

## SCHOOL BOARD MEETING

APRIL 19, 2016

## SCHOOL ADMINISTRATION OFFICE

- I. **CALL MEETING TO ORDER** – Chairperson/Vice-chairperson. Chairman Walborn convened the regular meeting of the Board of Trustees at 7:30 p.m. He then called for the first item of business.

Trustees Present: Chairman Walborn, Trustee Monasterio, Trustee Binion, Trustee Donahue, Trustee Abrego

- II. **APPROVAL OF AGENDA OR ADDENDUMS (ACTION)** – Chairman/Vice-chairman. Prior to the consent agenda items, Chairman Walborn asked if there was an addendum to the agenda. With there being none, Trustee Abrego called for a motioned to approve the agenda. Trustee Binion seconded the motion. Motion Carried.

- III. **CONSENT AGENDA ITEMS (ACTION)** – Board of Trustees. Chairman Walborn called for a motion to approve the consent agenda items. Trustee Monesterio requested that item E.1. – Public Records – Access to Public Records Policy be removed again, as he had some more questions. Trustee Binion moved to approve the removing of item E.1. – Public Records – Access to Public Records Policy to Unfinished Business and to approve the remainder of the consent agenda items, received a second from Trustee Donahue. Motion granted.

- A. **APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF MARCH 15, 2016.**
- B. **FINANCIAL REPORTS**
- C. **CONSIDERATION OF BILLS**
- D. **PRINCIPAL'S DATA REPORT**
- E. ~~**POLICY ADOPTION** – 3<sup>rd</sup> and Final Reading~~
  - 1. ~~Public Records – Access to Public Records Policy~~
- F. **POLICY REVISION** – 3<sup>rd</sup> and Final Reading
  - 1. Homeless Children & Youth Policy
  - 2. Sick & Other Leave Policy

- IV. **DELEGATION (COMMENTS – NO ACTION/POSSIBLE DIRECTION)** – None

- V. **PUBLIC INPUT** – None

- A. Jennifer Heitmeyer – MHAFB SAC – presented their quarterly outstanding teacher award to Joe Anderson for his establishing and supporting what is affectionately called Nerdfest, the largest club at the high school. She explained that the SAC received many nominations and that essays were submitted supporting Mr. Anderson and explaining how important Nerdfest was to students who would otherwise not necessarily fit in at the high school with regards to traditional clubs. She added that Nerdfest students encourage other students to join in. Ms. Heitmeyer went on to explain that one of the items SAC wanted to address was student-to-student engagement and how to get their military children, who are generally the new kids, included in the social environment of schools and MHHS's Nerdfest accomplishes that goal. Mr. Anderson was presented with a certificate, gift certificates from local vendors, and the MHAFB Wing coin.

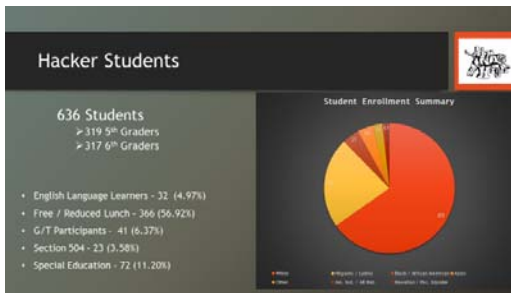
- B. Sam Gunderson – MHHS Principal – informed everyone that Mr. Anderson is a teacher who lights up the complete school and the students and that he was very grateful to have Joe.

- VI. **REPORTS** –

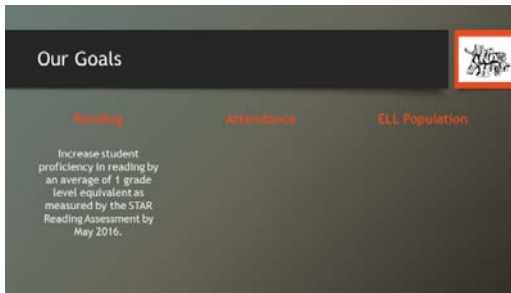
- A. **MOUNTAIN HOME AFB UPDATE** – MHAFB Liaison. Mike Jewell. Mr. Jewell reported on the MCEC training and that they were appreciative of the teachers who attended, and hoped that those teachers would pass the information on to their peers. He then gave the board the training materials from MCEC.

**B. BUILDING HIGHLIGHTS – HMS – Lonnie Smith**

- Mrs. Smith presented the highlights of HMS
- HMS has 636 students, 319 5<sup>th</sup> graders, and 317 6<sup>th</sup> graders; the numbers are up from the beginning of the year
- Mrs. Smith reported on the demographics of HMS and the different types of learners



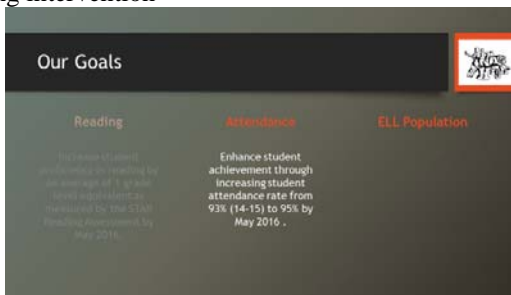
- Mrs. Smith informed the board that she had outstanding staff
- She gave the demographics of the staff
- HMS is a difficult age group to work with because they are still children but of an age that they need to test the boundaries



- Mrs. Smith reported on the three goals of HMS
- She reported Goal 1 – Reading
- She reviewed the Reading Data and reading intervention

**Reading Goal Progress**

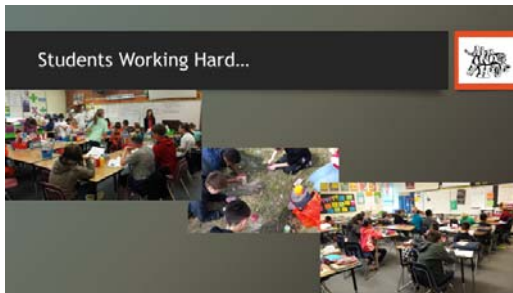
5 <sup>th</sup> Grade				6 <sup>th</sup> Grade			
Grade Level	Full	% of Grade Level	Winter % of Grade Level	Grade Level	Full	% of Grade Level	Winter % of Grade Level
+3	5.73%		12.58%	+3	11.63%	11.64%	
+2	7.01%		12.26%	+2	7.31%	6.09%	
+1	18.11%	49.68%	14.78%	+1	6.88%	53.82%	12.82%
0	17.83%		26.42%	0	27.81%	21.79%	
-1	21.97%		17.81%	-1	20.27%	14.68%	
-2	17.82%	50.31%	10.05%	-2	18.81%	46.17%	11.88%
-3	10.51%		6.29%	-3	10.29%	11.27%	



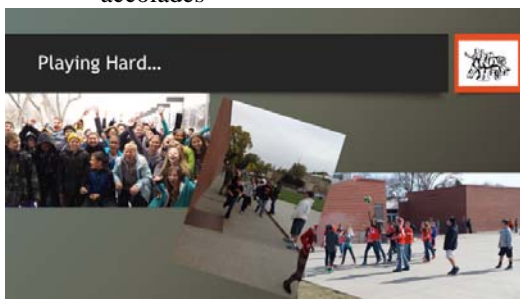
- Goal 2 – Attendance
- Mrs. Smith reviewed the Attendance Data
- It's proven that attendance affects and reflects students' grades
- Student
- She commended her teachers for creating a positive environment that creates student growth



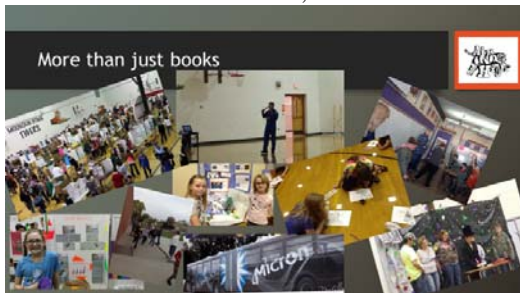
- Goal 3 – ELL (English Language Learners)
- Mrs. Smith reviewed the ELL Data
- Goal is to raise their scores by 1½ grade level equivalencies, they aren't on target but they are on par with their ELL peers



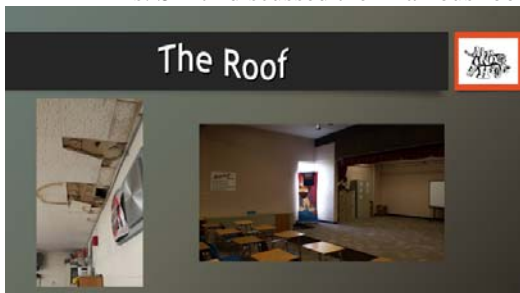
- Mrs. Smith presented pictures of the days in the life of a HMS student
- Terra Cotta warriors – chiseling bricks into small warriors that are then buried and dug up by the archeology class
- She reviewed other activities that HMS students do during the school year and some of their accolades



- Mrs. Smith informed the board on the other activities at HMS such a projects for parent nights, Micron STEM bus, their fantastic PTT and the support they give the building and the staff



- Mrs. Smith discussed the infamous roof and the current status of the reconstruction



- Trustee Abrego thanked her for a job well done especially in light of the challenges and issues this year. Trustee Monesterio concurred especially with regards to reading and ELL.
- The board thanked her.

C. BUILDING HIGHLIGHTS – MHJH – Dan Cochran

- Mr. Cochran presented the MHJH highlights to the board.



- Mr. Cochran reviewed the demographics
- There are currently 281 7<sup>th</sup> graders and 285 8<sup>th</sup> graders; MHJH is expecting 317 7<sup>th</sup> graders for the next school year



STUDENT POPULATION: 566  
 7<sup>TH</sup>- 281  
 8<sup>TH</sup>- 285  
 MALES- 288, FEMALES- 278  
 AT RISK- 13  
 FREE OR REDUCED- 52%

- Mr. Cochran explained that MHJH is working on improving a few things.
- The 1<sup>st</sup> is to continue working toward school wide AVID.
- Mr. Cochran reviewed the AVID classes and explained what AVID is
- Due to the success of AVID, he would like to add two more classes next year
- He explained Cornell Notes, explained the purpose of the binders, explained WICOR

1. TO CONTINUE  
 WORKING TOWARD  
 SCHOOL-WIDE **AVID**

\*OFFER **AVID** AT EACH  
 GRADE LEVEL (ADD TWO  
 MORE CLASSES)  
 \*TEACHERS WILL PROVIDE  
 EVIDENCE OF STRATEGIES  
 USED (ESSENTIAL QUESTIONS,  
 CORNELL NOTES, BINDER, WICOR)

- Mr. Cochran explained the 2<sup>nd</sup> area of improvement is communication with staff and parents
- He reported that he now has weekly memos to staff, the building leadership teams share input, and the junior high now has a school newspaper

2. TO IMPROVE  
 COMMUNICATION  
 WITH STAFF AND  
 PARENTS

STAFF- WEEKLY MEMO,  
 SHARE LEADERSHIP TEAM  
 INPUT, SCHOOL  
 NEWSPAPER

- Mr. Cochran explained that MHJH sends out monthly newsletters to parents, send out Blackboard messages when needed; they have a PTT newsletter
- He then reported on the 3<sup>rd</sup> area of improvement which is to improve community involvement

PARENTS- MONTHLY NEWSLETTER, BLACKBOARD, SCHOOL NEWSPAPER, UPDATED WEBSITE, PTT NEWSLETTER, INFORM WHEN STUDENTS WILL BE RECOGNIZED AT ASSEMBLIES

3. IMPROVE COMMUNITY OUTREACH, INVOLVEMENT

- Mr. Cochran said that parents are invited to Math Night to get them involved in helping their student with Math
- MHJH has Movie Night, which includes popcorn, so students can socialize with their friends and peers
- He continued to explain the different student group activities such as SWAP that involves community service projects at places such as the animal shelter, nursing home, etc.
- Mr. Cochran explained that they wanted more of a parent participation with regards to the spring Parent/Teacher conferences, so they now have student projects displays to bring in more parents

\* MATH NIGHT  
 \* MOVIE NIGHT  
 \* STUDENTS WITH A PURPOSE (SWAP)  
 \* SPRING P/T CONFERENCES (STUDENT PRESENTATIONS, STUDENT WORK DISPLAYS)  
 \* SCHOOL ADVISORY COMMITTEE (SAC)

INNOVATIVE PRACTICES, ACTIVITIES AND INTERVENTIONS

- Mr. Cochran reviewed the Prime Time class
- He said it's for students who needed extra help with a subject(s) that they are having difficulty with
- Mr. Cochran went on to review the other intervention programs such as after school programs and classes for math

Total students with required Prime Time this week: 104

# Students with a percentage below 60	
12/14/2015	110
12/15/2015	124
12/17/2015	133
12/20/2015	140
12/23/2015	130
12/25/2015	105
12/29/2015	122
12/31/2015	113
01/01/2016	115
01/02/2016	73
01/03/2016	75
01/05/2016	95
01/06/2016	100
01/07/2016	143
01/08/2016	153
01/09/2016	144
01/12/2016	131

Prime Time Students Totals for 12/15/2015					
Hours Lapsed	Math 60% # of students	Math 60% # of students	Math 60% # of students	Math 60% # of students	Total # of students with a percentage below 60
7	10	13	0	7	44
8	32	15	5	8	60

MATH INTERVENTIONS:  
 \*AFTER SCHOOL PROGRAM  
 \*MATH SKILLS CLASS  
 \*MATH NIGHT

- Mr. Cochran discussed technology in the classroom through Discovery Education, Blended Learning, and Google Classroom
- MHJH Activities include athletics, choir, and band

TECHNOLOGY:  
 \*DISCOVERY EDUCATION  
 \*BLENDED LEARNING,  
 \*GOOGLE CLASSROOM

ACTIVITIES:  
 \*ATHLETICS- FOOTBALL, VOLLEYBALL, CROSS-COUNTRY, WRESTLING, BASKETBALL, TRACK  
 \*CHOIR  
 \*BAND

- Mr. Cochran reviewed the different clubs that the junior high has to offer students
- He added that next year they hope to have a reading club
- Mr. Cochran gave an example of what occurs doing building collaboration days

**CLUBS:**  
 \*ART  
 \*NEWSPAPER  
 \*SWAP  
 (NEXT YEAR A READING AND CHESS CLUB)

DATE	TOPIC	LOCATION
1/22/14	Professional Learning	
1/23/14	PLC Meeting (A)	Library
1/24/14	Follow up appointments	
1/27/14	Professional Learning (Work/Learn)	Library
1/28/14	Staff Meeting/Professional Learning	Library
1/29/14	Follow up meetings	
1/30/14	NO COLLABORATION Early Release	
1/31/14	Technology into PLCs	
2/1/14	PLC Meeting/PLC Leads	Library
2/2/14	PLC	Library
2/3/14	NO SCHEDULE	
2/4/14	Follow up meetings or appointments (PLC)	
2/5/14	NO COLLABORATION Early Release	
2/6/14	Classroom/PLC Angles	Comps Hall 126
2/7/14	Classroom/Classroom Leader	Library
2/8/14	Staff Meeting	Library

- Mr. Cochran went over the special education opportunities include full inclusion classes, resources rooms according to ability, and adaptive PE classes
- He explained to the board the different means of assessing student growth

**SPECIAL EDUCATION OPPORTUNITIES:**  
 \*FULL-INCLUSION CLASSES  
 \*RESOURCE ROOMS BY ABILITY LEVEL  
 \*ADAPTIVE PE CLASSES

**ASSESSMENTS:**  
 STAR TESTING, AIMSWEB, FORMATIVE/SUMMATIVE, JOURNALING, INFORMAL OBSERVATIONS, CBM

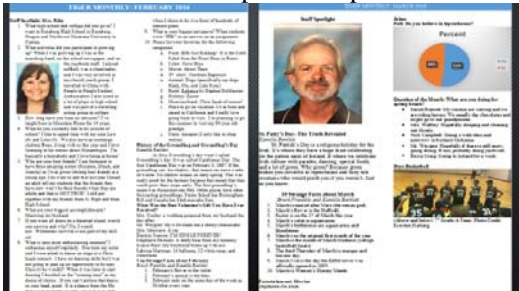
- Mr. Cochran thanked the board for allowing MHJH Intervention Center, housed at BMHS
- He reported on the need for an alternative setting
- what a difference the MHJH Intervention Center, which is housed at BMHS, has been.L1

**Mountain Home Junior High Intervention Center**

*An alternative opportunity for at-risk students*




- Mr. Cochran presented pictures and examples of the student newspaper, of some of the SWAP kids




- Mr. Cochran reviewed some of the student projects
- MHJH dances have been well attended



- Especially the Masquerade Dance



- Mr. Cochran reported on the AVID classes, the AVID students, and their activities
- He included a picture of Superintendent Gilbert substituting for a junior high teacher



- The Class of 2020 and the Class of 2021



- Trustee Abrego asked what ALICE Training was. Detective Larson, MHPD, explained that ALICE Training is an option for a response to an active shooter or a violent situation in the school and gives teachers options how to respond to critical incidents within the school building. He added that training is done at all the schools.
- The board thanked him for his presentation.

**D. SUPERINTENDENT’S REPORT** – James Gilbert. Mr. Gilbert reported on the HMS roof update. He explained that there was a leak in one area of the new roof due to a bird nesting in the drain; that situation has been rectified by fitting grates on the drains to keep the birds out. Mr. Gilbert added that the roof should be finished with the majority of the reconstruction by the end of the week. He commended the staff at HMS for their diligence during this time.

Mr. Gilbert also reported to the board that the school district has made it to the current round of the XQ Grant Application process. He added that the XQ Grant is to create an innovative school for computer sciences in which there are five \$10 million grants that five school district will receive. Mr. Gilbert stated

that without the countless amount of work and time that Mr. Will Goodman has put into writing this grant, the district would not have gotten this far; this is a nationwide grant.

Mr. Gilbert reminded the board that the budget workshop is scheduled for Tuesday, April 26, and that following the workshop there would be more board training on the strategic plan using the fabulous patron input from the community survey that went out in the fall, and the patron input from the three focus groups that were made up of local stakeholders last week.

Discussion ensued regarding class sizes and the reality of why it is what it is and what our projected enrollment might be.

## VII. UNFINISHED BUSINESS –

### A. POLICY ADOPTION – 3<sup>rd</sup> and Final Reading

1. Public Records – Access to Public Records Policy. Trustee Monasterio requested that the word “procedure” in line 40 be changed to “general practice” regarding public information requests. Trustee Monasterio motioned to approve the amendment of line 40 of the proposed adoption of Public Records – Access to Public Records Policy. Trustee Binion seconded the motion. Motion Carried.

#### PUBLIC RECORDS REQUEST

The public has the right to examine and take a copy of any public record of Mountain Home School District No. 193. This policy sets forth the procedure for accessing the district’s public records. (*Idaho Code Title 74, Chapter 1, Section 74-102, and FERPA Federal Regulations and Guidelines*)

#### **DEFINITIONS** (*I.C. 74-101*)

“Applicant” means any person formally seeking a paid or volunteer position with a public agency. "Applicant" does not include any person seeking appointment to a position normally filled by election.

“Copy” means transcribing by handwriting, photocopying, duplicating machine, and reproducing by any other means so long as the public record is not altered or damaged.

“Custodian” means the district employee(s) having physical custody and control of the public records, including those employees who respond to requests for information on a routine basis. “Custodian” also includes the person, whether elected or appointed, who is legally responsible for administration of the district, or that person’s designee.

“Inspect” means the right to listen, view, and make notes of public records so long as the public record is not altered or damaged.

“Public Record” includes, but is not limited to, any writing containing information relating to the conduct or administration of the district’s business that is prepared, owned, used, or retained by the district, regardless of the physical form or characteristics and includes e-mail containing information relating to the conduct and administration of district business.

"Requester" means the person requesting examination and/or copying of public records. (*I.C. 74-101(14)*)

“Writing” includes, but is not limited to, handwriting, typewriting, printing, Photostating, photographing, and every means of recording, including words, pictures, sounds, symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, disks, drums, or other documents.

#### **REQUEST TO EXAMINE PUBLIC RECORDS** (*I.C. 74-102*)

Although the public records law allows this district to require written requests for information, it is this district’s **general practice procedure policy** to waive the formal requirement in those cases where the information requested is readily available and routinely provided by this district. (*I.C. 74-102(4)*)

The district may require that a request for public records be submitted in writing and provide the requester’s name, mailing address, e-mail address, and telephone number. Those circumstances include instances when uncertainty exists over what the individual wants, when uncertainty exists over whether the information requested is protected or



privileged, or when compiling or copying the information requested is anticipated to be unduly time-consuming or difficult. A request for public records and delivery of the public records may be made by electronic mail. *(I.C. 74-102(4))*

The custodian will make no inquiry of any person who requests a public record except to verify the identity of the requester or to ensure that the requested record or information will not be used for purposes of a mailing or telephone list as prohibited by *section 74-120 and section 74-102(5), Idaho Code.*

The district may provide the requester information to help the requester narrow the scope of the request or to help the requester make the request more specific when the response to the request is likely to be voluminous or require payment. *(I.C. 74-102(9))*

Examination of public records must be conducted during regular office or working hours. When necessary, a designated custodian may authorize an examination of records to be done outside of regular working hours. In this event, the persons designated to represent the custodian during such examination will be entitled to reasonable compensation to be paid to them out of funds provided in advance by the person examining the records. *(I.C. 74-102(8))*

The custodian will maintain vigilance to ensure that records are not altered or destroyed, but may not review, examine, or scrutinize any copy, photograph, or notes in the person's possession. *(I.C. 74-102(7))*

#### **COSTS FOR PROVIDING PUBLIC RECORDS** *(I.C. 74-102(10))*

Except for fees that are authorized or prescribed under other provisions of Idaho law, no fee shall be charged for the first two (2) hours of labor in responding to a request for public records, or for copying the first one hundred (100) pages of paper records that are requested. If the information is also available in publication form, the district may offer the published material to the individual or organization at the standard cost of selling the publication.

This district may charge the actual labor cost associated with locating and copying documents when:

1. The request is for more than one hundred (100) pages of paper records; or
2. The request includes records from which nonpublic information must be deleted; or
3. The actual labor associated with locating and copying documents for a request exceeding two (2) person hours.

Labor fees will not exceed reasonable labor costs necessarily incurred in responding to a public records request. Fees, if charged, will reflect the personnel and quantity of time that are reasonably necessary to process a request. Fees for labor costs will be charged at the per hour pay rate of the lowest paid administrative staff employee who is necessary and qualified to process the request.

If a request requires redactions to be made by an attorney, the rate charged will be no more than the usual and customary rate of the attorney who is retained by the district for that purpose. *(I.C. 74-102(10)(e))*

The copying or conversion fee schedule will be made available to those individuals requesting copies and will be updated from time to time as necessary to reflect the actual copying and labor costs to the district. *(I.C. 74-103(1))(See Access to Public Records Procedure – Request for Public Information Form for fees)*

The district will not charge any cost or fee for copies or labor when the requester demonstrates that the requester's examination and/or copying of public records:

1. Is likely to contribute significantly to the public's understanding of the operations or activities of the government.
2. Is not primarily in the individual interest of the requester including, but not limited to, the requester's interest in litigation in which the requester is or may become a party.
3. If the requester has insufficient financial resources to pay such fees.

The district's statements of fees will be itemized to show per page costs for copies, hourly rates of employees and

attorneys involved in responding to the request, and the actual time spent on the public records request. No lump sum costs will be assigned to any public records request.

The custodian may require advance payment of fees when deemed appropriate. If there is a request to mail copies of documents to an individual, the custodian may request advanced payment for the copies and a stamped, self-addressed envelope large enough for the number of copies. Any portion of an advance payment in excess of the actual costs of labor and copying incurred by the district in responding to the request will be returned to the requester. (I.C. 74-102(12))

A requester may not file multiple requests for public records solely to avoid payment of fees. When the district reasonably believes that one (1) or more requesters is segregating a request into a series of requests to avoid payment of fees authorized pursuant to this section, the district may aggregate such requests and charge the appropriate fees. The district may consider the time period in which the requests have been made in its determination to aggregate the related requests. The district will not aggregate multiple requests on unrelated subjects from one (1) requester. (I.C. 74-102(11))

### **RESPONSE TO REQUEST FOR EXAMINATION OF PUBLIC RECORDS (I.C. 74-103)**

The district will either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of the request for examination or copying. If it is determined by employees of the district that a longer period of time is needed to locate or retrieve the public records, the district will notify the requestor in writing and will provide the public records to the person no later than ten (10) working days following the person's request.

If it is determined the existing electronic record requested will first have to be converted to another electronic format by the district or by a third party and that such conversion cannot be completed within ten (10) working days, the district will notify the requestor in writing. The district will provide the converted public record at a time mutually agreed upon between the district and the requester, with due consideration given to any limitations that may exist due to the process of conversion or due to the use of a third party to make the conversion. (I.C. 74-103(1))

If no answer is provided by this district within ten (10) working days, the request will be deemed to have been denied.

### **DENIAL OF REQUESTS (I.C. 74-103)**

If a request for a record is denied in whole or in part, the person making the request must be notified in writing. This notice must include:

1. A statement that an attorney for the district has reviewed the request, or that the district had the opportunity to consult with an attorney and has chosen not to do so;
2. The statutory basis for the denial;
3. A simple statement of the right to appeal and the time limit for an appeal as set forth in *sections 74-103 and 74-115, Idaho Code*.

A certificate of mailing must accompany the notice.

The time limit for filing an appeal is one hundred eighty (180) days from the date the notice of denial is mailed. The sole remedy for protesting the district's decision is to file a petition in the district court of the county where the records or some part of them are located, requesting the court to compel the district to make the information available or to correct the record. (I.C. 74-115)

When a request is denied, the requested records will be retained until the end of the appeal period, until there has been a decision on an appeal, or as otherwise provided by the public records law, whichever is longer.

1. Whenever a request is denied, there should be some indication made on the record that it must not be purged without the approval of a designated custodian.

The school district shall keep all documents or records in question until the end of the appeal period, until a decision has been rendered on the petition, or as otherwise statutorily provided *according to the Record Retention Schedule Policy*, whichever is longer. (I.C. 74-115(2))

Electronic mail not designated as spam mail is retained (archived) by the district for a period of two years starting January 1, 2014. (MHS Policy Computer & Network Services Policy 1)

**RECORDS EXEMPT FROM DISCLOSURE** (*I.C. 74-104 thru 74-112*)

The Idaho Legislature has set forth particular records that are exempt from disclosure to the public. All employees should be aware of the following exemptions that apply to this school district. The following list sets forth some of the designated exempt records:

1. Any public record exempt from disclosure by federal or state law or federal regulations to the extent specifically provided for by such law or regulation. This includes, but is not limited to, student records under the Family Educational Rights and Privacy Act. (*I.C. 74-104*)
2. Records relating to the appraisal of real property, timber, or mineral rights, prior to its acquisition, sale, or lease by the district. (*I.C. 74-107*)
3. Any estimate prepared by the district that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project. (*I.C. 74-103*)
4. The records of a library that, when examined alone or when examined with other public records, would reveal the identity of the library patron checking out, requesting, or using an item from the library. (*I.C. 74-108 including academics, testing materials, etc.*)
5. Computer programs developed and purchased by or for the district for its own use. However, computer program does not include: (*I.C. 74-107*)
  - a. The original data including, but not limited to, numbers, texts, voice, graphics, and images;
  - b. Analysis, compilation, and other manipulative forms of the original data produced by use of the program;
  - c. The mathematical or statistical formulas that will be used if the manipulative forms of the original data were to be produced manually.
6. Employment security information and unemployment insurance benefit information, except that all interested parties may agree to waive the exemption. (*I.C. 74-106(7)*)
7. Facts contained in any records of a juvenile maintained under the Juvenile Correction Act will be furnished upon request to any district where the juvenile is enrolled or is seeking enrollment. If a juvenile is fourteen (14) years or older and is adjudicated guilty of an offense that would be a felony if committed by an adult, the name, the offense of which the juvenile was adjudicated, and the disposition of the court will be disclosed. (*I.C. 74-105(2)*)
8. All personnel records of a current or former employee other than the employee's public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing district. (*I.C. 74-106(1) and 74-106(20)(d)*)
9. All other personnel information relating to the employee or applicant, including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence, and performance evaluations, will not be disclosed to the public without the employee's or applicant's written consent. An employee or authorized representative may inspect and copy his or her personnel records, except for material used to screen and test for employment. (*I.C. 74-106(1)*)

**RECORDS CONTAINING A COMBINATION OF BOTH EXEMPT AND NON-EXEMPT MATERIALS** (*I.C. 74-112*)

If any public record contains material, which is not exempt from disclosure as well as material, which is exempt from disclosure, the district will separate the exempt and nonexempt material and make the nonexempt material available for examination. The district will not deny a request to copy nonexempt material in a public record based upon the

fact that the record contains both types of materials.

#### **INSPECTION AND CORRECTION OF AN INDIVIDUAL'S RECORDS (I.C. 74-113)**

An individual may inspect, copy, and request correction of public records pertaining to that person, except those portions of records that are exempt from disclosure. Such requests will be referred to a designated custodian immediately. Within ten (10) days of the receipt of a written request to amend any record pertaining to that person, the district will either:

1. Make any correction of any portion of the record which the person establishes is not accurate, relevant, or complete; or
2. Inform the person in writing of the refusal to amend with the reasons for the refusal and clearly indicate the person's right to appeal the refusal and the time period for doing so as set forth above in "Denial of Requests" and *sections 74-115 and 74-116, Idaho Code.*
3. A certificate of mailing must accompany the notice.

#### **DISTRIBUTION OR SALE OF MAILING OR TELEPHONE NUMBER LISTS PROHIBITED (I.C. 74-120)**

This district will not distribute or sell for use as a mailing list or a telephone number list any list of persons, including students and employees, without first securing the permission of those individuals named on the list. This district will verify the identity of a person requesting a record to ensure that the requested record or information will not be used for purposes of a mailing or telephone list. 9-348

#### **PENALTY AND IMMUNITY (I.C. 74-117 and 74-118)**

The public records law provides a penalty of up to one thousand dollars (\$1,000) for a deliberate, bad faith denial of information that should be disclosed. The public records law also provides immunity from liability for the release of records as long as there is a good-faith attempt to comply with the law's requirements. Therefore, it is important that any questions or any requests that seem doubtful be immediately referred to a designated custodian.

### **VIII. NEW BUSINESS –**

- A. OUT-OF-DISTRICT OPEN ENROLLMENT APPLICATIONS** – James Gilbert. Mr. Gilbert requested approval of the open enrollment application for the 2016-2017 school year. The parents will provide transportation to and from school.

1. Sarah Williamson, 11<sup>th</sup> grade student – BMHS

Trustee Binion motioned to approve the Out-of-District Open Enrollment Application as presented by Mr. Gilbert, with a second from Trustee Donahue. Motion passed.

- B. POLICY ADOPTION** – 1<sup>st</sup> Reading (**ACTION**) – James Gilbert.

Mr. Gilbert presented the 1<sup>st</sup> reading of the proposed adoption of Mountain Home School District No. 193 Board Meeting Agenda Preparation Policy and the Board Meeting – Annual Meeting of Board Policy. He stated that these policies were drafted to inform the community that annual board meeting is the third Tuesday in July as suggested by the language of MSBT, and to inform the community how the board agenda is prepared. There has been no patron or staff input. Trustee Donahue motioned to approve the 1<sup>st</sup> reading of the proposed adoption of the Board Meeting Agenda Preparation Policy and the Board Meeting – Annual Meeting of the Board Policy, as presented by Mr. Gilbert. Trustee Abrego seconded the motion. Motion approved.

1. **Board Meeting Agenda Preparation Policy -**

#### **BOARD MEETING AGENDA PREPARATION**

The agenda of the board will be prepared by the Administrative Secretary/Clerk of the Board with the members of the board and the superintendent. The agenda and supportive information will be provided to each board member the Friday prior to the regularly scheduled monthly board meeting.

The order of business will be determined by the Board Chair with input from the superintendent. The board may alter the order of business at any time.

Patrons wishing to present matters to the board must contact the superintendent's office or Administrative Secretary/Clerk of the Board no later than the Tuesday prior to the regularly scheduled board meeting to allow sufficient time for the matter to be placed as a Delegation on the agenda. The board may decline to hear any matter at its discretion.

Unscheduled matters may be heard during the Public Input portion of the regular board meeting. Those wishing to speak on any topic of their interest should complete and submit to the chairperson the MHSD Request to Address Board of Trustees Form located at the Board Materials table. The Individuals will be allowed a maximum of three minutes to present their views. The board will not hear complaints against school district employees by name or against students by name in open session. If you have a complaint against personnel or students by name, you need to schedule an appointment with the Superintendent. There will be no action taken at this time, but action on a problem area could be scheduled for a subsequent meeting of the board.

The proceedings of the board may follow Robert's Rules of Order as follows:

### **BOARD AGENDA** –

- A. An agenda shall be required for each meeting.
  - 1) Board agendas/notices of a regular meeting, will be delivered to each board member and agenda/notice will be posted on the bulletin board outside of the district office and the district website. If regular meetings are to be held at places other than the MHSD Boardroom, or are adjourned to times other than a regular meeting time, notice of the meeting will made in the same manner as provided for special meetings. All regular meetings of the board will be held within the district boundaries.
  - 2) A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted, will be delivered to each board member and notices will be posted on the bulletin board outside of the district office, the district website, county courthouse, and city hall, unless the law states otherwise.
  - 3) All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.
  - 4) The written notice to a regular or special board meeting may be given by telegram, fax, or electronic mail.
- B. Items of business may be suggested by board members, administrative secretary/board clerk, administration, or patrons of the District for inclusion on the agenda.
  - 1) Business items suggested by patrons or the District should be submitted in writing and received in the office of the Superintendent or Administrative Secretary/Clerk of the Board of Trustees the Tuesday before the regular board meeting or at least six (6) business/working days before the meeting in order to ensure inclusion on the written agenda and must be directly related to the district.
- C. The Administrative Secretary/Clerk of the Board will prepare and post an agenda notice forty-eight (48) hours in advance of each regular meeting. The board may amend the agenda, provided that a good faith effort is made to include in the original agenda notice of all items know to be probable items of discussion. The agenda may be amended in the following manner (Idaho Code 74-204):
  - 1) If the agenda is amended after it has been posted, but forty-eight (48) hours or more prior to the start of the regular meeting, or twenty-four (24) hours or more prior to the start of a special meeting, then the agenda may be amended upon the posting of the amended agenda.
    - No special meeting shall be held without at least a twenty-four (24) hour meeting and agenda notice, unless an emergency exists.
    - An emergency is a situation involving injury or damage to persons or property, or immediate financial loss, or the likelihood of such injury, damage or loss, when the notice requirements of this section would make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss, and the reason for the emergency is stated at the outset of the meeting.
  - 2) If an amendment to the agenda is proposed after an agenda has been posted and less than forty-eight (48) hours prior to a regular meeting or less than twenty-four (24) hours prior to a special meeting, but prior to the start of the meeting, the Administrative Secretary/Clerk will post the proposed amended agenda, but it will not become effective until a motion is made at the meeting and the board votes to amend the agenda.
  - 3) The board may amend the agenda after the start of the meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original posted agenda.
- D. Copies of the agenda should be given to the board members the Friday prior to the regular board meeting and made available at the District Office by posting the agenda at the entrance of the district office, and published on the school district website.

- E. Because of the need to efficiently conduct its business with the available time to deal with situations where unexpected issues arise and/or where the board needs to address issues not on the agenda, the agenda may be modified before or at the meeting (Idaho Code 74-204).
- F. Executive Sessions. If an executive session only will be held, a twenty-four (24) hour meeting and agenda notice shall be given according to the notice provisions stated in subsection (2) of this section and shall state the reason and the specific provision of law authorizing the executive session.
- G. The agenda format shall be:
- I. Call to Order
  - II. Approval of Agenda or Addendums  
*Approval of posted agenda or approval of addendums (additions and deletions) IAW Idaho Code 74-204(4)(c) – Notice of Meetings – amendments to a posted agenda.*
  - III. Consent Agenda Items  
*The board may approve all of the following items by a single motion and vote unless any member of the board asks that an item be removed from the Consent Agenda Items for consideration under New or Unfinished Business.*
    - A. Approve Minutes of Previous Meeting(s)
    - B. Financial Reports
    - C. Consideration of Bills
    - D. Principal’s Data Reports
    - E. Policy Adoption – 3<sup>rd</sup> and Final Reading
    - F. Policy Revision – 3<sup>rd</sup> and Final Reading
    - G. Policy Adoption – 2<sup>nd</sup> Reading
    - H. Policy Revision – 2<sup>nd</sup> Reading
    - I. (As Determined by the Board)
  - IV. DELEGATION  
*Any group wishing to be a delegation must submit a letter to the Administrative Secretary/ Clerk of the Board no later than the Tuesday prior to the next regular board meeting; the letter must include the reason for asking to be a delegation.*
  - V. PUBLIC INPUT  
*Those wishing to speak on any topic of their interest should complete and submit to the chairperson the MHSD Request to Address Board of Trustees Form located at the Board Materials table. The Individuals will be allowed a maximum of three minutes to present their views. The board will not hear complaints against school district employees by name or against students by name in open session. If you have a complaint against personnel or students by name, you need to schedule an appointment with the Superintendent. There will be no action taken at this time, but action on a problem area could be scheduled for a subsequent meeting of the board.*
  - VI. REPORTS
  - VII. UNFINISHED BUSINESS
  - VIII. NEW BUSINESS
  - IX. EXECUTIVE SESSION
  - X. ADJOURNMENT

Additional agenda items may be added as determined by the board.

Upon consent of a majority of members present, the regular order of business at any meeting may be suspended.

2. **Board Meeting - Annual Meeting of the Board Policy** - Mr. Gilbert presented the 1<sup>st</sup> reading of the proposed adoption of Mountain Home School District No. 193 Board Meeting - Annual Meeting of the Board Policy. He stated that this policy was revised using the suggested language of MSB&T and to comply with Idaho Code. There has been no patron or staff input. Trustee Donahue motioned to approve the 1<sup>st</sup> reading of the proposed revision of the Dual Enrollment Policy, as presented by Mr. Gilbert. Trustee Monasterio seconded the motion. Motion carried.

### **BOARD MEETING - ANNUAL MEETING OF THE BOARD**

The annual meeting of the board will be held at its regular July meeting each year. The board, at its annual meeting, will establish the regular monthly school board meetings dates, time, and location for the year.

At the annual meeting, the board will organize itself and elect a chairperson, vice chairperson, clerk, deputy clerk, and treasurer. The clerk, deputy clerk, and treasurer may be members of the board or, at the discretion of the board, either may be selected from among competent and responsible persons outside the membership of the board.

Mr. Gilbert presented the 1<sup>st</sup> reading of the proposed adoption of Mountain Home School District No. 193 Special Education Policy and the Special Education Policy – Written Agreements. He stated that these policies were drafted using the suggested language of MSB&T, some valley school districts, and to comply with Idaho Code. He added that there has been some input on the Special Education Policy - Written Agreements to include administrator and counselor to lines 19, 28, and 45, There has been no patron or staff input. Trustee Monasterio motioned to approve the 1<sup>st</sup> reading of the proposed adoption of the Special Education Policy and the Special Education Policy – Written Agreements with the requested changes, as presented by Mr. Gilbert. Trustee Donahue seconded the motion. Motion granted.

### 3. Special Education Policy -

#### **SPECIAL EDUCATION**

This board adopts as policy the Idaho Special Education Interim Manual dated 2015, and all subsequent amendments to the manual as developed by the Idaho State Department of Education, Bureau of Special Education. The accompanying appendices to the Idaho Special Education Interim Manual are not adopted as policy.

### 4. Special Education Policy - Written Agreements -

#### **SPECIAL EDUCATION POLICY – WRITTEN AGREEMENTS**

This district may enter into a written agreement with a parent/adult student in certain situations pertaining to a student's special education program. All written agreements will be made utilizing the agreements set forth in the Idaho Special Education Interim Manual 2015 or any subsequent amendments to the manual and its forms.

##### **Section 1. THREE-YEAR REEVALUATION**

A. The district and the parent/adult student may agree that the district will not conduct a three-year reevaluation. The following individual(s) is/are authorized to enter into such an agreement: special education director and/or school psychologist.

##### **Section 2. IEP TEAM ATTENDANCE NOT REQUIRED**

A. The district and the parent/adult student may agree that certain members of the Individualized Education Program (IEP) team are not required to attend an IEP team meeting, in whole or in part. The following individual(s) is/are authorized to enter into such an agreement: special education director, **administrator, counselor**, and/or school psychologist.

B. If the meeting addresses the excused member's areas of expertise, he or she must provide written input to the IEP team prior to the meeting date.

##### **Section 3. IEP TEAM MEETING NOT REQUIRED FOR AMENDING AN IEP**

A. The district and the parent/adult student may agree that an IEP meeting is not necessary to revise a student's IEP between annual IEP meetings. The following individual(s) is/are authorized to enter into such an agreement: special education director, **administrator, counselor**, and/or school psychologist.

##### **Section 4. EXTENDING THE 60-DAY TIMELINE**

A. The district and the parent/adult student may agree to extend the 60-day timeline for developing and implementing an IEP for a student whenever:

1. Another district initiates an evaluation or reevaluation of a student; and
2. The student moves to this district before the evaluation or reevaluation has been completed; and
3. This district promptly seeks information from the previous district and promptly completes the evaluation.

B. The following individual(s) is/are authorized to enter into such an agreement: special education director, **administrator, counselor**, and/or school psychologist.

### 5. Special Education Policy - Students With Disabilities - 504 Procedure - Mr. Gilbert presented the 1<sup>st</sup> reading of the proposed adoption of Mountain Home School District No. 193 Special Education Policy – Students With Disabilities – 504 Procedure. He stated that this policy was drafted to explain the 504 procedure using the suggested language of MSB&T and to comply with Idaho Code. There has been no patron or staff input. Trustee Binion motioned to approve the 1<sup>st</sup> reading of the proposed adoption of the Special Education Policy – Students With Disabilities – 504 Procedure, as presented by Mr. Gilbert. Trustee Donahue seconded the motion. Motion passed.

## **STUDENTS WITH DISABILITIES - 504 PROCEDURE**

It is the responsibility of this district to identify and evaluate students in need of special services or programs in order that such students may receive the required free appropriate education pursuant to the provisions of Section 504 of the Rehabilitation Act of 1973.

For the purposes of this policy, a student who may need special services or programs pursuant to Section 504 is one who has a physical or mental impairment that substantially limits the student's ability to participate in or benefit from the district's educational programs.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Students who are identified as individuals with exceptional needs, according to IDEA criteria, are not addressed under this policy. The needs of such students are provided for under district policy and under state and federal laws and regulations.

Each qualified person within the district who is eligible to receive regular or special education or related aids or services, regardless of the nature or severity of the condition necessitating such programs or services, shall receive a free appropriate education in the district.

### **IDENTIFICATION AND REFERRAL PROCEDURES**

Any student who needs or is believed to need special education or related aids and services not available through existing programs in order to receive a free appropriate public education may be referred by a parent, teacher, or other certificated school employee to the Multi-disciplinary team (MDT) for identification and evaluation of the student's individual education needs.

The MDT will be composed of persons knowledgeable about the student, the student's school history, the student's individual needs, the meaning of evaluation data, and the placement options. Each building principal will monitor the composition of the MDT to ensure that qualified personnel participate. The MDT will consider the referral and, based upon a review of the student's existing records, including academic, social, and behavioral records, make a decision as to whether an evaluation under this procedure is appropriate. If a request for evaluation is denied, the MDT will inform the parents or guardian of this decision and of their procedural rights.

### **EVALUATION**

Evaluation of the student and formulation of a plan of services will be carried out by the MDT according to the following procedures:

1. The MDT will evaluate the nature of the student's disability and the impact of the disability upon the student's ability to participate in or benefit from the district's educational programs. This evaluation will include consideration of any behaviors that interfere with regular participation of a student who otherwise meets the criteria (such as age) for participation in the educational program and/or activities.
2. The MDT shall consider all relevant information on the student to determine whether he or she is disabled under Section 504. Information may include reports from physicians, observations from parents, teachers, and/or school personnel, results of standardized aptitude and achievement tests, comprehensive assessments conducted by this district's professional staff and other relevant evaluation material, as appropriate. The information will also include consideration of the student's behavior.

In order to ensure that the MDT's interpretation of evaluation data and placement decision is consistent with federal law, the MDT shall:

1. draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior;
2. document that the information obtained from all sources is carefully considered;
3. ensure that the MDT team's placement decision is made by a group of persons, including persons knowledgeable about the student, the meaning of the evaluation data, and the placement options; and
4. ensure that the placement decision provides appropriate academic and nonacademic settings.

No final determination of whether the student will or will not be identified as a disabled individual within the meaning of Section 504 will be made by the MDT without first inviting the parent or guardian of the student to participate in a meeting concerning such determination.

A final decision will be made by the MDT in writing, and the parents or guardian of the student shall be notified of the Section 504 procedural safeguards available to them, including the right to an impartial hearing and review.



## WRITTEN PLAN FOR SERVICES

For a student who has been identified as disabled within the meaning of Section 504 and in need of special education or related aids and services, the MDT shall be responsible for determining what is needed. In making such determination, the MDT shall consider all available relevant information, drawing upon a variety of sources, as set forth in the Evaluation section of this policy.

The parents or guardian shall be invited to participate in MDT meetings where services for the student will be determined, and shall be given an opportunity to examine all relevant records.

The MDT will develop a written plan describing the disability and the special education or related aids and services needed. The plan will specify how the regular or special education and related aids and services will be provided, and by whom.

The team may also determine that no special education or related aids and services are appropriate. If so, the record of the MDT proceedings will reflect the identification of the student as a disabled person and the basis for the decision that no special services are presently needed.

A disabled student shall be placed in the regular educational environment of the district, with the use of the supplementary aids and services, unless the district demonstrates that such placement cannot be achieved satisfactorily. The disabled student shall be educated with those who are not disabled to the maximum extent appropriate to the individual needs of the student.

The MDT shall notify the parent or guardian in writing of its final decision concerning the services to be provided.

All teachers of students with disabilities shall be provided with information in sufficient detail to address the individual needs of each student with a disability.

## REVIEW OF THE STUDENT'S PROGRESS

The MDT will monitor the progress of the disabled student and the effectiveness of the student's education plan annually to determine whether special education or related aids and services are appropriate and necessary, and that the disabled student's needs are being met as adequately as the needs of non-disabled students.

Prior to any subsequent significant change in placement, a comprehensive reevaluation of the student's needs will be conducted.

## PROCEDURAL SAFEGUARDS

The parents or guardians shall be notified in writing of all MDT decisions concerning the identification, evaluation, or educational placement of students made under this policy.

The parents or guardian shall be notified that they may examine relevant records.

As to such decisions by the MDT, the parents or guardian shall have the right to an impartial hearing, with the opportunity for participation by the parents or guardian and their counsel.

The request for a hearing shall be made in writing and addressed to:

Mountain Home School District No. 193  
 Attention: Section 504 Compliance Officer  
 470 North 3<sup>rd</sup> East P.O. Box 1390  
 Mountain Home, Idaho 83647  
 Phone: (208)-587-2580 FAX: (208)-587-9896

Section 504 Compliance Officer:

The hearing will be held in accord with district policy.

## C. POLICY REVISION – 1<sup>st</sup> Reading (*ACTION*) –

- 1. Board Meeting Regulations, Board Authority, Duties, & Responsibilities Policy** - Mr. Gilbert presented the 1<sup>st</sup> reading of the proposed revision of Mountain Home School District No. 193 Board Meeting Regulations, Board Authority, Duties, & Responsibilities Policy. He stated that this policy

was revised using the suggested language of EMT and to comply with Idaho Code. Trustee Abrego requested that lines 4-7 remain in the policy. Trustee Abrego motioned to approve the 1<sup>st</sup> reading of the proposed revision of the Board Meeting Regulations, Board Authority, Duties, & Responsibilities Policy with the amendment, as presented by Mr. Gilbert. Trustee Monasterio seconded the motion. Motion approved.

### **BOARD MEETING REGULATIONS, BOARD AUTHORITY, DUTIES, & RESPONSIBILITIES**

The Board of Trustees of Mountain Home School District No. 193 is authorized by law to adopt policies for its governance. In matters involving policy, the Board will look to the superintendent and his or her administration for advice and guidance regarding how the policies being discussed would affect the schools in the district.

The Board Chairperson has the authority and responsibility to oversee the orderly process of a board meeting, **and is responsible for recognizing all speakers**, and of fulfilling its obligation to create and maintain an accurate and official record of the proceedings of the board. The chairperson of this board shall preside over all meetings in accordance with the rules of procedure adopted by the board and all final rulings on points of order and procedure shall be made by the chairperson. Except where otherwise specified, the proceedings of the board shall be governed by Robert's Rules of Order. Three board members **in attendance is will be considered as constituting** a quorum for the transaction of business, **and four board members is considered a 2/3<sup>rd</sup> majority**.

All meetings of the board are open to the public and all persons are permitted to attend any regular, special, or emergency meeting of the board. The right to attend a meeting of the board does not grant any individual the right to provide public input to the board during its meeting. The board may exclude the public from any meetings it may hold in executive session.

All regular board meetings are held the third Tuesday of every month, starting at 7:30 p.m., in the district office boardroom unless notice is posted/published stating otherwise.

All special board meetings may be called by the Board Chair or at the request of a majority of the board members.

The board will hold the following basic types of meetings:

1. Annual Meeting – Consistent with Idaho Code 33-510, ~~the an annual meeting of each school district shall be on the date of its the Board will be held on the third Tuesday of the~~ regular July meeting in each year. The board will determine during the regular meeting of the Board of Trustees for a uniform day of a uniform week.
2. Regular Meeting – The Board of Trustees shall meet in regular session every third Tuesday of every month, starting at 7:30 p.m., in the MHSB boardroom.
3. Emergency Meetings – In the event of an emergency involving possible personal injury or property damage, immediate financial loss, or the likelihood of injury, damage or loss, the board may meet immediately and take official action without prior notification when the notice requirements would make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss, and the reason for the emergency is stated at the outset of the meeting.
4. Special Meetings – Called by the Board Chairman or by any two members of the board due to circumstances requiring immediate action for the operation of the District, or by the Board of Trustees in an open meeting by official action. Such a meeting will be strictly limited to agenda items requiring action, which necessitated the calling of the meeting. Official action will be taken on agenda items only. Special and Adjourned meetings may be called by the Chairman or by any two members of the board and held at any time.
5. Budget Meetings – No later than twenty-eight (28) days prior to its annual meeting, the board shall have prepared a budget, in the form prescribed by the state superintendent of public instruction, and shall hold a public hearing. At such public hearing or at a special meeting held no later than fourteen (14) days after the public hearing, the board shall adopt a budget for the ensuing year.

**PUBLIC'S RIGHT TO ADDRESS THE BOARD** – The Board of Trustees being interested in receiving input from the public, consistent with the efficient processing of business of the board will allow and/or restrict public comment at board meetings as follows:

- A. Open/Special Meetings – All meetings of the board are open to the public and all persons are permitted to attend any “open” sessions of the regular, or special, or emergency meeting of the board, which sessions shall be defined as all meetings other than those meetings, or parts thereof, which may be or which are required to be held in “executive” sessions by the laws of the state of Idaho, **Title 74, Chapter 2, Section 74-202-206(A), Idaho Code 67-2341, 67-2342, and 67-2345.**

- 1) Attendance at said open meetings by members of the public is subject to observance and compliance with the rules of order, "Robert's Rules of Order," and conduct set forth herein.
  - 2) **Public participation will be permitted only as indicated on the order of business as set forth in the board's agenda, or as determined appropriate by the chairperson.**
  - 3) Public and/or employee business matters brought before the board should be submitted in writing to the Administrative Secretary/Clerk of the Board or the Superintendent no later than the Tuesday before the regular board meeting (one (1) week prior to the regular board meeting) to allow sufficient time for the matter to be placed on the agenda as a Delegation. The board may decline to hear any matter at its discretion.
  - 4) **Unscheduled matters may be heard during the Public Input portion of the regular board meeting. Those wishing to speak on any topic of their interest need to sign the Public Input Sign-in Sheet and should complete and submit to the chairperson the MHSD Request to Address Board of Trustees Form located at the Board Materials table. The Individuals will be allowed a maximum of three minutes to present their views. The board will not hear complaints against school district employees by name or against students by name in open session. If you have a complaint against personnel or students by name, you need to schedule an appointment with the Superintendent. There will be no action taken at this time, but action on a problem area could be scheduled for a subsequent meeting of the board.**
  - 5) **Members of the public will not be recognized while the board is conducting its official business.**
  - 6) The public, whether attending a board meeting or giving public input will follow the hearing/public input procedures as set forth herein.
  - 7) Items of business may not be suggested from the floor for discussion and/or action at that same meeting except at the discretion of the chairperson or a majority of the board members present.
  - 8) Comments at special meetings must be related to the business of the meeting.
  - 9) The board will not hear complaints against personnel, or any students, or regarding curriculum in a public board meeting.
    - Any complaints against district personnel, including, but not limited to, administration, directors, teachers, paraprofessionals, coaches, and students will not be heard in open session, but rather in executive session and upon the approval of the board.
    - **Any complaint about the District, including instruction, discipline, District personnel, District policy, procedures, and curriculum should be referred through proper administrative channels before it is presented to the board for consideration and possible action.**
    - All statements shall be directed to the chairperson; no member of the public may address or question board members individually.
  - 10) ~~Public and/or employee business matters brought before the Board should be submitted in writing to the Clerk of the Board or the Superintendent no later than the Tuesday before the regular board meeting.~~
  - 11) ~~Any complaint about the District, including instruction, discipline, District personnel, District policy, procedures, curriculum should be referred through proper administrative channels before it is presented to the Board for consideration and possible action.~~
  - 12) All final actions and final decisions by the board will be made at a regular or special meeting. No final decisions will be made in executive session, with one exception. The decision to place a certificated employee, who is employed on an annual contract, on probationary status may be made in executive session. In such cases, the employee will not be named in the minutes of the meeting. No decision at a regular or special meeting of the board will be made by secret ballot.
- B. Executive/Closed Sessions – Members of the public shall not be allowed to attend "executive" sessions of this board unless invited by the board, **Title 74, Chapter, 2, Sections 74-202 and 74-206, Idaho Code 67-2341, 67-2342, and 67-2345.**
- C. Participation via Telecommunications Devices –
- 1) ~~Participation via telecommunications devices.~~ Any board meeting may be conducted using telecommunications devices, which enable all participating board members to communicate with each other; provided, however, that at least one (1) board member, or the superintendent, must be physically present at the location designated in the meeting notice, to ensure that the public may attend such meeting in person. Such telecommunication devices may include, but are not limited to, telephone or video conferencing devices and similar communications equipment. All communications must be audible to the public attending the meeting in person and all participating board members. Any board member participating via telecommunications device shall be deemed present in person at the meeting. (Idaho Code, Section **74-203 & 74-204** ~~67-2343~~)

**ROBERT'S RULES OF ORDER** – For maintenance of order necessary to the efficient conduct of the business of this board, members of the public, trustees, and officials of the district shall be subject to the following rules of order:

- A. Ruling Authority – The chairperson of this board shall preside over all meetings in accordance with the rules of procedure adopted by the board and all final rulings on points of order and procedure shall be made by the

chairperson. Except where otherwise specified, the proceedings of the board shall be governed by Robert's Rules of Order.

- B. Conduct in General – All persons in attendance at a meeting of the board will speak only as indicated on the order of business as set forth in the board agenda, or as determined appropriate by the Chairperson and upon recognition by the chairperson. All persons will refrain from making or causing to be made any loud, raucous, abusive, or profane language or gestures.
- 1) No person attending said meetings shall have in their possession or subject to their control any devices of distraction, which would make noise, create bright or flashing light, and/or any banners, place cards, or signs.
  - 2) No person in attendance of said meetings of the board shall have any substance or article within their possession or subject to their control, which would constitute a menace or which would endanger the safety or well-being of those in attendance.
  - 3) No person in attendance at said meetings of the board shall smoke or ~~deemed to~~ be under the influence of drugs and/or alcohol.
- C. Public use of recording devices –
- 1) The use of tape recorders or electronic recording devices by members of the public ~~or any other persons attending meetings of the Board~~ is prohibited except in situations where an electronic tape recording or transcript is required by law, in which case the Clerk of the Board or other board designated persons shall use electronic recording equipment of high quality approved by the district to create an electronically recorded transcript which shall be maintained as the official transcript of such proceeding. The board, in its discretion, may choose to record any or all regular sessions of the board, which shall become the official transcript of the proceedings.
    - With the exception of the School Board of Trustees, Board Clerk, or other board designated persons, no recording devices are authorized unless approved by the Board Chair.
  - 2) Recording devices and/or video streaming/devices are prohibited during a board meeting by members of the public ~~or any other persons attending board meetings~~ due to the ability to alter the recording and/or video, limited space for equipment, disrupting the meeting process, and/or disruptive to those in attendance.
    - If the public is allowed to ~~tape~~**video** record meetings, there must be an official tape recording prepared by a school official to secure the sanctity of the record. High quality tape recording equipment necessary to record meetings is expensive.
    - Many tape recording devices either are of an inferior quality or not designed to properly and accurately record proceedings of public meetings (i.e. dictating machines). Tape recording devices fail at times to make an audible record of remarks or to reproduce with sufficient quality to allow the listener to determine what is being said.
    - Tapes are easily tampered with and replay of a tampered tape may cause improper embarrassment to school trustees, officers, patrons, students, etc.
    - Devices include, but are not limited to, cameras, voice recorders, cellphones, video equipment, digital recorders, etc.
  - 3) Exceptions: the board recognizes that there may be times or certain events where the use of cameras or video equipment would be desirable and the board may approve from time to time limited use of such devices for events such as presenting awards, the swearing in of new board members, etc., under such conditions and restrictions as in the judgment of the board are appropriate.

**HEARING THE PUBLIC/PUBLIC INPUT** – Members of the public will not be recognized while the board is conducting its official business. Public participation will be permitted only as indicated on the order of business as set forth in the board's agenda, or as determined appropriate by the Chairperson.

- A. ~~When public input is to be received, members of public wishing to address the Board must be recognized by the chairperson.~~
- B. Members of the public wishing to give input must be legal residents of the Mountain Home School District, or be a firm eligible to bid on materials or services solicited by the board.
- C. Members of the public may give input during the Public Input portion of the board meeting provided they put their name on the Public Input Sign-in Sheet **and should complete and submit to the chairperson the MHSD Request to Address Board of Trustees Form, located at the Board Materials table**, prior to the start of the board meeting and only upon recognition of the Chairperson.
  - 1) ~~Members of the public must print their name and phone number on the Public Input sign-in sheet located near the front door of the boardroom prior to the start of the board meeting in order to be heard.~~
  - 2) Members must be recognized by the board before giving their input.
  - 3) **When public input is to be received, members of public wishing to address the board must be recognized by the chairperson, and they must announce their name, address, and organization/group affiliation for whom they represent.**

- 4) All statements shall be directed to the Chairperson.
    - No member of the public may address or question the board members individually.
  - 5) A single spokesperson must be selected by groups or organizations desiring to address the board during Public Input.
  - 6) ~~Members of the public or the spokesperson of a group must preface their comments by announcing their name and the organization for whom they represent.~~
  - 7) All statements and public input are limited to three (3) minutes, or as determined appropriate by the Chairperson.
- D. All comments must be directly related to the District. When deemed appropriate by the Chairperson, comments, and questions at a regular board meeting may deal with any topic related to the board's conduct of schools.
- 1) Comments at special meetings must be related to the call of the meeting.
- E. All complaints should be resolved through the proper channels in the following order:
- 1) The first and most effective step is to take the concern to the staff members (teacher, coach, etc.) who are closest to that problem. Most problems are resolved at this level.
  - 2) If there is still a concern, it should be brought to the building principals, unresolved concerns are usually resolved satisfactorily by the building administrator.
  - 3) If the concern persists, then it should be taken ~~to the Assistant Superintendent, and then~~ to the Superintendent of Schools.
  - 4) If the matter has not been satisfactorily resolved, the patron may appeal to the Board of Trustees by calling or writing the **Administrative Secretary**/Clerk of the Board or Superintendent no later than the Tuesday before the next regular board meeting and asking to have the item placed on the board agenda.
- F. Complaints of school district personnel will not be heard during Public Input.
- 1) Complaints of school district personnel ~~will~~ **must** be heard in executive session.
  - 2) The complainant must have submitted a letter to the **Administrative Secretary**/Board Clerk or Superintendent no later than the Tuesday before the board meeting.
- G. Complaints of school district students will not be heard during Public Input.
- 1) Members of the public wishing to make complaints of misconduct against students of the school district must refrain from using the student's name to protect the student.
- H. Complaints of misconduct against students or employees of the school district, which involve alleged criminal activity or are grounds for disciplinary action, are heard in executive session pursuant to Idaho Code Section **74-206(1)(a)(b)** ~~67-2345(1)(b)~~.
- I. The board may or may not address the items brought up during Public Input.
- J. Delegations:
- 1) Members of the public wishing to make formal presentations to the board ~~should~~ **must** submit a written request to the **Administrative Secretary**/Clerk of the Board or Superintendent no later than the Tuesday before the regular board meeting **to allow sufficient time for the matter to be placed on the agenda as a Delegation.**
    - Members of the public ~~may be~~ **will** be notified regarding whether their request to address the board has been granted and will be given all pertinent information regarding the date and time of the board meeting.
  - 2) All comments must be limited to items directly related to the District.
  - 3) A single spokesperson must be selected by groups or organizations desiring to address the board in order to avoid repetitious information.
  - 4) The delegate or group spokesperson must be recognized by the Chairperson and must preface his or her comments by announcing his or her name and the organization/**group** for whom they represent.
- K. The Chairperson may:
- 1) Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, irrelevant, or redundant.
  - 2) Request any individual to leave the meeting when that person does not observe reasonable decorum.
  - 3) Request the assistance of law enforcement officers in the removal of a disorderly person when the person's conduct interferes with the orderly process of the meeting.
  - 4) Call a recess or an adjournment when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
- L. **Board Decisions:**  
**All final actions and final decisions by the board will be made at a regular or special meeting. No final decisions will be made in executive session, with one exception. The decision to place a certificated employee, who is employed on an annual contract, on probationary status may be made in executive**

session. In such cases, the employee will not be named in the minutes of the meeting. No decision at a regular or special meeting of the board will be made by secret ballot.

#### **BOARD AGENDA**

H. An agenda shall be required for each meeting.

- 5) Board agendas/notices of a regular meeting, will be delivered to each board member and agenda/notice will posted on the bulletin board outside of the district office and the district website. If regular meetings are to be held at places other than the MHSB Boardroom, or are adjourned to times other than a regular meeting time, notice of the meeting will made in the same manner as provided for special meetings. All regular meetings of the board will be held within the district boundaries.
- 6) A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted, will be delivered to each board member and notices will posted on the bulletin board outside of the district office, the district website, county courthouse, and city hall, unless the law states otherwise.
- 7) All required notices must be delivered or posted not less than twenty four (24) hours prior to the meeting.
- 8) The written notice to a regular or special board meeting may be given by telegram, fax, or electronic mail.

I. Items of business may be suggested by Board members, Clerk, administration, or patrons of the District for inclusion on the agenda.

- 2) Business items suggested by patrons or the District should be submitted in writing and received in the office of the superintendent of schools or Clerk of the Board of Trustees the Tuesday before the regular board meeting or at least six (6) business/working days before the meeting in order to ensure inclusion on the written agenda and must be directly related to the district.

J. The Clerk of the Board will prepare and post an agenda notice forty eight (48) hours in advance of each regular meeting. The Board may amend the agenda, provided that a good faith effort is made to include in the original agenda notice all items known to be probable items of discussion. The agenda may be amended in the following manner (Idaho Code 67-2343):

- 4) If the agenda is amended after it has been posted, but forty eight (48) hours or more prior to the start of the regular meeting, or twenty four (24) hours or more prior to the start of a special meeting, then the agenda may be amended upon the posting of the amended agenda.
  - No special meeting shall be held without at least a twenty four (24) hour meeting and agenda notice, unless an emergency exists.
  - An emergency is a situation involving injury or damage to persons or property, or immediate financial loss, or the likelihood of such injury, damage or loss, when the notice requirements of this section would make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss, and the reason for the emergency is stated at the outset of the meeting.
- 5) If an amendment to the agenda is proposed after an agenda has been posted and less than forty eight (48) hours prior to a regular meeting or less than twenty four (24) hours prior to a special meeting, but prior to the start of the meeting, the Clerk will post the proposed amended agenda, but it will not become effective until a motion is made at the meeting and the Board votes to amend the agenda.
- 6) The Board may amend the agenda after the start of the meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original posted agenda.

K. Copies of the agenda should be given to the Board members three (3) working days before the regular meetings and made available at the District Office, posted at the entrance of the district office, and posted on the school district website as determined by the Board before the regular meeting.

L. Because of the need to efficiently conduct its business with the available time to deal with situations where unexpected issues arise and/or where the Board needs to address issues not on the agenda, the agenda may be modified before or at the meeting (Idaho Code 67-2343).

M. Executive sessions. If an executive session only will be held, a twenty four (24) hour meeting and agenda notice shall be given according to the notice provisions stated in subsection (2) of this section and shall state the reason and the specific provision of law authorizing the executive session.

N. The agenda format shall be:

- XI. Call to Order
- XII. Approve minutes of previous meeting(s)
- XIII. Financial Reports
- XIV. Consideration of Bills
- XV. Delegation
- XVI. Public Input
- XVII. Reports
- XVIII. Unfinished Business
- XIX. New Business

~~XX. Executive Session~~

~~XXI. Adjournment~~

~~O. Upon consent of a majority of members present, the regular order of business at any meeting may be suspended.~~

2. **Bereavement Leave Bank Policy** - Mr. Gilbert presented the 1<sup>st</sup> reading of the proposed revision of Mountain Home School District No. 193 Bereavement Leave Bank Policy. He stated that this policy was revised to clarify the definition of immediate family. There has been no patron or staff input. Trustee Donahue motioned to approve the 1<sup>st</sup> reading of the proposed revision of the Bereavement Leave Bank Policy, as presented by Mr. Gilbert. Trustee Abrego seconded the motion. Motion carried.

### **BEREAVEMENT LEAVE BANK**

The Bereavement Leave Bank is created for the purpose of alleviating economic hardship incurred by bank members due to the death of an **immediate** family member. Other catastrophic events such as, but not limited to, the abduction of a child, or the loss of a home due to fire or natural disaster may also be covered under this bank.

**Immediate family is defined as spouse, children, siblings, parents, grandparents, grandchildren, father/mother in-law, and son/daughter in-law.**

#### 1. **MEMBERSHIP IN THE BEREAVEMENT LEAVE BANK**

Membership in the Bereavement Leave Bank is voluntary and is open to all employees of School District 193. To be eligible for a grant during any school year, each eligible employee must become a Bereavement Leave Bank member no later than October 1, or within thirty (30) days following initial employment, as is appropriate. Membership in the bank shall continue until the employee is no longer employed by School District 193, or until the employee withdraws his or her membership by submitting a written request to the Bereavement Leave Bank Committee. A member may not withdraw those days of sick leave already contributed to the Bereavement Leave Bank.

#### 2. **ADMINISTRATION OF THE BEREAVEMENT LEAVE BANK**

The Bereavement Leave Bank Committee shall manage the School District 193 Bereavement Leave Bank program and shall consist of the following members:

- Three (3) members appointed by the Mountain Home Education Association
- One (1) trustee appointed by the Board of Trustees
- One (1) administrator appointed by the Board of Trustees
- One (1) classified employee appointed by the Classified Steering Committee

Bereavement Leave Bank Committee members shall serve from September 1 to August 31, with committee appointment to be made by April 1. Bereavement Leave Bank Committee members may be re-appointed to the Committee.

Days granted to members will be drawn from a pool of days established by the donation of one (1) day of sick leave per member upon his or her initial entry into the Bereavement Leave Bank. In addition, the District shall make an initial contribution of sixty (60) days of leave to establish the pool. The Bereavement Leave Bank Committee shall determine the number, if any, of additional sick leave days each participant must contribute to keep the bank solvent with the following limitations:

- A. Each participant must contribute the same number of additional days as declared by the Bereavement Leave Bank Committee to remain a member of the bank.
- B. All days contributed may be whole or fractional days.
- C. Partial days may be granted to applicants at the discretion of the Bereavement Leave Bank Committee.
- D. The Bereavement Leave Bank Committee shall report all days granted by the Bank to the School District Administration Office and all other information necessary for the employee's records.

#### 3. **APPLICATION FOR BEREAVEMENT LEAVE GRANTS**

Bereavement leave may be used to cover an employee's absence from school due to the death of an **immediate** family member. Other catastrophic events as outlined above may also be eligible for bereavement leave coverage.

Each member of the Bereavement Leave Bank may, upon approval of his or her administrator, use two (2) days of bereavement leave per year without applying to the Bereavement Leave Bank Committee. In the event of an extended bereavement, the employee must contact ~~a member of the Bereavement Leave Bank Committee~~ or the School District Office to obtain approval. Days taken in excess of the two (2) day allowance, without prior approval by the Bereavement Leave Bank Committee, may not be approved, and may be subject to loss of pay.

#### 4. **MAXIMUM DAYS**

The maximum number of days that may be granted to any one employee during a school year is ten (10) days. This limit may be extended up to an additional ten (10) days in the event of extenuating circumstances.

3. **School Safety and Discipline Policy** - Mr. Gilbert presented the 1<sup>st</sup> reading of the proposed revision of Mountain Home School District No. 193 School Safety and Discipline Policy. He stated that this policy was revised to make it an all-encompassing policy for students, staff, and patrons/guests. He added that the revisions included updating the language to better clarify Zero Tolerance, to add verbiage to section regarding violent behavior, harassing, bullying and so forth. Mr. Gilbert continued to inform the board that a new section was added addressing students and their use of electronic devices. He said the suggested language of MSB&T was used to revise this policy. Trustee Monasterio asked to amend line 511 to read, "...with teacher approval." Trustee Binion asked how the district could enforce not allowing students to use cellphones and how could the district prove that a student took an authorized picture. Mr. Gilbert responded that this policy gives the teacher the power to disallow electronic devices in the classroom and as a policy, should a student opt to disobey the classroom rules, they would be subject to the discipline. Trustee Monasterio asked that his amendment be revised to state, "...with teacher approval." Trustee Monasterio motioned for the approval of the 1<sup>st</sup> reading of the proposed revision of the School Safety and Discipline Policy with amendment, as presented by Mr. Gilbert. Trustee Abrego seconded the motion. Motion granted.

### SCHOOL SAFETY AND DISCIPLINE

~~In addition to Idaho Code 18-3302D (see attachment 1), Idaho Code 18-917A (see attachment 2), and Idaho Code 18-3313 false reports of explosives in public or private places is a felony, the Board of Trustees of Mountain Home School District No. 193 sanctions the following policy concerning school safety and discipline for the School District.~~

Mountain Home School District No. 193 believes each student deserves the opportunity to learn to his/her full potential. In order to achieve this, no student will be allowed to hinder any other student's opportunities to learn and/or cause any unsafe conditions or acts that hinder any other student's opportunities to learn.

**Mountain Home School District No. 193 believes each employee deserves the right to work, educate, mentor, guide, etc., students without being harassed, threatened, intimidated, bullied, etc., by other school district employees, school district students, and/or visitors/guests.**

**Mountain Home School District No. 193 believes all visitors/guests deserve the right to visit without being harassed, threatened, intimidated, bullied, etc., by school district employees, school district students, and other visitors/guests.**

**Mountain Home School District No. 193 holds school district employees, school district students, visitors/guests, and school board of trustees to the following school district policy and any correlating procedures.**

#### DISCIPLINE – (I.C. 33-205, 33-512)

The District has the authority to control student, employee, and visitor/guest conduct and to adopt rules necessary to maintain proper discipline (Idaho Code 33-512).

1. Each school will review the discipline plan annually, which includes procedures for due process. The discipline plan must be provided, in writing, at the beginning of each school year to the students, staff, and parents.
2. All staff members will be notified that they are responsible to take appropriate action for discipline situations that may arise in their presence.
3. Building administrators may temporarily suspend any student for disciplinary reasons, or for other conduct disruptive of good order, or which impedes the effectiveness of the school (Idaho Code 33-205).
4. **The Superintendent may suspend any employee or place any employee on administrative leave for disciplinary reasons, or for other conduct disruptive of good order, or which impedes the effectiveness of the school or in the case of certified employees until the outcome of the due process hearing (Title 33, Chapter 5 and 12).**
5. Students with disabilities violating this policy will be dealt with within the guidelines of Individuals with Disabilities Educational Act (IDEA) and/or Section 504. Each incident will be addressed on a case-by-case basis.
6. Students in violation of the zero tolerance guidelines as set forth will be referred to the District Review Committee for disciplinary measures including, but not limited to, suspension or recommended for expulsion, and referred to the appropriate authorities (I.C. 33-205, 33-512).



7. Certified school district employees in violation of the zero tolerance guidelines may be referred to the school board of trustees for a due process hearing and referred to the appropriate authorities (I.C. 33-512 & 33-513).
8. Classified school district employees in violation of the zero tolerance guidelines may be referred to the school board of trustees for disciplinary measures and referred to the appropriate authorities (I.C. 33-512 & 33-513).
9. Visitors in violation of the zero tolerance guidelines will be prohibited from entering any school premises or attending any school sponsored activity, regardless of location, including, but not limited to, filing a no trespass order against the individual and/or referred to the appropriate authorities (I.C. 33-512).
10. Discipline shall be appropriate to the offense, age, and status of the individual.
11. The Superintendent or designee shall submit the case to the appropriate law enforcement agency when the charges warrant such action.

**SCHOOL SAFETY & DISCIPLINE:** - ~~(I.C. 18-3302D, 18-3302I, 18-3313)~~

Mountain Home School District properties and facilities include, but are not limited to: buildings, facilities, grounds, district campus, school buses, district parking areas, and the location of all school district sponsored activity regardless of the location.

Mountain Home School District has Zero Tolerance by students, employees, and/or visitors/guests for the following:

- A. **ZERO TOLERANCE:** (I.C. Title 18, Chapter 9 – Assault & Battery, Chapter 15 – Children & Vulnerable Adults, Chapter 33 – Firearms, Explosives, & Weapons, Chapter 41 – Indecency & Obscenity, Chapter 42 – Intoxicants & Intoxication, Chapter 61 – Rape, Chapter 66 – Sex Crimes, Chapter 67 – Communications Security, Chapter 73 – Civil Rights, Chapter 79 – Malicious Harassment); Title 20, Chapter 5 – Juvenile Corrections Act; Title 33, Chapter 2 – Attendance at School, Chapter 5 – District Trustees (Government of Schools); Title 37, Chapter 27 – Uniformed Controlled Substances; PL 100-690 & 94-142; Drug-Free Schools and Communities Act of 1988; IDAPA 08.02.03160; Title IX – Education Amendments of 1972; Idaho Coalition Against Sexual & Domestic Violence, Center for Healthy Teen Relationships) (*See also Bullying, Harassment, and Abuse Against Students Policy, Procedure, & Forms; Adolescent Relationship Abuse & Sexual Assault Policy; Sexual Harassment Policy, Procedures, & Forms, Drug-Alcohol Free Workplace, Tobacco Policy*) ~~Students in violation of zero tolerance guidelines will be referred to the District Review Committee or recommended for expulsion, and referred to the appropriate authorities (Idaho Code 33-205).~~ Mountain Home School District No. 193 has adopted a zero tolerance stand against **the following including, but not limited to:**
1. Weapons **and look alike weapons** ~~and violent acts (see attachments)~~ at school, on or near owned or contracted school property, or at school sponsored events **regardless of location, and** as interpreted by the Board of Trustees (see item B.)
  2. Violent, abusive, sexual abuse, threatening, intimidating, bullying, harassing, hazing, etc., acts **including, but not limited to** teen dating violence/abuse (unhealthy relationships), inappropriate use of cellular, digital, and electronic devices at school, etc., on or near owned or contracted school property, or at school sponsored events regardless of location, and as interpreted by the Board of Trustees (see item C.)
  3. Verbal or written bomb threats, or placing or detonating a bomb **at school, on or near owned or contracted school property, or at school sponsored events regardless of location, and** as interpreted by the Board of Trustees (see item D.)
    - Idaho Code 18-3313 false reports of explosives in public or private places is a felony.
  4. **Drug/Alcohol/Controlled substances** at school, on or near owned or contracted school property, or at school sponsored events regardless of location, and as interpreted by the Board of Trustees (see item E.) ~~Students found to be distributing, either by selling or sharing, dangerous drugs or students engaged in drug related behavior on or near owned or contracted school property, or at school sponsored events as interpreted by the Board of Trustees~~
  5. Student use of electronic communication and entertainment devices, unless approved for educational purposes, is not allowed on school district property, or at school-sponsored activities regardless of location, without prior authorization from a classroom teacher, administrator, or coach, and as interpreted by the Board of Trustees.
    - A student may possess an electronic communication or entertainment device in school, on school property, and at school-sponsored activities, provided that during school hours and on school vehicles the device remains off (not just placed into private or silent mode) and stored out of sight. (see item F)

**B. WEAPONS & DISCIPLINE – (I.C. Title 18, Chapter 9 – Assault & Battery, Chapter 33 – Firearms, Explosives, & Weapons (18-3302A-J, 18-3313), Chapter 79 – Malicious Harassment); Title 20, Chapter 5 – Juvenile Corrections Act (20-509); Title 33, Chapter 2 – Attendance at School (33-205), Chapter 5 – District Trustees (33-512).**

1. Weapons are defined as follows:

- a. Any device instrument, material, or substance designed to cause serious physical injury, or a **look-a-like device, weapons, or other objects or substances capable of being used as weapons, such as, but not limited to**, any item, which under the circumstances it is used, attempted, or threatened to be used, is readily capable of causing serious physical injury. Weapons may include, but are not limited to: firearm; dirk knife, bowie knife, dagger, **or look-a-like device, weapons, or other objects**, or straight razor; metal knuckles; any explosive, incendiary, or poisonous gas; any combustible or flammable liquid; or any other item which is used to threaten, strike terror, or cause bodily harm or death even though it is normally considered to not present a danger to others.

2. **Discipline:**

- a. Students who possess, store, or use firearms, look-a-like weapons, or other objects or substances capable of being used as weapons as defined in section B.1. A-1, without permission from school officials, may be immediately suspended for up to five (5) days, or may be expelled. The administrator in charge of the case will meet with the superintendent of schools, or designee, as soon as possible to consider the evidence. Those determined to be in violation will be referred to the District Review Committee or the board of trustees Education with recommendation for further suspension and/or expulsion, and the proper authorities would be notified. The board of trustees reserves the right to expel a student permanently.
- b. Mountain Home School District will not admit, prior to a hearing at the end of a one-year expulsion period, any student who has been expelled from another school district for violating the Gun-Free Schools Act of 1994, prior to a hearing at the end of a one-year expulsion period. Students expelled for possession, storing, or using a firearm as defined in Section **B.1. A-1** will be referred to the appropriate criminal or juvenile justice system.
- c. **Certified school district employees who possess, store, or use firearms or look-a-like weapons or other objects capable of being used as weapons, as defined in section B.1., without permission from school officials may be referred to the school board of trustees for a due process hearing and the appropriate authorities would be notified.**
- d. **Classified personnel who possess, store, or use firearms or look-a-like weapons or other objects capable of being used as weapons, as defined in section B.1., without permission from school officials may be referred to the school board of trustees for disciplinary measures and the appropriate authorities would be notified.**
- e. **Visitors who possess, store, or use firearms or look-a-like weapons or other objects capable of being used as weapons, as defined in section B.1., without permission from school officials, includes, but is not limited to, prohibition from entering any school premises or attending any school sponsored activity, regardless of location, and/or referred to the appropriate authorities (I.C. 33-512).**

3. ~~Students who possess, store, or use look a like weapons, or other objects or substances capable of being used as weapons, without permission from school officials, may be immediately suspended for up to five (5) days. The administrator in charge of the case will meet with the superintendent of schools, or designee, as soon as possible to consider the evidence. Those determined to be in violation will be referred to the District Review Committee or the Board of Education with recommendation for further suspension and/or expulsion, and the proper authorities would be notified.~~

**C. VIOLENT, ABUSIVE, INTIMIDATING, BULLYING, & HARASSMENT ACTS INCLUDING TEEN DATING VIOLENCE/ABUSE (UNHEALTHY RELATIONSHIPS) & DISCIPLINE – (I.C. 6-904A, 16-1619 Title 18, Chapter 9 – Assault & Battery (18-917A), Chapter 15 – Children & Vulnerable Adults, Chapter 33 – Firearms, Explosives, & Weapons (18-3302I, 18-3313), Chapter 41 – Indecency & Obscenity, Chapter 42 – Intoxicants & Intoxication, Chapter 61 – Rape, Chapter 66 – Sex Crimes, Chapter 79 – Malicious Harassment); Title 33, Chapter 2 – Attendance at School (33-205), Chapter 5 – District Trustees (33-512); Chapter 16 – Course of Instruction (33-1612); IDAPA 08.02.03160, Title IX – Education Amendments of 1972, Idaho Coalition Against Sexual & Domestic Violence, Center for Healthy Teen Relationships) (*See Bullying, Harassment, and Abuse Against Students Policy, Procedure, & Forms, Adolescent Relationship Abuse & Sexual Assault Policy, Sexual Harassment Policy, Procedures, & Form(s), Computer & Network Services Policy and Procedures*).**

- **MHSD encourages students and employees who are involved in an abusive relationship, and/or knows of a student or employee in an abusive relationship, and/or knows of a student or employee who is the perpetrator of abuse either mentally, physically, sexually, and/or via social media and/or cyber-technology, to report such abuse to Law Enforcement and also notify a**

teacher, counselor, or school administrator of such.

- MHSD expects and requires district employees to report all suspected cases of abuse to Law Enforcement and to the school building administrator(s). Failure to report suspected abuse may result in disciplinary actions as deemed appropriate by the School Board of Trustees.

1. **Violent, Abusive, Intimidation, Bullying, & Harassment Act Including Teen Dating Violence/Abuse (Unhealthy Relationships) are defined as follows (see item 3 for disciplinary actions):**

- Threats, written or verbal, graphic or photographic, via social media, acts of creating an intimidating or hostile environment, or acts including bullying, cyber-bullying, and sexual and physical abuse, be it violent or potentially violent, which poses a threat to the health and safety of students, staff members, or visitors, or are disruptive to the educational process of the Mountain Home School District. ~~may result in formal suspension procedures and possible expulsion.~~
- Sexual and Physical abuse against a student, **employee, or visitor** including, but not limited to, hitting, pushing, tripping, kicking, blocking, inappropriate touching, and/or restraining another's movement; aggression and/or intimidation to someone's demographics; bullying; sexting; texting including, but not limited to, the use of social media, sexual misconduct; causing damage to another's clothing and/or possessions, and taking another's belongings.
- Verbal abuse against a student, **employee, or visitor** including, but not limited to, name-calling, threatening, sexual misconduct, texting, sexting, cyber-bullying, the use of all social media, inappropriate social media postings, any defamatory/taunting/harassing including via social media, taunting, derogatory remarks and/or acts to a student **or school district employee's** demographics, and malicious teasing.
- Psychological abuse, including sexual psychological abuse, against a student, **employee, or visitor** including, but not limited to, spreading harmful and/or inappropriate rumors regarding another, bullying, cyber-bullying, texting, sexting, inappropriate social media postings, any defamatory/taunting/harassing via social media, drawing inappropriate pictures, and/or writing inappropriate statements regarding another, and/or intentionally excluding another from groups, and/or similar activities.
- Harassment, sexual harassment, abuse, intimidation, sexual intimidation, bullying, and/or cyber-bullying, including, but not limited to, any intentional gesture and/or any intentional written, verbal, sexual, and/or physical acts and/or threats, against another student, **employee, or visitor** may be committed through any technology including, but not limited to, the use of landlines, car phones, wireless telephones, inappropriate social media postings, through the use of data or computer software that is accessed through a computer, computer system, or computer network.
- Acts of retaliation taken against any person bringing a complaint, or any person assisting in bringing a complaint, or any person participating in an investigation.
- In the event that cyber-bullying was committed by a school district ~~student pupil~~ **or an employee** on school grounds and/or using school district technologies, the **student or employee would pupil will** be subjected to appropriate discipline **and referred to other appropriate authorities as defined in item 3.**
- In the event that cyber-bullying was committed by a school district ~~student pupil~~, **school district employee, or any non-school district person** using non-school district technologies away from school grounds, the Building Principal or designee may report the incident to local law enforcement **and other appropriate authorities.**
  - In addition, school authorities have the right to impose a consequence on a **student or employee pupil** for conduct away from school grounds, including on a school bus or at a school-sponsored function.
- ~~MHSD encourages students who are involved in an abusive relationship, and/or knows of a student in an abusive relationship, and/or knows of a student who is the perpetrator of abuse either mentally, physically, sexually, and/or via social media and/or cyber technology, to report such abuse to Law Enforcement and also notify a teacher, counselor, or school administrator of such.~~
- ~~MHSD expects and requires district employees to report all suspected cases of abuse to Law Enforcement and to the school building administrator(s). Failure to report suspected abuse may result in disciplinary actions as deemed appropriate by the School Board of Trustees.~~

2. **Adolescent Relationship Abuse and Sexual Assault is defined as follows:**

- Relationship abuse includes, but is not limited to the intentional use of physical, sexual, verbal, or emotional abuse or violence by a person to harm, threaten, intimidate, or control another person in a current or past dating relationship. Sexual assault includes, but is not limited to, sexual violence, sexual abuse, sexual stalking, and rape, written or verbal, graphic or photographic/images, via social media, acts of creating an intimidating or hostile environment, or acts including bullying, cyber-bullying, and sexual and physical abuse, be it violent or potentially violent, which pose a threat to

the health and safety of students **or employees**, or are disruptive to the educational process of the Mountain Home School District. ~~(See Item 3) may result in formal suspension procedures and possible expulsion. (See Adolescent Relationship Abuse and Sexual Assault Policy and Procedure)~~

- b. The Board endeavors to take steps to prevent and/or respond to known instances of ~~adolescent~~ relationship abuse and sexual assault. Such conduct by students, **employees**, or third parties, is strictly prohibited and shall not be tolerated on District premises, or at any District sponsored activity, regardless of location including, but not limited to buildings, facilities, and grounds on the District campus, school buses, District parking areas, and the location of any District sponsored activity. This includes instances in which the conduct occurs off the District premises, but impacts a District related activity.

~~• Adolescent Relationship abuse includes, but is not limited to, the intentional use of physical, sexual, verbal, or emotional abuse or violence by a person to harm, threaten, intimidate, or control another person in a current or past dating relationship. Sexual assault includes, but is not limited to, sexual violence, sexual abuse, sexual stalking, and rape.~~

~~• Students whose behavior is found to be in violation of this policy and the Adolescent Relationship Abuse and Sexual Assault Policy and Procedures, will be subject to discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.~~

~~• Students or third parties may also be referred to law enforcement officials. Should the District have reason to believe that a child under the age of eighteen (18) years of age has been abused, abandoned, or neglected, or has been subjected to conditions that would reasonably result in abuse, abandonment, or neglect, the school shall follow appropriate reporting requirements pursuant to the Child Protective Act.~~

3. Discipline:

- a. Investigations will be conducted as described in MHSD's Bullying, Harassment, and Abuse Against Students Policy, Procedure, & Forms, Adolescent Relationship Abuse & Sexual Assault Policy, Sexual Harassment Policy, Procedures, & Forms.
- b. Following a minimal due process hearing, a student found to be in violation of this section of the School Safety and Discipline policy will be immediately suspended for up to five (5) days. The administrator in charge of the case will meet with the superintendent of schools, or designee, as soon as possible to consider the evidence. Those determined to be in violation will be referred to the District Review Committee or the Board of Trustees with recommendation for further suspension and/or expulsion, and the proper authorities will be notified.
- c. **Following the investigation, a certified employee found to be in violation of this section of the School Safety and Discipline policy will be immediately placed on administrative leave and will be referred to the school board of trustees for possible due process hearing and the proper authorities will be notified.**
- d. **Following the investigation, a classified employee found to be in violation of this section of the School Safety and Discipline policy will be immediately placed on leave without pay and referred to the school board of trustees for disciplinary actions and the proper authorities will be notified.**
- e. Students, **employees**, or third parties may also be referred to law enforcement officials. Should the District have reason to believe that a child under the age of eighteen (18) years of age has been abused, abandoned, or neglected, or has been subjected to conditions that would reasonably result in abuse, abandonment, or neglect, the school shall follow appropriate reporting requirements pursuant to the Child Protective Act.
- f. **School authorities also have the right to prevent visitors/guests and other persons from entrance to school properties and facilities and may place a No Trespass order against that person(s).**

D. **BOMB THREAT & DISCIPLINE** - (I.C. Title 18, Chapter 9 – Assault & Battery, Chapter 33 – Firearms, Explosives, & Weapons (18-3302I,18-3313), Chapter 67 – Communications Security, Chapter 79 – Malicious Harassment); Title 20, Chapter 5 – Juvenile Corrections Act (20-509); Title 33, Chapter 2 – Attendance at School, (33-205) Chapter 5 – District Trustees (33-512).

1. Bomb Threat is defined as:

- a. **Bomb:** Includes, but is not limited to, placing or detonating a container or a container that looks like bomb, or a container filled with explosive, incendiary material, smoke, bag, or other destructive substance, designed to explode on impact or when detonated by a time mechanism, remote-control device, or lit fuse.
- b. **Bomb Threat:** **A bomb threat is legally defined as the communication through the use of mail, e-mail, telephone, telegram, or other instrument of commerce; the willful making of any threat; ~~or verbal or written threats of bombs~~ or the malicious conveyance of false information**

knowing the same to be false which concerns an attempt being made, or to be made; to kill, injure, intimidate any individual; or unlawfully to damage or destroy any building, vehicle, or other real or personal property by means of an explosive. A bomb threat includes, but is not limited to, placing or detonating a bomb or look alike bomb, or verbal or written threats of bombs

**2. Discipline:**

- a. A ~~Any~~ student involved in a bomb threat against a school ~~or who possess, store, or uses a bomb or a container that looks like bomb or a container that holds explosive, incendiary material, smoke, bag, or other destructive substance, or other objects or substances capable of being used as bomb or other weapon, without permission from school officials, and may will be~~ immediately suspended for up to a **minimum** of five (5) days.
  - Following a minimal due process hearing, the administrator in charge of the case will meet with the superintendent of schools, or designee, as soon as possible to consider the evidence. Students ~~Those determined~~ found to be in violation of this section of the School Safety and Discipline policy will be referred to the District Review Committee or the Board of Trustees with recommendation for further suspension and/or expulsion, and the proper authorities will be notified.
- b. **Certified school district employees who are involved in a bomb threat against a school or who possess, store, or use a bomb or a look alike bomb or a container that holds explosive, incendiary material, smoke, bag, or other destructive substance, or other objects or substances capable of being used as bomb or other weapon, without permission from school officials, may be placed on administrative leave and referred to the school board of trustees for a due process hearing; the proper authorities would be notified.**
- c. **Classified or at-will school district employees who are involved in a bomb threat against a school or who possess, store, or use a bomb or a look alike bomb or a container that holds explosive, incendiary material, smoke, bag, or other destructive substance, or other objects or substances capable of being used as bomb or other weapon, without permission from school officials, may be placed on leave without pay and be referred to the school board of trustees for disciplinary actions; the proper authorities would be notified.**
- d. **Visitors who are involved in a bomb threat against a school or who possess, store, or use a bomb or a look alike bomb or a container that holds explosive, incendiary material, smoke, bag, or other destructive substance, or other objects or substances capable of being used as bomb or other weapon, without permission from school officials, may be subject to, but not limited to, prohibition from entering any school premises or attending any school sponsored activity, regardless of location, and referred to the proper authorities (I.C. 33-512).**

**E. DRUG/ALCOHOL/CONTROLLED SUBSTANCES & DISCIPLINE – (I.C. 33-210, and Chapters 5 and 12)**

**1. DEFINITION:**

- a. **Dangerous Drug:** Any drug, obtainable with or without a prescription, which can be used in a manner dangerous to the health of the user. This includes, but is not limited to, marijuana, amphetamines (stimulants), barbiturates (depressants), cocaine, inhalants, heroin, ~~and~~ hallucinogens, and alcohol.
- b. **Distribution:** Students, employees, and visitors/guests who share and/or sell dangerous drugs/alcohol/controlled substances, or other dangerous drugs to other students, employees, or persons on or near district property any time during school hours or at a school-sponsored activity, regardless of location, are considered to be distributors.
- c. **Found:** Positive proof has been established that the student, employee, or visitor/guest, is involved in the use, possession, or distribution of alcohol or other drugs.

**2. DISCIPLINE:**

- a. Students found to be distributing either by selling or sharing, dangerous drugs/alcohol/controlled substance, including, but not limited to look-alike or synthetic drugs, or students, engaged in drug/alcohol/controlled substance related behavior on or near owned or contracted school property and facilities, or at school sponsored events regardless of location, and as interpreted by the Board of Trustees are in violation of this section of the School Safety and Discipline policy, will be referred to the District Review Committee for disposition or to the Board of Trustees for a hearing for possible expulsion.
  - Following a minimal due process hearing, a student found to be in violation of this section of the School Safety and Discipline policy may be immediately suspended for up to five (5) days. The administrator in charge of the case will meet with the superintendent of schools, or designee, as soon as possible to consider the evidence. Those determined to be in violation will be referred to the District Review Committee or the Board of Trustees with recommendation for further suspension and/or expulsion, and the proper authorities

will be notified.

- b. **Certified employees found to be distributing dangerous drugs, either by selling or sharing, dangerous drugs/alcohol/controlled substance, including, but not limited to look-alike or synthetic drugs, or engaged in drug related behavior on owned or contracted school property and facilities, or at school sponsored events regardless of location, and as interpreted by the Board of Trustees are in violation of this section of the School Safety and Discipline policy, may be placed on administrative leave and referred to the School Board of Trustees for a due process hearing; the proper authorities will be notified.**
- c. **Classified or at-will school district employees found to be distributing dangerous drugs, either by selling or sharing, dangerous drugs/alcohol/controlled substance, including, but not limited to look-alike or synthetic drugs, or engaged in drug related behavior on owned or contracted school property and facilities, or at school sponsored events regardless of location, and as interpreted by the Board of Trustees are in violation of this section of the School Safety and Discipline policy, may be placed on leave without pay and referred to the school board of trustees for disciplinary actions; the proper authorities will be notified.**
- d. **Visitors/guests found to be distributing dangerous drugs, either by selling or sharing, dangerous drugs/alcohol/controlled substance, including, but not limited to look-alike or synthetic drugs, or engaged in drug related behavior on owned or contracted school property and facilities, or at school sponsored events regardless of location, and as interpreted by the Board of Trustees are in violation of this section of the School Safety and Discipline policy, may be subject to, but not limited to, prohibition from entering any school premises or attending any school sponsored activity, regardless of location, and/or referred to the proper authorities (I.C. 33-512)**

**DEFINITION OF TERMS:**

**Dangerous Drug:** Any drug, obtainable with or without a prescription, which can be used in a manner dangerous to the health of the user. This includes, but is not limited to, marijuana, amphetamines (stimulants), barbiturates (depressants), cocaine, inhalants, heroin, and hallucinogens.

**Distribution:** Students or employees who share and/or sell alcohol or other dangerous drugs to other students, employees, or persons on or near district property any time during school hours or at a school-sponsored activity are considered to be distributors.

**Found:** Positive proof has been established that the student is involved in the use, possession, or distribution of alcohol or other drugs.

**F. ELECTRONIC COMMUNICATION AND ENTERTAINMENT DEVICES VIOLATIONS & DISCIPLINE:**

**1. Electronic Communication and Entertainment Devices are defined as follows:**

- a. Any electronic device includes, but are not limited to, personal cell phones, tablets, electronic notebooks and similar devices, personal computers, laptops, iPods/iPads, Blackberries, pagers, MP3 Players, and other similar devices or media players, without regard to the commercial name or manufacturer of the device, whether handheld, car models, laptop, or other computer usage, or combinations of any of the above.
- b. Social Media Networks include, but are not limited to, websites, web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media generally available to the public that does not fall within the district's technology network (e.g. Facebook, Twitter, LinkedIn, Flickr, YouTube, Instagram, Snapchat, MySpace, blog sites, Wikipedia, etc.).
- c. Exceptions are as follows:
  - with prior approval from the building principal
  - with teacher approval ~~during approved classroom instruction~~
  - during an emergency situation involving the immediate health/safety of a student or other individual(s).
  - Athletic and other Extracurricular activities and events

**2. Students may not use electronic communication or entertainment devices on or near owned or contracted school property and facilities, or at school sponsored events regardless of location, without prior authorization from a classroom teacher or school administration.**

- a. A student may possess an electronic communication or entertainment device in school, on school property, and at school-sponsored activities, provided that during school hours and on school vehicles the device remains off (not just placed into vibrate or silent mode) and stored out of sight.

**3. Students may not use electronic communication or entertainment devices on school property and**

- facilities, or at school-sponsored activities, regardless of location, to access and/or view Internet websites, including social media networks, that are otherwise blocked to students at school or to take part in any activity prohibited in the district's acceptable use policy without prior authorization from school administration. (see District Computer Network Policies and Procedures)
- a. A student may possess an electronic communication or entertainment device in school, on school property, and at school-sponsored activities, provided that during school hours and on school vehicles the device remains off (not just placed into vibrate or silent mode) and stored out of sight.
  4. The use of electronic communication or entertainment devices with built-in cameras/video/audio is prohibited in school district facilities and on school district grounds including, but not limited to, classrooms, hallways, and at all times in locker rooms, bathrooms, and locations in which inappropriate or privacy violating images may be obtained.
  5. The district is not responsible for theft, loss, damage, or vandalism to electronic communication or entertainment devices brought onto its property.
  6. Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school's main office. Students may use designated school phones to contact parents/guardians during the school day.
  7. **Discipline:**
    - a. Students found to be in violation of this School Safety and Discipline policy may have their electronic communication or entertainment devices taken from them by the classroom teacher or building administration. The decision to return the electronic communication or entertainment devices and the disciplinary action taken against the student who violated this policy would be in accordance with the school building policy.
      - Parents/guardians may be notified that their student had their electronic communication or entertainment device taken from them, the reason for the action, and what would be required to have the device returned to the student.
      - Parents/guardians may be notified of the disciplinary action that would be taken against their student.

**DISCIPLINE** (I.C. 33-205, 33-512)

- ~~8. The District has the authority to control student conduct and to adopt rules necessary to maintain proper discipline (Idaho Code 33-512).~~

~~Each school will review the discipline plan annually, which includes procedures for due process. The discipline plan must be provided, in writing, at the beginning of each school year to the students, staff, and parents.~~

~~All staff members will be notified that they are responsible to take appropriate action for discipline situations that may arise in their presence.~~

~~Building administrators may temporarily suspend any student for disciplinary reasons, or for other conduct disruptive of good order, or which impedes the effectiveness of the school (Idaho Code 33-205).~~

- ~~9. Excessive physical contact and public displays of affection are not acceptable on owned or contracted school property, or at school sponsored events.~~
- ~~10. Students with disabilities violating this policy will be dealt with within the guidelines of Individuals with Disabilities Educational Act (IDEA) and/or Section 504. Each incident will be addressed on a case by case basis.~~
- ~~11. Students in violation of zero tolerance guidelines will be referred to the District Review Committee or recommended for expulsion, and referred to the appropriate authorities (33-205).~~

**G. RELEASE OF A STUDENT TO LAW ENFORCEMENT OFFICIALS** – (I.C. 18-705)

The school administrator, or designee, may release a student to law enforcement officials if a warrant is issued, or if the officer is arresting the student without a warrant, or the officer requires the removal of a student from school district property. In the absence of parental or guardian consent, the school administrator, or designee, shall document the release by using the *Juvenile Release Form (552.10F1)*.

**H. DENIAL OF ENROLLMENT** – (I.C. 33-205)

Students, who have been expelled from any school district, including Mountain Home School District No. 193, must notify school authorities of this expulsion upon requesting admittance to the Mountain Home School District. A hearing before the Board of Trustees must be held, and permission given by that body, prior to the admittance of a student who has been expelled from any school district, as described above.

**I. RIGHT OF APPEAL**

Should the student **or employee** wish to challenge an administrative decision, (s)he may request a hearing

before District administration with right of appeal to the Board of Trustees via the Student Grievance Policy, **Grievance for Certified Policy, or Grievance for Classified Policy.**

4. **Record Retention Schedule Policy** - Mr. Gilbert presented the 1<sup>st</sup> reading of the proposed revision of Mountain Home School District No. 193 Record Retention Schedule Policy. He stated that this policy was revised to remove the actual schedule from the policy and to make it procedure and to revise the language to add some definitions and clarifications. Trustee Abrego motioned to approve the 1<sup>st</sup> reading of the proposed revision of the Record Retention Schedule Policy, as presented by Mr. Gilbert. Trustee Monasterio seconded the motion. Motion passed.

### RECORD RETENTION SCHEDULE

#### Retention of District Records

In compliance with Idaho Code § 33-506, the Board of Trustees of **Mountain Home School District No. 193 (MHSD)** establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of district records.

#### **DEFINITION**

**“Record” means recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business or the conduct of affairs and kept as evidence of such activity. A record can exist in a number of formats, including various sizes of paper (original or photocopy), microfilm or any microform, electronic media, optical disk media, CD, Mylar, sepia, blue line, photograph, audio and video tape, punched cards, books, maps.**

#### Method of Destroying Official Records

The district’s official records, and any copy thereof that may be deemed to be confidential and/or not intended to be disseminated to the public, will be shredded before being disposed.

#### Suspending of Destroying Official Records

**District records maintained on tangible mediums will be shredded or destroyed. Records maintained electronically will be destroyed as determined appropriate by the district’s information technology department.**

The district will immediately cease the destruction of all relevant records, even if destruction is authorized by an approved retention schedule, for the following reasons:

1. If the district receives a **public records Freedom of Information Act (FOIA)** request;
2. If the district believes that an investigation or litigation is imminent, or
3. If the district is notified that an investigation or litigation has commenced.

If relevant records exist in electronic formats such as email, digital images, word-processed documents, databases, backup tapes, etc., the district shall notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties against the District.

District records shall be retained and/or disposed of **according to the District Records Retention Schedule Procedure, as follows:**

5. **Investment Policy** - Mr. Gilbert presented the 1<sup>st</sup> reading of the proposed revision of Mountain Home School District No. 193 Investment Policy. He stated that this policy was revised using the suggested language of EMT and to keep us in compliance with federal and state requirements. Trustee Binion motioned to approve the 1<sup>st</sup> reading of the proposed revision of the Investment Policy, as presented by Mr. Gilbert. Trustee Donahue seconded the motion. Motion approved.

### INVESTMENT POLICY

This policy is to establish investment objectives and parameters for the management of public funds of the Mountain Home School District. These objectives and parameters are designed to safeguard funds through the minimization of credit risk and investment rate risk, to assure availability of funds when needed and provide an investment return competitive with comparable funds and financial market indexes. This policy does not apply to funds related to issuance of debt where there are other indentures and covenants in effect for such funds.

This board may invest any money coming into the hands of the district in investments as permitted by Idaho Code Section 67-1210 pertaining to the investment of idle or surplus monies and Idaho Code Section 57-101, et seq., pertaining to designated depository. Any investments of idle or surplus monies shall be invested with a



designated depository wherein the investment shall be fully insured under the Federal Deposit Insurance Corporation (FDIC) provisions when possible and practicable.

“Designated depository” is defined as any national bank, state bank, trust company, federal savings and loan association, state savings and loan association, federal credit union, or state credit union located within the geographical boundaries of this district.

“Designated depository” may also include such entity located outside the boundaries of this district if no entity exists with this district’s boundaries, or no such entity exists that will accept such funds, and the board of trustees designates a depository within the state, but outside the boundaries of this district.

The board shall designate such investment with due care and prudence, including review of financial ratings and other relevant factors in selectin potential designated depository or depositories to be utilized, to fulfill its fiduciary duties to the district as a whole and to public funds. The board shall at all times seek consultation and advice as may be necessary to make prudent determination as to the protection of such funds and the management of risks to those funds. Unless otherwise provided by law, any interest or profit accrued from the investment of any funds will be credited to the general fund of this district.

The Board shall designate the District’s Treasurer to manage investment funds in accordance with this policy in the priority order of safety, liquidity, and yield. The Treasurer shall refrain from personal business activity, which could conflict with proper execution of the investment program. The Treasurer shall disclose to the Board any material financial interests in any qualified institutions that conduct business with the Board or the District and they shall further disclose any material personal financial investment positions that could be related to the performance of the District’s investment program.

The Treasurer shall invest and manage all funds (except from debt when other indentures apply) under the direction and control of the Board with the objective to minimize risk, maintain liquidity, and maximize yield. The foremost objective of this investment program is the safety of the principal of funds. The District will achieve this objective by minimizing credit risk and interest rate risk.

### **CREDIT RISK**

The District will minimize Custodial Credit Risk, which is the risk of loss due to the failure of a security issuer or backer, by limiting investments to the types of securities listed in this investment policy, and prequalifying the financial institutions, brokers/dealers, intermediaries, and advisors with which the District will do business.

The District will minimize Concentration of Credit Risk, which is the risk of loss attributed to the magnitude of the district’s investment in a single issuer, by diversifying the investment portfolio so the impact of potential losses from any one type of security or issuer will be minimized.

### **INTEREST RATE RISK**

The District will minimize Interest Rate Risk, which is the risk that market value of securities in the portfolio will fall due to changes in market interest rates, by structuring the portfolio so the securities mature to meet cash requirements for ongoing operations; thereby avoiding the need to sell securities in the open market, and investing operating funds primarily in shorter-term securities, liquid asset funds, money market mutual funds, or similar investment pools and limiting the average maturity in accordance with the District’s cash requirements. The funds shall be managed such that they are available to meet reasonably anticipated cash flow requirements.

### **YIELD/RETURN ON INVESTMENT**

Investment portfolios shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. It is understood that return on equity is of secondary importance when compared to the safety and liquidity objectives described above.

### **FOREIGN CURRENCY RISK**

The District will not invest in investments denominated in foreign currency, and the potential risk of loss arising from changes in exchange rates.

### **AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS**

Only firms meeting the following requirements shall be eligible to serve as “Authorized Institution”:

1. Primary and regional dealers who qualify under the Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule), and
2. Capital of no less than \$10,000,000.00, and

3. Registered as a dealer under the Securities Exchange Act of 1934, and
4. A member of the National Association of Securities Dealers (NASD), and
5. Registered to sell securities in the State of Idaho, and
6. The firm and assigned broker have been engaged in the business of effecting transactions in U.S. Government and agency obligations for at least five consecutive years or,
7. Any Public Depository qualified in accordance with Idaho Code (I.C.) 67-1210.

All brokers, dealers, and other financial institutions deemed to be Authorized Institutions shall be provided with current copies of the investment policy, and any related procedure(s), and shall provide in return to the Board, certification of having read, understood, and agree to comply with the terms and conditions thereof.

#### **AUTHORIZED INVESTMENTS AND PORTFOLIO COMPOSITION**

Investments and Depositories are restricted to those complying with I.C. 67-1210.

These include:

1. United States Government Securities
2. United States Government Agencies
3. Federal Instrumentalities
4. Certificates of Deposit
5. Repurchase Agreements of government securities
6. Bankers' Acceptance
7. Registered Investment Companies (Money Market Mutual Funds)
8. Investment Pools composed entirely of instruments that are legal for direct investment by an intermediate school district (Idaho State Investment Pool)

A maximum of 50% of the investment portfolio can be composed of Certificates of Deposit, Bankers Acceptance, non-government money market mutual funds, or any combination thereof. No investment portfolio may contain any Commercial Paper. Short-term investments are required to be made in corporations organized in the United States with assets exceeding \$500,000,000.00, and whose obligations are rated with one of the top two classifications (AAA or AA) at the time of the purchase as rated by both S&P and Moody's. Short-term obligations must have a maturity life not to exceed 185 calendar days. Government Securities (as defined by the Government Securities Act of 1986) must be purchased from a custodial bank, which is a member of the Federal Reserve System and authorized to conduct business in the State of Idaho. Repurchase Agreements must have a maturity not to exceed one day.

Securities shall be registered and collateralized in the District's name and held by a third party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board Statement # 3 and Statement # 40.

The policy shall be reviewed from time to time. The District's Board of Trustees must adopt any changes to the policy.

6. **Exchange for Free Lunches Policy** - Mr. Gilbert presented the 1<sup>st</sup> reading of the proposed revision of Mountain Home School District No. 193 Exchange for Free Lunches Policy. He stated that this policy was revised to meet the current contract the district has with our food service provider, Chartwells. Trustee Donahue motioned to approve the 1<sup>st</sup> reading of the proposed revision of the Exchange for Free Lunches Policy, as presented by Mr. Gilbert. Trustee Binion seconded the motion. Motion carried.

#### **EXCHANGE FOR /FREE LUNCHES**

Food Service employees may receive an exchange for /free lunch. ~~Adults or~~ Students, assigned by the Food Service manager, to perform a service directly related to the food operation, may receive an exchange/free lunch.

Prior to a decision to impose a new fee or to approve a fee increase that exceeds five percent (5%) of the amount of the fee last collected, the board of \_\_\_\_\_ School District No. \_\_\_\_\_ will hold a hearing at a regular or special public meeting on the proposed fee imposition or fee increase.

#### **DEFINITIONS**

"Fee" means all fees and charges of this school district for a direct public service, including fees for voluntary activities and extra costs such as extracurricular activities, driver's education, towel or locker use, adult education courses, breakfasts and lunches, parking, and similar services or activities.

"Newspaper" means the newspaper with the largest paid circulation published within the boundaries of the school district, except where there is no newspaper is published within the boundaries of the school district required to

~~publish notice, then it means the newspaper with the largest paid circulation published within any county in which the school district is located or the newspaper published nearest to the boundaries of the school district.~~

## **PUBLIC NOTICE**

Public notice will be given of this board's intent to make a decision on a proposed fee increase, as set forth above, by either:

- ~~10. Advertising in at least one (1) newspaper once each week during the two (2) weeks preceding the week during which the hearing will be held. The advertisement will state that the board will meet on a certain day, time, and place listed in the advertisement for the purpose of hearing public comments regarding the proposed new fee or fee increase beyond five percent (5%); or~~
- ~~11. \_\_\_\_\_~~
- ~~12. Holding three (3) public meetings in three different locations in the district. *Notice of the public meetings will be posted at the district office and at least two (2) or more public buildings within the school district not less than twenty-four (24) hours before such meeting is to be convened and provided the hearing is held not less than five (5) days after the public meetings; or*~~
- ~~13. A single mailing notice to all district residents, provided that the same information is given and provided the meeting is held not less than seven (7) days after the mailing of the notice.~~

~~Failure to provide public notice and a hearing on the increase in fees will result in possible voiding of the validity of all or a portion of the fee increase.~~

7. **Closed Campus Policy** - Mr. Gilbert presented the 1<sup>st</sup> reading of the proposed revision of Mountain Home School District No. 193 Closed Campus Policy. He stated that this policy was updated to clarify that only MHHS students could leave the campus to go to work or lunch. There has been no patron or staff input. Trustee Abrego motioned to approve the 1<sup>st</sup> reading of the proposed revision of the Closed Campus Policy, as presented by Mr. Gilbert. Trustee Donahue seconded the motion. Motion granted.

## **CLOSED CAMPUS POLICY**

To protect the health and safety of the students, it is the policy of the Board of Trustees, Mountain Home School District No. 193, to require students to remain on the campus of their respective schools, with the exception of Mountain Home High School students going to work or lunch, from the beginning of the school day to the end of the school day.

Parents who wish to have their students leave the campus during lunchtime may do so by following the procedures outlined in the Student Handbook. It is the intent of the policy to allow students to leave campus only to go to their home for lunch and leave for special reasons, as requested by their parents and approved by the school administration.

**Mountain Home** High School students are permitted to leave the campus to go to work, appointments, lunch, or for other approved reasons as authorized by their parents/guardian and school administration.

8. **Community Use of School Facilities Policy** - Mr. Gilbert presented the 1<sup>st</sup> reading of the proposed revision of Mountain Home School District No. 193 Community Use of School Facilities Policy. He stated that this policy was revised to update the language to reflect current procedure of the process of using or renting school district facilities. Trustee Donahue motioned to approve the 1<sup>st</sup> reading of the proposed revision of the Community Use of School Facilities Policy, as presented by Mr. Gilbert. Trustee Abrego seconded the motion. Motion passed.

## **COMMUNITY USE/RENTAL OF SCHOOL FACILITIES**

It shall be the policy of the Board of Trustees, School District No. 193, to grant and encourage maximum use of school facilities to community groups for the purpose of education, recreation, and entertainment as long as no ~~unreasonable~~ expense to the school district is incurred. It is the duty of the Board of Trustees to protect the morals, health, and safety of pupils admitted to attendance at its schools and facilities, to protect the health and safety of all staff and visitors at all locations of district operations, and to provide a proper learning environment for the students of the District. It is the intent of the Board of Trustees that any use of its facilities by school district related groups, or all other groups, must be in conformance with this policy.

The District reserves the right to deny the use of any of its facilities to any group and/or person who the District determines will not meet these criteria. The use of schools will not be allowed for any program or movement that advocates the overthrow of the government of the federal, state, or local governments.

It is further a stated policy of the school district that the primary use of its facilities is the provision of educational services for its pupils and any request for the use of its facilities, which interrupts and/or otherwise hinders or impairs the availability of the facilities for the District's use for this primary objective may be denied.

The superintendent shall establish such procedures as needed to implement this policy as well as to assure the preservation of school district property.

Fees shall be charged according to a schedule of rental fees approved by the Board of Trustees. The rental schedule is established to defray maintenance and operation costs to the school district. School buildings may be used without cost by semi-educational organizations such as the parent/teacher groups, Boy Scouts, Girl Scouts, and Camp Fire.

Possession or consumption of alcoholic beverages, tobacco, or illegal drugs or substances, acts of violence, or weapons (unless allowed by law) are not permitted in any school building, or on any property owned, leased, operated, or maintained by the school district.

- D. POLICY REVIEW** – No Changes – James Gilbert. Mr. Gilbert informed the Board that the Special Education & Related Services Policy and the Pest Management Policy were reviewed by the Policy Committee and they determined that no revisions were necessary. Trustee Binion motioned for approval of the reviews with no changes of the Special Education & Related Services Policy and the Pest Management Policy as presented by Mr. Gilbert, with a second from Trustee Donahue. Motion approved.

1. **Special Education and Related Services Policy**
2. **Pest Management Policy**

- E. PERSONNEL** – James Gilbert. Mr. Gilbert requested approval of the personnel items. Trustee Abrego motioned to approve the personnel items as presented by Mr. Gilbert, with a second from Trustee Donahue. Motion carried.

#### **TEACHER APPOINTMENTS - 2016-2017 - CONTINUING CONTRACTS**

ACARREGUI, ERIN S	MAIN, JAMES W
ACKLEY, SHARON L	MANANTAN, ASHLEIGH M
AIRHART, SHONDA K	MCCLUSKEY, KIMBERLY A
ANDERSON, JOE R	MCCLUSKEY, TRACY L
ARMSTRONG, VICTORIA D	MCLEAN, CARA L
ASH, ROSEMARY R	MEDERIOS, SCOTT H
BARGMAN, LORI A	MESERVY, LISA M
BOWLDMAN, ANNE M	MILLIGAN, ROBIN L
BOWMAN, DARRELL L	MODDE, AMANDA A
BRANTLEY, MAURA N	MOLONEY, NANCY S
BRANTLEY, MICHAEL J	MOSLEY, ELIZABETH A
BRESCIA, KAREN	MUILENBURG, JESSICA
BUNDY, MATTHEW J	MURPHY, STEPHEN R
BURKE, JANIE A	NEGRI, CHRISTINE D
BURNINGHAM, ANNA D	NICHOLAS DAWN M
CAMPBELL-HUGHES, JANET E	NICHOLAS-SANDBERG, DENISE L
CHERRY, HEATHER	NORRIS, NYLA L
CLARK, ELISABETH	OGAARD, JUDY L
CLARK, JAMES R	OLSON, RITA A
CLARK, JAMES W	PAGE, TAUNYA L
COOK, CYNTHIA M	PEARLMAN, ELISE S
COOK, DAVID L	PERCY, CATHERINE G
COOK, WILLIAM F	PETTI, JOHN H
CORDER, JULIA A	PRIOR, REBECCA N
COTTON, ANDREA J	PROUTY, FREDERICK M

COX, SUZANNE M	RAEZER, GEORGE L
CROCKETT, SAMANTHA R	RAUB, BRENDA L
DARKES, CARRIE L	REYNOLDS, KERRI L
DAWSON, SAM E	RHATIGAN, SARA D
DAY, DAN E	RILEY, BROOKE M
DEVORE, ROY LENNY	ROSE, ROCHELLE A
DEVORE, SARAH K	SAYER, JEREMY B
DEVORE, TRAVIS A	SCHAUFLE, PAUL R
DICKINSON, JOSH L	SCHIPANI, ROBYNN M
DINGUS, JANET L	SCHOLTE, CHRISTINE M
DUNCAN, CRAIG C	SCHROEDER, KENDA L
FEEKES, REBECCA A	SCHULTZ, AMANDA D
FEENSTRA, ANDREA M	SEXAUER, KATHY A
FISH, ANGELA E	SHERIDAN, MICHELLE M
FLOYD, BRIAN T	SIEVERS, ALICIA J.
FREEMAN, DEBORAH L	SMITH, DEENA R
FREER, SHERI E	SMITH, ERIKA A
GAINES, KRISTIN K	STARKEY, PATRICK L.
GALLOWAY, STEVEN D	STEAR, MICHAEL L
GAREY, TAWNIA R	STOVER-RUSSELL, LISA A
GOODMAN, TANYA	STOWELL, MARSHA L
GOODSELL, BRENDA A	STRATTON, AMANDA L
GORDON, KAREN S	SULFRIDGE, DONNA R
GORMAN, DEBRA S	THORUSEN, LEISA M
GUSSENHOVEN, KAYE M	TIPPETS, JERRY C
HAFNER, JOHN A	TULLMAN, ELENA
HANKINS, SANDRA A	URQUIDI, RHONDA L
HARRIS, HEIDI R	URQUIDI, RICHARD J
HEINZE, BETHANY A	VANDEBERG, KIMBERLI A
HENKE, TRAVIS J	VAUGHN, CARLOTTA
HENKE, TRICIA N	VIALI, CAROL A
HENNESSEY, SHANA L	VICK, JAMIE L
HERRBOLDT, AMY L	VOGT, ERIC A
HILER, STEPHANIE M	VOGT, GINGER L
HOLLAND, DAVID M	WALKER, ROBIN H
HOLLAND, KATHRYN Y	WALLACE, CHAD T
HOYE, MICHELE M	WALLAERT, KRISTOPHER K
HUDSON, KATHERINE A	WARTHEN, PAM M
JACKSON, LEN C	WEBB, JANET L
JAMES, DANIEL J	WEBER-PATZKOWSKY, LAURA R
JOHNSON, MARY KAYE	WEIS, DENISE J
KARREN, SHERRI L	WEYGINT, ALLEN W
KEENER, BRENT J	WEYGINT, ELLEN L
KELLERMAN, MARILYN J	WHITE, SAMMY A
KNUDSON, LYNN J	WILCOX, KENDRA L
KNUTSON, MELISSA A	WORTHAM, SAMANTHA S
LAY, JOHN P	YOUNG, BRET M
LEE, CHRISTINE A	YOUNG, DANIEL B
LOCKETT, ROBERTA J	YOUNG, JODY A
LOPEZ, JOSE N	YOUNG, VICKI L
LORD, LINDA D	ZAIKE, JENNIFER L
LYONS, REBECCA	ZIELKE, PAMELA S

### **APPOINTMENTS**

Riley, Michael "Sam"; 8<sup>th</sup> Grade "A" Volleyball Coach, MHJH  
Whitaker, Kaylin; 7<sup>th</sup> Grade "B" Volleyball Coach, MHJH

### **RESIGNATIONS**

Allies, Sarah; 7<sup>th</sup> Grade English Teacher, MHJH, effective: May 27, 2016  
 Arrieta Resnick, Nekane; Counselor, MHHS, effective: June 10, 2016  
 Daily, Katie, 1<sup>st</sup> Grade Teacher, West Elementary, effective: May 27, 2016  
 Lawrence, Felicia; Business Teacher, MHHS, effective: May 27, 2016  
 Mauro, Jessica; Head Cheer Coach, MHHS, effective: May 25, 2016  
 Pfenning, Ashley; Special Education Paraeducator, MHHS; effective: April 7, 2016  
 Rodriguez, Merlena; Cook Manager, MHHS; effective: April 13, 2016  
 Rudeen, Tenille; 2<sup>nd</sup> Grade Teacher, North Elementary; effective: May 27, 2016  
 Strohm, Jennifer; Counselor, MHHS, effective: June 10, 2016  
 Walker, Louis, Behavioral Supports Paraeducator, East Elementary; effective: April 29, 2016

IX. **EXECUTIVE SESSION – None**

- X. **ADJOURNMENT** – Chairman Walborn thanked Trustee Donahue for making the IEA basket. All business of the Board having been completed, Chairman Walborn called for a motion to adjourn. A motion from Trustee Binion to adjourn was seconded by Trustee Donahue. Motion carried. Meeting adjourned at 8:53 p.m.

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Chairman Walborn

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Clerk Whitman