



Xavier Charter School Policy Manual

Table of Contents

8000 SERIES—NON-INSTRUCTIONAL OPERATIONS

Goals	8000
Transportation	8100
Vehicles Other than School Buses Used to Transport Students.....	8103
Extracurricular Transportation.....	8105
Extracurricular Transportation Liability Waiver	8105F
Extracurricular Transportation Discipline.....	8105P
Safety Busing.....	8110
Safety Busing-Safety Busing Measuring and Scoring Instrument.....	8110-F1
Hours of Service of Drivers.....	8115
Bus Routes, Stops and Non-Transportation Zones	8120
Transportation of Students with Disabilities.....	8130
Student Conduct on Buses	8140
Unauthorized School Bus Entry.....	8150
Contracting for Transportation Services.....	8160
School-Owned Vehicles.....	8170
School-Owned Vehicles.....	8170P
Driver Training and Responsibility.....	8180
Driver Training and Responsibilities When Operating the School Bus.....	8180P
Use of Wireless Communication Devices by Drivers.....	8185
Emergencies Involving Transportation Vehicles.....	8190
District/School Vehicle Idling.....	8195
Food Services	
Local School Wellness.....	8200
Unpaid School Meal Charges	8245
Emergencies	
Emergency & Disaster Preparedness	8300
Fire Drills and Evacuation Plans.....	8320
Activity Trips	
Activity Trips.....	8400
Risk Management	
Risk Management	8500

Xavier Charter School Safety	8510
Inspection of Xavier Charter School Facilities / Emergency Evacuation Plan	8520
Property Damage	8530
Records Management	
Records Management.....	8600
Retention of Xavier Charter School Records.....	8605
Computer Software	
Computer Software	8700
Generative Artificial Intelligence.....	8705
Board of Directors Use of Electronic Mail	8710
Drones	8800

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 non-instructional 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; December 13, 2018; December 16, 2021, March 11, 2025

Xavier Charter School

NONINSTRUCTIONAL OPERATIONS

Policy: 8100 Transportation

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

Requirements

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 home¹ and the nearest public road to the nearest door of the school or to a transportation stop, whichever the case may be;
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, as described in Policy 8103. 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. Students attending nonpublic schools may be authorized to ride another authorized vehicle if they meet the requirements described in Policy 8103 and the requirements to ride a school bus.

Homeless Students

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

Foster Children

The Head of Schools, contracted bus provider, and/or designee shall implement the requirements for ensuring educational stability for all children in foster care. Each of these provisions must emphasize the child's best interest determination. A written guideline must provide clarity to each school and staff member governing the transportation protocol for students in foster care. This includes the facilitation of transportation to the school of origin (when in the student's best interest). Transportation will be provided, arranged, and funded for the duration of time in foster care. These procedures must ensure the following:

¹ 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.

1. Children in foster care who need transportation to their school of origin will receive that transportation promptly and in a reasonable and cost-effective manner; and
2. If there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, Xavier Charter School will provide transportation to the school of origin if:
 - A. The local child welfare agency agrees to reimburse Xavier Charter School for the cost of this transportation;
 - B. Xavier Charter School agrees to pay for the cost of this transportation; or
 - C. Xavier Charter School and the local child welfare agency agree to share the cost of this transportation.

Safety

Xavier Charter School or their contracted bus provider shall provide each new school bus driver with a school bus driver training program before allowing them to drive a bus carrying students. Xavier Charter School or their contracted bus provider shall provide all experienced school bus drivers with at least ten hours of refresher school bus driver training each fiscal year. This shall meet the requirements described in the *Standards for Idaho School Buses and Operations*. Previous documented training similar to that required by Xavier Charter School or their contracted bus provider may be used to comply with new school bus driver training hours, unless the driver has a gap of more than four years in their previous driving experience.

The Head of Schools, contracted bus provider, and/or designee shall develop written rules establishing the procedures for safety and emergency exit drills on school buses and other vehicles used to transport students, and for student conduct while riding on such buses and other vehicles, including for students with special needs.

Xavier Charter School or their contracted bus provider shall ensure that transportation personnel have access to a library of resources to assist them in operating safe and efficient transportation services. These resources shall include:

1. Applicable federal, state, and local laws, codes, and regulations;
2. Applicable manuals and guidelines;
3. Online access to internet and other resources; and
4. Applicable trade journals and organizations' publications.

The School shall include student transportation operations in School disaster and emergency preparedness plans and shall ensure drivers who transport students are provided with training on the disaster and emergency preparedness plans.

Legal References:

20 USC § 6312©

IC§ 33-5208

IDAPA 08.02.03.109.05

I.C. § 33-1501

I.C. § 33-1503

Description

Every Student Succeeds Act Standards for School Buses and Operations

Public Charter Schools – Public Charter School

Financial Support

Special Education

Transportation Authorized

Payments when Transportation not Furnished

Cross Reference:

3060

8105

8105-P(1)

8105 – F(1)

8110

8115

8120

Description

Education of Homeless Children

Extracurricular Transportation

Extracurricular Transportation – Discipline

Extracurricular Transportation – Extracurricular

Transportation Liability Waiver

Safety Busing

Hours of Service of Drivers

Bus Routes, Stops and Non-Transportation Zones

Other References:

Federal Highway Safety

Idaho State Department of Education

IDAPA 08.02.02.004.02

Description

Guideline 17

Idaho’s School Bus Driver Training – Classroom Curriculum

Standards for Idaho School Bus and Operations

Policy History:

Adopted on: April 8, 2015

Reviewed on: November 10, 2015; December 13, 2018

Revised on: November 16, 2017; August 16, 2018; May 19, 2022, August 21, 2025, January 15, 2026

Xavier Charter School

NONINSTRUCTIONAL OPERATIONS

Policy: 8103 Vehicles Other than School Buses Used to Transport Students

[SELECT ONE: The Head of Schools may authorize the transportation of students in vehicles other than school buses or by the Charter School or by a party the School contracts with. Only vehicles that are an authorized vehicle as defined in IC 33-1504 may be used. For the purposes of this policy, such non-school bus vehicles shall be referred to as authorized vehicles.

Driver of authorized vehicles shall meet all minimum requirements specified by the State Department of Education and by the School Board.

Authorized vehicles may be used when school bus transportation cannot be reasonably provided. Such vehicles shall not be used routinely for home-to-school and school-to-home transportation except for the following groups of students:

1. Preschool children;
2. Special needs children;
3. Homeless children;
4. Foster children;
5. Children who cannot be reached by school buses; and
6. Students placed in alternative schools, work programs, or vocational or trades training.

Authorized vehicles may be used when school bus transportation cannot be reasonably provided for trips that are an extension of the instructional program.

All authorized vehicles shall be equipped with safety equipment, including the following:

1. A fire extinguisher
2. A first aid kit;
3. A body fluid cleanup kit;
4. Spare fuses; and
5. Emergency reflectors.

The Charter School name or the name of the contractor shall be clearly marked on the side of the vehicle.

Authorized vehicles shall be inspected by a qualified mechanic at least every 60 days during each school year. This inspection shall cover, at minimum, all applicable requirements, documentation, and service procedures as required by the State Department of Education and the Board.

Each driver must complete and document a daily pre-trip inspection before transporting pupils as described in Policy 8170.

The Charter School shall comply with any restrictions identified by the vehicle manufacturer regarding passengers, weight, and other associated restrictions.

Legal References

IC § 33-1501
ISBA Policy

IC § 33-1506

IC § 33-1509

IC 33-1006

IC 33-1504

IC 33-1515

Transportation of Pupils to

Description

Transportation Authorized Model Charter School Manual

Management Console

Inspection of School Authorized Vehicles

School Bus Drivers – Definition – Qualification – Duties

Transportation Support Program

Authorized Vehicles

Requirements for Authorized Vehicles for the

and from School and School-Related Events

Other References

ISBA Policy Services

Description

<https://www.idsba.org/member-services/policy/>

Policy History:

Adopted on: January 15, 2026

Reviewed on:

Revised on:

Xavier Charter School

NON-INSTRUCTIONAL OPERATIONS

Policy: 8105 Extracurricular Transportation

The term “extracurricular” refers to activities or events which are supplements to the regular instructional program and do not involve class credit, including, but not limited to athletics; student groups, clubs, and/or organizations; community activities; and, when the following are done as out-of-class activities, speech, debate, music, and band.

The use of school buses and other School vehicles is strictly limited to School activities. Vehicles shall not be loaned or leased to non-school groups unless permission is specifically granted by the Board. On all activity runs, Charter School vehicles will be operated by an appropriately trained and licensed driver, and only authorized activity participants, professional staff, and chaperones assigned by the administration may ride in the vehicle.

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the District. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

District employees wishing to undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities shall do so only when specifically directed or approved by the Head of Schools or their designee. School employees will notify the Head of Schools or designee of all transportation details and/or arrangements made after authorization. School employees shall not use a personal vehicle to transport students.

While the District does not prohibit students or District patrons from arranging a carpool to provide transportation to any District facility, activity, or event, it is impractical for the District to take steps to ensure the safety of any carpool vehicle or driver. For this reason, the District and its employees shall not arrange, encourage, or take responsibility for any such carpool. The District will bear no liability associated with any carpool arrangements.

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

At its discretion, the Charter School may charge fees for transportation of students to and from extracurricular activities where attendance is optional.

Student Travel to/from Extracurricular or Co-Curricular Activity

Unless other travel arrangements are authorized, students will board the vehicle at the school designated as point of origin for the trip and will return to the point of origin in the

vehicle. 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/guardians in a face-to-face situation at the close of the activity before vehicles begin the return trip. Such release will require a signed, dated note from the parent.

Responsibility for extracurricular transportation, when not provided by the District, will remain with the parent, who will be required to sign a waiver and release of claims prior to the extracurricular activity or event. Such waiver and release of claims shall remain on file at the school.

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

Cross Reference	Description
3380	Extracurricular and Co-Curricular Participation Policy
8100	Transportation
8105F	Extracurricular Transportation Liability Waiver

Legal Reference	Description
I.C. § 33-512(12)	Governance of Schools
I.C. § 33-1501 IDAPA 08.02.02.190	Transportation Authorized Program Operations

Policy History:

Adopted on: July 18, 2024

Reviewed on:

Revised on: January 15, 2026

Xavier Charter School

NON-INSTRUCTIONAL OPERATIONS

Policy: 8105P Extracurricular Transportation Discipline

Before departure on each activity trip, all students shall be provided with a general review of safe riding practices, rules, and procedures. For any trip taken on a bus, this review shall include instruction on the location of all emergency exits and their operation.

Students must follow all school vehicle rules with this exception: Food and drink not in glass containers will be allowed on the bus with permission of the principal. 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 vehicle, a hearing will be held with the principal, 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 principal their perceptions of the problem. If the principal finds that there has been an infraction of vehicle rules, they may take the following action:

1. On the first infraction, the student will be warned that following any further infraction they 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 one event; and
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 principal 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.

Policy History:

Adopted on: July 18, 2024

Reviewed on:

Revised on: January 15, 2026

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 student warrants such action. This includes cases where the student is transported by a vehicle other than a school bus as described in Policy 8103.

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 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 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. The minimum cut-off total scoring on the Measuring Instrument Model for students less than 1 ½ miles from the school is a score of 55, which by this reference is incorporated and attached to this policy as Form 8110-F(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 and/or designee is directed to review all existing safety busing locations at intervals of at least every three years.

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

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

Other Reference: Standards for Idaho School Buses and Operations

Policy History:

Adopted on: May 13, 2015

Reviewed on: November 10, 2015; December 13, 2018, July 18, 2024

Revised on: April 16, 2020; May 21, 2020; December 16, 2021, January 15, 2026

Xavier Charter School

NONINSTRUCTIONAL OPERATIONS

Policy: 8110-F(1) Safety Busing-Safety Busing Measuring and Scoring Instrument

Xavier Charter School will utilize the Modeling and Scoring Instrument located on the Idaho State Department of Education website for the purpose of determining Safety Busing Stops/Zones unless another instrument is selected by the Head of Schools and Transportation Director.

Policy History:

Adopted on: January 15, 2026

Reviewed on:

Revised on:

Xavier Charter School

NON-INSTRUCTIONAL 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. Xavier Charter School shall not permit or require any driver to drive a passenger-carrying commercial motor vehicle:

1. For more than ten hours following eight consecutive hours off duty; or
2. For any period after having been on duty 15 hours following eight consecutive hours off duty.

Additionally, the 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 60 hours in any seven consecutive days if the School or their transportation provider does not operate commercial motor vehicles every day of the week; or
2. Having been on duty 70 hours in any period of eight consecutive days if the School or their transportation procedure does operate commercial motor vehicles every day of the week.

Drivers shall use Federal Motor Carrier Safety Administration (FMCSA) over-the-road hours-of-service trip logs, a trip agenda, or other trip documentation validating applicable driving hours on all trips outside the Charter School's attendance boundaries of more than 100 miles.

Legal References

49 CFR § 395.5

Description

Maximum Driving Time for Passenger-Carrying Vehicles

Other References

Idaho State Department of Education

Description

Idaho's School Bus Driver Training-Classroom Curriculum

Cross References

8100

Description

Transportation

Policy History:

Adopted: August 21, 2025

Revised:

Reviewed:

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 and/or designee shall present their recommendation for student transportation 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 and/or designee.

Definitions

"Safety Busing Zone" shall mean areas where a student who lives less than 1 ½ miles from Xavier Charter School will be transported to and from school because in the judgment of the Board, the age or health or safety of the student warrants such action as described in policy 8110 Safety Busing.

"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 it impractical to provide service.

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. Form 8110F Safety Busing, Exhibit 1.
2. School bus drivers are encouraged to make recommendations about establishing or changing routes.
3. Parents should be referred to the Head of Schools and/or designee for any request of change in routes, stops, or schedules.
4. At least once each year, the transportation supervisor or Charter School's school bus driver trainer shall evaluate each route for the purpose of assessing the safety of routes and bus stops. Documentation of the route evaluation shall be retained by the Charter School. The School may use the State Department of Education's model evaluation procedure and forms for these evaluations.

Transportation Stops

Charter School vehicles should stop to load and unload passengers only at designated places approved by Xavier Charter School authorities. Exceptions should be made only in cases of emergency and inclement weather conditions. Student transportation stops shall be chosen with safety and protection of the health of the student in mind. No transportation stop shall be established within 1 ½ miles from the students' school except in safety busing zones.

All transportation stops shall be in safe locations with at least 100 yards of clear visibility in both directions. All stops shall be located at a site that allows the vehicle to stop without blocking any intersection; whenever possible stops shall be at least 40 feet from intersections.

Charter School drivers shall load and unload from the right side of the roadway. Transportation stops shall be sited to ensure that students do not have to cross any road with more than three lanes to board the bus or to proceed home after exiting the vehicle unless the location has easily accessible traffic control signals.

Charter School vehicles shall only stop to load or unload passengers at designated transportation stops, as required by law.

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 and/or designee is responsible for the conduct of students waiting in loading zones and ensure that the loading and unloading areas are supervised adequately for the size of the loading area and the number of students present to ensure close, continuous, and interactive supervision whenever students or vehicles are present in the loading area.

Delay in Schedule

The driver is to notify the administration of a delay in schedule. The administration will notify parents/guardians on routes experiencing delay if necessary.

Responsibilities - Students

Students should recognize that safety is based on group conduct. Talk should be in conversational tones at all times. Students should not shout or talk loudly because it may distract the driver. Students shall not shout at passerby. Students should instantly obey any command or suggestions from the driver or their assistants.

A student may be denied transportation upon a showing of good cause as described in Policy 8140 Student Conduct on Vehicles.

Responsibilities - Parents

The transportation program values parents' interest and assistance. Parents' efforts towards making each 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 transportation stop in sufficient time to efficiently meet the school vehicle;
2. Properly prepare students for weather conditions; and
3. Encourage transportation safety at home. Teach students about safe vehicle related behavior, including its importance.

Safety

The Head of Schools and/or designee shall develop written rules establishing the procedures for transportation safety and emergency exit drills, which complies with state law and/or Federal Highway Safety Guideline 17, and for student conduct while riding on Charter School vehicles.

If the vehicle and driver are present, the driver is responsible for the safety of their passengers, particularly for those who must cross a roadway prior to loading or after leaving the vehicle. Except in emergencies, no driver shall order or allow a student to board or disembark anywhere other than their assigned stop unless so authorized by the Head of Schools and/or designee. In order to assure the safety of all, the driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. 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 the instrument located on the State Department of Education website.

The bus driver is responsible for the use of the warning and stop signaling systems. Failure to use the system constitutes negligence on the part of the driver.

Inclement Weather

The Board recognizes the unpredictability of Idaho weather and its resulting dangers. To achieve maximum safety for students and efficiency of operation, the Head of Schools and/or designee is empowered to make decisions as to the emergency operation of vehicles, the closing of Xavier Charter School and cancellation of transportation routes in accordance with their best judgment. The Board may develop guidelines in cooperation with the Head of Schools and/or designee to assist them in making such decisions.

Cross Reference:

2210

2210-P(1)

2210-P(2)

8100

8110

Description

School Closure

School Closure – Weather Related

School Closure – Health Emergency Related

Transportation

Safety Busing

8140

Student Conduct on Buses

Legal Reference:

I.C. § 33-512
I.C. § 33-1501
I.C. § 33-1502
I.C. § 49-1422
I.C. § 49-660

I.C. § 49-915

Description

Governance of Schools
Transportation Authorized
Bus Routes—Non-Transportation Zones
Overtaking and Passing a School Bus
Stopping, Standing or Parking Prohibited in
Specified Places
School Buses -- Visual Signal

Other Reference:

Idaho State Department of Education
Idaho Department of Education,

Standards for Idaho School Buses and Operations
Idaho’s School Bus Driver Training -
Classroom Curriculum

Policy History:

Adopted on: May 13, 2015
Reviewed on: November 10, 2015; December 13, 2018, August 12, 2025
Revised on: December 16, 2021, August 21, 2025, January 15, 2026

Xavier Charter School

NON-INSTRUCTIONAL OPERATIONS

Policy: 8130 Transportation of Students with Disabilities

Transportation shall be provided as a related service when a student with a disability requires special transportation in order to benefit from special education or to have access to an appropriate education placement. Transportation needs may include, but are not limited to, the following:

1. Travel to and from school and between schools;
2. Travel in and around school buildings or to activities that are a regular part of the student's instructional program;
3. Specialized equipment (such as special or adapted buses, lifts, and ramps) if required to provide special transportation for a student with disabilities; and
4. Other services that support the student's use of transportation, such as:
 - A. Special assistance, such as an aide on the bus and assistance getting on and off the vehicle;
 - B. Safety restraints, wheelchair restraints, and child safety seats;
 - C. Accommodations, such as preferential seating, a positive behavioral support plan for the student on the vehicle, and altering the transportation route; or
 - D. Training for the driver regarding the student's disability or special health-related needs.

The Child Study Team that develops the disabled student's Individualized Education Program will determine on an individual basis when a student with a disability requires this related service. Such recommendations must be specified on the student's IEP. Only those children with disabilities who qualify for transportation as a related service under the provisions of the IDEA shall be entitled to special transportation. All other children with disabilities in the District have access to the District's regular transportation system under policies and procedures applicable to all students of the District. Utilizing the District's regular transportation service shall be viewed as a "least restrictive environment."

Mode of Transportation

One of the District's special education buses will be the preferred mode of transportation. Exceptions may be made in situations where buses are prohibited from entering certain subdivisions due to inadequate turning space or where distance from school may seriously impact transportation scheduling. In such situations, other arrangements such as an alternate vehicle type or individual transportation contract may be arranged with the parents/guardians. Any voluntary agreement for the parent/guardian to transport the student shall stipulate in writing the terms of reimbursement.

Cross Reference

3340
8140

Description

Corrective Actions and Punishment
Student Conduct on Buses

Legal Reference

20 U.S.C. § 1400 et seq.

IDAPA 08.02.03.109

Description

Individuals with Disabilities in Education Act
(IDEA)
Special Education

Other Reference

Idaho Special Education Manual

Policy History:

Adopted on: July 18, 2024

Reviewed on:

Revised on: January 15, 2026

Xavier Charter School

NON-INSTRUCTIONAL OPERATIONS

Policy: 8140 Student Conduct on Buses

Student transportation is another component in the Charter School's overall education program. An effective student transportation management program must have the support of the School's administration, the School's drivers, students, and parents/guardians.

The school shall institute a comprehensive student-management program that is designed to share the responsibility for student safety and well-being as well as protect the interests of all others involved in the program.

Students who make use of School-provided transportation shall have a duty and a responsibility to follow the rules laid out in this policy and any additional rules set by their driver. Drivers shall instruct students in appropriate behavior in accordance with this policy and any other applicable rules.

Students are expected to follow the same behavioral standards while riding Xavier Charter School vehicles as are expected on school property and at school activities, functions, and events and additional specific transportation safety rules. All school rules are in effect while a student is riding a Xavier Charter School vehicle or at a School transportation stop.

The Head of Schools and/or designee shall establish written rules of conduct for students riding in School vehicles. Such rules shall be reviewed annually by the Head of Schools and/or designee 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 using School transportation shall be provided to students at the beginning of the year. The 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 driver will collaborate with the administration to enforce the rules and correct student's behavior. The rules shall include consistent consequences for student misbehavior.

Due Process

The student and parent/guardian of the student shall receive notice of inappropriate conduct and have the opportunity to address the conduct with school personnel. Recommendations for temporary or permanent termination of transportation privileges will be referred to the Head of Schools or their designee for final determination. The termination may be appealed to the Board. No further appeal shall be allowed.

A recommendation to terminate transportation 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 transportation privileges are being revoked.

Discipline of Students with Disabilities

If a student's IEP team determines that special transportation is required and documents it on the Individual Education Plan (IEP), all procedures under the Individuals with Disabilities Education Act (IDEA), as amended, must be followed with regard to the student and transportation. The implications of a suspension from School transportation depend on whether transportation is identified on the student's IEP:

1. If School transportation is on the IEP, a suspension from the vehicle would be treated as a suspension from school. An exception to this is if the Charter School provides transportation in some other way, such as transportation in lieu of, because transportation is necessary.
2. If School transportation is not on the IEP, a suspension from the vehicle would not be counted as suspension from school. In this situation, the student and the parent would have the same obligation to get to and from school as a student without a disability who had been suspended from School transportation.

Legal Reference:

I.C. § 33-1501
I.C. § 33-205
20 USC § 1400-82
29 USC § 794

Description

Transportation Authorized
Denial of School Attendance
Individuals with Disabilities Education Act (IDEA)
Section 504 of the Rehabilitation Act of 1973 –
Nondiscrimination under Federal Grants and
Programs
Governance of Schools
Public Charter School Responsibilities

I.C. 33-512
IDAPA 08.02.04.300

Other References

Idaho State Department of Education
Specifications & Procedures

Description

Standards for Idaho School Buses and Operations
National School Transportation Specifications &
Procedures: Identification and Evaluation of School
Bus Route and Hazard Marking Systems

Cross References

3330
8110
8120
8130

Description

Student Discipline
Safety Busing
Bus Routes, Stops, and Non-Transportation Zones
Transportation of Students with Disabilities

Policy History:

Adopted on: August 2012

Reviewed on: November 10, 2015; December 13, 2018, August 12, 2025

Revised on: December 16, 2021, August 21, 2025, January 15, 2026

Xavier Charter School

NON-INSTRUCTIONAL OPERATIONS

Policy: 8150 Unauthorized School Bus Entry

The Board of Trustees hereby instructs the Head of Schools to place the following notice at the entrance to all school buses which warns against unauthorized school bus entry:

NOTICE

A person shall be guilty of a misdemeanor if that person:

- a) Enters a school bus with intent to commit a crime;
- b) Enters a school bus and disrupts or interferes with the driver; or
- c) Enters a school bus and refuses to disembark after being ordered to do so by the driver.

Legal Reference

I.C. § 18-1522

Description

Unauthorized School Bus Entry—Notice

Policy History:

Adopted on: July 18, 2024

Reviewed on:

Revised on:

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.

Xavier Charter School may attach addenda to the model contract. Such addenda shall be submitted to the State Superintendent for review and approval. If the State Superintendent rejects the addenda or requires that changes be made to them, the Board may appeal to the State Board of Education.

The contract shall be in effect for not more than five years, with the exception of contracts that receive federal funding pursuant to the Federal Clean School Bus Program, which may exceed five years but shall not be in effect for more than ten 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 was made by 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 to promptly fulfill the contract according to the letter and spirit. References may be contacted.

Legal Reference:

42 USC 16091 Clean School Bus Program

.C. § 33-1501 Transportation Authorized

I.C. § 33-1510 Contracts for Transportation Service

Description

Other References:

Idaho State Department of Education

Description

Standards for Idaho School Buses and Operations

Policy History:

Adopted on: July 2012

Reviewed on: November 10, 2015; December 13, 2018; December 16, 2021, August 12, 2025

Revised on: November 19, 2020; September 15, 2022, August 21, 2025

Xavier Charter School

NON-INSTRUCTIONAL OPERATIONS

Policy: 8170 School-Owned Vehicles

Charter School-Owned Vehicles

Xavier Charter School owns and maintains certain vehicles. Included among them are pickups, school buses, and vans. These are for use by properly authorized personnel of the Charter School only for Charter School business purposes.

Any driver who receives a citation for a driving violation while operating a Charter School vehicle shall personally pay all fines levied. All citations received while the driver is a Charter School employee, whether operating a Charter School vehicle or not, must be reported and may result in disciplinary action up to and including termination.

Charter School Bus and Vehicle Maintenance

Vehicles used in the Charter School's transportation program shall be in safe and legal operating condition. All school buses shall conform to standards of construction prescribed by the State Board of Education, and all vehicles used to transport students shall be subject to inspections as required by law.

Drivers shall ensure the safe condition of vehicles used to transport students by conducting daily pre-trip, post-trip, and child check school bus inspections. The Head of Schools or their designee shall establish specific checklists for these inspections. The School or their transportation contractor shall provide drivers with a pre-trip inspection form which may be based on the State Department of Education model pre-trip and post trip inspection forms. At minimum the pre-trip inspection shall ensure that all safety equipment; such as brakes, tires, all lighting systems, steering, and the horn; are in working order. Post trip inspections shall include an emphasis on locating any sleeping students and any articles left on the vehicle, and reporting any vehicle defects.

All other Charter School vehicles shall be maintained following established programs as developed by the Head of Schools.

Charter School – Owned Vehicles Provided to Employees

The Charter School may own vehicles that some employees use for commuting to and from work and for other Charter School-related travel. Any mileage driven in a Charter School – owned vehicle that is not for official Charter School business will be considered a taxable fringe benefit to the employee driving the vehicle. This taxable fringe benefit will be in addition to the employee's annual salary and will be reported on the individual employee's W-4.

Records of Mileage and use other than official Charter School business must be recorded in a diary or log.

Unauthorized personal use of a School vehicle or failure to report personal mileage and use may be subject to disciplinary action up to and including termination of employment. No employee, friend, associate, or family member of any employee may use a Charter School-owned vehicle for personal use other than de minimis personal use by the employee.

This policy and taxable fringe benefit will be reviewed annually to verify that the policy is in compliance with IRS regulations.

Legal References

IC § 33-1506

Description

Inspection of School Buses

Other References

Idaho Commercial Drivers License Manual

Description

Idaho Commercial Drivers License Manual

10.2.6

Idaho State Department of Education

Idaho's School Bus Driver Training –
Classroom Curriculum

IDAPA 08.02.02.004.02

Standards for Idaho School Buses and
Operations

Policy History:

Adopted: August 21, 2025

Revised: January 15, 2026

Reviewed:

Xavier Charter School

NON-INSTRUCTIONAL OPERATIONS

Policy: 8170-P(1) School-Owned Vehicles

Charter School-Owned Vehicles

The Board adopts this procedure to establish guidelines, obligations, and expectations of employees who, within the scope of their employment, have occasion to operate Charter School-owned vehicles and equipment or personal vehicles for official School purposes.

Charter School Vehicles and Equipment

Authorization for Use

Xavier Charter School employees shall operate Charter School owned vehicles and equipment only when the employee:

1. Is authorized by their position and/or supervisor to act as the operator of a vehicle or piece of equipment;
2. Holds a valid Idaho operators license for each class of vehicle or piece of equipment they are approved to operate. The School may verify the employee's license status by checking motor vehicle records; and
3. Has demonstrated to the supervisor's satisfaction that they are qualified to operate the vehicle or piece of equipment.

Responsibilities of Vehicle or Equipment Operator

Employees operating Charter School vehicles and equipment shall:

1. Inspect vehicles or equipment before operating as described in Policy 8170 to ensure the vehicle or equipment will function in a safe manner;
2. Refrain from eating or engaging in other activities which may distract an individual from safely operating a vehicle or piece of equipment;
3. Operate such vehicles and equipment in a safe, responsible manner, and in compliance with State laws and regulations governing vehicle use;
4. Pull off to a safe area and stop driving to use a cell phone in a vehicle;
5. Be personally responsible for traffic fines and/or penalties arising from their violation of traffic laws while operating School vehicles or equipment;
6. Refrain from operating School vehicles or equipment when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle or piece of equipment;

7. Return such vehicles and equipment daily to the School facility designated for that vehicle or piece of equipment unless it is taken to the operator's residence as authorized in this procedure;
8. If the vehicle or piece of equipment is taken to the operator's residence as authorized by this procedure, the operator shall ensure the vehicle or equipment is made available for routine maintenance as well as unscheduled maintenance when required;
9. Report any loss, redaction, or suspension of their operator license or endorsements status to their supervisor as soon as they are notified of the licensing status change;
10. Report all accidents immediately to the supervisor and/or to the Risk Management Specialist so that they can be reported to the School's insurance carrier. All Commercial Driver's License holders shall comply with federal and State laws regarding the reporting of accidents, citations, or driving convictions and shall immediately report such occurrences to their supervisor;
11. Use of Charter School fueling cards and facilities, maintenance and repair facilities, and supplies shall be limited to bonafide Charter School vehicles and equipment. School materials and facilities shall not be used for personal benefit.;
12. Not allow others to use their refueling card or request that others allow them to use refueling cards which are not assigned to them; and
13. Be evaluated in connection with their use of School vehicles and equipment as part of their annual job performance review.

Prohibited Conduct of Vehicle/Equipment Operator

Any employee involved in one or more of the following circumstances while operating School vehicles and equipment will immediately lose their operational authorization:

1. Unlawful use, distribution, dispensing, manufacture, or possession of a controlled substance;
2. Operating any School vehicle or piece of equipment while under the influence of alcohol, any drug, or the combined influence of alcohol and any drug;
3. Use of any School vehicle or piece of equipment for illegal or unauthorized purposes;
4. Operating a vehicle or piece of equipment in a manner which endangers the safety or life of others;
5. Any negligent use of School owned vehicles or pieces of equipment.

Any employee who has engaged in any of the items listed in the above section of this procedure, regardless of whether it occurred while operating a Charter School vehicle or piece of equipment, may be permanently prohibited from operating School vehicles and equipment, and/or subject to disciplinary action, up to and including termination.

Emergency Callout

In specific instances, the Head of Schools and/or department directors may establish specific positions and/or classes of employees who are subject to emergency callout. These employees or classes of employees may be assigned a Charter School vehicle to keep at their personal residence in order to respond more quickly to emergencies. Which employees are assigned to

keep a vehicle at their residence may be changed at any time by the Head of Schools and/or department director without consultation or negotiation with the affected employee or classes of employees. When an employee is designated to have a School vehicle at their residence for emergency callout use, the vehicle shall not be used for personal purposes.

Disposal of Vehicles and Equipment

All vehicles and equipment shall be disposed of only by sales events and methods which are in compliance with applicable law and approved by the Board and by rules adopted by the State for disposal of Charter School property. Each sales event must be approved individually by the Board. Revenue received from the sale of school buses will be placed in a separate account and used only for the purchase of school buses.

Accident Management Procedures

Xavier Charter School establishes the following guidelines for reporting, investigating, and documenting all accidents, collisions, and incidents involving Charter School vehicles and equipment:

1. All accidents, collisions, or vandalism (herein collectively referred to as “accidents”) involving Charter School vehicles, regardless of the amount of damages or personal injuries sustained, shall be reported immediately to the Head of Schools and/or any other identified School personnel. Failure to report an accident shall be cause for disciplinary action;
2. Drivers shall report all school bus accidents to the Head of Schools and/or any other identified School personnel and the appropriate law enforcement agency. Subsequent to the accident or incident, a Uniform School Bus Accident/Injury or appropriate Incident Report Form shall be completed by the driver or Head of Schools and submitted to the State Department of Education within 15 days.
3. An employee involved in any accident while operating School vehicles or equipment may be required to submit to a drug and alcohol test. Failure to submit to a drug and alcohol test; or testing positive for drug use; or prohibited levels of alcohol as outlined in applicable law; shall be subject to disciplinary action, up to and including termination;
4. An accident report shall be completed within 24 hours of any accident regardless of the amount of damage sustained to any School vehicle or equipment;
5. All accidents shall be investigated by a designated Charter School Safety Coordinator or their designee;
6. All accidents involving any personnel injury and/or accidents for which the estimated damages exceed \$1,000 shall be reviewed by the Safety Committee.
7. The Safety Committee shall hold a fact-finding meeting to determine if the accident was preventable or non-preventable.
 - A. The driver involved in the accident has the right to attend the fact-finding meeting to explain the situation and answer the Committee’s questions;
 - B. The Committee shall inform the driver of their findings in a timely manner; and

- C. An employee may appeal the findings and recommendations of the Committee by following the appeals procedure outlined in the Charter School Grievance Procedure.
- 8. Administrative actions shall be taken based on the findings and recommendations of the Committee as follows:
 - A. If the accident was non-preventable, a statement to that effect shall be included in the employee’s personnel file and no disciplinary action will be recommended.
 - B. If the accident was preventable, procedures of remediation and disciplinary action shall be implemented according to the degree of culpability, severity of the accident, and service record of the employee.
- 9. Driver Education instructors shall not be disciplined under these driver accident guidelines for vehicle accidents resulting from the actions of student drivers who are operating Charter School vehicles under the instructor’s supervision, as part of the School Driver Education course unless a valid investigation by the School or a court of law finds the instructor was grossly negligent in their instruction or driving supervision.

Definitions

“Equipment” for purposes of this procedure means utility vehicles, and construction and lawn equipment.

“Vehicle” for purposes of this procedure means buses, vans, and passenger vehicles, and maintenance and deliver trucks.

Legal References	Description
IC § 33-1506	Inspection of School Buses
Other References	Description
Idaho Commercial Drivers License Manual	Idaho Commercial Drivers License Manual, Section 10.2.6
Idaho State Department of Education	Idaho’s School Bus Driver Training – Classroom Curriculum
IDAPA 08.02.02.004.02	Standards for Idaho School Buses and Operations

Xavier Charter School

NON-INSTRUCTIONAL OPERATIONS

Policy: 8180 Driver Training and Responsibility

The Charter School and its drivers who transport students shall meet all operations and performance requirements in conformity with law and with the rules and regulations of the Department of Law Enforcement and the State Board of Education.

Drivers shall observe all State statutes and administrative rules governing traffic safety and the operation of their vehicle. Xavier Charter School shall, at the beginning of each school year, provide each driver with a copy of the School's written rules for drivers and for student conduct on Charter vehicles.

Drivers shall establish an appropriate rapport with students. Drivers should be aware that they represent the School and should present a positive image in dress, language, and manner.

Each driver of a School vehicle used to transport students shall meet the qualifications established by the State Department of Education, including, but not limited to the following:

1. Be over 18 years of age;
2. Be of good moral character;
3. Not be addicted to the use of intoxicants or narcotics;
4. Possess a valid and appropriate commercial driver's license and other endorsements required by law, and, if applicable, a waiver for insulin-dependent diabetes mellitus issued by the State Department of Education; and
5. Be medically qualified under the physical examination standards of the federal motor carrier safety regulations; provided, however, that individuals with insulin-dependent diabetes mellitus, who are otherwise medically qualified under the physical examination standards of the federal motor carrier safety regulations, may request a waiver for this condition from the State Department of Education as provided in Idaho Code.

When a teacher, coach, or other certified staff member is assigned to accompany students on a vehicle, such person shall be primarily responsible for the behavior of the students in their charge. The driver shall have final authority and responsibility for the vehicle. The Head of Schools shall establish written procedures for drivers who transport students in School vehicles.

Training

New School Bus Drivers: All new school bus drivers shall complete a school bus training program previously approved by Head of Schools or their designee. They must also pass all knowledge tests contained in the State Department of Education school bus driver classroom curriculum. New bus drivers shall also complete ten hours of practical training in a school bus, including at least six hours of behind the wheel training. Each new driver shall perform an emergency evacuation practical and receive a driver evaluation before being allowed to drive a school bus loaded with students. The School may choose to make use of the classroom and

behind-the-wheel craning methods and resources developed by the State Department of Education.

Experienced School Bus Drivers: All experienced school bus drivers shall complete at least 10 hours refresher school bus driver training each fiscal year; at least three hours of pre-service training shall be completed before school begins in the fall. Experienced bus drivers must also attend at least three in-service training sessions during the school year. These sessions must include topic specific training blocks of at least 30 minutes. The School shall document that each experienced bus driver has attended these sessions.

School Bus Drivers with Experience with a Previous Employer: Upon hiring a bus driver with previous experience, the School or the transportation provider it contracts with shall request documentation of all of their previous school bus driver Model Charter School Manual ISBA Policy Management Console training and driving experience, in accordance with Federal Motor Carrier Safety Administration Commercial Driver's License licensing requirements.

Documented previous training that is similar to the requirements for new bus drivers described above may be substituted for new school bus driver training hours. Regardless of any previous training, all newly hired school bus drivers shall have sufficient training provided by the School or contractor, along with accompanying documentation, to illustrate they are proficient in school bus driving skills.

If a newly-hired driver has a gap of more than four years in their ongoing school bus driving experience, the individual shall complete the training requirements for new school bus drivers. If the School or contractor is unable to obtain documentation of previous school bus driver training, the driver shall complete the training requirements for new school bus drivers.

Drivers of Charter School Vehicles Other than School Buses: The Head of Schools or their designee may set driver training requirements for drivers who transport students in School vehicles other than school buses.

Legal References	Description
49 CFR § 382.105	Testing Procedures
IC § 49-105	Definition - Drivers Licenses
IC § 49-648	Obedience to Signal Indicating Approach of Train or Other On-Track Equipment
IC § 49-649	Compliance with Stopping Requirement at All Railroad Grade Crossings
IDAPA 08.02.02.170	School Bus Drivers and Vehicle Operation
IDAPA 08.02.04.300	Public Charter School Responsibilities Other References Description Idaho State Department of Education Idaho's School Bus Drivers

IDAPA 08.02.02.004.02

Standards for Idaho School Buses and Operations

Policy History:

Adopted: August 21, 2025

Revised: January 15, 2026

Reviewed:

Xavier Charter School

NON-INSTRUCTIONAL OPERATIONS

Policy: 8180-P(1) Driver Training and Responsibilities When Operating the School Bus

Bus drivers shall comply with the following requirements when operating any school bus for the Charter School.

1. Buses should not be driven in reverse unless absolutely necessary. Drivers shall not back a bus to turn around on a public roadway unless the Board of Directors has determined, when approving the School bus routes, that there is no alternative. In such cases, the Board shall pass a motion declaring that backing of school buses in such cases is permitted.
2. Bus doors shall remain closed while the bus is in motion.
3. The driver shall not allow guns or flammable or explosive substances, such as gasoline, to be brought onto a school bus.
4. Drivers shall remain vigilant and report suspicious behavior or conditions which could become harmful to students or be indicative of impending acts of terror. The School shall ensure all school bus drivers are trained on homeland security awareness.
5. No school bus shall start moving before all passengers have been seated, and no student may stand when the bus is in motion. The driver shall require each passenger on the bus to be seated in a passenger seat.
6. All school and activity buses shall stop at all railroad grade crossings as required by law.
7. Drivers shall never drive in excess of the speed limit or in excess of 65 miles per hour.
8. Drivers shall not leave an occupied bus. In the event of a bus breakdown, the driver shall request assistance via two-way communication whenever possible. If two-way communication is not possible, the driver shall:
 - A. Ask a passing motorist to make contact with the School;
 - B. Send a school bus aide to seek help;
 - C. Send at least two responsible students to make contact with the School; or
 - D. Wait for help.
9. Before leaving the driver's seat of an occupied bus or leaving an unoccupied bus, they shall first shut off the motor, curb the wheels (if applicable), set the brakes, and remove the ignition key.
10. No passenger shall be permitted to operate the school bus.
11. School bus drivers shall properly wear a seat belt whenever the bus is in motion.
12. If a student must cross a roadway to back a bus or to return home after exiting, the driver shall require the student to cross 12 feet in front of the bus in accordance with the state loading and unloading training curriculum. The driver should signal this with eye contact

and by giving one wave with an open palm and with their fingers together. The driver shall use a long steady blast of the horn to signal danger.

13. Drivers shall report the license number of any vehicle which violates any law endangering school children to their immediate supervisor.

Legal References

Description

49 CFR § 382.105

Testing Procedures

IC § 49-105

Definition - Drivers Licenses Model Charter School Manual ISBA Policy Management Console

IC § 49-648

Obedience to Signal Indicating Approach of Train or Other On-Track Equipment

IC § 49-649

Compliance with Stopping Requirement at All Railroad Grade Crossings

IDAPA 08.02.02.170

School Bus Drivers and Vehicle Operation

IDAPA 08.02.04.300

Public Charter School Responsibilities

Other References

Description

Idaho State Department of Education

Idaho's School Bus Drivers

IDAPA 08.02.02.004.02

Standards for Idaho School Buses and Operations

Policy History:

Adopted: August 21, 2025

Revised:

Reviewed:

Xavier Charter School

NON-INSTRUCTIONAL OPERATIONS

Policy: 8185 Use of Wireless Communication Devices by Drivers

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

For the 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.

Drivers shall not place or receive communications on any personally owned wireless communication device while passengers are loading or unloading from the vehicle or while the vehicle is in motion. Personal wireless devices shall be stored out of site.

Under usual circumstances, use of 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 students from home to school, from school to school, from school to home, and on activity trips. A driver who transports students in a Charter School vehicle is prohibited from operating the vehicle while using a wireless electronic device, 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 the School and used as a two-way radio; and
4. When the school vehicle is parked.

Drivers may not use any wireless communication device, regardless of whether it is a hands-free device, unless there is an emergency situation. Drivers shall under no circumstances place or receive communications unrelated to District business while on duty.

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

Legal Reference

Description

49 CFR 392.82

Wireless Communication Devices

Policy History:

Adopted on: July 18, 2024

Reviewed on:

Revised on: January 15, 2026

Xavier Charter School

NON-INSTRUCTIONAL OPERATIONS

Policy: 8190 Emergencies Involving Transportation Vehicles

The Head of Schools shall ensure all students receive instruction in passenger safety and safety when walking to and from school, as part of the school curriculum. This instruction shall include student participation in practical emergency evacuation drills. For students who routinely walk to school, instruction should include the importance of adhering to their preselected route. This instruction shall meet the requirements set out in state and federal law and administrative rules, including the following:

1. At least once during each school semester, each pupil transported from home to school in a school bus should be instructed in safe riding practices, proper loading and unloading techniques, and proper street crossing to and from school bus stops;
2. At least once during each school semester, each pupil transported from home to school in a school bus should be instructed in the location and operation of all emergency exits;
3. Prior to each departure, each pupil transported on an activity or field trip in a school bus or school-chartered bus should be instructed in;
 - A. Safe Riding practices, rules, and procedures; and
 - B. The location and operation of emergency exits.

School Bus Emergency Plan

The Head of Schools or their designer shall develop an emergency procedure to be followed in the event of an accident or other emergency. The School shall seek participation of local emergency personnel in developing the plan.

When such an accident or other emergency occurs, the bus driver shall follow this procedure. A copy of the emergency procedures shall be located in each bus. To ensure the success of such emergency procedures, each bus driver shall conduct an emergency evacuation drill within the first six weeks of each school semester. Xavier Charter School shall conduct such other drills and procedures as may be necessary.

Evacuation of Bus

Each bus route shall have a written emergency evacuation plan. Each plan should reflect each student's ability to evacuate and assist others. All bus drivers and school bus attendants shall be familiar with any equipment in the bus that would aid in an actual evacuation, which may include such equipment as the emergency exits, emergency or fire blankets, and webbing cutters. At least once during each school semester, students should participate in supervised and timed emergency evacuation drills. The School will make every reasonable effort to ensure all students have a reasonable understanding of the concept of an emergency and how they will exit the bus.

Students with disabilities shall participate in required evacuation drills unless their participation would present a health risk. If a child's participation would present health risk, the Head of Schools or their designer shall inform the student's parents/guardians, and other School personnel in training students and staff on the emergency plan, including how to exit the bus without the use of any mobility device or equipment that would be unavailable in the event of an emergency evacuation. To allow evacuation in the event of an emergency, items belonging to those riding the bus must be safely stowed and secured away from any aisle or emergency exit. To ensure that aisles and emergency exits are kept clear at all times, the following items are prohibited in the passenger compartment of any bus used for regular or extracurricular transportation:

1. Sports equipment, large musical instruments, luggage, coolers, or any other items too large to fit on the Model Charter School Manual ISBA Policy Management Console student's lap;
2. Items with wheels or that are at risk of rolling on the floor of the bus that are not secured in the student's bag or pocket;
3. Any item prohibited on school grounds by School policy or applicable rules.

Students shall not bring any object onto the bus that does not meet these requirements. Also, students shall not bring any hazardous materials or objects or animals onto the bus, except that service animals are permitted in accordance with Policy 2375 Service Animals in School.

The Head of Schools may issue additional rules limiting the size or number of items riders may bring with them on the bus. Any item in the passenger area of any bus shall be stowed safely and securely in a manner that does not block the aisle or any emergency exit.

Other References

Description

Idaho State Department of Education
Operations

Standards for Idaho School Buses and

Natl Highway Transportation Safety Admin

Highway Safety Program Guideline No. 17: Pupil
Transportation Safety (last accessed Nov. 26, 2019).

Cross References

Description

2375

Service Animals in School

Policy History:

Adopted: August 21, 2025

Revised:

Reviewed:

Xavier Charter School

NON-INSTRUCTIONAL OPERATIONS

Policy: 8195 District/School Vehicle Idling

Xavier Charter School Vehicle Idling

The Board is committed to transporting students on school buses in a safe manner. Further, the Board recognizes that accumulated emissions from school buses can be harmful to students, bus drivers, and others in the area of the idling buses. Unnecessary bus or Xavier Charter vehicle idling emits pollutants, wastes fuel, and wastes financial resources. Reduced idling will reduce student transportation costs and improve air quality.

The Board directs bus drivers to give consideration to engine idling during extended wait times.

Xavier Charter School Vehicle Idling Times

1. Any bus that is equipped with an auxiliary heater shall use the heater to provide pre-heated water in the cooling system for starting cold engines as well as providing heat to the passenger compartment during cold weather without running the engine.
2. When school buses arrive at loading and unloading areas to drop off or pick up passengers, the school bus driver should turn off the bus as soon as possible to eliminate idling time and reduce harmful emissions;
3. The school bus should not be restarted until it is ready to depart;

School buses should not idle, on or off of school grounds, for longer than three minutes except during passenger stops and pre-trip inspections. Allowing engines to idle for more than three minutes may cause the School to lose funding for purchasing fuel. Consideration should be given to varying climate conditions.

4. All Charter School vehicles should follow the above guidelines as applicable.

Other References	Description
IDAPA 08.02.02.004.02	Standards for Idaho School Buses and Operations

Policy History:

Adopted: August 21, 2025

Revised:

Reviewed:

Xavier Charter School

NON-INSTRUCTIONAL OPERATIONS

Policy: 8200 Local School Wellness

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 Smart Snacks programs in schools.
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 References:	7 CFR § 210 & 220	Nutrition School Lunch and School Breakfast Programs: Final Rule
	7 CFR § 210.30	School Nutrition Professional Standards
	42 USC § 1751 <i>et seq.</i>	National School Lunch Act
	42 USC § 1758b	Local School Wellness Policy
	42 USC § 1771 <i>et seq.</i>	Child Nutrition Act of 1966
	P.L. 108-265	The Child Nutrition and WIC Reauthorization Act of 2004

Policy History:

Adopted on: July 2012

Revised on: December 2014; June 18, 2020; December 16, 2021

Reviewed on: November 10, 2015; March 8, 2017; December 13, 2018; March 18, 2021; February 16, 2023; March 14, 2024

Xavier Charter School

NONINSTRUCTIONAL OPERATIONS

Policy: 8245 Unpaid School Meal Charges

Xavier Charter School adopts the following policy to ensure Xavier Charter School employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, avoid identifying to other students or bystanders students with insufficient funds to pay for school meals, and maintain the financial integrity of the school nutrition program.

Unpaid Meal Charges

When a student's school meal account funds are exhausted, a student paying the full or reduced price for meals may charge no more than \$20.00 to his or her school meal account. Students may charge breakfasts and/or lunches and/or afternoon snacks up to the maximum amount. Charging of a la carte or extra items to a student's account will not be permitted.

Students who have charged the maximum amount and cannot pay out of pocket for a meal will be provided an alternate meal which meets the federal requirements for reimbursement. Alternate meals shall be provided for **breakfasts and/or lunches and/or afternoon snacks**. This meal shall be provided at **regular meal price, which shall be charged to the student's account**. Once the maximum amount has been charged, the school may start sending notifications. Families will be notified by written notification, phone, or email.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

The Board directs the Head of Schools and/or designee to draft a procedure detailing the manner in which notice of low account balances shall be given. Xavier Charter School will make reasonable efforts to notify families when meal account balances are low. Xavier Charter School will make reasonable efforts to collect unpaid meal charges. At least one written warning shall be provided to a student and his or her parent/guardian prior to denying meals for exceeding Xavier Charter School's charge limit.

This notice may include a copy or description of this policy and information regarding how to apply for free or reduced price meals, including contact information for the food services director, who can help them with the application process. Active efforts to encourage eligible households to apply for free or reduced lunch may be used to prevent meal charges.

If payment of the negative balance is not received within 20 days of the maximum charge limit being attained, the debt will be turned over to the Head of Schools and/or designee for collection. If the debt is not paid within 30 days of mailing the final notice of the negative account balance, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. Such bad debt must be restored using non-federal funds, from sources such as Xavier Charter School's general fund, special funding from state or local governments, or other sources.

Efforts to collect payment may include use of collection agencies, small claims court, or any other method permitted by law, provided the benefits of potential collections outweigh the costs incurred to achieve those collections.

Students and parents/guardians of students are encouraged to prepay meal costs. Payments for school meals may be made by:

1. Bringing payment (cash or check) to the school; or
2. Making payment on the Xavier Charter School website through the Meal Time program (service fee for this method)

Notification

Xavier Charter School will provide a copy of this policy to all households at the start of school each year and to families and students that transfer into Xavier Charter School at the time of transfer. All Xavier Charter School staff responsible for enforcing any aspect of the policy shall also receive a copy of this policy. It may also be communicated to school social workers, school nurses, the homeless liaison, or other staff members who may assist students in need. Xavier Charter School may also make this policy available in student handbooks, on Xavier Charter School website, or by other means deemed appropriate.

Records

Records of how and when this policy is communicated to households and staff will be retained.

Xavier Charter School shall also retain documentation of the handling of bad debt, including:

1. Evidence of efforts to collect unpaid meal charges in accordance with the this policy;
2. Evidence the collection efforts fell within the timeframe and methods established by this policy;
3. Financial documentation showing when the unpaid meal charge(s) became an operating loss; and
4. Evidence any funds written off as bad debt were restored to the nonprofit school food service account using non-federal sources.

Legal Reference: SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies, United States Department of Agriculture

Other Reference: 2017 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, United States Department of Agriculture
Unpaid Meal Charges: Guidance Q&As, March 23, 2017, United States Department of Agriculture

Policy History:

Adopted on: December 17, 2017

Revised on: February 15, 2018; January 17, 2019; December 16, 2021

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 and/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 and/or designee 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; December 13, 2018, August 12, 2025

Revised on: December 16, 2021, August 21, 2025

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 20 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. Teachers may be notified of each drill. 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; and
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

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 district by providing periodic information regarding the 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 or with a defend-in-place response;
2. Procedures for employees who must remain to operate critical equipment before evacuating;
3. Procedures for use of elevators to evacuate, if applicable;
4. Procedures for accounting for employees and occupants after the evacuation has been completed;
5. Identification and assignment of personnel responsible for rescue or emergency medical aid;
6. The preferred and any alternative means of notifying occupants of a fire or emergency;
7. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization;
8. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan; and
9. 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 and evacuating occupants or for a defend-in-place response (if applicable);
3. Site plans indicating the following:
 - a. The occupancy assembly point;
 - b. The location of fire hydrants; and
 - 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. Exterior areas for assisted rescue;
 - g. Manual fire alarm boxes;
 - h. Portable fire extinguishers;
 - i. Occupant-use hose stations; and
 - j. 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; and
 7. Identification and assignment of personal responsible for maintenance, housekeeping, and controlling fuel hazard sources.

In the Event of a Fire

All incidents of unintentional fires will be reported to the building principal whether or not fire department response is required. All department heads, supervisors, etc. will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work area(s). All employees should be made aware of the location of the fire extinguishers and fire alarm pull boxes in their work area(s). All employees should be made aware of emergency evacuation routes for their work area, the location of the fire exit windows, etc.

Do not use the elevators in the event of a fire except as authorized by the fire safety plan.

In the event of a fire:

1. Promptly direct the charge of the fire extinguisher toward the base of the flame. If an emergency exists, activate the building alarm and contact the building principal.
 - a. If a minor fire appears controllable, immediately contact, or direct someone in the area to contact, the building principal.
 - b. For large fires that do not appear controllable, immediately activate the building alarm and contact, or direct someone to contact the building principal. Close all doors while exiting the building to reduce oxygen and slow the spread of fire. Do not lock the doors!
2. Assist in the evacuation of the building. Smoke is the greatest danger in a fire, so be prepared to stay near the floor where the air will be less toxic.

3. If trapped on a second story or higher, hang an article of clothing out of the window to signal security officers. Anyone trapped in the room should remain close to the floor to avoid smoke.

During an evacuation, direct crowds away from fire hydrants and roadways, and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc. for persons who may be trapped inside. Do not attempt to rescue them. Notify fire department personnel.

Legal References: I.C. § 41-253 Adoption of International Fire Code
IDAPA 08.02.03.160 Safe Environment and Discipline
2018 International Fire Code
2012 Idaho Fire Code

Policy History:

Adopted on: July 2012

Reviewed on: November 10, 2015; December 13, 2018; December 16, 2021

Revised: July 18, 2019; September 15, 2022

Xavier Charter School

NON-INSTRUCTIONAL OPERATIONS

Policy: 8400 Activity Trips

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 copy will remain with the professional staff member in charge on the bus and one 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 and/or designee 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 and/or designee. 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 (and/or designee), 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 Schools and/or designee their perceptions of the problem. If the Head of Schools and/or designee 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 and/or designee 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

Revised on: January 17, 2019; December 16, 2021

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; December 13, 2018; December 16, 2021

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 Directors 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. In such case, the Board shall direct the Head of Schools and/or designee to prepare or delegate the preparation of a plan of abatement to be completed at the earliest practicable time. The plan shall be implemented immediately. Such plan shall be provided to the Board and to the administrator of the Division of Building Safety.

Funds to conduct such abatement shall be segregated and, if necessary, secured as required by Idaho Code.

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.

Cross References:	8300	Emergency & Disaster Preparedness
	8510	Xavier Charter School Safety
	9400	Safety Program

Legal References:	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; December 13, 2018

Revised on: December 16, 2021; September 15, 2022

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 Directors, 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 \$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; December 13, 2018

Revised on: December 16, 2021

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 and/or designee.

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 and/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 and/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; December 13, 2018

Revised on: January 13, 2016; December 16, 2021

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 Custodian(s), in conjunction with the Head of Schools, and/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 Custodian(s) 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 E-mail and Other Electronic Communications

Xavier Charter School will store 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 e-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.

Xavier Charter School employees and Board Members are directed to retain text messages and other electronic communications related to Xavier Charter School business for a period of three years.

Suspending Destruction of 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 public records 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 Custodian(s) and Head of Schools, and/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

Retention Codes	
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded
RECORDS DESCRIPTION	RETENTION PERIOD
ADMINISTRATION —ATTENDANCE--ANNUAL ATTENDANCE SUMMARIES BY BUILDING	PM
ADMINISTRATION —ATTENDANCE—Enrollment attendance data	3 yr
ADMINISTRATION —OATHS OF ELECTION—until canvassed and recorded in the minutes	Not less than 8 months following election
ADMINISTRATION —CONTRACTS FOR THE SALE AND PURCHASE OF REAL PROPERTY	PM
ADMINISTRATION —CONTRACTS AND LEASES	AC +6 yr
ADMINISTRATION —GENERAL CORRESPONDENCE	3 yr
ADMINISTRATION —DONATION/GIFT RECORDS	PM
ADMINISTRATION —BOARD MEETINGS—AGENDA AND MINUTES: Official minutes and agenda of open meetings	PM
ADMINISTRATION —BOARD MEETINGS—CLOSED:	PM—Restricted Access

XAVIER CHARTER SCHOOL RECORDS RETENTION SCHEDULE

Retention Codes	
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded
RECORDS DESCRIPTION	RETENTION PERIOD
Certified agendas or tape recordings of closed meetings	
ADMINISTRATION —ORGANIZATION CHARTS: Any documentation that shows program accountability	PM
ADMINISTRATION —EDUCATION PROGRAM REVIEW RECORDS	AC+3 yr
ADMINISTRATION —OFFICIAL STATE DEPARTMENT REPORTS	PM
ADMINISTRATION —SCHOOL CERTIFICATION REPORTS	PM
ANNUAL REPORTS	PM
APPEAL AND REVIEW RECORDS —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.	PM
BOARD MEMBER RECORDS —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, budgets, financial statements, reports, other reference material. Records are often compiled in a notebook or electronically for each member.	AC+3 yr NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.
BOARD RECORDS -Series documents the official proceedings of the board meetings. Records may include 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.	PM
COMPUTER SYSTEMS-BACKUPS —Backups on tape, disk, CD, DVD, etc. CAUTION: Records stored in this format can be subpoenaed during litigation.	US or 1 year
EQUIPMENT-HISTORY FILE —Equipment service agreements, includes maintenance agreements, installation and repair logs, etc.	LA+3 yr
EQUIPMENT MANUALS -Instruction and operating manuals	LA
EQUIPMENT WARRANTIES	AC+1 yr
FACILITIES OPERATIONS-APPRAISALS —Building or property	3 yr

XAVIER CHARTER SCHOOL RECORDS RETENTION SCHEDULE

Retention Codes	
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded
RECORDS DESCRIPTION	RETENTION PERIOD
FACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS —Includes architectural and engineering drawings, etc.	PM For leased structures retain AC+2
FACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES —Building construction contracts, surety bonds and inspection records, Planning, design, construction records & all bids, etc.	LA
FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS	FE+3 yr
FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS —Documenting disposal of inventoried property	PM
FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS —Property logs	US+3 yr
FACILITY OPERATIONS-SECURITY ACCESS RECORDS —Documents the issuance of keys, identification cards, passes, passwords, etc.	AC+2 yr AC=Until superseded, date of expiration or date of termination, whichever is sooner
FACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTS	PM
FACILITY OPERATIONS-UTILITY USAGE REPORTS	1 yr
FACILITY OPERATIONS-VEHICLE OPERATION LOGS	1 yr
FISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERS	FE+3 yr
FISCAL-ANNUAL FINANCIAL REPORTS	PM
FISCAL-RESERVE ACCOUNT INVESTMENT STATEMENTS	FE+4 yr
FISCAL-ANNUAL OPERATING BUDGETS AND APPROVED REVISIONS	FE+3 yr
FISCAL-APPROPRIATION REQUESTS —Includes any supporting documentation in the appropriation request	FE+3 yr
FISCAL-FINAL AUDIT REPORTS	PM
FISCAL-BANK STATEMENTS	FE+3 yr
FISCAL-PAYMENT RECORDS AND SUMMARIES	FE+2 yr
FISCAL-CANCELLED CHECKS —Stubs/Warrants/Drafts	FE+3 yr
FISCAL-CAPITAL ASSET RECORDS	LA+3 yr
FISCAL-CASH RECORDS —Cash deposit slips; cash receipts log	FE+3 yr

XAVIER CHARTER SCHOOL RECORDS RETENTION SCHEDULE

Retention Codes	
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded
RECORDS DESCRIPTION	RETENTION PERIOD
FISCAL-DEEDS AND EASEMENTS —Proof of ownership and right-of-way on property	PM
FISCAL -detail chart of accounts—One for all accounts in use for a fiscal year	FE+3 yr
FISCAL-EXPENDITURE JOURNAL OR REGISTER	FE+3 yr
FISCAL-EXPENDITURE VOUCHERS —Travel, payroll, etc.	AC+6 yr AC= Termination of employment
FISCAL-EXTERNAL REPORTS —Special purpose, i.e. federal financial reports, salary reports, etc.	FE+3 yr
FISCAL-FEDERAL TAX RECORDS —Includes FICA records	PM
FISCAL-FEDERAL FUNDING RECORDS —Title I; Chapter 2; IDEA Part B	FE+5 yr Or until all pending audits or reviews are completed
FISCAL —FEDERAL—USDA	AC+3 yr AC=submission of final expenditure
FISCAL-GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS	FE+3 yr
FISCAL-GRANTS —State and Federal	AC+3 yr 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
FISCAL-INSURANCE CLAIM FILES	AC+3 yr AC=Resolution of claim
FISCAL-INSURANCE POLICIES —all types	AC+6 yr AC=expiration or termination of policy according to its terms
FISCAL-LONG-TERM LIABILITY RECORDS —Bonds, etc	AC+4 yr AC=retirement of debt
FISCAL-RECEIPTS JOURNAL OR REGISTER	FE+3 yr
FISCAL-RECONCILIATIONS	FE+3 yr
FISCAL-REIMBURSABLE ACTIVITIES —Requests & approval for reimbursed expenses for travel, training, etc.	FE+3 yr

XAVIER CHARTER SCHOOL RECORDS RETENTION SCHEDULE

Retention Codes	
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded
RECORDS DESCRIPTION	RETENTION PERIOD
FISCAL-RETURNED CHECKS —Uncollectable warrants or drafts	AC+3 yr AC=After deemed uncollectible
FISCAL-SIGNATURE AUTHORIZATIONS —Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	US+FE+3 yr
LEGAL-LITIGATION FILES	PM CAUTION: May contain attorney-client privileged information
LEGAL-OPEN RECORDS REQUESTS —documentation relating to approved or denied requests for records under Idaho Public Records Law	PM
LEGAL-OPINIONS AND ADVICE —Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation	PM CAUTION: May contain attorney-client privileged information
INSTRUCTIONAL – Distance learning instruction that is recorded by Xavier Charter School. Such recording is not required by this policy.	Recording will be retained for a period time at the discretion of the faculty member.
INSTRUCTIONAL —Records on annual cumulative effect use of copyrighted materials and proof of permission to use copyrighted materials	5 years after last use.
NEWS OR PRESS RELEASES	PM
PERSONNEL-ACCUMULATED LEAVE ADJUSTMENT REQUEST —Used to create and adjust employee leave balances	AC +6 yr AC=Termination of employment
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—HIRED —Applications, etc required by employment advertisement	AC+5 yr AC=Termination of employment
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—NOT HIRED —Applications, resumes, etc. required by employment advertisement	AC+2 yr AC=Date position is filled
PERSONNEL-BENEFIT PLANS	PM if current, US +6 yr
PERSONNEL-COMPLAINT RECORDS —Complaints received and records documenting their resolution	FE+3 yr CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period

XAVIER CHARTER SCHOOL RECORDS RETENTION SCHEDULE

Retention Codes	
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RECORDS DESCRIPTION	RETENTION PERIOD
<p>PERSONNEL-CORRECTIVE ACTION—those actions which do not affect pay, status or tenure and are imposed to correct or improve job performance</p>	<p>PM CAUTION: 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.</p>
<p>PERSONNEL-DISCIPLINARY ACTION DOCUMENTATION—those actions that affect pay or status. They include demotion, dismissal, etc.</p>	<p>PM</p>
<p>PERSONNEL-EMPLOYEE STATEMENTS (Affidavits)—for insurance, personnel or other uses for which Administration has sought such statements</p>	<p>PM</p>
<p>PERSONNEL-EMPLOYEE BENEFITS—documents relating to selection of benefits other than insurance</p>	<p>AC +6 yr AC=Termination of employment</p>
<p>PERSONNEL-EMPLOYEE COUNSELING RECORDS—Notes, etc. relating to job-specific counseling</p>	<p>PM</p>
<p>PERSONNEL-EMPLOYEE DEDUCTION AUTHORIZATIONS—documents relating to all deductions of Pay</p>	<p>AC+5 yr AC=After termination of employee or after amendment, expiration or termination of authorization, whichever is sooner.</p>
<p>PERSONNEL-EMPLOYEE EARNINGS RECORDS</p>	<p>PM</p>
<p>PERSONNEL-EMPLOYEE INSURANCE RECORDS—Xavier Charter School copy of selection records by employees of insurance offered by Xavier Charter School.</p>	<p>AC +6 yr if current AC=Termination of employment, US+5 yr</p>
<p>PERSONNEL-EMPLOYEE RECOGNITION RECORDS—Awards, incentives, etc.</p>	<p>PM</p>
<p>PERSONNEL-EMPLOYMENT ANNOUNCEMENT</p>	<p>2 yr</p>
<p>PERSONNEL-EMPLOYMENT CONTRACTS</p>	<p>Original dates of hire +50 yr</p>
<p>PERSONNEL-EMPLOYMENT ELIGIBILITY—Documentation or verification of Federal report form ICE I-9</p>	<p>PM</p>
<p>PERSONNEL-EMPLOYMENT SELECTION RECORDS—all records that document the selection process: i.e. polygraph, physicals, interview notes, etc.</p>	<p>5 yr CAUTION: Does not include criminal history checks</p>

XAVIER CHARTER SCHOOL RECORDS RETENTION SCHEDULE

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RECORDS DESCRIPTION	RETENTION PERIOD
PERSONNEL-FORMER EMPLOYEE VERIFICATION RECORDS —minimum information includes name, social security number, exact dates of employment and last known address	PM
PERSONNEL-GRIEVANCE RECORDS —review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	PM
PERSONNEL-HIRING PROCESS—CRIMINAL HISTORY CHECKS —criminal history record information on job applications	PM
PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION —any document detailing duties of positions on position-by-position basis	US+8 yr
PERSONNEL-LEAVE STATUS REPORT —cumulative report for each pay cycle showing leave status	FE+3 yr
PERSONNEL-LIABILITY RELEASE FORM —statements of employees, patrons, etc. who have released Xavier Charter School from liability	PM
PERSONNEL-LICENSE AND DRIVING RECORD CHECK	PM
PERSONNEL-OVERTIME AUTHORIZATION & SCHEDULE	5 yr
PERSONNEL-PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION	AC +6 yr AC=Termination of employment US+3 yr
PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION ---used to adjust gross pay, FICA, retirement or compute taxes	AC +6 yr AC=Termination of employment US+3 yr
PERSONNEL-PAYROLL – Garnishment agreements and related revisions	AC +3 yr AC=Termination of employment
PERSONNEL-PERFORMANCE EVALUATION	PM
PERSONNEL-PERSI ENROLLMENT FILE	PM
PERSONNEL-PERSI RECORD OF HOURS WORKED —Irregular help, half-time or greater	Date of hire +50 yr
PERSONNEL-PERSI TERMINATION RECORD	PM
PERSONNEL-PERSONNEL INFORMATION —documents that officially change pay, titles, benefits, etc.	PM

XAVIER CHARTER SCHOOL RECORDS RETENTION SCHEDULE

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RECORDS DESCRIPTION	RETENTION PERIOD
PERSONNEL-POLICY AND PROCEDURES MANUAL —any manual, etc. that establishes standard employment procedures	PM
PERSONNEL-RESUME-UNSOLICITED	1 yr
PERSONNEL-SICK LEAVE POOL DOCUMENTATION —requests submitted, approvals, number of hours transferred in an out, etc.	LA+3 yr
PERSONNEL-TIME CARD AND TIME SHEET	PM
PERSONNEL-TIME OFF AND/OR SICK LEAVE REQUEST	5 years
PERSONNEL-TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL —records documenting training, testing or continued education	PM
PERSONNEL-UNEMPLOYMENT CLAIM RECORD	5 yr
PERSONNEL-UNEMPLOYMENT COMPENSATION RECORDS	AC+5 yr
PERSONNEL-W-2 & W-4 FORMS	5 yr from date of termination
PERSONNEL-WORKER’S COMPENSATION POLICIES	AC+10 yr AC=expiration of policy
PROCUREMENT-PERFORMANCE BOND —bonds posted by individuals or entities under contract with Xavier Charter School.	PM
PROCUREMENT-PURCHASING LOG —Log, etc. providing a record of purchase orders issued, orders received, etc.	FE+3 yr
PROCUREMENT-BID DOCUMENTATION —includes bid requisition/authorizations, invitation to bid, bid specifications and evaluations	FE+3 yr CAUTION: 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.
RECORDS MANAGEMENT —RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	PM
SAFETY-ACCIDENT REPORTS	8 yrs* For Minors, 8 yrs after minor reaches age of 18

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RECORDS DESCRIPTION	RETENTION PERIOD
SAFETY-OCCUPATIONAL INJURY RECORDS	AC +3 yr AC=Termination of employment
SAFETY-DISASTER PREPAREDNESS AND RECOVERY PLANS	PM
SAFETY-EVACUATION PLANS	PM
SAFETY-FIRE ORDERS —issued by fire marshal to correct deficiencies in compliance with the fire code	AC+6 yr AC=deficiency corrected
SAFETY-HAZARDOUS MATERIALS DISPOSAL RECORDS —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).	PM
SAFETY-INCIDENT REPORTS —Reports concerning incidents which, upon investigation, were of a non-criminal nature	6 yr (or 30 yr*) *Exposure records require 30 year retention per 29 CFR § 1910.1020(d)(ii)(B)Footnote(1)
SAFETY-INSPECTION RECORDS —Fire, safety, and other inspection records of facilities and equipment	AC+6 yr AC=Date o the correction of the deficiency, if the inspection report reveals a deficiency.
SAFETY-MATERIAL DATA SAFETY SHEETS	30 yrs after the end of use of the substance
SAFETY-WORKPLACE CHEMICAL LISTS	30 yr
STUDENTS-EDUCATION RECORDS —Student’s name, birth date, last address, dates of attendance, graduation date and grades earned	FE+5 yr.
STUDENTS-SPECIAL EDUCATION RECORDS —educational records, including eligibility documentation and IEPs	FE+5 yr except as specified in Special Education Manual.
STUDENTS-MEDICAID RECORDS -claims, reimbursements, and supporting documentation	FE +5 yr
VEHICLE-INSPECTION, REPAIR AND MAINTENANCE RECORDS	LA+1 yr
VEHICLE-TITLE AND REGISTRATION	1 yr
VOLUNTEER RECORDS —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	AC+3 yr AC=End of term of volunteer or intern

XAVIER CHARTER SCHOOL RECORDS RETENTION SCHEDULE

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RECORDS DESCRIPTION	RETENTION PERIOD
WEBSITE/WEB PAGES —INTERNET/INTRANET—system development documentation for initial setup; subsequent changes and content of pages	PM

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

Cross References: 2150P Copyright Compliance
 3570 Student Records
 3570P Maintenance of Xavier Charter School Student Records

Legal References: I.C. § 33-508 Duties of Clerk
 I.C. § 33-701(8) Fiscal Year—Payment and Accounting of Funds
 I.C. § 56-209h Administrative Remedies
 I.C. § 67-4131 Records Management Services—Rules, Guidelines, Procedures
 I.C. § 74-101 Definitions
 I.C. § 74-119 Agency Guidelines

Other References: State Board of Education - Agency Specific Records Retention Schedule of the Records Management Guide, Idaho Records Center
 SDE Idaho Special Education Manual, current edition

Policy History:

Adopted on: July 2012

Reviewed on: November 10, 2015

Revised on: January 13, 2016; November 9, 2016; January 18, 2018; November 15, 2018; January 21, 2021; April 15, 2021; July 21, 2022

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 and/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; December 13, 2018

Revised on: December 16, 2021

Xavier Charter School

NON-INSTRUCTIONAL OPERATIONS

Policy: 8705 Generative Artificial Intelligence

This policy is not intended to limit use of School approved search engines with limited AI functions.

Any use of generative AI must comply with any relevant school policies. For instance, such tools may not be used in ways that violate the school's policies prohibiting plagiarism, bullying, or unacceptable uses of electronic devices.

The Head of Schools, or their designee, may create a list of school-approved generative AI tools. Before approving such tools, the Head of Schools or their designee shall review and understand each tool's terms of service and privacy policy and ensure the use of the tool is compatible with school policy and laws related to student privacy, data security, and other applicable requirements. The Head of Schools or their designee may grant approval on a case-by-case basis of generative AI tools not yet given general approval. The Head of Schools may also require a data protection agreement between the school and any software tool covered by this policy.

Use by Staff

Staff may use Charter School-approved generative AI tools.

For generative AI tools that require an account, staff shall maintain separate accounts for work and personal uses and shall inform their supervisor of any work-related accounts created. Personal generative AI accounts shall not be used on school equipment or a school-provided internet connection.

Staff shall not use any of the following in prompts for an AI tool or otherwise upload the following to an AI tool unless the Head of Schools or their designee provides specific permission to do so:

1. Personally identifiable information;
2. Sensitive or confidential student or personnel records; or
3. Any copyrighted material.

Staff shall not use AI tools to determine a student's grade on any project, including but not limited to any grade which includes a subject component,

If an employee uses a generative AI tool for a work-related task, they should disclose that they've done so if:

1. The tool's terms of service require such disclosure.

2. It would be misleading to the supervisor or to the audience not to disclose this use. This includes misleading them about the work being entirely the work of the employee.
3. The work is being used in a context when sources are generally cited.

Such disclosure shall not be required when AI is used to draft routine emails or correspondence.

Prior to using any output of a generative AI tool, staff shall check the output for inaccuracies, bias, stereotyping, or any other content that is inappropriate or unsuitable for the intended purpose. Staff shall not use such tools for any purpose where they are not able to verify the accuracy and appropriateness of the output.

The School may provide professional development on generative AI, including on such topics as ethical use, the abilities and limitations of such tools, how to evaluate their output, monitoring student use, data and confidentiality issues, and possible in-class uses. If staff are uncertain of whether any use of AI is appropriate or within the requirements of school policy, they should ask their supervisor about it.

Use by Students at the Direction of Staff

The Head of Schools shall delegate staff to provide students with instruction on generative AI tools, including on:

1. Issues of ethics and academic honesty related to their use;
2. Media literacy and uses of AI the student may encounter;
3. Evaluating the output of such tools;
4. How to cite or disclose the use of such tools;
5. The importance of not sharing personal information when using such tools;
6. Confidentiality and safety considerations; and
7. The abilities and limits of such tools.

The teacher shall obtain parent consent for student use of generative AI tools whenever such permission is required by the tool's terms of service. Students should not be penalized for refusal to use such tools.

For any such activity or assignment, students will be directed to use only tools that have been approved by the Xavier Charter School.

Staff shall clearly communicate to students that they are not permitted to use generative AI tools for class assignments. Unauthorized use of AI tools and failure to cite such use when citation is required are violations of Policy 3335 Academic Honesty and may be subject to disciplinary action.

Staff will not knowingly allow students to use AI tools in ways that violate their terms of service, such as use without parent permission or use of an account shared between many people when prohibited.

Teachers shall take reasonable steps to prevent use of generative AI tools in ways that undermine learning and assessment or create safety and/or confidentiality concerns. Ways to limit/control the use of such tools may include, but are not limited to:

1. Greater use of in-class assignments;
2. Directing students to describe their research/writing process within the assignment;
3. Directing students to include their personal experiences with the topic or assignment;
4. Requiring page numbers to support claims made in assignments about a book the student was assigned to read;
5. Requiring students to complete and provide outlines and/or early drafts for grading; and
6. Requiring students to base a paper/project solely on specific materials provided.

If a teacher suspects a student may have used an AI tool in a prohibited way for an assignment, the student may be asked to demonstrate their academic competence in a different way.

Tools to detect the use of AI may be used as one factor amount others to determine whether such use has occurred provided the use of such a tool is authorized by Xavier Charter School.

Violation of this policy by any student or staff member may be met with disciplinary action.

Staff members who notice new, emerging issues with generative AI tools in the school environment should report these concerns to their supervisor.

The Head of Schools may convene a committee to examine the issue of generative AI tools in school further and provide research or recommendations.

Cross References

1250

Description

Committees

3270

Charter School-Provided Access to Electronic Information

3295

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying

3335

Academic Honesty

3575

Student Data Privacy and Security

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. Board members 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; December 13, 2018

Revised on: December 16, 2021

Xavier Charter School

NONINSTRUCTIONAL OPERATIONS

Policy: 8800 Drones

It is the policy of Xavier Charter School to maintain a safe learning environment. Xavier Charter School has determined that unapproved use of drones poses a safety hazard. The use or possession of unmanned aircraft or aerial systems (UAS), also known as drones, is prohibited for any purpose by any person or entity at any district-sponsored event; game; match; tournament; or anywhere in, on, or directly above or upon property or premises owned, maintained or used by Xavier Charter School for any purpose, unless otherwise preempted by applicable state or federal law. Xavier Charter School reserves the right to remove or refuse admission to any individual who violates this policy. Xavier Charter School further reserves the right to exclude any individual who violates this policy from future school events. Violators may also be reported to appropriate authorities, including the Federal Aviation Administration (FAA). Students or employees violating this policy shall be subject to formal disciplinary action pursuant to Xavier Charter School policies.

Use of Unmanned Aircraft (Drones)

An unmanned aircraft, or drone (hereinafter “drone”), is an aircraft that is:

1. Capable of sustained flight in the atmosphere;
2. Flown within visual line of sight of the person operating the aircraft; and
3. Flown for hobby or recreational purposes.

In an effort to maintain the safety, security, and privacy of students, staff, and visitors, the Board has determined that the operation of unmanned aircraft, also known as drones, other than use as part of a pre-approved school program, is prohibited by any persons on or over school property and at school sponsored events.

An exception to this policy may be made in specific cases, but must be approved in advance by the Head of Schools and/or designee.

Legal References: Memorandum: Educational Use of Unmanned Aircraft Systems (UAS),
Federal Aviation Administration
The FAA Modernization and Reform Act of 2012, Section 336. Special
Rule for Model Aircraft
I.C. § 21-213 Restrictions on Use of Unmanned Aircraft Systems

Other References: Unmanned Aircraft Systems, Federal Aviation Administration,
https://www.faa.gov/uas/getting_started/

Policy History:

Adopted on: November 15, 2018

Revised on: December 16, 2021