



Idaho School Boards Association, Inc.

"Board Member Leadership for Excellence in Idaho Public Education"

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This set of policies may not encompass every detail that needs to be examined as schools create their re-opening plan. However, the following offers a broad list of general categories that will likely be affected.

Board Policies Dealing with the School Board:

School Board Powers and Duties: It is suggested that to amend your policy to encompass a catch-all type of power for situations of emergency/pandemic/closure/soft-closure. This should include the ability to immediately override any of your policies, regardless of any other policy you have regarding adoption and/or amendment of existing policy. The Board and Administration will need some latitude.

Governance Rights: Consider outlining the Board's ability to take any necessary actions to carry out the missions of the district/school in situations of emergency. This could include a limited temporary delegation, requiring subsequent board approval, in critically emergent situations.

Board's Annual Goals & Objectives: Your School Board should encompass the COVID-19 perspective as it begins creating its annual goals and objectives for the year. Include considerations for closure and/or soft closure that may impact upon the Continuous Improvement Plan's goals.

Policies that Govern Instruction:

Curriculum Development & Assessment: In situations where your school buildings may be closed and you switch to an online learning system, the policy should grant latitude and flexibility while complying with guidance from the State Board & State Department of Education.

Lesson Planning: To prepare for an adjustment in your learning environment, you should also ensure your lesson planning policies align with the your plan to move in and out of in-person instruction when applicable.

Copyright Issues: Consider arranging professional development for staff focused on district/school copyright policies, particularly for those who will continue teaching online. This can help ensure they know the protocols regarding copyright laws.

School Closure Policy: Amend your school closure policies and procedures. Ensure that the policy clearly outlines who should report to work and how they should do so in the event of a school closure. This should include direction for your non-teaching personnel.

Physical Education: In the event of school closures, ensure your P.E. and daily recess policies can address online instruction situations if the school must revert to online-only instruction and for students who continue instruction online regardless of whether the school is conducting in-person classes.

Homebound Instruction: Consider expanding your policies to include students who may not wish to return to a physical setting. **Note that it is not advisable to require a written*

statement from a medical examiner before allowing a student to receive their education in an online setting at this time. Written parental/guardian request should be required.

Online Courses and Alternative Credit Options: IDLA is in process of offering educational services for younger grades, and your school policies on this should reflect that change.

Typical School Activities: Ensure your school policies on participation in commencement exercises, proms or school dances, awards ceremonies and assemblies take your school re-opening plan and guidance from local public health districts into consideration. For observances or presentations required by law – such as Veteran’s Day, etc. – consider how you would need to fit into a virtual setting.

Policies that Govern Students:

Required Annual Notices: If your District or School begins or must switch quickly into a virtual-only setting, consider how you’ll provide the required annual information to students. For example,, your discipline code, bullying/harassment information, etc.

Attendance Policies: Your student attendance policy will need to be revisited. It is recommended that you create alternate versions for those who remain in an online instructional setting.

Device Policies, Internet Access, and Interconnected Computer Systems: Review and adjust your district or school’s electronic communication device policies. If your district or school provides devices to children at home, ensure you are using appropriate agreements, including forms that outline the Internet Access Conduct Agreement. Some existing policies allow students to take devices home; others do not. All of your adjusted policies should fit within the school’s operational plan.

Student Health/Physical Screenings/Examination Procedures: Update your policies to reflect the school’s plan for non-invasive screening of students for symptoms as a condition of daily attendance, such as temperature checks.

Contagious or Infectious Diseases: Review your contagious and infectious diseases policy and include any additional protocols the District has created in its re-opening plan.

Policies Governing Community Interaction with the School or District:

Visitors to the School: Update your school visitation policy to reflect the district or school’s operation plan.

Community Use of School Facilities: Review and update your policy based on protocols your district or school will follow, like space considerations, cleaning and disinfecting, and more. Ensure that all individuals using school facilities are complying with the school’s new guidelines.

Community Use of Equipment: At a minimum, ensure that equipment you allow to be checked-out of the District or School will be cleaned and disinfected appropriately.

Policies that Govern Personnel:

Sick Leave/Sick Leave Bank: Monitor and review your sick leave policies to ensure that staff who are sick or have symptoms of illness do not come to work. This includes your classified staff as well as instructional and pupil-service staff.

Work Day Definitions: Any policies that indicate staff must be “on school property” during the work day should be updated to include more flexible direction for staff who work remotely.

Leadership Premiums: Temporarily suspend your policies on leadership premiums until they are restored.

Staff Health Policies: Similar to your contagious and infectious disease policies, review this policy and include any additional protocols the District or School will implement involving non-invasive screening protocols.

Prevention of Disease Transmission: Review applicable policies and, if necessary, include additional protocols the District or School will utilize.

Transportation Policies: Depending on your District or School’s plan for school transportation, it is likely that every policy will need to be examined and updated to reflect the school’s operating plan.

Food Service & School Wellness Programs: Update these policies to reflect any, such as the process for providing meals off-site, if the district/school must resume this practice.

In addition, here are new policies to review and consider amendments to if applicable:

Board Members Visiting School Buildings: Some school policies require that a Board member visit a physical location of not less than once per year. Consider amending your policies to include a visit a virtual class activity.

Digital Citizenship and Safety Education: This is a reminder to review your digital citizenship and safety education policies. Be sure to give particular consideration to students will be predominately learning online.

Parental Rights: Review parental rights policies and ensure that any delivery of education does not conflict with Idaho’s statutes.

Curricular Materials: Review all policies on curricular materials. It’s likely this policy will not need many changes, but it is possible your policy may need more flexibility if the District or School switches to predominately online learning.

Discipline Policies: Review your discipline policies, and ensure the protocols fit within your School or District’s re-opening plan.

Public Participation in Board Meetings: If you do not currently have a remote option available for Board Meetings, consider amending your policies to create opportunities for the public to participate in your meetings from a distance.