

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Statement of Guiding Principles
POLICY NUMBER: 100
EFFECTIVE DATE: Revised - April 14, 1999

It is the policy of the Board of Trustees to organize and maintain the distinction between those activities which are appropriate to the Board of Trustees as the legislative governing body of the School District, and those administrative activities which are to be performed by the Superintendent of Schools and his staff in the exercise of delegated administrative authority. The function of the Board can be described as policy-making, appraisal, and evaluation.

The Board of Trustees shall have the further duty of providing the financial means by which the educational program is conducted. They shall also ensure that the community be informed of the needs, purposes, values, and status of the schools.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: School District Organization
School Districts Created by State Legislature

POLICY NUMBER: 101

EFFECTIVE DATE: Revised - April 14, 1999

Bear Lake School District #33 is organized under the laws of the State of Idaho. Since its territory encompasses only one County, Bear Lake, it is designated officially as a district. Bear Lake County is the "home" district, since the entire population of the school district is situated within the County, except for the area of Bear Lake County that is part of School District #150. This area includes Township 10 South Range 42 EBM Sections 3, 4, 5, 6, 8, 9, 10, 15, 16, 17, 20, 21, and 22 complete.

Refer to I.C. 33-301, School District Bodies Corporate
I.C. 33-506, Organization and Government
of Board of Trustees
I.C. 33-511, Maintenance of Schools
I.C. 33-512, Governance of Schools
I.C. 33-501, Board of Trustees

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Organization of Board
POLICY NUMBER: 101.1
EFFECTIVE DATE: Revised - April 14, 1999

The board shall, on the date of its regular July meeting, elect a chairman and vice chairman from among its members. They shall elect also a clerk and treasurer who may or may not be a member of the board. The clerk and treasurer may be compensated for their services if they are not a member of the board (I.C. 33-506)

101.11 Chairman of the Board of Trustees

The Chairman shall perform the duties incumbent on that office by statute, enforce the rules, direct the attention of the board to the duties required of it by law at the proper time for its action, and perform such other duties which pertain to that office. The chairman is authorized to vote on all issues before the board. (I.C. 33-510)

101.12 Vice Chairman of Board of Trustees

The vice-chairman acts in the absence of the chairman, with the powers and authority of the chairman.

101.13 Clerk

The clerk of the board is almost exclusively a ministerial officer. The duties consist of carrying out specific legal requirements or orders of the board. The clerk is not a policy maker, even if a member of the board, and any policy making must be confined to participation as a member of the board at official board meetings.
(I.C. 33-508)

101.14 Treasurer

The treasurer's duties are ministerial. This office carries out the orders of the board and performs as duties specified by law. This office should be held by a person with financial experience. The law requires that the treasurer be placed under fidelity or personal bond.
(I.C. 33-508)

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Election of Trustees
POLICY NUMBER: 102
EFFECTIVE DATE: Revised - April 14, 1999

The school district trustees will provide for the nomination and election of trustees.

102.1 Declaration of Candidacy for Trustees (I.C. 33-502)

"Any person legally qualified to hold the office of school trustee, may file a declaration of candidacy for the office, each which shall bear the name of the candidate, state the term for which declaration of candidacy is made, and bear the signature of not less than five (5) school district electors resident of the trustee zone of which the candidate is resident. The declaration shall be filed with the clerk of the board of trustees of the school district not later than 5:00 p.m. on the fifth Friday preceding the day of election of trustees."

102.2 Election of Trustees

The election of school district trustees shall be held on the 3rd Tuesday in May. Notice and conduct of the election, and the canvassing of the returns shall be as provided in Idaho Code sections 33-401 thru 33-406. Only residents of a trustee zone casts a vote for the trustee representing that zone.

102.3 Qualification of School Electors (I.C. 33-405)

"Any person voting, or offering to vote, in any school election must be, at the time of the election eighteen (18) years of age and a United States citizen who has resided in this state and in the school district at least thirty (30) days next preceding the election in which the elector desires to vote. In the case of election of trustees, the electors must be a resident of the same trustee zone as the candidate or candidates for school district trustees for whom the elector offers to vote for at least thirty (30) days next preceding the election in which the elector desires to vote.

Registration requirements set forth in chapter 4, title 34, Idaho Code, shall be applicable to school elections, and in addition to the foregoing qualifications, a school elector shall have executed, in writing and immediately before voting, a form of elector's oath attesting that he or she possesses the qualifications of a school elector prescribed by this section and indicating the mailing address, residence address or any other necessary information definitely located the residence of the school elector. The elector may be required to furnish to the election official proof of residence, which proof shall be established by either an Idaho motor vehicle driver's license or any other document definitely establishing the elector's residence within the school district or trustee zone."

102.4 Vacancies (I.C. 33-504)

"A vacancy shall be declared by the board of trustees when any nominee has been elected but has failed to qualify for office, or within thirty (30) days of when any trustee shall (a) die; (b) resign as trustee; (c) remove himself from his trustee zone of residence; (d) no longer be a resident or school district elector of the district; (e) refuse to serve as trustee; (f) without excuse acceptable to the board of trustees, fail to attend four (4) consecutive regular meetings of the board; or (g) be recalled and discharged from office as provided in section 33-439, Idaho Code.

Such declaration of vacancy shall be made at any regular or special meeting of the board of trustees, at which any of the above-mentioned conditions are determined to exist.

The board of trustees shall appoint to such vacancy a person qualified to serve as trustee of the school district provided there remains in membership on the board of trustees a majority of the membership thereof, and the board shall notify the state superintendent of public instruction of the appointment. Such appointment shall be made within ninety (90) days of the declaration of vacancy. Otherwise, appointments shall be made by the board of county commissioners of the county in which the district is situate, or of the home county if the district be a joint district.

Any person appointed as herein provided shall serve until the annual meeting of school district trustees next following such appointment. At the annual election a trustee shall be elected to complete the unexpired term of the office which was declared vacant and filled by appointment.

The elected trustee shall assume office at the annual meeting of the school district next following the election."

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Duties of Board Members

POLICY NUMBER: 103

EFFECTIVE DATE: Revised - April 14, 1999

The duties and obligations of an individual board member may be enumerated as follows:

- a. To familiarize himself with the State School Laws, regulations of the State Department of Education and Bear Lake School District policies, rules and regulations.
- b. To have a general knowledge of educational aims and objectives of the system.
- c. To work harmoniously with other Board members without trying either to dominate the Board or neglect his share of the work.
- d. To vote and act in the Board meetings impartially for the good of the District.
- e. To accept the will of the majority vote in all cases and give wholehearted support to the resulting policy.
- f. To represent the Board and the Bear Lake School District #33 to the public in such a way as to promote both interest and support.
- g. To refer complaints to the proper school authorities and to abstain from individual counsel and action.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Code of Ethics for School Board Members

POLICY NUMBER: 103.1

EFFECTIVE DATE: Revised - April 14, 1999

As a member of my local Board of Trustees, representing all the citizens of my school district, I recognize:

- a. That my fellow citizens have entrusted me with the educational development of the children and youth of this community.
- b. That the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.
- c. That the future welfare of this community, of this State, and of the Nation depends in the largest measure upon the quality of education we provide in the public school to fit the needs of every learner.
- d. That my fellow board members and I must take the initiative in helping all the people of this community to have all the facts all the time about their school to the end that they will readily provide the finest possible school program, school staff, and school facilities.
- e. That legally the authority of the Board is derived from the State which ultimately controls the organization and operation of the school district and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of the local autonomy.
- f. That I must never neglect my personal obligation to the community and my legal obligation to the State, not surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have a moral and civic obligation to the Nation which can remain strong and free only so long as public schools in the United States of America are kept free and strong.

In view of the foregoing consideration, it shall be my constant endeavor:

- a. To devote time, thought, and study to the duties and responsibilities of a school board member so that I may render effective and creditable service.
- b. To work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue.
- c. To base my personal decision upon all available facts in each situation: to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the Board.
- d. To remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct my relationships with the school staff, and local citizenry, and all media of communication on the basis of this fact.
- e. To resist every temptation and outside pressure to use my position as a school board member to benefit either myself or any other individual or agency apart from the total interest of the school district.
- f. To recognize that it is as important for the Board to understand and evaluate the educational program of the schools as it is to plan for the business of school operation.
- g. To bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be left to the employed superintendent of schools and his professional and non-professional staff.
- h. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in the district with respect to establishing policy on current school operation and proposed future developments.
- i. To support my State and National School Board Associations.

- j. Finally, to strive step by step toward ideal conditions for most effective school board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Conflict of Interest
POLICY NUMBER: 103.2
EFFECTIVE DATE: Revised - April 14, 1999

I. C. 33-507 - **Limitation upon Authority of Trustees** -
It shall be unlawful for any trustee to have pecuniary interest directly or indirectly in any contract or other transaction pertaining to the maintenance or conduct of the school district, or to accept any reward or compensation for services rendered as a trustee except as may be otherwise provided in this section. The board of trustees of a school district may accept and award contracts involving the school district to businesses in which a trustee or a person related to him by blood or marriage within the second degree has a direct or indirect interest provided that the procedures set forth in section 18-1361 or 18-1361A, Idaho Code, are followed. The receiving, soliciting or acceptance of moneys of a school district for deposit in any bank or trust company, or the lending of money by any bank or trust company to any school district, shall not be deemed to be a contract pertaining to the maintenance or conduct of a school district within the meaning of this section; nor shall the payment by any school district board of trustees of compensation to any bank or trust company for services rendered in the transaction of any banking business with such district board of trustees, be deemed the payment of any reward or compensation to any officer or director of any such bank or trust company within the meaning of this section.

It shall be unlawful for the board of trustees of any class of school district to enter into or execute any contract with the spouse of any member of such board, the terms of which said contract requires, or will require, the payment or delivery of any school district funds, money or property to such spouse, except as provided in section 18-1361 or 18-1361A, Idaho Code.

When any relative of any trustee or relative of the spouse of a trustee related by affinity or consanguinity within the second degree is considered for employment in a school district, such trustee shall abstain from voting in the election of such relative, and shall be absent from the meeting while such employment is being considered and determined."

I.C. 18-3161 - Self-interested Contract - Exception -

Where there are less than three (3) suppliers of a good or a service within a fifteen (15) mile radius of where the good or service is to be provided, it shall not constitute a violation of the provisions of subsection (1)(d) or (e) of section 18-1859, Idaho Code, for a public servant or for his relative to contract with the public body of which the public servant is a member if the contract is reasonably necessary to respond to a disaster as defined in chapter 10, title 46 Idaho Code, or if the procedures listed below are strictly observed. For purposes of this section, "relative" shall mean any person related to the public servant by blood or marriage within the second degree.

(1) The contract is competitively bid and the public servant or his relative submits the low bid; and

(2) Neither the public servant nor his relative takes any part in the preparation of the contract or bid specifications, and the public servant takes no part in voting on or approving the contract or bid specifications; and

(3) The public servant makes full disclosure, in writing, to all members of the governing body, council or board of said public body of his interest or that of his relative and of his or his relative's intention to bid on the contract; and

(4) Neither the public servant nor his relative has violated any provision of Idaho law pertaining to competitive bidding or improper solicitation of business.

I.C. 18-1361A - Noncompensated appointed Public Servant - Relatives of Public Servant - Exception -

When a person is a public servant by reason of his appointment to a governmental entity board for which the person receives no salary or fees for his service on said board, it shall not constitute a violation of the provisions of subsection (1)(d) or (e) of section 18-1359, Idaho Code, for a public servant or for his relative to contract with the public body of which the public servant is a member if the procedures listed below are strictly observed. For purposes of this section, "relative" shall mean any person related to the public servant by blood or marriage within the second degree.

(1) The contract is competitively bid and the public servant or his relative submits the low bid; and

(2) Neither the public servant nor his relative takes any part in the preparation of the contract or bid specifications, and the public servant takes no part in voting on or approving the contract or bid specifications; and

(3) The public servant makes full disclosure, in writing, to all members of the governing body, council or board of said public body of his interest or that of his relative and of his or his relative's intention to bid on the contract; and

(4) Neither the public servant nor his relative has violated any provision of Idaho law pertaining to competitive bidding or improper solicitation of business.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Procedures of Operation

POLICY NUMBER: 104

EFFECTIVE DATE: Revised - April 14, 1999

It is agreed by authorities in the field of education that the legislation of policies is the most important function of a school board, and that the execution of the policies should then be the function of the superintendent. Delegation by the board of its executive powers provides freedom for the superintendent to manage the schools within established policies. The superintendent should then be held responsible by the board for results.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Policy Development
POLICY NUMBER: 104.1
EFFECTIVE DATE: August 18, 1993
Revised - April 14, 1999

Board policy may be suggested by members of the Board of Trustees and/or the Superintendent of Schools. Each policy is to follow the prescribed procedure as outlined below:

1. Copies of the proposed policy or revisions of current policy shall be made available to the staff and patrons of the District through the Superintendent's office.
2. A proposed policy must be listed on the agenda of three (3) regular meetings of the Board of Trustees with the third reading in the form of a formal resolution for adoption.
3. During the three reading procedures, public comments shall be accepted. The policy may be modified as the Board and/or Superintendent sees fit.
4. No Board policy shall be in violation of State and/or Federal law. A policy that is in violation of the law is ruled null and void.
5. The Board may approve a resolution giving the Superintendent the authority to act within the parameter of a proposed policy when it is deemed necessary for the operation of the School District. This authority is temporary until the Board has an opportunity to act upon the proposed policy during the policy's third reading.
6. Board policies and resolutions require the vote of a simple majority in a public meeting where a quorum is present to conduct business.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Reasons for School Policies

POLICY NUMBER: 104.11

EFFECTIVE DATE: Revised - April 14, 1999

School policies are written for school personnel. The public also needs to know the regulations, requirements, and purposes of the District. Written policies are also necessary for the following reasons:

1. To inform people how the schools are regulated;
2. To assist incoming board members to better understand the responsibilities and limitations;
3. To place specific responsibilities in administering the total educational program;
4. To avoid confusion and frustration by administrators, teachers, and other school employees; and
5. To aid the board with effective and business-like operations of the district.

The establishment of good Board policies benefit the District by:

1. Saving time, effort, and money. Many questions that arise in governing the schools are repeated over and over again in Board meetings, if there are not established policies to regulate them.
2. Giving positive direction. Superintendents and others charged with directing the school program are aided by having their authority and responsibility clearly defined.
3. Clarifying relationships. Clearly defined working relationships between the Board and Superintendent, between Superintendent and Staff, are aided by the establishment of policies.
4. Aiding evaluation of education services. The Board of Education is able to appraise more intelligently the services rendered when responsibility is definitely fixed.
5. Reducing pressures and irritations. Individuals or groups seeking special consideration will know that their cases are decided on the basis of established policy, not on momentary consideration.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Administration in Policy Absence

POLICY NUMBER: 104.2

EFFECTIVE DATE: Revised - April 14, 1999

In cases where action must be taken within the school system and where the Board of Trustees has provided no guides for administrative action, the Superintendent of Schools shall have the power to act, but his decisions shall be subject to review by action of the Board of Trustees at its regular meeting. It shall be the duty of the Superintendent of Schools to inform the Board of Trustees promptly of such action and of the need for policy.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: School Board Meetings
POLICY NUMBER: 105
EFFECTIVE DATE: Revised - April 14, 1999

The public schools belong to all the people, are supported by the people, and are designed to carry out the wishes of the people for the education of children, youth, and adults. The Board of Trustees will conduct board business in open session and endeavor by every possible means to inform the public concerning the school.

It is the desire of the Board that meetings shall be formal enough for orderly procedure but informal enough to be natural and to encourage free discussion and to promote group thinking and action.

The Board desires to be cognizant of the problems, requests, complaints, and suggestions of members of the community but it is necessary that the Board not allow the perusal of such material to interfere with diligent attention to the affairs of the district.

Members of the Board shall have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any statement or action on the part of an individual member except when such statement or action is in pursuance of specific instruction of the Board.

The regular meetings of the Board of Trustees of Bear Lake School District #33 shall be held monthly on the second Tuesday at 7:00 p.m. All meetings, annual, regular, and special shall conform with I. C. 33-510.

I.C. 33-510 - Annual Meeting - Regular Meetings -

Board of Trustees - The annual meeting of each school district shall be on the date of its regular July meeting in each year. ...

Regular meetings of each board of school district trustees shall be held monthly, on a uniform day of a

uniform week as determined at the annual meeting. Special meetings may be called by the chairman or by any two (2) members of the board and held at any time. If the time and place of special meetings shall not have been determined at a meeting of the board with all members being present, then notice of the time and place shall be given to each member and announced by written notice conspicuously posted at the school district office and at least two (2) or more public buildings within the school district not less than twenty-four (24) hours before such special meeting is to be convened.

A quorum for the transaction of business of the board of trustees shall consist of a majority of the members of the board. Unless otherwise provided by law, all questions shall be determined by a majority of the vote cast. The chairman of the board may vote in all cases.

All meetings shall conform to the provisions of section 67-2340 through section 67-2345, Idaho Code.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Executive Sessions
POLICY NUMBER: 105.1
EFFECTIVE DATE: Revised - April 14, 1999

All Board meetings shall be open to the public except that executive sessions may be held for the following purposes:

I.C. 67-2345 - Executive sessions - When Authorized

(1) Nothing contained in this act shall be construed to prevent, upon a two-thirds (2/3) vote recorded in the minutes of the meeting by individual vote, a governing body of a public agency from holding an executive session during any meeting, after the presiding officer has identified the authorization under this act for the holding of such executive session. An executive session may be held:

(a) To consider hiring a public officer, employee, staff member or individual agent. This paragraph does not apply to filling a vacancy in an elective office;

(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;

(c) To conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency;

(d) To consider records that are exempt from disclosure as provided in chapter 3, title 9, Idaho Code;

(e) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations;

(f) To consider and advise its legal representatives in pending litigation or where there is a general public awareness of probable litigation;

(g) By the commission of pardons and parole, as provided by law.

(2) Labor negotiations may be conducted in executive session if either side requests closed meetings. Notwithstanding the provisions of section 67-2343, Idaho Code, subsequent sessions of the negotiations may continue without further public notice.

(3) No executive session may be held for the purpose of taking any final action or making any final decision.

Whenever an executive session is held, the Board shall reconvene in open session to take final action. I.C. 33-510

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Agendas
POLICY NUMBER: 105.2
EFFECTIVE DATE: Revised - April 14, 1999

An agenda, prepared by the superintendent, will be submitted to the members of the Board prior to the meeting.

Items of business may be suggested by Board members, clerk of the Board, staff, administration, or patrons of the district for inclusion on the agenda. Business items shall be submitted and received in the Office of the Superintendent of Schools no later than the Friday before the meeting in order to insure inclusion on the written agenda.

Items of business may not be suggested from the floor for discussion and/or action at that same meeting except at the discretion of the Chairman or the majority of Board members present.

The agenda for a REGULAR meeting of the Board shall be in the following order (unless the Board votes to change the order at the meeting):

- Call To Order
- Approval of Agenda
- Approval of Minutes,
 - Bills to be Paid, and Financial Reports
- Superintendent's Reports
- Public To Be Heard
- Old Business
- New Business
- Adjournment

Executive sessions may be held at any time during the meeting.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Minutes
POLICY NUMBER: 105.3
EFFECTIVE DATE: Revised - April 14, 1999

In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept. Minutes shall be maintained in an official record book designated for said purpose. The minutes shall constitute the official record of proceedings of the Board of Trustees and shall be open to public inspection at all reasonable times. A written copy of the proceedings shall be sent to each member of the Board of Trustees and two copies to the President of the Bear Lake Education Foundation. Idaho Code 33-508

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Board Member Compensation and Expenses

POLICY NUMBER: 106

EFFECTIVE DATE: Revised - April 14, 1999

Members of the Board of Trustees serve without monetary compensation. They shall be reimbursed for expenses in attending meetings of the Idaho School Boards Association and the National School Boards Association and for travel expenses related to school board duties. I.C. 33-506

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Personnel Staffing

POLICY NUMBER: 107

EFFECTIVE DATE: Revised - April 14, 1999

The Board of Trustees shall be responsible for staffing the school district. I.C. 33-513

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: School Board Legal Status

POLICY NUMBER: 108

EFFECTIVE DATE: Revised - April 14, 1999

Idaho Code (33-501) places the responsibility for maintaining an effective and efficient school system on a Board of Trustees. Each trustee of Bear Lake School District represents one of the following geographical divisions of the school district.

- Zone 1 - That area West of the Bear Lake Eastside Lake Road and South of Wallentine Road. This zone includes Paris, Bloomington, St. Charles, and Fish Haven, Idaho.
- Zone 2 - That area East of Eighth Street and North of Washington Street in the City of Montpelier, and to include the area of Highway 89 East to Geneva Summit and North to the Bennington Hill.
- Zone 3 - That area West of Eighth Street within the City of Montpelier, and the area located North of Wallentine Road to include Liberty, Lanark, and Ovid, Idaho.
- Zone 4 - That area East of Eighth Street and South of Washington Street in the City of Montpelier and the Dingle, Pegram, Geneva, and Raymond areas.
- Zone 5 - The Georgetown, Nounan, Bennington, and Bern areas.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Communication Channels Policy

POLICY NUMBER: 109

EFFECTIVE DATE: November 10, 1981
Revised - April 14, 1999

1. All instructions from the Board to school personnel and patrons shall be communicated through the Superintendent.
2. All communications from school personnel to the Board should be through the Principal or immediate supervisor and Superintendent.
3. School employees shall refrain from discussing confidential and official information with unauthorized persons.
4. The Superintendent shall make every effort to maintain open lines of communication between patrons and the Board, and between school employees and the Board.
5. All personnel employed by the Board shall use appropriate channels to bring matters of professional and/or employment concern to the Board. However, this policy is not meant to stifle communications with the Board, nor prevent personnel from approaching their Board member on issues that concern them as a patron or parent.

NOTE:

These communication channels are based upon premises noted in the Code of Ethics of the Idaho Teaching Profession as adopted by the Professional Standards Commission of the State Department of Education.

RATIONALE:

It is unfair to an individual member of the Board of Education for an individual employed by the School District to bring to bear on them their personal grievances and concerns. This puts the Board member in the uncomfortable predicament of making individual decisions or promises. This kind of pressure should not be brought to bear upon Board members. If a concern is that paramount, it should be brought before the entire Board of Education for discussion and/or action.