

Principals shall be directly responsible to the Superintendent.

Principals shall be responsible for the administration of their respective buildings and enforcement of policies and procedures of the Board of Trustees.

It shall be the duty of the principals to keep staff and students informed concerning the rules, policies, and regulations of the Board of Trustees.

Principals shall meet with the Superintendent for conferences as often as may be required.

Each principal shall:

1. Keep accurate and complete records
2. Supervise all academic and non-academic activities
3. Be tactful in relations with parents and the public
4. Aid and direct teachers with the purpose in mind of securing the best teaching possible; and
5. Attend regular Board of Trustees meetings.

Principals shall be fully responsible for decisions made in their respective buildings.

Each principal shall establish and be responsible for carrying out rules for providing proper maintenance and order in the building and on the grounds of their respective school.

Any removal of school property from the building shall be on authorization of the Superintendent only.

School inventories are to be kept up to date if and when property is removed, added, or purchased through capital outlay.

The principal shall establish a program in which each student shall pursue all of the studies of the grades to which he or she belongs unless excused by the principal after consultation with the Superintendent.

It is the duty of the principal to determine whenever possible the person or persons responsible for defacement or damage to school property and shall cause payment to be made for the same.

It shall be the duty of the principal to visit each teacher's classroom.

The principals shall be responsible for the supervision of the certified teachers and support staff in their building and shall report to the Superintendent on specified dates upon this matter.

It shall be the duty of building principals to prepare an annual requisition for instructional supplies, text and reference books, and other materials as approved by the Board of Trustees. They shall order supplies and materials as needed during the year. All requisitions are to be in accordance with administrative and Board regulations.

Principals and staff shall report all suspected cases of Child Abuse and/or Neglect to:

Idaho Department of Health and Welfare  
222 S. Seventh Street  
St. Maries, Idaho 83861  
Phone: (208) 245-2541

For reference purposes, portions of Idaho Code Sections 16-1605 and 16-1606 are as follows:

**16-1605. REPORTING OF ABUSE, ABANDONMENT, OR NEGLECT**

Any physician, resident on a hospital staff, intern, nurse, coroner, school teacher, day care personnel, social worker, or other person having reason to believe that a child under the age of eighteen (18) years has been abused, abandoned or neglected or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse, abandonment or neglect shall report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the department. The department shall be informed by law enforcement of any report made directly to it. When the attendance of a physician, resident, intern, nurse, day care worker, or social worker is pursuant to the performance of services as a member of the staff of a hospital or similar institution, he shall notify the person in charge of the institution or his designated delegate who shall make the necessary reports.

**16-1606. IMMUNITY**

Any person who has reason to believe that a child has been abused, abandoned or neglected, and acting upon that belief, makes a report of abuse, abandonment or neglect as required in Idaho Code Section 16-1605, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any such judicial proceeding resulting from such report. Any person who reports in bad faith or with malice shall not be protected by this Section. Any privilege between husband and wife, or between any professional person except the lawyer-client privilege, including but not

limited to physicians, counselors, hospitals, clinics, day care centers and schools and their clients shall not be grounds for excluding evidence at any proceeding regarding the abuse, abandonment or neglect of the child or the cause thereof.

**Policy Cross Reference:**

**Legal Reference:**

Idaho Code §16-1605  
Idaho Code §16-1606

Reporting of Abuse, Abandonment, or Neglect  
Immunity

**Policy History:**

Adopted:	04/24/1974
Amended:	06/14/1976
Reviewed:	08/04/2008