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## SECTION 100

### THE BOARD OF TRUSTEES

#### 101.0 EDUCATIONAL MISSION STATEMENT EDUCATIONAL PHILOSOPHY STATEMENT EDUCATIONAL CODE OF ETHICS

#### 101.1 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: 9/2017  
1/2016  
10/2015**

**Adopted: 7/2008**

## **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 & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

### **101.3 – Educational Code of Ethics**

Believing that every child is unique and that all children have differing educational needs and differing potential for which the schools must provide, and further believing that education has traditionally been regarded as a means of improving both the individual and society, School District No. 342 commits itself to the following School Board Code of Ethics:

- Attend all regularly scheduled board meetings, and become informed concerning the issues to be considered at those meetings
- Recognize that each board member should endeavor to make policy decision only after full discussion at publicly held board meetings
- Render all decisions based on the available facts and each board member's independent judgment, and refuse to surrender that judgment to individuals or special interest groups
- Encourage the free expression of opinion by all board members and seek systematic communications between the board and students, staff, and all elements of the community
- Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent
- Communicate to other board members and the superintendent expressions of public reaction to board policies and school programs
- Keep informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the state and national school boards associations
- Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff

- Avoid being placed in a position of conflict of interest and refrain from using the board position for personal or partisan gain
- Take no private action that will compromise the board or administration and respect the confidentiality of information that is privileged under applicable laws
- Remember to a board member's first and greatest concern must be the educational welfare of the students attending the public schools.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 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 boards 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 & Adopted: July 9, 2008**  
**Adopted: April 24, 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 & Adopted: July 9, 2008**  
**Adopted: April 24, 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 & Adopted: July 9, 2008**  
**Adopted: April 24, 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.

**Idaho Code Section 33-1612**

**Reviewed & Adopted: July 9, 2008  
Adopted: April 24, 2000**

## **102.0 BOARD GOALS**

### **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 & Adopted: July 9, 2008  
Adopted: April 24, 2000**

### **102.2 - Goals**

To the best of its abilities, Culdesac Joint School District #342 will strive to accomplish the following goals:

- Students will leave grades Four, Eight, and Twelve having demonstrated competency in Reading, English, Mathematics, Science, History/Geography, and Language.
- Students 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 for 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 & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

## **103.0 BOARD OBJECTIVES**

### **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.

### **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 & 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 & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

## **104.0 SCHOOL BOARD MEETINGS**

### **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 & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

#### **104.101 - Open Meeting Law**

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

**Idaho Code 67-2340**

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

### **104.102 - Posting of Board Agenda**

Notices announcing a meeting of the Board of Trustees 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 agenda for any Board meeting shall be prepared by the Superintendent and Board Chairman. Items submitted by the Board Chair or at least two (2) board members shall be placed on the agenda. Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least two (2) 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.

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

### **104.103 - Delivery of Board Agenda**

The written agenda for each Board meeting will be prepared and delivered to each Board member at least three days in advance of any regularly scheduled meeting, and at least 24 hours in advance of any special meeting.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

### **104.104 - Board Meeting 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:

- The date, time and place of the meeting;
- The presiding officer;
- Board members recorded as absent or present;
- All motions, resolutions, orders, or ordinances proposed and their disposition;
- The results of all votes, and upon the request of a member, the vote of each member, by name;
- Legal basis for recessing into executive session; and
- 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.

**Idaho Code 67-2344**

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

#### **104.105 - Agenda Format**

Regular Meetings - A forty-eight (48) hour agenda notice shall be required in advance of each regular meeting, however, additional agenda items may be added after completion of the agenda up to and including the hour of the meeting, provided that a good faith effort is made to include in the notice all agenda items known at the time to be probable items of discussion. Notices and agendas shall be posted in a prominent place at the principal office of the District. Notices announcing a meeting of the Board of Trustees 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.

Special Meetings – Special meetings require a twenty-four (24) hour meeting and agenda notice.

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

## **104.2 Annual Organization Meeting**

After the issuance of the election certificates to the newly elected Trustees in November and on the date of its regular January meeting, the Board shall elect from among its members a Chair and a vice chair to serve one year terms as the officers of the Board. The Board shall also elect a clerk and a treasurer, who may be Members of the Board of Trustees or, at the discretion of the Board, either or both positions may be selected from among competent and responsible persons outside the membership of the Board. The Board, in its discretion, may allow compensation for the clerk and for the treasurer if other than the county treasurer. If a Board Member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of both the Chair and the vice chair, the Board shall elect a chair pro tempore, who shall perform the functions of the Chair during the latter's absence. The clerk shall act as Board secretary.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of newly-elected Board Members by the current Chair;
2. Swearing in of newly-elected Trustees;
3. Call for nominations for Chair to serve during the ensuing year;
4. Election of a Chair;
5. Assumption of office by the new Chair;
6. Call for nominations for vice chair to serve during the ensuing year;
7. Election of a vice chair;
8. Election of a clerk; and
9. Election of a treasurer; and
10. Review the code of ethics.

Policies and bylaws shall continue from year to year until and unless the Board changes them.

### **Board Chairperson Duties:**

- Preside at all meetings and conduct meetings in the manner prescribed by the Board's policies
- Make all Board Committee appointments
- Sign all papers and documents as required by law and as authorized by the action of the Board
- Close Board meetings as prescribed by Idaho law

The Board Chairperson is permitted to participate in all Board meetings in a manner equal to all other Board members, including the right to participate in debate and to vote. The Chairperson may not make a motion, but may second motions.

### **Vice Chairperson Duties:**

The Vice-Chairperson shall preside at all Board meetings in the absence of the Chair, and shall perform all of the duties of the Chair in case of the Chairperson's absence or disability.

**Legal Reference:**

I.C. § 33-506      Organization and Government of Board of Trustees  
I.C. § 33-510      Annual Meetings – Regular Meetings – Board of Trustees

**Reviewed and Revised:  
November, 2018**

**Adopted:  
July, 2008**

**105.0 PUBLIC PARTICIPATION AT BOARD MEETINGS**

**105.1 - Purpose of Public Participation**

The Culdesac Joint School District Board of Trustees, as the elected representatives of the patrons in the school district, wish to provide an opportunity for residents of the school district to express interests and concerns relative to the school district.

**Reviewed & Adopted: July 9, 2008  
Adopted: April 24, 2000**

## **105.2 - Conduct of Board Meetings**

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.

General rules of parliamentary procedure are used for every Board meeting. The most recent version 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 trustees in attendance. Voting shall be by acclamation or show of hands.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

## **105.3 - Requesting To Be On the Agenda**

Local patrons who wish to make a presentation at an official Board meeting must contact either the Superintendent or the Board Chairperson at least one week before a regularly scheduled Board meeting. The Board Chairperson shall make a determination if the planned presentation is relative to the work of the school district, and whether or not it should be on the Agenda.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

## **105.4 - Requesting to Address An Item On the Agenda**

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 three (3) minutes. If a group wishes to address a particular Agenda item, the group may have five (5) minutes for their presentation in lieu of individual presentations.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

## **105.5 - Addressing the Board of Trustees**

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.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

## **105.6 - Board Response to Patron Input**

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.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

## **106.0 EXECUTIVE SESSION OF THE SCHOOL BOARD**

### **106.1 - 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.

**Idaho Code Section 67-2340**

**Reviewed & Adopted: July 9, 2008  
Adopted: April 24, 2000**

#### **106.2 - Minutes of Actions in an Executive Session**

The minutes of the executive session will record the time, date and location of the executive session; the adequacy of the notice to the members of the board and to the public; the names of the persons who were present; the general viewpoint reflected in the discussion without disclosing confidential material; and the time that the Board reconvened into open session.

**Reviewed & Adopted: July 9, 2008  
Adopted: April 24, 2000**

## **107.0 AMENDING BOARD POLICY**

### **107.1 - Procedures for Amendments to Board 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 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.

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 & Adopted: July 9, 2008**

### **107.2 - Adopting Emergency Policies and Procedures**

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

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

## **108.0 BOARD STATEMENT ON EQUITY**

### **108.1 - Board Commitment**

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

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 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 & 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 & Adopted: July 9, 2008**  
**Adopted: April 24, 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 & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

## **109.0 BOARD STATEMENT ON SEXUAL HARASSMENT**

### **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 & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

## **110.0 SAFE ENVIRONMENT IN THE SCHOOL DISTRICT**

### **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 & Adopted: July 9, 2008**  
**Adopted: April 24, 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.

**Idaho Code Section 33-512**

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 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 & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

## **112.0 ELECTION**

Elections conducted by the District are non-partisan elections governed by the school district election laws of the State and include the election of Board members, various public policy propositions and advisory questions.

Board elections shall be held on the third (3<sup>rd</sup>) Tuesday in May of each year. Any person legally qualified to hold the position of school 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 less than five (5) school district electors residing in the trustee zone of which the candidate seeks election. Such declaration must be filed with the clerk of the school district not later than 5:00 p.m. on the fifth Friday preceding the day of the election. Any person seeking to become a write-in candidate must file a declaration of intent with the school district clerk not later than fourteen (14) days before the election date.

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

If, after expiration of the date for filing written nominations, it appears that only one (1) qualified candidate has been nominated for a position or if only one (1) candidate has filed a write-in declaration of intent, no election shall be held for that position, and the board of trustees or the clerk with the written permission of the board, shall within thirteen (13) days before the date of the election declare such candidate elected as a trustee. The clerk shall immediately prepare and deliver to the person a certificate of election signed by him bearing the seal of the district.

**Reviewed & Adopted: July 9, 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.

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.

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. The records of the District shall show such oath of office to have been taken and by whom the oath was administered and shall 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:  
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.

**Reviewed & Adopted: July 9, 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 until the annual meeting of school district trustees next following such appointment. Should the Board fail to fill a vacancy within ninety (90) days of the declaration of vacancy, the county commissioners of the county in which the district is situated (or of the home county if the district is a joint school district) shall appoint a qualified person to fill such vacancy.

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

#### 113.0 LOCAL SCHOOL WELLNESS

It is the goal of the Culdesac School District to strive to make a significant contribution to the general well being, mental and physical capacity, and learning ability of each student and afford them the opportunity to fully participate in the education process. The Culdesac School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our school contributes to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

Healthy eating is demonstrably linked to reduced morbidity and risk of mortality from many chronic diseases.

The Board directs the Superintendent to inform and update the public, including parents, students, and others in the community, about the content and implementation of the wellness policy. Such information may be provided on the District website, through dissemination of student handbooks, or in any other manner the school district may deem appropriate.

## **Definition**

For the purposes of this policy the school day is defined as midnight before to 30 minutes after the end of the instructional school day.

## **Goals for Wellness Promotion**

The District shall review and consider evidence-based approaches in establishing goals for school based activities to promote student wellness. This may include review of the “Smarter Lunchroom” tools and strategies.

To ensure the health and well being of all students, it is the policy of the District to:

1. Ensure that foods sold at school during the school day meet or exceed the nutritional standards required by the USDA’s National School Lunch Program, the National School Breakfast Program, and the Smart Snacks in Schools regulations. Exceptions can be made for infrequent food sales fundraisers that occur no more than the number of times determined appropriate by the Idaho State Department of Education during the school year and are not held during school meal times. Fundraisers will be tracked at each school site by a designee of the Superintendent in charge of compliance at that site;
2. Ensure that non-compliant and non-exempt fundraising food sales will not occur on school grounds during the school day. The District operates under United States Department of Agriculture (USDA) program regulations of the National School Lunch Program, National School Breakfast Program, and the Smart Snacks in Schools regulations. These regulations apply to food sold during the school day in school stores, vending machines, and other venues. (Note: There are many healthy fundraising options available to schools including selling books, fresh produce, school spirit merchandise, or other non-food items during the school day. Fundraising activities involving the sale of food consumed outside of school, such as frozen pizza sales, are exempt from the nutrition standards.);
3. Ensure that celebrations that involve food during the school day be limited to no more than one party per class per month and, that each party include no more than one food or beverage that does not meet nutrition standards for Smart Snacks in Schools. The District will disseminate a list of healthy party ideas to parents and teachers.

[Note: The USDA has no role in regulating foods brought from home, but school districts are required to set nutrition guidelines for foods served at school other than those that are sold. The Smart Snacks in Schools regulations only affect foods that are sold on school grounds during the school day. Time honored traditions like treats for birthdays, or foods at an afterschool sporting event, are not subject to those standards.];

The District shall also take measures to promote nutrition and physical activity, engage in nutrition education, and conduct wellness activities. For this purpose, the District may:

1. Ensure that all District schools become certified as a Healthier US Schools Challenge schools and/or enroll as a Team Nutrition schools;
2. Host at least one health fair each year;
3. Draft and regularly distribute a wellness newsletter for students and parents;
4. Review Smarter Lunchroom Movement best practices and evaluate each school's ability to implement them;
5. Promote healthy eating patterns through classroom nutrition education coordinated with the comprehensive health education program including education, health, and food services;
6. Provide 60 minutes of physical education per week to elementary students and 60 minutes per week to middle school students;
7. Offer a recognition or reward program for students who exhibit healthy behaviors.
8. Start a walking or physical activity club at each school;
9. Offer at least 1 after school physical activity programs;
10. Ensure student have access to hand-washing facilities prior to meals;
11. Annually evaluate the marketing and promotion of the school meal program;
12. Share school meal nutrition information with students and families;
13. Offer students taste-testing or menu planning opportunities;
14. Participate in Farm to School activities and/or have a school garden;
15. Advertise and promote nutritious foods and beverages on school grounds;
16. Offer nutritious foods and beverages at lower prices than other foods and beverages;
17. Offer fruits or non-fried vegetables everywhere foods are sold;
18. Use student feedback to improve the quality of the school meal programs;
19. Offer a staff wellness program;
20. Provide District staff with adequate pre-service and ongoing in-service training that focuses on program administration, nutrition, physical activity, safety, the importance of modeling healthy behaviors, and strategies for behavioral change; and
21. Participate in community partnerships to support wellness programs, projects, events, or activities.

#### **Nutrition Standards**

To promote student health and reduce childhood obesity, the District requires all schools within the District to comply with the nutrition standards established by the USDA with respect to all food that is available on school grounds during the school day.

#### **Community Participation**

The District shall invite parents, students, representative food service staff of the school food authority, teachers of physical education, school health professionals, the Board, school

administrators, and the general public to participate in the development, implementation, and periodic review of this policy.

The school district shall annually make available to the public the content of the policy and an assessment of the implementation of this policy including:

1. The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
2. The extent to which the District's wellness policy compares to model local school wellness policies; and
3. A description of the progress made in attaining the goals of the wellness policy.

Methods of providing this information to the public may include developing or disseminating printed or electronic materials to families of school children and other members of the school community at the beginning of the school year, or posting the local wellness policies and an assessment of their implementation on the District or school website. The assessment of the implementation of the policy shall be conducted at least once every three years.

#### **Record Retention**

The District shall retain the following records relating to the wellness policy:

1. The written local school wellness policy;
2. Documentation demonstrating the community was involved in the development, implementation, and periodic review of the wellness policy;
3. Documentation of the assessment of the wellness policy; and
4. Documentation to demonstrate the public was notified annually as required by this policy.

#### **Monitoring Compliance**

The Superintendent shall designate one or more District officials or school officials to ensure that each school complies with this policy.

#### **Legal Reference:**

Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004  
42 USC § 1758b, Section 204 Healthy and Hunger-Free Kids Act of 2010  
42 USC § 1771 et seq. Child Nutrition Act of 1966  
42 USC § 1751 et seq. National School Lunch Act  
7 CFR Parts 210 Nutrition School Lunch and School Breakfast Programs: Final Rule  
7 CFR § 210.30 Local School Wellness Policy  
Smart Snacks in School Regulations by the United States Department of Agriculture

**Other References:**

Idaho Wellness Policy Progress Report, Idaho State Department of Education  
Implementation and Monitoring Plan, Idaho State Department of  
Education  
Wellness Policy Guidelines—Elements of Implementation for Final Rule,  
Idaho State Department of Education  
<http://www.sde.idaho.gov/cnp/sch-mp/snacks.html>

**Reviewed: 6/2017**

**Reviewed and Revised: 11/2016**

**Adopted: 7/2006**