

MEETINGS OF THE BOARD OF TRUSTEES

(Policy Range: 1060– 1089)

*(Items highlighted in yellow are replace by PPSEL policy 1010; approved 10/27/2011)*

1060.00 General Policy. The Board of Trustees shall meet as required by law, and shall hold other meetings deemed necessary by the Board and for the proper conduct and management of the District. [IC 33-506, 33-510] All action by the Board shall be taken in a meeting open to the public. No executive session may be held for the purpose of taking any final action or making any final decisions, the exception being a decision to place certificated personnel on probationary status. [IC 67-2345 (3), 33-514, 33-515] (11-12-01)

1061.00 Annual Meeting. The annual meeting of the Board of Trustees shall be held on the date of the regular July meeting each year. [IC 33-510] (11-12-01)

1062.00 Regular Meetings. Regular meetings of the Board of Trustees shall be held monthly as determined at the annual meeting. [IC 33-510] (11-12-01)

1063.00 Special Meetings. Special meetings of the board may be called by the Chair or by any two (2) members of the Board and held at any time. No business may be transacted at a special meeting except that for which the meeting is called. Each Board member shall receive notice of the time, place, and purpose of the special meeting twenty-four (24) hours in advance. Written notices shall be posted at the district office and at least two or more buildings in the district not less than twenty-four (24) hours before the special meeting is to be convened. [IC 33-510, 67-2341 (6)(b)] (11-12-01)

1064.00 Executive Sessions. Executive sessions are closed to the public and may be held by the Board to consider employment; evaluation, dismissal, disciplining of, or to hear complaints or charges brought against employees or students; to conduct deliberations concerning labor negotiations or to acquire an interest in real property not owned by a public agency; to consider records exempt from disclosure; to consider pending or probable litigation; and any other matter as specified in Idaho Code 67-2345.

Action of the Board on any matter considered in an executive session shall be made in open session (except as allowed by law), and the action taken shall become part of the public record of the District as recorded in the minutes of the meeting. (11-12-01)(PPSEL 10/22/2009)

1065.00 Recessed Meetings. Regular and special meetings of the Board and executive sessions may be continued to a specific time and place upon a motion made and approved by the Board. The clerk will post the notice of the time and place the Board will reconvene the recessed meeting or session. (11-12-01) (PPSEL 10/22/2009)

1066.00 Attendance by Visitors. Interested citizens are encouraged to attend meetings of the Board. Copies of the agenda are available on the district web site and to visitors attending meetings. (11-12-01)(PPSEL10/22/2009)

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CONDUCT OF BOARD OF TRUSTEE MEETINGS

(Policy Range: 1090 – 1119)

*(Items highlighted in yellow are replace by PPSEL policy 1010; approved 10/27/2011)*

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

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

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

1092.00 Parliamentary Procedure.

1092.10 Robert's Rules of Order. The manual, Robert's Rules of Order, shall be the general guide for the conduct of Board business. (11-12-01) (PPSEL 10/22/2009)

1092.20 Quorum. A majority of the Board, three members, shall constitute a quorum. All motions shall be passed by a majority vote of those trustees present unless otherwise specified by law. [IC 33-510] (11-12-01) (PPSEL 10/22/2009)

1093.00 Voting. All motions must be recorded, and the voting results specified. The record is to include the names of those who make motions, those who second motions, and unless unanimous, the ayes, nays, and abstentions are to be recorded. [IC 67-2344] If the Chair is in doubt, he/she shall ask for a roll call vote and each member's vote will be recorded in the minutes. The Chair may vote in all cases. In the event of a tie, no action will be taken. [IC 33-510] (11-12-01) (PPSEL 10/22/2009)

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

- I. Call to Order
- II. Approval of Minutes
- III. Good News, Announcements, or Presentations
- IV. Consent Agenda
- V. Continued Business
- VI. New Business
- VII. Information
- VIII. Suggestions and Comments
- IX. Recess and/or Adjournment (11-12-01)

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1095.00 Minutes. The Clerk of the Board shall record and preserve in a permanent file a record of all official proceedings of the Board and shall enter into the record all matters required by law or by the Board. The record is to be open to inspection by the public, at all reasonable times. [IC 33-508] (11-12-01)

1095.10 Tape Recordings. A tape recording of any Board meeting or hearing may be made when such a procedure is approved by a majority of the Board. Recordings shall be kept for five years after the date they were made. (11-12-01)

1096.00 Procedure for Participation by Visitors. There is ~~are two~~ an opportunity for comments and suggestions by visitors, as noted ~~in the Order of Business~~ on the Agenda, near the beginning ~~and again near the closing of~~ each regular Board business meeting. Any person who wishes to comment on any matter pertaining to the District may do so at ~~either of these two~~ this point on the agenda, provided the oral presentation does not exceed a reasonable time, as determined by the Board. Patrons may also speak to any agenda item when the item is open to discussion. Board discussion of the motion will follow comments, if any, from interested patrons. Any person who addresses the Board is required to give his/her name for identification and for inclusion in the minutes. (11-12-01) (PPSEL 10/22/2009) (edited 5/5/2014 to conform to PPSEL practice)

Patron Grievances. Any person interested in any matter connected with the school may apply to the teacher or Director of Instruction of the school, and then to the ~~office of the~~ Director of Operations. If the Director of Operations is unable to adjust the matter to the satisfaction of the grievant, the person making the grievance may refer the item for Board consideration in the following manner:

- A. Communications of grievances should be addressed to the Board of Trustees in writing, and presented to the Director of Operations not later than five (5) days prior to a Board meeting in order that the matter may be included in the agenda.
- B. When an item concerning a group of people is presented to the Board for consideration, the Clerk of the Board shall secure a list of the names of all those present who wish to be heard before the Board. The Board may set a reasonable time limit for each speaker, and for the answering of questions. (11-12-01) (PPSEL 10/22/2009)

1097.10 Board Consideration of Grievance. Items offered for Board consideration in any other matter than those specified above shall be referred to the Director of Operations. (11-12-01) (PPSEL 10/22/2009)

1097.20 Matters Involving Personnel. Matters involving school district personell or individual students shall be referred to the Director of Operations for study and recommendations. (11-12-01)(PPSEL 10/22/2009)

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(1000-10)

NON-DISCRIMINATION POLICY

(Policy Range: 1120- 1137)

Basic Policy. PPSEL herewith affirms its commitment to the fundamental principles of justice, due process, equal protection under the law, and the right to petition for redress of grievance as set forth in the Constitution of the United States as interpreted by legislative and judicial branches of federal and state government regarding policies of employment and delivery of educational services. (11-12-01) (PPSEL 10/22/2009)

It is the policy of the District, not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment practices. [IC 67-5901) Non-discriminatory criteria will be followed for the recruiting, selecting, hiring, promotion, compensation, transfer, reassignment, discipline, demotion, lay-off, and termination of all employees or applicants for employment. (2-26-02)(PPSEL 10/22/2009)

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

Affirmative Action Plan. The Board has adopted an Affirmative Action Plan designed to provide full implementation of this policy. (11-12-01) (PPSEL 10/22/2009)

Affirmative Action Officer. An Affirmative Action Officer shall be appointed annually by Board action and shall: develop an Affirmative Action Plan; provide for its implementation; monitor and report to the Board on its effectiveness. The officer shall report directly to the Director of Operations and Board on all unresolved matters that may come under the provisions of this policy or the District's Affirmative Action Plan. (11-12-01) (PPSEL 10/22/2009)

Responsibility. It shall be the responsibility of all district employees and students to assist the Board in fulfilling the intent of this policy-to eliminate discriminatory practices in the areas of employment, personnel administration, and delivery of educational services within the Moscow School District. (11-12-01) (PPSEL 10/22/2009)

Federally Funded Programs. It is the policy of the District not to discriminate on the basis of race, color, religion, sex, national origin, age, socio-economic status, or disability in the inclusion of students and the hiring of employees for any federally funded program. The Director of Special Services and Human Resources oversees compliance in regard to non-discrimination and educational equity. (3-25-08) (PPSEL 10/22/2009)

Civil Rights Grievance. Grievance by employees, students or other persons alleging illegal discrimination by this District, its employees, other students, or third parties in any of the District's public facilities, programs or activities based on race, color, religion, sex, national origin, age (persons forty (40) years of age or older), or disability may be filed as per Appendix A. (2-26-02) (PPSEL 10/22/2009)

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No Retaliatory Action. No individual who has filed a complaint, testified, assisted or participated in any manner in the investigation of a complaint will be intimidated, coerced or otherwise discriminated against. (2-26-02) *(PPSEL 10/22/2009)*

Retention of Records. All records of complaints and investigations filed under this procedure will be retained with the District for a period of three (3) years. (2-26-02) *(PPSEL 10/22/2009)*

School District Actions. All employees, students, and third parties of the District will be responsible for acting in accordance with this policy. (2-26-02) *(PPSEL 10/22/2009)*

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(1000-12)

NEPOTISM POLICY

(Policy Range: 1138-1139)

- 1138.00 Basic Policy. The Moscow School District shall not employ any person in a position where such employee would be under the direct supervision of such employee's relative. Relatives are defined to include spouse, significant other, child, brother, sister, parent, grandparent, grandchild, aunt, uncle, cousin, or corresponding in-law or step relative. (11-12-01) (*PPSEL 10/22/2009*)
- 1138.10 Teachers shall be deemed to be under the direct supervision of their building principal (not assistant principal). Special Education teachers shall be deemed to be under the direct supervision of both their building principal and the Director of Special Services. (11-12-02) (*PPSEL 10/22/2009*)
- 1138.20 In the event that two employees become involved in a family or domestic relationship, every effort will be made to reasonably accommodate a transfer before reassignment. (11-12-01) (*PPSEL 10/22/2009*)
- ~~1138.30 The foregoing shall apply to all persons employed for the first time or promoted after June 30, 1986. (11-12-01)~~
- 1138.40 When any relative of any trustee or trustee's spouse related by marriage or blood within the second degree is considered for employment in the District, such trustee shall abstain from voting in the hiring of the relative. The trustee shall be absent from the meeting while such employment is being considered and determined. [IC 33-507) (11-12-01) (*PPSEL 10/22/2009*)

LOITERING ON SCHOOL GROUNDS

(Policy Range: 1140–1145)

Basic Policy. Loitering or conduct by any person that disrupts the educational process and/or is detrimental to the morals, health, safety, academic learning, or discipline of pupils is prohibited. [IC 33-512 (11)] (11-12-01) (*PPSEL 10/22/2009*)

Anyone who is not a student or a staff member of the District and who is on school grounds during the work day must secure permission to visit from the principal or the principal's designee. Those who fail to do so shall be considered as loiterers under the terms of Idaho Code 33-512 (11). (11-12-01) (*PPSEL 10/22/2009*)

Persons who by their presence, words, and/or actions, disrupt or interfere with the educational process during the school day or at a school sponsored event or activity, shall be considered in violation of Idaho Code 33-512 (11). (11-12-01) (*PPSEL 10/22/2009*)

The Board authorizes the Director of Operations, the principal, or the principal's designee to report those who are in violation of Idaho Code 33-512 (11) to the Moscow Police Department and to file a complaint with the police and the prosecuting attorney's office on behalf of the Board. (11-12-01) (*PPSEL 10/22/2009*)

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CALENDAR

(Policy Range: 1146 – 1159)

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

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

The Director of Operations shall furnish a copy of the requirements of the calendar to the Calendar Committee according to Idaho Code, State Board Rules, and current requirements for enrollment and attendance reporting of the State Department of Education. No school day in session shall be scheduled for less than two and one-half (2 1/2) hours of instructional time. After completion of the calendar, the Calendar Committee will then present the calendar to the individual building staffs for recommendations and rationale. The Calendar Committee will then present the calendar, along with recommendations and rationale, to the Board on or before the regular March meeting. (11-12-01) (PPSEL 10/22/2009)

Minimum Hourly Instructional Requirements. A school day for grades 1-12 may be counted as a "day in session" when the school is open and the students are under the guidance and direction of teachers in the teaching process for not less than four (4) hours of instruction per day. Lunch periods, breaks, passing time, and recess are **not** included in the four (4) hours. For kindergarten, each session should be at least two and one-half (2 1/2) hours per day. (11-12-01) (PPSEL 10/22/2009)

A half-day in session in grades 1-12 occurs when either the students are under the guidance and direction of teachers in the teaching process for a minimum of two and one-half (2 1/2) hours of instruction; or when teachers are involved in staff development activities for a minimum of two and one-half (2 1/2) hours per day. If a day has less than two and one-half (2 1/2) hours of instruction, that day is reported as a vacation day. (11-12-01) (PPSEL 10/22/2009)

The minimum number of instructional hours may be reduced up to eleven (11) hours for kindergarten and twenty-two (22) hours for grades 1-12 for staff development activities. [IC 33-512] (11-12-01) (PPSEL 10/22/2009)

LEGAL REFERENCE: Idaho Code 33-512, 33-1002 STATE BOARD OF EDUCATION RULES: 08.02.01.250



HEALTH AND SAFETY ISSUES

(Policy Range: 1200 -- 1299)

Dealing with HIV/AIDS in the Schools.

General Principals. It is the right of the infected individual, and his/her parents in the case of a student under the age of 18, to determine whether to notify the District of the infection.

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

There shall be no discrimination in employment based on having an HIV infection or AIDS. No school employee shall be terminated, non-renewed, demoted, suspended, transferred, or subjected to adverse action based solely on the fact that he or she is infected with HIV (or is perceived to be infected). School employees who are unable to perform their duties due to an illness, such as those related to HIV, shall retain eligibility for all benefits that are provided for other school employees with long-term diseases or disabling conditions. (11-12-01) (PPSEL 10/22/2009)

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

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

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

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

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When the Director of Operations makes a decision about the case, the infected employee or parents/guardians of a student may use the district's complaint process to appeal the decision. (11-12-01) (PPSEL 10/22/2009)

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

The District's nurse will be responsible for training staff in appropriate precautions. (11-12-01) (PPSEL 10/22/2009)

First Aid Training.

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

- ~~1. Industrial Technology teachers~~
- ~~2. Family and Consumer Science teachers~~
- ~~3. Secondary Science teachers~~
4. Physical Education teachers
- ~~5. Coaches~~
6. Elementary secretaries
7. Playground/Duty aides
8. Adventure Club staff
- ~~9. Bus Drivers and Mechanics~~
10. Maintenance and Custodial staff
11. ~~Dietary Personnel~~ (1-22-02) (PPSEL 10/22/2009)

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

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

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

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

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

The District will establish and maintain an interaction plan with local agencies to include the police department, sheriff, fire department, ambulance services, Department of Health, and the American Red Cross. (9-23-03) (PPSEL 10/22/2009)

*(sections highlighted in yellow are replaced by PPSEL policy 8020; approved 8/20/2009)*

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

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

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

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

A School Meals. Meals served through the National School Lunch and Breakfast Programs will:

1. meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
2. offer a variety of fruits and vegetables;
3. serve only lowfat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA);
4. offer a variety of whole grains;
5. be appealing and attractive to children; and
6. be served in clean and pleasant settings.

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

B. Breakfast. To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

1. Schools will, to the extent possible, operate the School Breakfast Program.
2. Schools will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation.
3. Schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program.
4. Schools will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

C. Free and Reduced-priced Meals. Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

D. Meal Times and Scheduling. Schools should not schedule tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

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

E. Qualifications of School Food Service Staff Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, the district will provide continuing professional development for all nutrition professionals in schools.

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- F. Sharing of Foods and Beverages. Schools should discourage students from sharing their food or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets. (4-25-06)  
*(PPSEL 10/22/2009)*

Foods and Beverages Sold Individually (foods sold outside of reimbursable school meals such as through vending machines, cafeteria a la carte lines, fundraisers, school stores, etc.).

When beverages are sold individually outside of reimbursable school meals, it is encouraged that those beverages include, but are not limited to, fruit and vegetable juice, milk or flavored milk, or water. When foods are sold individually outside of reimbursable meals, it is encouraged that those foods include snacks that meet the recommended criteria for healthy snack foods.

- A. Elementary Schools. The school food service program will approve and provide all food and beverage sales to student in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, and non-fried vegetables.
- B. Middle/Junior High and High Schools. In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable meal programs (including those sold through a la carte lines, vending machines, student stores, or fundraising activities) may not be sold within the cafeteria or school nutrition serving area thirty minutes before or during the breakfast or lunch serving periods. If foods and beverages are sold individually outside the reimbursable meal program, it is encouraged that the beverages include fruit and vegetable juice, milk or flavored milk, or water; and that the foods include, but are not limited to, snacks that meet the recommended criteria for healthy snack foods.
- C. Fundraising Activities. To support children's health and school nutrition-education efforts, school fundraising activities involving food or beverages will be encouraged to utilize foods that meet the criteria for healthy snack foods and beverages sold individually.
- D. Snacks. Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of schools meals, children's nutritional needs, children's ages, and other circumstances.
- E. Rewards. Schools will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior.

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- F. School-sponsored Events (such as, but not limited to athletic events, dances, or performances). When foods and beverages are offered or sold at school-sponsored events outside the school day, every effort will be made to include those foods and beverages that meet the criteria for healthy snacks and beverages. (4-25-06) (PPSEL 10/22/2009)

Nutrition and Physical Activity Promotion and Food Marketing.

- A. Nutrition Education and Promotion. The District aims to teach, encourage, and supplement healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:
1. is offered at each grade level as part of a sequential comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
  2. is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
  3. includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
  4. promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
  5. emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
  6. links with school meal programs, other school foods, and nutrition-related community services;
  7. teaches media literacy with an emphasis on food marketing; and
  8. includes training for teachers and other staff.
- B. Integrating Physical Activity into the Classroom Setting. For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class.
1. Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities;
  2. opportunities for physical activity will be incorporated into other subject lessons; and
  3. classroom teachers will provide short physical activity breaks between lessons or classes as appropriate.

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- C. Communication with Parents. The district/school will support parents' efforts to provide a healthy diet and daily physical activity for their children. The district/ school will provide nutrition information and post nutrient analyses of school menus. Schools should encourage parents to pack healthy lunches and snacks. The district/school will provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/pmiies and fund raising activities.

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

- D. Staff Wellness. The District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The district's Insurance Committee promotes staff health and wellness by promoting healthy eating and physical activity, and staff involvement in wellness programs. (4-25-06) (PPSEL 10/22/2009)

Physical Activity Opportunities and Physical Education.

- A. Daily Physical Education (P.E.) K-12. All students in grades K-12, including students with disabilities, special health-care needs, and in alternative educational settings, will receive instruction in physical education. Elementary students, grades 1-6 will receive a minimum of 75 minutes of instruction each week. Students in grades 7-12 will receive health/wellness and physical education instruction as required by district policy and the Idaho State Board of Education.
- B. Daily Recess. All elementary students will have supervised recess periods during which they are encouraged to participate in moderate to vigorous physical activity.
- C. Physical Activity Opportunities Before and After School. All elementary, middle, and high schools will offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. The high school and junior high will offer interscholastic sports programs. A wide range of activities will be offered that meet the needs, interests, and abilities of all students.

After school programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants. (4-25-06) (PPSEL 10/22/2009)

- 1250.60 Monitoring and Policy Review. The Director of Operations or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school. School food service staff will ensure compliance with

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nutrition policies within school food service areas. (4-25-06)

*(PPSEL*

*10/22/2009)*



RESOLUTION OF PUBLIC COMPLAINTS

(Policy Range: 1300- 1350)

- 1300.00 Basic Policy. The District will receive, address, and resolve complaints against District employees, staff members, and volunteers (hereinafter referred to as Employees) from parents, guardians, district patrons, citizen groups, and regulatory bodies (hereinafter referred to as Complainants) promptly and in a manner consistent with the District's fulfillment of its legal duties and obligations. All participants in the resolution of a complaint shall observe professional conduct and confidentiality throughout the proceedings. {11-12-01} (PPSEL 10/22/2009)
- 1300.10 Procedures. The following procedures are established in order to accomplish the above stated goals. This policy does not address complaints that may be received concerning District policy or procedures that are addressed by administrative reviews, or other state or Federal regulations. Within this policy, the term "Major Participants" will refer to the complainant, the employee, and the employee's immediate supervisor.
- STEP 1: Receipt of Complaints. Upon receipt by a District Board or staff member of an oral complaint from a Complainant against an Employee, such shall be forwarded to the employee's immediate supervisor who will make an initial determination as to whether or not the subject matter and nature of the complaint is appropriate for utilization of the following procedures. If a determination is made that the following procedures are not appropriate, the matter will be dealt with on a case by case basis in a manner that the Administrative staff believes best serves the interests of the District's educational program. The response to written complaints will be the initiation of Step 2.
- STEP 2: Notification of Supervisor and Employee. Written complaints and oral complaints which are deemed appropriate for these procedures shall be forwarded by the Administrative staff to the immediate Supervisor (hereinafter, Supervisor) of the Subject Employee. Within a period not to exceed fourteen (14) calendar days following the Supervisor notification, the Supervisor shall notify the Employee.
- STEP 3: Complainant-Employee Conference. \Within a period not to exceed fourteen (14) calendar days following the date the Employee is notified, the Supervisor shall schedule a conference between the Complainant and the Employee. The Complainant-Employee Conference shall be scheduled for the earliest date, time, and location acceptable to both parties, and shall convene within twenty-eight (28) calendar days following the date the Employee is notified (who will be the only person present) in order for them to discuss the nature of the complaint and to jointly explore potential solutions. Either Complainant or Employee may opt to bypass STEP 3. See STEP 4.

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STEP 4: Complainant-Employee-Supervisor Conference. Following the Complainant -Employee Conference (STEP 3) or if STEP 3 is bypassed, either party may elect to have a conference between the Complainant, Employee, and Supervisor. Where possible, the Complainant-Employee-Supervisor Conference shall be scheduled by the Supervisor within a period not to exceed fourteen (14) calendar days. The Complainant-Employee-Supervisor Conference shall be scheduled for the earliest date, time, and location acceptable to all parties, and shall convene within twenty-eight (28) calendar days following the date of the Complainant-Employee Conference, or the receipt of a request to skip STEP 3.

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

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

Any Major Participant not satisfied with the results of this Conference may exercise the Major Participant's available legal options or may petition the Board for an audience in Executive Session, which may or may not be granted by the Board. The materials and information related to the matter, which have been accumulated as a result of the utilization of these procedures, will be made available to the Board upon request if such audience is granted. (11-12-01) (PPSEL 10/22/2009)

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- 1300.20 Resolution of Complaint. At any time after STEP 2 that the complaint is resolved a memorandum of the agreed upon resolution shall be prepared by the Administrative Staff and distributed to the Major Participants and lodged in the Employee's personnel file. The memorandum shall set forth the specific actions or inactions, if any, expected of the Employee, Complainant, or other patties. Should the Complainant, Employee, or other patty determine that the terms of the agreement are not being met, that person may elect to re-initiate the procedures. (11-12-01) *(PPSEL 10/22/2009)*