

## Garden Valley School District No. 71

### STUDENTS

3xxx

#### Closed Campus

The safety and security of students is a primary concern of the Garden Valley School District. To keep our students in a supervised, safe, and orderly environment, the Board establishes a “closed campus” at all Garden Valley Schools. Once students arrive at school, they remain on campus until the end of the school day, unless they have brought written authorization from their parent/guardian and received permission from school administration to leave campus during school hours. Please do not check out and come back during the same school day without a doctor’s note or special permission. Students who leave campus without such authorization shall be classified as truant and subject to disciplinary action.

#### Modified Closed Campus

Modified Closed Campus is a scheduled privilege available to high school juniors and seniors when determined by the administration. Modified Closed Campus is an incentive-based program aimed to encourage increased student achievement while offering a learning environment that provides student freedom with respect and responsibility. Students with Modified Closed Campus privileges may leave campus during lunch when they do not have a class or other academic obligations. If they do not meet the qualifications, they will not be allowed to leave campus during the lunch period. Students are expected to be present and on time for class and all academic obligations, and tardies will not be tolerated. Students are to conduct themselves as good citizens and comply with the student code of conduct when off-campus.

#### Application/Approval Process

A modified closed campus permission form must be submitted annually for juniors and seniors. Modified closed campus permission forms will be accepted at any time throughout the school year, although the general period for accepting applications will be the first month of the current school year.

The Principal shall establish a procedure for:

- the criteria and degree for revoking student privileges
- the method by which students are grade checked before release
- the process for revoking the privilege

## Garden Valley School District No. 71

### STUDENTS

3xxxP

#### Modified Closed Campus Procedures

##### A. Submitting the Form

1. Modified closed campus lunch participation. Poor attendance, grades, and incidences can lead to a student being ineligible to participate.
2. Modified closed campus permission forms are available at any Garden Valley school office. Modified closed campus permission forms will be accepted at any time throughout the school year, although the general period for accepting applications will be the first month of the current school year.
3. The parent/guardian and student complete the modified closed campus permission form and submit it to the front office.

##### B. Showing ID and Proof of Insurance

1. All students who have their signed form will be required to show a legal driver's license and proof of insurance to the front office at the same time as turning in the document.

##### C. Vehicle Permissions

1. For any students who are not driving their own vehicle, the school district requires written permission from the owner in addition to the Modified closed campus permission form.

##### D. Approval Process

1. Applicants will be considered based on their performance in school. Factors which may cause a Modified Closed Campus Permission Form to be denied include:
  - a. the student's current grade levels
  - b. the student's current attendance levels

- c. the student has been suspended or expelled, has committed a disciplinary violation for which he/she could be suspended or expelled,
- d. the student has a history of documented disciplinary infractions;
- e. it is determined that information on the Modified Closed Campus Permission Form has been misrepresented or incomplete

E. Revocation of privileges

- 1. The district reserves the right to deny an approved student the opportunity to leave campus during lunch because of unacceptable behavior in violation of school district policies

F. Student Rights and Responsibilities

- 1. Students must uphold acceptable grades, attendance, and behavior

Garden Valley School District No. 71

STUDENTS

3xxxF

**Modified Closed Campus Permission Form**

The undersigned parent/guardian hereby consents to allow the Garden Valley School District No. 71 to permit the above-named student to leave Garden Valley High School grounds as a privilege during the lunch period.

The undersigned parent/guardian acknowledges that the District will not be monitoring or otherwise supervising the student when the student leaves Garden Valley High School Grounds.

The undersigned parent/guardian understands if the student fails to return timely to Garden Valley High School that the student will be disciplined in accordance with district policies and procedures and may lose off-campus privileges.

The undersigned parent/guardian acknowledges that he or she is the parent/guardian of the student and has the authority to provide the above consent.

The District reserves the right, at any time, to refuse to allow students to leave Garden Valley High School grounds for off-campus privileges.

**Parent/Guardian Printed Name:**

---

**Parent/Guardian Signature:**

---

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

---

The undersigned student has read and understands policy 3xxx and procedure.

**High School Student Printed Name:**

---

**High School Student Signature:**

---

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Garden Valley School District No. 71**

### **PERSONNEL**

**5100**

#### Hiring Process and Criteria

The Board of Trustees has the legal responsibility of hiring all employees. The Board assigns to the Superintendent the process of recruiting staff personnel. The Superintendent may involve various administrative and teaching staff as may be needed in recruiting potential personnel. All personnel selected for employment must be recommended by the Superintendent or designee and approved by the Board. All personnel selected for employment must also go through the applicable screening process outlined in Idaho Code 33-1210.

To aid in obtaining quality staff members, the following factors will be considered, along with any other factors relevant to the position: qualifications, training, experience, personality, character and ability to relate well with students. Every effort will be exerted to maintain wide diversity in staff experience and educational preparation. However, the welfare of the children of the District will be a paramount consideration in the selection of teachers and administrators.

This policy shall be made available to any District employee or person seeking employment with the District.

#### Guidelines

1. There will be no discrimination in the hiring process. See Policy 5120.
2. Applicants for teaching positions shall provide evidence of meeting State requirements for regular certification and sign a statement authorizing current and past school district employers, including those outside the state of Idaho, to release to the District all information relating to job performance or job related conduct, and making available to the District copies of all documents in the applicant's previous personnel files, investigative, or other files. Such statement will also release the applicant's current and past employers from any liability for providing such information and documentation. Applicants who do not sign the statement/release shall not be considered for employment. The District will consider information received from current and past school district employers only for the purpose of evaluating applicants' qualifications for employment in the position for which they have applied and no one shall disclose such information to anyone, other than the applicant, who is not directly involved in the process of evaluating the applicants' qualifications for employment. Applicants may be employed on a non-contracted provisional basis as allowed by law. Applicants shall not be prevented from gaining employment if current or past out-of-state employers are prevented from or refuse to cooperate with the District's request. See Forms 5100F1 and 5100F2.
3. Candidates for high school and middle school positions should have a major or its equivalent in the specific teaching field(s). Elementary applicants should have a major or its equivalent in elementary education or in the special area of assignment(s). Applicants for specific teaching positions shall also meet the applicable State standards.
4. Applicants for all teaching positions should have a minimum over-all grade point average

of 2.5 (A-4, B-3, C-2, D-1). All candidates should have a grade point average of 2.75 in their respective major teaching field(s).

5. When considering coaching assignments in secondary schools, preference for hiring will be given to a qualified certificated professional employee in the school where the coaching vacancy exists. The Building Principal will be responsible for assuring that all qualified and interested applicants within the building have been given consideration. Giving such individuals consideration does not mean that such an individual will necessarily be retained for a coaching position or that another individual may receive the position who is not an employee of the building in question.
6. As required in Idaho Code 65-505, the District will observe preference for veterans and disabled veterans when considering hiring employees to fill vacancies, selecting new employees or implementing a reduction in force.
7. As required in Idaho Code 33-130 and 33-512(15), the District will conduct a criminal history check for applicable positions. See Policy 5110.
8. Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

The employment of any certified staff member is not official until the contract is approved by the Board and signed by both the Board Chair and the applicant.

To assist administrators in compliance with the above policy for the hiring of professional staff, the following guidelines shall be utilized:

#### Notice of Vacancies

Vacancies will be posted after the Superintendent receives the staff member resignation. The Board will officially approve the resignation at the next regular board meeting and may also approve the hiring of the replacement at that meeting. The Superintendent will not post vacancies until the board has enacted a termination, or if a new position is created within the District. The Superintendent shall develop procedures for the posting of available positions within the District. The Superintendent will notify the Board as soon as possible when a resignation occurs.

The Superintendent's Office will post notice of any vacancy within the District. **The notice shall be posted for a minimum five (5) school days within the District for current qualified employees to apply for the position.**

**Upon the conclusion of the five (5) school day period, the appropriate administrator will review all requests to apply for the open position.** The administrator will have the responsibility to interview all final applicants who meet the qualifications needed for the position, and may or may not make recommendation for such applicants after review. All in-district applicant will be obliged an informal interview. The superintendent/ principal will make the final decision on the request for transfer.

1. Job Vacancy Notices: Any notice from Garden Valley School District No. 71 will contain the following information:

A. Position available and job description.



- B. Requirements for completed application, as applicable for position, include but are not limited to: 1) a completed District application form; 2) official transcripts of all university or college credits; 3) a placement center file; 4) a personal resume; 5) verification or eligibility of Idaho certification; and 6) a signed statement/release for current and past school district employers.
  - C. Timeline for receiving application.
  - D. Process notification of how applications will be handled.
2. Application Procedures: It will be the responsibility of any applicant to provide the information listed in B above.
- A. Such information must be received prior to the cutoff date for receiving applications as specified in the vacancy notice.
  - B. It will be at the discretion of the Superintendent, the appropriate administrator, and the building administrator to determine whether such deadlines should be extended to accommodate individuals where placement center files, transcripts, or other materials are not yet received by the District for consideration. Such time extension will be restricted to a reasonable time frame.
  - C. In addition to the certification information provided by the applicant, the District will also request from the Office of the Superintendent of Public Instruction verification of certification status, any past or pending violations of the professional code of ethics, any detail as to any prior or pending conditions placed upon a certificate holder's certificate, any prior or pending revocation, suspension, or the existence of any prior letters of reprimand and information relating to job performance.
  - D. Within three business days of receipt of the statement releasing information from prior school district employers, as required by I. C. 33-1210, such statement shall be sent to the prior employers with a request for release of information and documentation to be provided as required by that section.

Because responses to such requests may take up to 20 days, or possibly more for out-of-state school district employers, information received pursuant to such request may be reviewed prior to or after interviews have been concluded, at the discretion of the District. Where possible, such information should be utilized as part of the screening process. However, due to considerations of time, such early review may not be possible, and such information received pursuant to this process may be reviewed or utilized up to any time prior to offering employment to an applicant.

- E. Upon receipt of the completed applications, those applications will be placed in a file for review and consideration at the District Office.



### Preliminary Screening

1. At either the time the job vacancy is published, or prior to the conclusion of the application period, the school administrator will provide notice to the appropriate administrator of the desired number of qualified individuals to be included in the "screening pool". The screening pool shall be defined as the number of individuals having completed applications that may be submitted to the building or program administrator for final screening.
2. Should the building or program administrator desire to have applicants prioritized, he or she shall make such known to the appropriate administrator who will provide the prioritized list of a number consistent with the pool.

### Screening

1. The building or program administrator may establish a committee to assist in the screening process.
2. The committee, upon receiving the written applications from the appropriate administrator, will review those applications for the purpose of:
  - A. Determine those most suited to the position.
  - B. Make personal telephone contact with one or more references submitted by the applicant.
  - C. Contact individuals who might know the candidate, but were not listed as references, if needed.
  - D. Invite the top candidates to be interviewed for the position.
3. The committee will establish the procedures at the building or program level for interviewing the successful applicants.
4. For those applicants who have no prior public school work experience or whose out-of-state former employers will not release documentation requested pursuant to I.C. § 33-1210, the screening committee or administrator may engage in whatever background checks it deems appropriate, but at a minimum shall verify all prior work experience and educational achievement listed by the applicant as the committee or administrator deems appropriate, preferably by contacting the prior employers and/or educational institutions listed by the applicant, and shall communicate with every person listed as a reference by the applicant.
5. Upon determining the qualified applicant, the building administrator will submit to the Superintendent the written recommendation for the applicant to be offered a contract.

### Acceptance Procedure

Once the Committee or administrator has selected the final candidate, the name will be provided to the Superintendent who will review the applicant's credentials with the building/program

administrator. If the Superintendent concurs with the recommendation, the Superintendent will:

1. Authorize a statement of intention to employ, pending Board approval, to be made to the candidate.
2. If, at the time the statement of intention to employ is made, the District has not yet received documentation requested pursuant to I.C. 33-1210(3), the District may provisionally employ such applicant on a non-contracted basis for up to 30 days after receipt of the documentation. Within that thirty day time period, the Board may issue a written statement to the applicant identifying why a standard contract will not be issued and specifying which information justifies such decision. The Board may not identify any reason for non-issuance of a standard contract not based on the documentation received. If, within 30 days from the receipt of the information requested pursuant to I.C. 33-1210(3) no contract is issued or the written statement of non-employment is not provided to the applicant, the employee will be deemed to be employed pursuant to a Category A contract. During this provisional employment, the applicant shall be provided the same compensation and benefits as if the employee had been employed on a standard certificated contract.
3. Upon receiving verbal or written statement on intention to acceptance employment, pending Board approval, by the candidate, the Superintendent will prepare the necessary papers for recommendation to the Board of Trustees at the next regular or special Board meeting.
4. Submit to the Board of Trustees such recommendation.

#### Board Action

The Board of Trustees of Garden Valley School District No. 71 will:

1. Have placed before it all candidate names for the contract; and
2. Discuss hiring and in situations wherein the individual qualifications of the applicant are discussed go into executive session pursuant to law; and
3. Vote relating to approval or disapproval of the candidates. If members of the Board personally have knowledge not available to the building administrator and the screening committee the Board will not take action until all concerns have been reviewed by the building/program administrator.

#### Approval

Upon approval by the Board of Trustees, a contract, in a form approved by the State Superintendent of Public Instruction, will be sent or given to the applicant pursuant to the requirements set out in I.C. 33-513. The applicant must sign the contract and return it within ten (10) days from the date the contract is delivered to them. Should the person willfully refuse to acknowledge receipt of the contract or the contract is not signed and returned to the board in the

designated period of time, the Board may declare the position vacant. Should the candidate not be approved, or the person willfully refuses to acknowledge receipt of the contract or the contract is not signed and returned to the board the Superintendent will remand the situation to the building administrator and screening committee to provide the next applicant's name for consideration.

Any person on provisional employment pursuant to I.C. 33-1210(7) shall be subject to the same time limits and provisions for return of a signed contract when and if such contract shall be provided to them for signature.

### Certification

To qualify for employment, each teacher or administrator must have and maintain during the entire school year, a valid Idaho teaching/administrative certificate on file in the District Office at the beginning of the school year. Salary will be withheld if the certificate is not on file by September 10 of the given year, unless other arrangements with the District Office have been previously made. If at any time the teacher/administrator's certification lapses, is revoked, or suspended, the certificated employee may be subjected to action declaring a contract violation and possible action to terminate the employment of the individual with the District.

### Cross Reference:

5110	Fingerprinting and Criminal Background Investigations
5120	Equal Employment Opportunity and Non-Discrimination
5100F1, 5100F2, 5100F3	Hiring Process and Criteria Forms
5740PA1 – 2	Reduction in Force Procedures and Forms

### Legal Reference:

I.C. § 33-130	Criminal History Checks for School District Employees or Applicants for Certificates
I.C. § 33-512	Governance of schools
I.C. § 33-513	Professional personnel
I.C. § 33-1210	Information on Past Job Performance
I.C. § 65-505	Officials to Observe Preference
I.C. § 74-206	Executive Sessions—When Authorized

### Policy History:

Adopted on: 02-13-2012  
Reviewed: 7/9/2011; 3/10/2020  
Revised on: 7-9-2019;  
4/14/2020  
Approved: 09-13-2019