

Syringa Mountain School

NON-INSTRUCTIONAL OPERATIONS

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 Syringa Mountain School. These services are essential to the success of Syringa Mountain School and the staff that provides them is an integral part of the educational enterprise. Because resources are always scarce, the Board and Staff shall carefully manage all assets of Syringa Mountain School operations, including non-instructional support services, in order to obtain maximum efficiency and economy. To that end, the goal of Syringa Mountain 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: 11-7-13

Revised on: 3-14-16

Syringa Mountain School

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8200

Healthy Lifestyles

Syringa Mountain School strives to make a significant contribution to the general well-being of each student and afford them the opportunity to fully participate in the education process. Syringa Mountain School promotes a healthy school environment by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. Syringa Mountain School supports an environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through 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 School Board to:

1. 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 Syringa Mountain 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.
2. 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.
3. 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.
4. Promote healthy eating patterns through classroom nutrition education coordinated with the comprehensive health education program including education, health and food services;

5. 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.
6. Involve family members and the community in supporting and reinforcing nutrition education and the promotion of healthy eating and lifestyles.
7. Regularly evaluate the effectiveness of the healthy lifestyles policy in promoting healthy eating and change the program as appropriate to increase its effectiveness.

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

Policy History:

Adopted on: 11-7-13

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Syringa Mountain School

NON-INSTRUCTIONAL OPERATIONS

8300

Emergency & Disaster Preparedness

The Board 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

Syringa Mountain 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 Directors 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 Board, which shall include at a minimum the Directors or his/her designee and other administrators. The Crisis Management Plan will be maintained by the Directors.

The Directors shall provide staff in-service training on plan implementation.

The school Crisis Management Plan serves as the foundation for the development, training, and implementation of individual site/program plans.

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

Legal Reference:

Policy History:

Adopted on: 11-7-13

Revised on: 3-14-16

Syringa Mountain School

NON-INSTRUCTIONAL OPERATIONS

8300P

Emergency & Disaster Preparedness

Syringa Mountain School has developed procedures for dealing with existing and potential student and school crisis. The Crisis Management Plan should include Crisis Response Procedures and Critical Incident Procedures. An important component of the Plan is a set of interagency guidelines with various city/county agencies to aid timely communication and help coordinate services between the agencies and Syringa Mountain School. Crisis Response Procedures guide staff in responding to crisis such as deaths of students or teachers and other traumatic events which can affect the school community for days. These procedures are intended to be time-limited, problem-focused interventions designed to identify and resolve the crisis, restore equilibrium, and support productive responses. The crisis team uses crisis response procedures to help administrators:

- gather information;
- establish communication with the family;
- disseminate accurate information to faculty and students;
- intervene directly with students most likely to be affected;
- increase the available supportive counseling for students and staff; and
- guide students in helpful ways to process the incident.

Critical Incident Procedures help school personnel handle potentially dangerous events such as an armed intruder in a school and other life-threatening events. Syringa Mountain School has developed a Plan which emphasizes a coordinated interagency approach. A Code Blue has been established in all school buildings to provide a uniform method of warning staff and students of high risk situations involving imminent danger to life or limb.

Syringa Mountain School's Crisis Management Plan procedures provide benefits for students, parents, and Syringa Mountain School. The procedures provide an organized, systematic method for helping students. Staff members know under what circumstances and how to refer a student for help. Crisis Team members operate within specific guidelines to make collaborative decisions, sharing the responsibility of these often difficult, stressful situations. Parents and other members of the community are assured that Syringa Mountain School has established procedures which better prepare schools to respond to crisis.

The interagency agreements have fostered stronger collaborative relationships and have led to improved communication about students and family events that could impact the schools.

In the event of an emergency, employees are expected to remain at their worksite to ensure the safety and security of students under their care and/or the school's care until otherwise directed by the school administrator (or person in charge); those employees who have a child(ren) in other schools should have arrangements in place for the care of their child(ren) by others until they can be released from their duties. Employees are strongly encouraged to take all steps necessary to provide for the well-being of their family in advance of any major disaster. This will hopefully moderate fears and concerns sufficient to permit rapid and effective completion of assigned tasks to insure the well-being of students and staff.

Possible Hazards in Idaho

An emergency is a sudden, unexpected occurrence requiring immediate action to stabilize a situation. Emergencies may affect school facilities and/or school transportation that may prevent use for an unspecified period of time.

The Crisis Management Plan should address a range of events and hazards caused by nature or humans, such as:

<ul style="list-style-type: none">• Severe weather• Bus crashes• Bomb threats• Student or staff deaths• Chemical or hazardous material spills	<ul style="list-style-type: none">• Fire• School shootings• Medical emergencies• Acts of terror or war• Natural disasters (earthquake, tornado, flood, volcanic eruptions)
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Direct responsibility for what may occur immediately following a response to a 911 call will lie with the first responders (such as police or fire department.) Syringa Mountain School's first responsibility is to ensure the immediate safety of students and staff by activating the appropriate Crisis Management Plan.

To assist and expedite setup, the Board directs that emergency plans and procedures be developed, implemented and maintained for Syringa Mountain School and school buses, and that:

- a) all employees shall be informed about the emergency plans and procedures to be followed at their work site, to ensure their safety and the safety of others
- b) students and employees shall practice the emergency procedures implemented at their school or work site
- c) parents shall be advised of the emergency procedures developed at the school(s) where their child(ren) are attending.
- d) if materials and supplies beyond those normally provided by Sage International School are to be kept on hand to augment the school emergency procedures, then it shall be the responsibility of each school to obtain and maintain such supplies in good order
- e) this policy shall be reviewed annually

Sequence of Crisis Management

The Crisis Management Plan should include the sequences of managing a disaster. Those sequences are listed as follows:

- **Mitigation/Prevention** addresses what the school can do to reduce or eliminate risk to life and property.
- **Preparedness** focuses on the process of planning for the worst-case scenario.
- **Response** is devoted to the steps to take during a crisis.
- **Recovery** deals with how to restore the learning and teaching environment after a crisis.

Crisis management is a continuous process in which all phases of the plan should be reviewed and revised. Additional sequence steps to analyze in preparing the Crisis Management Plan include:

Mitigation and Prevention

The goal of mitigation is to decrease the need for response as opposed to simply increasing response capability.

- Connect with community emergency responders to identify local hazards.
- Review the last safety audit to examine school buildings and grounds.
- Determine who is responsible for overseeing violence prevention strategies in each school.
- Encourage staff to provide input and feedback during the crisis planning process.
- Review incident data.
- Determine major problems in your school with regard to student crime and violence.
- Assess how the school addresses these problems.
- Conduct an assessment to determine how these problems—as well as others—may impact your vulnerability to certain crisis.

Preparedness

Good planning will facilitate a rapid, coordinated, effective response when a crisis occurs.

- Determine what crisis plans exist in Syringa Mountain School and community.
- Identify all stakeholders involved in crisis planning.
- Develop procedures for communicating with staff, students, families, and the media.
- Establish procedures to account for students during a crisis.
- Gather information about the school facility, such as maps and the location of utility shutoffs.
- Identify the necessary equipment that needs to be assembled to assist staff in a crisis.

Response

A crisis is the time to follow the crisis plan and make use of your preparations.

- Determine if a crisis is occurring.
- Identify the type of crisis that is occurring and determine the appropriate response.
- Activate the incident management system.
- Ascertain whether an evacuation, reverse evacuation, lockdown, or shelter-in-place needs to be implemented.
- Maintain communication among all relevant staff at officially designated locations.
- Establish what information needs to be communicated to staff, students, families, and the community.
- Monitor how emergency first aid is being administered to the injured.
- Decide if more equipment and supplies are needed.

Recovery

During recovery, return to learning and restore the infrastructure as quickly as possible.

- Strive to return to learning as quickly as possible.
- Restore the physical plant, as well as the school community.
- Monitor how staff are assessing students for the emotional impact of the crisis.
- Identify what follow up interventions are available to students, staff, and first responders.
- Conduct debriefings with staff and first responders.
- Assess curricular activities that address the crisis.
- Allocate appropriate time for recovery.
- Plan how anniversaries of events will be commemorated.
- Capture “lessons learned” and incorporate them into revisions and trainings.

Prepare for Immediate Response

When a crisis occurs, quickly determine whether students and staff need to be evacuated from the building, returned to the building, or locked down in the building. Plan action steps for each of these scenarios.

- ✓ Evacuation requires all students and staff to leave the building. The evacuation plan should include backup buildings and other locations. Evacuation plans should include contingencies for weather conditions. Additionally, plans should include transportation options for students with disabilities.
- ✓ Reverse Evacuation requires all students and staff to leave the outdoors and return to the building quickly. Once staff and students are safely in the building, you may find the situation calls for a lockdown.
- ✓ Lockdowns are called for when a crisis occurs outside of the school and an evacuation would be dangerous. A lockdown may also be called for when there is a crisis inside and movement within the school will put students in jeopardy.

- **Lock Down – All in classrooms**
- **Lock Out – All inside Exterior Doors locked – business as usual**
- **Evacuate - All leave building to designated area**
- **Seek Shelter - Inside Classroom/ Outside location TBD in case of site hazard**

CRISIS RESPONSE

Operates under the direction of the IC Incident Commander who supervises school crisis response efforts, coordinates sub-teams, manages communication, etc.

Team Leaders:

Mende Coblantz
Svea Grover

Team Members

Information Officer: Svea Grover/Mende Coblantz

Safety/Health Officer: Angie Grant/ Lynnette Blas

Site/Damage Assessment: Crystal England, Keith Davis

- Call 911
- Set up Incident Command Center (ICC) in a safe location
 - Ensure accessibility/visibility; mark with signs; have access to telephone, fax machine, and PA system.
- Control information and rumors
 - Ask all involved not to repeat information until formal announcement can be made
 - Collect information from sub-teams
 - As soon as possible, provide SMS Board Chair a statement of basic facts
 - Direct all media requests and public inquiries to information Officer
 - Prepare formal statement that includes minimum details; note that additional information will follow; prepare statement for telephone inquiries
 - **Contact Radio Stations and email parents for child pick-up**
 - Announce crisis over PA; deliver typed statement or text to every teacher ASAP; include locations of in-building support
- Coordinate overall crisis response effort
 - Direct sub-teams and assign staff members
 - Serve as liaison with public safety officials, city officials, community agencies
 - Determine if additional resources are needed (immediately or on stand by); contact them
 - Notify specific teacher if one of their student's is involved; notify special education/ director if student receiving services.
 - Coordinate/greet auxiliary support services; take to assigned locations; **provide sign-in/sign-out sheet**
 - Periodically assess situation; make needed changes
 - **Document all actions taken**

Safety/Health

Operates under the direction of the Safety Officer to provide immediate first-aid. All members should have CPR and first-aid training.

Team Leader:

Angie Grant
Lynnette Blas

Team Members

Set up a first aid station

- Lay out first aid supplies for easy access
- Triage victims; sort out by injury, those you can help with your level of training and supplies
- Report major/moderate injuries to the Team Leader; let them know of any victims you are unable to handle so they can request further help.
- **Log all injuries and treatment on a first-aid log**
- When duties are complete, report to IC for other assignments

DAMAGE ASSESSMENT

Operates under the direction of the Incident Commander to provide responsibility for shutting off utilities and assessing damage to school grounds.

Team Leader:

Crystal England

Team Members

Keith Davis

- Request assistance as needed from Fire Department/Police
- Determine if the gas needs to be shut off; shut off if necessary
- Check: water, electricity, sewage, and telephone; shut off as needed
- Mark all damaged areas of the building with **pre-printed signs** and alert students and staff not to return to buildings
- Report damage/utility information to IC
- When duties are complete, report to IC for other assignments.

Emergency/Closure Communication Tasks:

- Mende: Radio stations: KSKI & Ketch 788-7118
 - 106.7/104.7: 208-735-0100
- Svea: Send email from MailChimp & set phone message
- Lynnette: Send Text Alert

Emergency Response Plan SMS

School Year: 2015-16_

Crisis Response Plan Principles

- Emergencies require certain tasks to be performed
- Every incident needs a person in charge
- No one should direct more than seven others
- No one should report to more than one person
- Everyone should use the same words to refer to the same situation
- Know the terminology before an emergency
- Work from the same set of achievable objectives
- No codes unless absolutely necessary
- When codes are necessary, ensure that school and response personnel know them in advance

Contacts

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Building Evacuation Checklist

Administrators

- Alert staff using designated signal/code word/bell
- Radio/phone staff members on school grounds
- Get [Crisis Response Manual/Evacuation Packet](#)
- Call 911/Board Chair
- Take cell phone/radios
- Take lists: attendance, emergency parent contact, bus, visitor, medical, parent phone numbers
- Complete check of all non-classroom areas: downstairs, upstairs, Magic Forest
- Monitor evacuation
- Compare absentee list to missing students reported by staff
- Establish Incident Command Center (ICC) at appropriate location and enact appropriate teams: First Aid, Damage, Crisis
- Assist in securing facility for re-entry

Teachers-use radios

- Scan the room for unusual items/irregularities and report those to Incident Commander
- Shut windows/close curtains/blinds
- Take grade book/class list
- Turn off lights and electrical equipment
- Shut door
- Escort students to [proper exit/designated location](#)
- Take roll immediately after arriving at safe location
- Report missing students to IC after accounting for absent students
- Report injuries to Safety Officer
- Keep students informed and calm
- If student with Specials teacher, class teacher takes class and specials teachers report to IC

Other Staff

- Scan designated work area and report irregularities to IC
- Assist with building evacuation and student monitoring
- Assist as designated

Site Evacuation Checklist

Administrators

- Alert staff using designated signal/code word/bell
- Direct staff on evacuation location
- Radio/phone staff members on school grounds
- Get [Crisis Response Manual/Evacuation Packet](#)
- Call 911/Board Chair
- Take cell phone/radios
- Take lists: attendance, emergency parent contact, bus, visitor, medical, parents phone numbers
- Complete check of all non-classroom areas downstairs, upstairs, Magic Forest
- Monitor evacuation
- Compare absentee list to missing students reported by staff
- Establish Incident Command Center and enact Crisis Response Plan
- Assist in securing facility for re-entry

Teachers-use radios

- Scan the room for unusual items/irregularities and report those to Incident Commander
- Shut windows/close curtains/blinds
- Take grade book/class list
- Turn off lights and electrical equipment
- Shut door
- Escort students to proper exit/designated safe location
- Take roll immediately after arriving at safe location
- Report missing students to ICC
- Report absent students separately
- Report injuries to Safety Officer
- Keep students informed and calm

Other Staff

- Scan designated work area and report irregularities to ICC
- Assist with building evacuation and student monitoring
- Assist as designated

Lockdown Checklist

Administrators

- Alert staff using designated signal/code word/bell
- **Radio/phone staff members on school grounds and direct to enter building or flee location**
- Get [Crisis Response Manual/Evacuation Packet](#)
- Call 911/Board Chair
- Take cell phone/radios
- Complete check of all non-classroom areas downstairs, upstairs, Magic Forest
- Report to Incident Commander when authorities arrive
- Administrator or designee remains in office to monitor phones
- Instruct staff and students about post lock-down procedures
- Compare absentee list to missing students reported by staff

Teachers-text-**do not use radios**

- Scan the room for unusual items/irregularities and report those to ICC
- Close and lock the door
- Shut windows/close curtains/blinds
- Turn on one computer, open e-mail for communication
- Turn off lights/electrical equipment and student computers
- Move students away from doors and windows and out of hallways/bathrooms
- Take attendance and notify IC of missing students after accounting for absent students-text this info
- Report injuries to Safety Officer/Administer first aid as needed text this info
- Keep students informed and calm
- Wait for all-clear signal from IC
- Bathrooms, offices, follow same procedures

Post Incident Response-all staff meet to prepare.

STANDARD™ RESPONSE PROTOCOL

STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school.

Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight" **EVACUATE** - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.



LOCKOUT

SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



EVACUATE

TO A LOCATION

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students
- Bring radio and cell phone with you



SHELTER

FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students



Sample Emergency Plans Procedures

Sample Emergency Plans & Procedures are itemized as follows and contained on the pages following:

1. Emergency Building Evacuation
2. Explosion Or Fallen Aircraft
3. Hazardous Material Spill
4. Bomb Threat
5. Violent or Criminal Behavior
6. Earthquake
7. Severe Weather Emergency – Tornado or Lightning
8. Fire
9. Natural Gas Leak
10. Broken Water Main

EMERGENCY BUILDING EVACUATION PROCEDURE

1. All building evacuations will occur when an alarm sounds and/or upon notification by Syringa Mountain School officials or Public Safety Officers. **Syringa Mountain School implements the text messaging notification system.**
2. When the building evacuation alarm is activated during an emergency, leave by emergency evacuation route for the area in which you are located. If the exit is blocked, use the nearest marked exit and alert others to do the same.
3. ASSIST THE HANDICAPPED IN EXITING THE BUILDING!!! DO NOT USE ELEVATORS IN CASE OF FIRE AND/OR POTENTIAL POWER LOSS.
4. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your assembly points.
5. DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A SYRINGA MOUNTAIN SCHOOL OR BUILDING OFFICIAL.

EXPLOSION OR FALLEN AIRCRAFT PROCEDURE

In the event a mishap occurs such as an explosion or a downed aircraft (crash) near a school or school office building, take the following action:

1. Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.
2. After effects of the explosion and/or fire have subsided, notify Syringa Mountain School Office. Give your name and describe the location and nature of the emergency.
3. If necessary, or when directed to do so, activate the building alarm.
4. When the building evacuation alarm is sounded or when told to leave by Syringa Mountain School or building officials, walk quickly to the nearest marked exit and ask others to do the same.
5. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC OR CREATE PANIC IN OTHERS.
6. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crew. Know your assembly points.
7. If requested, assist emergency crews as necessary.
8. Do not return to an evacuated building unless told to do so by a Syringa Mountain School or building official.

HAZARDOUS MATERIAL SPILL

Hazardous chemicals may be utilized within Syringa Mountain School in various locations. Tractor trailers and contractors who may be traveling on Syringa Mountain School property may have hazardous chemicals that may threaten the environment of Syringa Mountain School property in the event of a spill. The following steps will be followed in the event of a chemical or radiation spill:

1. Any spillage of a hazardous chemical or radioactive materials will be reported immediately to the building Directors and Syringa Mountain School Office.
2. When reporting, be specific about the material involved and approximate quantities. The building Directors will initiate the response of appropriate hazardous material response teams to effectively clean up the spill.
3. The Emergency Coordinator on site should vacate the affected areas at once and seal it off to prevent further contamination of other areas until the arrival of the Building Directors. At no time should someone re-enter an area that has already been evacuated.
4. If the evacuation is required, the person on site should activate the building alarm and follow standard evacuation routes that do not cross the area where the spill is located.

BOMB THREAT

1. If you observe a suspicious object or potential bomb on Syringa Mountain School property, **DO NOT HANDLE THE OBJECT!** Clear the area immediately and call the building Directors.
2. Any person receiving a phone call bomb threat should attempt to ask the caller:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
 - f. What is your name?

Normally the caller will not answer these questions, but may make comments. During this time the person answering the phone should attempt to listen to background noises, accent of the caller, or any information that may be gathered from noises or sounds heard during the conversation.

3. Keep talking to the caller as long as possible and record the following:
 - a. Time of call.
 - b. Age and sex of caller.
 - c. Speech pattern, accent, possible nationality, etc.
 - d. Emotional state of caller.
 - e. Background noise.

AFTER THE CALL, IMMEDIATELY DIAL 911. IF THE CALLER'S NUMBER IS AVAILABLE, YOU WILL NEED TO NOTE THE NUMBER AND REPORT IT TO THE BUILDING DIRECTORS.

4. Report the incident immediately to the building Directors. The building Directors will notify the Emergency Coordinator. A decision will be made as to whether the building or area will be evacuated.
5. Building or Buildings Not Evacuated – The Emergency Coordinator may lead a search of the area. Employees in affected area may be asked to assist in identifying items or conducting a brief search under the direction of the building Directors.
6. Building or Buildings Evacuated – Once a decision is made by a building or Syringa Mountain School official to evacuate the building, relay information directing others to evacuate the building. After your responsibilities are complete, calmly evacuate the building. Once outside stay away from buildings, vehicles and trash containers.

BOMB THREAT REPORT FORM

THREATENING PHONE CALL

Time call received: _____ Date: _____

Exact words of person making the call:

QUESTIONS TO ASK:

When is the bomb going to explode?

Where is the bomb right now?

What kind of bomb is it?

What does it look like: _____

Why did you place the bomb?

What is your name? _____

Are you a student? _____

Location where call was received: _____

Telephone number where call was received:

Description of Caller's Voice: Male Female Tone/accent: _____

Background noise: _____

VIOLENT OR CRIMINAL BEHAVIOR

Immediately contact the building Directors if hostile or violent behavior, actual or potential, is witnessed.

1. Initiate immediate contact of Security to ensure that a timely response is begun before a situation becomes uncontrollable.
2. Leave the immediate area whenever possible and direct others to do so.
3. Should gunfire or explosives hazard the campus, you should take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from the armed suspect.

Hostage Situation

If taken hostage:

- A. Be patient. Time is on your side. Avoid drastic action.
- B. The initial 45 minutes are the most dangerous. Follow instructions and be alert. Captors are emotionally unbalanced. Don't make mistakes which could harm your well-being.
- C. Don't speak unless spoken to and then only when necessary. Don't talk down or attempt to rationalize with the captor. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible but do not stare.
- D. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected, severe mood swings, irrational actions, etc. Displaying a certain amount of fear can possibly work to your advantage.
- E. Do not make quick or sudden moves. If you must go to the bathroom, need medications, or first aid, ask your captors.
- F. Be observant when you are released or if you escape. The personal safety of others may depend on what you remember about the situation.

EARTHQUAKE

During an earthquake, remain calm and quickly follow steps outlined below:

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.
2. If outdoors, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power to utility lines as they may be energized.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits but stay in your vehicle for the shelter it offers.
4. After the initial shock, evaluate the situation and if emergency help is necessary, call the building Directors. Protect yourself at all times and be prepared for aftershocks.
5. Damaged facilities should be reported to Plant Operations. Note: Gas leaks and power failures create specific hazards.
6. If an emergency exists, activate the building alarm.

SEVERE WEATHER EMERGENCY – TORNADO OR LIGHTNING PROCEDURE

Syringa Mountain School Secretary will monitor the National Weather Service and will initiate notifications when severe weather bulletins are issued for the immediate area:

Tornado/Thunderstorm/Wind Watch – indicates that atmospheric conditions are conducive for the development of the stated warning. Normal operations will continue. Employees should keep a close eye on changing weather conditions and be prepared to take action if necessary.

Tornado/Thunderstorm/Winder Warning – indicates that the hazardous condition stated has been spotted or identified on radar. When these conditions immediately threaten the campus, Syringa Mountain School Secretary will issue notification through fax messages, telephone communications to the building Directorss.

Hazardous weather conditions can develop in seconds and will not allow for formal means of communication. In the event an employee feels that weather is immediately threatening, they will initiate the following actions:

TAKE COVER – Instruct students, employees, and others in the immediate area to find a wall near the interior of the building away from windows and exterior doors. Individuals will curl up in a “ball” or fetal position near the wall, place their hands over their heads, and remain in that position until the sever weather passes.

DO NOT LEAVE THE BUILDING OR INITIATE A BUILDING EVACUATION DURING THESE CIRCUMSTANCES. WHEN SEVERE WEATHER STRIKES, POWER MAY BE DISRUPTED CAUSING ALARMS TO SOUND. IF FIRE IS NOT IMMEDIATELY PRESENT AND A CLEAR EXIT IS MAINTAINED, EVERYONE SHOULD REMAIN UNTIL SEVERE WEATHER PASSES.

NATURAL GAS LEAK

In the event of a natural gas leak is discovered or suspected:

1. Turn off the gas valve serving the building or area.
2. Windows and doors should be opened to dissipate the fumes.
3. The building Directors should evacuate the building by the most appropriate means.
4. The public utilities company and local fire department shall be notified by the secretary, Directors or any person aware of the emergency. Note: Do not assume that these agencies have been notified. It is preferred that several people notify them rather than run the risk of complete omission.

BROKEN WATER MAIN

In the event of a broken water main in the building, or on the grounds:

1. The water main shall be turned off. The valve is located in the large stall of the first floor girls bathroom.
2. Notify the building Directors.
3. Water in the building shall be removed immediately to prevent damage to floors and floor coverings.
4. The building Directors shall notify the local water department to coordinate any activities necessary to correct the emergency.

Policy History:

Adopted on: 11-7-13

Revised on: 3-14-16

Syringa Mountain School

NON-INSTRUCTIONAL OPERATIONS

8400

Activity Trips

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

A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will remain with the professional staff member in charge on the bus and one (1) copy will be given to the Activities Director/Directors 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 Directors 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 Directors. 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 Directors, 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 Directors their perceptions of the problem. If the Directors 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 Directors 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: 11-7-13

Revised on: 3-14-16

Syringa Mountain School

NON-INSTRUCTIONAL OPERATIONS

8500

Risk Management

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

Syringa Mountain School shall purchase and pay for surety bonds for the Directors, Clerk and such other staff and in such amounts as the Board shall from time to time determine to be necessary for honest performance of the staff in the conduct of Syringa Mountain School's financial operations.

Cross Reference: 8520 Inspection of School Facilities

Legal Reference: I.C. § 33-701 Fiscal year – Payment and accounting of funds
I.C. § 33-1613 Safe public school facilities required

Policy History:

Adopted on: 11-7-13

Revised on: 3-14-16

Syringa Mountain School

NON-INSTRUCTIONAL OPERATIONS

8510

Syringa Mountain School Safety

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of Syringa Mountain 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 Syringa Mountain School office.

Cross Reference: 9400 Safety Program

Legal Reference: Occupational Safety and Health Act

Policy History:

Adopted on: 11-7-13

Revised on: 3-14-16

Syringa Mountain School

NON-INSTRUCTIONAL OPERATIONS

8520

Inspection of School Facilities

To ensure the safety and health of children and staff, Syringa Mountain 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 and to the administrator of the division of building safety for review.

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

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

Cross Reference: 9400 Safety Program

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

Policy History:

Adopted on: 11-7-13

Revised on: 3-14-16

Syringa Mountain School

NON-INSTRUCTIONAL OPERATIONS

8530

Property Damage

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

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

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

Privately-Owned Property

Syringa Mountain School shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or Syringa Mountain 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: 11-7-13

Revised on: 3-14-16

Syringa Mountain School

NON-INSTRUCTIONAL OPERATIONS

8600

Records Management

A fireproof vault 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 Administrative staff shall be the custodian of records under the supervision of the Directors.

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 Syringa Mountain School policy.

Legal Reference: Title 9, Chapter 3 Public Writings

Policy History:

Adopted on: 11-7-13

Revised on: 3-14-16

Syringa Mountain School

NON-INSTRUCTIONAL OPERATIONS

8605

Retention of Syringa Mountain 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 Syringa Mountain School records.

Method Of Destroying Official Records

Syringa Mountain 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.

Suspending of Destroying Official Records

Syringa Mountain School will immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention Schedule) for the following reasons:

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

The Directors and Board Clerk 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.) Syringa Mountain School shall notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties against Syringa Mountain School .

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

SYRINGA MOUNTAIN 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

RECORDS DESCRIPTION

RETENTION PERIOD

**ADMINISTRATION— ATTENDANCE-- ANNUAL
ATTENDANCE SUMMARIES BY BUILDING**

PM

SYRINGA MOUNTAIN 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
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RECORDS DESCRIPTION	RETENTION PERIOD
ADMINISTRATION—ATTENDANCE— Enrollment attendance data	3 yr
ADMINISTRATION—BALLOTS AND OATHS OF ELECTION— until canvassed and recorded in the minutes	Not less than 8 months following election
ADMINISTRATION— BALLOTS FOR BOND ELECTIONS	a. Not less than 60 days after bonds have been delivered to purchaser b. Not less than 8 months following bond election
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: Certified agendas or tape recordings of closed meetings	PM—Restricted Access
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

SYRINGA MOUNTAIN 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
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.
BOARD RECORDS -Series documents the official proceedings of the board meetings. Records may include agendas; minutes; meeting notices; items for board action; contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.	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
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

SYRINGA MOUNTAIN 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
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-ANNUAL OPERATING BUDGETS	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-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
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

SYRINGA MOUNTAIN 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
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RECORDS DESCRIPTION	RETENTION PERIOD
FISCAL-EXPENDITURE VOUCHERS —Travel, payroll, etc.	FE+3 yr
FISCAL-EXTERNAL REPORTS —Special purpose, i.e. federal financial reports, salary reports, etc.	FE+3 yr
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
FISCAL-FEDERAL FUNDING RECORDS —Title I; Chapter 2; Title VI-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+5 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

SYRINGA MOUNTAIN 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
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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
NEWS OR PRESS RELEASES	PM
PERSONNEL-ACCUMULATED LEAVE ADJUSTMENT REQUEST —Used to create and adjust employee leave balances	FE+3 yr
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	US+1 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

SYRINGA MOUNTAIN 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
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RECORDS DESCRIPTION

RETENTION PERIOD

PERSONNEL-CORRECTIVE ACTION —those actions which do not affect pay, status or tenure and are imposed to correct or improve job performance	AC+3 yr AC=Termination of corrective action. 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.
PERSONNEL -DISCIPLINARY ACTION DOCUMENTATION —those actions that affect pay or status. They include demotion, dismissal, etc.	AC+3 yr AC=termination of employment
PERSONNEL-EMPLOYEE STATEMENTS (Affidavits) —for insurance, personnel or other uses for which Administration has sought such statements	AC+3 yr AC=Termination of employment
PERSONNEL-EMPLOYEE BENEFITS —documents relating to selection of benefits other than insurance	US
PERSONNEL-EMPLOYEE COUNSELING RECORDS —Notes, etc. relating to job-specific counseling	AC+3 yr AC=Termination of counseling
PERSONNEL -EMPLOYEE DEDUCTION AUTHORIZATIONS —documents relating to all deductions of Pay	AC+3 yr AC=After termination of employee or after amendment, expiration or termination of authorization, whichever is sooner.
PERSONNEL-EMPLOYEE EARNINGS RECORDS	4 yr
PERSONNEL-EMPLOYEE INSURANCE RECORDS —Syringa Mountain School copy of selection records by employees of insurance offered by Syringa Mountain School .	US
PERSONNEL-EMPLOYEE RECOGNITION RECORDS —Awards, incentives, etc.	AC+3 yr AC=Termination of employment
PERSONNEL-EMPLOYMENT ANNOUNCEMENT	2 yr
PERSONNEL-EMPLOYMENT CONTRACTS	Original dates of hire +50 yr

SYRINGA MOUNTAIN 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
PERSONNEL -EMPLOYMENT ELIGIBILITY — Documentation or verification of Federal report form INS I-9	AC+4 yr A C = T e r m i n a t i o n o f employment, with a minimum of 4 years
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
PERSONNEL-FORMER EMPLOYEE VERIFICATION RECORDS —minimum information includes name, social security number, exact dates of employment and last known address	Original date of hire +50 yr
PERSONNEL-GRIEVANCE RECORDS —review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	AC+6 yr AC=final decision on the grievance
PERSONNEL -HIRING PROCESS—CRIMINAL HISTORY CHECKS —criminal history record information on job applications	AC+1 yr AC=After hiring decision made
PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION —any document detailing duties of positions on position-by-position basis	US+3 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 Syringa Mountain School from liability	PM
PERSONNEL-LICENSE AND DRIVING RECORD CHECK	US
PERSONNEL - OVERTIME AUTHORIZATION & SCHEDULE	2 yr
PERSONNEL -PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION	US
PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION ---used to adjust gross pay, FICA, retirement or compute taxes	3 yr
PERSONNEL-PERFORMANCE APPRAISAL	2 yr
PERSONNEL-PERSI ENROLLMENT FILE	6 yr from filing date

SYRINGA MOUNTAIN 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
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RECORDS DESCRIPTION	RETENTION PERIOD
PERSONNEL-PERSI RECORD OF HOURS WORKED —Irregular help, half-time or greater	Date of hire +50 yr
PERSONNEL-PERSI TERMINATION RECORD	6 yr
PERSONNEL -PERSONNEL INFORMATION —documents that officially change pay, titles, benefits, etc.	2 yr
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.	FE+3 yr
PERSONNEL-TIME CARD AND TIME SHEET	3 yr
PERSONNEL-TIME OFF AND/OR SICK LEAVE REQUEST	FE+3 yr
PERSONNEL -TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL —records documenting training, testing or continued education	AC+3 yr AC=Termination of employment
PERSONNEL-UNEMPLOYMENT CLAIM RECORD	3 yr
PERSONNEL-UNEMPLOYMENT COMPENSATION RECORDS	AC+3 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 Syringa Mountain School .	PM
PROCUREMENT-PURCHASING LOG —Log, etc. providing a record of purchase orders issued, orders received, etc.	FE+3 yr

SYRINGA MOUNTAIN 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
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
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+3 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	3 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+3 yr AC=Date of 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

SYRINGA MOUNTAIN 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
STUDENTS-EDUCATION RECORDS —Student's name, birth date, last address, dates of attendance, graduation date and grades earned	PM
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
WEBSITE/WEB PAGES —INTERNET/INTRANET—system development documentation for initial setup; subsequent changes and content of pages	PM

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

Legal References: I.C. § 33-701(8) Fiscal Year—Payment and accounting of funds
 I.C. § 33-407 Return of canvass of elections
 I.C. § 33-508 Duties of Clerk
 SDE Administrator's Handbook 1.43
 Federal Regulation
 Idaho Records Management Guide, November, 2004

Policy History:

Adopted on: 11-7-13

Revised on: 3-14-16

Syringa Mountain School

NON-INSTRUCTIONAL OPERATIONS

8610

Health Insurance Portability and Accountability Act

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

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

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

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

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

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

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

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

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

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

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

Legal Reference: Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, 42 U.S.C. 1320d-1320d-8; 45 CFR Parts 160 and 164.

Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000).

Policy History

Adopted on: 11-7-13

Revised on: 3-14-16

Syringa Mountain School

NON-INSTRUCTIONAL OPERATIONS

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 Syringa Mountain School and/or legal action by the copyright owner.

No Syringa Mountain 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 Syringa Mountain School will not be extended to employees who violate copyright laws.

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

Cross-Reference: 2150 Copyright

Policy History:

Adopted on: 11-7-13

Revised on: 3-14-16

Syringa Mountain School

NON-INSTRUCTIONAL OPERATIONS

8720

Board of Directors Use of Electronic Mail

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

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

Definitions

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

Legal Reference: I.C. § 9-337 Public Writings *et. seq.*

I.C. § 67-2341(2) Open Public Meetings – Definitions

Cowles Pub. Co. v. Kootenai Co. Bd. of County Commissioners 144 Idaho 259 (2007).

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