

## **Culdesac School District Policy Manual Table of Contents**

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## **100.1 – Legal Status and Operation**

The Board of Trustees of the Culdesac School District is the governmental entity established by the State of Idaho to plan and direct all aspects of the Culdesac School District's operations to the end that students shall have ample opportunity to achieve their individual and collective learning needs and to provide a thorough system of education.

The Culdesac School District in its corporate capacity may sue and be sued and may acquire, hold, and convey real and personal property necessary to its establishment, extension, and existence. The Culdesac School District shall have authority to issue negotiable coupon bonds and incur such other debt in the amounts and manner as prescribed by law.

The policies of the Board of Trustees define the organization of the Board and the manner of conducting its official business. The Board's operating policies are those the Board adopts from time to time to facilitate the performance of its responsibilities.

### **Legal Reference:**

- I.C. § 33-301 School Districts Bodies Corporate
- I.C. § 33-511 Maintenance of Schools
- I.C. § 33-512 Governance of Schools
- I.C. § 33-1612 Thorough System of Public Schools

**Adopted: May, 2019**

## **100.2 – Organization and Classification**

The legal name of this School District is Culdesac Joint School District No. 342, Nezperce and Lewis Counties, State of Idaho. The District is classified as:

-A K-12 school district giving instruction to pupils in grades K (kindergarten) through twelve (12)

-A Joint School District

In order to achieve its primary goal of providing each child with the necessary skills and attitudes to become effective citizens, the Board shall exercise the full authority granted to it by the laws of the State of Idaho. Its legal powers, duties, and responsibilities are derived from the Idaho Constitution and State statutes and rules. Sources such as the school laws of Idaho and the rules and regulations of the State Board of Education delineate the legal powers, duties, and responsibilities of the Board.

### **Legal Reference:**

I.C. § 33-302 Classification of School Districts  
I.C. § 33-305 Naming and Numbering School Districts  
I.C § 33-306 Organization and Government of Board of Trustees

**Adopted: May, 2019**

## **101.1 – Mission Statement**

The mission of Culdesac Joint School District is to provide our students with the knowledge and skills that will foster a lifelong love of learning and the desire to become contributing members of our modern society.

**Reviewed: April, 2019**  
**Reviewed & Revised: July, 2008**  
**Adopted: April, 2000**

## **101.2 - Educational Philosophy Statement**

Culdesac Joint School District believes each student is endowed with his/her own individual capacities and characteristics, that education of the youth is the general responsibility of all social institutions in the community, and that the schools have major responsibilities to:

- Provide each student with the best learning situations possible, and to provide a strong foundation in basic skills in reading, mathematics, science and language.
- Assist each student to develop intellectually, socially, emotionally, morally, and physically.
- Utilize a variety of teaching methods and materials that most effectively individualize the learning process
- Strive to teach critical thinking and reasoning skills to achieve a higher level of knowledge.
- Focus on career awareness, social skills, good citizenship, and positive attitude by providing exploratory opportunities that expose each student to a variety of vocational and a-vocational endeavors.
- Create an interest in science, social studies, the arts, and recreation with an emphasis on developing receptive and expressive communication.
- Implement and foster activities that focus on character traits of honesty, integrity, accountability, responsibility, self-discipline, work ethic,
- Respect for authority, patriotism and the respect for and value of each other.
- Adapt the educational processes to keep pace with our rapidly changing society.
- Promote the shared responsibility between parent and school to guide, nurture, and to be responsive to the needs of each student.
- Provide opportunities and encourage active participation by all patrons.

**Reviewed: April, 2019**  
**Reviewed & Revised: July, 2008**  
**Adopted: April 24, 2000**

### **101.3 – Code of Ethics for School Board Members**

As a member of the Culdesac School District Board of Trustees, I will strive to improve public education, and to that end I will:

1. Attend all regularly scheduled Board meetings as much as possible, having read my packet ensuring that I am informed about the issues to be considered at the meeting;
2. Recognize that the Board must comply with the Open Meeting Law and only has authority to make decisions at official Board meetings;
3. Make all decisions based on the available facts and my independent judgement, and refuse to surrender that judgement to individuals or special interest groups;
4. Understand that the Board makes decisions as a team. Individual Board members may not commit the Board to any action unless so authorized by official Board action;
5. Recognize that decisions are made by a majority vote and the outcome should be supported by all Board members;
6. Acknowledge that policy decisions are a primary function of the Board and should be made after full discussion at publicly held Board meetings, recognizing that authority to administer policy rests with the Superintendent;
7. Be open, fair, and honest; have no hidden agendas; and respect the right of other Board members to have opinions and ideas which differ from mine;
8. Recognize that the Superintendent is the Board's advisor and should be present at all meetings, except when the Board is considering the Superintendent's evaluation, contract, or salary;
9. Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a District concern ever rise to the attention of the Board as a hearings panel;
10. Keep abreast of important developments in educational trends, research, and practices by individual study and through participation in programs providing such information;
11. Respect the right of the public to be informed about District decisions and school operations;
12. Understand that I will receive information that is confidential and cannot be shared;
13. Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as District staff, while insisting on regular and impartial evaluation of all staff;
14. Present personal criticism of District operations to the Superintendent, not to District staff or to a Board meeting;
15. Refuse to use my Board position for personal or family gain or prestige. I will announce any conflicts of interest before Board action is taken; and
16. Remember always that my first and greatest concern must be the educational welfare of the students attending the Culdesac School.

**Reviewed and Revised: December, 2018**

**Reviewed & Revised: July, 2008**

**Adopted: April, 2000**

#### **101.4 – Administration**

As Trustees, we are elected to serve within the established laws of the State of Idaho and the Nation, the regulations proscribed by various board and commissions, and to the extent possible, to oversee the operations of this school district in such a way that the people of this community will have great pride in their schools.

**Reviewed: May, 2019**  
**Reviewed & Revised: July, 2008**  
**Adopted: April, 2000**



## **101.5 – The Curriculum**

Curriculum programs will be developed to stimulate the spirit of inquiry and desire for learning. Priority will be given to classroom experiences that create a feeling of self-worth in the student. Encouragement should be given to the development of aesthetic values, the acquisition of practical skills, and to the preparation for adult responsibilities in an increasingly technological global society. Where feasible, objectives for each curricular program should be developed and all teachers work toward achieving those common objectives. The means of achieving these student objectives may be different with each teacher, but the overall objectives should be the same and be measurable.

**Reviewed: May, 2019**  
**Reviewed & Revised: July, 2008**  
**Adopted: April, 2000**

### **101.6 – Respect for Others**

Since the central value of democracy is respect for the individual, the intellectual climate of the educational program should not only allow, but foster a spirit of tolerance for individuals and their ideas. This tolerance should recognize the worth of all people though they may differ in race, religion, philosophy, or conviction. An attitude of respect at all times for the rights of others in and out of the classroom should be expected of staff, teachers and students.

**Reviewed: May, 2019**

**Reviewed & Revised: July, 2008**

**Adopted: April, 2000**

## **101.7 - Values**

It is the belief of the Board of Trustees that honesty, self-discipline, unselfishness, respect for authority and the central importance of work are among the values that should be emphasized in all programs and activities in Culdesac Joint School District No. 342

**Reviewed: May, 2019**

**Reviewed & Revised: July, 2008**

**Adopted: April, 2000**



## **101.8 Continuous Improvement Plan**

### District Planning

Each year, Culdesac School District shall create a collaborative continuous improvement plan designed to improve student achievement in the District, analyze data to assess and prioritize needs, and measure outcomes. The Board shall work with the Superintendent to engage students, parents, teachers, administrators, and community members as appropriate in the planning process.

The annual continuous improvement plan shall:

1. Be data driven, specifically in student outcomes, and shall include but not be limited to analysis of demographic data, student achievement and growth data, graduation rates, and college and career readiness;
2. Set clear and measurable targets based on student outcomes;
3. Include a clearly developed and articulated vision and mission;
4. Include key indicators for monitoring performance; and
5. Include a report of progress toward the previous year's improvement goals.

Multiple measures shall be used to determine student readiness and improvement. At a minimum, the Board shall set a benchmark for each of the following metrics:

1. Career and College Readiness: The number and percentage of students meeting the college ready benchmark in mathematics and English Language Arts on a state recognized college entrance exam. Improvement shall be measured by year over year growth in the percentage of students meeting the college readiness benchmark.
2. High School Readiness: The number and percentage of students meeting proficient or advanced on the 8th grade Idaho Standards Achievement Test in mathematics and English language usage. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced.
3. 7th Grade Readiness: The number and percentage of students meeting proficient or advanced on the 6th grade Idaho Standards Achievement Test in mathematics and English language usage. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced.
4. 4th Grade Reading Readiness: The number and percentage of students reading at grade level on the spring 3rd grade statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.

5. 3rd Grade Reading Readiness: The number and percentage of students reading at grade level on the spring 2nd grade statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.

6. 2nd Grade Reading Readiness: The number and percentage of students reading at grade level on the spring 1st grade statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.

7. 1st Grade Reading Readiness: The number and percentage of students reading at grade level on the spring kindergarten statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.

The Board may engage in planning training to assist in the process and the development of the plan. Qualified planning training may be reimbursable by the State through the process outlined in Idaho State Board of Education rule.

The Board shall continuously monitor progress towards the targets for student outcomes included in the plan by using relevant data to measure growth. Such progress shall be included in the Board's annual evaluation of the Superintendent.

The District plan shall be made available to the public by being posted on the District's website. The plan must be reviewed, updated annually, and posted no later than October 1 each year.

**Legal Reference:**

I.C. § 33-320 Continuous Improvement Plans and Training  
IDAPA 08.02.01.801 Planning and Training

**Reviewed and Revised: September, 2017  
January, 2016  
October, 2015**

**Adopted: July, 2008**

## **102.1 – Board Statement of Goals**

Culdesac Joint School District No. 342 will make the best use of its resources to provide a stimulating program for developing all students towards their intellectual capacity, a qualified staff which recognizes and teaches toward the needs of the students, and physical facilities which promote a maximum climate for learning. Furthermore, Culdesac School District will maximize the advantages of its small size to strive towards becoming the most effective school district it can be.

**Reviewed: June, 2019**

**Reviewed & Revised: July, 2008**

**Adopted: April, 2000**

## 102.2 – Goals

To the best of its abilities, Culdesac Joint School District No. 342 will strive to accomplish the following goals:

- Students who leave grades Four, Eight, and Twelve will demonstrate competency in Reading, English, Mathematics, Science, History/Geography, and Language.
- Student will learn to use their minds, so they may be prepared for responsible citizenship, further learning, and productive employment in today's economy.
- Students graduating from Culdesac School will be literate and possess the knowledge and skills necessary to compete in a global economy, while exercising the rights and responsibilities of proper citizenship.
- Culdesac School will maintain a graduation rate of 95% or above
- Culdesac School will maintain an ongoing program of communication among parents, patrons, and staff.
- Culdesac School will maintain a system of self-evaluation based on clearly defined goals and objectives to be used as a guide for continuous improvement.
- Culdesac School will continue to implement technology within the school and its programs.
- Culdesac School will serve as the technology center of the community.
- Culdesac School will strive to serve as a model for technology based education in Idaho.
- Culdesac School will be a drug and violence free zone, and will offer a disciplined environment conducive to learning.

**Reviewed: June, 2019**

**Reviewed & Revised: July, 2008**

**Adopted: April, 2000**



### **103.1 - Board Statement of Objectives**

The Board believes it has the statutory responsibility to oversee the operations of the Culdesac Joint School District No. 342. To this end, the Board commits itself to working with the administrative staff, teachers, and classified staff to obtain optimal measurable outcomes for each student who attends school in this district.

The authority of individual trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound by an action taken or statement made by an individual trustee except when such statement or action is pursuant to specific instructions and official action taken by the Board.

**Reviewed: June, 2019**  
**Reviewed and Adopted: July, 2008**  
**Adopted: April, 2000**

### **103.2 - Increase in Student Learning Time**

Because we believe that the best learning occurs when there is an increase in the amount of engaged learning time, the Board has as its primary objective to encourage teachers, administrators, and students to put learning first. Engaged learning time is defined as that time spent in active teaching/learning situations.

**Reviewed: June, 2019**

**Reviewed & Adopted: July 9, 2008**

**Adopted: April 24, 2000**

### **103.3 - Accountability**

The second general objective of the school board is to promote excellence in education and to develop a concept of accountability beginning with the Board and working its way through the district administration; building level administration; teachers; and support staff. The Board's accountability to the students, parents, patrons, and employees will be met as the Board prudently provides the resources and support for a quality education for every child.

**Reviewed: June, 2019**

**Reviewed & Adopted: July 9, 2008**

**Adopted: April 24, 2000**

#### **104.1 – Organization of the Board**

The Culdesac Joint School District Board of Trustees will hold its regular meetings on the second Wednesday of each month. Special meetings may be held in addition to regular meetings with proper notice to all board members, the media, and the posting of notices concerning any special meeting in the normal locations throughout the school district.

**Reviewed: July, 2019**  
**Reviewed & Revised: July, 2008**  
**Adopted: April, 2000**

## **104.2 – Open Meeting Law**

All Board meetings will be in public session except for those meetings conducted in closed session as authorized by Idaho Code.

**Reviewed: July, 2019**

**Reviewed & Revised: July, 2008**

**Adopted: April, 2000**



## **105.1 Board Meeting Procedures**

The Board, as a legally established arm of the Idaho Legislature, has the statutory responsibility to transact the official business of the school district. As such, School Board meetings are meetings that are held in public, but they are not meetings for the public. In order to ensure the orderly conduct of a meeting, spontaneous or disruptive communication by the audience cannot be condoned. Individuals or organizations desiring to make requests, presentations, or proposals to the Board will be provided with that opportunity at each meeting.

### Agenda

The agenda for any Board meeting shall be prepared by the Superintendent and Board Chair. Items submitted by the Board Chair or at least two Board Members shall be placed on the agenda. The clerk, administration, or patrons of the District may also suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least 7 (seven) days before the Board meeting, unless of immediate importance. Individuals who wish to address the Board must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and must follow the procedure established for public input at Board meetings.

### Regular Meeting Agendas

A 48 hour agenda notice shall be required in advance of each regular meeting. Notices and agendas will be posted at various locations throughout the school district, as well as on the front door of the administration building. Notices will also be posted at City Hall and the Post Office in the immediate area. The written agenda for each Board meeting will be prepared and delivered to each Board member at least 3 (three) days in advance of any regularly scheduled meeting. All meeting notices and agendas must be posted on the School District website.

### Special Meeting Agendas

Special meetings require a 24 hour meeting and agenda notice. The agenda notice shall include at a minimum the meeting date, time, and place. The written agenda will be delivered to each Board member at least 24 hours in advance of any special meeting. All meeting notices and agendas must be posted on the School District website.

### Amending Agendas

An agenda may be amended provided that a good faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion.

**Amending the Agenda More than 48 Hours Before a Regular Meeting or 24 Hours Before a Special Meeting:** If an amendment to an agenda is made after an agenda has been posted but 48 hours or more prior to the start of a regular meeting, or 24 hours or more prior to the start of a special meeting, then the agenda is amended upon the posting of the amended agenda.

**Amending the Agenda Less than 48 Hours Before a Regular Meeting or 24 Hours Before a Special Meeting:** If an amendment to an agenda is proposed after an agenda has been posted and less than 48 hours prior to a regular meeting or less than 24 hours prior to a special meeting but prior to the start of the meeting, the proposed amended agenda shall be posted but shall not become effective until a motion is made at the meeting and the Board votes to amend the agenda. **Amending the Agenda After the Start of a Meeting:** An agenda may be amended after the start of a 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 agenda posting.

#### Requesting to Address the Board or An Item On the Agenda

Those who wish to speak on a particular Agenda item will be introduced by the Board Chairperson at the appropriate time during the Board meeting. Speakers may offer objective comments about school operations, programs, or planned programs that concern them. The purpose of the patron input is to give the Board information about a particular topic, and is not a question-and-answer session between the presenter and any Board member or district employee. The Board will not permit any expression in public session of personal complaints about the work of effectiveness of school district personnel. Persons with complaints about school personnel must use the Patron Complaint Resolution Form that can be supplied by the district upon request.

Patrons desiring to address a particular item on the published agenda must use the signup sheet provided in the Board meeting room. The Chairperson will gather the names of those who wish to address any particular Agenda item, decide the order of those who wish to speak, and may restrict input if it becomes repetitive. The time limit for each presenter is 3 (three) minutes. If a group wishes to address a particular Agenda item, the group may have 5 (five) minutes for their presentation in lieu of individual presentations.

Members of the Board and the Superintendent have the privilege of asking questions of any person who addresses the Board regarding an Agenda item. Once patron input has been received, and the Board is deliberating a particular Agenda item amongst themselves, no further patron input will be received unless the Board Chairperson specifically allows such to occur.

#### Negotiation Meeting Notices

Notice of all negotiation sessions between the District and the local education organization shall be posted at the earliest time practicable on the District's website. Additionally, if time permits, the District shall post notice of the negotiation sessions within 24 hours at the same physical locations the District uses for posting its regular meetings.

#### Order of Business

The order of business will be determined by the Board Chair and Superintendent with input from the Board. Upon consent of the majority of the Members present, the order of business at any meeting may be changed.



### Consent Agenda

To expedite business at a Board meeting, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item which appears on the consent agenda may be removed by a Member of the Board. It is strongly suggested that any Board Member who wishes to remove an item from the consent agenda give advance notice in a timely manner to the Board Chair and Superintendent. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

### Action Items

All agenda items that require a vote shall be identified on the agenda as such. Final action may not be taken on agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the Board minutes.

### Minutes

The clerk shall keep written minutes of all open Board meetings, which shall be signed by the Chair and the clerk. The minutes shall include:

1. The date, time, and place of the meeting;
2. The presiding officer;
3. Board Members recorded as absent or present;
4. All motions, resolutions, orders, or ordinances proposed and their disposition;
5. The results of all votes, and upon the request of a Member, the vote of each Member, by name;
6. Legal basis for recessing into executive session; and
7. Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the clerk to record the discussion verbatim.

Unofficial minutes shall be delivered to Board Members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that Members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the clerk, to be made available within a reasonable period of time after a meeting for inspection upon the request.

### Minutes of Executive Session

The minutes of executive session shall be written. Said minutes shall be limited to a specific reference to the Idaho code subsection authorizing the executive session and sufficient detail to provide the general subject matter to identify the purpose and topic of the executive session. The

roll call vote to go into executive session shall be recorded in the minutes. The minutes shall not contain information that would compromise the purpose of going into executive session.

#### Minutes of Negotiation Sessions

In all negotiation sessions between the District and the local education organization, written minutes will be taken. All documentation exchanged between the parties during a negotiation session, including all offers and counter-offers, shall be retained by the District and shall be subject to public writings disclosure laws.

#### Quorum

No business shall be transacted at any meeting of the Board unless a quorum of the Members is present. A majority of the full membership of the Board shall constitute a quorum, a majority of the quorum may pass a resolution.

#### Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. The most current edition of *Robert's Rules of Order* may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those Board Members in attendance. Voting shall be by acclamation or show of hands.

**Reviewed and Revised: October, 2018**  
**Adopted: July, 2008**

## **105.2 - Reasons for an Executive Session**

Under Idaho law, upon a two-thirds (2/3's) vote recorded in the minutes of the meeting, the Board may hold an executive session after the Board Chair has expressly identified the specified legal authorization for holding an executive session.

Executive Sessions of the Board, where the public is excluded from viewing or participating Board deliberations, may be held for the following reasons:

1. To consider employment/dismissal of personnel
2. To consider the evaluation, dismissal or disciplining of, or to hear complaint or charges brought against, a public officer, employee, staff member or individual agent, or a student
3. To conduct deliberations concerning negotiations with employee bargaining groups.
4. To discuss the acquisition or sale of real property.
5. To consider records which are exempt from public disclosure.
6. To discuss any student discipline problem where student privacy rights clearly outweighs the public's right to know.
7. To consider preliminary negotiations involving matters of trade or commerce in which the Board is in competition with other governing bodies in other states or nations.
8. To consider and advise its legal representatives in pending litigation or where there is a general public awareness of probable litigation.

Except for making a determination to place a certified professional employee on probation, no final action may be held for the purpose of taking any final action or making any final decisions.

If an executive session only will be held, a twenty-four (24) hour meeting and agenda notice shall include the date, time, place and items to be discussed.

### **Legal Reference:**

Idaho Code Section 67-2340

**Reviewed: July, 2019**

**Reviewed & Adopted: July, 2008**

**Adopted: April, 2000**

### **107.1 - District Policy**

Any policy of the Board of Trustees may be changed or amended, or new policies added to existing policy, by notice and/or discussion at two different meetings of the Board. The policy change becomes effective upon majority vote of the trustees present unless stated otherwise.

Proposed amendment to existing policies and new policies shall undergo a minimum of two (2) readings in the following manner:

1. At a regular or special Board meeting the proposed new or amended policy shall be presented in writing for reading and discussion.
2. The final vote for adoption shall take place not earlier than at the second reading of the particular policy.

Although approval of a new or amended policy requires a minimum of two readings, temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events. Existing policies can be deleted at a regular or special Board meeting upon majority vote of the trustees present.

In the absence of a formal policy, the Board may adopt emergency procedures and policies that become effective immediately if the Board deems the health and welfare of the students or staff to be in jeopardy.

Policies amended shall be made a part of the minutes of the meeting at which action was taken, and shall also be included in the District's policy manual. Policies of the District shall be reviewed annually by the Board.

**Reviewed and Revised: Septembert, 2019**  
**Reviewed & Adopted: July, 2008**

## **108.1 - Board Commitment**

The Culdesac Joint School District is committed to equality of educational opportunity, and to equal employment opportunity.

**Reviewed: August, 2019**  
**Reviewed & Adopted: July, 2008**  
**Adopted: April, 2000**

## **108.2 - Student Equity**

All students shall have the opportunity to participate in and receive benefits from all programs and activities including, but not limited to, course offerings, graduation requirements, gender appropriate athletic and other extracurricular opportunities, counseling, employment assistance, and other school related activities.

**Reviewed: August, 2019**

**Reviewed & Adopted: July 9, 2008**

**Adopted: April 24, 2000**

### **108.3 - Equity in Employment**

Discrimination in education or employment because of gender, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law.

**Reviewed: August, 2019**  
**Reviewed & Adopted: July, 2008**  
**Adopted: April, 2000**

**108.4 - Title IX Coordinator**

Inquiries or complaints regarding discrimination should be directed to the Title IX/Section 504 Coordinator of Culdesac Joint School District.

**Reviewed: August, 2019**  
**Reviewed & Adopted: July, 2008**  
**Adopted: April, 2000**



### **109.1 - Board Commitment**

The Board of Trustees is committed to the establishment and maintenance of a workplace and educational setting that is free of sexual harassment to the employees or the students. To achieve this goal, the Board is firm in its belief that no student or employee should be subjected to sexual harassment by fellow employees, by staff members, or by fellow students.

**Reviewed: August, 2019**  
**Reviewed & Adopted: July, 2008**  
**Adopted: April, 2000**

### **110.1 - Statement of Purpose**

Culdesac School District No. 342 pledges to do all within its power to maintain a safe, healthy learning and working environment for the students and employees of this School District.

**Reviewed: September, 2019**  
**Reviewed & Adopted: July, 2008**  
**Adopted: April, 2000**

## **110.2 - Volunteers and Contractors**

The Board of Trustees directs the Superintendent of Schools to develop a system for registering volunteers or contractors consistent with maintaining a safe environment for their students.

### **Legal Reference:**

Idaho Code Section 33-512

**Reviewed: September, 2019**

**Reviewed & Adopted: July, 2008**

**Adopted: April, 2000**

## **111.0 DISTRICT LEGAL DESCRIPTION**

**Nez Perce County**

**Checked 8/75**

### **CULDESAC JOINT SCHOOL DISTRICT NO. 342**

BEGINNING at a point where Mission Creek intersects the south line of Sec. 34, Twp. 34 N, R 3 WBM; thence west to the SW corner of Sec. 32; thence north 6 & 1/2 miles to the SE corner of the NE 1/4 of Sec. 31, Twp. 35 N, R 3 WBM; thence east 1/4 mile; thence north 1 mile; thence east 1/4 mile; thence north 2 miles to the center of Sec. 17, Twp. 35 N, R 3 WBM; thence east 1/2 mile; thence north 2 & 1/2 miles; thence west 1/2 mile; thence north 1/2 mile; thence east 1 & 1/2 miles; thence north 1/2 mile to the NW corner of Sec. 34, Twp. 36 N, R 3 WBM; thence east 1/2 mile; thence north 1/2 mile; thence east 1 mile; thence north 1 & 1/2 miles; thence west 1/2 mile; thence north 1 & 1/2 miles; thence east 1 & 1/4 miles; thence north 1/2 mile; thence west 1/2 mile; thence north 1/2 mile; thence east 3/4 mile to the center of Sec. 1, Twp. 36 N, R 3 WBM; thence north 1/4 mile; thence east 1 & 1/2 miles; thence south 1/4 mile; thence east 1 & 1/2 miles to the center of Sec. 4, Twp. 36 N, R 2 WBM; thence south 1/2 mile; thence east 1 & 1/2 miles; thence south 1/2 mile; thence east 1/2 mile; thence south 3/4 mile; thence east 1/4 mile; thence south 1/4 mile; thence east 3/4 mile to the center of Sec. 13, Twp. 36 N, R 2 WBM; thence south 1/2 mile; thence east 2 & 1/2 miles; thence south 3/4 mile; thence east 1/4 mile; thence south 3/4 mile; thence west 3/4 mile to the center of Sec. 29, Twp. 36 N, R 1 WBM; thence south 1/2 mile; thence east 1/2 mile; thence south 1 & 1/2 miles to the SW corner of the NW 1/4 of Sec. 4, Twp. 35 N, R 1 WBM; thence west 1 mile; thence north 1/4 mile; thence west 1/2 mile; thence south 1/4 mile; thence west 1 & 1/2 miles; thence north 1/4 mile; thence west 3/4 mile; thence south 3/4 mile; thence east 1/4 mile; thence south 1 & 1/2 miles to the center of Sec. 14, Twp. 35 N, R 2 WBM; thence west 2 & 1/2 miles; thence south 1/2 mile; thence east 1/4 mile; thence south 2 miles; thence east 1 & 3/4 miles to the NE corner of Sec. 34, Twp. 35 N, R 2 WBM; thence south 3/4 mile; thence west 3/4 mile; thence south 3/4 mile; thence west 1/4 mile; thence south 1 & 1/2 miles to the SE corner of Sec. 9, Twp. 34 N, R 2 WBM; thence west 3/4 mile; thence north 2 miles; thence west 1/4 mile; thence north approximately 1/2 mile to Lapwai Creek; thence downstream on Lapwai Creek to the north boundary of Sec. 32, Twp. 35 N, R 2 WBM; thence west approximately 1 mile to the SW corner of the SE 1/4 of Sec. 30; thence north 1/2 mile; thence west 1/2 mile; thence south 1 & 1/2 miles to the SE corner of Sec. 36, Twp. 35 N, R 3 WBM; thence west 1 mile; thence south 1 mile; thence west 1/2 mile; thence south 1 mile; thence west 1/2 mile; thence south 1 mile to the SE corner of Sec. 15, Twp. 34 N, R 3 WBM; thence west to Mission Creek; thence upstream along Mission Creek to the South line of Sec. 34, which is the point of beginning.

**Reviewed: October, 2019**

**Reviewed & Adopted: July, 2008**

**Adopted: April, 2000**

## 112.0

### Elections

Elections conducted on behalf of the District are nonpartisan elections governed by the election laws of the State of Idaho and include the election of the Board Trustees, various public policy propositions, and advisory questions.

Board Trustee elections shall be held on the first Tuesday following the first Monday in November in odd-numbered years. Any person legally qualified to hold the position of school district trustee may file a declaration of candidacy for the office. The declaration must include the name of the candidate, the term for which declaration of candidacy is made, and include the signatures of not fewer than five School District electors residing in the trustee zone of which the candidate seeks election. Such declaration must be filed with the clerk of the District not later than 5:00 PM on the ninth Friday preceding the day of the election for the subject Trustee position. Any person seeking to become a write-in candidate must file a declaration of intent with the county clerk not later than 45 days before the election date and include the signatures of not fewer than five school district electors residing in the trustee zone of which the candidate seeks election.

If, after expiration of the date for filing written nominations, it appears that only one qualified candidate has been nominated for a position or if only one candidate has filed a write-in declaration of intent, no election shall be held for that position. The Board or the clerk, with the written permission of the Board, shall declare such candidate elected as a Trustee. The clerk shall immediately prepare and deliver to the person a certificate of election signed by him or her bearing the seal of the District. All other scheduled trustee elections will move forward under the regular procedures.

In each trustee zone, the person receiving the greatest number of votes cast within his or her zone shall be declared by the Board as the Trustee elected from that zone. If any two or more persons have an equal number of votes in any Trustee zone and a greater number than any other nominee in that zone the Board of Trustees shall determine the winner by a toss of a coin.

If requested, one (1) person may be authorized by each candidate to be present at the polling place for the purposed of challenging voters.

If requested, one (1) person may be authorized by any candidate to be present for the purposes of observing the counting of votes.

The authorized challenger and observer may work at various times throughout the day; however, each candidate may only have one (1) challenger and one (1) observer at the polling place at any time.

In order to have a challenger or observer at the polling place on the date of the election, the candidate must make a written request to the school district clerk no later than five (5) days prior to the date of the election.

**Legal Reference:**

§ I.C. 33-401 Legislative Intent  
§ I.C. 33-501 Board of Trustees  
§ I.C. 33-502 Declaration of Candidacy for Trustees  
§ I.C. 33-502B Board of Trustees – One Nomination – No Election  
§ I.C. 33-503 Election of Trustees – Uniform Date  
§ I.C. 34-1404 Declaration of Candidacy  
§ I.C. 34-1407 Write-in Candidates

**Reviewed and Revised:  
November, 2018**

**Adopted:  
July, 2008**

## **112.1 CANDIDATE EDIFICATION**

Candidates for appointment or election to the Board shall be urged to attend public meetings of the Board. All public information about the school system shall be made available to them. Additionally, the Board directs the Superintendent to cooperate impartially with all candidates in providing them with information about school governance, Board operations, and school programs.

Candidates in school districts with 500 students or more should be informed of the requirement to file campaign finance disclosures and directed to the County Clerk's Office for information on the filing requirements, forms, and deadlines.

Notices of candidate meetings that are sponsored by impartial, nonpartisan organizations may be announced in District publications or be sent home with students. The following procedures shall be followed:

1. If a candidate is scheduled to appear or speak as a part of a school-sponsored program, all candidates for that position shall be invited to attend or to send representatives;
2. The school will not send home partisan materials through the students; and
3. The Superintendent shall invite all candidates to an information session. Each candidate will be given the same materials and information at these sessions.

**Reviewed and Revised: May, 2017**  
**Adopted: July, 2008**

## **112.2 Taking Office**

At the time of nomination, election, or appointment, each Trustee shall be a school district elector of the District and a resident of the trustee zone from which nominated and elected or appointed. Except in the case of an at-large appointment as outlined in Policy No. 112.5.

Each Trustee shall qualify for and assume office on the next January 1 following his or her election or, if appointed, at the regular meeting of the Board of Trustees next following such appointment. While the Trustee will assume office on January, 1, they will not enter upon any of the duties of the office until they have been administered the oath of office.

An oath of office shall be administered to each Trustee, whether elected, re-elected, or appointed. The oath may be administered by the clerk, or by a Trustee of the District. If appointed, the oath will be administered at a regular meeting of the Board; it may not be administered at a special meeting. The records of the school district will show such oath of office to have been taken and by whom the oath was administered and will be filed with the official records of the District.

### **Legal Reference:**

	I.C. § 33-501	Board of Trustees
I.C. § 33-504		Vacancies on Boards of Trustees
	I.C. § 59-401	Loyalty Oath—Form
	I.C. § 59-402	Time of Taking Oath

**Reviewed and Revised: April, 2022**  
**Reviewed and Revised: November, 2018**  
**Adopted: July, 2008**



### 112.3 Oath Of Office

An oath of office is required to be administered to each School Board Trustee, whether elected, re-elected, or appointed. The Trustee is required to take his or her oath within ten days after the Trustee has notice of his or her election or appointment, or within 15 days from the commencement of his or her term of office. Before any Trustee, elected or appointed, enters upon the duties of his or her office, he or she must take the following oath:

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Idaho, and that I will faithfully discharge the duties of Trustee of Culdesac School District #342 according to the best of my ability.

The oath is required to be administered by the clerk or by a Trustee. Additionally, the records of the District are required to show that such oath of office has been taken and by whom the oath was administered. Finally, this information is required to be filed with the official records of the District.

A Trustee holds office from January 1 in the year in which he or she is elected until January 1 in the year in which his or her term of office expires, unless he or she:

1. Dies;
2. Resigns as Trustee;
3. Removes him or herself from the trustee zone of residence;
4. Refuses to serve as Trustee;
5. Fails to attend four consecutive regular meetings of the Board without an acceptable excuse to the Board of Trustees; or
6. Is recalled and discharged from office.

If the Trustee is appointed, he or she holds office from the time he or she takes the oath of office until January 1 in the year in which the original term of office to which he or she was appointed expires, unless he or she:

1. Dies;
2. Resigns as Trustee;
3. Removes him or herself from the trustee zone of residence;
4. Is no longer a resident or school district elector of the District;
5. Refuses to serve as Trustee;
6. Fails to attend four consecutive regular meetings of the Board without an acceptable excuse to the Board; or
7. Is recalled and discharged from office.

**Reviewed and Revised:  
November, 2018**

**Adopted:  
July, 2008**

#### **112.4 RESIGNATION**

Resignation of a trustee, for whatever reason, must be submitted in writing to the Clerk. The Board shall accept the resignation at any duly convened regular or special meeting and proceed to fill the vacancy as provided by statute and Board policy.

Trustees retiring from the Board may be recognized for their service to the District by presentation of a service plaque or other appropriate activities.

#### **Legal Reference:**

I.C. § 33-504 – Vacancies on Boards of Trustees  
I.C. § 59-902 - Resignations

**Reviewed: October, 2019**  
**Reviewed & Adopted: July, 2008**

## 112.5 VACANCIES

A vacancy shall be declared by the board of trustees within thirty (30) days of when any of the following occurs:

1. a trustee dies;
2. a trustee resigns;
3. a trustee removes him/herself from the trustee's zone of residence;
4. a trustee no longer is a resident or school district elector of the district;
5. a trustee refuses to serve as trustee;
6. a trustee, without excuse acceptable to the board of trustees fails to attend four (4) consecutive regular meetings of the board; or
7. a trustee is recalled and discharged from office.

A trustee position also shall be vacant when an elected candidate fails to qualify.

A declaration of vacancy shall be made at any regular or special meeting of the board of trustees, when any of the above-mentioned conditions are determined to exist.

In the case of a trustee vacancy, the remaining trustees shall fill such vacancy by appointment. The Board will receive applications from any qualified persons seeking to fill the position after suitable public notice. The Board will consider all applications from qualified persons seeking to fill the position in open session. The Board will appoint one (1) candidate to serve for the balance of the unexpired term of office which was declared vacant. In the event the Board of Trustees is unable to appoint a Trustee from the zone vacated after 90 days from the date the Board declared the vacancy, the Board of Trustees may appoint a person at-large from within the boundaries of the School District to serve at the Trustee from the zone where the vacancy occurred. Otherwise, after 120 days of the declaration of vacancy, the county commissioners of the home county shall appoint a qualified person to fill the vacancy.

### **Legal Reference:**

I.C. § 33-501 – Board of Trustees  
I.C. § 33-504 – Vacancies on Boards of Trustees  
I.C. § 74-206(1)(a) – Executive Sessions When Authorized

**Reviewed and Revised: November, 2019**  
**Reviewed & Adopted: July, 2008**



## 112.6 – Trustee Spouse Employment

It is generally unlawful for a Trustee to have their spouse employed by the school district in any paying position whereby such employment would require the payment or delivery of a school district's funds, money, or property to their spouse.

However, Trustees in school districts that annually meet the following criteria may have a spouse employed in the school district under the following conditions:

1. The school district had a fall enrollment of 1200 or fewer students in the prior school year;
2. The spouse will be employed in a non-administrative position;
3. The position has been listed as open for application on the school district's website or in a local newspaper for at least 60 days unless the opening occurred during the school year, in which case the position must have been listed as open for at least 15 days on the school district's website or in a local newspaper;
4. No applications were received that met the minimum certification, endorsement, education, or experience requirements of the position except the Trustee's spouse; and
5. The trustee abstained from voting in the employment of the spouse and was absent from the meeting while such employment was being considered and determined.

The above five criteria must be met in each subsequent school year in which the Trustee's spouse is employed. Additionally, the following provisions are applicable in such situations:

1. Throughout the course of the spouse's employment, the Trustee shall abstain from voting in any decision that affects the compensation, benefits, individual performance evaluation, or disciplinary action relating to the spouse and shall be absent from the meeting while such issues are being considered. Such limitation will include a prohibition on voting and attendance with regard to the following subject matters:
  - A. Negotiations regarding compensation and benefits;
  - B. Discussion and negotiation with school district benefits providers; and
  - C. Any matters relating to the spouse and letters of reprimand, direction, probation, or termination.
2. Regardless of spouse employment status, the Trustee may participate in deliberations and vote upon the school district's annual fiscal budget and annual audit report;
3. Should the spouse of a Trustee be hired as a certificated teacher, notwithstanding any other policy or law to the contrary, such spouse may only be employed under a Category 1 annual contract pursuant to section 33-514A, Idaho Code, and so long as the status of Trustee and spouse employee remains, shall not progress to subsequent contract stages with the school district.

**Legal Reference:**  
I.C. § 33-507 Limitation Upon Authority of Trustees

**Reviewed and Revised: February, 2023**  
**Adopted: July, 2008**

## 112.7 – Trustee Conflict of Interest

A School Board Trustee may not:

1. Use the Trustee's official power to further the Trustee's own interests;
2. Have a pecuniary interest directly or indirectly, except a remote interest, in any contract or other transaction pertaining to the maintenance or conduct of the school district. A "remote interest" means:
  - A. The Trustee is a non-salaried employee of a nonprofit corporation; or
  - B. The Trustee is an employee or agent of a contracting party where the compensation of the Trustee as an employee or agent consists entirely of fixed wages or salary; or
  - C. The Trustee is a landlord or tenant of a contracting party; or
  - D. The Trustee is a holder of less than one percent of the shares of a corporation or cooperative contracting party;

and the Trustee discloses such remote interest to the Board of Trustees. The Trustee may not, under any circumstances, be employed by the school district;

3. Accept any reward or compensation for services rendered as a Trustee except as expressly provided by law;
4. Accept and award contracts involving the school district with businesses in which a Trustee or person related to him or her by blood or marriage within the second degree has direct or indirect interest except when the procedures set forth in I.C. §§ 18-1361 or 18-1361A are followed;
5. Be involved in the employment of a relative related by affinity or consanguinity within the second degree. The Trustee will be absent from the meeting while such employment is being considered and/or determined;
6. Employ the spouse of a Trustee when such employment requires or will require the payment or delivery of any school district funds, money, or property to such spouse except when the procedures set forth in I.C. § 33-507(3) are followed as outlined in Policy 112.6;
7. Enter into a contract in the Trustee's individual capacity, the effect of which is to create a personal interest which may conflict with the officer's public duty;
8. Be a purchaser or vendor at any sale or purchase made by the Trustee in the Trustee's official capacity;
9. Use public funds or property to obtain a pecuniary benefit for himself or herself;
10. Solicit, accept, or receive a pecuniary benefit a payment for services, advice, assistance, or conduct customarily exercised in the course of the Trustee's official business;
11. Use or disclose confidential information gained in the course of or by reason of the Trustee's official position or activities in any manner with the intent to obtain a pecuniary benefit for the Trustee or any other person or entity in whose welfare the Trustee is interested or with the intent to harm the school district;

12. Appoint or vote for the appointment of any person related to him or her by blood or marriage within the second degree to any clerkship, office, position, employment, or duty, when the salary, wages, pay, or compensation of such appointee is to be paid out of public funds or fees of office; or appoint or furnish employment to any person whose salary, wages, pay, or compensation is to be paid out of public funds or fees of office, and who is related by either blood or marriage within the second degree to any other public servant making or voting for such appointment.

Relation by blood within the second degree includes grandparents and grandchildren. Laterally, it includes brothers and sisters.

**Legal Reference:**

- I.C. § 18-1359 Use Public Position for Personal Gain
- I.C. § 18-1361 Self-Interest Contracts - Exception
- I.C. § 18-1361A Non-compensated Appointed Public Servant –  
Relative of Public Servant – Exceptions
- I.C. § 33-507 Limitation Upon Authority of Trustees
- I.C. § 74-501 Officers Not to be Interested in Contracts
- I.C. § 74-502 Remote Interests
- I.C. § 74-503 Officers Not to be Interested in Sales

**Adopted: March, 2023**