . . .	1000-8

**Policy Range**

1090-1119	CONDUCT OF BOARD OF TRUSTEE MEETINGS	
	1090.00 Basic Policy . . . . .	1000-9
	1091.00 Agenda . . . . .	1000-9
	1092.00 Parliamentary Procedure . . . . .	1000-9
	1092.10 Robert’s Rules of Order . . . . .	1000-9
	1092.20 Quorum . . . . .	1000-9
	1093.00 Voting . . . . .	1000-9
	1094.00 Order of Business . . . . .	1000-9
	1095.00 Minutes . . . . .	1000-10
	1095.10 Tape Recordings . . . . .	1000-10
	1096.00 Procedure for Participation by Visitors . . . . .	1000-10
	1097.00 Patron Grievances . . . . .	1000-10
	1097.10 Board Consideration of Grievance . . . . .	1000-10
	1097.20 Matters Involving Personnel . . . . .	1000-10
1120-1137	NON-DISCRIMINATION POLICY	
	1120.00 Basic Policy . . . . .	1000-11
	1120.01 Affirmative Action Plan . . . . .	1000-11
	1120.02 Affirmative Action Officer . . . . .	1000-11
	1120.03 Responsibility . . . . .	1000-11
	1120.04 Federally Funded Programs . . . . .	1000-11
	1130.00 Civil Rights Grievance . . . . .	1000-11
	1130.01 No Retaliatory Action . . . . .	1000-11
	1130.02 Retention of Records . . . . .	1000-12
	1130.03 School District Actions . . . . .	1000-12
	1131.00 Service Animals in Schools . . . . .	1000-12
	1131.01 Special Provisions/Miniature Horses . . . . .	1000-12
	1131.02 Removal of a Service Animal . . . . .	1000-12
	1131.03 School Control . . . . .	1000-13
	1131.04 School Care and Supervision. . . . .	1000-13
1138-1139	NEPOTISM POLICY	
	1138.00 Basic Policy . . . . .	1000-14
1140-1145	LOITERING ON SCHOOL GROUNDS	
	1140.00 Basic Policy . . . . .	1000-15
1146-1159	CALENDAR	
	1146.00 School Calendar . . . . .	1000-16
	1146.01 Minimum Hourly Instructional Requirements . . . . .	1000-16
1200-1299	HEALTH AND SAFETY ISSUES	
	1200.00 Dealing with HIV/AIDS in the Schools . . . . .	1000-17
	1200.01 General Principles . . . . .	1000-17
	1200.02 Evaluation of Students and Staff Who Are Infected . . . . .	1000-17

MOSCOW SCHOOL DISTRICT 281  
BOARD POLICY MANUAL  
INTERNAL OPERATIONS

**Policy Range**

1200.03	Infection Control . . . . .	1000-18
1210.00	First Aid/CPR/AED Training . . . . .	1000-18
1210.01	Basic Policy . . . . .	1000-18
1220.00	School Safety Protocol . . . . .	1000-18
1250.00	School Wellness Policy . . . . .	1000-19
1250.10	District Health Council . . . . .	1000-19
1250.20	Nutritional Quality of Foods and Beverages Sold and Served on Campus . . . . .	1000-20
1250.30	Foods and Beverages Sold Individually . . . . .	1000-21
1250.40	Nutrition and Physical Activity Promotion and Food Marketing . . . . .	1000-21
1250.50	Physical Activity Opportunities and Physical Education . . . . .	1000-23
1250.60	Monitoring and Policy Review . . . . .	1000-23
1300-1350	RESOLUTION OF PUBLIC COMPLAINTS	
1300.00	Basic Policy . . . . .	1000-24
1300.10	Procedures . . . . .	1000-24
1300.20	Resolution of Complaint . . . . .	1000-25
1900	MEMBERS OF THE BOARD OF TRUSTEES . . . . .	1000-27
1995	PAST BOARD MEMBERS, MOSCOW SCHOOL DISTRICT 281 . . . . .	1000-29
APPENDIX A	CIVIL RIGHTS GRIEVANCE PROCEDURE	



ORGANIZATION OF MOSCOW SCHOOL DISTRICT NO. 281

(Policy Range: 1000 – 1009)

1000.00 Initial Organization. School District No. 281 was organized through the process of reorganization of a combining of several school districts February 21, 1948.

1000.10 Reorganization Vote. The vote to create District No. 281 was as follows:

District No. 5 voted 192 – 3 for reorganization.

Outlying districts voted 303-73 for reorganization. *(11-12-01)*

1001.00 Legal Structure. The school district is a body corporate and politic [IC 33-301] and a subdivision of the state government created by law solely for operation of a school system for public benefit. Boards of trustees have only the powers given to them in the state laws. They cannot extend these powers by themselves, nor can they divest themselves of these powers by delegating them to others. Where the laws state that a thing shall be done, or a service shall be furnished, Boards have no authority to do otherwise. Where the laws state a thing may be done, then the Board has discretionary responsibility. Powers and duties of the board of trustees are further defined in Idaho Code 33-512. *(11-12-01)*

SECTION I - INTERNAL OPERATIONS  
(1000-2)

MEMBERSHIP REQUIREMENTS FOR THE BOARD OF TRUSTEES

(Policy Range: 1010 – 1019)

- 1010.00 Number of Members. The Board of Trustees of the Moscow School District No. 281 consists of five members elected from five trustee zones.
- 1010.10 Trustee Zones. The Clerk of the Board shall maintain a map and legal descriptions of the five trustee zones as a matter of public record.
- 1010.20 Redefinition of Trustee Zones. A proposal to redefine and change trustee zones may be initiated by the Board of Trustees, or by a petition signed by not less than fifty (50) school electors residing in the District, and presented to the Board. [IC 33-313 (4)] A proposal to redefine and change trustee zones of the District shall be initiated by the Board at the first meeting following the report of the decennial census, and submitted to the State Board of Education. Within one hundred twenty (120) days following the decennial census or the receipt of a petition to redefine and change the trustee zones of the District the Board shall prepare a proposal for a change which will equalize the population in each zone in the District and shall submit the proposal to the State Board of Education in accordance with the requirements of Section 33-313, Idaho Code. (5-25-10)
- 1011.00 Nomination Requirements. Each trustee shall at the time of his nomination and election, or appointment be a school district elector of this District and a resident of the trustee zone from which nominated and elected, or appointed. In the event that a vacancy shall be declared as provided in Section 33-504, Idaho Code, and the Board is unable to appoint a trustee from the zone vacated after ninety (90) days, the Board may appoint a person at-large from within the boundaries of the District to serve as the trustee from the zone where the vacancy occurred. [IC 33-501] (5-25-10)
- Any person legally qualified to hold the office of school trustee may file a Declaration of Candidacy for the office. The Declaration shall bear the name of the candidate, state the term for which the Declaration of Candidacy is made, and bear the signatures of not less than five (5) school district electors who reside in the same trustee zone as the candidate. The Declaration shall be filed with the clerk of the Board of Trustees of the District not later than 5:00 p.m. on the fifth Friday proceeding the day of election of trustees. [IC 33-502] (5-25-10)
- 1011.10 Write-in Candidates. No write-in candidate for school district trustee shall be counted unless a Declaration of Intent has been filed indicating that the person desires the office and is legally qualified to assume the duties of school trustee if elected. The Declaration of Intent shall be filed with the school district clerk not later than twenty-five (25) days before the date of the election. [IC 34-1407] (5-25-10)
- 1012.00 Trustee Election. The election of school district trustees shall be on the third Tuesday in May in odd-numbered years. Notice and conduct of the election and the canvassing of the returns shall be as provided in Chapter 14, Title 34, Idaho Code. In each trustee zone, the person receiving the greatest number of votes cast within the zone shall be declared by the Board of Trustees as the trustee elected from that zone. If any two (2) or more persons have an equal number of votes in any trustee zone and a greater number than any other



nominee in that zone, the Board shall determine the winner by a toss of a coin. [IC 33-503, effective January 1, 2011] (5-25-10)

All school elections shall be administered by the Clerk of Latah County. [IC 33-401] (5-25-10)

1012.10 One Nomination – No Election. In any trustee election, if, after the expiration of the date for filing written nominations for the office of trustee, it appears that only one (1) qualified candidate has been nominated for a position to be filled or if only one (1) candidate has filed a write-in Declaration of Intent as provided by Section 34-1407, Idaho Code, no election shall be held for that position. The Board or the school district clerk, with the written permission of the Board, shall declare such candidate elected as a trustee, and the clerk shall immediately prepare and deliver to the person a Certificate of Election signed by the clerk and bearing the seal of the District. [IC 33-502B] (5-25-10)

1013.00 Term of Office. Commencing in 2011, trustee zone elections were changed from 3 year terms to 4 year terms. Starting in 2011 and every four (4) years thereafter, elections for zones 1, 3 and 5 will be held. Starting in year 2013 and every 4 years thereafter, zones 2 and 5 elections will be held. A trustee's term shall begin at twelve o'clock noon on July 1 following the trustee zone election [IC 33-501]. (5-27-14)

1013.10 Trustee Oath of Office. Each trustee shall qualify for and assume office beginning at 12 o'clock noon on July 1 following his election, or, if appointed, at the regular meeting of the Board following such appointment. An Oath of Office shall be administered to each trustee, whether elected, reelected, or appointed. Said Oath may be administered by the clerk or a trustee of the District. The records of the District shall show such Oath of Office to have been taken and by who administered and shall be filed with the official records of the District. [IC 33-501] (5-25-10)

1014.00 Vacancies. A vacancy shall be declared by the Board of Trustees when any nominee has been elected but has failed to qualify for office, or within thirty (30) days of when any trustee shall (a) die; (b) resign as trustee; (c) remove himself from his trustee zone or residence; (d) no longer be a resident or school district elector of the district; (e) refuse to serve as trustee; (f) without excuse acceptable to the Board of Trustees, fail to attend four (4) consecutive regular meetings of the Board; or (g) be recalled and discharged from office as provided in Idaho Code Section 33-439. Such declaration of vacancy shall be made at any regular or special meeting of the Board of Trustees, at which any of the above-mentioned conditions are determined to exist. [IC 33-504] (11-12-01)

1015.00 Filling Vacancies. In the event of a trustee vacancy, the remaining majority of Trustees shall fill the vacancy by appointment. The Board will receive applications from any qualified persons seeking to fill the position after suitable public notice. The Board will consider all applications from qualified persons seeking to fill the vacant trustee position in open session and will appoint one (1) candidate to serve for the balance of the unexpired term of the office which was declared vacant and filled by appointment. The Board shall notify the State Superintendent of Public Instruction of the appointment. In the event the Board is unable to appoint a trustee from the zone vacated after ninety (90) days from the date the Board declared the vacancy, the Board may appoint a person at-large from within the boundaries of the District to serve as the trustee from the zone where the vacancy

## SECTION I - INTERNAL OPERATIONS

(1000-4)

occurred. Otherwise, after one hundred twenty (120) days of the declaration of vacancy, the Latah County Commissioners shall appoint a qualified person to fill such trustee vacancy.

Any trustee appointed to the Board shall assume office at the regular meeting of the Board next following such appointment. An Oath of Office shall be administered to the appointed trustee by the clerk, or by a trustee. The records shall show such Oath to have been taken, by whom administered, and shall be filed with the official records of the District. Any person appointed trustee shall serve for the balance of the unexpired term of the office which was declared vacant and filled by appointment. [IC 33-501, 33-504] (5-25-10)

OFFICERS AND THEIR DUTIES

(Policy Range: 1020 – 1039)

- 1020.00 Officers. The officers of the Board of Trustees of Moscow School District No. 281 shall be a Chair and a Vice-Chair who shall be members of the Board and who shall be elected annually at the annual meeting in July. [IC 33-506] (11-12-01)
- 1020.10 Treasurer. The person serving the District as Business Manager shall be the Treasurer of the District and shall be appointed annually at the annual meeting in July. (11-12-01)
- 1020.20 Clerk. The Clerk of the Board of Trustees shall be appointed annually at the annual meeting in July. (11-12-01)
- 1021.00 Officer Vacancies. If a vacancy occurs in the office of Chair and/or Vice-Chair, the Board shall elect a replacement at its first meeting following the announcement of the vacancy. (11-12-01)
- 1022.00 Duties of the Chair. The Chair of the Board of Trustees shall: 1) preside at all meetings; 2) enforce parliamentary rules; 3) sign all documents and warrants required by law or authorized by the Board, and 4) call special meetings of the Board when necessary. [IC 33-510, 33-701] (11-12-01)
- 1023.00 Duties of the Vice-Chair. The Vice-Chair shall serve in the absence of the Chair, and, in such case, shall exercise all powers and bear all responsibilities of the Chair. (11-12-01)
- 1024.00 Duties of the Clerk. The Clerk of the Board shall perform the following duties:
1. Attend all meetings of the Board of Trustees and keep accurate and complete records of Board proceedings. [IC 33-508]
  2. Sign appropriate official documents.
  3. Manage trustee election duties as required by law. [IC 33-502, 55-502B, 34-1407]
  4. Serve as custodian of the Board's records and documents.
  5. Prepare, issue, and serve all orders of the Board.
  6. Post and publish all legal notices of the Board as required by law.
  7. Send to each Board member a written notice of all regular and special Board meetings, together with an agenda and appropriate material for the meeting.
  8. Prepare tentative minutes of each Board meeting and forward these to each Board member prior to each regular meeting.
  9. Conduct official correspondence of the Board; execute contracts as authorized by the Board; call meetings to order in the absence of the Chair and Vice-Chair, or to elect the Chair at the annual meeting; and perform all other duties as required by the Board and the Superintendent. (5-25-10)
- 1025.00 Professional Assistance. The Board shall employ professional consultants as may be required.
- 1025.10 Attorney. The Board shall employ a qualified attorney to handle legal matters that may arise from time to time. He/she shall serve at the pleasure of the Board and for such salary as may be agreed upon. [IC 33-506 (3)] (11-12-01)

SECTION I - INTERNAL OPERATIONS

(1000-6)

1025.20 Auditor. The Board shall employ a qualified accountant to make a full and complete audit of the financial statements of the District each year as required in Section 67-450B, Idaho Code. [IC 33-701 (6)] (11-12-01)

1026.00 Patron Committees. In order to assist the Board in the formulation of policies to improve the scope and quality of education in the community, representative patrons of the school district may be chosen from time to time to constitute a committee or committees for such purposes. The Board shall determine the selection of members, tenure of the committee, and projects to be undertaken. (11-12-01)

FUNCTIONS OF THE BOARD OF TRUSTEES

(Policy Range: 1040 – 1059)

1040.00 Basic Principles. The Board of Trustees is the Governing Board of the Moscow School District No. 281 of Latah County, Moscow, Idaho. Its legal authority is determined by the State Constitution, the statutes of the State Legislature, regulations of the State Board of Education, and that authority conferred by school district elections.

The Board of Trustees shall be the policy making body of the District. [IC 33-506 (1)] With the assistance of the Superintendent and his/her staff, the Board shall establish general policies governing the operation of the District. Adoption of these written policies shall be the principal means by which the Governing Board shall exercise its leadership. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Governing Body shall determine the effectiveness of the operation of the school system.

The Superintendent is authorized to devise and use administrative rules and regulations to implement Board policy. (11-12-01)

1041.00 Major Functions. The eleven major functions of the Board of Trustees may be listed as follows:

1. To establish the educational policy of the District.
2. To determine the personnel policies of the District.
3. To select and employ a well-qualified professional school administrator to manage the system.
4. To establish the educational and administrative structure of the District.
5. To employ the necessary personnel upon the recommendation of the Superintendent.
6. To provide for the physical plant and equipment and maintenance thereof.
7. To assume and carry out responsibilities for raising, spending, and accounting for funds to support the District.
8. To evaluate the accomplishments of the District.
9. To plan for continued effectiveness and further improvement of the District.
10. To delegate to the Superintendent, the authority to execute all established policies of the Board of Trustees. (11-12-01)
11. Given the task of annually self-evaluating their actions as the governing board, the trustees will be able to develop goals as a board that will assure the patrons of the school district that they are providing ongoing effective leadership for the school system. (3-25-14)

SECTION I - INTERNAL OPERATIONS  
(1000-8)

MEETINGS OF THE BOARD OF TRUSTEES

(Policy Range: 1060 – 1089)

- 1060.00 General Policy. The Board of Trustees shall meet as required by law, and shall hold other meetings deemed necessary by the Board and for the proper conduct and management of the District. [IC 33-506, 33-510] All action by the Board shall be taken in a meeting open to the public. No executive session may be held for the purpose of taking any final action or making any final decisions, the exception being a decision to place certificated personnel on probationary status. [IC 67-2345 (3), 33-514, 33-515] (11-12-01)
- 1061.00 Annual Meeting. The annual meeting of the Board of Trustees shall be held on the date of the regular July meeting each year. [IC 33-510] (11-12-01)
- 1062.00 Regular Meetings. Regular meetings of the Board of Trustees shall be held monthly as determined at the annual meeting. [IC 33-510] (11-12-01)
- 1063.00 Special Meetings. Special meetings of the board may be called by the Chair or by any two (2) members of the Board and held at any time. No business may be transacted at a special meeting except that for which the meeting is called. Each Board member shall receive notice of the time, place, and purpose of the special meeting twenty-four (24) hours in advance. Written notices shall be posted at the district office and at least two or more buildings in the district not less than twenty-four (24) hours before the special meeting is to be convened. [IC 33-510, 67-2341 (6)(b)] (11-12-01)
- 1064.00 Executive Sessions. Executive sessions are closed to the public and may be held by the Board to consider employment; evaluation, dismissal, disciplining of, or to hear complaints or charges brought against employees or students; to conduct deliberations concerning labor negotiations or to acquire an interest in real property not owned by a public agency; to consider records exempt from disclosure; to consider pending or probable litigation; and any other matter as specified in Idaho Code 67-2345.
- Action of the Board on any matter considered in an executive session shall be made in open session (except as allowed by law), and the action taken shall become part of the public record of the District as recorded in the minutes of the meeting. (11-12-01)
- 1065.00 Recessed Meetings. Regular and special meetings of the Board and executive sessions may be continued to a specific time and place upon a motion made and approved by the Board. The clerk will post the notice of the time and place the Board will reconvene the recessed meeting or session. (11-12-01)
- 1066.00 Attendance by Visitors. Interested citizens are encouraged to attend meetings of the Board. Copies of the agenda are available on the district web site and to visitors attending meetings. (11-12-01)

CONDUCT OF BOARD OF TRUSTEE MEETINGS

(Policy Range: 1090 – 1119)

1090.00 Basic Policy. It is the intent of the Board that members shall act as a unit, that meetings be conducted so as to facilitate the efficient transaction of business and to provide for orderly communication to the public.

Individual Board members may be appointed by the Chair to perform certain specific tasks on behalf of the Board. Official action may only be taken by a majority of the members of the Board at a properly noticed meeting. The Chair may vote in all cases. [IC 33-510] (11-12-01)

1091.00 Agenda. The clerk shall have prepared and distributed a copy of the agenda for all Board meetings to each Board member at least forty-eight (48) hours prior to the regular meeting. A copy of the prepared agenda shall be available for public inspection at the District Office. The agenda for special meetings or executive sessions shall be delivered as soon as possible but no later than twenty-four (24) hours before the time of the meeting. [IC 67-2343] Any item to be considered for a vote should appear on the published and distributed agenda. Items will be added to the agenda of a regular Board meeting only if approved by a majority vote of the trustees present. (11-12-01)

1092.00 Parliamentary Procedure.

1092.10 Robert's Rules of Order. The manual, Robert's Rules of Order, shall be the general guide for the conduct of Board business. (11-12-01)

1092.20 Quorum. A majority of the Board, three members, shall constitute a quorum. All motions shall be passed by a majority vote of those trustees present unless otherwise specified by law. [IC 33-510] (11-12-01)

1093.00 Voting. All motions must be recorded, and the voting results specified. The record is to include the names of those who make motions, those who second motions, and unless unanimous, the ayes, nays, and abstentions are to be recorded. [IC 67-2344] If the Chair is in doubt, he/she shall ask for a roll call vote and each member's vote will be recorded in the minutes. The Chair may vote in all cases. In the event of a tie, no action will be taken. [IC 33-510] (11-12-01)

1094.00 Order of Business. Unless altered by the presiding officer, with the consent of the Board, the order of business at all regular meetings shall be as follows:

- I. Call to Order
- II. Determine Quorum
- III. Approval of Minutes
- IV. Good News, Announcements, or Presentations
- V. Information
- VI. Continued Business
- VII. New Business
- VIII. Consent Agenda
- IX. Suggestions and Comments
- X. Recess and/or Adjournment (3-25-14)

## SECTION I - INTERNAL OPERATIONS

(1000-10)

- 1095.00 Minutes. The Clerk of the Board shall record and preserve in a permanent file a record of all official proceedings of the Board and shall enter into the record all matters required by law or by the Board. The record is to be open to inspection by the public, at all reasonable times. [IC 33-508] (11-12-01)
- 1095.10 Recordings. A recording of any Board meeting or hearing may be made unless disapproved by a majority of the Board. Recordings shall be kept by the clerk for five years after the date they are made. (3/25/14)
- 1096.00 Procedure for Participation by Visitors. There are two opportunities for comments and suggestions by visitors, as noted in the Order of Business, near the beginning and again near the closing of each regular Board business meeting. Any person who wishes to comment on any matter pertaining to the District may do so at either of these two points on the agenda, provided the oral presentation does not exceed a reasonable time, as determined by the Board. Patrons may also speak to any agenda item when granted permission by the Chair when the item is open to discussion. Board discussion of the motion will follow comments, if any, from interested patrons. Any person who addresses the Board is required to give his/her name for identification and for inclusion in the minutes. (3-25-14)
- 1097.00 Patron Grievances. Any person interested in any matter connected with the schools may apply to the teacher or principal of a school, and then to the office of the Superintendent. If the Superintendent is unable to adjust the matter to the satisfaction of the grievant, the person making the grievance may refer the item for Board consideration in the following manner:
- A. Communications of grievances should be addressed to the Board of Trustees in writing, and presented to the Superintendent not later than five (5) days prior to a Board meeting in order that the matter may be included in the agenda.
  - B. When an item concerning a group of people is presented to the Board for consideration, the Clerk of the Board shall secure a list of the names of all those present who wish to be heard before the Board. The Board may set a reasonable time limit for each speaker, and for the answering of questions. (11-12-01)
- 1097.10 Board Consideration of Grievance. Items offered for Board consideration in any other manner than those specified above shall be referred to the Superintendent. -(3-25-14)
- 1097.20 Matters Involving Personnel. Matters involving school district personnel or individual students shall be referred to the Superintendent for study and recommendations. (11-12-01)



NON-DISCRIMINATION POLICY

(Policy Range: 1120 – 1137)

1120.00 Basic Policy. Moscow School District No. 281 herewith affirms its commitment to the fundamental principles of justice, due process, equal protection under the law, and the right to petition for redress of grievance as set forth in the Constitution of the United States as interpreted by legislative and judicial branches of federal and state government regarding policies of employment and delivery of educational services. (11-12-01)

It is the policy of the District, not to discriminate on the basis of sex, age, race, religion, color, national origin, disability, marital status, sexual orientation, physical characteristic, gender identity, cultural background, socioeconomic status, or geographic location. Non-discriminatory criteria will be followed for the recruiting, selecting, hiring, promotion, compensation, transfer, reassignment, discipline, demotion, lay-off, and termination of all employees or applicants for employment. (4-27-16)

With respect to delivery of educational services, the District will take necessary action to assure that the educational resources and opportunities of this District are made available on an equitable basis to all students under its jurisdiction, without discrimination on the basis of race, color, religion, sex, national origin, age, or disability. (2-26-02)

1120.01 Affirmative Action Plan. The Board has adopted an Affirmative Action Plan designed to provide full implementation of this policy. (11-12-01)

1120.02 Affirmative Action Officer. An Affirmative Action Officer shall be appointed annually by Board action and shall: develop an Affirmative Action Plan; provide for its implementation; monitor and report to the Board on its effectiveness. The officer shall report directly to the Superintendent and Board on all unresolved matters that may come under the provisions of this policy or the District's Affirmative Action Plan. (11-12-01)

1120.03 Responsibility. It shall be the responsibility of all district employees and students to assist the Board in fulfilling the intent of this policy—to eliminate discriminatory practices in the areas of employment, personnel administration, and delivery of educational services within the Moscow School District. (11-12-01)

1120.04 Federally Funded Programs. It is the policy of the District not to discriminate on the basis of race, color, religion, sex, national origin, age, socio-economic status, or disability in the inclusion of students and the hiring of employees for any federally funded program. The Human Resources Director oversees compliance in regard to non-discrimination and educational equity. (7-23-13)

1130.00 Civil Rights Grievance. Grievance by employees, students or other persons alleging illegal discrimination by this District, its employees, other students, or third parties in any of the District's public facilities, programs or activities based on race, color, religion, sex, national origin, age (persons forty (40) years of age or older), or disability may be filed as per Appendix A. (2-26-02)

## SECTION I - INTERNAL OPERATIONS

(1000-12)

- 1130.01 No Retaliatory Action. No individual who has filed a complaint, testified, assisted or participated in any manner in the investigation of a complaint will be intimidated, coerced or otherwise discriminated against. (2-26-02)
- 1130.02 Retention of Records. All records of complaints and investigations filed under this procedure will be retained with the District for a period of three (3) years. (2-26-02)
- 1130.03 School District Actions. All employees, students, and third parties of the District will be responsible for acting in accordance with this policy. (2-26-02)

1131.00 Service Animals in Schools: Basic Policy. The District acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “service animal” in its school buildings, in classrooms, and at school functions, as required by the Americans with Disabilities Act, 28 C.F.R. Part 35, subject to the following:

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the superintendent and must contain required documentation of vaccinations. This written request must be delivered to the superintendent’s office at least ten (10) business days prior to bringing the service animal to school or to a school function.
2. Owners of a service dog must provide annual proof of the following vaccinations: DHLPPC (Distemper, Hepatitis, Leptospirosis, Paroinfluenza, Parvovirus, Coronavirus), Bordatella, and Rabies.
3. Owners of service miniature horses must provide annual proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephelomyelitis, Rinoeumonitis, Influenza, and Strangles.
4. All service dogs must be spayed or neutered.
5. All service dogs must be treated for, and kept free of fleas and ticks.
6. All service animals must be kept clean and groomed to reduce shedding and dander. (3-25-14)
7. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property.
8. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether wild or domestic, will be permitted in schools as a service animal. (3-25-14)
9. The animal must be required for the individual with a disability. (3-25-14)
10. The animal must be individually trained to do work or a task for the individual with a disability. (3-25-14)

1131.01 Special Provisions/Miniature Horses. Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classrooms, or at school functions will be handled on a case-by-case basis, considering:

- a. The type, size, and weight of the miniature, and whether the facility can accommodate these features.
- b. Whether the handler has sufficient control of the miniature horse.
- c. Whether the miniature horse is housebroken.
- d. Whether the miniature horse’s presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation. (4-26-11)

- 1131.02 Removal of a Service Animal. A school administrator may ask an individual with a disability or his/her parents to remove a service animal from a school building, a classroom, or from a school function if any one of the following circumstances occurs:
- a. The animal is out of control and the animal's handler does not take effective action to control it.
  - b. The animal is not housebroken.
  - c. The animal's presence would fundamentally alter the nature of the service, program, or activity.
  - d. The animal presents a direct threat to students, staff, or other individuals. (4-26-11)
- 1131.03 Control. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, hand signals, or other effective means.) (4-26-11)
- 1131.04 Care and Supervision. The school system is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal's need to relieve itself.
- a. The District is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
  - b. Students with service animals are expected to care for and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise his/her service animal, the parent is responsible for providing care and supervision of the animal. (3-25-14)
  - c. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis at the discretion of the building administrator. (3-25-14)

SECTION I - INTERNAL OPERATIONS  
(1000-14)

NEPOTISM POLICY

(Policy Range: 1138 – 1139)

- 1138.00 Basic Policy. The Moscow School District shall not employ any person in a position where such employee would be under the direct supervision of such employee's relative. Relatives are defined to include spouse, significant other, child, brother, sister, parent, grandparent, grandchild, aunt, uncle, cousin, or corresponding in-law or step relative. *(11-12-01)*
- 1138.10 Teachers shall be deemed to be under the direct supervision of their building principal (not assistant principal). Special Education teachers shall be deemed to be under the direct supervision of both their building principal and the Special Services Director. *(07-23-13)*
- 1138.20 In the event that two employees become involved in a family or domestic relationship, every effort will be made to reasonably accommodate a transfer before reassignment. *(11-12-01)*
- 1138.30 The foregoing shall apply to all persons employed for the first time or promoted after June 30, 1986. *(11-12-01)*
- 1138.40 When any relative of any trustee or trustee's spouse related by marriage or blood within the second degree is considered for employment in the District, such trustee shall abstain from voting in the hiring of the relative. The trustee shall be absent from the meeting while such employment is being considered and determined. [IC 33-507] *(11-12-01)*

LOITERING ON SCHOOL GROUNDS

(Policy Range: 1140 – 1145)

- 1140.00 Basic Policy. Loitering or conduct by any person that disrupts the educational process and/or is detrimental to the morals, health, safety, academic learning, or discipline of pupils is prohibited. [IC 33-512 (11)] *(11-12-01)*
- 1140.01 Anyone who is not a student or a staff member of the District and who is on school grounds during the work day must secure permission to visit from the principal or the principal's designee. Those who fail to do so shall be considered as loiterers under the terms of Idaho Code 33-512 (11). *(11-12-01)*
- 1140.02 Persons who by their presence, words, and/or actions, disrupt or interfere with the educational process during the school day or at a school sponsored event or activity, shall be considered in violation of Idaho Code 33-512 (11). *(11-12-01)*
- 1140.03 The Board authorizes the superintendent, the principal, or the principal's designee to report those who are in violation of Idaho Code 33-512 (11) to the Moscow Police Department and to file a complaint with the police and the prosecuting attorney's office on behalf of the Board. *(11-12-01)*

CALENDAR

(Policy Range: 1146 – 1159)

1146.00 School Calendar. The Board of Trustees will establish an official school calendar for the ensuing school year not later than the regular March meeting. Tentative calendars for future years will also be established. The regular calendar will include the number of student contact days, number of workdays for staff members, and indicate holiday periods. The calendar that is adopted shall be consistent with existing statutes, State Board of Education Rules, and current requirements for enrollment and attendance reporting as established by the State Superintendent of Public Instruction. Community and staff desires should be weighed in designing the calendar.

By October, the Superintendent shall appoint a committee to develop a calendar for the next school year. This special calendar committee shall be composed of the superintendent or his/her designee; one representative from the Moscow Education Association; one teacher representative from each building; one classified person appointed by the business manager; and one trustee appointed by the Board Chair.

The Superintendent shall furnish a copy of the requirements of the calendar to the Calendar Committee according to Idaho Code, State Board Rules, and current requirements for enrollment and attendance reporting of the State Department of Education. No school day in session shall be scheduled for less than two and one-half (2 ½) hours of instructional time. After completion of the calendar, the Calendar Committee will then present the calendar to the individual building staffs for recommendations and rationale. The Superintendent will then present the calendar, along with recommendations and rationale, to the Board on or before the regular March meeting. (3-25-14)

1146.01 Minimum Hourly Instructional Requirements. A school day for grades 1-12 may be counted as a “day in session” when the school is open and the students are under the guidance and direction of teachers in the teaching process for not less than four (4) hours of instruction per day. Lunch periods, breaks, passing time, and recess are **not** included in the four (4) hours. For kindergarten, each session should be at least two and one-half (2 ½) hours per day. (11-12-01)

A half-day in session in grades 1-12 occurs when either the students are under the guidance and direction of teachers in the teaching process for a minimum of two and one-half (2 ½) hours of instruction; or when teachers are involved in staff development activities for a minimum of two and one-half (2 ½) hours per day. If a day has less than two and one-half (2 ½) hours of instruction, that day is reported as a vacation day. (11-12-01)

The minimum number of instructional hours may be reduced up to eleven (11) hours for kindergarten and twenty-two (22) hours for grades 1-12 for staff development activities. [IC 33-512] (11-12-01)

HEALTH AND SAFETY ISSUES

(Policy Range: 1200 – 1299)

1200.00 Dealing with HIV/AIDS in the Schools.

- 1200.01 General Principles. It is the right of the infected individual, and his/her parents in the case of a student under the age of 18, to determine whether to notify the District of the infection. (3-25-14)

Students and employees who are infected with HIV shall attend the school/classroom and work in the same environment in which they would if they were not infected. They are entitled to all rights, privileges, and services accorded to other students and employees. Decisions about any changes in the educational program of a student or the work program of an employee who is infected with HIV shall be made on a case-by-case basis, relying on the best available scientific evidence and medical advice.

There shall be no discrimination in employment based on having an HIV infection or AIDS. No school employee shall be terminated, non-renewed, demoted, suspended, transferred, or subjected to adverse action based solely on the fact that he or she is infected with HIV (or is perceived to be infected). School employees who are unable to perform their duties due to an illness, such as those related to HIV, shall retain eligibility for all benefits that are provided for other school employees with long-term diseases or disabling conditions. (11-12-01)

- 1200.02 Evaluation of Students and Staff Who Are Infected. Upon notification, the superintendent shall determine whether the person who is infected with HIV has a secondary infection that constitutes a recognized risk of transmission in the school setting. This decision will be made on a case-by-case basis after consultation with the infected person's physician, a qualified public health official, the infected person, and the parent or guardian if the individual is a student.

The decision-makers listed above and the person infected with HIV (and a student's parent or guardian) will determine whether additional persons need to know that an infected person attends or works at a specific school. Additional persons may be notified if the decision-makers feel this is essential to protect the health of the infected student or staff member. Consent for notifying these additional persons must be given by the infected person (and a student's parent or guardian).

If there is no secondary infection, the education program of the student or the job of the employee shall not be altered. However, the case should be reviewed periodically.

If there is a secondary infection and such is necessary, an individually tailored plan will be developed for the student or employee. Additional persons may be consulted, if this is essential for giving additional information in the development of this plan, but the infected staff member, or parents/guardians of a student, must approve of the notification of any additional persons who would know the identity of the infected person.

## SECTION I - INTERNAL OPERATIONS

(1000-18)

When the superintendent makes a decision about the case, the infected employee or parents/guardians of a student may use the district's complaint process to appeal the decision. *(11-12-01)*

- 1200.03 Infection Control. The District will follow the most current Centers for Disease Control (CDC) "Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and Other Blood Borne Pathogens in Health-care Settings." This information will be made available to all district staff.

The District's nurse will be responsible for training staff in appropriate precautions. *(11-12-01)*

### 1210.00 First Aid/CPR/AED Training.

- 1210.01 Basic Policy. It is the policy of the Board of Trustees that each employee in the following categories shall be trained in CPR/AED skills and trained in first aid every two years. The District will provide this training at no cost to the individual.

1. Industrial Technology teachers
2. Family and Consumer Science teachers
3. Secondary Science teachers
4. Physical Education teachers
5. Coaches
6. Elementary secretaries
7. Playground/Duty aides
8. Adventure Club staff
9. Bus Drivers and Mechanics
10. Maintenance and Custodial staff
11. Dietary Personnel
12. Instructional Assistants/Para-Professional
13. Building Administrators
14. Personnel identified within a 504 or IEP plan *(9-27-16)*

- 1220.00 School Safety Protocol. Moscow School District is committed to establishing and maintaining a safe and secure environment. All schools shall establish safety procedures to include, at minimum, the following:

1. Fire and Emergency Drills
2. Bomb Threats
3. Lock Downs
4. Handling Student Injuries
5. Evacuation Procedures
6. Snow or Emergency Closure
7. Regulations for Building Access
8. Regulations for Daily Building Security
9. Building and Systems Information
10. Staff Information
11. Student Information
12. List of Telephone/Cell Phone Numbers



The District shall establish and maintain a chain of command for managing emergencies with particular direction for managing emergency/crisis situations in the absence of the building administrator.

The roles of all building staff members will be identified in a safety protocol that shall be reviewed annually in the fall with all faculties at each site. Additional training shall be provided annually to individuals with lead roles in managing emergency situations.

A manual containing the above listed safety procedures will be available in each classroom. A separate manual or folder for substitutes containing essential safety procedures listed above will also be available in every classroom.

The District will establish and maintain an interaction plan with local agencies to include the police department, sheriff, fire department, ambulance services, Department of Health, and the American Red Cross. (9-23-03)

1250.00 School Wellness Policy. The Moscow School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Moscow School District that:

- A. The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- B. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- C. Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutritional needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- D. To the maximum extent practicable, all schools in the District will participate in available federal school meal programs.
- E. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs and with related community services. (4-25-06)

1250.10 District Health Council. The District's Physical Education and Health Education Curriculum Committee will serve as a resource to school sites in the development, implementation, monitoring, and as necessary, the revision of school nutrition and physical activity policies. The curriculum committee consists of physical education and health professionals representing each school community. (4-25-06)

SECTION I - INTERNAL OPERATIONS  
(1000-20)

1250.20 Nutritional Quality of Foods and Beverages Sold and Served on Campus.

- A. School Meals. Meals served through the National School Lunch and Breakfast Programs will:
1. Meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
  2. Offer a variety of fruits and vegetables;
  3. Serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA);
  4. Offer a variety of whole grains;
  5. Be appealing and attractive to children; and
  6. Be served in clean and pleasant settings.

Schools should engage students and parents, through taste-tests of new entrees and surveys, in selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food choices. The District will share information about the nutritional content of meals with parents and students. Such information could be made available on menus and/or the District's website.

- B. 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:
1. Schools will, to the extent possible, operate the School Breakfast Program.
  2. Schools will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation.
  3. Schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program.
  4. Schools will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.
- C. Free and Reduced-priced Meals. Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
- D. Meal Times and Scheduling. Schools should not schedule tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

Schools will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

- E. Qualifications of School Food Service Staff. Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, the district will provide continuing professional development for all nutrition professionals in schools.
- F. Sharing of Foods and Beverages. Schools should discourage students from sharing their food or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets. (4-25-06)

1250.30 Foods and Beverages Sold Individually (foods sold outside of reimbursable school meals such as through vending machines, cafeteria a la carte lines, fundraisers, school stores, etc.). When beverages are sold individually outside of reimbursable school meals, it is encouraged that those beverages include, but are not limited to, fruit and vegetable juice, milk or flavored milk, or water. When foods are sold individually outside of reimbursable meals, it is encouraged that those foods include snacks that meet the recommended criteria for healthy snack foods.

- A. Elementary Schools. Given young children's limited nutrition skills, food sales, in addition to school meals should be limited to low-fat and non-fat milk, fruits, and non-fried vegetables and foods on the healthy snack list. (See Appendix B) (8-25-15)
- B. Middle School and High Schools. In the middle school and high school, all foods and beverages sold individually outside the reimbursable meal programs (including those sold through a la carte lines, vending machines, student stores, or fundraising activities) may not be sold within the cafeteria or school nutrition serving area thirty minutes before or during the breakfast or lunch serving periods. If foods and beverages are sold individually outside the reimbursable meal program, they must meet the recommended criteria for healthy snack foods. (See Appendix B) (8-25-15)
- C. Fundraising Activities. To support children's health and school nutrition-education efforts, school fundraising activities involving food or beverages will be encouraged to utilize foods that meet the criteria for healthy snack foods and beverages sold individually.
- D. Snacks. Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of schools meals, children's nutritional needs, children's ages, and other circumstances.
- E. Rewards. Schools will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior.
- F. School-sponsored Events (such as, but not limited to athletic events, dances, or performances). When foods and beverages are offered or sold at school-sponsored events outside the school day, every effort will be made to include those foods and beverages that meet the criteria for healthy snacks and beverages. (4-25-06)

1250.40 Nutrition and Physical Activity Promotion and Food Marketing.

- A. Nutrition Education and Promotion. The District aims to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:
  - 1. Is offered at each grade level as part of a sequential comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;

## SECTION I - INTERNAL OPERATIONS

(1000-22)

2. Is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
  3. Includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
  4. Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
  5. Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
  6. Links with school meal programs, other school foods, and nutrition-related community services;
  7. Teaches media literacy with an emphasis on food marketing; and
  8. Includes training for teachers and other staff.
- B. Integrating Physical Activity into the Classroom Setting. For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class.
1. Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities;
  2. Opportunities for physical activity will be incorporated into other subject lessons; and
  3. Classroom teachers will provide short physical activity breaks between lessons or classes as appropriate.
- C. Communication with Parents. The district/school will support parents' efforts to provide a healthy diet and daily physical activity for their children. The district/school will provide nutrition information and post nutrient analyses of school menus. Schools should encourage parents to pack healthy lunches and snacks. The district/school will provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties and fund raising activities.

The district/school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such support will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

- D. Staff Wellness. The District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The district's Insurance Committee promotes staff health and wellness by promoting healthy eating and physical activity, and staff involvement in wellness programs. (4-25-06)

1250.50 Physical Activity Opportunities and Physical Education.

- A. Daily Physical Education (P.E.) K-12. All students in grades K-12, including students with disabilities, special health-care needs, and in alternative educational settings, will receive instruction in physical education. Elementary students, grades 1-5 will receive a minimum of 75 minutes of instruction each week. Students in grades 6-12 will receive health/wellness and physical education instruction as required by district policy and the Idaho State Board of Education. (8-28-12)
- B. Daily Recess. All elementary students will have supervised recess periods during which they are encouraged to participate in moderate to vigorous physical activity.
- C. Physical Activity Opportunities Before and After School. All elementary, middle, and high schools will offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. The high school and middle school will offer interscholastic sports programs. A wide range of activities will be offered that meet the needs, interests, and abilities of all students.

After school programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants. (4-25-06)

1250.60 Monitoring and Policy Review. The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school. School food service staff will ensure compliance with nutrition policies within school food service areas. (4-25-06)

RESOLUTION OF PUBLIC COMPLAINTS

(Policy Range: 1300 – 1350)

1300.00 Basic Policy. The District will receive, address, and resolve complaints against District employees, staff members, and volunteers (hereinafter referred to as Employees) from parents, guardians, district patrons, citizen groups, and regulatory bodies (hereinafter referred to as Complainants) promptly and in a manner consistent with the District's fulfillment of its legal duties and obligations. All participants in the resolution of a complaint shall observe professional conduct and confidentiality throughout the proceedings. (11-12-01)

1300.10 Procedures. The following procedures are established in order to accomplish the above stated goals. This policy does not address complaints that may be received concerning District policy or procedures that are addressed by administrative reviews, or other state or Federal regulations. Within this policy, the term "Major Participants" will refer to the complainant, the employee, and the employee's immediate supervisor.

STEP 1: Receipt of Complaints. Upon receipt by a District Board or staff member of an oral complaint from a Complainant against an Employee, such shall be forwarded to the employee's immediate supervisor who will make an initial determination as to whether or not the subject matter and nature of the complaint is appropriate for utilization of the following procedures. If a determination is made that the following procedures are not appropriate, the matter will be dealt with on a case by case basis in a manner that the Administrative staff believes best serves the interests of the District's educational program. The response to written complaints will be the initiation of Step 2.

STEP 2: Notification of Supervisor and Employee. Written complaints and oral complaints which are deemed appropriate for these procedures shall be forwarded by the Administrative staff to the immediate Supervisor (hereinafter, Supervisor) of the Subject Employee. Within a period not to exceed fourteen (14) calendar days following the Supervisor notification, the Supervisor shall notify the Employee.

STEP 3: Complainant-Employee Conference. Within a period not to exceed fourteen (14) calendar days following the date the Employee is notified, the Supervisor shall schedule a conference between the Complainant and the Employee. The Complainant-Employee Conference shall be scheduled for the earliest date, time, and location acceptable to both parties, and shall convene within twenty-eight (28) calendar days following the date the Employee is notified (who will be the only person present) in order for them to discuss the nature of the complaint and to jointly explore potential solutions. Either Complainant or Employee may opt to bypass STEP 3. See STEP 4.

STEP 4: Complainant-Employee-Supervisor Conference. Following the Complainant -Employee Conference (STEP 3) or if STEP 3 is bypassed, either party may elect to have a conference between the Complainant, Employee, and

Supervisor. Where possible, the Complainant-Employee-Supervisor Conference shall be scheduled by the Supervisor within a period not to exceed fourteen (14) calendar days. The Complainant-Employee-Supervisor Conference shall be scheduled for the earliest date, time, and location acceptable to all parties, and shall convene within twenty-eight (28) calendar days following the date of the Complainant-Employee Conference, or the receipt of a request to skip STEP 3.

Any party may elect to present written statements from others for use at this Conference. If any one of the Major Participants is not satisfied with the results of this conference, such participant may elect to call for a subsequent conference between the Complainant, Employee, and Superintendent. See STEP 5.

STEP 5: Complainant-Employee-Supervisor-Superintendent Conference. Following the Complainant-Employee-Supervisor Conference (STEP 4), any of the Major Participants may elect to call a conference between the Complainant, Employee, Supervisor, and Superintendent. This Conference where reasonably possible, shall be scheduled by the Supervisor within a period not to exceed fourteen (14) calendar days following the date of the Complainant-Employee-Supervisor Conference. The Conferences should be scheduled for the earliest date, time, and location acceptable to all **three** parties, and when reasonably possible, should convene within twenty-eight (28) calendar days following the date of the Complainant-Employee-Supervisor Conference. Any Major Participant may have others present at this conference. The identities of the others will be set forth by the participant fourteen (14) calendar days prior to the Conference. The Superintendent will report the outcome of the Complainant-Employee-Supervisor-Superintendent Conference to the Board of Trustees no later than the next regularly scheduled Board meeting, in writing or in person, during an executive session.

Any Major Participant not satisfied with the results of this Conference may exercise the Major Participant's available legal options or may petition the Board for an audience in Executive Session, which may or may not be granted by the Board. The materials and information related to the matter, which have been accumulated as a result of the utilization of these procedures, will be made available to the Board upon request if such audience is granted. (11-12-01)

1300.20 Resolution of Complaint. At any time after STEP 2 that the complaint is resolved a memorandum of the agreed upon resolution shall be prepared by the Administrative Staff and distributed to the Major Participants and lodged in the Employee's personnel file. The memorandum shall set forth the specific actions or inactions, if any, expected of the Employee, Complainant, or other parties. Should the Complainant, Employee, or other party determine that the terms of the agreement are not being met, that person may elect to re-initiate the procedures. (11-12-01)

SECTION I - INTERNAL OPERATIONS  
(1000-26)

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MEMBERS OF THE BOARD OF TRUSTEES

1990.00 Members of the Board of Trustees.

<u>Trustee Zone No.</u>	<u>Name of Trustee and Address</u>	<u>Home Telephone</u>	<u>Term Expires</u>
No. 1	Jim Frenzel 1774 Lexington Moscow, ID 83843	882-3963	2019
No. 2	Eric Torok 2310 Weymouth St Moscow, ID 83843	208-301-8047	2017 (appt. 10/10/13)
No. 3	Kim Campbell 803 E Seventh Street Moscow, ID 83843	882-8252	2019
No. 4	Dawna C. Fazio 1049 Colt Road Moscow, ID 83843	882-0965	2019
No. 5	Martha Schmidt 267 Circle Dr. Moscow, ID 83843	882-6328	2017 (appt. 2/4/16)

SECTION I - INTERNAL OPERATIONS  
(1000-28)

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SECTION I - INTERNAL OPERATIONS  
(1000-29)

PAST BOARD MEMBERS, MOSCOW SCHOOL DISTRICT 281

1995.00 Past Board Members, Moscow School District 281.

Beginning Year	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5
1948	Otha Lyon	Wm. Banks <sup>1</sup>	R. L. Oleson	Orval Snow	A. Janssen
1948	Otha Lyon	Wm. Banks <sup>1</sup>	R. L. Oleson	Lola Clyde	A. Janssen
1949	Otha Lyon	Wm. Banks <sup>1</sup>	R. L. Oleson	Lola Clyde	A. Janssen
1950	Otha Lyon	Merle Stubbs	R. L. Oleson	Lola Clyde	A. Janssen
1951	Floyd Trail	Merle Stubbs	R. L. Oleson Harry Martin	Eugene Giles	A. Janssen
1952	Floyd Trail	Merle Stubbs	Robert Greene	Eugene Giles	A. Janssen
1953	Floyd Trail	Merle Stubbs <sup>1</sup>	Robert Greene	Eugene Giles Vivian Snow	Frank Hahn
1954	Ed Gray	Merle Stubbs <sup>1</sup>	Robert Greene	B. C. Borning	Frank Hann
1955	N. Carson	Merle Stubbs <sup>1</sup>	Robert Greene	B. C. Borning	Frank Hann
1956	N. Carson	Merle Stubbs <sup>1</sup>	Robert Greene Joe Watts	B. C. Borning <sup>1</sup>	Ken MacRae
1957	N. Carson	Merle Stubbs <sup>1</sup>	Joe Watts	Mel Jackson	Ken MacRae
1958	N. Carson	Merle Stubbs <sup>1</sup>	Joe Watts	Mel Jackson	Ken MacRae
1959	N. Carson	W. Jones, Jr.	Joe Watts	Mel Jackson	Ken MacRae
1960	N. Carson	W. Jones, Jr.	Joe Watts <sup>1</sup>	Mel Jackson	Ken MacRae
1961	Louis Olson	W. Jones, Jr.	Henry Zimet	Mel Jackson <sup>1</sup>	Ken MacRae Donald Adams
1962	Louis Olson	W. Jones, Jr.	Henry Zimet	Mel Jackson <sup>1</sup>	Donald Adams
1963	Louis Olson	W. Jones, Jr.	Henry Zimet	Norma Dobler	Donald Adams
1964	Louis Olson	W. Jones, Jr.	Henry Zimet <sup>1</sup>	Norma Dobler	Donald Adams
1965	Louis Olson	Don Castellaw	Henry Zimet <sup>1</sup>	Norma Dobler	Donald Adams
1966	Louis Olson	Don Castellaw	Henry Zimet <sup>1</sup>	Norma Dobler	Donald Adams
1967	E. Widman	Don Castellaw	Henry Zimet <sup>1</sup>	Norma Dobler	Donald Adams
1968	E. Widman	Don Castellaw	Henry Zimet <sup>1</sup>	Sidney Miller	Don Huber
1969	Ellwood Widman	Don Castellaw	Henry Zimet <sup>1</sup>	Sidney Miller <sup>2</sup>	Don Huber
1970	Richard Koster <sup>2</sup>	Don Castellaw <sup>1</sup>	Donald Adams <sup>2</sup>	Sidney Miller	Don Huber
1971	Richard Koster	Don Papineau <sup>2</sup>	Donald Adams <sup>1</sup>	Sidney Miller	Richard Harden <sup>2</sup>
1972	Richard Koster	Don Papineau	Donald Adams <sup>1</sup>	Sidney Miller Peter Haggart <sup>3</sup>	Richard Harden
1973	Dean Elliott <sup>2</sup>	Don Papineau	Marvin Foiles <sup>1,2</sup>	Francis Seaman <sup>2</sup>	Richard Harden

TRUSTEE DISTRICT REZONING

1974	John R. Porter <sup>2</sup>	Don Papineau <sup>2</sup>	Marvin Foiles <sup>1,2</sup>	Richard Warner <sup>2</sup>	Richard Harden <sup>2</sup>
1975	John R. Porter <sup>2</sup>	Don Papineau <sup>1</sup>	Marvin Foiles	Richard Warner	Dennis Woodruff <sup>2</sup>
1976	John R. Porter	Catherine Rouyer <sup>2</sup>	Marvin Files	Richard Warner <sup>1</sup>	Victor Montgomery <sup>2</sup>
1977	John R. Porter <sup>1</sup>	Catherine Rouyer	Kathleen Kearney <sup>2</sup>	Francis Seaman <sup>2</sup>	Victor Montgomery
1978	John R. Porter <sup>1,2</sup>	Catherine Rouyer Mardi Baron <sup>4</sup>	Kathleen Kearney	Francis Seaman	Victor Montgomery
1979	John R. Porter <sup>1</sup>	Jack Kaufman <sup>2</sup>	Kathleen Kearney	Francis Seaman	Dennis Ladwig <sup>2</sup>
1980	John R. Porter <sup>1</sup> Elmer Hingston <sup>3</sup>	Jack Kaufman	Robert Maker <sup>2</sup>	Francis Seaman <sup>2</sup>	Dennis Ladwig
1981	Dale Everson <sup>2</sup>	Jack Kaufman <sup>1</sup>	Robert Maker	Francis Seaman	Dennis Ladwig
1982	Dale Everson	Roger Wallins <sup>2</sup>	Robert Maker	Francis Seaman	Dennis Ladwig <sup>1,2</sup>
1983	Dale Everson	Roger Wallins	Suzanne Scriptor <sup>2</sup>	Mary Voxman <sup>2</sup>	Dennis Ladwig <sup>1</sup>
1984	Dale Everson <sup>1</sup>	Roger Wallins	Suzanne Scriptor	Mary Voxman	Dennis Ladwig <sup>1</sup>
1985	Dale Everson <sup>1</sup>	Roger Wallins <sup>2</sup>	Suzanne Scriptor	Mary Voxman	Robert Becker <sup>2</sup>
1986	Dale Everson	Roger Wallins <sup>1</sup>	Suzanne Scriptor <sup>2</sup>	Francis Seaman <sup>2</sup>	Robert Becker
1987	John G. Bennett <sup>2</sup>	Roger Wallins	Suzanne Scriptor <sup>1</sup>	Francis Seaman	Robert Becker
1988	John G. Bennett	Robert Dwelle <sup>2</sup>	Suzanne Scriptor <sup>1</sup>	Francis Seaman	Robert Becker <sup>2</sup>
1989	John G. Bennett	Robert Dwelle	Suzanne Scriptor <sup>2</sup>	Francis Seaman <sup>2</sup>	Robert Becker <sup>1</sup>
1990	John G. Bennett <sup>2</sup>	Robert Dwelle	Suzanne Scriptor	Francis Seaman	Robert Becker <sup>1</sup>
	Elaine Vincenti <sup>4</sup>	Matthew Graves <sup>4</sup>		John Judge <sup>4</sup>	
1991	Elaine Vincenti <sup>5</sup>	Matthew Graves <sup>2</sup>	Suzanne Scriptor <sup>1</sup>	John Judge <sup>5</sup>	Robert Becker <sup>2</sup>
1992	Elaine Vincenti <sup>1</sup>	Matthew Graves	William French <sup>2</sup>	Tonya Carlson <sup>2</sup>	Robert Becker

**SECTION I - INTERNAL OPERATIONS  
(1000-30)**

TRUSTEE DISTRICT REZONING

Following rezoning in November, 1992, Trustees were appointed to fill seats in their respective zones until the 1993 Trustee election. In 1993, all Trustees were elected to fulfill terms as follows: Zone 1, three years; Zones 2 and 5, one year; Zones 3 and 4, two years.

1992	Elaine Vincenti <sup>3,1</sup>	Matthew Graves <sup>3</sup>	William French <sup>3</sup>	Robert Stroppe <sup>3</sup>	Robert Becker <sup>3</sup>
1993	Elaine Vincenti <sup>1,2</sup>	Matthew Graves <sup>5</sup>	Joseph Geiger <sup>5</sup>	Vince Rinaldi <sup>5</sup>	Kenneth Ward <sup>5</sup>
1994	Elaine Vincenti <sup>1</sup>	John Danahy <sup>2</sup>	Joseph Geiger	Kenneth Ward <sup>4</sup>	Karen Falke <sup>4</sup>
1995	Elaine Vincenti <sup>1</sup>	John Danahy	Michael Henegen <sup>2</sup>	Dawna Fazio <sup>2</sup>	Karen Falke
1996	Elaine Broyles <sup>2</sup> (Name Change)	John Danahy	Michael Henegen	Dawna Fazio	Karen Falke <sup>1</sup>
1997	Elaine Broyles <sup>1</sup>	John Danahy <sup>2</sup>	Joseph Geiger <sup>3</sup>	Dawna Fazio	Karen Falke <sup>1,2</sup>
	Gerald E. Weitz <sup>4</sup>		Joseph Geiger <sup>5</sup>		
1998	Gerald E. Weitz <sup>5</sup>	John Danahy	Joseph Geiger <sup>2</sup>	Dawna Fazio <sup>2</sup>	Karen Falke
1999	Gerald E. Weitz <sup>2</sup>	John Danahy	Joseph Geiger	Dawna Fazio	Karen Falke <sup>1</sup>
	Brenda Richards <sup>3</sup>				
2000	Gerald E. Weitz	Brenda Richards <sup>2</sup>	William Goesling <sup>4</sup>	Dawna Fazio	Karen Falke
	Michael E. Curley <sup>4,1</sup>				Terri Schneider <sup>3</sup>
2001	Michael E. Curley <sup>1,5</sup>	Brenda Richards	William Goesling <sup>2</sup>	Dawna Fazio <sup>2</sup>	Terri Schneider <sup>5</sup>

TRUSTEE DISTRICT REZONING

Following rezoning approved September 21, 2001, Trustees were appointed to fill seats in their respective zones as follows: Zone 1 term expiring in 2002; Zone 2 term expiring in 2003; Zone 3 term expiring in 2004; Zone 4 term expiring in 2004; Zone 5 term expiring in 2003.

	<u>Zone 1</u>	<u>Zone 2</u>	<u>Zone 3</u>	<u>Zone 4</u>	<u>Zone 5</u>
2001	Michael E. Curley <sup>1,3</sup>	Brenda Richards <sup>3</sup>	William Goesling <sup>3</sup>	Dawna Fazio <sup>3</sup>	Terri Schneider <sup>3</sup>
2002	Tim Kinkeade <sup>2</sup>	Brenda Richards <sup>1</sup>	William Goesling	Dawna Fazio	Terri Schneider
2003	Tim Kinkeade	Keely Emerine Mix <sup>2</sup>	William Goesling	Dawna Fazio <sup>1</sup>	Margaret Dibble <sup>2</sup>
2004	Tim Kinkeade	Keely Emerine Mix	Paul Weingartner <sup>2</sup>	Dawna Fazio <sup>1,2</sup>	Margaret Dibble
2005	Julia McIlroy <sup>2</sup>	Keely Emerine Mix	Paul Weingartner	Dawna Fazio <sup>1</sup>	Margaret Dibble
2006	Julia McIlroy	Jennifer Watts <sup>2</sup>	Paul Weingartner	Dawna Fazio <sup>1</sup>	Margaret Dibble <sup>2</sup>
2007	Julia McIlroy	Jennifer Watts	Paul Weingartner <sup>2</sup>	Dawna Fazio <sup>1,2</sup>	Margaret Dibble
2008	Julia McIlroy <sup>2</sup>	Jennifer Watts	Paul Weingartner	Dawna Fazio <sup>1</sup>	Margaret Dibble
2009	Julia McIlroy	Aleisa Barber <sup>2</sup>	Paul Weingartner	Dawna Fazio <sup>1</sup>	Margaret Dibble <sup>2</sup>
2010	Julia McIlroy	Aleisa Barber	Kim Campbell <sup>4</sup>	Dawna Fazio <sup>1</sup>	Margaret Dibble
2011	Jim Frenzel <sup>2</sup>	Aleisa Barber	Kim Campbell <sup>2</sup>	Dawna Fazio <sup>1,2</sup>	Margaret Dibble
2012	Jim Frenzel	Aleisa Barber	Kim Campbell	Dawna Fazio <sup>1</sup>	Margaret Dibble
2013	Jim Frenzel	Aleisa Barber <sup>2</sup>	Kim Campbell	Dawna Fazio <sup>1</sup>	Margaret Dibble <sup>2</sup>
		Eric Torok <sup>4</sup>			
2014	Jim Frenzel	Eric Torok	Kim Campbell	Dawna Fazio <sup>1</sup>	Margaret Dibble
2015	Jim Frenzel <sup>2</sup>	Eric Torok	Kim Campbell <sup>2</sup>	Dawna Fazio <sup>1,2</sup>	Margaret Dibble
2016	Jim Frenzel	Eric Torok	Kim Campbell	Dawna Fazio <sup>1</sup>	Martha Schmidt <sup>4</sup>

<sup>1</sup> = Chair

<sup>2</sup> = Elected

<sup>3</sup> = Appointed

<sup>4</sup> = Appointed to fill unexpired term

<sup>5</sup> = Elected to fill unexpired term

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**APPENDIX A**

**Moscow School District 281**

**CIVIL RIGHTS GRIEVANCE PROCEDURE**

APPROVED FEBRUARY 2002

The following Civil Rights Grievance Procedure executes Board Policy 1130.00.

A. Filing a Civil Rights Grievance Complaint

A complaint should be filed in writing by the complainant, by the complainant's representative, parent or guardian or both. Any complaints received by this District by telephone or verbally will be recorded by the District in written form. The complaint must be filed with the office of the superintendent within one hundred eighty (180) days of the alleged discriminatory action. The complaint should set forth the date, place, and nature of the discriminatory action and specify the remedy sought by the complainant.

B. Investigation and Report

1. The school district will contact the complainant in writing within ten (10) working days of receipt of the complaint to let him or her know the complaint was received and what action the district has taken or will take in an attempt to resolve the complaint.
2. Within ninety (90) calendar days after receiving the complaint, the superintendent of designee must investigate the incident and issue a written finding of whether or not discrimination was found. The investigation will include, but not be limited to, interviews with the complainant and school district personnel. The investigator will allow both parties an opportunity to present written statements of witnesses and/or other evidence.
3. If the complainant does not agree with the findings of the superintendent or designee, he or she will have thirty (30) days to provide additional information to the superintendent or the designee to facilitate further review of the complaint.
4. The complainant will be notified of his or her right to appeal the findings of the district to the proper state or federal compliance agency. A complainant may at any time file a complaint directly with other agencies listed below.

C. Remedy if Discrimination is Found

If the superintendent or designee finds that the alleged discrimination occurred, the superintendent will take immediate steps to remedy such discrimination and to prevent the recurrence of discrimination. The superintendent will provide the complainant with a written report of the findings and the proposed remedy, if any. The superintendent will report the investigation findings and proposed remedy, if any, to the Board at the next special or regular meeting.

D. Filing Other Complaints

The complainant may also file a complaint with the following state and federal agencies:

1. Idaho Human Rights Commission, 1109 Main Street, Suite 400, PO Box 83720, Boise, ID 83720-0040.
2. Office for Civil Rights, U.S. Department of Education, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099.
3. U.S. Department of Justice, 950 Pennsylvania Avenue NW, Washington, DC 20530-0001.
4. Equal Employment Opportunity Commission, 909 First Avenue, Suite 400, Seattle, WA 98104-1061.



SECTION I - INTERNAL OPERATIONS  
(APPENDIX A, Page 2)

LEGAL REFERENCE:

Title VII of the Civil Rights Act of 1965, 42 USC Section 20003, *et seq.*

Title VI of the Civil Rights Act of 1964, 42 USE Section 2000d, *et seq.*

Section 1981 of the Civil Rights Act of 1866, 42 USC Section 1981

Section 1983 of the Civil Rights Act of 1871, 42 USC Section 1983

The Equal Pay Act 1963, 29 USC Section 206d

Title IX of the Education Amendments of 1972, 20 USC Section 1681

Age Discrimination and Employment Act of 1967, 29 USC Section 621, *et seq.*

Americans with Disabilities Act of 1990, 42 USC Section 12101, *et seq.*

Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794

*Adopted: 2-26-02*

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## **APPENDIX B**

**Moscow School District 281**

## **HEALTHY SNACK LIST**

APPROVED AUGUST 2015

### Healthy Snack List

To meet the criteria, snack items cannot exceed a:  
Maximum of 3 g fat per 100 calories; Maximum of 600 mg sodium  
AND must have at least 12 g of complex carbohydrates per serving

Item	Serving Size (weight)	Grams fat per 100 kcal	Kcal	Sodium (mg)	Complex Carb
Advantage Edge Bar	57 g	2.25 g	220	210	12
Austin Zoo Animal Crackers	30 g	1.5 g	130	95	18
Baked Lays KC Masterpiece BBQ Potato Crisps	1 oz	2.5 g	120	210	20
Baked Lays Original Potato Chips	28 g	1.4 g	110	150	21
Baked Lays Sour Cream & Onion Potato Chips	28 g	2.5 g	120	210	18
Baked Nacho Cheese Doritos	28 g	2.5 g	120	220	20
Barnum's Animal Crackers	30 g	3 g	130	150	16
Bottled Water	8 fl oz	0 g	0	0	0
Chex Mix (ALL FLAVORS)	30 g	3 g	130	410	30
Cliff Bar	68 g	2 g	230	140	25
Columbo Yogurt Cherry Vanilla Light Fat Free	8 oz	0 g	120	110	6
Del Monte Canned Fruit	124 g	0 g	60	10	1
Del Monte Lite Diced Peaches in Extra Light Syrup	4 oz	0 g	50	10	1
Del Monte Lite Mixed Fruit	4 oz	0 g	50	10	17
Dole Fruit Bowl, Pineapple	113 g	0 g	60	10	2
Famous Amos Gingersnaps	24 g	1 g	100	95	12.5
Fig Newtons	57 g	2 g	200	200	22
General Mills Cheerios Cereal	1 oz	1.8 g	110	280	18
Keebler Animal Cookies	56 g	3.1 g	260	290	28
Keebler Chocolate Graham Crackers	31 g	2.9 g	140	105	15
Keebler Cinnamon Graham Crackers	30 g	2.3 g	130	140	14
Keebler Fat Free Zesta	16 g	0 g	60	250	12
Keebler Honey Graham Crackers	31 g	2.9 g	140	140	16
Keebler Iced Animal Crackers	32 g	2.3 g	130	110	18
Keebler Original Graham Crackers	29 g	2.7 g	130	150	16
Keebler Reduced Fat Wheatables	31 g	2.9 g	130	140	14
Kellogg's All-Bran Cereal Original	1.1 oz	1.3 g	80	80	17
Kellogg's Corn Flakes	21 g	0 g	80	150	22
Kellogg's Low Fat Granola Cereal	49 g	1.6 g	190	120	25
Kellogg's Mini Shredded Wheat Cereal Frosted	51 g	0.6 g	180	5	31
Kellogg's Puffed Wheat Cereal	11 g	0 g	40	0	11
Kellogg's Raisin Bran	2.1 oz	0.8 g	190	350	26
Kellogg's Rice Krispies Cereal	33 g	0 g	120	320	26
Kellogg's Special K	21 g	0 g	70	150	12
Lance Saltine Crackers	11 g	3 g	50	105	10
Luna Bars (All flavors except Orange Bliss & Key Lime Pie)	48 g	1.4-2.5 g	180	50-190	12
Nabisco Original Premium Saltine Crackers	18 g	2.9 g	84	264	11

SECTION I - INTERNAL OPERATIONS  
(APPENDIX B, Page 2)

Item	Serving Size (weight)	Grams fat per 100 kcal	Kcal	Sodium (mg)	Complex Carb
Nabisco Teddy Graham Cookie Cinnamon	30 g	3.1 g	130	150	18
Nature Valley Granola Bars	42 g	3.3 g	180	160	18
Nature Valley Trail Mix Bars – Fruit & Nut	35 g	2.9 g	140	95	12
Nutri-Grain Bars (ALL FLAVORS)	37 g	2.1 g	140	110	13
Orville Redenbacher Smart Pop	38 g	1.8 g	110	360	26
Pop Secret 94% Fat Free Popcorn	39 g	1.8 g	110	380	26
Power Bar – Chocolate	65 g	0.9 g	230	75	29
Power Bar – Harvest	65 g	1.7 g	240	80	27
Power Bar – Peanut Butter	65 g	1.5 g	240	120	19
Pretzels (GENERIC)	30 g	0.4 g	120	40	23
Pretzel Sticks (GENERIC)	30 g	0.8 g	120	400	23
Pringles – Fat Free	28 g	0.9 g	70	160	15
Quaker Chewy Bars (ALL FLAVORS)	56 g	3.3 g	120	70	11
Quaker Oatmeal Express	54 g	1.25 g	200	320	24
Raisins	43 g	0 g	140	10	3
Rice Krispies Treats	37 g	2.2 g	160	170	10
Rold Gold Classic Tiny Twists Pretzels	1 oz	0.9 g	110	420	23
Ruffles Wow! Potato Chips (ALL FLAVORS)	28 g	0 g	70	200-230	17
Sunsweet Prunes	40 g	0 g	90	5	21
Teddy Graham Cinnamon Crackers	30 g	3.1 g	130	150	18
Thomas English Muffin Original	57 g	0.8 g	120	200	24
Tostitos Baked Tortilla Chips	28 g	0.9 g	110	200	24
Welch's Grape Juice	10 oz	0 g	170	25	2
Welch's Grapefruit Juice 100%	10 oz	0 g	130	25	3
Yoplait Yogurt (ALL FLAVORS)	6 oz	0-1.6 g	100-190	85-95	6
Nutty Banana Gourmet Muffin	1.8 oz	3.2 g	140	180	12
Blueberry Gourmet Muffin	1.8 oz	2.7 g	130	190	13
Apple Cinnamon Gourmet Muffin	1.8 oz	2.35 g	140	200	13
Cranberry Crush Gourmet Muffin	1.8 oz	2.7 g	130	180	13
Orange Cranberry Gourmet Muffin	1.8 oz	2.7 g	130	170	12
Cherry Chip Gourmet Muffin	1.8 oz	2.88 g	150	160	13
Bran Gourmet Muffin	1.8 oz	3 g	130	300	12
Orange Gourmet Muffin	1.8 oz	2.88 g	140	190	13
Low Fat Chocolate Chip Muffin	1.8 oz	1.54 g	130	70	15
Breadible – Apple Cinnamon	2 oz	2.9 g	170	240	15
Kellogg's Peaches & Cream Yogurt Nutri-Grain Bar	1 bar	2.1 g	140	110	12
Kellogg's Strawberry Yogurt Nutri-Grain Bar	1 oz	2.1 g	140	110	13
Sugar Cookie – 2 pack	1.5 oz	1.8 g	280	190	14
Lemon Cookie – 2 pack	1.5 oz	2.1 g		122	10
Snickerdoodle Cookie – 2 pack	1.5 oz	1.8 g	280	190	14
Oatmeal Raisin Cookie – 2 pack	1.5 oz	1.8 g	280	180	12
Chocolate Chip Cookie – 2 pack	1.5 oz	2.1 g		170	10

SECTION I - INTERNAL OPERATIONS  
(APPENDIX B, Page 3)

Item	Serving Size (weight)	Grams fat per 100 kcal	Kcal	Sodium (mg)	Complex Carb
Fudge Brownie Cookie – 2 pack	1.5 oz	2.1 g		170	10
Mini Pretzel Packets	.75 oz	0-1 g		292	16
Fruit & Grain Bar – Raspberry	1.3 oz	2.2 g	140	65	14
Fruit & Grain Bar – Strawberry	1.3 oz	2.2. g	140	65	14
Fruit & Grain Bar – Blueberry	1.3 oz	2.2 g	140	65	14
Fruit & Grain Bar – Apple	1.3 oz	2.5 g	140	50	14
J & J Jungle Crackers	1 oz	2.5 g	120	55	15
Austin Zoo Animal Cookie	1 oz	1.5 g	130	90	18
Animal Cookie – Cinnamon/Sugar	.9 oz	1.1 g	92	92	12
Animal Cookie – Chocolate	1 oz	2.5 g	121	159	14
Animal Cookie – Iced Pink & White	.9 oz	2.5 g	99	50	14
Animal Cookie – Plain	1 oz	1.4 g	110	95	16
Carnival Crunch	.75 oz	1.9 g	80	180	13
Giant Chocolate Goldfish Grahams	.9 oz	1.2 g	120	300	15
Pretzel Goldfish	.75 oz	2.9 g	80	105	13
Super Pretzel Softstix (2 stix/serving)	.75 oz	2.5 g	90	260	22
Super Pretzel Bites (3 bites/serving)	.75 oz	0 g	100	70	19
Tools for Schools Mini Pretzels	.75 oz	1 g	85	292	13
Chocolate Chip Power Alley Bar	1.8 oz	2 g	200	55	20