



**Xavier Charter School Policy Manual**

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## **Xavier Charter School**

### **NON-INSTRUCTIONAL OPERATIONS**

#### **Policy: 8000    Goals**

In order for students to obtain the maximum benefits from their educational program, a complex set of support services must be provided by Xavier Charter School. These services are essential to the success of Xavier Charter School, and the staff that provides them is an integral part of the educational enterprise. Because resources are always scarce, all assets of Xavier Charter School operations, including noninstructional support services, shall be carefully managed in order to obtain maximum efficiency and economy. To that end, the goal of Xavier Charter School is to seek new ways of supporting the instructional program that shall maximize the resources directly available for students' learning programs.

#### Policy History:

Adopted on: July 2012

Reviewed on: November 10, 2015

## **Xavier Charter School**

### **NONINSTRUCTIONAL OPERATIONS**

#### **Policy: 8100 Transportation**

The Board of Directors' primary concern in providing transportation services to students is the safety and protection of the health of students.

Xavier Charter School shall provide transportation to and from school for a student who:

1. Resides at least 1 ½ miles from Xavier Charter School, determined by the nearest and best route from the junction of the driveway of the student's home<sup>1</sup> and the nearest public road to the nearest door of the school or to a bus stop, whichever the case may be; or
2. Is a student with a disability, whose IEP identifies transportation as a related service; or
3. In the judgment of the Board of Directors, has another compelling and legally sufficient reason to receive transportation services, including the age, health, or safety of the student.

The type of transportation provided by Xavier Charter School may be by a school bus or other vehicle, or by such individual transportation such as paying the parent/guardian for individually transporting the student. The Board may pay board and room reimbursements to a parent when a student resides within a non-transportation area (an area of Xavier Charter School's attendance area designated by the Board as impractical, by reason of sparsity of students, remoteness, or condition of roads) but is otherwise eligible for transportation and cannot be transported in any authorized manner. The Board may authorize children attending nonpublic schools to ride a school bus provided that space is available and a fee to cover the per-seat cost for such transportation is collected.

Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act and State law.

#### Safety

The Head of Schools shall develop written rules establishing the procedures for bus safety and emergency exit drills, and for student conduct while riding on buses, including for students with special needs.

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<sup>1</sup> A day care center, family day care home, or a group day care facility may substitute for the student's residence for student transportation to and from school.

**Cross Reference:** 8110 Safety Busing  
8120 Bus Routes, Stops and Non-Transportation Zones

**Legal Reference:** I.C. § 33-1501 Transportation Authorized  
I.C. § 33-1503 Payments when Transportation not Furnished  
IDAPA 08.02.03.109 Special Education  
No Child Left Behind Act of 2001 (P.L. 107-110)

**Other Reference:** Federal Highway Safety Guideline 17  
Idaho Department of Education, Idaho's School Bus Driver Training  
Classroom Curriculum

Policy History:

Adopted on: April 8, 2015

Reviewed on: November 10, 2015

**Xavier Charter School**

**NON-INSTRUCTIONAL OPERATIONS**

**Policy: 8105F Extracurricular Transportation Liability Waiver**

**Extracurricular Transportation Liability Waiver**

I, \_\_\_\_\_, parent or guardian of \_\_\_\_\_(student) hereby have chosen to provide transportation for this child TO and FROM all extracurricular activities or events for which Xavier Charter School transportation is not provided.

I understand that by signing this waiver, I take full responsibility for the transportation of this child TO and FROM all extracurricular activities and events during the 20\_\_\_/20\_\_\_ school year for which Xavier Charter School transportation is not provided. I also understand that this waiver releases Xavier Charter School from any and all liability or claims regarding the transportation of this child TO and FROM extracurricular activities or events for which Xavier Charter School transportation is not provided.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Cross Reference:** 3380 Extracurricular and Co-Curricular Participation Policy  
8105 Extracurricular Transportation

**Legal Reference:** I.C. § 33-1501 Transportation Authorized

Policy History:  
Adopted on: July 2012  
Reviewed on: November 10, 2015

## **Xavier Charter School**

### **NONINSTRUCTIONAL OPERATIONS**

#### **Policy: 8110 Safety Busing**

Safety busing is the transportation of a student who lives less than 1 ½ miles from Xavier Charter School when, in the judgment of the Board of Directors, the age, health, and/or safety of the students warrants such action.

The Board will only consider requests for safety busing for students living less than 1 ½ miles from Xavier Charter School when one or more of the following criteria is met:

1. Unsupervised crossing of a heavily traveled multi-lane roadway requiring beyond-age-level comprehension of complex traffic hazards;
2. Walking along an arterial road and highway permitting fifty (50) mile per hour speeds;
3. Crossing an intersection in competition with a high volume of right turning vehicles without the benefit of adult supervised crossing;
4. Walking in the traffic lane of an arterial or collector street because of the absence of sidewalks or usable shoulders which are at least three (3) feet wide;
5. Walking beside or over unprotected waterways;
6. Walking routes which are temporarily interrupted by major road construction, building construction, or utility construction;
7. Walking routes interrupted by numerous high traffic volume business driveways; or
8. Other unique circumstances or extraordinary factors.

The existence of any of the above criteria does not automatically qualify an area for safety busing. The Board may also consider evaluation factors including but not limited to traffic count; traffic gap times; posted speed; width of roadway; width of walking area; length of time student would be exposed to area of concern; age of pupils; number of pupils; traffic control signs and markings; as well as written comments from parents, patrons, and Xavier Charter School personnel prior to a vote on the issue. Further, the Board shall consider the criteria set out in its measuring and scoring instrument, with an appropriate “cut off” for safety busing purposes when the scoring element used indicates hazards that are “reasonable” for students to encounter during their walk to and from school, which by this reference is incorporated and attached to this policy as Exhibit 1.

Each year, no later than the regular Board meeting in August, the Board shall review and vote on all requests for new safety busing locations. The Board may annually approve the formation of an ad hoc supplemental transportation committee for the purpose of objectively evaluating all hazardous routes less than 1.5 miles from the students’ home to school, using the Board approved measuring instrument. The Head of Schools or his or her designee is directed to review all existing safety busing locations at intervals of at least every three (3) years.

**Cross Reference:** 8100 Transportation  
8120 Bus Routes, Stops and Non-Transportation Zones

**Legal Reference:** I.C. § 33-1501 Transportation Authorized

**Other Reference:** [http://www.sde.idaho.gov/site/transportation/annual\\_reporting.htm](http://www.sde.idaho.gov/site/transportation/annual_reporting.htm)  
Standards for Idaho School Buses and Operations

Policy History:

Adopted on: May 13, 2015

Reviewed on: November 10, 2015

## **Xavier Charter School**

### **NONINSTRUCTIONAL OPERATIONS**

#### **Policy: 8115 Hours of Service of Drivers**

The maximum driving time for passenger-carrying vehicles shall be as follows, subject to the exceptions and exemptions provided by law, and Xavier Charter School shall not permit or require any driver to drive a passenger-carrying commercial motor vehicle:

- (1) More than ten (10) hours following eight (8) consecutive hours off duty; or
- (2) For any period after having been on duty fifteen (15) hours following eight (8) consecutive hours off duty.

Additionally, Xavier Charter School shall not permit or require a driver of a passenger-carrying commercial motor vehicle to drive for any period after:

- (1) Having been on duty sixty (60) hours in any seven (7) consecutive days if the employing motor carrier does not operate commercial motor vehicles every day of the week; or
- (2) Having been on duty seventy (70) hours in any period of eight (8) consecutive days if the employing motor carrier operates commercial motor vehicles every day of the week.

Drivers shall use FMCSA over-the-road hours-of-service trip logs, a trip agenda, or other trip documentation validating applicable driving hours on all out-of-attendance area trips.

**Cross Reference:** 8100 Transportation

**Legal Reference:** FMCSA: § 395.5: Maximum driving time for passenger-carrying vehicles

**Other Reference:** Idaho Department of Education, Idaho's School Bus Driver Training Classroom Curriculum

Policy History:

Adopted on: April 8, 2015

Reviewed on: November 10, 2015



## **Xavier Charter School**

### **NONINSTRUCTIONAL OPERATIONS**

#### **Policy: 8120 Bus Routes, Stops and Non-Transportation Zones**

Each year, no later than the regular Board of Director's meeting in August, the Head of Schools or his or her designee shall present their recommendation for bus routes, school safety busing zones, and non-transportation zones to the Board. The Board shall consider student health and safety in considering the recommendations of the Head of Schools or designee.

#### Definitions

"Safety Busing Zone" shall mean the transportation of a student who lives less than 1 ½ miles from Xavier Charter School when, in the judgment of the Board, the age or health or safety of the student warrants such action.

"Non-Transportation Zone" shall mean an area of the attendance area designated by the Board which is not served by school transportation because sparsity of students, remoteness, or condition of roads makes such service impractical

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

1. School bus routes shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness, and convenience of its operation, including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be served, availability of turn-around points, capacity of bus, and other related factors. Further, the Board shall consider the criteria set out in its measuring and scoring instrument.
2. School bus drivers are encouraged to make recommendations in regard to establishing or changing routes.
3. Parents should be referred to the Head of Schools or designee for any request of change in routes, stops, or schedules.

#### Bus Stops

Buses should stop only at designated places approved by Xavier Charter School authorities. Exceptions should be made only in cases of emergency and inclement weather conditions. Bus stops shall be chosen with safety and protection of the health of the student in mind.

School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students. The Head of Schools of Xavier Charter School is responsible for the conduct of students waiting in loading zones.

### Delay in Schedule

The driver is to notify the administration of a delay in schedule. The administration will notify parents on routes and radio stations if necessary.

### Responsibilities - Students

Students must realize that safety is based on group conduct. Talk should be in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver. There should be no shouting at passersby. Students should instantly obey any command or suggestions from the driver and/or his or her assistants.

A pupil may be denied transportation upon a showing of good cause. The reason for the denial of transportation services shall be provided to the parent/guardian in writing.

### Responsibilities - Parents

The interest and assistance of each parent is a valued asset to the transportation program. Parents' efforts towards making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus;
2. Properly prepare children for weather conditions; and
3. Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding on the school bus.

### Safety

The Head of Schools shall develop written rules establishing the procedures for bus safety and emergency exit drills, which complies with State law and/or Federal Highway Safety Guideline 17, and for student conduct while riding on buses.

If the bus and driver are present, the driver is responsible for the safety of his or her passengers, particularly for those who must cross a roadway prior to loading or after leaving the bus. Except in emergencies, no bus driver shall order or allow a student to board or disembark at other than his or her assigned stop unless so authorized by the Head of Schools. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment.

Further, the Board shall consider the criteria set out in its measuring and scoring instrument which by this reference is incorporated and attached to this policy as

The bus driver is responsible for the use of the warning and stop signaling systems and the consequent protection of his or her passengers. Failure to use the system constitutes negligence on the part of the driver.

Incident Weather

The Board recognizes the unpredictability and resulting dangers associated with the weather in Idaho. To achieve the maximum safety for children and efficiency of operation, the Head of Schools is empowered to make decisions as to the emergency operation of buses, the cancellation of bus routes, and the closing of Xavier Charter School in accordance with his or her best judgment. The Board may develop guidelines in cooperation with the Head of Schools to assist him or her in making such decisions.

**Cross Reference:**        8110                                Safety Busing

**Legal Reference:**                                I.C. § 33-1501 Transportation Authorized  
I.C. § 33-1502                                Bus Routes—Non-Transportation Zones  
I.C. § 49-1422                                Overtaking and Passing a School Bus

**Other Reference:**        Standards for Idaho School Buses and Operations  
Idaho Department of Education, Idaho’s School Bus Driver Training  
Classroom Curriculum

Policy History:

Adopted on: May 13, 2015

Reviewed on: November 10, 2015

## **Xavier Charter School**

### **NON-INSTRUCTIONAL OPERATIONS**

#### **Policy: 8140 Student Conduct on Buses**

The Head of Schools shall establish written rules of conduct for students riding school buses. Such rules shall be reviewed annually by the Head of Schools and revised if necessary. If the rules are substantially revised, they shall be submitted to the Board for approval.

A copy of the rules of conduct for students riding buses shall be provided to students at the beginning of the year. The classroom teacher and bus driver shall review the rules with the students at the beginning of each school year. A copy of the rules shall be posted in each bus and shall be available upon request at the Xavier Charter School office.

The bus driver will collaborate with the administration to enforce the rules and modify a student's behavior. The rules shall include consistent consequences for student misbehavior.

Recommendations for permanent termination of bus privileges will be referred to the Head of Schools for final determination. The termination may be appealed to the Board. No further appeal shall be allowed.

A recommendation to terminate bus privileges shall be accompanied by a written record of the incident(s) that led to the recommendation. Said written record shall be provided to the parent/guardian of the student whose bus privileges are being revoked.

**Legal Reference:** I.C. § 33-1501      Transportation authorized  
I.C. § 33-205                      Denial of school attendance

#### Policy History:

Adopted on: August 2012

Reviewed on: November 10, 2015

## **Xavier Charter School**

### **NON-INSTRUCTIONAL OPERATIONS**

#### **Policy: 8160 Contracting for Transportation Services**

If the Board enters into a contract for transportation services, the contractor shall operate such equipment according to Xavier Charter School policy and the rules and regulations of the State Board of Education. All contracts for the transportation of students shall be in writing in a form approved by the Superintendent of Public Instruction. The contract shall be in effect for not more than five (5) years. Prior to entering into a contract for transportation services, Xavier Charter School must advertise and bid for such services. The contract shall be awarded to the lowest responsible bidder. In determining what bid is the lowest responsible bidder, in addition to other enumerated specifications, Xavier Charter School will not only take into consideration the amount of the bid, Xavier Charter School will also consider the skill, ability and integrity of a contract to do faithful and conscientious work and promptly fulfill the contract according to the letter and spirit. References may be contacted.

A copy of the contract for transportation services will be filed with the Supervisor of Pupil Transportation in the Department of Education

**Legal Reference:** I.C. § 33-1501 Transportation authorized  
I.C. § 33-1510 Contracts for transportation service  
IDAPA 08.02.02.190.05 Contract for Transportation Services

#### Policy History:

Adopted on: July 2012

Reviewed on: November 10, 2015

## **Xavier Charter School**

### **NONINSTRUCTIONAL OPERATIONS**

#### **Policy: 8185 Use of Wireless Communication Devices by Bus Drivers**

While the Board of Directors believes the use of wireless communication devices by school bus drivers is important to provide instant communication regarding emergencies as well as to convey other important Xavier Charter School information, bus drivers shall be subject to the restrictions outlined in this policy to ensure safe use of personal or Xavier Charter School wireless communication devices.

For purposes of this policy, wireless communication device is defined as any device intended to facilitate communication, including but not limited to cell phones, two-way radios, walkie-talkies, palm pilots, blackberries, PDAs beepers, pagers, etc.

Bus drivers shall not place or receive communications on any personally owned wireless communication device while passengers are loading or unloading from the bus or while the bus is in motion.

Under usual circumstances, use of Xavier Charter School-owned wireless communication devices shall be allowed when used to assist a driver and/or dispatcher in the necessary communications periodically needed to safely deliver children from home to school, school to home, and on activity trips. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except:

1. During an emergency situation;
2. To call for assistance if there is a mechanical breakdown or other mechanical problem;
3. Where a cellular telephone is owned by Xavier Charter School and used as a digital two-way radio; or
4. When the school bus is parked.

Bus drivers may-not use hands-free devices, unless there is an emergency situation. Bus drivers shall under no circumstances place or receive communications unrelated to Xavier Charter School business while on duty.

Violation of this policy may subject the driver to disciplinary action up to and including termination.

**Legal Reference:** FMCSA 49CFR392.82-Wirless Communication Devices

#### Policy History:

Adopted on: April 8, 2015

Reviewed on: November 10, 2015

## **Xavier Charter School**

### **NON-INSTRUCTIONAL OPERATIONS**

#### **Policy: 8200 Healthy Lifestyles**

It is the belief of Xavier Charter School 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. Xavier Charter School promotes a healthy school by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. Xavier Charter School 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 risk for mortality and development of many chronic diseases as adults. To ensure the health and well being of all students, it is the policy of the Xavier School Board to:

1. Ensure that all children have access to adequate and healthy food choices on scheduled school days at reasonable prices.
2. Ensure that fundraising food sales and parties for students which are held during school hours will not conflict with the lunch and breakfast programs. Xavier Charter School operates under program regulations of the National School Lunch, National School Breakfast and National After School Snack programs.
3. Support and promote proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the Xavier Charter School nutrition guidelines. Wholesome foods produced in Idaho should be available and actively promoted in a healthy school environment. Emphasis should be placed on foods that are nutrient dense per calorie. Foods should be served with consideration toward variety, appeal, taste, safety and packaging to ensure high quality meals. Encourage all staff to focus on the Dietary Guidelines for Americans.
4. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be dependent on revenue from high-fat, low nutrient foods to support school programs.
5. Coordinate school food service with the healthy lifestyles policy to reinforce messages about healthy eating and to insure that foods offered promote good nutrition and contribute to the development of lifelong, healthy eating habits.

6. Promote healthy eating patterns through classroom nutrition education coordinated with the comprehensive health education program including education, health and food services;
7. Provide school staff involved in nutrition education and in supporting a healthy school environment, with adequate pre-service and ongoing in-service training that focuses on strategies for behavioral change.
8. Involve family members and the community in supporting and reinforcing nutrition education and the promotion of healthy eating and lifestyles.
9. Regularly evaluate the effectiveness of the healthy lifestyles policy in promoting healthy eating and change the program as appropriate to increase its effectiveness.

**Legal Reference:** Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004

Policy History:

Adopted on: July 2012

Revised on: December 2014

Reviewed on: November 10, 2015



## **Xavier Charter School**

### **NON-INSTRUCTIONAL OPERATIONS**

#### **Policy: 8300 Emergency & Disaster Preparedness**

The Board of Directors recognizes the importance of being prepared for various types of emergencies, both natural and human, that could occur while school is in session. This necessitates the need to develop appropriate plans and procedures to deal with such emergencies at school facilities or involving school transport. It is important that students, employees and parents be knowledgeable about the various emergency plans and procedures and to be prepared should such an emergency occur.

#### Development of Crisis Management Plan

Xavier Charter School will develop and maintain a Crisis Management Plan to act as a guide for the school board of directors, administration, staff, students, parents, and community members to address potential crisis in the school.

The Crisis Management Plan will provide procedures for the school and will be used prior to, during, or after any emergency situation.

The Head of Schools or designee shall be responsible for directing the development of a comprehensive Crisis Management Plan. This plan will be shared with representatives of local municipalities and appropriate emergency personnel. The Crisis Management Plan will be reviewed annually by the Crisis Management Committee. The Crisis Management Plan will be maintained by the Head of Schools working in conjunction with the staff and public officials as needed.

**Cross Reference:** 8520 Inspection of School Facilities / Emergency Evacuation Plan

#### Policy History:

Adopted on: July 2012

Reviewed on: November 10, 2015

## **Xavier Charter School**

### **NON-INSTRUCTIONAL OPERATIONS**

#### **Policy: 8320 Fire Drills and Evacuation Plans**

##### Goal

The Board recognizes the importance of being prepared for emergencies and the role fire drills play in being prepared. The emergency evacuation drill trains staff and students and evaluates their efficiency and effectiveness in carrying out emergency evacuation procedures.

##### Frequency

Monthly Fire Drills are required for all occupants. The frequency shall be allowed to be modified in severe climates and the fire code official shall have the authority to modify the frequency.

##### First Evacuation Drill

The first evacuation drill of the school year must be completed within twenty days of the beginning of classes.

##### Time

Fire drills shall be held at unexpected times and under varying conditions to stimulate the unusual conditions that occur in case of fire. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changes of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.

##### Assembly Points

Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

##### Record Keeping

Records shall be maintained of emergency evacuation drills and include:

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Staff members on duty and participating.
5. Number of occupants evacuated.
6. Special conditions simulated.
7. Problems encountered.
8. Weather conditions when occupants were evacuated.
9. Time required to accomplish a complete evacuation.

### Fire Safety and Fire Evacuation Plans

Fire safety and evacuation plans, emergency procedures, and employee training programs shall be approved by the fire code official and be prepared and maintained by the school.

### Fire Evacuation Plan

The fire evacuation plan must include:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for accounting for employees and occupants after the evacuation has been completed.
4. Identification and assignment of personnel responsible for rescue or emergency medical aid.
5. The preferred and any alternative means of notifying occupants of a fire or emergency.
6. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
8. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

### Fire Safety Plans

The fire safety plan must include:

1. The procedures for reporting a fire or other emergency.
2. The life safety strategy and procedures for notifying, relocating, or evacuating occupants.
3. Site plans indicating the following:
  - a. The occupancy assembly point
  - b. The location of fire hydrants.
  - c. The normal routes of fire department vehicle access
4. Floor plans identifying the locations of the following:
  - a. Exits
  - b. Primary evacuation routes
  - c. Secondary evacuation routes
  - d. Accessible egress routes
  - e. Areas of refuge
  - f. Manual fire alarm boxes
  - g. Portable fire extinguishers
  - h. Occupant-use hose stations
  - i. Fire alarm annunciators and controls
5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.

7. Identification and assignment of personal responsible for maintenance, housekeeping, and controlling fuel hazard sources.

**Legal Reference:** I.C. § 41-253 Adoption of International Fire Code  
I.D.A.P.A. 18.01.50 Rules of the Idaho Department of Insurance, Title  
01, Chapter 50, "Adoption of the 2006 *International  
Fire Code.*"  
2006 Idaho Fire Code

Policy History:

Adopted on: July 2012

Reviewed on: November 10, 2015

## **Xavier Charter School**

### **NON-INSTRUCTIONAL OPERATIONS**

#### **Policy: 8400 Activity Trips**

The use of school buses is strictly limited to school activities. Buses may not be loaned or leased to non-school groups unless permission is specifically granted by the Board. On all activity runs, buses will be operated by a qualified bus driver, and only authorized activity participants, professional staff and chaperones assigned by the administration may ride the bus.

A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will remain with the professional staff member in charge on the bus and one (1) copy will be given to the Activities Director before the bus departs.

All buses used to transport students on activity trips shall be in safe mechanical and good working condition.

#### Student Travel to/from Extracurricular or Co-Curricular Activity

Unless other travel arrangements are authorized, students will board the bus at the school designated as point of origin for the trip and will return to the point of origin in the bus. There will be no stops along the designated route to pick up or discharge students.

The only variation allowed in this regulation is the release of students to parents in a face-to-face situation at the close of the activity before buses begin the return trip. Such release will require a signed, dated note from the parent.

The activity must provide at least one instructor, coach or adult sponsor for each bus on a special trip who shall be familiar with or provide a copy of this policy. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Any adult designated by the Head of Schools as a sponsor will have such authority.

Students must follow all school bus rules with this exception: Food and drink not in glass containers will be allowed on the bus with permission of the Head of Schools. However, any debris must be cleaned up at the end of the trip and before students leave the bus.

If a student causes a disruption or hazard on the bus, a hearing will be held with the Head of Schools, driver, instructor, coach or adult sponsor, parent/guardian and student. The driver, instructor, coach or adult sponsor, parent/guardian and the student will have the opportunity to share with the Head of School their perceptions of the problem. If the Head of Schools finds that there has been an infraction of bus rules, he/she will take the following action:

1. On the first infraction, the student will be warned that following any further infraction he/she will be declared ineligible for transportation to the extracurricular or co-curricular activities for one event.

2. On the second infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activity for two events.
3. On the third infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activities for the remainder of the semester.

Based on the severity of the problem as it relates to respect and safety for others, the Head of Schools may bypass step #1 and/or step #2 above and immediately declare the student ineligible for transportation for two weeks or for the remainder of the semester.

**Cross Reference:** 3380 Extracurricular and Co-Curricular Participation Policy

**Legal Reference:** IDAPA 08.02.02.190 Program Operations

Policy History:

Adopted on: July 2012

Reviewed on: November 10, 2015

## **Xavier Charter School**

### **NON-INSTRUCTIONAL OPERATIONS**

#### **Policy: 8500 Risk Management**

The Board believes Xavier Charter School must identify and measure risks of loss due to the damage or destruction of Xavier Charter School property or to claims against Xavier Charter School by others claiming to have been harmed by the action or inaction of Xavier Charter School, its offices or staff. A risk management program shall be implemented to reduce or eliminate risks where possible, and to determine which risks Xavier Charter School can afford to assume. Such a program shall consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-insuring or joint employment of a risk manager. The trustees shall assign the primary responsibility for the administration and supervision of the risk management program to a single person. The Board shall review the status of the risk management program each year.

Xavier Charter School shall purchase and pay for surety bonds for the Business Manager and such other staff and in such amounts as the Board shall from time to time determine to be necessary for honest performance of the staff in the conduct of Xavier Charter School's financial operations.

**Cross Reference:** 8520

Inspection of School Facilities

**Legal Reference:** I.C. § 33-701  
I.C. § 33-1613

Fiscal year – Payment and accounting of funds  
Safe public school facilities required

#### Policy History:

Adopted on: July 2012

Reviewed on: November 10, 2015

## **Xavier Charter School**

### **NON-INSTRUCTIONAL OPERATIONS**

#### **Policy: 8510 Xavier Charter School Safety**

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of Xavier Charter School. Rules for safety and prevention of accidents shall be posted in compliance with Occupational Safety and Health Act (OSHA) requirements. Injuries and accidents shall be reported to the Xavier Charter School office.

**Cross Reference:** 9400 Safety Program

**Legal Reference:** Occupational Safety and Health Act

Policy History:

Adopted on: July 2012

Reviewed on: November 10, 2015



## **Xavier Charter School**

### **NONINSTRUCTIONAL OPERATIONS**

#### **Policy: 8520 Inspection of Xavier Charter School Facilities/ Emergency Evacuation Plan**

##### Inspection of Xavier Charter School Facilities

To ensure the safety and health of children and staff, Xavier Charter School shall, at least once a year subject the facilities of the School to an independent inspection for the purposes of determining whether such facilities comply with safety and health standards and other codes and requirements of Idaho law. The safety inspection will be conducted by a professionally qualified independent inspector or done pursuant to Title 39, Chapter 80, Idaho Code. The safety inspection report shall be provided to the Board of Trustees and to the administrator of the division of building safety for review.

After having the opportunity to review the inspection report, the Board shall identify any unsafe or unhealthy conditions and take the necessary steps to abate such conditions. Should any unsafe and unhealthy conditions remain beyond the school year in which such conditions were reported, the Board shall identify such conditions as not having been abated and take all necessary steps as soon as is practical to abate such conditions.

For purposes of this policy, the term “facilities” means school buildings, administration buildings, playgrounds, athletic fields or any other facilities or property used by schoolchildren or school personnel in the normal course of educational services.

##### Emergency Evacuation Plan

Xavier Charter School shall ensure the safety and health of students and staff by having in place at all times an Emergency Evacuation Plan. Xavier Charter School will cooperate and coordinate with city, county, and state emergency personnel. Xavier Charter School shall review its emergency evacuation plan annually to determine whether the procedures in place require modification. The Plan will be posted in the Xavier Charter School office as well as in every school building in Xavier Charter School. The Plan will be provided to each staff member at the beginning of the school year. In addition, Xavier Charter School will educate parents and patrons in the School by providing periodic information regarding the Plan.

<b>Cross Reference:</b> 8300	Emergency & Disaster Preparedness
8510	Charter School Safety
9400	Safety Program

<b>Legal Reference:</b> I.C. § 33-1613	Safe public school facilities required
IDAPA 08.02.03.106	Safe environment and discipline

Policy History:

Adopted on: July 2012

Reviewed on: November 10, 2015

## **Xavier Charter School**

### **NON-INSTRUCTIONAL OPERATIONS**

#### **Policy: 8530 Property Damage**

Xavier Charter School shall maintain a comprehensive insurance program which shall provide adequate coverage, as determined by the Board of Trustees, in the event of loss or damage to school buildings, equipment, or other school property, including motor vehicles.

The comprehensive insurance program shall maximize Xavier Charter School's protection and coverage while minimizing the costs for insurance. This program may include alternatives for sharing the risk between Xavier Charter School and the insurance carrier, and through self-insurance plans.

If, as result of loss on real property, Xavier Charter School receives less than five thousand dollars (\$5,000), such proceeds may be credited to the general fund.

#### Privately-Owned Property

Xavier Charter School shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or Xavier Charter School function unless the use or presence of such property has been specifically requested in writing by the administration.

**Legal Reference:** I.C. § 33-701      Fiscal year – Payment and accounting of funds

#### Policy History:

Adopted on: July 2012

Reviewed on: November 10, 2015

## **Xavier Charter School**

### **NON-INSTRUCTIONAL OPERATIONS**

#### **Policy: 8600 Records Management**

A fireproof protection will be provided for the retention of public records, including but not limited to minutes, annual audit reports, etc. and for employment and student records.

The Clerk shall be the custodian of records under the supervision of the Head of Schools.

Personnel files and student files are confidential and are to be disclosed only as provided in policy and/or by law. A record of persons examining/copying personnel files or student files, other than administrative staff, shall be kept for each employment file and student file.

All public records will be provided to the public in accordance with the laws of the State of Idaho and Xavier Charter School policy.

#### Record Safety

The Head of Schools or designee, shall create and enforce a procedure in an effort to keep Xavier Charter School's data and vital records safe and secure in the event of a possible disaster. Examples of vital records include personnel files, student records, fiscal documents (financial and insurance), etc.

In creating the procedure, the Head of Schools or designee shall consider the following:

1. Physical security;
2. Backup storage security;
3. Backup schedule;
4. Rotate backups;
5. Remote access;
6. Personnel authentication;
7. Backup infrastructure security;
8. Duplicating records for off-site storage; and
9. Storing computer tapes and disks in fire/waterproof safes.

The procedures should provide for a written comprehensive disaster recovery plan. Such a plan ensures that vital records are backed up daily and that Xavier Charter School will be able to recover operations quickly. In the event of a disaster, the identification and protection of vital records is of great importance.

**Legal Reference:** Title 74 Chapter 1 Public Records Act

Policy History:

Adopted on: July 2012

Reviewed on: November 10, 2015

Revised on: January 13, 2016

## **Xavier Charter School**

### **NON-INSTRUCTIONAL OPERATIONS**

#### **Policy: 8605 Retention of Xavier Charter School Records**

In compliance with Idaho Code § 33-506, the Board of Directors establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of Xavier Charter School records. This schedule likewise identifies the anticipated physical location of where such records may be kept or maintained by Xavier Charter School, in addition to the possible document retention of all categories of records on the school's servers and computer systems.

Xavier Charter School's Public Records Coordinator, in conjunction with the Head of Schools, Board Clerk, or designee, is responsible for the maintenance, safeguarding and destruction of Xavier Charter School's records. Performance of such duties shall be in cooperation with Xavier Charter School's Business Office, Technology Coordinator, and other administrative personnel employed by Xavier Charter School. However, each school employee is likewise responsible for having knowledge of this policy and the requirement to safeguard Xavier Charter School's records, electronic or otherwise, consistent with the chart below.

Xavier Charter School's Public Records Coordinator shall work in conjunction with Xavier Charter School's Technology Coordinator to assure that the school's staff is aware of the routine destruction of electronic Xavier Charter School records, including emails, such that they are able to assure that Xavier Charter School's public records are retained consistent with this schedule, regardless of whether they are maintained in a hard copy or an electronic copy. In such a process, Xavier Charter School's employees need to retain Xavier Charter School records included on the schedule below, particularly student educational records, personnel records, and investigative records, in a format that is not part of Xavier Charter School's routine electronic records destruction and/or notify the technology personnel of Xavier Charter School that a particular document is not to be destroyed as part of the routine destruction of electronic records.

Unless otherwise prohibited by applicable law, all Xavier Charter School records may be maintained electronically and/or in hard physical copy.

#### Method of Destroying Official Records

Xavier Charter School's official records, and any copy thereof that may be deemed to be confidential and/or not intended to be disseminated to the public, will be shredded before being disposed.

#### Destruction of Electronic Mail/e-mail

Xavier Charter School will store electronic mail/e-mails for a minimum period of one year. It is the responsibility of every employee to assure that Xavier Charter School documents that need to be retained for a longer period of time due to federal law, state law or the provisions of this policy are retained accordingly and in a different format than electronic mail. An employee's failure to retain Xavier Charter School documents accordingly could serve as a basis for

discipline, up to and including possible termination.

Suspending of Destroying Official Records

Xavier Charter School will immediately cease the destruction of all relevant records, including electronic records, (even if destruction is authorized by an approved Retention Schedule) for the following reasons:

1. If Xavier Charter School receives a Freedom of Information Act (FOIA) request;
2. If Xavier Charter School believes that an investigation or litigation is imminent, or
3. If Xavier Charter School is notified that an investigation or litigation has commenced.

The Public Records Coordinator, Head of School and Board Clerk, or designee, are responsible for carrying out this policy.

If relevant records exist in electronic formats (such as email, digital images, word processed documents, databases, backup tapes, etc.) Xavier Charter School’s administrative personnel shall notify its information technology staff to cease the destruction of records relating to the subject matter of the suit/potential suit or investigation. Failure to cease the destruction of relevant records could result in penalties against Xavier Charter School.

Xavier Charter School records shall be retained and/or disposed of as follows:

**XAVIER CHARTER SCHOOL RECORDS RETENTION SCHEDULE**

<b>Retention Codes</b>	
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>ADMINISTRATION—ATTENDANCE--ANNUAL ATTENDANCE SUMMARIES BY BUILDING</b>	<b>PM</b>
<b>ADMINISTRATION—ATTENDANCE—Enrollment attendance data</b>	<b>3 yr</b>
<b>ADMINISTRATION—BALLOTS AND OATHS OF ELECTION—until canvassed and recorded in the minutes</b>	<b>Not less than 8 months following election</b>
<b>ADMINISTRATION—BALLOTS FOR BOND ELECTIONS</b>	<b>a. Not less than 60 days after bonds have been delivered to purchaser</b> <b>b. Not less than 8 months following bond election</b>
<b>ADMINISTRATION—CONTRACTS AND LEASES</b>	<b>AC +6 yr</b>
<b>ADMINISTRATION—GENERAL CORRESPONDENCE</b>	<b>3 yr</b>
<b>ADMINISTRATION—DONATION/GIFT RECORDS</b>	<b>PM</b>
<b>ADMINISTRATION—BOARD MEETINGS—AGENDA AND MINUTES: Official minutes and agenda of open meetings</b>	<b>PM</b>

**XAVIER CHARTER SCHOOL RECORDS RETENTION SCHEDULE**

<b>Retention Codes</b>	
<p><b>AC</b>—After closed, terminated, completed, expired, settled, or last date of contact</p> <p><b>FE</b>—Fiscal Year End (June 30<sup>th</sup>)</p>	<p><b>LA</b>—Life of Asset</p> <p><b>PM</b>—Permanent</p> <p><b>US</b>—Until Superseded</p>
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>ADMINISTRATION—BOARD MEETINGS—CLOSED:</b> Certified agendas or tape recordings of closed meetings	<b>PM—Restricted Access</b>
<b>ADMINISTRATION—ORGANIZATION CHARTS:</b> Any documentation that shows program accountability	<b>PM</b>
<b>ADMINISTRATION—EDUCATION PROGRAM REVIEW RECORDS</b>	<b>AC+3 yr</b>
<b>ADMINISTRATION—OFFICIAL STATE DEPARTMENT REPORTS</b>	<b>PM</b>
<b>ADMINISTRATION—SCHOOL CERTIFICATION REPORTS</b>	<b>PM</b>
<b>ANNUAL REPORTS</b>	<b>PM</b>
<b>APPEAL AND REVIEW RECORDS</b> —Records may include but are not limited to narrative history or description of appeal; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation.	<b>PM</b>
<b>BOARD MEMBER RECORDS</b> —Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports and other reference material. Records are often compiled in a notebook for each member.	<b>AC+3 yr</b> NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.
<b>BOARD RECORDS</b> -Series documents the official proceedings of the board meetings. Records may include agendas; minutes; meeting notices; items for board action; contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.	<b>PM</b>
<b>COMPUTER SYSTEMS-BACKUPS</b> —Backups on tape, disk, cd, dvd, etc. CAUTION: Records stored in this format can be subpoenaed during litigation.	<b>US or 1 year</b>
<b>EQUIPMENT-HISTORY FILE</b> —Equipment service agreements, includes maintenance agreements, installation and repair logs, etc.	<b>LA+3 yr</b>
<b>EQUIPMENT MANUALS</b> -Instruction and operating manuals	<b>LA</b>



**XAVIER CHARTER SCHOOL RECORDS RETENTION SCHEDULE**

<b>Retention Codes</b>	
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>EQUIPMENT WARRANTIES</b>	<b>AC+1 yr</b>
<b>FACILITIES OPERATIONS-APPRAISALS</b> —Building or property	<b>3 yr</b>
<b>FACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS</b> —Includes architectural and engineering drawings, etc.	<b>PM</b> For leased structures retain AC+2
<b>FACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES</b> —Building construction contracts, surety bonds and inspection records, Planning, design, construction records & all bids, etc.	<b>LA</b>
<b>FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS</b>	<b>FE+3 yr</b>
<b>FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS</b> —Documenting disposal of inventoried property	<b>PM</b>
<b>FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS</b> —Property logs	<b>US+3 yr</b>
<b>FACILITY OPERATIONS-SECURITY ACCESS RECORDS</b> —Documents the issuance of keys, identification cards, passes, passwords, etc.	<b>AC+2 yr</b> AC=Until superseded, date of expiration or date of termination, whichever is sooner
<b>FACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTS</b>	<b>PM</b>
<b>FACILITY OPERATIONS-UTILITY USAGE REPORTS</b>	<b>1 yr</b>
<b>FACILITY OPERATIONS-VEHICLE OPERATION LOGS</b>	<b>1 yr</b>
<b>FISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERS</b>	<b>FE+3 yr</b>
<b>FISCAL-ANNUAL FINANCIAL REPORTS</b>	<b>PM</b>
<b>FISCAL-ANNUAL OPERATING BUDGETS</b>	<b>FE+3 yr</b>
<b>FISCAL-APPROPRIATION REQUESTS</b> —Includes any supporting documentation in the appropriation request	<b>FE+3 yr</b>
<b>FISCAL-FINAL AUDIT REPORTS</b>	<b>PM</b>
<b>FISCAL-BANK STATEMENTS</b>	<b>FE+3 yr</b>
<b>FISCAL-CANCELLED CHECKS</b> —Stubs/Warrants/Drafts	<b>FE+3 yr</b>
<b>FISCAL-CAPITAL ASSET RECORDS</b>	<b>LA+3 yr</b>
<b>FISCAL-CASH RECORDS</b> —Cash deposit slips; cash receipts log	<b>FE+3 yr</b>

**XAVIER CHARTER SCHOOL RECORDS RETENTION SCHEDULE**

<b>Retention Codes</b>	
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>FISCAL-DEEDS AND EASEMENTS</b> —Proof of ownership and right-of-way on property	<b>PM</b>
<b>FISCAL</b> -detail chart of accounts—One for all accounts in use for a fiscal year	<b>FE+3 yr</b>
<b>FISCAL-EXPENDITURE JOURNAL OR REGISTER</b>	<b>FE+3 yr</b>
<b>FISCAL-EXPENDITURE VOUCHERS</b> —Travel, payroll, etc.	<b>FE+3 yr</b>
<b>FISCAL-EXTERNAL REPORTS</b> —Special purpose, i.e. federal financial reports, salary reports, etc.	<b>FE+3 yr</b>
<b>FISCAL-FEDERAL TAX RECORDS</b> —Includes FICA records	<b>AC+4 yr</b> AC=Tax due date, date the claim is filed, or date tax is paid whichever is later
<b>FISCAL-FEDERAL FUNDING RECORDS</b> —Title I; Chapter 2; Title VI-B	<b>FE+5 yr</b> Or until all pending audits or reviews are completed
<b>FISCAL</b> —FEDERAL—USDA	<b>AC+3 yr</b> AC=submission of final expenditure
<b>FISCAL-GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS</b>	<b>FE+3 yr</b>
<b>FISCAL-GRANTS</b> —State and Federal	<b>AC+3 yr</b> AC=End of grant or satisfaction of all uniform administrative requirements for the grant CAUTION: Retention requirements may vary depending on the specific federal funding agency
<b>FISCAL-INSURANCE CLAIM FILES</b>	<b>AC+3 yr</b> AC=Resolution of claim
<b>FISCAL-INSURANCE POLICIES</b> —all types	<b>AC+5 yr</b> AC=expiration or termination of policy according to its terms
<b>FISCAL-LONG-TERM LIABILITY RECORDS</b> —Bonds, etc	<b>AC+4 yr</b> AC=retirement of debt
<b>FISCAL-RECEIPTS JOURNAL OR REGISTER</b>	<b>FE+3 yr</b>
<b>FISCAL-RECONCILIATIONS</b>	<b>FE+3 yr</b>

**XAVIER CHARTER SCHOOL RECORDS RETENTION SCHEDULE**

<b>Retention Codes</b>	
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>FISCAL-REIMBURSABLE ACTIVITIES</b> —Requests & approval for reimbursed expenses for travel, training, etc.	<b>FE+3 yr</b>
<b>FISCAL-RETURNED CHECKS</b> —Uncollectable warrants or drafts	<b>AC+3 yr</b> AC=After deemed uncollectible
<b>FISCAL-SIGNATURE AUTHORIZATIONS</b> —Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	<b>US+FE+3 yr</b>
<b>LEGAL-LITIGATION FILES--</b>	<b>PM</b> CAUTION: May contain attorney-client privileged information
<b>LEGAL-OPEN RECORDS REQUESTS</b> —documentation relating to approved or denied requests for records under Idaho Public Records Law	<b>PM</b>
<b>LEGAL-OPINIONS AND ADVICE</b> —Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation	<b>PM</b> CAUTION: May contain attorney-client privileged information
<b>NEWS OR PRESS RELEASES</b>	<b>PM</b>
<b>PERSONNEL-ACCUMULATED LEAVE ADJUSTMENT REQUEST</b> —Used to create and adjust employee leave balances	<b>FE+3 yr</b>
<b>PERSONNEL-APPLICATIONS FOR EMPLOYMENT—HIRED</b> —Applications, etc required by employment advertisement	<b>AC+5 yr</b> AC=Termination of employment
<b>PERSONNEL-APPLICATIONS FOR EMPLOYMENT—NOT HIRED</b> —Applications, resumes, etc. required by employment advertisement	<b>AC+2 yr</b> AC=Date position is filled
<b>PERSONNEL-BENEFIT PLANS</b>	<b>US+1 yr</b>
<b>PERSONNEL-COMPLAINT RECORDS</b> —Complaints received and records documenting their resolution	<b>FE+3 yr</b> CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period

**XAVIER CHARTER SCHOOL RECORDS RETENTION SCHEDULE**

<b>Retention Codes</b>	
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>PERSONNEL-CORRECTIVE ACTION</b> —those actions which do not affect pay, status or tenure and are imposed to correct or improve job performance	<b>AC+3 yr</b> AC=Termination of corrective action. <b>CAUTION:</b> If during the retention period these records are used to support personnel disciplinary action, the records should be retained according to Personnel Disciplinary Action series.
<b>PERSONNEL-DISCIPLINARY ACTION DOCUMENTATION</b> —those actions that affect pay or status. They include demotion, dismissal, etc.	<b>AC+3 yr</b> AC=termination of employment
<b>PERSONNEL-EMPLOYEE STATEMENTS (Affidavits)</b> —for insurance, personnel or other uses for which Administration has sought such statements	<b>AC+3 yr</b> AC=Termination of employment
<b>PERSONNEL-EMPLOYEE BENEFITS</b> —documents relating to selection of benefits other than insurance	<b>US</b>
<b>PERSONNEL-EMPLOYEE COUNSELING RECORDS</b> —Notes, etc. relating to job-specific counseling	<b>AC+3 yr</b> AC=Termination of counseling
<b>PERSONNEL-EMPLOYEE DEDUCTION AUTHORIZATIONS</b> —documents relating to all deductions of Pay	<b>AC+3 yr</b> AC=After termination of employee or after amendment, expiration or termination of authorization, whichever is sooner.
<b>PERSONNEL-EMPLOYEE EARNINGS RECORDS</b>	<b>4 yr</b>
<b>PERSONNEL-EMPLOYEE INSURANCE RECORDS</b> —Xavier Charter School copy of selection records by employees of insurance offered by Xavier Charter School.	<b>US</b>
<b>PERSONNEL-EMPLOYEE RECOGNITION RECORDS</b> —Awards, incentives, etc.	<b>AC+3 yr</b> AC=Termination of employment
<b>PERSONNEL-EMPLOYMENT ANNOUNCEMENT</b>	<b>2 yr</b>
<b>PERSONNEL-EMPLOYMENT CONTRACTS</b>	<b>Original dates of hire +50 yr</b>
<b>PERSONNEL-EMPLOYMENT ELIGIBILITY</b> —Documentation or verification of Federal report form INS I-9	<b>AC+4 yr</b> AC=Termination of employment, with a minimum of 4 years

**XAVIER CHARTER SCHOOL RECORDS RETENTION SCHEDULE**

<b>Retention Codes</b>	
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>PERSONNEL-EMPLOYMENT SELECTION RECORDS</b> —all records that document the selection process: i.e. polygraph, physicals, interview notes, etc.	<b>2 yr</b> CAUTION: Does not include criminal history checks
<b>PERSONNEL-FORMER EMPLOYEE VERIFICATION RECORDS</b> —minimum information includes name, social security number, exact dates of employment and last known address	<b>Original date of hire +50 yr</b>
<b>PERSONNEL-GRIEVANCE RECORDS</b> —review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	<b>AC+6 yr</b> AC=final decision on the grievance
<b>PERSONNEL-HIRING PROCESS—CRIMINAL HISTORY CHECKS</b> —criminal history record information on job applications	<b>AC+1 yr</b> AC=After hiring decision made
<b>PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION</b> —any document detailing duties of positions on position-by-position basis	<b>US+3 yr</b>
<b>PERSONNEL-LEAVE STATUS REPORT</b> —cumulative report for each pay cycle showing leave status	<b>FE+3 yr</b>
<b>PERSONNEL-LIABILITY RELEASE FORM</b> —statements of employees, patrons, etc. who have released Xavier Charter School from liability	<b>PM</b>
<b>PERSONNEL-LICENSE AND DRIVING RECORD CHECK</b>	<b>US</b>
<b>PERSONNEL-OVERTIME AUTHORIZATION &amp; SCHEDULE</b>	<b>2 yr</b>
<b>PERSONNEL-PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION</b>	<b>US</b>
<b>PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION</b> ---used to adjust gross pay, FICA, retirement or compute taxes	<b>3 yr</b>
<b>PERSONNEL-PERFORMANCE APPRAISAL</b>	<b>2 yr</b>
<b>PERSONNEL-PERSI ENROLLMENT FILE</b>	<b>6 yr from filing date</b>
<b>PERSONNEL-PERSI RECORD OF HOURS WORKED</b> —Irregular help, half-time or greater	<b>Date of hire +50 yr</b>
<b>PERSONNEL-PERSI TERMINATION RECORD</b>	<b>6 yr</b>
<b>PERSONNEL-PERSONNEL INFORMATION</b> —documents that officially change pay, titles, benefits, etc.	<b>2 yr</b>
<b>PERSONNEL-POLICY AND PROCEDURES MANUAL</b> —any manual, etc. that establishes standard employment procedures	<b>PM</b>

**XAVIER CHARTER SCHOOL RECORDS RETENTION SCHEDULE**

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<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>PERSONNEL-RESUME-UNSOLICITED</b>	<b>1 yr</b>
<b>PERSONNEL-SICK LEAVE POOL DOCUMENTATION</b> —requests submitted, approvals, number of hours transferred in an out, etc.	<b>FE+3 yr</b>
<b>PERSONNEL-TIME CARD AND TIME SHEET</b>	<b>3 yr</b>
<b>PERSONNEL-TIME OFF AND/OR SICK LEAVE REQUEST</b>	<b>FE+3 yr</b>
<b>PERSONNEL-TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL</b> —records documenting training, testing or continued education	<b>AC+3 yr</b> AC=Termination of employment
<b>PERSONNEL-UNEMPLOYMENT CLAIM RECORD</b>	<b>3 yr</b>
<b>PERSONNEL-UNEMPLOYMENT COMPENSATION RECORDS</b>	<b>AC+3 yr</b>
<b>PERSONNEL-W-2 &amp; W-4 FORMS</b>	<b>5 yr from date of termination</b>
<b>PERSONNEL-WORKER’S COMPENSATION POLICIES</b>	<b>AC+10 yr</b> AC=expiration of policy
<b>PROCUREMENT-PERFORMANCE BOND</b> —bonds posted by individuals or entities under contract with Xavier Charter School.	<b>PM</b>
<b>PROCUREMENT-PURCHASING LOG</b> —Log, etc. providing a record of purchase orders issued, orders received, etc.	<b>FE+3 yr</b>
<b>PROCUREMENT-BID DOCUMENTATION</b> —includes bid requisition/authorizations, invitation to bid, bid specifications and evaluations	<b>FE+3 yr</b> <b>CAUTION:</b> If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract.
<b>RECORDS MANAGEMENT</b> —RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	<b>PM</b>
<b>SAFETY-ACCIDENT REPORTS</b>	<b>8 yrs*</b> For Minors, 8 yrs after minor reaches age of 18
<b>SAFETY-DISASTER PREPAREDNESS AND RECOVERY PLANS</b>	<b>PM</b>
<b>SAFETY-EVACUATION PLANS</b>	<b>PM</b>

**XAVIER CHARTER SCHOOL RECORDS RETENTION SCHEDULE**

<b>Retention Codes</b>	
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>SAFETY-FIRE ORDERS</b> —issued by fire marshal to correct deficiencies in compliance with the fire code	<b>AC+3 yr</b> AC=deficiency corrected
<b>SAFETY-HAZARDOUS MATERIALS DISPOSAL RECORDS</b> —Material safety data sheets must be kept for those chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29 CFR § 1910.1200(g).	<b>PM</b>
<b>SAFETY-INCIDENT REPORTS</b> —Reports concerning incidents which, upon investigation, were of a non-criminal nature	<b>3 yr (or 30 yr*)</b> *Exposure records require 30 year retention per 29 CFR § 1910.1020(d)(ii)(B)Footnote(1)
<b>SAFETY-INSPECTION RECORDS</b> —Fire, safety, and other inspection records of facilities and equipment	<b>AC+3 yr</b> AC=Date o the correction of the deficiency, if the inspection report reveals a deficiency.
<b>SAFETY-MATERIAL DATA SAFETY SHEETS</b>	<b>30 yrs after the end of use of the substance</b>
<b>SAFETY-WORKPLACE CHEMICAL LISTS</b>	<b>30 yr</b>
<b>STUDENTS-EDUCATION RECORDS</b> —Student’s name, birth date, last address, dates of attendance, graduation date and grades earned	<b>PM</b>
<b>STUDENTS-MEDICAID RECORDS</b> -claims, reimbursements, and supporting documentation	<b>FE +5 yr</b>
<b>VEHICLE-INSPECTION, REPAIR AND MAINTENANCE RECORDS</b>	<b>LA+1 yr</b>
<b>VEHICLE-TITLE AND REGISTRATION</b>	<b>1 yr</b>
<b>VOLUNTEER RECORDS</b> —records may include recruitment and selection records, volunteer personnel and intern personnel information forms, intern agreements, volunteer and intern time records, emergency notification forms, insurance documentation and correspondence	<b>AC+3 yr</b> AC=End of term of volunteer or intern
<b>WEBSITE/WEB PAGES</b> —INTERNET/INTRANET—system development documentation for initial setup; subsequent changes and content of pages	<b>PM</b>

In the event that Xavier Charter School records do not correspond to any of the above listed categories, the Head of Schools will determine the period of retention for a particular record.

**Legal References:** I.C. § 33-701(8) Fiscal Year—Payment and accounting of funds  
I.C. § 33-407 Return of canvass of elections  
I.C. § 33-508 Duties of Clerk  
I.C. § 56-209h Administrative Remedies  
I.C. § 74-119 Agency Guidelines  
SDE Idaho Special Education Manual Revised 2009, Chapter 11, Section E  
SDE Administrator’s Handbook 1.43  
Federal Regulation  
Idaho Records Management Guide, November, 2004  
Idaho Records Management Guide, August, 2013

Policy History:

Adopted on: July 2012

Reviewed on: November 10, 2015

Revised on: January 13, 2016; November 9, 2016



## **Xavier Charter School**

### **NON-INSTRUCTIONAL OPERATIONS**

#### **Policy: 8610 Health Insurance Portability and Accountability Act**

The Board has determined that it meets the definition of a hybrid of covered entities under the Health Insurance Portability and Accountability Act (HIPAA) since Xavier Charter School offers health-care provider programs and services that include electronic billing for the reimbursement of services under Idaho Medicaid programs, or contracts with another entity to provide such services, it is subject to HIPAA. In all electronic transactions involving student education records information, Xavier Charter School will adhere to the transaction requirements of HIPAA and the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA).

Additionally, because Xavier Charter School self-insures a health plan and self-administers an Internal Revenue Service Section 125 plan it also meets the health plan definition under HIPAA. Accordingly, Xavier Charter School will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

As a covered entity, Xavier Charter School will meet the national electronic transaction standards and applicable requirements of federal law designed to ensure the security of projected health information of employees and student education record information created or received by Xavier Charter School.

In order to meet the notice requirements under the health-care provider provisions of the law, information will be provided to students and parents of their rights under FERPA in accordance with established procedures.

The Head of Schools will designate an individual responsible for responding to HIPAA inquiries, complaints and for providing adequate notice of employee rights and Xavier Charter School duties under the health plan provisions of the Act. Notice will include the privacy provisions of the law, and uses of employee protected health information and disclosures that may be made by Xavier Charter School.

Training will be provided to all current staff and new employees determined by Xavier Charter School to have access to the protected health information of employees and student education records. Training will be provided within a reasonable period of time after the individual's hiring, and to those employees when their duties may be impacted by a change in Xavier Charter School's policy and/or procedures.

Individuals who believe their privacy rights have been violated may file a complaint in accordance with established Xavier Charter School procedures. Employee complaints may also be filed directly with the U.S. Secretary of Health and Human Services. There shall be no retaliation by Xavier Charter School against any person who files a complaint or otherwise participates in an investigation or inquiry into an alleged violation of an individual's protected

privacy rights. All complaints received will be promptly investigated and documented, including their final disposition.

The Head of Schools will ensure that satisfactory assurance has been obtained from any business associate performing HIPAA-covered activities or functions on behalf of Xavier Charter School that the protected health information it receives from Xavier Charter School will be protected. Such assurance will be in the form of a written agreement, or may be included as a part of Xavier Charter School's contract with the business associate.

Employees in violation of this policy or procedures established to safeguard student education records information and the projected health information of employees will be subject to discipline up to and including dismissal.

The Head of Schools is directed to ensure an assessment of Xavier Charter School operations is conducted to determine the extent of Xavier Charter School's responsibilities as a covered entity under HIPAA and to develop internal controls and procedures necessary to implement this policy and meet the requirements of the law. The procedures shall include provisions for record keeping, documentation of Xavier Charter School's compliance efforts and appropriate administrative, technical and physical safeguards to protect the privacy of student education records and employee protected health information and to ensure that any request is limited to information reasonably necessary to accomplish the purpose for which the request is made.

In the event of a change in the law that may impact this policy or established Xavier Charter School procedures, the Head of Schools shall ensure appropriate revisions are recommended for Board approval, necessary changes are implemented and notification is made to staff and others, as appropriate.

**Legal Reference:** Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, 42 U.S.C. 1320d-1320d-8; 45 CFR Parts 160 and 164.  
Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000).

#### Policy History

Adopted on: July 2012

Reviewed on: November 10, 2015

## **Xavier Charter School**

### **NON-INSTRUCTIONAL OPERATIONS**

#### **Policy: 8700 Computer Software**

The unauthorized copying of any computer software which is licensed or protected by copyright is theft. Failure to observe software copyrights and/or license agreements may result in disciplinary action by Xavier Charter School and/or legal action by the copyright owner.

No Xavier Charter School-owned computing resources should be used for unauthorized commercial purposes. Illegal copies of copyrighted programs may not be made or used on school equipment. The legal or insurance protection of Xavier Charter School will not be extended to employees who violate copyright laws.

The Head of Schools or designee is the only individual who may sign license agreements for software for the school.

**Cross-Reference:** 2150 Copyright

#### Policy History:

Adopted on: July 2012

Reviewed on: November 10, 2015

## **Xavier Charter School**

### **NON-INSTRUCTIONAL OPERATIONS**

#### **Policy: 8710 Board of Directors Use of Electronic Mail**

Use of electronic mail (e-mail) by Board Members will conform to the same standards of judgment, propriety, and ethics as other forms of board-related communication. The Board will comply with the following guidelines when using e-mail in the conduct of school responsibilities:

1. The School Board will not use e-mail as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
2. Board members will be aware that e-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Board members will avoid reference to confidential information about employees, students, or other matters in e-mail communications, because of the risk of improper disclosure or unsecure websites. Board members will comply with the same standards as school employees, with regard to confidential information.

#### Definitions

"Deliberation" is defined as the receipt or exchange of information or opinion relating to a decision, but shall not include informal or impromptu discussions of a general nature which do not specifically relate to a matter then pending before the public agency for decision.

#### **Legal Reference:**

I.C. § 9-337                      Public Writings *et. seq.*  
I.C. § 67-2341(2)              Open Public Meetings – Definitions  
Cowles Pub. Co. v. Kootenai Co. Bd. of County Commissioners  
144 Idaho 259 (2007).

#### Policy History:

Adopted on: July 2012

Reviewed on: November 10, 2015