



Brabeion Academy
Policy 8000s: Non-Instructional Operations

BRABEION ACADEMY

8105

Activity Busing

School transportation may be used in connection with the operation and support of extra-curricular activities and student activities upon approval of the Board and/or Administrator. A use charge may be charged against the activity or sponsoring student-group requesting the transportation.

Students riding to an activity in a school bus are expected to return on it. (The principal alone can make an exception.) Students on such trips are required to comply with the rules and regulations governing daily school transportation.

A use charge may be charged against the activity or sponsoring student group requesting the transportation.

LEGAL REFERENCE:

Idaho Code §33-512(12) IDAPA 08.02.02.180

Standards for Idaho School Buses and Operations, July 2018

Policy History:

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Brabeion Academy of Idaho

Policy 8000s: Non-Instructional Operations

BRABEION ACADEMY

8110

Safety Busing and Student Transportation

The Board of Directors may adopt as policy the Standards for Idaho School Buses and Operations of the State Department of Education, revised July 2018.

To afford more equal opportunity for public school attendance, the Board will, where practical, provide transportation for enrolled students.

Regularly enrolled students who reside one and one-half (1½) miles or more from Brabeion Academy may avail themselves of the transportation services with which the school contracts. The transportation services provided by the school are a privilege, not a right. Students may be prevented from availing themselves of transportation services due to disciplinary infractions.

A day care, family day care home, or group day care facility as defined in Idaho Code §39-1102, may substitute for the student's residence for student transportation to and from school. The school will not transport students between childcare facilities and home.

SAFETY BUSING

The Board may provide transport for students living less than one and one-half (1½) miles from Brabeion Academy when, in its judgment, the age, health, or safety of the student warrants such transportation. The Board acknowledges that students who reside within 1½ miles of Brabeion Academy may encounter some hazards while walking to and from school. If the hazard(s) encountered as a pedestrian are determined to be so severe that the student is not safe, the Board will consider providing transportation for the student.

The Board may appoint an ad hoc transportation committee whose purpose is to objectively evaluate the hazards encountered on pedestrian routes within 1½ miles from Brabeion Academy.

The committee may be composed of board members, school staff, transportation professionals (city, county, state traffic engineers, and law enforcement professionals), parents, and student

advocates. The committee will meet as necessary to accomplish the objectives set forth in this policy and will comply with the open meeting laws.

Committee Responsibilities

The committee will:

1. Obtain approval from the Board of a measuring instrument for assessing the various hazards encountered by student pedestrians. The committee may propose the instrument developed by the state department of education or an alternate instrument.
2. Develop and obtain approval from the board of a scoring mechanism, which designates a level of hazards that are deemed to pose an unreasonable safety risk for student pedestrians.
3. Identify all pedestrian routes within 1½ miles of each of Brabeion Academy
4. Identify hazards that a student would likely encounter on the pedestrian routes within 1½ miles of each of Brabeion Academy. Assess the various hazards which a student may encounter on the pedestrian routes, utilizing the Board approved measuring instrument.
5. Assess each request for a safety busing site in accordance with the approved measuring instrument, recommending approval or disapproval to the Board.
6. Reassess each approved safety busing site at a minimum of once every three (3) years, using the approved measuring instrument.
7. Report the committee's recommendations to the Board at the Board's regular meeting in August or at other times as requested by the Board chairperson.
8. Recommend proposals to be shared with the appropriate governmental entity(ies) for improving student pedestrian routes by removing or minimizing hazards.

The Board may solicit route evaluation requests from all interested patrons. Such requests will be forwarded to the committee for assessment, utilizing the board approved measuring instrument.

The Board/School will maintain all documentation of the evaluations of pedestrian route hazards and will make such documentation available to the state department of education, as requested.

The Board may initially approve a safety busing request prior to submitting the required forms to the state department of education. All safety busing requests must be approved by the board and submitted to the state department of education by March 31 of the school year to be considered for reimbursement. A copy of the committee's assessment score must be attached to the request.

ESTABLISHING BUS ROUTES AND NONTRANSPORTATION ZONES

Each year the Board will establish bus routes and determine non-transportation zones not later than at the regular August meeting of the board. The board may later change such routes or zones when change in the condition of roads, or in the number of students being transported, would justify such alteration. In approving the routing of school buses, or the maintenance and operation of all transportation equipment, or the appointment or employment of chauffeurs, the primary requirements to be observed by this Board are the safety and adequate protection of the health of the students. All changes to established bus routes must be approved by the Board.

Non-transportation zones are the geographical areas of the area, as designated by the Board, which are impractical by reason of scarcity of students and/or remoteness or condition of roads to be served by established bus routes.

OPERATION OF BUSES AND VANS

To provide transportation to students, this district may purchase or lease, and maintain and operate school buses and vans, which vans will not have a seating capacity in excess of fifteen (15) persons; enter into agreements or contracts for the use of a charter bus(es); enter into contracts with individuals, firms, corporations, or private carriers; or make payments to parents or guardians, subject to statutory limitations, when transportation is not furnished by the school.

LEGAL REFERENCE:

Idaho Code Sections 33-1006

33-1501 *et seq.*

39-1102

Standards for Idaho School Buses and Operations, Idaho State Department of Education, July 2018 (IDAPA 08.02.02.004.02)

IDAPA 08.02.02.150 (Transportation)

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Brabeion Academy of Idaho

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BRABEION ACADEMY OF IDAHO

8140

Student Bus Conduct

Proper conduct by students contributes greatly to the safety of this school's transportation program. Therefore, the following rules of student conduct must be observed:

1. The bus driver is in full charge of all persons riding on the bus and has the same status and authority as a teacher insofar as discipline is concerned. Students must obey the bus driver's directions promptly and courteously.
2. Students shall talk quietly and avoid loud or distracting noises on the bus. Students shall avoid unnecessary conversations with the driver while the bus is moving. Absolute silence is required when the driver stops the bus at a railroad crossing.
3. Students must keep hands, arms, and heads inside the bus at all times. No materials are to be thrown inside the bus, from the bus, or into the bus. *Windows may not be opened more than half way.* Eating or drinking is not allowed on the bus except when unusual circumstances exist and prior approval is given by school transportation personnel.
4. Students shall observe safe pedestrian practices while walking to and from the bus. Students must be on time to board the bus. It is recommended students arrive at the bus stop not less than five (5) minutes before the scheduled arrival of the bus. Students shall wait in an orderly manner and shall respect private and public property while waiting at the bus stop.
5. After the bus has come to a complete stop, students shall enter the bus, go directly to an available or assigned seat, and remain seated while on board.

6. If it is necessary for students to cross the road after leaving the bus, the student(s) must wait twelve (12) feet in front of the bus until the “all clear” signal is given by the driver, then cross carefully.
7. Students shall board and leave the bus at their established stop, except when they have a request signed by their parent or guardian to do otherwise. Students shall ride their assigned bus unless reassigned by the respective school principal/designee.
8. Students shall not tamper with emergency doors or equipment. No smoking or tobacco will be permitted on any bus transporting students to sponsoring functions. School policies pertaining to drugs, alcohol, tobacco, controlled substances, weapons, balloons, harassment, bullying, hazing and sexual harassment are in effect at the bus stop and on the bus.
9. Breakable containers, skateboards, hazardous materials, cigarette lighters, matches, shop projects, or animals, other than service animals, are not permitted on any school bus. No items are to be stored in the aisle. Any large items carried on the bus must be held on the students’ laps. Items such as large musical instruments, shop projects, pets, etc., will not be transported with students on the bus.

The bus driver will first endeavor to convey to the student the seriousness of the violation of any of the rules of student conduct. Upon continued violation, the driver will refer the student to the principal. The principal will seek to impress upon the student the need for improvement in bus conduct and may utilize various consequences for initial misbehavior on the bus including, but not limited to, a warning, an in-school suspension and/or a conference with the student, parent/guardian and bus driver. Persistent or serious violations of bus conduct procedures may result in the suspension of the student’s transportation privileges. Unless there are extenuating circumstances, the principal will suspend the student’s bus transportation privileges as follows:

1. First (1st) suspension — three (3) school days;
2. Second (2nd) suspension — five (5) school days; and
3. Third (3rd) suspension — transportation privileges may be permanently revoked.

Written notice to the parent/guardian will be provided with each suspension and/or permanent revocation of transportation privileges.

Suspension of bus transportation privileges for students with disabilities as defined by the Individuals with Disabilities Education Act (IDEA) and Section 504 of the 1973 Rehabilitation Act, will follow federal guidelines and the provisions of this policy.

Any vandalism or destruction of school bus property will result in payment for damages and may result in automatic forfeiture of all school bus privileges for one (1) calendar year (365 days from date of occurrence).

Nothing will prevent the School from denying transportation to any student in any school bus or other transportation equipment operated by or under the authority of the School, upon good cause given in writing to the parent/guardian of such student.

LEGAL REFERENCE:

IDAPA 08.02.02.180 (Written Transportation Policies)
Standards for Idaho School Buses and Operations

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8160

Contracts for Student Transportation Services

The Board has the discretion to operate its own student transportation service or to contract with an independent entity for such services.

In the event this Board elects to contract for student transportation services, all such contracts entered into will be in writing. No contract will be for a duration in excess of five (5) years. However, for one (1) time only, the Board may renew a contract with the current contractor, if the Board, after renegotiation with the contractor, determines that the terms are satisfactory. The Board may renew the contract for a term not to exceed an additional five (5) years. The Board may not renew any student transportation contract unless the bidding notice contained a substantially conforming summary of Idaho Code §33-1510.

The Board will advertise, bid, and contract for all bus transportation service routes at a single time, and the contract will be awarded to the lowest responsible bidder or bidders meeting the specifications. The Board reserves the right to accept, reject, or select any portion of any or all bids and to waive any technicality.

The Board will twice give public notice, as required by Idaho Code §33-402(g), regarding its request for transportation service bids. The public notice will be made not less than four (4) weeks before the date of opening bids.

LEGAL REFERENCE:

Idaho Code Sections 33- 402 33-1006
33-1510

49 CFR Part 665

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8200

School Wellness Policy

[The Healthy, Hunger-Free Kids Act of 2010 requires that School Administrators, School Board Members, School Food Service Staff, Teachers of Physical Education, School Health Professionals, Parents, Students, and members of the public be allowed to provide input on the development of this policy. This model policy is intended only as a starting point for this dialogue.]

Brabeion Academy strives to support a school environment that enhances the ability of students to learn and achieve. Since it is well established that health and well-being are key components to a student's ability to learn and achieve, this school shall work to provide students with a healthy environment. The goal of the board is to encourage a healthy lifestyle for students by providing nutrition education, promoting healthy food choices, providing opportunities for physical activity, and other school-based wellness activities. The school will engage individuals from the school and community to participate in developing, implementing, monitoring, and reviewing this and other related school wellness policies.

GUIDELINES FOR SCHOOL NUTRITION PROGRAMS

The school's nutrition programs may prepare and serve nutritious, well-balanced, and age-appropriate meals, à la carte foods, snacks, and beverages that comply with current USDA regulations. In order to adhere to these nutrition standards, the school nutrition program will serve a variety of whole grains, fruits, vegetables, and low-fat dairy products. Water will be available to students at no charge in the place where meals are served during meal service.

The school may either employ, or consult with, registered dietitians to review the menu and ensure that it meets federal guidelines. The Food Service Director shall solicit feedback from students, staff, and parents regarding the offered foods and beverages. Nutritional information such as calories, saturated fat, and sodium content of foods shall be made

available in the cafeteria and school website.

Each school will provide adequate time to eat during meal periods. Students will have at least 30 minutes to eat lunch once they are seated. If possible, lunch will follow the recess period to better support the consumption of healthy foods and improve learning opportunities. To the extent possible, school and recess schedules will be designed to encourage participation in the school meal programs. Teachers are discouraged from scheduling tutoring, club or organizational meetings, or activities during mealtimes, unless the student(s) may eat during such activities.

The Food Service Director will utilize a full Hazard Analysis and Critical Control Points (HACCP) Plan to ensure food safety practices are implemented and followed.

School meals served through the National School Lunch and Breakfast Programs will meet or exceed nutrition and meal pattern requirements established by local, state, and federal statutes and regulations.

Free and Reduced Price Meals

The school may provide free and reduced-price lunches to students according to the terms of the National School Lunch and Breakfast programs and the laws and rules of the state.

FUNDRAISING

All foods sold to students must be tracked and compared to Smart Snack standards. If foods and beverages do not follow the Smart Snacks regulations, the fundraising organization must request an exemption from the appointed school administrator. Per Idaho policy, a school may have ten (10) exempted fundraisers per school year per school site. Fundraisers requiring an exemption may not be longer than four (4) consecutive days in duration and exempt food and beverage items may not be sold in school food service areas during meal service.

The Smart Snacks regulations do not apply to items sold during non-school hours, weekends, off-campus fundraising events, or foods intended to be consumed or prepared outside of school.

All Foods and Beverages Sold in Schools

All foods and beverages sold to students on the school campus will comply with Smart Snack Regulations. This includes food items sold through à la carte lines, vending machines, snack bars, student stores, and fundraising activities. The school will utilize the Alliance for a Healthier Generation's Smart Snack Product Calculator to determine product compliance when considering food items to sell to students during the school day. Per USDA, the school day is defined as midnight the night before to 30 min after the end of the instructional day. Food and beverage marketing and advertising will be limited to only those foods and beverages that meet the competitive food requirements and align with the most recent Dietary Guidelines for Americans.

NUTRITION STANDARDS FOR OTHER FOODS AND BEVERAGES IN SCHOOLS

Celebrations and Snacks

Classroom celebrations and snacks served during the school day or in after-school programs may emphasize healthy choices, such as fruits and vegetables, as the primary snacks and water as the primary beverage.

Schools will determine when to offer snacks based on the schedule for school meals, the nutritional needs of students, student age, and other pertinent factors. Schools that provide reimbursable snacks through after-school programs will follow the federal guidelines for the Afterschool Snack Program.

Food as Rewards

Teachers are prohibited from using food as a reward for students and will not withhold food or beverages as a punishment. The school wellness committee will develop guidelines for appropriate alternative reward systems that incorporate social rewards, recognition and praise, privileges, and opportunities for classroom physical activity or additional recess².

NUTRITION PROMOTION

The school will encourage students to make healthy food choices using nutrition promotion techniques such as:

1. Encouraging staff to model healthy eating/drinking behaviors
2. Utilizing Smarter Lunchrooms techniques, such as signage and product placement, when appropriate and attainable
3. Sharing nutrient information with students, staff, and parents at the point of service and school website

4. Offering taste-testing and menu planning opportunities to students to teach them about healthy fruits and vegetables options and solicit input on preferences
5. Participating in Farm to School activities and/or implementing a school garden

NUTRITION EDUCATION

The school board will adopt and implement a comprehensive health and physical education curriculum in line with the Idaho standards for health and physical education. Additional standards-based nutrition education will be offered in each grade as either a stand-alone unit or integrated into other core subjects, such as math, science, language arts, and social sciences.

1. Curriculum will link nutrition education with the school food environment and focus on behavior-focused skills, such as meal planning, recognizing food groups, and reading food labels to evaluate the quality of different foods.
2. Classrooms, hallways, gymnasiums, and dining areas will utilize regularly updated nutrition and health posters and signage to educate students on nutrition concepts.
3. Nutrition curriculums will utilize culturally relevant and developmentally appropriate opportunities to apply learning in school-wide activities such as contests, surveys, promotions, food demonstrations and taste-testing, voting for recipe names, cafeteria design or décor challenges, farm visits, and school gardens.
4. Schools may provide families with materials that allow parents and students to apply health and nutrition lessons at home.

PHYSICAL ACTIVITY

This school's goal is to provide opportunities for every student to develop the knowledge, skills, and capacity to be physically active throughout their life. This includes providing opportunities to maintain physical fitness; reduce sedentary time; and develop and enhance social skills and self-esteem for students of all levels of physical ability.

The physical education curriculum will be aligned with state and national standards for physical education and be taught by a certified physical education teacher.

In addition to physical education, the school will provide other opportunities for physical activity for each grade which may include:

1. Active transportation to and from school
2. Opportunities for physical activity before and after school, by providing intramural programs, interscholastic sports, competitive and non-competitive clubs with a physical activity emphasis
3. Daily recess for elementary students and classroom-based physical activity breaks to increase focus or teach academic content via physical movement for all students
4. Engaging staff, families, and communities to join and support physical activity initiatives
5. To promote physical fitness for students, parents, and community members, the school may enter into joint or shared-use agreements with governmental entities and community organizations that allow school and/or community-based organizations to use the school facilities for physical activity and recreation programs outside of school hours

Teachers and other school personnel are prohibited from withholding opportunities for physical activity such as recess or physical education as punishment. Physical activities, such as push-ups or running, will not be used as a disciplinary measure as this serves to decrease a student's intrinsic motivation to pursue these activities.

OTHER SCHOOL-BASED WELLNESS ACTIVITIES

School goals regarding other school-based wellness activities may include:

1. Providing professional development related to health, nutrition, and physical activity to all staff
2. Developing and implementing a staff wellness program that encourages school staff to serve as role models to students and practice healthy eating, physical activity, and other healthful activities
3. Providing students, parents, and staff with health resources and information
4. Applying for state and/or national awards and grants that support a healthy school environment (e.g., the Healthier US School Challenge or Fuel Up to Play 60 grants)

MONITORING

The chief academic officer or a designee will monitor and ensure adherence to the wellness policy in the school and will report rates of compliance to the chief academic officer or designee. The food service director will monitor and ensure that the school nutrition program complies with federal and state nutrition and meal pattern guidelines and report such compliance to the chief academic officer or designee. The chief academic officer or designee is responsible for monitoring and ensuring that the school complies with this policy.

Reporting of adherence to the wellness policy shall take place yearly.

ASSESSMENT

On a triennial basis, the principal or a designee will conduct an assessment and develop a summary report on school-wide compliance with this policy based on input from schools within the school. The assessment and report will include the extent to which the school is in compliance with this policy and the progress made in attaining the measurable goals of this policy. The report will be made available to the public at the school office and posted on the school's website, as well as provided to the school board, parent/teacher organizations, school administrators, and school health services personnel.

To assist with the development of the school's wellness policy, the school will conduct a baseline assessment of the school's existing nutrition and physical activity practices. The results of the school assessments will be compiled to prioritize needs and determine goals to implement. This information will also be used to measure the school's progress toward achieving its wellness goals.

NOTICE

The school will include this policy and policy updates in the student handbook and provide each student and parent/guardian with a copy of the student handbook upon enrolling in classes each year. The policy will also be posted on the school website under board policies and the Nutrition Services Homepage.

LEGAL REFERENCE:

7CFR §210.30 Local school wellness policy
42 U.S.C. § 1758b Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (PL 111-296), reauthorizing the Child Nutrition Act
42 U.S.C. § 1751, *et seq.* National School Lunch Act 42 U.S.C. § 1771, *et seq.* Child Nutrition Act of 1966

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Food Service Code of Conduct

Pursuant to 2 CFR 200.318 © (1), a code of conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by USDA Food and Nutrition Program Funds. The written standards of conduct must comply with the federal rule. At a minimum, the standards should include:

1. No employee, officer or agent of the Brabeion Academy shall participate in the selection or in the award of administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award or in any tangible personal benefit offered by the firm:
 - The employee, officer, or agent;
 - His or her partner;
 - Any member of his or her immediate family;
 - An organization which employs or is about to employ one of the above.
2. The Brabeion Academy employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, political contractors, or parties to sub-agreements. Trivial benefits not to exceed a value of fifty dollars (\$50.00) incidental to personal, professional or business contracts and involving no substantial risk of undermining official impartiality may be permitted.
3. Penalties for violations of the standards of code of conduct of the Brabeion Academy's Child Nutrition Program may include any or all of the following:
 - Reprimand or other disciplinary action by Board or Business Owner
 - Dismissal by Board or Business Owner
 - Additional legal action necessary

This institution is an equal opportunity provider.

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Brabeion Academy

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BRABEION ACADEMY

8210

Charter School Nutrition Committee

With the purposes of monitoring the implementation of the School's wellness policies, evaluating policy progress, serving as a resource to school site, and revising the policies as necessary, a Charter School committee is hereby established to develop, implement, monitor, and review the Charter School's nutrition and physical activity policies. The Board specifically acknowledges that community participation is essential to the development and implementation of successful school wellness policies.

Following initial development, the committee will meet a minimum of 1 time annually for continued assessment.

Committee membership will consist of:

1. The Charter School food service coordinator;
2. A school health professional, such as a dietitian;
3. A parent representative;
4. A student representative;
5. A member of the general public;
6. A staff member representative;
7. An administrative representative as committee co-chair; and
8. The physical education and health program leader as committee co-chair.

Appointments to the committee will be made by the Board Chair.

Development

To help with the initial development of the School's wellness policies, the School will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of this assessment will be compiled to identify and prioritize needs.

Monitoring

The Administrator or designee will ensure compliance with established School nutrition and physical activity wellness policies. As appropriate, the designee with authority will ensure compliance with those policies in his or her school and will report on the school's compliance

with the Administrator or designee.

School food service staff will also ensure compliance with nutrition policies within school food service areas and will report on this matter to the Administrator.

The Administrator or designee will develop a summary report every three (3) years on compliance with the School's established nutrition and physical activity wellness policies. That report will be provided to the school board and may also be distributed to school health councils, parent/teacher organizations, the Administrator, and school health services personnel in the School.

Legal Reference:

Other References:

42 USC § 1758b, Section 204 42 USC § 1771 et seq.

42 USC § 1751 et seq.

Local School Wellness Policy Child Nutrition

National School Lunch Act

Other References: Idaho Wellness Policy Progress Report, Idaho State Department of Education
Implementation and Monitoring Plan, Idaho State Department of Education
Wellness Policy Guidelines—Elements of Implementation for Final Rule, Idaho State
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8220

Food Services

The Charter School supports the philosophy of the National School Lunch Program and shall provide wholesome, appetizing, and nutritious meals for children in the School. Because of potential liability to the School, the foodservices program shall not accept donations of food without the approval of the Board of Directors and the appropriate agency such as the local public health district and/or the United States Department of Agriculture (USDA). Should the Board approve a food donation, the Head of School and Sport shall establish inspection and handling procedures for the food and determine that the provisions of all State and local laws have been met and consult with local public health districts before selling the food as part of the school meals.

Community Involvement

The School shall promote activities to involve students and parents in the school lunch program. Such activities may include teaching students about good nutrition practices and involving the school faculty and the general community in activities to enhance the program.

United States Department of Agriculture (USDA) Foods

The Charter School shall use USDA foods made available under the Federal Food Distribution Program for school meals.

Qualifications of Charter School Food Service Staff

Qualified nutrition professionals will administer the School meal programs. As part of the Charter School's responsibility to operate a foodservice program, continuing professional development opportunities may be provided to select School nutrition professionals. These development programs should include appropriate certification and/or training programs for child nutrition directors, the nutrition manager, and cafeteria workers, according to their levels of responsibility. The School may work with the School Nutrition Association for such professional development offerings.

Free and Reduced Price Food Services

The School shall provide free and reduced price meals to students according to the terms of the National School Lunch Program (NSLP). The School shall inform parents of the eligibility standards for free or reduced price meals. The identity of students receiving free or reduced price

meals will be confidential in accordance with the guidelines for the NSLP. A parent has the right to appeal any decision with respect to his or her application for free or reduced price food services to a designated hearing official.

The amount charged for such meals shall be sufficient to cover all costs of the meals, including preparation labor, food costs, handling costs, utility costs, and equipment depreciation costs.

Every effort is to be made to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, the availability of school meals to all students will be promoted and electronic identification of students and payment systems utilized where feasible.

Summer Food Service Program

If more than fifty percent (50%) of the School's students are eligible for free or reduced-price school meals, the School may sponsor the Summer Food Service Program.

LegalReference: 42 U.S.C. 1751 et seq. National School Lunch Act
7 CFR Parts 210.12 Student, Parent, and Community Involvement

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8230

Nutrition Standards

The School shall provide school meals which meet or exceed the nutritional standards required by United States Department of Agriculture (USDA) program regulations of the National School Lunch Program (NSLP). Additionally, the School shall comply with requirements of the Healthy and Hunger Free Kids Act of 2010 and the Smart Snacks in Schools standards with regard to the nutritional content of all food sold or provided by the school, including school meals, a la carte items, foods sold from vending machines, and foods sold for fundraisers. Brabeion Academy permits the sale or distribution of nutrient dense, Smart Snack compliant foods for all school functions and activities as well as non-food items. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the School has adopted the federal nutrition standards cited above for the sale of foods and beverages on school grounds.

The standards focus on reducing sugar, sodium, and high-fat foods and increasing healthy food items like whole grains, fruits, and vegetables.

Calorie Range: The School shall ensure the meals offered to children comply with USDA calorie levels.

Trans Fat: The School shall eliminate foods containing trans-fat on the nutrition label. Whole Grains: All grain offerings shall be whole grain rich.

Fruits and Vegetables: The School shall offer, at a minimum, one fruit on all points of service for breakfast. The School shall offer at least one fruit and one non-fried vegetable at all points of lunch service each day. The School shall offer a variety of fresh fruits and vegetables when possible.

Milk: The School shall offer fat-free and low-fat unflavored milk at all points of service. The School may not sell 2% and whole milk. Flavored milk offerings must be low fat or skim milk.

Water: The School shall make water available to students during meal service free of charge.

Legumes: The School shall offer legumes (dry beans and peas) at least one time per week along

with other required vegetable subgroups.

Sodium: The School shall limit sodium to meet NSLP and SBP standards.

Condiments: The School shall not have salt shakers or packets available. The School shall not have sugar dispensers or packets available. The School shall accurately reflect condiment usage in nutrient analysis and on production records. The School is encouraged to use low-fat condiments and/or control portions of high-fat condiments.

Cross References: 2305 Nutrition Services

8250 Guidelines for Food and Beverage Sales

Legal References: 42 U.S.C. § 1751, et seq. National School Lunch Act

7 CFR Parts 210 & 220 Nutrition School Lunch and School Breakfast Programs: Final Rule

Other Reference: Smart Snacks, Idaho State Department of Education
<https://www.sde.idaho.gov/cnp/sch-mp/snacks.html>

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BRABEION ACADEMY

8240

School Meals

This policy supports the mission of Brabeion Academy, including providing an environment that cultivates maximum student potential. Nutrition influences a child's development, health, well-being, and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

National School Lunch Program and the National School Breakfast Program

1. The full meal program will follow the United States Department of Agriculture (USDA)'s National School Lunch Program (NSLP) and the National School Breakfast Program (SBP) Nutrition Standards as well as Smart Snacks in Schools regulations, and offer a variety of fruits and vegetables. All of the grains served shall be whole grain rich;
2. The meals served will be appealing and attractive to children; and
3. The NSLP and SBP provider shall follow the Nutrition Standards for these programs when determining the items in a la carte sales.

Lunchroom Climate

1. A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed; and
2. The Board encourages schools to make the lunchroom environment a place where students have adequate space to eat and pleasant surroundings.

Meal Times and Scheduling Recommendations

The Charter School, to the greatest extent possible, should:

1. Provide students with 30 minutes after sitting down for lunch;
2. Schedule meal periods at appropriate times, e.g., lunch should be scheduled between

10:00 AM and 2:00 PM;

3. Not schedule tutoring, club or organizational meetings, or activities during mealtimes unless students may eat during such activities;
4. Schedule lunch periods in elementary schools to follow recess periods;
5. Provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
6. Take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs such as orthodontia or high tooth decay risk.

Legal References: 42 U.S.C. § 1751 et seq. National School Lunch Act

7 CFR Part 210 & 220 Nutrition School Lunch and School Breakfast Programs: Final Rule

Policy History:

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Brabeion Academy

Policy 8000s: Non-Instructional Operations

BRABEION ACADEMY

8300

Emergency Operation Plan

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

Brabeion Academy will develop and maintain an Emergency Operations 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 Emergency Operations Plan will provide procedures for the school and will be used prior to, during, or after any emergency situation.

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

Policy History

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Brabeion Academy

Policy 8000s: Non-Instructional Operations

BRABEION ACADEMY

8320

Fire Drills and Evacuation Plans

Goal

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

Frequency

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

First Evacuation Drill

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

Time

Fire drills shall be held at unexpected times and under varying conditions to stimulate the unusual conditions that occur in case of fire. 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 during other times to avoid distinction between drills and actual fires.

Assembly Points

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

Record Keeping

Records shall be maintained of emergency evacuation drills and include:

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

Fire Safety and Fire Evacuation Plans

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

Fire Evacuation Plan

The fire evacuation plan must include:

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

Fire Safety Plans

The fire safety plan must include:

1. The procedures for reporting a fire or other emergency.
2. The life safety strategy and procedures for notifying, relocating, or evacuating occupants.
3. Site plans indicating the following:
 - a. The occupancy assembly point
 - b. The location of fire hydrants.
 - c. The normal routes of fire department vehicle access

4. Floor plans identifying the locations of the following:
 - a. Exits
 - b. Primary evacuation routes
 - c. Secondary evacuation routes
 - d. Accessible egress routes
 - e. Areas of refuge
 - f. Manual fire alarm boxes
 - g. Portable fire extinguishers
 - h. Occupant-use hose stations
 - i. Fire alarm annunciators and controls
5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
7. Identification and assignment of personnel responsible for maintenance, housekeeping, and controlling fuel hazard sources.

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Brabeion Academy

Policy 8000s: Non-Instructional Operations

BRABEION ACADEMY

8330

Adverse Conditions and Emergency Closure

When there is inclement winter weather, a school closure will be declared after consulting with public safety authorities such as, the national weather service and highway officials and after reviewing the Nampa School District closure plan. When emergency conditions, such as hazardous roads make school closure necessary, parents will be notified as soon as possible by phone, email, and/or text, and information will be posted on the school's website. All efforts will be made to determine school closure due to winter driving conditions by 6 AM on the day of the closure.

The following employees are expected to report to work on a school closure **caused by inclement winter weather:**

- A. Building administrators
- B. Maintenance staff
- C. Other office staff if directed by their supervisors

Staff will report to work when it is safe to do so. The Board of Directors grants authority to the Head of School and Sport to require other employees to report to work on emergency closure days as needed.

Idaho Code 33-512 allows the school's board of directors to reduce annual instructional hours required up to a total of eleven (11) hours for emergency school closures due to adverse weather conditions and facility failures.

In order to regain instructional time for students and teachers, if there are multiple days of emergency closures meeting the conditions outlined below, the following procedure will be put in place:

A sixth day of emergency closure occurring a week prior to Martin Luther King Day will be made up by holding school on the Martin Luther King holiday. A sixth day of emergency closure for after Martin Luther King Day will be made up by holding classes on the President's Day holiday in February. A seventh day of emergency closure occurring a week prior to Martin Luther King Day will be made up by holding class on both holidays. When emergency closures exhaust the number of hours that can be made up by utilizing the Martin Luther King Day and President's Day holidays, the Board of Directors **may** convert early release days to full days of school, convert half day testing days to full days of school, add days to the school year, or extend each school by an amount needed to allow each grade level to meet Idaho code 33-512 requirements for instructional hours,

In the case of a school closure due to mechanical failures, flooding, power outages, construction delays, or other emergencies, the Board of Directors **may** utilize holidays, add days to the school year, or extend each school day by an amount needed to allow each grade level to meet Idaho code 33-512 requirements for instructional hours. **The Board of Directors grants authority to the Head of School and Sport to determine which staff will report to work in the case of a school closure.**

In the case of extremely hazardous conditions, the Board of Directors grants the authority to the Head of School and Sport to declare that all employees will not be required to report to work on an emergency closure day.

Legal Reference: Idaho Code 33- 512

Policy History

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Brabeion Academy

Policy 8000s: Non-Instructional Operations

BRABEION ACADEMY

8605

Retention of Charter School Records

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

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

The School's Public Records Custodian[s] shall work in conjunction with the School's Technology department to assure that the school's staff is aware of the routine destruction of electronic School records, including emails, such that they are able to assure that the 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, the School's employees need to retain School records included on the schedule below, particularly student educational records, personnel records, and investigative records, in a format that is not part of the School's routine electronic records destruction and/or notify the technology personnel of the 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 School records may be maintained electronically and/or in hard physical copy.

Method of Destroying Official Records

The School 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 disposal.

Destruction of Electronic Mail/e-mail

The School will store electronic mail/e-mails for a minimum period of one year. All email will be automatically deleted from the School's system at the end of this retention period. It is the responsibility of every School employee to assure that School documents that need to be retained for a longer period of time due to federal law, State law, or the provisions of this policy are retained accordingly and in a different format than electronic mail. An employee's failure to retain School documents accordingly could serve as a basis for discipline, up to and including possible termination.

Suspending of Destroying Official Records

The 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 the Charter School receives a Freedom of Information Act (FOIA)/Idaho Public Writings Act request;
2. If the Charter School believes that an investigation or litigation is imminent; or
3. If the Charter School is notified that an investigation or litigation has commenced.

The Public Records Custodians[s] and Head of School and Sport 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.) the Head of School and Sport 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 the School.

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

SCHOOL RECORDS RETENTION SCHEDULE

Retention Codes

AC—After closed, terminated, completed, expired, settled, or last date of contact
FE—Fiscal Year End (June 30th)
LA—Life of Asset
PM—Permanent
US—Until Superseded
CO – Charter Office
SB – School Buildings
DM –Charter Maintenance
DT –Charter Transportation

RECORDS DESCRIPTION

RETENTION PERIOD

ADMINISTRATION—ATTENDANCE--ANNUAL
ATTENDANCE SUMMARIES BY BUILDING

PM

CO, SB

ADMINISTRATION—ATTENDANCE—Enrollment attendance data	3 yr	CO, SB
ADMINISTRATION – Authorizing Entity communications, and agreements	AC + 8 yr	CO
ADMINISTRATION—BALLOTS AND OATHS OF ELECTION—until canvassed and recorded in the minutes	Not less than 8 months following election	CO
ADMINISTRATION – Charter and all approved amendments; sufficiency review documentation and approvals	PM	CO
ADMINISTRATION – Corporate documents – Articles of Incorporation, Bylaws and any approved amendments to same.	PM	CO
ADMINISTRATION—CONTRACTS AND LEASES	AC +6 yr	CO
ADMINISTRATION—GENERAL CORRESPONDENCE	3 yr	CO, SB
ADMINISTRATION—DONATION/GIFT RECORDS	PM	CO, SB
ADMINISTRATION—BOARD MEETINGS—AGENDA AND MINUTES: Official minutes and agenda of open meetings	PM	CO
ADMINISTRATION—BOARD MEETINGS—CLOSED: Certified agendas or tape recordings of closed meetings	PM—Restricted Access	CO
ADMINISTRATION—ORGANIZATION CHARTS: Any documentation that shows program accountability	PM	CO, SB, CM, CT
ADMINISTRATION – Corporate filings with Idaho Secretary of State’s Office	PM	CO
ADMINISTRATION—EDUCATION PROGRAM REVIEW RECORDS	AC+3 yr	CO, SB
ADMINISTRATION—OFFICIAL STATE DEPARTMENT AND PUBLIC CHARTER COMMISSION REPORTS	PM	CO
ADMINISTRATION—SCHOOL CERTIFICATION REPORTS	PM	CO
ANNUAL REPORTS	PM	CO

ANNUAL REPORTS – Performance Certificate	PM	CO
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	CO
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, minutes, committee reports, budgets, financial statements, reports, and other reference material. Records are often compiled in a notebook for each member.	AC+3 yr NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.	CO
BOARD RECORDS—Series documents the official proceedings of the board meetings. Records may include agendas; minutes; meeting notices; items for Board action; Board packets, policies for approval, 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	CO
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	CO
EQUIPMENT-HISTORY FILE—Equipment service agreements, includes maintenance agreements, installation, and repair logs, etc.	LA+3 yr	CO, CM, CT
EQUIPMENT MANUALS—Instruction and operating manuals	LA	CO, SB, CM, CT
EQUIPMENT WARRANTIES	AC+1 yr	CO, SB, CM, CT
FACILITIES OPERATIONS-APPRAISALS—Building or property	3 yr	CO
FACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS—Includes architectural and engineering drawings, etc.	PM For leased structures retain AC+2	CO, CM

FACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES—Building construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc.	LA	CO, SB, CM
FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS	FE+3 yr	CO, SB, CM, CT
FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried property	PM	CO
FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS—Property logs	US+3 yr	CO, SB, CM
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	CO, SB, CM
FACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTS	PM	CO, CM
FACILITY OPERATIONS-UTILITY USAGE REPORTS	1 yr	CO, CM
FACILITY OPERATIONS-VEHICLE OPERATION LOGS	1 yr	CO, CT
FISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERS	FE+3 yr	CO, SB
FISCAL-ANNUAL FINANCIAL REPORTS	PM	CO, SB, CM, CT
FISCAL-ANNUAL OPERATING BUDGETS	FE+3 yr	CO, SB, CM, CT
FISCAL-APPROPRIATION REQUESTS—Includes any supporting documentation in the appropriation request	FE+3 yr	CO, SB, CM, CT
FISCAL-FINAL AUDIT REPORTS	PM	CO, SB
FISCAL-BANK STATEMENTS	FE+3 yr	CO, SB
FISCAL-CANCELLED	FE+3 yr	CO, SB

CHECKS—Stubs/Warrants/Drafts		
FISCAL-CAPITAL ASSET RECORDS	LA+3 yr	CO, SB, CM, CT
FISCAL-CASH RECORDS—Cash deposit slips; cash receipts log	FE+3 yr	CO, SB
FISCAL-DEEDS AND EASEMENTS—Proof of ownership and right-of-way on property	PM	CO
FISCAL-detail chart of accounts—One for all accounts in use for a fiscal year	FE+3 yr	CO, SB
FISCAL-EXPENDITURE JOURNAL OR REGISTER	FE+3 yr	CO, SB
FISCAL-EXPENDITURE VOUCHERS—Travel, payroll, etc.	FE+3 yr	CO, SB, cM, CT
FISCAL-EXTERNAL REPORTS—Special purpose, i.e. federal financial reports, salary reports, etc.	FE+3 yr	CO, SB, CM, CT
FISCAL-FEDERAL TAX RECORDS—Includes FICA records	AC+4 yr AC=Tax due date, date the claim is filed, or date tax is paid whichever is later	CO
FISCAL-FEDERAL FUNDING RECORDS—Title I; Chapter 2; Title VI-B	FE+5 yr Or until all pending audits or reviews are completed	CO
FISCAL—FEDERAL—USDA	AC+3 yr AC=submission of final expenditure	CO
FISCAL-GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS	FE+3 yr	CO, SB
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	CO, SB

	agency	
FISCAL-INSURANCE CLAIM FILES	AC+3 yr AC=Resolution of claim	CO
FISCAL-INSURANCE POLICIES—all types	AC+5 yr AC=expiration or termination of policy according to its terms	CO
FISCAL-LONG-TERM LIABILITY RECORDS—Bonds, etc	AC+4 yr AC=retirement of debt	CO
FISCAL – All Tax Exempt filings for non-profit Corporate Status, including all documentation submitted to obtain non-profit corporate status.	PM	CO
FISCAL-RECEIPTS JOURNAL OR REGISTER	FE+3 yr	CO, SB, CM, CT
FISCAL-RECONCILIATIONS	FE+3 yr	CO, SB
FISCAL-REIMBURSABLE ACTIVITIES—Requests and approval for reimbursed expenses for travel, training, etc.	FE+3 yr	CO, SB
FISCAL-RETURNED CHECKS—Uncollectable warrants or drafts	AC+3 yr AC=After deemed uncollectible	CO, SB
FISCAL-SIGNATURE AUTHORIZATIONS—Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	US+FE+3 yr	CO
INSTRUCTIONAL—Distance learning instruction that is recorded by the School. Such recording is not required by this policy.	[Until the end of the semester/trimester OR OTHER]	Electronic
LEGAL-LITIGATION FILES--	PM CAUTION: May contain attorney-client privileged information	CO, SB, CM, CT
LEGAL-OPEN RECORDS REQUESTS—documentation relating to approved or denied requests for records under Idaho Public Records Law	PM	CO

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	CO, SB
NEWS OR PRESS RELEASES	PM	CO, SB
PERSONNEL-ACCUMULATED LEAVE ADJUSTMENT REQUEST—Used to create and adjust employee leave balances	FE+5 yr	CO, SB, CM, CT
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—HIRED—Applications, etc. required by employment advertisement	AC+5 yr AC=Termination of employment	CO, SB, CM, CT
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—NOT HIRED—Applications, resumes, etc. required by employment advertisement	AC+2 yr AC=Date position is filled	CO, SB, CM, CT
PERSONNEL-BENEFIT PLANS	US+5 yr	CO
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	CO, SB, CM, CT
PERSONNEL-CORRECTIVE ACTION—those actions which do not affect pay, status, or tenure and are imposed to correct or improve job performance	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.	CO, SB, CM, CT
PERSONNEL-DISCIPLINARY ACTION DOCUMENTATION—those actions that affect pay or status. They include demotion, dismissal, etc.	PM	CO, SB, CM, CT
PERSONNEL-EMPLOYEE STATEMENTS (Affidavits)—for insurance, personnel or other uses for which administration has sought such statements	PM	CO, SB, CM, CT
PERSONNEL-EMPLOYEE BENEFITS—documents relating to selection of benefits other than insurance	US+5 yr	CO

PERSONNEL-EMPLOYEE COUNSELING RECORDS—Notes, etc. relating to job-specific counseling	PM	CO, SB, CM, CT
PERSONNEL-EMPLOYEE DEDUCTION AUTHORIZATIONS—documents relating to all deductions of pay	AC+5 yr AC=After termination of employee or after amendment, expiration, or termination of authorization, whichever is sooner.	CO
PERSONNEL-EMPLOYEE EARNINGS RECORDS	PM	CO
PERSONNEL-EMPLOYEE INSURANCE RECORDS—School copy of selection records by employees of insurance offered by the School	US+ 5 yr	CO
PERSONNEL-EMPLOYEE RECOGNITION RECORDS—Awards, incentives, etc.	PM	CO, SB, CM, CT
PERSONNEL-EMPLOYMENT ANNOUNCEMENT	2 yr	CO
PERSONNEL-EMPLOYMENT CONTRACTS	Original dates of hire +50 yr	CO
PERSONNEL-EMPLOYMENT ELIGIBILITY—Documentation or verification of Federal report form INS I-9	PM	CO
PERSONNEL-EMPLOYMENT SELECTION RECORDS—all records that document the selection process: i.e. polygraph, physicals, interview notes, etc.	2 yr CAUTION: Does not include criminal history checks	CO, SB, CM, CT
PERSONNEL-FORMER EMPLOYEE VERIFICATION RECORDS—minimum information includes name, social security number, exact dates of employment and last known address	PM	CO
PERSONNEL-GRIEVANCE RECORDS—review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	PM	CO, SB, CM, CT
PERSONNEL-HIRING PROCESS—CRIMINAL HISTORY CHECKS—criminal history record information on job applications	PM	CO
PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION—any document detailing duties of positions on position-by-position basis	US+8 yr	CO, SB, CM, CT

PERSONNEL-LEAVE STATUS REPORT—cumulative report for each pay cycle showing leave status	FE+3 yr	CO
PERSONNEL-LIABILITY RELEASE FORM—statements of employees, patrons, etc. who have released the School from liability	PM	CO
PERSONNEL-LICENSE AND DRIVING RECORD CHECK	PM	CO, CT
PERSONNEL-OVERTIME AUTHORIZATION & SCHEDULE	5 yr	CO, SB, CM, CT
PERSONNEL-PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION	US+3 yr	CO
PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION---used to adjust gross pay, FICA, retirement or compute taxes	US+3 yr	CO
PERSONNEL-PERFORMANCE EVALUATION	PM	CO, SB, CM, CT
PERSONNEL-PERSI ENROLLMENT FILE	PM	CO
PERSONNEL-PERSI RECORD OF HOURS WORKED—Irregular help, half-time or greater	Date of hire +50 yr	CO
PERSONNEL-PERSI TERMINATION RECORD	PM	CO
PERSONNEL-PERSONNEL INFORMATION—documents that officially change pay, titles, benefits, etc.	PM	CO
PERSONNEL-POLICY AND PROCEDURES MANUAL—any manual, etc. that establishes standard employment procedures	PM	CO, SB, CM, CT
PERSONNEL-RESUME-UNSOLICITED	1 yr	CO, SB, CM, CT
PERSONNEL-SICK LEAVE POOL DOCUMENTATION—requests submitted, approvals, number of hours transferred in an out, etc.	LA+3 yr	CO
PERSONNEL-TIME CARD AND TIME SHEET	PM	CO, SB, CM, CT

PERSONNEL-TIME OFF AND/OR SICK LEAVE REQUEST	FE+3 yr	CO, SB, CM, CT
PERSONNEL-TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL—records documenting training, testing, or continued education	PM	CO, SB, CM, CT
PERSONNEL-UNEMPLOYMENT CLAIM RECORD	5 yr	CO
PERSONNEL-UNEMPLOYMENT COMPENSATION RECORDS	AC+5 yr	CO
PERSONNEL-W-2 & W-4 FORMS	5 yr from date of termination	CO
PERSONNEL—WORKER’S COMPENSATION POLICIES	AC+10 yr AC=expiration of policy	CO
PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with School	PM	CO
PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc.	FE+3 yr	CO, SB, CM, CT
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.	CO, CM, CT
RECORDS MANAGEMENT—RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	PM	CO, SB, CM, CT
SAFETY-ACCIDENT REPORTS	8 yrs* For Minors, 8 yrs after minor reaches age of 18	CO, SB, CM, CT
SAFETY-DISASTER PREPAREDNESS AND RECOVERY PLANS	PM	CO, SB, CM, CT
SAFETY-EVACUATION PLANS	PM	CO, SB

SAFETY-FIRE ORDERS—issued by fire marshal to correct deficiencies in compliance with the fire code	AC+3 yr AC=deficiency corrected	CO, SB, CM
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	CO, CM
SAFETY-INCIDENT REPORTS—Reports concerning incidents which, upon investigation, were of a non-criminal nature	3 yr (or 30 yr*) *Exposure records require 30 year retention per 29 CFR § 1910.1020(d)(ii)(B)Foot note(1)	CO, SB, CM, CT
SAFETY-INSPECTION RECORDS—Fire, safety, and other inspection records of facilities and equipment	AC+3 yr AC=Date of the correction of the deficiency, if the inspection report reveals a deficiency.	CO, SB, CM
SAFETY-MATERIAL DATA SAFETY SHEETS	30 yrs after the end of use of the substance	CO, CM
SAFETY-WORKPLACE CHEMICAL LISTS	30 yr	CO, SB, CM
STUDENTS – Lottery process records including advertisements and notices, submitted student lottery requests and lottery results.	FE + 8 yr	CO, SB
STUDENTS-EDUCATION RECORDS—Student’s name, birth date, last address, dates of attendance, graduation date and grades earned	PM	CO, SB
STUDENTS-SPECIAL EDUCATION RECORDS—educational records, including eligibility documentation and IEPs	FE+6 yr	CO, SB
STUDENTS-MEDICAID RECORDS-claims, reimbursements, and supporting documentation	FE +5 yr	CO, SB
VEHICLE-INSPECTION, REPAIR AND MAINTENANCE RECORDS	LA+1 yr	CO, DT
VEHICLE-TITLE AND REGISTRATION	1 yr	CO, DT

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	CO, SB
WEBSITE/WEB PAGES—INTERNET/INTRANET—system development documentation for initial setup; subsequent changes and content of pages	PM	CO, SB

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

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

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