

Moscow School District 281

SECTION I

(1000)

INTERNAL OPERATIONS

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MOSCOW SCHOOL DISTRICT 281
BOARD POLICY MANUAL
INTERNAL OPERATIONS

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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)*

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(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

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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)

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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)

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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)

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- 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)

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- 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)

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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.

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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, Physical Education teachers, food service professionals, health professionals, administrator, member of the school board and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies. Information regarding the school wellness policy is available to the public on msd281.org. (3-28-17)
- B. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis, before, during, and after school. (3-28-17)
- 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 nutritious foods, 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. (3-28-17)

1250.10 Coordinated School 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. The superintendent or designee will ensure compliance with wellness policies. (3-28-17)

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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 and After School Snack Program will:
1. Meet, at a minimum, nutrition requirements established by local, state, and USDA/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;
 6. be served in clean and pleasant settings;
 7. base serving sizes on USDA requirements by grade level; and
 8. comply with USDA regulations.

The District will share information about the nutritional content of meals with parents and students. Such information will be made available on menus and/or the District's website. (3-28-17)

- 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.). All food and beverages sold during the school day must meet USDA nutrition standards except as approved exempted fundraisers. When beverages are sold individually outside of reimbursable school meals during the school day, it is required that those beverages are one of the following: fruit and vegetable juice, milk or flavored milk, or water. When foods are sold individually outside of reimbursable meals, it is required that those foods include snacks that meet the USDA requirements for healthy snack foods. (3-28-17)

- A. Elementary Schools. The school food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools will be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk. No food or candy sales are allowed at school stores. (3-28-17)
- 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 school building between 12:00am (midnight) and thirty minutes after the school day. If foods and beverages are sold individually outside the reimbursable meal program, it is required that the beverages include one of the following: fruit and vegetable juice, milk or flavored milk, or water; and that the foods include snacks that comply with USDA/federal regulations. (3-28-17)
- 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 USDA criteria for healthy snack foods and beverages sold individually. Requests for fundraising events must be made in advance in writing to school administrator for consideration. Ten exemptions from the USDA established nutrition standards are allowed per school each school year for in-school fundraisers. The school administrator will complete the required smart snack tracking form and return it to the Director of Student Nutrition annually. (3-28-17)
- 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. 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 USDA criteria for healthy snack foods and beverages sold individually. Requests for fundraising events must be made in advance in writing to school administrator for consideration. Ten exemptions from the USDA

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established nutrition standards are allowed per school each school year for in-school fundraisers. The school administrator will complete the required smart snack tracking form and return it to the Director of Student Nutrition annually. (3-28-17)

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;
 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 recipe contests, health 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 students about allergen awareness;
 8. teaches food related media literacy with an emphasis on food marketing; and
 9. includes training for teachers and other staff. (3-28-17)
- B. Food and Beverage Marketing. It is the district goal that all food and beverage marketing materials will meet USDA standards including the following advertising venues: (3-28-17)
1. Signage.
 2. Scoreboards.
 3. School Stores.
 4. Cups.
 5. Vending Machines.
 6. Food Service Equipment.
- C. 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.

D. 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.

1250.50 Physical Activity Opportunities and Physical Education.

- A. 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 K-5 will receive a minimum average 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. (3-28-17)
- B. Daily Recess. All elementary students will have supervised recess periods during which they are encouraged to participate in moderate to vigorous physical activity.

1250.55 Other School Based Wellness Activities. The District's goals concerning other school based wellness activities will include:

- A. Staff wellness initiatives. 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. (3-28-17)
- B. Working with local wellness related initiatives to promote safe and active travel to and from school, working with safe and drug free school activities to reduce the use of alcohol, tobacco, and other drugs by Moscow area youth, and working with school counselors to provide resources and information for those experiencing food insecurity at home. (3-28-17)
- C. Physical activity opportunities before and after school. All 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. (3-28-17)

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- 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. The District will conduct an assessment of the wellness policy, as required, every three years. This assessment will be available to the public at msd281.org. (3-28-17)

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.

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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)

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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 | 208-882-3963 | 2019 (Began 7/1/11) |
| No. 2 | Ken Faunce 1111 East 1 st St. Moscow, ID 83843 | 208-596-0602 | 2021 (Began: 7/1/17) |
| No. 3 | Kim Campbell 803 E Seventh Street Moscow, ID 83843 | 208-882-8252 | 2019 (Appointed: 7/27/10) |
| No. 4 | Dawna C. Fazio 1049 Colt Road Moscow, ID 83843 | 208-882-0965 | 2019 (Began: 7/26/94) |
| No. 5 | Martha Schmidt 267 Circle Dr. Moscow, ID 83843 | 208- 882-6328 | 2021 (Appointed: 2/4/16) |

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SECTION I - INTERNAL OPERATIONS
(1000-30)

PAST BOARD MEMBERS, MOSCOW SCHOOL DISTRICT 281

1995.00 Past Board Members, Moscow School District 281.

| Beginning Year | <u>Zone 1</u> | <u>Zone 2</u> | <u>Zone 3</u> | <u>Zone 4</u> | <u>Zone 5</u> |
|----------------------------------|-------------------------------|-------------------------------|-------------------------------|-----------------------------|--------------------------------|
| 1948 | Otha Lyon | Wm. Banks ¹ | R. L. Oleson | Orval Snow | A. Janssen |
| 1948 | Otha Lyon | Wm. Banks ¹ | R. L. Oleson | Lola Clyde | A. Janssen |
| 1949 | Otha Lyon | Wm. Banks ¹ | 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 | Eugene Giles | A. Janssen |
| | | | Harry Martin | | |
| 1952 | Floyd Trail | Merle Stubbs | Robert Greene | Eugene Giles | A. Janssen |
| 1953 | Floyd Trail | Merle Stubbs ¹ | Robert Greene | Eugene Giles | Frank Hahn |
| | | | | Vivian Snow | |
| 1954 | Ed Gray | Merle Stubbs ¹ | Robert Greene | B. C. Borning | Frank Hann |
| 1955 | N. Carson | Merle Stubbs ¹ | Robert Greene | B. C. Borning | Frank Hann |
| 1956 | N. Carson | Merle Stubbs ¹ | Robert Greene | B. C. Borning | Ken MacRae |
| | | | Joe Watts | | |
| 1957 | N. Carson | Merle Stubbs ¹ | Joe Watts | Mel Jackson | Ken MacRae |
| 1958 | N. Carson | Merle Stubbs ¹ | 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 ¹ | Mel Jackson | Ken MacRae |
| 1961 | Louis Olson | W. Jones, Jr. | Henry Zimet | Mel Jackson ¹ | Ken MacRae |
| | | | | | Donald Adams |
| 1962 | Louis Olson | W. Jones, Jr. | Henry Zimet | Mel Jackson ¹ | Donald Adams |
| 1963 | Louis Olson | W. Jones, Jr. | Henry Zimet | Norma Dobler | Donald Adams |
| 1964 | Louis Olson | W. Jones, Jr. | Henry Zimet ¹ | Norma Dobler | Donald Adams |
| 1965 | Louis Olson | Don Castellaw | Henry Zimet ¹ | Norma Dobler | Donald Adams |
| 1966 | Louis Olson | Don Castellaw | Henry Zimet ¹ | Norma Dobler | Donald Admas |
| 1967 | E. Widman | Don Castellaw | Henry Zimet ¹ | Norma Dobler | Donald Adams |
| 1968 | E. Widman | Don Castellaw | Henry Zimet ¹ | Sidney Miller | Don Huber |
| 1969 | Ellwood Widman | Don Castellaw | Henry Zimet ¹ | Sidney Miller ² | Don Huber |
| 1970 | Richard Koster | Don Castellaw ¹ | Donald Adams ² | Sidney Miller | Don Huber |
| 1971 | Richard Koster | Don Papineau ² | Donald Adams ¹ | Sidney Miller | Richard Harden ² |
| 1972 | Richard Koster | Don Papineau | Donald Adams ¹ | Sidney Miller | Richard Harden |
| | | | | Peter Haggart ³ | |
| 1973 | Dean Elliott ² | Don Papineau | Marvin Foiles ^{1,2} | Francis Seaman ² | Richard Harden |
| <u>TRUSTEE DISTRICT REZONING</u> | | | | | |
| 1974 | John R. Porter ² | Don Papineau ² | Marvin Foiles ^{1,2} | Richard Warner ² | Richard Harden ² |
| 1975 | John R. Porter ² | Don Papineau ¹ | Marvin Foiles | Richard Warner | Dennis Woodruff ² |
| 1976 | John R. Porter | Catherine Rouyer ² | Marvin Files | Richard Warner ¹ | Victor Montgomery ² |
| 1977 | John R. Porter ¹ | Catherine Rouyer | Kathleen Kearney ² | Francis Seaman ² | Victor Montgomery |
| 1978 | John R. Porter ^{1,2} | Catherine Rouyer | Kathleen Kearney | Francis Seaman | Victor Montgomery |
| | | Mardi Baron ⁴ | | | |
| 1979 | John R. Porter ¹ | Jack Kaufman ² | Kathleen Kearney | Francis Seaman | Dennis Ladwig ² |
| 1980 | John R. Porter ¹ | Jack Kaufman | Robert Maker ² | Francis Seaman ² | Dennis Ladwig |
| | Elmer Hingston ³ | | | | |
| 1981 | Dale Everson ² | Jack Kaufman ¹ | Robert Maker | Francis Seaman | Dennis Ladwig |
| 1982 | Dale Everson | Roger Wallins ² | Robert Maker | Francis Seaman | Dennis Ladwig ^{1,2} |
| 1983 | Dale Everson | Roger Wallins | Suzanne Scriptor ² | Mary Voxman ² | Dennis Ladwig ¹ |
| 1984 | Dale Everson ¹ | Roger Wallins | Suzanne Scriptor | Mary Voxman | Dennis Ladwig ¹ |
| 1985 | Dale Everson ¹ | Roger Wallins ² | Suzanne Scriptor | Mary Voxman | Robert Becker ² |
| 1986 | Dale Everson | Roger Wallins ¹ | Suzanne Scriptor ² | Francis Seaman ² | Robert Becker |
| 1987 | John G. Bennett ² | Roger Wallins | Suzanne Scriptor ¹ | Francis Seaman | Robert Becker |
| 1988 | John G. Bennett | Robert Dwelle ² | Suzanne Scriptor ¹ | Francis Seaman | Robert Becker ² |
| 1989 | John G. Bennett | Robert Dwelle | Suzanne Scriptor ² | Francis Seaman ² | Robert Becker ¹ |
| 1990 | John G. Bennett ² | Robert Dwelle | Suzanne Scriptor | Francis Seaman | Robert Becker ¹ |
| | Elaine Vincenti ⁴ | Matthew Graves ⁴ | | John Judge ⁴ | |
| 1991 | Elaine Vincenti ⁵ | Matthew Graves ² | Suzanne Scriptor ¹ | John Judge ⁵ | Robert Becker ² |
| 1992 | Elaine Vincenti ¹ | Matthew Graves | William French ² | Tonya Carlson ² | Robert Becker |

SECTION I - INTERNAL OPERATIONS
(1000-31)

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

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 ^{1,3} | Brenda Richards ³ | William Goesling ³ | Dawna Fazio ³ | Terri Schneider ³ |
| 2002 | Tim Kinkeade ² | Brenda Richards ¹ | William Goesling | Dawna Fazio | Terri Schneider |
| 2003 | Tim Kinkeade | Keely Emerine Mix ² | William Goesling | Dawna Fazio ¹ | Margaret Dibble ² |
| 2004 | Tim Kinkeade | Keely Emerine Mix | Paul Weingartner ² | Dawna Fazio ^{1,2} | Margaret Dibble |
| 2005 | Julia McIlroy ² | Keely Emerine Mix | Paul Weingartner | Dawna Fazio ¹ | Margaret Dibble |
| 2006 | Julia McIlroy | Jennifer Watts ² | Paul Weingartner | Dawna Fazio ¹ | Margaret Dibble ² |
| 2007 | Julia McIlroy | Jennifer Watts | Paul Weingartner ² | Dawna Fazio ^{1,2} | Margaret Dibble |
| 2008 | Julia McIlroy ² | Jennifer Watts | Paul Weingartner | Dawna Fazio ¹ | Margaret Dibble |
| 2009 | Julia McIlroy | Aleisa Barber ² | Paul Weingartner | Dawna Fazio ¹ | Margaret Dibble ² |
| 2010 | Julia McIlroy | Aleisa Barber | Kim Campbell ⁴ | Dawna Fazio ¹ | Margaret Dibble |
| 2011 | Jim Frenzel ² | Aleisa Barber | Kim Campbell ² | Dawna Fazio ^{1,2} | Margaret Dibble |
| 2012 | Jim Frenzel | Aleisa Barber | Kim Campbell | Dawna Fazio ¹ | Margaret Dibble |
| 2013 | Jim Frenzel | Aleisa Barber ² | Kim Campbell | Dawna Fazio ¹ | Margaret Dibble ² |
| | | Eric Torok ⁴ | | | |
| 2014 | Jim Frenzel | Eric Torok | Kim Campbell | Dawna Fazio ¹ | Margaret Dibble |
| 2015 | Jim Frenzel ² | Eric Torok | Kim Campbell ² | Dawna Fazio ^{1,2} | Margaret Dibble |
| 2016 | Jim Frenzel | Eric Torok | Kim Campbell | Dawna Fazio ¹ | Martha Schmidt ⁴ |
| 2017 | Jim Frenzel | Kenneth Faunce ² | Kim Campbell | Dawna Fazio ¹ | Martha Schmidt ² |

- ¹ = Chair
- ² = Elected
- ³ = Appointed
- ⁴ = Appointed to fill unexpired term
- ⁵ = Elected to fill unexpired term

SECTION I - INTERNAL OPERATIONS
(1000-32)

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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
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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

SMART SNACKS – FOOD and BEVERAGES

APPROVED AUGUST 2015
Revised 3/28/17

Smart Snacks- Foods and Beverages

Nutrition Standards for All Food Sold in Schools – effective July 1, 2014
Idaho State Department of Education, Child Nutrition Programs

| First Ingredient ¹ | Examples | ≤35% Fat | <10% Sat Fat | ≤35% Sugar | No Trans Fat | Sodium | Portion Limits | | |
|-------------------------------|---------------------------------------------------------------------------------|------------------|--------------|------------|--------------|---------|----------------|-----------|-----------|
| | | | | | | | Elementary | Middle | High |
| Fruit or Vegetable | Fresh fruits and vegetables with no added ingredients ² | N/A ³ | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| | Canned and frozen fruit in water, 100% juice, extra light syrup or light syrup | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| | Canned vegetables with no added ingredients ⁴ | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| | Dried fruit or vegetables (whole or pieces) with no added sugar | √ | √ | N/A | √ | ≤230 mg | ≤200 cal. | ≤200 cal. | ≤200 cal. |
| | Dried whole fruit or dried fruit pieces with necessary added sugar ⁵ | √ | √ | N/A | √ | ≤230 mg | ≤200 cal. | ≤200 cal. | ≤200 cal. |
| | Fruit or vegetables with added ingredients (except those listed above) | √ | √ | √ | √ | ≤230 mg | ≤200 cal. | ≤200 cal. | ≤200 cal. |
| Dairy | Reduced fat cheese or part skim mozzarella | N/A | N/A | √ | √ | ≤230 mg | ≤200 cal. | ≤200 cal. | ≤200 cal. |
| | Yogurt | √ | √ | √ | √ | ≤230 mg | ≤200 cal. | ≤200 cal. | ≤200 cal. |

¹ If the first ingredient is water, look at the second ingredient.

² Except water

³ “N/A” means “Not Applicable” -- this food item does not have to meet this standard

⁴ Except water or a small amount of sugar required for structural integrity in processing

⁵ ONLY as needed for processing or palatability (cranberries, tart cherries, blueberries)

Smart Snacks- Foods and Beverages

Nutrition Standards for All Food Sold in Schools – effective July 1, 2014
Idaho State Department of Education, Child Nutrition Programs

| First Ingredient ¹ | Examples | ≤35% Fat | <10% Sat Fat | ≤35% Sugar | No Trans Fat | Sodium | Portion Limits | | |
|-------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------|------------|--------------|---------|----------------|-----------|-----------|
| | | | | | | | Elementary | Middle | High |
| Grain | 50% Whole Grain ⁶ | √ | √ | √ | √ | ≤230 mg | ≤200 cal. | ≤200 cal. | ≤200 cal. |
| | Not 50% whole grain | not allowed (see <i>Combination food or Special Exception</i> below) | | | | | | | |
| Protein | Nuts and seeds | N/A | N/A | √ | √ | ≤230 mg | ≤200 cal. | ≤200 cal. | ≤200 cal. |
| | Nuts and seed butters | N/A | N/A | √ | √ | ≤230 mg | ≤200 cal. | ≤200 cal. | ≤200 cal. |
| | Nuts/seeds with dried fruit no other ingredients | N/A | N/A | N/A | √ | ≤230 mg | ≤200 cal. | ≤200 cal. | ≤200 cal. |
| | Seafood with no added fat | N/A | √ | √ | √ | ≤230 mg | ≤200 cal. | ≤200 cal. | ≤200 cal. |
| | Meat/Poultry/Egg | √ | √ | √ | √ | ≤230 mg | ≤200 cal. | ≤200 cal. | ≤200 cal. |
| Combination Foods | Must contain 1/4 cup fruit or vegetable ⁷ | √ | √ | √ | √ | ≤230 mg | ≤200 cal. | ≤200 cal. | ≤200 cal. |
| | Entrée ⁸ served in a reimbursable school meal on day of service or day after. | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| | Entrée ⁷ all other | √ | √ | √ | √ | ≤480 mg | 350 | 350 | 350 |

⁶ To meet Whole Grain requirement the first ingredient must be a whole grain OR, 50% of the product's weight must be whole grains. (This standard does not require enrichment nor does it look at non-creditable grains, like NSLP/SBP.)

⁷ A combination food must contain ¼ cup fruit or vegetable OR contain 10% of the Daily Value of a nutrient of public health concern (calcium, potassium, vitamin D, or dietary fiber)

⁸ "Entrée item" is defined in the Smart Snacks in School rule as "an item that is either: (i) A combination food of meat or meat alternate and whole grain rich food; or (ii) A combination food of vegetable or fruit and meat or meat alternate; or (iii) A meat or meat alternate alone with the exception of yogurt, low-fat or reduced fat cheese, nuts, seeds and nut or seed butters, and meat snacks (such as dried beef jerky)." The interim final rule does not include grain-only items as entrée items. However, Food and Nutrition Service (FNS) understands this may limit the availability of products which are healthy choices that students are accustomed to having for breakfast. Therefore, a school food authority (SFA) is permitted to determine which item(s) are the entrée items for breakfasts offered as part of the SBP.

Smart Snacks- Foods and Beverages

Nutrition Standards for All Food Sold in Schools – effective July 1, 2014
Idaho State Department of Education, Child Nutrition Programs

| First Ingredient ¹ | Examples | ≤35% Fat | <10% Sat Fat | ≤35% Sugar | No Trans Fat | Sodium | Portion Limits | | |
|-------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|--------------|--------|----------------|-------------|-----------|
| | | | | | | | Elementary | Middle | High |
| Other | Sugar free chewing gum | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| | Foods that otherwise qualify but contain Caffeine (except for trace amounts that are naturally occurring) | √ | √ | √ | √ | √ | not allowed | not allowed | ≤200 cal. |
| | Accompaniments | All accompaniments must be included in the nutrient profile of the food item it is being served with. i.e.- salad dressing, cream cheese, sauces, dips | | | | | | | |
| | Special Exception until July 1, 2016 | If a product does not qualify based on its first ingredient, it may qualify if it contains ≥10% of the Daily Value of a nutrient of public health concern (i.e. calcium, potassium, vitamin D or dietary fiber) | | | | | | | |

| | Allowed beverages ⁹ | Portion Limits | | |
|-----------|----------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|-------------|
| | | Elementary | Middle | High |
| Beverages | Plain water carbonated or not | no limit | no limit | no limit |
| | Lowfat milk unflavored | ≤8 fl. oz. | ≤12 fl. oz. | ≤12 fl. oz. |
| | Nonfat milk flavored or unflavored | ≤8 fl. oz. | ≤12 fl. oz. | ≤12 fl. oz. |
| | Milk alternatives that are nutritionally equivalent as permitted by NSLP/SBP standards | ≤8 fl. oz. | ≤12 fl. oz. | ≤12 fl. oz. |
| | 100% Fruit and/or vegetable juice | ≤8 fl. oz. | ≤12 fl. oz. | ≤12 fl. oz. |
| | 100% Fruit and/or vegetable juice diluted with water (with or without carbonation) and no added sweeteners. | ≤8 fl. oz. | ≤12 fl. oz. | ≤12 fl. oz. |
| | Other flavored and/or carbonated beverages that are labeled to contain ≤5 calories per 8 fl. oz. or ≤10 calories per 20 fl. oz. | Not allowed | Not allowed | ≤20 fl. oz. |
| | Other flavored and/or carbonated beverages that are labeled to contain ≤40 calories per 8 fl. oz. or ≤60 calories per 12 fl. oz. | Not allowed | Not allowed | ≤12 fl. oz. |
| | Caffeine | Not allowed | Not allowed | Allowed |

⁹ For purposes of smart snacks, a smoothie made of allowable foods (fruits, vegetables, yogurt) is considered a food. If made only of allowable beverages (milk, fruit juice), it is a beverage. This does not apply to smoothies used in reimbursable breakfasts. For guidance on smoothies at breakfast, [see USDA policy memo SP10 CACFP05 SFSP10-2014](#).

Smart Snacks- Foods and Beverages

Nutrition Standards for All Food Sold in Schools – effective July 1, 2014
Idaho State Department of Education, Child Nutrition Programs

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