

Table of Contents

08.02.02 - RULES GOVERNING UNIFORMITY

001. CERTIFICATION STANDARDS ADOPTED.	3
002. -- 009. (RESERVED).	3
010. ACCREDITED INSTITUTION.	3
011. -- 019. (RESERVED).	3
020. CERTIFICATION OF TEACHERS TRAINED IN FOREIGN INSTITUTIONS. ..	3
021. -- 029. (RESERVED).	3
030. CERTIFICATES ISSUED TO APPLICANTS FROM REGIONALLY ACCREDITED INSTITUTIONS.	3
031. -- 039. (RESERVED).	3
040. MISASSIGNMENTS - GRANDFATHERING.	3
041. -- 049. (RESERVED).	4
050. ENDORSEMENT OF OUT-OF-STATE CERTIFICATES.	4
051. -- 059. (RESERVED).	4
060. APPLICATION PROCEDURES.	4
061. -- 069. (RESERVED).	5
070. IDAHO EDUCATOR CREDENTIAL.	5
071. -- 079. (RESERVED).	9
080. ALTERNATE CERTIFICATION.	9
081. -- 089. (RESERVED).	9
090. INTERSTATE CERTIFICATION COMPACT.	9
091. -- 099. (RESERVED).	9
100. OFFICIAL VEHICLE FOR APPROVING EXISTING TEACHER EDUCATION PROGRAMS.	9
101. -- 109. (RESERVED).	10
110. PERSONNEL STANDARDS.	10
111. -- 119. (RESERVED).	10
120. LOCAL DISTRICT EVALUATION POLICY.	11
121. -- 129. (RESERVED).	12
130. SCHOOL FACILITIES.	12
131. -- 139. (RESERVED).	12
140. ACCREDITATION.	12
141. -- 149. (RESERVED).	12
150. TRANSPORTATION.	12
151. -- 159. (RESERVED).	13
160. MAINTENANCE STANDARDS AND INSPECTIONS.	13
161. -- 169. (RESERVED).	13
170. SCHOOL BUS DRIVERS AND VEHICLE OPERATION.	13
171. -- 179. (RESERVED).	14
180. WRITTEN POLICY.	14
181. -- 189. (RESERVED).	14
190. PROGRAM OPERATIONS.	14

191. -- 199. (RESERVED). 15
200. CAPITAL INVESTMENT. 15
201. -- 209. (RESERVED). 17
210. COMMERCIAL COMPUTERIZED ROUTING AND SCHEDULING. 17
211. -- 219. (RESERVED). 17
220. RELEASE TIME PROGRAM FOR ELEMENTARY AND SECONDARY
SCHOOLS. 17
221. -- 229. (RESERVED). 18
230. DRIVER EDUCATION. 18
231. -- 239. (RESERVED). 18
240. JUVENILE DETENTION CENTERS. 18
241. -- 999. (RESERVED). 19

**IDAPA 08
TITLE 02
Chapter 02**

08.02.02 - RULES GOVERNING UNIFORMITY

001. CERTIFICATION STANDARDS ADOPTED.

The State Board of Education adopts and incorporates into its rules the Idaho Department of Education Professional School Personnel Certification Standards Manual revised on October 17, 1996. (4-1-97)

002. -- 009. (RESERVED).

010. ACCREDITED INSTITUTION.

For purposes of teacher certification, an accredited school, college, university, or other teacher training institution is considered by the Idaho State Board of Education to be one that is accredited by a regional accrediting association recognized by the State Board of Education or an alternative model approved by the State Board of Education. (Sections 33-107; 33-114; 33-1203, Idaho Code) (4-1-97)

011. -- 019. (RESERVED).

020. CERTIFICATION OF TEACHERS TRAINED IN FOREIGN INSTITUTIONS.

Considering credentials for teacher certification submitted by persons trained in the institutions of foreign countries will be initiated by a translation and evaluation of the applicant's credentials. (4-1-97)

01. Determination of Eligibility. Determination of eligibility for certification will be made by the certification office as the agent of the State Board of Education. Appeals may be made to the Professional Standards Commission, (PSC). (Section 33-1209, Idaho Code) (4-1-97)

02. Other Procedures. All other procedures in effect at the time must be followed at the time of application. (4-1-97)

021. -- 029. (RESERVED).

030. CERTIFICATES ISSUED TO APPLICANTS FROM REGIONALLY ACCREDITED INSTITUTIONS.

01. The Department of Education. The department of education is authorized to issue Idaho Certificates to applicants from regionally accredited institutions meeting requirements for certification or equivalent (i.e., those based on a bachelor's degree) in other states when they substantially meet the requirements for the Idaho Certificate. The Teacher Certification Office will determine if an applicant's official transcripts meet the requirements. (Sections 33-1203; 33-2203 Idaho Code) (4-1-97)

02. The State Division of Vocational Education. The state division of vocational education is authorized to determine whether applicants meet the requirements for instructing or administering vocational-technical programs at the secondary and postsecondary levels. (Section 33-2203, Idaho Code) (4-1-97)

031. -- 039. (RESERVED).

040. MISASSIGNMENTS - GRANDFATHERING.

01. Certificate. A person employed by a school district in a position requiring a certificate must hold a valid certificate for the service being rendered or a waiver under this rule. For a person not holding a specific endorsement to provide educational services in a specific area, the employing district may request a waiver from the State Department of Education's, Certification Office to place the individual in that assignment for the school year. The request must include the rationale for the waiver. Criteria for approval of a waiver will include the following: (4-1-97)T

- a. The duties may comprise no more than one-half (1/2) of the teacher's full-time annual workload; (4-1-97)T
 - b. Teachers who are misassigned must have a minimum of six (6) semester hours of college credit in each subject area in which service is rendered; and (4-1-97)T
 - c. Teachers who are misassigned must comprise no more than five percent (5%) of the total number of the district's certificated, full-time teachers, or five (5) teachers, whichever is greater. (4-1-97)T
02. Approval of Waiver. The approval of the waiver will not affect accreditation. Funds will not be withheld for persons serving in a misassigned area. Any teacher who was authorized to teach under previous exceptions to rules of the State Board of Education, based upon service or experience before September 1978, will continue to be authorized to teach as authorized by previous rule IDAPA 08.02.03.180.06. (4-1-97)T

041. -- 049. (RESERVED).

050. ENDORSEMENT OF OUT-OF-STATE CERTIFICATES.

A certificate issued by another state with equivalent education and currently valid may be endorsed for use in Idaho for the period of its validity, not in excess of five (5) years, providing the certificate to be endorsed has been issued for the same field in which the holder will provide services in Idaho. No emergency certificate from another state may be endorsed. (Section 33-1201, Idaho Code) (4-1-97)

- 01. Prerequisites. The following conditions must be met to qualify for endorsement: (4-1-97)
 - a. The applicant must have attended a regionally accredited institution of higher education. (4-1-97)
 - b. An endorsed certificate will be valid only for the grade levels and subject area approved for the certificate in the state from which it was issued. (4-1-97)
 - c. A certificate will be endorsed for the period of time for which it is valid, but not to exceed five (5) years, at which time a person must qualify for an Idaho certificate or verify three (3) years of satisfactory employment in Idaho in the area of endorsement. After completing experience and renewal requirements, an Idaho certificate may be issued following application. (4-1-97)
- 02. Requirements. An endorsement requires the applicant to provide the following materials: (4-1-97)
 - a. The original or notarized copy of the original certificate to be endorsed; (4-1-97)
 - b. Official transcripts of record of all college work completed; (4-1-97)
 - c. A completed application for an Idaho certificate; (4-1-97)
 - d. Payment of fee sent with the application; (4-1-97)

051. -- 059. (RESERVED).

060. APPLICATION PROCEDURES.

- 01. Application for Idaho Certificate. To obtain, renew, or reinstate an Idaho certificate, the applicant will submit an application on a form supplied by the State Department of Education or the State Division of Vocational Education. Requirements are listed in the Idaho Certification Manual. (4-1-97)
- 02. State Board of Education Requirements for Professional Growth. (4-1-97)
 - a. Credits taken for recertification must be educationally related to the professional development of the applicant. (4-1-97)

b. Graduate or undergraduate credit will be accepted for recertification. Credit must be college transferable and completed through an accredited college or university. (4-1-97)

c. All requests for equivalent inservice training to apply toward recertification must be made through the Teacher Certification Office upon recommendation of the board of trustees consistent with the State Department of Education guidelines. Individuals holding Vocational Specialist Certificates must receive State Division of Vocational Education approval of inservice training and course work prior to applying for renewal. (4-1-97)

d. At least fifteen (15) hours of formal instruction must be given for each hour of inservice credit granted. (4-1-97)

e. Recertification credits may not be carried over from one (1) recertification period to the next. (4-1-97)

f. Certificated personnel teaching in subjects outside their major area of preparation will be encouraged to complete the courses required for major certification endorsement. (4-1-97)

03. State Board of Education Professional Development Requirements. (4-1-97)

a. Districts will have professional development plans. (4-1-97)

b. All certificated personnel will be required to complete at least six (6) semester hours or the equivalent within the five (5) year period of validity of the certificate being renewed. (4-1-97)

c. At least three (3) semester credits will be taken for university or college credit. Verification will be by official transcript. (4-1-97)

061. -- 069. (RESERVED).

070. IDAHO EDUCATOR CREDENTIAL.

The State Board of Education will authorize the Office of Teacher Certification to issue the following certificates and endorsements on the IDAHO EDUCATOR CREDENTIAL to those individuals meeting the specific requirements for each area. The requirements for each certificate and endorsement are outlined in the Professional School Personnel Certification Standards Manual. (Section 33-1201, Idaho Code) (4-1-97)

TEACHING CERTIFICATES
Standard Elementary, K-8
Standard Exceptional Child, K-12
Standard Secondary, 6-12
Occupational Specialist

ENDORSEMENTS, K-12
Art
English as a Second Language
Exceptional Child, Generalist
Exceptional Child, Hearing Impaired

ENDORSEMENTS, K-12
Exceptional Child, Multiple Handicapped
Exceptional Child, Physically Handicapped
Exceptional Child, Seriously Emotionally Disturbed
Exceptional Child, Severe Retardation
Exceptional Child, Visually Impaired
Foreign Language
Gifted and Talented
Media Generalist
Music
Physical Education
Reading

ENDORSEMENTS
Agriculture, Science and Technology
American Government
American Studies
Anthropology
Art
Art-Crafts
Basic Math
Biological Science
Business Education
Chemistry
Communication
Computer Applications
Consumer Economics
Drafting
Dramatics
Driver Education
Early Childhood Education
Early Childhood--Special Education
Earth Science
Economics

ENDORSEMENTS
Electricity-Electronics
English
Family and Consumer Sciences
Foreign Language
Geography
Health
History
Humanities
Journalism
Marketing Education
Music
Natural Science
Physical Education
Physical Education - Health
Philosophy
Physical Science
Physics
Political Science
Psychology
Reading
Social Studies
Sociology
Sociology-Anthropology
Speech
Speech-Drama
Standard Math
Technology Education
Work-Based Learning Coordinator

ADMINISTRATOR CERTIFICATE
Director of Special Education
School Principal, K-12
Superintendent

ADMINISTRATOR CERTIFICATE
Vocational-Technical Administrator

PUPIL PERSONNEL CERTIFICATE
Counselor, K-12
Consulting Teacher
School Nurse
School Psychologist
School Social Worker
Speech Language Pathologist
Standard Audiology
Supervisor/Coordinator of Special Education

LIMITED CERTIFICATES
Consultant Specialist
Interim Occupational
Letter of Authorization
Limited Occupational Specialist
Limited Transitional
Postsecondary Specialist
Teacher Trainee

01. Letters of Authorization. Letters of authorization allow Idaho school districts to request emergency certification when a professional position cannot be filled. A request for a Letter of Authorization for a teacher to serve in a position for which the teacher is not certificated will be sent to the State Department of Education, Certification Office. The request and supporting information will be reviewed by the Professional Standards Commission. The final recommendation of the Commission will be submitted to the State Board of Education by the Superintendent of Public Instruction. A detailed description of the procedure and policy for the above rule is found in the Teacher Certification Manual. (4-1-97)

02. Consultant Specialist. At the request of a school district, the State Department of Education may issue a consultant specialist certificate to highly and uniquely qualified persons. The use of the certificate is limited to the applicant's district and is valid for one (1) year. It is intended that use of the consultant specialist provision be exceptional and occasional and not used as a regular hiring practice. (4-1-97)

03. Certification Standards for Vocational-Technical Educators. Teachers of vocational-technical classes or programs in secondary or postsecondary schools must hold an endorsement in an appropriate occupational discipline. This endorsement may be held on a secondary teaching credential or on an Occupational Specialist Certificate. Detailed description of the procedure and policy for the above rule is found in the Teacher Certification

Manual. (4-1-97)

04. Postsecondary Specialist. A post-secondary specialist certificate will be granted to teaching faculty of Idaho public post-secondary institutions, who are not otherwise certificated, upon recommendation by the post-secondary institution (dean level or above) to be eligible to teach in the public schools. The certificate will be issued by the State Department of Education. It is intended that the certificate be used primarily for distance education and "virtual university" programs. (4-1-97)

05. Grandfathering. All credentials issued prior to July 1, 1997 and kept current are authorized for continued use. Current renewal requirements of the State Board of Education must be met for renewal of the credential. If a credential is allowed to lapse, all current requirements for initial certification apply. (4-1-97)

071. -- 079. (RESERVED).

080. ALTERNATE CERTIFICATION.

The purpose of this program is to provide an alternative for individuals to become certificated secondary teachers in Idaho without following a standard teacher education program. Qualified applicants will begin contracted teaching earlier and will be admitted to the program using criteria that are different from existing programs but more appropriate for the circumstances. A detailed description of the procedure and policy for the above rule is found in the Teacher Certification Manual. (4-1-97)

081. -- 089. (RESERVED).

090. INTERSTATE CERTIFICATION COMPACT.

Idaho participates in the Interstate Agreement of Qualification of Education Personnel. This agreement applies equally to teachers entering Idaho from another compact-member state and to teachers entering another compact-member state from Idaho. The compact applies to classroom teachers only. Trades and industries teachers are not covered by the agreement. (Section 33-4104, Idaho Code) (4-1-97)

091. -- 099. (RESERVED).

100. OFFICIAL VEHICLE FOR APPROVING EXISTING TEACHER EDUCATION PROGRAMS.

(Section 33-114, Idaho Code) (4-1-97)

01. The Official Vehicle for the Approval of Existing Teacher Education Programs. The official vehicle for the approval of existing teacher education programs will be the current edition of the National Association of State Directors of Teacher Education and Certification (NASDTEC) Standards for State Approval of Teacher Education, as revised, together with the Idaho Supplement to the NASDTEC Standards. The Office of Teacher Certification will transmit to the head of each Idaho college or department of education a copy of all revisions to the NASDTEC Standards or amendments by the State Board to the Idaho Supplement. Such revisions will not take effect on approval evaluations of the Idaho program until two (2) years after notification of such revision. The two (2) year deferral may be waived upon written request of the head of the college or department to be evaluated. (4-1-97)

02. Effective Date. The effective date for approval of NASDTEC programs will be July 1, following the State Board approval. Students with junior or senior standing and currently enrolled in the institution's program that has been denied approval will be eligible for certification in Idaho after successfully completing their program if this program is completed within two (2) years of the July effective date. All others enrolled in programs denied approval will be informed of the decision of the State Board of Education. (4-1-97)

03. Reference Availability. The NASDTEC Standards for State Approval of Teacher Education, as revised, and the Idaho Supplement to the NASDTEC Standards are incorporated herein by reference and are available for inspection in the State Department of Education, the State Law Library, and the Office of the Director of the Legislative Council. (4-1-97)

04. Continuing Accreditation. The State of Idaho will follow the National Council for Accreditation of Teacher Education (NCATE) model and continuing approval at the end of five (5) years following baseline approval. (4-1-97)

101. -- 109. (RESERVED).

110. PERSONNEL STANDARDS.

The State Board of Education supports the efforts made by the Idaho Legislature to lower class size. Significant progress has been made in grades one through three (1-3). The State Board of Education believes that class sizes in grades four through six (4-6) are too high. Districts are encouraged to lower all class sizes as funds become available. Each district will develop personnel policies and procedures to implement the educational program of the district. The policies and procedures will address representation in each of the following personnel areas, as appropriate to student enrollment and the needs of each attendance area. Districts should strive to achieve ratios consistent with state class size ratio goals.

INSTRUCTIONAL PERSONNEL

Teachers	State Goals
Kindergarten	20
Grades 1, 2, 3	20
Grades 4, 5, 6	26
Middle School/Jr. High	160 teacher load
High School	160 teacher load
Alternative School (7-12)	18 average daily class load

Schools are encouraged to explore technological options that provide for credible alternative delivery systems. Present and emerging information transmission technology may provide for greater teacher/pupil class size ratios.

Pupil Personnel	
(Certificated School Counselors, Social Workers, Psychologists)	400:1 * student/district average
Secondary Media Generalist and Assistants	500:1 * student/district average
Elementary Media Generalist or Assistants	500:1 * student/district average
Building Administrative Personnel	Not to exceed 500:1 * district average

* The stated pupil to personnel ratio is the goal; each school district will assign personnel as appropriate to student enrollment and the needs of each attendance area.

Classroom Assistants - State Goal: will be provided where the student/teacher ratio is deemed excessive by the district or where other student special needs exist (e.g., limited English proficiency or special education).

Classified Personnel - State Goal: will be employed in each building to support the needs of the staff, students, and community. (4-1-97)

111. -- 119. (RESERVED).

120. LOCAL DISTRICT EVALUATION POLICY.

Each school district board of trustees will develop policies in which criteria and procedures for the evaluation of certificated personnel are established. The process of developing criteria and procedures for certificated personnel evaluation will allow opportunities for input from those affected by the evaluation; i.e., trustees, administrators and teachers. The evaluation policy will be a matter of public record and communicated to the certificated personnel for whom it is written. (4-1-97)

01. Participants. Each district evaluation policy will include provisions for evaluating all certificated employees identified in Section 33-1001, Idaho Code, Subsection 13, and each school nurse and librarian (Section 33-515, Idaho Code). Policies for evaluating certificated employees should identify the differences, if any, in the conduct of evaluations for nonrenewable contract personnel and renewable contract personnel. (4-1-97)

02. Evaluation Policy - Content. Local school district policies will include, at a minimum, the following information: (4-1-97)

a. Purpose -- statements that identify the purpose or purposes for which the evaluation is being conducted; e.g., individual instructional improvement, personnel decisions. (4-1-97)

b. Evaluation criteria -- statements of the general criteria upon which certificated personnel will be evaluated. (4-1-97)

c. Evaluator -- identification of the individuals responsible for appraising or evaluating certificated personnel performance. The individuals assigned this responsibility should have received training in evaluation. (4-1-97)

d. Sources of data -- description of the sources of data used in conducting certificated personnel evaluations. For classroom teaching personnel, classroom observation should be included as one (1) source of data. (4-1-97)

e. Procedure -- description of the procedure used in the conduct of certificated personnel evaluations. (4-1-97)

f. Communication of results -- the method by which certificated personnel are informed of the results of evaluation. (4-1-97)

g. Personnel actions -- the action, if any, available to the school district as a result of the evaluation and the procedures for implementing these actions; e.g., job status change. Note: in the event the action taken as a result of evaluation is to not renew an individual's contract or to renew an individual's contract at a reduced rate, school districts should take proper steps to follow the procedures outlined in Sections 33-513 through 33-515, Idaho Code in order to assure the due process rights of all personnel. (4-1-97)

h. Appeal -- the procedure available to the individual for appeal or rebuttal when disagreement exists regarding the results of certificated personnel evaluations. (4-1-97)

i. Remediation -- the procedure available to provide remediation in those instances where remediation is determined to be an appropriate course of action. (4-1-97)

j. Monitoring and evaluation. -- A description of the method used to monitor and evaluate the district's personnel evaluation system. (4-1-97)

03. Evaluation Policy - Frequency of Evaluation. The evaluation policy should include a provision for evaluating all certificated personnel on a fair and consistent basis. At a minimum, the policy must provide standards for evaluating the following personnel: (4-1-97)

a. First-, second-, and third-year nonrenewable contract personnel will be evaluated at least once prior to the beginning of the second semester of the school year. (4-1-97)

- b. All renewable contract personnel will be evaluated at least once annually. (4-1-97)

04. Evaluation Policy - Personnel Records. Permanent records of each certificated personnel evaluation will be maintained in the employee's personnel file. All evaluation records will be kept confidential within the parameters identified in federal and state regulations regarding the right to privacy (Section 33-518, Idaho Code). (4-1-97)

121. -- 129. (RESERVED).

130. SCHOOL FACILITIES.

Each school facility consists of the site, buildings, equipment, services, and is a critical factor in carrying out educational programs. The focus of concern in each school facility is the provision of a variety of instructional activities and programs, with the health and safety of all persons essential. (4-1-97)

01. Buildings. All school buildings, including portable or temporary buildings, will be designed and built in conformance with current edition of the codes specified in the Uniform Building Code Advisory Act, Section 39-4109, Idaho Code, including but not limited to, the National Electrical Code, Uniform Plumbing Code, Life Safety Code, and Idaho General Safety and Health Standards. All school buildings, including portable or temporary buildings, will meet other more stringent requirements established in applicable local building codes. (4-1-97)

02. Inspection of Buildings. All school buildings, including portable or temporary buildings, will be inspected as provided in Section 39-4130, Idaho Code, for compliance with applicable codes. Following this inspection, the school district will, within ten (10) days, (1) correct any deficiencies specified in the inspection report or (2), if the corrective action involves structural modification, file a written plan with the inspecting agency for correction by the beginning of the following school year. (4-1-97)

131. -- 139. (RESERVED).

140. ACCREDITATION.

All public schools in Idaho will be state accredited. State Accreditation is voluntary for private and parochial schools. (Section 33- 119, Idaho Code) (4-1-97)

01. Methods of State Accreditation. State accreditation will consist of using one (1) of the four (4) options listed below: (4-1-97)

- a. Schools may use the Idaho Elementary/Secondary Accreditation Standards, dated October 17, 1996. (4-1-97)
- b. Schools may use the Northwest Accreditation Standards; (4-1-97)
- c. Schools may use the Idaho School Accreditation School Improvement Model; (4-1-97)
- d. Schools may submit an alternative model. (4-1-97)

02. Reporting. Accreditation models or reports will be submitted to the Elementary/Secondary Accreditation Committees, whose members are appointed by the State Board of Education. Each region of the state will be represented. The Committees will review the models and/or reports and make recommendations for action. Committee recommendations may be appealed to the State Board of Education. The requirements for thoroughness referenced in Section 33-1612, Idaho Code will be met with all options. (4-1-97)

141. -- 149. (RESERVED).

150. TRANSPORTATION.

National Standards Adopted. Effective April 1, 1997, all new school bus chassis and bodies must meet or exceed the 1995 revised edition of the National Minimum Standards for School Bus Construction, as developed by the Twelfth National Conference on School Transportation, May 21-26, 1995, which are hereby adopted by reference, except for the following modifications: (4-1-97)

01. Vehicle Identification. (4-1-97)

a. School district owned vehicles will be identified with black lettering (minimum four inches (4") high) on both sides of the school bus using the district name and number listed in the Idaho Educational Directory. (4-1-97)

b. Each bus will be separately identified with its own number in four (4) places using six inch (6") high black numbers. Contractor-owned buses registered under P.U.C.(Public Utilities Commission) regulations must meet P.U.C. identification standards. Contractor-owned buses not registered under P.U.C. regulations must meet the same identification standards as district-owned buses. (4-1-97)

151. -- 159. (RESERVED).

160. MAINTENANCE STANDARDS AND INSPECTIONS.

01. Safety. School buses will be maintained in a safe operating condition at all times. The following is a list of a few unsafe conditions: cracked or broken cross members or frame rails; any brake lines that are kinked or cracked; and any damaged body panel or bumper that is protruding from the bus to the extent that it could injure someone walking into it. Certain equipment or parts of a school bus which are critical to its safe operation must be maintained at prescribed standards. When routine maintenance checks reveal the condition of any items listed in Subsections 160.01.a. through 160.01.d., the school district will eliminate the deficiency before returning the vehicle to service. (4-1-97)

a. Front tires - less than four thirty-seconds inch (4/32") tread. (4-1-97)

b. Rear tires - less than two thirty-seconds inch (2/32") tread. (4-1-97)

c. Brake drums - no greater than the maximum stamped on the drum. (4-1-97)

d. Brake linings - less than two thirty-seconds inch (2/32"). (4-1-97)

02. Annual Inspection. After completion of the annual school bus inspection, and if the school bus is approved for operation, an annual inspection sticker will be signed by the district superintendent and placed in the lower, right- hand corner of the right side front windshield. (Section 33-1506, Idaho Code) (4-1-97)

03. Documentation of Inspection. All inspections will be documented in writing. Annual inspections must be documented in writing on the form provided by the State Department of Education. (4-1-97)

04. Unsafe Vehicle. When a bus has been removed from service during a State Department of Education inspection due to an unsafe condition, the district will notify the State Department of Education on the appropriate form before the bus can be returned to service. When a bus has been found to have deficiencies that are not life-threatening, it will be repaired within thirty (30) days and the State Department of Education notified on the appropriate form. If the deficiencies cannot be repaired within thirty (30) days, the bus must be removed from service until the deficiencies have been corrected or an extension granted. (4-1-97)

161. -- 169. (RESERVED).

170. SCHOOL BUS DRIVERS AND VEHICLE OPERATION.

(Section 33-1509; 33-1511, Idaho Code) (4-1-97)

01. Driver Training. (4-1-97)

a. All new drivers will complete the Idaho School Bus Driver Training Curriculum, dated October 17, 1996, or a comparable, prior-approved training program, have ten (10) hours observation and behind-the-wheel training, and pass all knowledge and skill tests contained in the Idaho School Bus Driver Training Curriculum with a minimum score of eighty percent (80%) before being allowed to drive a school bus loaded with students. (4-1-97)

b. All experienced drivers will complete at least six (6) hours refresher driver training each year before school begins in the fall. In addition, four (4) hours will be held at intervals during the school year. (4-1-97)

02. Vehicle Operation. All school districts and school bus drivers must meet the operations and performance requirements as contained in the Idaho School Bus Driver Training Curriculum. (4-1-97)

171. -- 179. (RESERVED).

180. WRITTEN POLICY.

The board of trustees will establish and adopt a set of written policies governing the pupil transportation system. (4-1-97)

181. -- 189. (RESERVED).

190. PROGRAM OPERATIONS.

The State Board of Education has adopted rules that set forth the fiscal reporting requirements and define allowable transportation costs for all school districts that operate a school transportation system. (Section 33-1006, Idaho Code) (4-1-97)

01. Program Operation Costs. Each school district that operates a school transportation system will maintain accurate records of operations and costs on uniform record-keeping forms provided by the Department of Education. Information will be made available to the Department of Education for audit purposes upon request. Information will be compiled and retained for a minimum of four (4) years, including the current fiscal year, in the following areas: (4-1-97)

02. Administrative Costs. (4-1-97)

a. The school district administrative reimbursement will be seven and one half percent (7.5%) of all reimbursable costs for transporting pupils except administration costs, depreciation, and contracted services, as reported to the State Department of Education on the Annual Pupil Transportation Claim for Reimbursement (Schedule B); or (4-1-97)

b. Actual administrative costs, operation of plant, maintenance of plant and fixed costs which are directly related, charged and reported as transportation costs to the State Department of Education on the Annual Pupil Transportation Claim for Reimbursement (Schedule A). (4-1-97)

03. Field Trips and Activity Busing. If the local board of trustees authorizes the use of school buses to transport students to and from school-sponsored activities, the local board will use school buses that are in safe mechanical condition. (4-1-97)

a. Field trips will be reimbursable when they are approved school activities that are an integral part of the total education program, occur during the regular school year and extend not more than one hundred (100) miles beyond the boundaries of the state. The district will maintain accurate records of all field trips including the purpose of the trip and mileage. (4-1-97)

b. The following activities which are under the jurisdiction and sponsorship of the Idaho High School Activities Association will not be reimbursable: baseball, basketball, cross-country, debate, drama, drill team, football, golf, instrumental music, speech, tennis, track, vocal music, volleyball, and wrestling. In addition to these, any other school activity that is scheduled and held for competition purposes is not reimbursable. (4-1-97)

c. The costs of transporting athletes or students to and from extracurricular activities are not reimbursable. (4-1-97)

d. Districts will be permitted flexibility in scheduling bus routes; however, activity busing that results in duplicating service to an area is not reimbursable. (4-1-97)

e. The district will maintain accurate records of all trips, including the purposes of the trip and mileage. (4-1-97)

04. Safety Busing. State Department of Education transportation personnel will conduct an on-site review of each school district's initial application. Each applying district will be required to reapply annually and confirm that conditions are unchanged. In order to qualify for reimbursement the local school board will, by official action, approve a safety busing request and cause the students in question to be transported before either the initial or the reapplication request is sent to the state. Consideration for reimbursement will also be contingent on the application being received by the State Department of Education Transportation Section on or before October 31. If unusual circumstances occur after the due date, new applications or amendments to previously submitted applications may be filed. (4-1-97)

05. Contract for Transportation Services. Any district that contracts for pupil transportation services will have a copy of its current contract on file with the Supervisor of Pupil Transportation in the Department of Education. (Section 33-1510, Idaho Code) (4-1-97)

06. Leasing District-Owned Buses. School districts will develop and use a policy approved by the local board of trustees delineating responsibility and use of rental or leased buses. Any costs to the district will not be reimbursable under the transportation formula. Districts will maintain liability insurance coverage on rented or leased buses. (Section 33-1512, Idaho Code) (4-1-97)

07. Ineligible Vehicles. Costs incurred when transporting pupils in any vehicle that does not meet all state and national standards for a school bus will not be reimbursable within the Foundation Transportation Program. (4-1-97)

08. Liability Insurance. Every policy, contract of insurance, or comprehensive liability plan for each local school district-owned or each contract-owned school bus will provide that the insurance carrier pay on behalf of the insured local school district or contractor to a limit of no less than five hundred thousand dollars (\$500,000) per person limited to three million dollars (\$3,000,000) for bodily injury, death, or property damage or loss as the result of any one (1) occurrence or accident, regardless of the number of persons injured or the number of claimants. (Section 33-1507, Idaho Code) (4-1-97)

09. Non-Public School Students. The cost of transporting non-public school students must be deducted when submitting the transportation reimbursement claim. Each school district must recover the additional cost of transporting non-public school students, and in no event may that cost be determined to be zero. (Section 33-1501, Idaho Code) (4-1-97)

191. -- 199. (RESERVED).

200. CAPITAL INVESTMENT.

Purchase of school buses and two (2)-way radios will be the only capital investment items allowed in the reimbursement program. (4-1-97)

01. Depreciation. The purchase date for purposes of depreciation is determined to be July 1 of the state fiscal year in which the bus is delivered. Buses will be placed on a depreciation schedule after they have been inspected by personnel from the State Department of Education. When a bus is sold prior to June 30 it will be removed from the bus depreciation schedule and no further depreciation will be allowed the district. (Section 33-1006, Idaho Code) (4-1-97)

02. Depreciation Ineligibility. Any used school bus purchased by a district will not be eligible for depreciation if the bus is over five (5) years old, (using the chassis manufacturer's date). (4-1-97)

03. Standards. In order to be eligible for operation costs a school bus must meet all national standards and State Board of Education standards. Further, the bus will be assigned and used daily to and from school routes a majority of the time. (4-1-97)

04. Retrofit Standards. Any vehicle that has been retrofitted to be used as a school bus will meet current

construction standards. (4-1-97)

05. Size Categories. All school buses will be categorized by size as follows: eighty-five (85) students and up, seventy-three to eighty-four (73-84) students, fifty-nine to seventy-two (59-72) students, forty-seven to fifty-eight (47-58) students, thirty-five to forty-six (35-46) students, twenty to thirty-four (20-34) students, and one to nineteen (1-19) students. (4-1-97)

06. Life Expectancy. For depreciation purposes, all school buses will be categorized according to their life expectancy as follows: ten (10)-year depreciation, twelve (12)-year depreciation, and fifteen (15)-year depreciation. Using construction data supplied by the manufacturers, the Department of Education will compile a list of buses each year that would fall into each of the three depreciation categories. New lift-equipped buses will be categorized for purchase and depreciation purposes as if they had full seating capacity. The cost of the lift will not be included when calculating average price of buses in each category; however, the cost of the lift will be included in the total cost for depreciation purposes. Beginning with buses purchased after July 1, 1992, the previous year average cost will be calculated for both gas- and diesel-powered buses according to size and life expectancy. Buses will then be placed on the depreciation schedule with the cost of buses reimbursed up to one hundred ten percent (110%) of the category average for the previous year. (4-1-97)

a. Ten (10)-year Depreciation. The school bus depreciation schedule, within the allowable costs of the Foundation Transportation Program, for school buses with life expectancy of ten (10) years, that were purchased subsequent to July 1, 1992, will be determined by using a declining balance method for calculating depreciation (declining balance schedule to include a percentage rate of twenty percent (20%) per year for useful life expectancy of ten (10) years). (Section 33-1006, Idaho Code) (4-1-97)

b. Twelve (12)-year Depreciation. The school bus depreciation schedule within the allowable costs of the Foundation Transportation Program, for school buses with life expectancy of twelve (12) years, that were purchased subsequent to July 1, 1992, will be determined by using a declining balance method of calculating depreciation (declining balance schedule to include a percentage rate of sixteen and sixty-seven hundredths percent (16.67%) per year for useful life expectancy of twelve (12) years). (Section 33-1006, Idaho Code) (4-1-97)

c. Fifteen (15)-year Depreciation. The school bus depreciation schedule within the allowable costs of the Foundation Transportation Program, for school buses with life expectancy of fifteen (15) years that were purchased subsequent to July 1, 1992, will be determined by using a declining balance method of calculating depreciation (declining balance schedule to include a percentage rate of thirteen and thirty-three hundredths percent (13.33%) per year for useful life expectancy of fifteen (15) years). (Section 33-1006, Idaho Code) (4-1-97)

07. Purchase Price. The purchase price of each bus will include the total chassis, body, special equipment, freight costs, and any other costs directly related to acquiring the bus. (4-1-97)

08. Transportation Costs. Reimbursable costs for transporting school buses from the body factory to the home school district will be the actual transporting costs and will be calculated as follows: (4-1-97)

a. Maximum costs will not exceed those costs the school bus body vendor would charge to deliver the bus to the home school district. (4-1-97)

b. Actual costs will be reimbursed for meals and lodging for one (1) person per bus on the trip to and from the body factory. Airfare or other travel costs to the factory location will be reimbursed for only one (1) person per bus delivered. (4-1-97)

c. At the beginning of each fiscal year the State Department of Education will obtain the body vendor's cost of delivering the bus to the home district. (4-1-97)

09. Nonreimbursable Costs. No finance charges, leases, rent, or interest will be included in the purchase price. These are not reimbursable costs on the depreciation schedule. (4-1-97)

10. Inoperable Bus. Any school bus that is wrecked, sold, inoperable, or for any other reason does not or cannot meet all standards will be removed from the depreciation schedule. (4-1-97)

11. Lowest Bid Quotation. The purchase amount of the school bus that will be placed on the state depreciation schedule will be the lowest bid quotation received from dealers who meet specifications as established by the local school district. Districts will provide verification of bid prices. (4-1-97)

12. Depreciation Account. All school bus depreciation money received by school districts from the state will be placed into a separate account and used only for the purchase of school buses. (4-1-97)

201. -- 209. (RESERVED).

210. COMMERCIAL COMPUTERIZED ROUTING AND SCHEDULING.

Costs for commercial computerized routing and scheduling will be permitted within the allowable administrative costs when computing the Foundation Transportation Program (effective with the beginning of the 1977-78 school year) as subject to approval of the State Superintendent of Public Instruction. Specific requests by districts must be submitted in detail and approved prior to July 1 of the school year in which the service is to be provided. Consideration will be on a district-by-district basis. (4-1-97)

211. -- 219. (RESERVED).

220. RELEASE TIME PROGRAM FOR ELEMENTARY AND SECONDARY SCHOOLS.

In the view of the State Board of Education, public elementary and secondary school programs that permit the practice of releasing students from school for the purpose of attending classes in religious education or for other purposes should observe certain practices that are in keeping with the present state of the law. These practices are designed to ensure that the public school operation is not adversely affected and that public funds and property are not used for sectarian religious instruction in a way which violates the United States Constitution, the Idaho State Constitution, or state law. These practices should include the following: (Section 33-519, Idaho Code) (4-1-97)

01. Scheduling. The local school board will have reasonable discretion over the scheduling and timing of the release program. Release time programs may not interfere with the scheduling of classes, activities and programs of the public schools. (4-1-97)

02. Voluntary Decision. The decision of a school district to permit release time programs for kindergarten through grade eight (K-8), as well as the decision of individual students to participate, must be purely voluntary. (4-1-97)

03. Time Limit. Release time will be scheduled upon the application of a parent or guardian of a student in grades nine through twelve (9-12), not to exceed five (5) periods per week or one hundred sixty-five (165) hours during any one (1) academic school year. (4-1-97)

04. Location. Release time programs will be conducted away from public school buildings and public school property. (4-1-97)

05. Request by Parent. No student will be permitted to leave the school grounds during the school day to attend release time programs except upon written request from a parent or guardian filed with the school principal. Such written request by the parent will become a part of the student's permanent record. (4-1-97)

06. Record Maintenance. The public school will not be responsible for maintaining attendance records for a student who, upon written request of a parent or guardian, is given permission to leave the school grounds to attend a release time program. The school district will maintain a record of each student's daily schedule that indicates when a student is released for classes in religious education or for other purposes. (4-1-97)

07. Liability. The school district is responsible for ensuring that no public school property, public funds or other public resources are used in any way to operate these programs. The school district is not liable for any injury, act or event occurring while the student participates in such programs. (4-1-97)

08. Course Credit. No credit will be awarded by the school or district for satisfactory completion by a student of a course or courses in release time for religious instruction. Credit may be granted for other purposes, at the

discretion of the local school board. (4-1-97)

09. Separation from Public Schools. Public schools will not include schedules of classes for release time programs in school catalogs, registration forms or any other regularly printed public school material. Registration for release time programs must occur off school premises, and must be done on forms and supplies furnished by the group or institution offering the program. Teachers of release time programs are not to be considered members of any public school faculty and should not be asked to participate as faculty members in any school functions or to assume responsibilities for operation of any part of the public school program. (4-1-97)

10. Transportation Liability. Public schools and school districts will not be liable or responsible for the health, safety and welfare of students while they are being transported to and from or participating in release time programs. (4-1-97)

221. -- 229. (RESERVED).

230. DRIVER EDUCATION.

All driver education courses offered in Idaho public schools and commercial schools must be conducted in compliance with all the requirements in the Idaho Driver Education Administrative Manual dated October 17, 1996 and published by the State Department of Education and approved by the State Board of Education. (4-1-97)

231. -- 239. (RESERVED).

240. JUVENILE DETENTION CENTERS.

01. Definition of Terms. (4-1-97)

a. Juvenile Detention Centers: Facilities that provide for the temporary care of children, as defined in the Juvenile Justice Reform Corrections Act, who require secure custody, for their own or the community's protection, in physically restricting facilities pending court disposition or subsequent to court disposition. (Section 33-2009, Idaho Code) (4-1-97)

b. Juvenile Offender: A person, as defined in the Juvenile Justice Reform Act, who has been petitioned or adjudicated for a delinquent act that would constitute a felony or misdemeanor if committed by an adult. (4-1-97)

02. Instructional Program. Every public school district in the state within which is located a public or private detention facility housing juvenile offenders pursuant to court order will provide an instructional program. The instructional program will: (4-1-97)

a. Provide course work that meets the minimum requirements of Idaho State Board of Education Rules. (4-1-97)

b. Provide instruction in the core of instruction. (4-1-97)

c. Include the following components, where appropriate: self-concept improvement, social adjustment, physical fitness/personal health, vocational/occupational, adult living skills, and counseling. (4-1-97)

d. Provide instruction and guidance that may lead to a high school diploma. School districts will accept such instruction for purposes of issuing credit when the detention center certifies to the school that the appropriate work is completed. (4-1-97)

e. Be directed by an instructor who holds an appropriate, valid certificate. (4-1-97)

f. Be provided to each student not later than two (2) school days after admission and continue until the student is released from the detention center. (4-1-97)

g. Be provided to students who have attained "school age" as defined in Idaho Code 33-201. (4-1-97)

- h. Be provided for a minimum of four (4) hours during each school day. (4-1-97)
- i. Be based on the needs and abilities of each student. The resident school district will provide pertinent status information as requested by the Juvenile Detention Center. (4-1-97)
- j. Be coordinated with the instructional program at the school the student attends, where appropriate. (4-1-97)
- k. Be provided in a facility that is adequate for instruction and study. (4-1-97)
- 03. State Funding of Instructional Programs at Juvenile Detention Centers. (4-1-97)
 - a. Every student housed in a juvenile detention center pursuant to court order and participating in an instructional program provided by a public school district will be counted as an exceptional child by the district for purposes of state reimbursement. (4-1-97)
 - b. Public school districts that educate pupils placed by Idaho court order in juvenile detention centers will be eligible for an allowance equivalent to the previous year's certified local annual tuition rate per pupil. The district allowance will be in addition to support unit funding and included in the district apportionment payment. (4-1-97)
 - c. To qualify for state funding of instructional programs at Juvenile Detention Centers, school districts must apply for such funding on forms provided by the State Department of Education. Applications are subject to the review and approval of the State Superintendent of Public Instruction. School districts will submit attendance and enrollment reports as required by the State Superintendent of Public Instruction. Juvenile Detention Centers will submit reports to the local school district as required. (4-1-97)

241. -- 999. (RESERVED).