

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Personnel
POLICY NUMBER: 300.0
EFFECTIVE DATE: April 13, 1994

The Board of Education recognizes that instruction is the most important single activity of the school system. The primary function of all other departments of the school system is to support the instructional program and to maintain a quality program of education for the school system.

Through its personnel policies, the Board wishes to establish conditions that will attract and hold the highest qualified personnel for all positions. Employees are expected to devote themselves to the education and welfare of the students, to fulfill their job descriptions to the best of their abilities, and to implement within the scope of their position, the District's policies.

The Board recognizes equal employment opportunity for all persons, regardless of race, creed, color, sex, national origin, age, or handicapping condition, as a fundamental value of our society. It recognizes equal employment opportunity as a legal, racial, economic, and educational necessity for the school district. Through its affirmative action program, it seeks to eliminate discriminatory hiring and promotion practices and to overcome the effects of any past discrimination.

The Master Agreement adopted by the Board of Trustees and the Bear Lake Education Association is considered to be the same as Board Policy.

The Certified Staff Handbook and Support Staff Handbook as approved by the Board will be used as official policies and procedures of the District unless they conflict with approved Board Policy, provisions of the Master Agreement, and/or State or Federal law. Policy, provisions of the Master Agreement, and appropriate laws take precedence over the District's Handbooks.

In the absence of a written policy, Idaho State guidelines will be used as policy until a written policy is adopted.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Employment Practices

POLICY NUMBER: 300.1

EFFECTIVE DATE: April 13, 1994

The goal of the Board of Trustees of Bear Lake School District #33 is to provide an educational program of the highest possible standards.

Success in attaining this goal is dependent in large measure upon the competency of the professional staff and of those who serve in direct supporting positions to the instructional program of the school.

It shall be the policy of the Board of Trustees to recruit and retain the highest caliber of professional personnel and support employees.

It shall be the policy of the Board of Trustees to encourage the continued professional preparation of all certified personnel.

It shall be the policy of the Board of Trustees to appoint all certified personnel upon the recommendation of the Superintendent of Schools.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Employment Procedures
POLICY NUMBER: 300.2
EFFECTIVE DATE: April 13, 1994
Revised - November 10, 2004

The selection of competent, effective staff members is one of the most important functions of the Superintendent of Schools. That function must be carried out in a way that assures fairness for all candidates without discrimination based on age, sex, race, ethnic background, marital status or handicapping condition.

The selection process must be designed in a way that assures the employment of the most qualified individuals that are available.

The following guidelines are to be followed:

1. All certified staff vacancies shall be posted within all schools and at the District Office for a minimum of ten (10) working days unless special circumstances dictate otherwise.
2. When applications are being accepted from outside of the current employees, the position shall also be advertised through the State Department of Education website and either the local radio station and/or local newspaper and/or the placement centers of area colleges and universities.
3. Postings shall include a job title, required qualifications, and the salary range.
4. The selection of certified staff will involve the Superintendent, building principal, and when possible, members of the teaching staff.
5. Each successful candidate shall have the training, certification, basic skills, and physical abilities required to carry out the responsibilities of the position for which he/she is a candidate.

6. The Superintendent is responsible to recommend the employment of members of the certified staff. The Board has the sole authority to hire the certified staff.
7. Employees who are hired under the presumption that they meet certification requirements but are unable to secure a valid Idaho Teaching Certificate for the position in which they were employed will have their contract declared null and void and will no longer be employed by the District. The declaration is at the discretion of the Superintendent and Board.
8. New employees shall be given full credit for each full year of teaching experience on the Certified Staff Salary Schedule. Placement is based on previous teaching experience as accepted by the District and/or related job experiences. In rare situations and upon formal Board action, individuals may be granted additional years of experience.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Employment of Relatives (Nepotism)
POLICY NUMBER 300.3
EFFECTIVE DATE: April 13, 1994

Bear Lake School District believes that the employment of relatives considered to be members of an immediate family by supervisors is generally not in the best interest of the District. The District believes that the employment of members of an immediate family has a strong potential to negatively impact productivity and job satisfaction. The District also believes that nepotism is wrong and that the perception of nepotism has a negative impact upon the District.

For the purpose of this policy, the term "immediate family" is defined as being: fathers, mothers, husbands, wives, sons, daughters, brothers, sisters, fathers-in-law, mothers-in-law, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law, or cohabitants.

The following guidelines shall be observed:

1. Idaho Code 33-507 states that "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". The same code also says that "It shall be unlawful for the Board of Trustees 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 of delivery of any school district funds, money or property to such spouse". The code further states that "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".

2. No person shall be hired into a position that is directly supervised or evaluated by a member of his/her immediate family. The exceptions to this are as follows:
 - a. When the assignment is temporary and will last for thirty (30) days or less.
 - b. When it is deemed in the best interest of the District and formally approved by the Board of Trustees.
3. No employee shall be hired into a position by a member of his/her immediate family.
4. The placement of members of the same immediate family into positions at the same job site or location should be discouraged.
5. Any member of the Superintendent's immediate family being hired for a regular position (full-time or part-time) must be approved by the Board of Trustees prior to their placement as a regular employee.
6. In the event of a pre-existing relationship, or if a new family relationship develops among employees, a written understanding must be developed that clearly identifies the process for evaluation.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

Subject: Mentor Program
Policy Number: 300.4
Effective Date: September 13, 1995
Revised - November 10, 2004

RATIONALE

The early experiences of a beginning teacher or beginning administrator are critical to continuing success. Regardless of the experiences they have in college programs, professional entry-level teachers must adjust to the school setting, learn to blend their personal needs and characteristics with the needs of the students, parents, and colleagues, and continue to grow in their practice. New teachers enter their classrooms, which are relatively isolated situations, with 20 to 30+ students of varying needs. They are testing professional skills about which they have less than total confidence, under the continuing scrutiny of parents and others, trying to communicate effectively with all parties about matters with which they have minimal experience. They are learning how the organization works, and, in many cases, trying to assimilate into a totally new community.

It is a challenging and stressful situation. Few professions assimilate new members without a system of induction; it seems inconceivable that education does not, given the complexity of teaching. Yet the education profession continues to use an essentially "sink or swim" model. Experience is a difficult teacher if it gives the test first and provides the lesson afterwards.

A wide variance also exists in the quality of first-year experiences for school administrators, both principals and superintendents. Administrative assignments vary considerably due to the size of the schools or school districts. Many of the challenges and frustrations felt by beginning teachers are experienced by school administrators as they begin their new supervisory assignments.

It is important to develop a program of mentoring that addresses at least five generic goals:

1. to improve teaching performance by providing strategies for the beginning teacher to acquire additional knowledge and skills;
2. to increase the retention of promising beginning teachers and administrators during the induction years;
3. to promote the personal and professional well-being of beginning teachers and administrators;
4. to develop attitudes that foster effective performance; and
5. to assist in the process of school district and community integration.

WHAT IS MENTORING?

Mentoring is a process by which a trusted and experienced teacher or administrator takes a personal and direct interest in the development and education of a younger or less-experienced teacher or administrator.

WHY A MENTOR PROGRAM?

1. The first year of teaching is quite often the most difficult in a teacher's career. For many new teachers, it is a constant struggle, since few have the preparation necessary to cope with the wide variety of new individuals, environments, materials, and systems.
2. Many new teachers find the first year a stressful and discouraging experience and hesitate to continue in education.
3. Many new teachers feel isolated and have difficulty developing positive relationships with parents, administrators, colleagues, and students.
4. Many new teachers are overwhelmed by the workload imposed in their first teaching assignment. The number of preparations, "difficult" classes, and extracurricular responsibilities combine to make the first year a trial by fire.
5. Beginning and experienced teachers and administrators in the district need training and opportunities that challenge them to grow professionally.

WHAT IS THE MENTOR'S ROLE?

The Mentor's Role includes:

1. to orient the beginning teacher/administrator;
2. to be an assistance provider;
3. to establish and nurture the mentor-beginning teacher/administrator relationship;
4. to support;
5. to encourage;
6. to counsel;
7. to coach;
8. to listen and be a confidante - not a go-between;
9. to be a positive role model;
10. to observe;
11. to be an advocate; and
12. to never criticize.

WHAT IS THE BEGINNING TEACHER/ADMINISTRATOR ROLE?

The Beginning Teacher/Administrator Role includes:

1. to be a willing learner;
2. to be willing to communicate openly;
3. to be willing to ask questions;
4. to be flexible and willing to accept suggestions; and
5. to be willing to work at being an effective teacher/administrator.

WHAT IS THE PRINCIPAL'S ROLE?

The Principal's Role includes:

1. to be involved in the selection of the mentor;
2. to assign the mentor to the beginning teacher;
3. to evaluate the program's progress; and
4. to provide support for the program.

WHAT SHOULD BE CONSIDERED IN BEAR LAKE'S MENTOR PROGRAM?

Considerations in the development of a mentor program for Bear Lake School District #33 include:

1. A mentor program is necessary to assist beginning teachers and administrators in making a transition from beginning to experienced professionals.

2. Mentor programs must be based on the needs of the individuals and this district as they adjust to their particular professional assignments.
3. Experienced professionals who serve as mentors for beginning teachers and administrators should receive training and support to facilitate their assistance.
4. The purpose of the mentor process must be focused on assistance to the individual, not on evaluation.

WHAT SHOULD BE INCLUDED IN BEAR LAKE'S MENTOR PROGRAM?

In the development of Bear Lake's Mentor Program, the following areas should be addressed:

1. a selection process for the mentors, establishing minimal criteria;
2. a statement of assurance that the mentor is focused on assistance to the beginning teacher/administrator, not on evaluation;
3. a structure for providing adequate planning time for the mentor and the beginning teacher/administrator;
4. a designee for the coordination of mentoring activities in the district; and
5. an evaluation plan for the district's mentor program.

ADMINISTRATOR'S MENTOR PROGRAM

Although most of the observations shared on the preceding pages apply to both the beginning teachers and administrators, it is recognized that administrative mentoring will, in most instances, be different from teaching mentoring. A beginning administrator may have a mentor in another district, such as will be the case with superintendents. Information specific to administrative mentoring will be provided as programs are implemented.

DUTIES OF THE MENTOR TEACHER

The various activities for which a mentor teacher is responsible include:

1. meeting with the beginning teacher before the beginning of the regular school year to acquaint the beginning teacher with the school through a comprehensive tour, as well as with school policies and procedures (grading, parent-teacher conferences, attendance, extracurricular responsibilities, testing, tardies, etc.);
2. contacting the beginning teacher if he/she will be new to the area to assist with housing as well as acquainting the teacher with the community and its services (doctors, dentists, grocery stores, banks, insurance agents, child care, utilities, etc.);
3. introducing the beginning teacher to other building teachers as well as to support staff;
4. helping the beginning teacher to set individual, realistic goals for self, supporting the beginning teacher during achievement of those goals, and helping to evaluate goal completion or redirection in a non-judgmental manner;
5. being willing to listen if/when the beginning teacher needs to "unload" stress; and
6. meeting on a regular basis with the beginning teacher to discuss concerns, dilemmas, successes, etc.

QUALIFICATIONS OF MENTOR TEACHERS

The mentor teacher will:

1. have a minimum of three (3) years of teaching experience within the district;
2. be a person who is a good listener and who is willing to share;
3. be a **positive** role model for the beginning teacher;
4. be an individual who is respected as a teacher by others in the building;

5. have some expertise in the same teaching area if at all possible. This does not mean that there must be a complete match (i.e., a second grade teacher with a second grade beginning teacher), but it would be advantageous or a primary level teacher (or someone who previously taught in primary levels) to work with a beginning primary level teacher. At the secondary level, item (6) might outweigh the mentor teacher's need to be in the same area of expertise; and
6. be available to the beginning teacher.

MENTOR SELECTION

The superintendent is responsible for coordinating the mentor selection. Building principals are responsible for selecting mentors from a list of those who have indicated a willingness to serve as a mentor. No one should be forced to serve as a mentor. The superintendent will approve the choice before the mentor candidate is notified of his/her selection. Selection should be made as soon as possible after the beginning teacher has been officially hired, especially if the beginning teacher will be moving into the area and may need help with housing and etc.

TRAINING FOR BOTH THE MENTOR TEACHER AND THE BEGINNING TEACHER

Training shall consist of not more than two hours for all persons involved in the program. This training shall take place on the day set aside for orientation and shall be scheduled before the start of the regular school year.

Mentor Training: All mentor teachers who have not received this training within the previous two years shall be involved. Training shall include at least the following:

1. how to observe without judging;
2. how to make suggestions in a non-judgmental format;
3. potential problems experienced by first-year teachers;
4. goal setting; and
5. listening skills.

Beginning Teacher Training: While the mentor teachers are receiving their brief training, beginning teachers will receive training in listening and questioning skills as well as help in filling out whatever forms the District Office needs concerning insurance, payroll deductions, etc. Other training is being considered by the committee.

COMPENSATION FOR INVOLVEMENT IN THE MENTOR PROGRAM

Compensation for involvement in the mentor program shall include:

1. up to a full day of comp. time for spending up to a full day before the regular school year in orientation activities. This time is for both the mentor and the beginning teacher. The district shall provide the substitute. Teachers may choose their comp. time any time during that school year;
2. up to four (4) full days of professional leave during the school year to be divided between the mentor teacher and the beginning teacher. These days will be for conferencing and/or observations (either the beginning teacher requesting the mentor teacher observe his/her classroom, or the beginning teacher observing another teacher's classroom, or the beginning teacher observing another teacher's classroom); and
3. the mentor teacher shall receive a stipend, when and if the State Board of Education provides funding for the mentor teacher program.

EVALUATION OF THE MENTOR PROGRAM

Evaluation of the program (not the people involved) shall consist of an end-of-the-year checklist completed by both the mentor and the beginning teacher.

Items to be evaluated by the mentor may include:

1. was the training adequate to acquaint me with methods of dealing with potential problems for the beginning teacher;
2. was the orientation session with the beginning teacher adequate to acquaint the beginning teacher with rules and policies; and
3. was there adequate time to meet with the beginning teacher throughout the school year to assist in setting, evaluating, and redirecting goals?

Items to be evaluated by the beginning teacher may include:

1. if I was new to the area, did I receive help in finding housing, becoming acquainted with the community and its services, etc;
2. did I receive a comprehensive tour of the school before the calendar year began;
3. was I acquainted with school policies and procedures;
4. did I receive help with setting individual, realistic goals and was I supported during the achievement of those goals and helped to evaluate goal completion or redirection in a non-judgmental manner;
5. was there amply time to meet with the mentor teacher to confer about concerns, dilemmas, successes, etc; and
6. was it possible to have the mentor teacher observe my classroom and/or for me to observe other teachers' classrooms?

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Duties/Responsibilities/Expectations

POLICY NUMBER: 301.0

EFFECTIVE DATE: April 13, 1994

As a professional educator, certified staff members within the Bear Lake School District #33 have specific duties, responsibilities and expectations. These include but are not limited to the following:

1. Teachers are expected to organize, develop, and maintain a classroom where all students learn in an environment that is both physically and psychologically safe and supportive.
2. Teachers are expected to teach by established objectives with frequent monitoring of student progress and established methods of remediation for those who have not mastered the concepts and/or skills taught.
3. Teachers are expected to follow all of the rules and regulations of the Bear Lake School District, Idaho State Department of Education, and the State of Idaho with regards to educational issues. Teachers are also expected to conform to the Code of Ethics for the Idaho Teaching Profession.
4. Teachers are expected to plan, develop, implement, and evaluate appropriate learning activities based on student needs, student interest, the student's level of ability, District and/or State curriculum guidelines or established learner outcomes.
5. Teachers are expected to communicate student progress (+/-) to parents on a regular basis.
6. Teachers are expected to involve parents in the educational progress of their students through such activities as parent/teacher conferences, phone contacts, home visits, special activities and/or programs, parent aides, etc.
7. Teachers are expected to maintain positive student rapport while maintaining classroom control.

8. Teachers are expected to be supportive of other school programs that are designed to benefit students.
9. Teachers are expected to provide students with opportunities to develop skills in communication, decision making, higher level thinking skills and cooperative work.
10. Teachers are expected to teach reading, writing and study skills regardless of the content area they happen to be instructing in.
11. Certified staff members are expected to become involved in the improvement of their professional skills and knowledge through study, travel, formal course work, and/or participation in conferences, professional meetings, and organizations.
12. Certified staff members are expected to serve as positive role models for the youth of our community.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Writing Performance Goals

POLICY NUMBER: 301.1

EFFECTIVE DATE: Revised January 10, 2001

1. Performance Goal Definition - A highly definitive, personalized, written plan which:
 - a. Identifies one or several related, observable activities designed to improve the effectiveness of an individual educator's professional efforts;
 - b. Is cooperatively developed by the individual educator and his immediate supervisor;
 - c. Is consistent with the goals and objectives of the school system;
 - d. Is identified with a specific area of the educator's responsibility; and
 - e. Outlines methods and techniques for monitoring and assessing, either objectively and/or subjectively, the degree of the educator's goal accomplishment.

2. Guidelines for Performance Goals.
 - a. Goals must be defined in terms of results or conditions to be achieved - not just activities to do.
 - b. Goals should be written so that they can be analyzed and reviewed from time to time.
 - c. Written goals should start with an action term such as achieve, complete by, replace, convince.
 - d. Goals must have an accountability assignment.
 - e. Goals newly formulated should be set in the light of the past experience.
 - f. Goals should be stated in positive terms such as "what to do" rather than negative terms as "what to avoid".
 - g. Goals should be concise statements without complex and elaborate descriptions.
 - h. Goals should cover a single-ended result and not a number of commitments.
 - I. Goals that have been changed or modified must be recommunicated with the involved supervision.
 - j. Goals must be realistic to the resources, facilities, and skills that are available.

3. Performance Goal Categories
 - a. Curriculum Development, Implementation and Evaluation
 - b. Instructional Planning and Teaching Techniques
 - c. Communication With
 - I. Staff
 - II. Students
 - III. Parents
 - IV. Community
 - d. Management of
 - I. Time
 - II. Personnel
 - III. Equipment
 - IV. Facilities
 - e. Professional Preparation and Responsibilities

4. Suggested Education Performance Goals
 - a. Planning Skills:
 - I. Develop more effective long and short range plans.
 - II. Write behavioral objectives for unity/courses taught.
 - III. Add variety to classroom activities.
 - IV. Plan and organize for greater individualization of instruction.
 - V. Develop better methods of evaluating teaching outcomes.
 - VI. Utilize students more effectively in planning.
 - b. Instructional Skills:
 - I. Develop greater knowledge of subject(s).
 - II. Improve general classroom control.
 - III. Motivate students to higher levels of performance.
 - IV. Pace classroom activities more skillfully.
 - V. Improve lecturing techniques.
 - VI. Improve discussion skills.
 - VII. Conduct demonstration and/or laboratory lessons more skillfully.
 - VIII. Develop appropriate student reinforcement skills.
 - IX. Conduct drill-type lessons more skillfully.
 - X. Improve working relations with students.
 - XI. Utilize media more effectively (audio visual).
 - XII. Develop more innovative instructional methods.
 - XIII. Develop plans for assisting "exceptional" students.
 - XIV. Improve questioning skills.
 - XV. Develop greater self-initiative in students.
 - XVI. Stimulate greater creativity in students.
 - c. Personal and Professional Skills.
 - I. Improve communication skills with students in and out of the classroom.
 - II. Improve communication skills with colleagues.

- III. Become more cooperative with: (Checks)
 Colleagues____, Administration____,
 Parents____, Students_____
- IV. Take greater responsibility for professional
 growth: advanced study____, travel____,
 committee work____, writing____, research____,
 other_____.
- V. Take greater interest in school activity.
- VI. Give greater attention to details:
 punctuality____, record keeping____,
 use of English____, personal appearance____,
 other_____.
- VII. Use good judgement and tact.
- VIII. Develop greater tolerance for divergent thinking.
- IX. Develop skill in enhancing multi-cultural
 relationships.

5. Performance Goal Plans

Educator's Name _____ Date _____

Assignment _____

Years in District including this one _____

Performance Goal Number _____

1. Performance Goal Statement.
2. List the activities and behaviors designed and
 planned for goal accomplishment.
3. List activities and/or procedures for measuring
 goal accomplishment.
4. Additional information and/or comments.

 Supervisee's Signature

 Supervisor's Signature

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Extra-Curricular Duties

POLICY NUMBER: 301.3

EFFECTIVE DATE: April 8, 1982

Teachers are expected to perform necessary extra-curricular duties as assigned by the building Principal. Every effort to make the assignments equitable and fair will be made by the Principal. Pay for extra duties, not covered by the Master Contract, will be separately negotiated and agreed to by teachers and Principal.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Supervision of Extra-Curricular Activities

POLICY NUMBER: 301.31

EFFECTIVE DATE: January 13, 1993

Bear Lake School District #33 will make every effort to fill supervisory positions within the district's program of extra-curricular activities by individuals who are currently employed as regular, certificated staff members.

When this is not possible, the district will seek the most qualified individuals who meet the requirements that are then constituted by the Idaho State Department of Education, the Idaho High School Activities Association and the Bear Lake County School District.

Individuals who are employed to supervise extra-curricular activities serve for the season or school year for which the assignment is made. Extra-curricular assignments do not carry a "promise" of continued employment nor should a "presumption" of an automatic assignment rest with the employee.

Extra-curricular assignments are considered to be temporary positions and thus individuals do not gain credit for "previous" service or "seniority" through experience as a supervisor of an extra-curricular activity. Experience as a supervisor of extra-curricular activities will not be used for placement of individuals on the certified or support staff salary schedule if, in the future, they are a successful candidate for a regular position within the district.

Extra-curricular assignments are considered to be "less" than twenty (20) hours a week. Individuals must be assigned to work twenty (20) or more hours a week for five (5) or more consecutive months before they are entitled/required to become part of the state retirement system. Therefore, individuals who's sole responsibility with the district is in the supervision of extra-curricular activities are not eligible to participate in the state's retirement system.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Supervision of Students on Buses
for Extra-Curricular/Co-Curricular Activities

POLICY NUMBER: 301.32

EFFECTIVE DATE: May 12, 1993

Students who are traveling to/from an extra-curricular or a co-curricular activity shall be supervised by an employee of the district in addition to the bus driver.

The supervision to a co-curricular activity shall be a certified teacher and/or administrator unless an emergency arises. In unique situations, the superintendent or building administrator may authorize a substitute teacher and/or a member of the support staff to supervise a bus.

The supervision to an extra-curricular activity shall be a certified teacher and/or administrator and/or an individual who is employed as the regular supervisor/coach of that particular group of students.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Continuing Contract
POLICY NUMBER: 302.2
DATE: Revised January 10, 2001

During the third full year of continuous employment by Bear Lake School District, a certified employee will be evaluated for renewable (continuing) contract status. Upon having been offered a contract for the next ensuing year, given notice of acceptance of said contract and signing a contract for a fourth full year, the individual staff member shall be placed on a renewable contract status.

Once on continuing contract status, the employee's contract is automatically renewed upon their written acceptance of said renewal. When a staff member under continuing contract fails to provide the Board with written acceptance of contract renewal, the Board will interpret that lack of written acceptance as being a declination of the right to automatic renewal. The Board must notify staff members of their status for the ensuing school year by May 25th. State Code requires the certified staff member to notify the Board of his/her intent to return to the District by June 15.

A staff member on continuous contract status must be provided a period of probation before the Board can determine not to renew their contract for unsatisfactory performance or to renew the contract of any such person at a reduced salary. The period of probation shall be preceded by a written notice from the Board with reasons for and terms of such probationary period. A probationary period is not required when the decision not to renew a contract is made for reasons other than unsatisfactory performance.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Assignment and Transfers

POLICY NUMBER: 302.3

EFFECTIVE DATE: May 12, 1993
Revised October 15, 2003

To help facilitate the district's efforts to provide the best educational program possible, the Board of Trustees and Administration maintains their authority to transfer and re-assign both support and certified staff at the district's discretion.

The following principles shall serve as guidelines during transfers:

1. Seniority helps to assure an employee of continued employment but is not considered as a factor in transfers (within schools or district wide), re-assignments, grade level placements or course assignments.
2. The Superintendent is responsible for assigning staff to a building and/or department. Assignments are usually made in conjunction with the building principal and/or the supervisor with the principal and/or supervisor having veto power in most cases.
3. The building principal and/or the department supervisor will be responsible for grade level placements and/or specific assignments. Principals are restricted to placing individuals only in the areas for which they have certification.
4. All vacancies shall be posted in each school within the district for a period of not less than two calendar weeks. The postings shall include a date that indicates when applications / letters of interest must be submitted. Current employees shall be permitted an opportunity to submit an application / letter of interest for each position that they are qualified to hold. (Time restraints may be waived for vacancies that occur between July 15 and September 15 of each year.)

5. Vacancies that occur during the summer months shall be advertised in a newspaper of district-wide circulation not less than twice, once during each of two weeks.
6. Transfers will not be used as a means of moving a personnel problem from one school to another.
7. Individuals who are denied a transfer may request a conference with the individuals responsible for the decision to gain information regarding the reasons for the denial. Since the authority to transfer, assign, re-assign rest with the Administration and Board, decisions in this area are not open for grievances unless there is evidence of retaliation and/or discrimination.
8. Staff members who are reassigned will be involved in that decision making process, unless an emergency is declared by the Superintendent.
9. When implementation of district policy becomes necessary the building principal(s) shall meet and confer with the affected employee(s) prior to any final administrative decision. If any transfer under consideration involves the change of an existing instructional team, then at least one member of the existing team shall be included in the meeting(s).
10. Notification of transfer shall be given to the individual as soon as possible, privately, in writing, prior to any other announcement of the transfer.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

Subject: Professional Assessment, Certified Staff
Policy Number: 302.4
Effective Date: August 18, 1993
Revised - October 14, 2008

The Bear Lake School District believes that all staff members should be involved in a process of professional growth. A significant aspect of that process is an opportunity for professional assessment from a supervisor/administrator. The primary purpose for the professional assessment is to stimulate and encourage the process of professional growth.

A secondary purpose of the professional assessment is to identify areas of weakness among certified staff members. When a weakness is identified, the staff member will be provided a specific objective designed for the remediation of that weakness. If the staff member is unwilling or unable to meet the stated objective it will become a factor with regards to continued employment.

The following will be used to implement this policy:

- A. On a yearly basis, all certified staff members will be provided an orientation to the process used for staff assessment before the assessment process begins.
- B. Each staff member will be provided with notification of an intent to observe, with enough time to conduct a pre-observation conference, before a **formal** observation is conducted. Informal visits may occur at the discretion of the supervisor/administrator and do not follow the process established for formal observations. Concerns, if observed, shall be discussed with the staff member as soon as possible after the informal observation but no later than ten (10) working days. Written comments from informal observations may appear in the staff member's personnel file.
- C. Use of closed circuit TV, PA's and/or Audio Systems will not be part of a formal assessment program. Video systems may be used as part of an informal professional development plan and/or within a remediation plan when agreed to by the staff member.

- D. Non-continuing contract teachers will be formally observed at least twice a year with the first observation coming on/or before 12/1 and the second coming on/or before 3/15. There will be at least fifteen (15) days between the observations.
- E. Continuing contract teachers will be formally observed at least once a year with that observation coming on/or before 3/15.
- F. Staff members may group together to form a "professional growth" team. This team will be responsible to observe each other, and work collaboratively in identifying areas for each team member's professional growth. All non-continuing contract teachers are strongly encouraged to become involved in a "professional growth" team. Continuing contract teachers may participate at their discretion. Continuing contract teachers who participate in a "professional growth" team **may**, at the discretion of the principal, have their formal administrative assessment waived every other year. Release time will be provided to facilitate this procedure.
- G. Formal observations will be conducted by the building principal and/or an appropriate supervisor when assigned by the superintendent.
- H. Each formal observation will include a pre-observation conference, a minimum of 30 continuous minutes of observation and a post-observation conference.
- I. The pre-observation conference shall include:
 - Instructional objectives for the lesson to be observed
 - Discussion of methodology anticipated by the teacher
 - Possible restrictions that the teacher is facing (student behavior, absenteeism, shortened periods, etc)
 - Items the teacher would like the observer to focus on
 - Ties to previous and/or future lessons
- J. The post-observation conference shall deal with those things noted by both parties during the observation as well as each area identified in the Professional Assessment Form. The post-observation conference should occur as soon as possible after the observation but no later than ten (10) working days.

- K. The written Professional Assessment Form shall be presented to the staff member within ten (10) working days of the post-observation conference. A second conference is not necessary unless there appears to be changes between what was verbally presented and what is recorded on the Professional Assessment Form.
- L. The "procedure" followed during a Professional Assessment may be appealed through the district's grievance procedure. The "content" of a Professional Assessment is not grievable although a staff member has the right to develop a written response and have that response attached to the Professional Assessment form as part of that document. Written responses must be received within ten (10) working days of the post-conference or within ten (10) working days of the date in which the Professional Assessment is signed, whichever date is the latest.
- M. When there is a concern regarding the performance of a certified staff member, the administration has several options which generally include one or more of the following:
 - 1. Specific objectives identified on an individual's Professional Assessment
 - 2. A formal letter of reprimand
 - 3. Placement of the individual on remediation
 - 4. Placement of the individual on probation
 - 5. Leave with/without pay
 - 6. Dismissal

The option selected is determined by the severity of the situation and must comply with state law and district policy and the employees right to due process. Remediation or recommendations for either probation or dismissal must be approved by the Superintendent prior to action being taken by the immediate supervisor.

Remediation includes a written statement that informs the employee of their status. The written statement includes a clear statement of objective(s), timelines and provisions for evaluation of progress on the objectives. Remediation also includes an identification of resources available to help the staff member successfully meet the stated objectives. In situations that deal with classroom management and/or instructional effectiveness, remediation will precede more severe measures. Probation may become part of a remediation process if suitable progress is not made.

Probation includes the same steps as remediation but requires formal board action. In cases other than those that are grounds for a revocation of a certificate, probation must precede a recommendation for dismissal.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Requirements for Certified Employment

POLICY NUMBER: 302.5

EFFECTIVE DATE: Revised January 10, 2001

At the beginning of each year of employment in Bear Lake School District, the following should be filed with the clerk of the Board in the Superintendent's office:

1. Valid teaching certificate for registration, unless one is already on file.
2. A current transcript of credits, unless one is already on file.
3. Credits earned during the past year if not shown on transcript.
4. One copy of the signed contract.
5. Social Security number, unless one is already on file.
6. Withholding tax slip, unless one is already on file.
7. Application for health and accident insurance, unless one is already on file.
8. Application for teacher's retirement system (PERSI), unless one is already on file.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Certification Requirements

POLICY NUMBER: 302.51

EFFECTIVE DATE: November 11, 1992

A person employed by Bear Lake County School District #33 must hold either a valid certificate endorsement required for the service being rendered or a valid letter of authorization.

Certification is the responsibility of the employee. Any employee who is unable to gain either an Idaho State Certificate with appropriate endorsements or a letter of authorization in the area in which they were employed will have their contract declared null and void.

Employees under a renewable contract who permit their certification and/or letter of authorization to expire will lose all pay and benefits until they are able to qualify for certification and/or a valid letter of authorization. A lack of certification and/or proper endorsement(s) is grounds for dismissal and/or nonrenewal.

Bear Lake County School District #33 will take all reasonable measures to avoid hiring an individual who requires a letter of authorization to assume a certified position. When a letter of authorization is necessary, continued employment will require the employee to retain a valid letter of authorization until they are fully endorsed for their original position or until they are placed into a position for which they are fully endorsed.

Bear Lake County School District #33 will take all reasonable measures to avoid placing a current employee in an area that requires a letter of authorization. When an employee agrees to placement in an area that requires a letter of authorization, they will be required to maintain a valid letter of authorization until they become fully endorsed or until they are transferred from the position that required the letter of authorization. When an employee is forced to teach under a letter of authorization for any reason other than a "reduction in force", the placement will be considered to be a one year assignment.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY

Subject: Criminal Background Checks
Policy Number: 302.52
Effective Date: November 13, 1996

The Board of Trustees is committed to the employment of the most qualified candidates for each position within the District. The term "most qualified" includes personal and professional characteristics beyond the basic competencies required for the completion of assigned duties. For this reason, the Board of Trustees endorses the state program for criminal background checks with the associated requirements for fingerprinting.

The Superintendent of Schools is authorized to develop procedures for the implementation of a program to conduct criminal background checks of employees that conform to the laws of the State of Idaho.

The following provisions shall be included in those procedures as minimum standards.

- A. All new employees hired for a new school year shall be fingerprinted as soon as possible but on/or before the final working day of September in each new school year.
- B. Employees hired after the start of the new school year shall be fingerprinted as soon as possible but on/or before the completion of the first twenty (20) working days or the first thirty (30) calendar days, whichever is less.
- C. Fingerprinting shall be done on forms provided by the district by an individual approved by the Superintendent before the fingerprinting is begun.
- D. The completed fingerprint card with the appropriate fee must be submitted to the District office in order to comply with the timelines established above.

- E. Failure to complete the fingerprinting process and submission of the appropriate fee in the timelines established is considered to be just cause for termination.

- F. The District reserves the right to make the final determination on continued employment of any member of the support staff who has a criminal record report as the result of the background check. The employee will be provided an opportunity to respond to the report.
- G. The District reserves the right to request a copy of the criminal record report from a member of the certified staff when notified that a negative report exists. Failure to provide a copy of the criminal record report to the District may result in the staff member being placed on leave with pay until a determination is made by the Professional Standards Commission regarding the person's continued eligibility for employment or the completion of the current contract year, whichever comes first. The Board reserves the right to take action based on the information provided on a criminal record report when the health, safety, and/or welfare of students is involved providing that the staff member is given an opportunity for a hearing.
- H. For the purpose of this policy, employees are defined as all of those individuals who are on the District's payroll.
- I. All fees associated with the criminal background check of new employees, as well as those covered by section "J" of this policy, are the responsibility of the individual employee.
- J. During the first year phase in of the state law, procedures established for new employees shall apply to anyone who has not been employed continuously by the Bear Lake School District since September 1, 1991.
- K. The Board reserves the right to obtain a criminal background check on all employees in the future. Additional checks, if conducted, must be administered in a fair, consistent manner with the District paying all associated costs for those who are not first year employees.

When a criminal record report is received or the District is notified that there is a "pending decision" on an employee, the Superintendent shall report to the Board in a timely, appropriate manner.

Legal References:

Idaho Code 33-130
Idaho Code 33-1202

Idaho Code 33-512
Idaho Code 33-1204

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY

Subject: Suspension of Employee Certificate/License

Policy Number: 302.53

Effective Date: October 9, 1996

Many individuals are employed with the School District in positions that require either a certificate or a license. Continued employment with the District is contingent upon those individuals maintaining the certification and/or license required to function in their assigned position. The responsibility to obtain and maintain proper certification and/or license rests with the individual employee.

Idaho Code includes provisions for the suspension of a certificate/ license that may affect district personnel. The superintendent is authorized to develop and implement administrative procedures that deal with the suspension of a certificate/license that includes the following points:

1. When a certificate/license that is required for the employee to serve in their assigned position is suspended, they shall be placed on leave without pay and removed from their job assignment.
2. The Superintendent of Schools is authorized to release from employment any member of the support (classified) staff who is/will be unable to regain their license/certificate within twenty (20) working days or thirty (30) calendar days (whichever is less) from the time that the individual employee was notified of their suspension.
3. The Board of Trustees may release any member of the certificated staff who is/will be unable to regain their certificate/license within twenty (20) working days or thirty (30) calendar days (whichever is less) from the time that the individual employee was notified of their suspension.
4. Individuals who are under a suspension of their certificate/license may be employed by the District in areas where their certificate/license is not necessary. The rate of pay for such assignments will be at the same

level as others performing the same or similar task (ie. a teacher with a suspended certificate may be employed as a substitute teacher at the same rate of pay being paid to other substitute teachers).

5. The names of individuals who have their certificate/ license suspended shall be reported to the Board by the Superintendent in a timely, appropriate manner.

Legal References: Idaho Code 7-1401 through 7-1417

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Contracts
POLICY NUMBER: 302.6
EFFECTIVE DATE: Revised January 10, 2001

Contracts with certified personnel shall be in writing and shall state the length of time the contract is in force, the total compensation for the contract period together with the schedule of periodic payments. Such written contracts shall be in the form approved by the State Board of Education, conditioned upon a valid certificate held by such personnel at the time of entering the duties thereunder.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Annuities
POLICY NUMBER: 302.7
EFFECTIVE DATE: Revised January 10, 2001

It shall be the policy of the Board of Trustees that premiums for payment of annuities may be deducted from the salaries of school personnel, provided that written application for such deductions shall be on file with the Treasurer.

An annuities company new to the district must have at least ten applicants to be considered for pay-roll deductions.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Work Related Injuries

POLICY NUMBER: 302.8

EFFECTIVE DATE: January 13, 1993

All District employees are covered under a Worker's Compensation Plan and will be entitled to prescribed benefits should they be injured while at work. Injuries occurring on the job or job-related must be reported to the employee's supervisor and/or principal immediately. Unless it is an emergency, the employee must report the accident to their immediate supervisor and/or principal before they seek medical or hospital care. The lack of a timely report by the employee may endanger their ability to qualify for benefits. A lack of a timely report may also prohibit the district from verifying that the injury was job-related.

The supervisor and/or principal will be responsible to complete the "Supervisor's Accident Investigation and Report Form" as soon as an injury is reported. The "Supervisor's Accident Investigation and Report Form" must be sent to the Superintendent's secretary in order for the "Notice of Injury and Claim For Benefits" form to be completed. The "Notice of Injury and Claim for Benefits" form must be reviewed and signed by the employee before a claim can be submitted to the Industrial Commission. The employee is responsible for contacting the Superintendent's secretary if they haven't had an opportunity to read and sign a "Notice of Injury and Claim for Benefits" form within seven (7) working days of the time the employee reported the injury to their immediate supervisor and/or principal.

An employee who has sustained a work related injury may use their sick leave, personal leave and/or their annual leave to make up the difference between what they would have earned and what was paid to them for temporary disability through the Worker's Compensation Plan. The sick leave bank will not be used to compensate employees for a work related injury.

When an employee has suffered a work related injury, the district will maintain the employee's insurance benefits as constituted immediately before the accident. This coverage will continue for a period of no more than three (3) months beyond the last month in which the employee received pay from the district

for labor, sick leave, annual leave or personal leave. After the insurance benefits are no longer payable by the district, the employee may continue their coverage through the provisions of COBRA. The insurance benefits will be affected by any changes made in the coverage for all employees of the same group as the injured employee. Insurance coverage will end if an employee resigns, is released or is not offered a contract for the following year. The use of various leaves to extend the insurance coverage shall be used in a continuous block of time.

The district intends to provide employees with a reasonable period of time to recover from a work related injury. The district also has a responsibility to maintain the level of services required to conduct it's business. With these objectives in mind, the following provisions will be used:

1. Employees must have a medical release to return from a work related injury. The district, when in its best interest, will require a full release with no limitations before an employee may return.
2. The district will guarantee a position for the employee until the end of the fiscal year in which the injury took place or for 60 days, whichever period of time is LONGER. If the absence that was required to recover from a work related injury extends beyond this time period, the employee must request a long term leave of absence through the Board of Trustees. The Board may or may not grant said leave.
3. The district will make a reasonable effort to develop accommodations for the employee's disability. This may include such things as a temporary change in job responsibilities, a transfer to another job classification if an opening occurs in an area for which the employee is qualified, and the reasonable purchase of special equipment to aid the employee.

Employees should analyze all jobs and work assignments for hazards. Employees are responsible to report any unsafe conditions or lack of protective equipment to their immediate supervisor and/or principal immediately! If expedient and reasonable corrective action is not taken, employees are directed to contact the Superintendent of Schools immediately.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Early Retirement

POLICY NUMBER: 303

EFFECTIVE DATE: May 10, 2001
Deleted August 17, 2005

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Certified Staff Resignations
POLICY NUMBER: 303.1
EFFECTIVE DATE: April 13, 1994

Certified staff members who do not plan to return for another school year are encouraged to notify the Superintendent and/or immediate supervisor at their earliest convenience. Resignations received before June 15th for the upcoming school year are automatic and do not require Board approval unless the certified staff member has submitted a signed contract.

Resignations after June 15, or after an individual returns a signed Contract, are not automatic. The employee has made a legal commitment to the District that binds them for employment during the upcoming school year. Resignations after a signed Contract has been returned requires the Board to formally release the individual, thus voiding the contract. The decision to release a certified staff member from a valid contract will depend on the District's ability to obtain a suitable replacement.

The Board recognizes that there are unusual circumstances which dictate an employee to request a release from a contract after the school year has begun; therefore, personnel may be released from their contracts by agreement of the Board, provided that a suitable replacement can be secured.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Certified Dismissal
POLICY NUMBER: 303.2
EFFECTIVE DATE: Revised January 10, 2001

Dismissal shall be appropriate only after said employee has been notified of the reasons for his/her proposed dismissal and has had a reasonable length of time to correct them. Termination of a contract of a certificated school employee by dismissal must be given by the Board in writing, stating the reason(s) for such dismissal. Complete and thorough orderly dismissal procedures shall be followed as outlined and agreed to in the Master Contract.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Certified Staff
Reduction-In-Force

POLICY NUMBER: 303.3

EFFECTIVE DATE: August 18, 1993

The Board of Trustees and the Administration of the Bear Lake County School District #33 will determine when a reduction in the certified staff is necessary. Reductions in staff may become necessary by decreased enrollments, revenue limitations or other events beyond the control of the Board of Trustees. Reductions-In-Force will deal with positions, not individual staff members. When positions are terminated, the person with the least seniority in that area of certification will be released.

Staff members whose positions are reduced, but whose seniority permits them to continue employment within areas of certification and/or endorsements in which they appear on the respective seniority list, will be placed in a position within the District by Central Administration. Placement will be based on the needs of the District as interpreted by the Administration. Any employee who is placed by seniority after their position is reduced, will be required to meet the certification and/or endorsement qualifications of the position they will acquire. There may be an occasion where an employee whose position has been reduced is not able to qualify for another position with the District. In this situation, the employee would be released, regardless of seniority, because there were no positions in the District that they were qualified to hold.

When a reduction in force becomes necessary, lay-offs will be made on a last hired, first fired basis within the certificated area where cuts are deemed necessary, except in situations where a wide disparity in competence is demonstrated and documented by the established evaluation procedures. In such situations, lay-offs may be made in such a way as to retain the best qualified personnel available teaching in the district.

Should the Board of Trustees decide to reduce the number of positions and such reductions result in the layoff of staff members, such reductions shall be accomplished in accordance with the procedures defined herein.

DEFINITIONS

Seniority

Seniority shall mean a teacher's length of continuous service in years, months and days from the day in which the Board of Trustees for Bear lake County School District #33 approves their contract.

Seniority List

Seniority List shall mean a list specifying the chronological order of the hiring of each teacher. The Seniority List shall be prepared by the Superintendent by October 1st of each year and shall be based on valid Idaho State Department of Education Certification and Endorsements that said employee has on file with the Board of Trustees, prior to October 1st of the current school year.

The Seniority List will be distributed to all teachers by November 1st of the year it was prepared. Any teacher who wishes to challenge his/her position on the Seniority List shall submit the basis of his/her challenge to the Superintendent, not later than January 1st.

Tie Breaker

In cases of identical, initial date of employment, seniority shall be determined first by the number of quarter hours of credit earned by the teacher after receiving his/her Bachelor Degree and a teaching certificate and, if a tie still exists, by the drawing of lots. The drawing will be held by the Superintendent in the presence of said teachers.

The provisions for breaking ties on the seniority list will not be implemented unless employees who have the same date of hire are being released using the Reduction-In-Force Policy. If the date is affected by a reduction, the tie breaker will be utilized to determine the order of reduction and thus the order of recall. Once rank order is established by the tie breaker, the employee will be guaranteed that relative position as long as they are associated with the District.

Leaves of Absence

Employees who take a leave of absence will retain their original hire date, but their position on the seniority list will be adjusted downward according to the length of their leave of absence. A person having been so adjusted will be placed in the new position on the seniority list giving them the advantage over others at that spot with a later hire date and thus eliminating the need for them to participate in a tie breaker. Employees will be granted service time for leaves of absence when required by Federal and/or State Law.

Part-Time/Full-Time Service

A full year of seniority will be granted for each year of service provided by a teacher consisting of a minimum of 91 days, or more, under a regular contract that includes in excess of five and one-half (5 ½) hours of assigned time each day. A teacher employed less than full-time for a minimum of 91 days shall accumulate seniority at a rate of one-half (½) year seniority for each year of service. A teacher employed for less than 91 days will not receive seniority.

Recall

Means the right: (1) to return to a position in the specific certification or endorsement area from which a teacher was originally laid off in the reverse order in which said staff member was laid off, or (2) to fill a position in another specific area for which the teacher is eligible for recall pursuant to this policy and hold the proper certification and/or endorsement to serve in the new position.

No new teachers shall be hired during a reduction-in-force situation until after all teachers on layoff, that are properly certified and endorsed for the open position, have been offered the job.

The recall list shall be maintained by the Board of Trustees for a period of five (5) years; thereafter, a teacher shall lose his/her right to recall.

PROCEDURE

Stage One

1. When at all possible, staff reduction will be accomplished through attrition and by balancing vacancies caused by leaves of absence, resignations and retirements. In exceptional cases, the District may find itself in the position of having to implement the Reduction-In-Force Policy at one level or area, while finding it necessary to hire additional staff for a different level or area. Should such a condition exist, the District will make every effort to utilize current staff members. In the event that any current staff member is not qualified, the District will refer to the Recall List.
2. Should a teacher in a department requiring staff reduction, other than the person with low seniority, elect to take a one (1) year leave of absence, such shall be considered by the Board of Trustees as an alternative to reduction in force. Upon return of the teacher, he/she will be placed at the same place on the salary schedule and with the seniority as he/she had when he/she left.

3. Teaming shall be considered as an alternative to reduction-in-force. Two teachers could agree to "share" one position providing it is mutually agreeable with the Board of Trustees and conforms to the established guidelines for teaming (job sharing). While teaching in a job share situation, seniority will be calculated as per the established District policy for part-time teachers.
4. Early retirement is also considered to be an alternative to reduction-in-force. Information regarding the "Early Retirement" Program can be obtained from the Superintendent.

Stage Two

If sufficient reduction-in-force has not been accomplished through the alternative described in Stage One, the Superintendent will notify the Board of Trustees that the layoff clause will be utilized.

The Board of Trustees shall then make every effort to notify the Association President and each teacher affected by a reduction in staff by May 1st, and in no event, later than May 15th, of the school year preceding the school year in which the reduction is to be effective.

Stage Three

In the event of a recall, the teacher shall be notified, by certified mail, to their last address of record with the Superintendent and must advise the Board of Trustees of their acceptance of the position being offered within twenty-one (21) days following the date of mailing, or forfeit all recall rights. If personal contact can be made with the teacher affected, the time line listed in Stage Three may be altered by mutual consent of both parties involved. All employees who have experienced a Reduction-In-Force are encouraged to keep an updated address in the District office to assure prompt notification.

1. A teacher who is reduced from a full-time position and is on the recall list may refuse to accept an offer of a part-time position without forfeiting his/her recall rights for the duration of the recall period.
2. A teacher who is reduced from a part-time position and is on the recall list may refuse to accept an offer of a full-time position without forfeiting his/her recall rights for the duration of the recall period.
3. If a less senior staff member accepts either a part-time or a full-time position previously refused by a more senior staff member and the status of said position is changed, the less senior staff member shall not be displaced by a more senior staff member wishing the new position.

Waiver of Recall

When a teacher who has been laid off under the Reduction-in-Force Policy refuses to accept a certified position, their name will be permanently removed from the recall list.

Job Search Help

It is the intent of the District to help teachers, laid off under this policy, with job searches. Job counseling, help with applications, contacting other employers and job listings from other employers are possible areas in which the District can be supportive.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Sick Leave
POLICY NUMBER: 304.1
EFFECTIVE DATE: January 13, 1993
Modified August 17, 1994
Revised October 15, 2003
Revised July 12, 2006

Regular employees who are members of the support staff of the school district receive one (1) day of paid sick leave per each month that they work. Certificated staff members receive sick leave as prescribed by the Master Contract and State law. The day of leave will be equal to the number of hours the employee works during a normal day.

Sick leave may be used by the employee when it becomes necessary to be absent from work due to personal illness or the illness of a spouse, child, or parent of either the employee or their spouse. Sick leave may also be granted when an employee is dealing with an illness or medical/dental appointment for a relative for which the employee has assumed the responsibility of that individual's welfare. Sick leave may also be used for medical / dental appointments of the same individuals outlined in this paragraph when said appointments cannot be scheduled outside of the normal work day.

Sick leave may be accumulated without any limit on total days.

There is no compensation for unused sick leave when an employee terminates their employment with the district other than those benefits associated with the State Retirement Program of the State of Idaho. Accumulated sick leave from other Idaho school districts as certified by their superintendent will be accepted by this school district. Sick leave must be transferred with the teacher when that teachers leaves one district and is employed by our school district for the immediately following year.

Certificated employees who are covered by terms of the Master Contract are eligible to participate in the Sick Leave Bank. The operating procedures of the Sick Leave Bank are developed by the Sick Leave Bank Committee and/or through formal negotiations with the Teacher's Association and the Board of

Trustees mutually agreeing upon the procedures that are established.

If, in the judgement of the Administration, an unacceptable attendance pattern is developing, the employee involved will be formally notified in writing. The notice may include a requirement for medical verification at the expense of the employee before additional sick leave days are permitted to be used. The notification will be placed in the employee's personnel file and considered to be pertinent to future employment within the district.

If an employee takes sick leave without accrued days being available, it is considered leave without pay unless said absence is covered by some other type of paid leave (ie. personal leave, annual leave, sick bank leave).

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Personal Leave
POLICY NUMBER: 304.2
EFFECTIVE DATE: January 13, 1993
Revised January 10, 2001
Revised October 15, 2003

The purpose of personal leave is to provide the employee with time to conduct personal business that can not be conducted outside of the regular work day. Personal leave days may be used for any purpose at the discretion of the individual staff member.

All regular staff members will be awarded two (2) days of personal leave at the beginning of their work year. These days will be equal in time to the number of hours that the staff member works during a regularly scheduled work day.

Certified staff members may have three (3) additional days of personal leave during each school year. When the additional days of personal leave are used, the staff member will be required to pay **\$42.00** for each day of additional personal leave used.

Personal leave is not accumulated from year to year.

A staff member planning to use a personal leave day shall notify their immediate supervisor / principal as early as possible. This notification must be at least twenty-four (24) hours in advance unless an emergency exists. Requests that are not of an emergency nature made within twenty-four (24) hours of the absence may be declined by the immediate supervisor / principal / superintendent.

Personal leave days may not be used the day preceding or the day following a school holiday except by special permission of the Superintendent. Personal leave days during the first week of school and/or the last week of school will not be approved without special permission of the Superintendent.

Absences for personal business that exceed the number of days permitted by this policy will be considered leave without pay. Non-emergency personal leave absences that are requested without twenty-four (24) hours advanced notice, personal leave days during the first or last week of school without the Superintendent's approval, and personal leave days preceding or following a school holiday without the Superintendent's approval are considered to be leave without pay.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Professional Leave

POLICY NUMBER: 304.3

EFFECTIVE DATE: January 13, 1993

The District, on occasion, requests employees to be out of their assigned positions to conduct District business. Absences of this nature must be approved prior to when the absence actually occurs. Approval is given by the individual who is making the request for the employee to be out of the district, usually either the building principal or the Superintendent.

Expenses may be paid by the District. The terms for any reimbursement must be agreed to before the absence takes place. Expenditures must receive prior approval from the individual who is responsible for the budget area that will be paying for the reimbursement. All expenses must not exceed the maximum amounts established by board policy. Expenses associated with the operation of the district's extra-curricular program are to be paid by the school's activity account unless prior permission is given by the Superintendent.

Staff members may also request professional leave to participate in experiences that will improve their abilities to serve the students and/or staff of the Bear Lake County School District. This type of professional leave shall be approved by both the building principal and the Superintendent prior to their occurrence. The District has no financial responsibilities beyond the cost of a substitute and the employee's salary during the leave.

Professional leave may also be granted for the Bear Lake Educational Association to send representatives to local, state or national conferences or on other business pertinent to Association affairs. The leave request must specifically state that the request deals with Association business and must be approved by both the Association President and the Superintendent prior to the absence. The Association shall reimburse the district for the cost of the substitute(s) for any aggregate number of days exceeding twenty (20) per fiscal year. Professional leave for Association business is not to be accrued from one school year to the next.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Jury Duty/Subpoena Leave

POLICY NUMBER: 304.4

EFFECTIVE DATE: January 13, 1993

All district employees are expected to fulfill their civic responsibilities by serving on juries when called.

Jury Duty is a paid leave of absence. Any compensation received by the employee for jury duty performed on contract days shall be endorsed and signed over to the District through the Business Manager. Travel expenses paid to the employee for jury duty shall remain with the employee.

Leave that is the result of a subpoena to appear in court to testify in an official proceeding dealing with the operation of the school district when the employee is not the one initiating charges against the district, or the district is not the one initiating charges against the employee, are considered as a paid leave of absence.

Compensation for said appearances in court shall be dealt with in the same manner outlined for those employees involved with Jury Duty.

Leave that is the result of a subpoena to appear in court for non-district issues of a personal nature. If the individual employee has no personal leave remaining, the leave shall be considered leave without pay.

Leave that is the result of a subpoena to appear in court for a non-personal issue shall be leave with pay.

Leave that results from the district making charges against an employee, or when the employee is making charges against the district is considered to be either personal leave or association leave.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Parental Leave
POLICY NUMBER: 304.5
EFFECTIVE DATE: January 13, 1993

Upon request by the employee and approval of the Board, parental leave of up to one (1) calendar year shall be granted to a female who is pregnant, to the husband of a pregnant woman, or to an employee who adopts a child.

An employee who is pregnant may continue in active employment as late into her pregnancy as she desires as long as she is physically able to perform the responsibilities associated with her job. Her eligibility to remain at work prior to delivery or to return to work following delivery will be determined by her physical ability to perform her assignments as determined by her physician. The Board and/or Superintendent may require written verification from her physician. This expense will be the responsibility of the employee.

The leave for a natural mother or the husband of a pregnant woman may begin at any time between the commencement of the pregnancy and the birth of the child. If the birth occurs during the summer months, the leave will begin with the new school year.

Leave for an adoptive mother or father may begin from the date of actual custody of the child or at the beginning of the school term if actual custody of the child is obtained during the summer months.

Except in the case of emergency, the employee shall notify the superintendent in writing of his or her desire to take parental leave at least thirty (30) days prior to the date on which the leave is to begin. Any employee on parental leave shall give the superintendent thirty (30) days written notice prior to the date that he or she desires to return to work.

An employee who is granted parental leave shall, upon his/her return to work, be placed in a position for which he/she is qualified in terms of certification or job experience. All benefits to which the employee was entitled at the time the Parental Leave began, such as salary schedule status, seniority and unused leave entitlement, shall be restored when the employee returns to work.

A natural mother taking parental leave will be eligible for sick pay and consideration for leave through the sick leave bank.

An employee who utilizes all of the leave benefits available to them shall be placed on leave without pay. Once an individual is placed on leave without pay, all provisions of that policy go into effect including the loss of district paid insurance benefits.

An employee who desires to extend a parental leave beyond (1) one year must apply to the Board under the provisions of the district's extended leave policy.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Military Leave
POLICY NUMBER: 304.6
EFFECTIVE DATE: January 13, 1993

The district will provide an individual employee with up to fifteen (15) days of military leave per year. Military leave that exceeds fifteen (15) days during any one (1) fiscal year must have prior approval by the Board of Trustees. While on military leave, the employee may use their personal days and/or annual leave.

Employees may request an extended military leave for the purpose of fulfilling a draft commitment, enlisting in the military service, being called to active duty from a reserve unit or the National Guard, or for advanced training. Request for an extended military leave should be made in writing to the Superintendent of Schools. A Leave of this nature is considered to be "leave without pay" and is governed by the state and federal laws that exist at the time the leave is granted.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Leave Without Pay

POLICY NUMBER: 304.7

EFFECTIVE DATE: January 13, 1993

The District employs the best applicants available to do the most effective job in the most efficient manner. When employees are absent, the best job cannot be completed. Substitute and/or temporary employees do not have the same skills or training that our regular employees possess. For this reason, absences of any kind are discouraged. For special situations, the District has created a liberal program of paid leave in order to help an employee deal with specific personal and/or family problems.

In special circumstances, employees may have long term absences and/or a number of short term absences that force an individual to take leave without pay. In these types of situations, leave without pay is understandable and will be accepted. Chronic leave without pay or leave without good reason, is not acceptable and may be grounds for dismissal. Employees are expected to be at their job site on time, each day. In this way all can work together to help Bear Lake County School District #33 provide the best setting for a quality education for the students of this community.

A member of the support staff who is authorized to take leave without pay will have their pay deducted as follows:
number of hours missed x hourly rate.

A member of the certified staff who is authorized to take leave without pay will have their pay deducted as follows:
contracted amount divided by the number of days in the contract x
the number of days missed.

Employees who are away from their duties without any type of district pay for every work day of an entire month ARE NOT ENTITLED TO DISTRICT PAID BENEFITS DURING THE MONTH IN WHICH THIS ABSENCE OCCURS unless the absence is due to a work related injury. If the absence is work related, the provisions of the Work Related Injuries policy would be in effect with regards to the Insurance Benefits.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Long Term Leave
POLICY NUMBER: 304.8
EFFECTIVE DATE: January 13, 1993

Upon request by the employee and approval by the Board, an employee may take an extended leave for any reason that the employee and Board mutually agree upon. Extended leave is designed to cover no more than one (1) full academic year, although the employee may request additional extensions that will be reviewed by the Board. Long term leaves are without pay and carry no district paid benefits. Employees who are granted long term leaves may be eligible for continued benefits at their own expense through the provisions of COBRA.

An employee who desires to be considered for an extended leave shall submit a written request to the Superintendent. The Superintendent shall review the request and submit a formal recommendation to the Board at the next regular meeting of the Board of Trustees. Employees are encouraged to submit the request on/or before April 1st of the school year preceding the year in which the request is being made in order to provide the district with ample time to secure a competent replacement. The ability to find a competent replacement will be one of the most important factors used by the Superintendent and Board to determine what action will be taken on the employee's request.

Upon receiving a request for a long term leave of absence, the Board may take any one of the following actions:

- 1). The Board may reject the request and thus require the employee to either resign, retire or return to work for the next school year.
- 2). The Board may approve the request with a guarantee of a position for the employee when they return to work the school year following the leave. The employee would not get credit for the year that they were on leave with regards to placement on the salary schedule or seniority. Upon their return, they would be placed in the district within a position for which they hold appropriate certification (certified staff) or for which they are qualified (support staff). The employee

would maintain their accumulated sick leave and step on the salary schedule that they had at the end of the school year in which the request for leave was made. The lane (column) placement would be dependent upon the actual job assignment (support) or the number of credits (certified) the employee had when they returned to the job.

- 3). The Board may approve the request with no guarantee of a position for the employee in the future. The employee would be required to apply for future positions with the understanding that the Board and Superintendent are committed to hiring the most qualified candidate at that time. If the employee was rehired, they would get no credit for the year that they were on leave with regards to placement on the salary schedule or seniority. Upon their return, they would be placed in the district within a position for which they hold appropriate certification (certified staff) or for which they are qualified (support staff). The employee would maintain their accumulated sick leave and step on the salary schedule that they had at the end of the school year in which the request for leave was made. The lane (column) placement would be dependent upon the actual job assignment (support) or the number of credits (certified) the employee had when they returned to the job.

All employees on an extended leave must provide the Superintendent with written notification on/or before April 1st of the year in which they are on leave of their intentions with regards to employment for the following school year. The lack of written notification on/or before April 1st WILL CONSTITUTE A RESIGNATION from the district and there will be no guarantee of future employment.

If an employee requests to be considered for a second, consecutive long term leave, the Board has the authority to change the conditions for which the second leave is granted. (A leave with a guarantee of a position during the first year may be changed to a leave without a guarantee for the second year.)

An employee may decide to accept or reject the long term leave that the Board has agreed to after the employee has been made aware of the conditions placed on said leave. If the employee rejects the leave, they will be expected to work during the period of time for which the leave was requested.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Bereavement
POLICY NUMBER: 304.9
EFFECTIVE DATE: January 13, 1993
Modified August 17, 1994

Each employee may be granted up to three (3) days of Bereavement Leave for each request, noncumulative, in the event of the death of a spouse, parent, natural child, step child, grandchild, adopted child, brother, sister, grandfather or grandmother or spouse's parent. An employee may also be granted up to one (1) day of Bereavement for an uncle, aunt, spouse's brother or sister, spouse's aunt or uncle, spouse's grandparent or, upon prior approval of the Superintendent, for an individual who has lived with the employee for an extended period of time.

Additional days, if necessary, may be granted at the discretion of the Superintendent. All additional days must be approved by the Superintendent prior to being taken by the employee. Additional days will be deducted from the employee's personal leave and/or sick leave. Absences as a result of Bereavement shall not be considered for coverage through the sick leave bank.

Absences that are the result of deaths to individuals not mentioned in the first paragraph of this policy shall be covered by personal leave. If the employee does not have personal leave remaining, the absences shall be without pay.

Employees who are responsible for conducting and/or participating in a funeral shall be awarded Bereavement Leave for the period of time required to conduct the funeral.

In cases where a student, staff member, former staff member, or a prominent friend of the school has died, the building administrator may use their discretion with regards to permitting students and/or staff to attend the viewing and/or funeral when the activities are located within the area.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Sabbatical Leave

POLICY NUMBER: 304.10

EFFECTIVE DATE: January 13, 1993

Certified staff who have rendered satisfactory service with the district for seven (7) consecutive years are eligible for consideration under the Sabbatical Leave policy. Staff members may be granted a one (1) or two (2) semester Sabbatical leave for the purpose of advanced study which will benefit the individual and the students of the district. The following rules will apply to each Sabbatical Leave:

- 1). Employees may be granted one (1) Sabbatical Leave after each seven (7) year period of consecutive employment.
- 2). Employees must submit a formal written proposal of educational experience in their specific field of study and/or field in which the District and the employee anticipate a future need. The proposal must be presented to the Superintendent prior to Board approval of the Sabbatical Leave.
- 3). The employee must maintain the status of a full-time student in pursuit of the goals and program objectives for which the sabbatical was granted or forfeit the entire amount provided to the teacher for salary.
- 4). Applications for a Sabbatical Leave must be submitted to the Superintendent prior to February 1st of the year preceding the year in which the sabbatical would take place.
- 5). A supplement to the teaching contract will be executed between the employee and the Board of Trustees listing the terms of the Sabbatical before the leave becomes effective.
- 6). An employee on a Sabbatical will receive a salary of one-half (1/2) of the annual contracted salary that they would have received for the year in which the sabbatical leave is to be taken. Payment shall be made in equal monthly installments. Insurance benefits are

not paid during a sabbatical leave, although the employee is eligible for a continual coverage through the provisions of COBRA.

- 7). Upon returning to the District, the employee will be assigned to a comparable position and, at the discretion of the Board, serve two (2) additional years as an employee of the district.
- 8). Sabbatical Leave time will not be counted as a vertical step on the salary schedule nor will it be counted as a year of experience with regards to seniority.
- 9). Transcripts verifying all formal course work taken by the employee on sabbatical leave must be submitted to the Superintendent's office immediately after the completion of each semester.
- 10). The District may elect to reject any or all Sabbatical Leave requests during any one (1) individual year due to financial restraints facing the district.

Individuals who are not granted a Sabbatical Leave that desire to take a leave of absence to continue their formal education are encouraged to request the Board and Superintendent to consider a Long Term Leave of Absence under the provisions of that policy.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Annual Leave
POLICY NUMBER: 304.11
EFFECTIVE DATE: February 10, 1993

Annual leave is earned by all regular employees who are scheduled to work a minimum of 240 days a year and who have permanent positions with the district.

Employees who have worked 60 consecutive months or less are entitled to .833 days of annual leave per month that they work. Employees who have worked 61 consecutive months to 120 consecutive months are entitled to 1.25 days of annual leave per month that they work. Employees who have worked more than 121 consecutive months are entitled to 1.66 days of annual leave per month that they work.

No annual leave may be taken during the first week or the last two weeks of summer vacation and no more than two consecutive weeks (10 work days) may be taken at any one time. Exceptions to this provision are possible but must be approved by the Superintendent, the building principal and the Director of Custodians and Maintenance. The District's need to complete the custodial / maintenance schedule of the buildings will be the only criteria considered when reviewing exceptions. Other than specified above, annual leave may be taken at any time during the year as long as proper arrangements have been made and the appropriate leave request is completed and approved in advance. Annual leave may be denied by an employee's immediate supervisor if the needs of the building/district will not permit it.

Annual leave may not accrue from one year to the next unless special permission is given by the Superintendent. All annual leave accrued during one fiscal year should be taken within three (3) months after the beginning of the following fiscal year.

Accumulation of and the regulations regarding annual leave for the Superintendent of Schools is outlined in his/her personal contracts.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: School Day
POLICY NUMBER: 305.1
EFFECTIVE DATE: Revised January 10, 2001

Teachers are to be available in the buildings 30 minutes before the start of classes and be available 30 minutes after the conclusion of classes. All school personnel shall make arrangement through their building supervisors when necessary to be absent from the building during any part of the school day.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Travel
POLICY NUMBER: 305.2
EFFECTIVE DATE: Revised January 10, 2001
Revised November 9, 2005

Expenses for approved travel outside the school district shall be reimbursed as follows:

Lodging - Reimbursement for rooms will be at a reasonable, competitive rate.

Meals - \$20 for a full day (leaving before 7:00 a.m. and arriving home after 7:00 p.m.)
\$ 4.00 = Breakfast
\$ 6.00 = Lunch
\$10.00 = Dinner

Mileage - .40 cents per mile or cost of airfare (which ever is the lesser).

Receipts and airline stubs must be filed with the claim for reimbursement.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Professional Organizations

POLICY NUMBER: 305.3

EFFECTIVE DATE: Revised January 10, 2001

Individual members of the staff are encouraged to participate in professional activities related to their subject matter areas.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Access To Buildings
POLICY NUMBER: 305.4
EFFECTIVE DATE: Revised January 10, 2001

Necessary keys will be issued to certified personnel. In the event of special needs, keys may be obtained from the building principal upon request.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Public Service
POLICY NUMBER: 305.5
EFFECTIVE DATE: Revised January 10, 2001

All certified personnel may engage in public service activities unless such activity directly impinges upon the employee's professional service to the school district.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Substitute Qualifications

POLICY NUMBER: 306.1

EFFECTIVE DATE: Revised January 10, 2001

Principals shall make every effort to fill temporary positions with substitutes who have preparation equal to that of regular contract personnel. In the event such persons are not available, the employment of personnel who are not certified is authorized on a purely substitute or temporary basis. Teachers are not to employ their own substitutes.

Substitute teachers are used to replace members of our teaching staff who are unable to perform their duties on a short term basis. Substitutes do not qualify for benefits and are not covered by the terms of employment outlined in either District Policy or the Certified Staff Handbook.

New substitutes will be required to undergo a criminal background check and the subsequent fingerprinting. All expenses with this process are the responsibility of the substitute teacher. This process must be completed before an individual is placed on the substitute list. Under emergency situations, the superintendent or district secretary may waive this requirement upon the recommendation of a building administrator for no more than two (2) working days.

All substitutes must be on the approved list before they are hired.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Substitutes Reimbursement

POLICY NUMBER: 306.2

EFFECTIVE DATE: Revised January 10, 2001

Substitutes are paid on a daily rate for their teaching services. Such rate shall be set annually by the Board of Trustees at the time salary schedules are considered and established.

Substitutes are paid \$40.00 per day. Substitutes will be paid 1/3 of a day's salary when required to be at the school for two (2) or less hours, ½ of a day's salary when present for more than two (2) hours or less than four (4) hours, and a full day for being on site more than four (4) hours.

Substitutes who are certified and who stay in the same position for more than six (6) weeks of school will be paid a regular teacher's salary at Step 1, Column A.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Student Teachers
POLICY NUMBER: 307
EFFECTIVE DATE: Revised January 10, 2001

It is the policy of the Bear Lake School District #33 to cooperate with higher educational institutions in the practical preparation of future teachers. The regular classroom teacher receives a salary plus an honorarium for working with a student teacher. The classroom teacher will instruct, supervise, and cooperate with the student teacher. If any teacher allows the responsibility of teaching the class to be upon the substitute teacher and then leaves the class for personal, non-professional purposes he or she will be considered guilty of gross neglect of duty.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Classified Personnel
POLICY NUMBER: 308.1
EFFECTIVE DATE: Revised January 10, 2001

The term classified personnel shall include those persons employed by the school district who are not required by law to have a teaching certificate for qualification. These shall include, but not be limited to the following:

1. Custodial and maintenance employees
2. Clerical employees
3. Lunchroom employees
4. Transportation employees, (bus driver, director, etc.)
5. Teachers Aides
6. Extra help for summer maintenance

Job specifications and job descriptions shall be established by the School Administration for all positions that require classified help. All job descriptions and job specifications shall be approved by the Board of Trustees.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Classified Staff Hiring Policy

POLICY NUMBER: 308.2

EFFECTIVE DATE: September 9, 1992

All Classified Staff announcements for vacant positions will be posted internally within all buildings, by the district, unit or building administrator or their designee, and at the central administrative office. When announcements are not limited to "in district" candidates only, the openings will also be posted with the local media. All vacancies will be posted for five (5) working days except when special circumstances dictate otherwise. A job title, required qualifications, and wage shall be listed with each vacancy.

Selection of Classified Staff may involve the Superintendent, building principal, support supervisor for that particular position and/or members of the support staff. Those involved in screening and making the final recommendation are responsible to seek out and employ the most qualified applicant possible under the restraints facing the district at that time. The responsibility for the final selection rests with the Superintendent of Schools.

Each employee shall have such training, basic skills and physical abilities as may be necessary to carry out the requirements of the position for which they are a candidate.

Any employee may request a transfer at any time a vacancy exists. Employees requesting a transfer from other assignments will be given consideration but not preference. In addition to the necessary job qualifications, existing employee relations and district needs will be taken into account. When an employee is transferred at his/her own request, the wage rate paid will be that of the new position.

Employees who are transferred into a different job area will only be given experience credit for time spent in a position with similar responsibilities during the current period of continuous employment with the district.

All new employees will be placed on step 1 of the salary schedule in the appropriate column that is associated with their specific job area.

All new, regular employees shall serve a probationary period of ninety (90) calendar days. During this time, the immediate supervisor will take every opportunity to observe work and personal qualities. If a concern arises, it should be communicated to the probationary employee promptly. Prior to the ninetieth (90th) calendar day, the supervisor shall provide a written evaluation and discuss it with the employee. The supervisor must make a definite statement of recommendation for hire on a permanent basis or recommendation for dismissal upon completion of the probationary period. The recommendation will be shared with the employee during the evaluation. The final decision regarding employment beyond the probationary period rest with the Superintendent.

During the probationary period, the employee may be dismissed at anytime for any reason without the district following the process established for individuals who have passed through their probationary period of employment.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Classification of Support Employees

POLICY NUMBER: 308.3

EFFECTIVE DATE: December 8, 1992

Bear Lake County School District employs four (4) classifications of employees in the area of Support Staff. Those areas are as follows:

Regular Full-Time: Employees who are employed under a job description for 178-260 days of operation in the school district for a period of four or more hours per day.

Regular Part-Time: Persons employed under a job description for 178-260 days of operation in the school district for less than four (4) hours per day.

Temporary: Persons employed under a specific job description for specific reasons for a specific length of time not to exceed the last day of the current fiscal year. No temporary position to exceed or last longer than one (1) full calendar year. Temporary employees receive no insurance benefits, have no paid leaves or holidays, and do not gain seniority. Time spent as a temporary employee is not used as credit on the salary schedule for future employment. Temporary employees who work five (5) or more consecutive months for twenty (20) hours or more a week, must be included in the state retirement system.

Substitute: Substitute employees fill a currently identified job on a daily basis as needed. No benefits are available. Individuals employed as a substitute do not gain seniority nor do they gain credit on the salary schedule for future employment.

Employee benefits are earned according to a persons classification within the district. The following table summarizes the benefits due to each classification of employee.

<u>Benefits</u>	<u>RFT</u>	<u>RPT</u>	<u>T</u>	<u>Sub</u>	
Sick Leave	*	*			
Parental Leave	*	*			
Long Term Leave	*	*			
Personal Leave	*	*			
Annual Leave	**	**			
Military Leave	*	*			
Paid Holidays	*	*			
Workers Compensation	*	*	*	*	
Health Insurance	*				"Insurance coverage begins the first day of the month following the actual hire date."
Life Insurance	*				
Retirement	*		*		

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Classified/Support Staff Salary Schedule

POLICY NUMBER: 308.4

EFFECTIVE DATE: Revised January 10, 2001

The Board of Trustees shall establish a salary schedule for the several classified positions in the school system. Following the adoption of any schedule, the administration shall use that schedule as a guide in employing classified/support employees.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Compensation Time

POLICY NUMBER: 308.41

EFFECTIVE DATE: February 10, 1993

Compensation Time should be avoided as much as possible. Employees should be limited to their regular allotment of hours unless there is an emergency.

When "comp" time is necessary, it should be provided during the week in which it was given whenever possible. When this is not realistic, it must be given during the same pay period in which it was earned.

If "comp" time is not given during the week it was earned, it must be recorded on the employee's time sheet. In the same manner, comp time that is not taken during the week that it was earned must be recorded on a "Leave Request" form.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Classified/Support Staff Insurance

POLICY NUMBER: 308.5

EFFECTIVE DATE: Revised January 10, 2001

Each regular member of the Support Staff who works twenty (20) or more hours a week qualifies for single party health insurance coverage as constituted within the District at any particular period of time.

Each regular member of the Support Staff who works forty (40) or more hours a week qualifies for family insurance coverage with dental as constituted within the District at any particular period of time.

The Director of Maintenance and Custodial Services, the Director of Transportation, and the Director of Food Service qualify for the same insurance coverage as provided to the full-time certificated staff within the District as constituted at any particular period of time.

Individuals who would like to purchase additional coverage for their family may do so at their own expense. Information regarding this option is available through the Business Manager of the District.

Each employee who is working twenty (20) hours or more a week and who is in a regular position also qualifies for term life insurance. At the current time, the coverage includes a \$50,000 term life policy for the employee. Coverage for the employee's spouse and dependents is available (at their own expense).

Title IX of the Consolidated Omnibus Budget Reconciliation Act (COBRA) requires that certain employer's group health plans permit employees, spouses and dependents to continue coverage after divorce, separation, death, termination or reduction in work hours or failure of the dependent to meet the contract definition of a dependent. If there is a change in the employee's job status or family situation, they may be eligible to continue coverage at their own expense for a period of time.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Classified Staff Evaluation

POLICY NUMBER: 308.6

EFFECTIVE DATE: October 14, 1992

The Superintendent of Schools shall be responsible for the development and implementation of a system for the continuous evaluation of all classified employees within the school district.

Actual evaluation of performance is to be completed by the immediate supervisor and the building principal and/or Director/Supervisor responsible for that particular aspect of the district's operation.

All classified employees shall have a written evaluation each year. Evaluations shall be reviewed with the staff member involved and submitted to the Superintendent's office on/or before May 1 of each year. The staff member shall have an opportunity to sign the evaluation indicating that they have been provided a chance to review the content of the evaluation. The staff member shall also have the right to develop a rebuttal and attach it to the evaluation if they so desire. Evaluations are placed in the employee's personnel file after they have been received by the Superintendent.

If, at any time, there is a concern about a classified employee, that concern should be communicated directly to the employee by their immediate supervisor, building principal, director/supervisor or the superintendent of schools. The concern may be expressed through either verbal or written communication. If the concern warrants initiation of the district's discipline procedures then the provisions of the procedures identified in the "Resignation/Dismissal" policy should be implemented.

Evaluations should include an appraisal of the employee's ability to complete the assigned task, attendance patterns, relationships with students and staff, general attitude and any other factors that have a negative impact on the employee's effectiveness. Evaluations should also recognize areas of strength that the employee is demonstrating.

Probationary employees should refer to the policy entitled "Classified Staff Hiring Policy" for information regarding staff evaluations during the first ninety (90) days of employment.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Resignation/Dismissal

POLICY NUMBER: 308.7

EFFECTIVE DATE: September 9, 1992

Termination of employment by classified staff members must be given in writing fourteen (14) days prior to the final day of intended employment. Early termination may be granted, provided that a suitable replacement can be secured. Resignations effective prior to the completion of the contract year will result in the forfeiture of all vacation privileges not earned to that date.

The district may terminate the employment of a classified staff member for any of the following reasons:

- Reduction in the work force
- Job performance as reflected in the supervisor's evaluations
- False information on a job application
- Negligence
- Incompetence
- Inefficiency
- Insubordination
- Use of obscene or abusive language
- Refusal to accept a reasonable or proper assignment from an authorized supervisor
- Possession or consumption of an intoxicant or controlled substance while at work
- Reporting to work under the influence of an intoxicant or controlled substance
- Improper use of or unlawful conversion of state property, equipment or funds
- Physical or mental incapability for performing assigned duties
- Consistent and/or willful violation of safety rules and regulations
- Repeated failure to be at work on time
- Habitual absenteeism
- Leaving work area without notifying and obtaining approval of immediate supervisor
- Possession of weapons on school property
- Unauthorized disclosure of confidential information from school records
- Conviction of any felony or conviction of any crime involving

moral turpitude
Leave of absence without approval from immediate supervisor
Fraternization between employees and students

The discipline procedure for regular, non-probationary members of the district's classified staff will be as follows:

1. Upon determination of unsatisfactory performance of a Classified employee, the building principal and/or area supervisor will immediately meet with the staff member. The supervisor will describe the area of unsatisfactory performance and verbally indicate what steps must be accomplished to correct the situation and what the expectations are. Written documentation as to the date of the incident, specific problems and steps to correct the situation and expectations will be placed in the employee's personnel file. The employee will have a right to review the written documentation and sign it indicating that they have had a chance to read the document entering their file. If the employee disagrees, they may have a rebuttal attached to the document and entered into their personnel file.
2. When performance continues to be judged unsatisfactory in relationship to the area of the verbal warning or any other area of work performance, the building principal and/or area supervisor and the Superintendent will meet with the staff member. The staff member may be accompanied by an advocate of their choice. The staff member shall be placed on a Performance Contract for a period of not more than sixty (60) days. The Performance Contract will be used as a tool to help emphasize and clarify employee responsibilities, areas of needed improvement, identify assistance, and specify areas and levels of performance and evaluation. Following the conclusion of the Performance Contract, a written evaluation is completed between the employee and those who designed the original contract. The Performance Contract and evaluation will be made part of the employee's personnel file after they have had an opportunity to review the content of the evaluation.

An employee may be suspended with or without pay any time his/her performance does not meet the requirements of the performance contract.

At the conclusion of the period of time identified in the Performance Contract, the employee will either be dismissed or returned to regular status.

In severe cases, the district may also move for immediate suspension with or without pay or dismissal of a member of the classified staff.

All members of the Classified Staff will be evaluated each year. Evaluations will be conducted by the building principal and/or immediate supervisor. Evaluations will deal with an appraisal of the employee's work performance, issues listed in this policy, items from the employee's job description, and any other information that either the employee or the supervisor deem appropriate at that time.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Reduction In Force

POLICY NUMBER: 308.8

EFFECTIVE DATE: September 9, 1992

The Board of Trustees and the Administration of Bear Lake County School District #33 will determine when a reduction in the classified staff is necessary. Reductions in force will deal with positions, not individual staff members. When positions are deleted, the person with the least seniority in that support area will be terminated unless a wide disparity in competence is demonstrated and documented by the established evaluation procedures or unique skills are possessed by the individual that is required to meet the established job description for an existing position.

Staff members whose positions are reduced, but whose seniority permits them to continue employment within the job areas in which they appear on the respective seniority list, will be placed in a position within the district by Central Administration. The placement will be as a similar position with regards to salary and time demands whenever possible. Any employee who is placed by seniority after their position is reduced, will be required to meet the job qualifications of the position they will acquire. There may be an occasion where an employee whose position has been reduced is not able to qualify for another position within their job area because of the skills necessary for the new position. In this situation, the employee would be released regardless of seniority because there were no positions in their job area that they were qualified to hold.

DEFINITIONS

Seniority:

Shall mean a staff member's length of continuous service from the first working day in Bear Lake County School District as a regular district employee.

Seniority List:

Shall mean a list specifying the chronological order of hiring each staff member. The seniority list will be published each fall. Any staff member who wishes to challenge their position on the list shall submit the basis of their challenge to the Superintendent no later than January 1. Thereafter, any challenges remaining unresolved shall be resolved by use of the District's Grievance Procedure.

Job Areas:

The following shall be recognized as areas in which seniority lists will be developed:

- Aide - including all aides regardless of their responsibilities.
- Food Service - workers and head cooks
- Secretaries - building and central office
- Custodians - building and head custodians
- Transportation - all drivers
- Maintenance and Technical - maintenance, grounds, business manager, mechanics
- Supervisory - transportation director, maintenance director

Tie Breaker:

In cases of identical initial date of employment, seniority shall be determined by the drawing of lots of such staff members. The drawing will be held by the Superintendent. The provisions for breaking ties on the Seniority List will not be implemented unless employees who have the same date of hire are being released using the Reduction in Force Policy. If the date is affected by a reduction, the tie breaker will be utilized to determine order of reduction and thus the order of recall. Once rank order is established by the tie breaker, the employee will be guaranteed that relative position as long as they are associated with the district.

Starting Date:

Length of service shall commence as of the first working day in the district in the most recent period of continuous service in a regular position.

Leaves of Absence:

Time spent on paid leaves of absence will be counted for seniority. Employees who take an approved leave of absence that is not paid will retain their original hiring date, but their position on the Seniority List will be adjusted accordingly. A person having been so adjusted, will be placed in the new position on the Seniority List giving them the advantage over others at that spot with a later hire date, thus eliminating the need for them to participate in a tie breaker.

Part-Time/Full-Time Service:

Employees will be given a year of "full-time" service when their work day averages four (4) hours or more during the work year. Employees will be given 1/2 year of service credit when their work day average is less than four (4)

hours during the work year. A work year is from anniversary date to anniversary date and consists of the number of days identified to accomplish the assigned task.

Employees who are hired as substitutes or who are filling temporary positions are not given credit for their service with regards to seniority.

Qualified:

To be considered "qualified", the staff member must provide evidence of one of the following:

1. Experience in the specific area within the past two years of continuous employment by Bear Lake County School District #33.
2. Present assignment in a specific area.

Recall:

Means the right of an employee to return to a position in the specific area from which they were originally laid off in the reverse order in which said staff member was laid off or to fill a position in another specific area for which the staff member is qualified. The recall list shall be maintained by the Board of Trustees for a period of eighteen months; thereafter, a staff member shall lose his/her right to recall.

The Superintendent and Board of Trustees shall attempt to accomplish staff reductions through attrition, leaves of absence, resignations and retirements. When this is not possible, the Reduction-In-Force policy will be implemented. In exceptional cases, the District may find itself in the position of having to implement a reduction in one area while finding it necessary to hire additional staff for a different area. Should such a condition exist, the District will make every effort to utilize its current staff members.

If the necessary reductions have not been accomplished through attrition and reassignments, the Board of Trustees will implement the Reduction-In-Force policy. The Board of Trustees will make every effort to notify each staff member affected by a reduction in force by June 15 of the school year preceding the school year in which the reduction is to be effected. In all cases, the staff member will be given a minimum of a two week notice of a reduction that affects them.

In the event of a recall, staff members shall be notified by certified mail to their last address of record with the Superintendent and must advise the Board of Trustees of their acceptance of the position being offered within fourteen days

following the date of mailing. If personal contact can be made with the staff member affected, the time line listed above may be altered by mutual consent of both parties involved.

A staff member who is reduced from a full time position and is on the recall list may refuse to accept an offer of a part time position without forfeiting his/her recall rights. An analogous right shall exist for a staff member who may be reduced from a part time position. A staff member who was full time and refuses to accept a part time position that later becomes a full time job does not have the right to displace a less senior staff member who accepted the original part time position.

An individual maintains themselves on the recall list for eighteen months after which they have no further claim to a position within the school district. If, at any time a staff member who was full time refuses to accept an offer for a full time position, they are immediately taken off the recall list and have no further claim to a position within the school district. An analogous situation is true with a part time employee.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Transfers-Promotions-Demotions

POLICY NUMBER: 308.9

EFFECTIVE DATE: September 9, 1992

Changes in classified staff assignments may be initiated by an employee submitting a request to his immediate supervisor and/or the Superintendent of Schools. Changes may also be initiated by either the immediate supervisor and/or the Superintendent.

Staff generated requests that are within the employee's job area must be approved by the immediate supervisor(s) involved. The employee requesting the change must meet all job qualifications established for the position before a change will be considered. Vacancies will be filled by the individual who is most qualified.

Staff members who are interested in changing job areas must follow the same process established for Classified Staff Hiring Procedures. To change job areas, the employee must be the most qualified candidate after a job vacancy has been posted. The Superintendent and Board of Trustees reserves the right to assign classified staff to positions within the district at their discretion. Staff members being reassigned will be involved in that decision making process, unless an emergency is declared by the Superintendent.

Seniority helps to guarantee an employee of the district continued employment but it does not assure an employee of a specific job placement, specific work hours or length of work day, or preferential treatment in other personnel issues.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Aids Infection and Employees

POLICY NUMBER: 309

EFFECTIVE DATE: November 3, 1987

For the purpose of guidelines set forth in this policy, the term "infected" is used to describe those employees who have been diagnosed as having AIDS or ARC (AIDS Related Complex) and/or who are asymptomatic carriers who have a virologic or serologic evidence of infection.

WORK ATTENDANCE OF INFECTED EMPLOYEE

The final non precedential determination of whether or not an infected employee shall be permitted to remain employed in a capacity that involves contact with students or other school employees shall be made by the Board of Trustees after reviewing the recommendation of an Evaluation Team. The interim decision of whether to temporarily release an infected employee, pending the Board's decision, shall be made by the Superintendent or designee after consulting with medical authority.

Infected employees who lack control of their bodily secretions, or who have oozing lesions, shall not be permitted to attend work.

If the Board determines that an infected employee shall not remain in their current position the employee will be offered an appropriate alternative position if such a position is available and the employee is qualified for the position and the accommodation is reasonable.

This policy and its guidelines will be reviewed by the Board of Trustees annually.

GUIDELINES

EVALUATION TEAM

An Evaluation Team will be convened for each infected employee. The Evaluation Team will be composed of public health personnel, the employee's physician, school district legal counsel, and appropriate school personnel as determined by the Superintendent. The Evaluation Team will be notified and convened by the Superintendent when an infected employee is identified.

The Evaluation Team will make recommendation on a case by case basis to the Board of Trustees as to whether an infected employee shall be permitted to remain employed in a capacity that involves contact with students or other school employees. In making the recommendation the team shall consider in each case: (1) the medical evidence upon which the diagnosis of the "infection" was made; (2) the behavior, neurological status, and physical condition of the employee; (3) the expected type of interaction with others in the school setting; and (4) the risks and benefits to both the infected employee and others in the school setting.

CONFIDENTIALITY

School personnel associated with an infected employee shall respect that person's right to privacy, including maintaining confidential records. The number of personnel who are aware of the infected employee's condition shall be kept to the minimum needed to assure adequate protection of school children and other employees and to detect situations where the potential for transmission may increase (e.g., bleeding injury).

MONITORING

In schools where an infected employee is permitted to continue work the appropriate director or designee will establish through appropriate administrative channels the responsibility to regularly monitor the infected employee's health status and behavior in order to protect children and other employees. A mechanism should be established for consultation with members of the health team when necessary to answer emergent questions regarding the employee's condition and potential risk for school children and other employees.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Drug-Free Workplace

POLICY NUMBER: 310

EFFECTIVE DATE: September 11, 1990

Purpose:

Bear Lake School District recognizes the negative impact alcohol and other drug use has on the workplace and subscribes to the philosophy that such use should be prohibited. Inasmuch as the District's workplace involves the welfare of children, the effects of an employee's use of drugs and alcohol while on the job is of utmost concern.

In accordance with the Drug-Free Schools and Communities Act of 1989, the District has the legal and ethical responsibility to provide its employees with information about the dangers of alcohol and other drugs in the workplace and to develop and enforce a policy and procedures to help create a drug free workplace.

Policy:

The use, possession, manufacture, distribution, or sale of alcohol or illicit drugs on school property or at school sponsored activities involving students by employees of Bear Lake School District is expressly forbidden. (An illicit drug is defined as any drug that is used unlawfully or improperly.) IT IS A CONDITION OF EMPLOYMENT WITH BEAR LAKE SCHOOL DISTRICT THAT EMPLOYEES COMPLY WITH THIS POLICY.

Procedures:

Self-Referral: It is the responsibility of the District to insure that an employee feels comfortable in asking for assistance in dealing with a personal alcohol or other drug problem. In cases where an employee seeks help from his/her supervisor or from the District's Employee Assistance Team, the employee will be given a list of resources to aid in finding assessment, treatment, counseling and rehabilitation. All self-referrals will be treated with confidentiality and without disciplinary action. A list of

substance abuse resources will be posted and made available to all employees.

In keeping with the District's commitment to provide a drug free workplace for its employees, the Board of Trustees shall direct an investigation and take remedial action upon reasonable suspicion that an employee is involved in the unlawful manufacture, distribution, dispersing, possession, or use of an illicit drug or alcohol on school property or at school-sponsored activities involving students. ("Reasonable suspicion" is defined as specific articulable observations concerning work performance, appearance, behavior or speech.) "Use" includes being under the influence of an illicit drug or alcohol. ("Under the influence" is defined as impaired job performance resulting from substances abuse and/or an alcohol level of .05 or a positive urinalysis result.)

In order to enforce this policy, the Board may, upon reasonable suspicion, require an employee to submit to certain tests designed to indicate the presence of drugs or alcohol in the employee's body fluids or breath. Such tests will be at the expense of the District.

In cases where a self-referral is not made and the Board finds that a violation of this policy has taken place, disciplinary action against the offending employee will follow. Disciplinary action may include termination of employment. In cases where a violation involves an illegal drug, law enforcement personnel will be notified.

In the event that an employee is found in violation of this policy, any disciplinary action taken will be influenced by the employee's willingness to obtain a drug/alcohol assessment from a state-licensed evaluator and to follow the assessment's recommendations. It will be the responsibility of the employee to provide evidence that the assessment recommendations have been, or are being, complied with. Assessment and treatment will be at the expense of the employee.

In order to insure a drug free workplace, any employee who is made aware of or has reasonable suspicion to believe that a prohibited incident is taking place shall report the matter to the supervisor of the employee in question or the Employee Assistance Team. Neither the supervisor nor the Employee Assistance Team will discuss the matter with co-workers or persons not directly involved in the investigation of the situation.

Due Process:

Any disciplinary action taken against an employee for a violation of this policy will be subject to the District's grievance procedures.

Violations of Criminal Drug Statutes:

Employees who are convicted under any local, state or federal criminal drug statute will be terminated from employment. This includes any employee who is convicted of supplying, distributing or selling alcohol to a minor (pursuant to Idaho Codes 23-1023, 23-603 and 23-1334(b)). Also the District will notify the State Department of Education of any certificated employee convicted under a criminal drug statute.

Effective Date:

Each employee, present or newly hired, will be given a copy of this Drug Free Workplace policy and further advised of any changes, deletions or additions to this policy as they occur.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Administrative Benefits

POLICY NUMBER: 311

EFFECTIVE DATE: August 17, 1994

Certified individuals who are excluded from the provisions of the Master Agreement as outlined in Article II Section A are to be provided the following benefits in a way equal to those of other members of the certified staff as outlined in the Master Agreement.

Insurance as outlined in Article XI.

Sick Leave Bank as outlined in Article XII
(Use of which would not lower the number of days permitted for certified staff covered by the Master Agreement.)

Leaves of Absence as outlined in Article XIII.

Article XVIII, Professional Compensation,
Sections B, E, and F.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Personnel Files/Records

POLICY NUMBER: 312

EFFECTIVE DATE: April 13, 1994

I. BOARD POLICY

Personnel files are maintained in the District Office for each employee. The Personnel files will contain such information as: original employment applications, evaluations, letters of commendation or reprimand, letters of complaint against the employee, information regarding grievances, salary or payroll information, and leave data. The file shall be considered confidential. Those who have access to the personnel files have the responsibility to protect the individuals "right of privacy".

II. GUIDELINES

The Board, Superintendent, District Secretary, Business Manager, immediate supervisor, and/or building principal, and the individual employee have access to the personnel files.

An individual employee may review the contents of his/her personnel file at any time. A request to review the file should be made through the Superintendent's office. The District reserves the right to have either the Superintendent, Business Manager or District Secretary present when an employee reviews the contents of his/her file.

Challenges to materials contained in the file are made directly to the Superintendent of Schools. An appeal regarding any decision that the Superintendent makes on a personnel file is possible through the Board. The appeal must be requested within thirty (30) calendar days of the time that the Superintendent responds to the employee's initial challenge.

Employees may request the inclusion of materials into their personnel files through the Superintendent or the District Secretary.

A staff member may permit, upon written request, materials from their personnel file be provided to a representative so designated by the staff member.

A staff member is entitled to copies of materials in his/her personnel file. Copies of all materials except confidential letters of recommendation will be made and sent to the employee at the earliest possible date.

Staff members have the right to attach a rebuttal or letter of clarification to any materials placed in their personnel file.

Materials in the file which are more than five years old may be removed upon the staff member's request. Material subject to removal are letters of commendation and/or letters of a disciplinary nature. Yearly evaluations, transcripts, application materials, payroll, and attendance records are not subject to removal.

Principals and/or direct supervisors may also keep working files on staff members, although the only "official personnel file" is kept in the District Office. Materials from the principal's file may be transferred to the District's file if the process outlined in this section and in District policy has been followed. Employees may review their "working files" by making a specific request to do so through the principal and/or direct supervisor.

Items that are considered to be negative in nature should be shared with the employee as part of the process to enter items into an individual's personnel file.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

Subject: Staff Development
Policy Number: 313
Effective Date: September 13, 1995

INTRODUCTION

Staff development is a planned system for educational and personal experiences. It contributes toward the continuing professional growth of an individual to enable them to function effectively within the school organization in his or her assigned position. Staff development can occur on the district level, at the building level and on an individual basis. It can be directed toward achieving district-wide or school-based goals or it can enable teachers to develop and achieve individual goals.

Inservice education is but one of the functions of staff development. Examples of what may be included in staff development are visitations, peer counseling, model teaching, travel experiences, workshop development and presentation, authorship of articles, evaluating new programs, attending courses or workshops, designing creative solutions to classroom problems and doing professional reading.

Staff development is a process designed to foster professional and personal growth for individuals within a respectful, positive, supportive organizational climate having as it's ultimate aim better learning for students and continuous, responsible self-renewal for educators and schools.

Staff development and improvement involves assessing needs, prioritizing inservice training, identifying human and material resources, allocating financial resources, delivery of programs and evaluation.

ORGANIZATION

The following organizational structure for professional development will exist in the Bear Lake County School District.

DISTRICT PROFESSIONAL DEVELOPMENT COMMITTEE

Superintendent (or designee)
Chairperson (elected from the group)
Secretary (elected from the group)
One Administrator
One representative from each of the following committees

BUILDING PROFESSIONAL DEVELOPMENT COMMITTEES

(One from each school in the District)
Chairperson (elected from the group)
Secretary (elected from the group)
Principal
Teachers
Instructional Aides

DEPARTMENTAL PROFESSIONAL DEVELOPMENT COMMITTEES

(Transportation, Food Service, Maintenance, and Office Staff)
Director of the Department
Chairperson (elected from the group)
Secretary (elected from the group)
Members of the Department
(as necessary to represent the staff)

MISSION STATEMENT

The mission is to develop human resources that affect the education of students: Board of Trustees, administrators, teachers, and support staff.

GOAL

To create an environment for those involved in the educational process which fosters the acquisition of knowledge and skills necessary in a time of rapidly expanding information, techniques, and technology.

OBJECTIVES

1. To increase teachers' ability to meet the educational needs of all individual students.
2. To increase administrators' ability to encourage and coordinate a progressive learning environment.
3. To assist support staff members to more effectively perform their assigned duties.

4. To increase the Board of Trustees' effectiveness in enhancing the educational environment and programs of the District.
5. To help each school and/or department explore and develop means of meeting the unique needs of their staff and students.

EXPECTED OUTCOMES

The ultimate long-range outcome is for the staff to be able to maximize the learning opportunities for each student by:

1. Implementation of various teaching styles and methods.
2. Effective integration of new technology into the instruction process.
3. Collaboration among staff in meeting curriculum and instructional goals.
4. Exposure to new techniques and methodologies.
5. Updating knowledge bases in appropriate content areas.

COMPONENTS

The Professional Development Plan will consist of the following components:

1. Commitment by the Board of Trustees to:
 - A. Understand and support, both philosophically and financially, the mission, goals, and objectives of professional development.
 - B. Accept trustee development as essential to over-all professional development.
 - C. Support objectives that are based upon student needs and developed by the various professional development committees.
2. Commitment by Administrators to:
 - A. Build into yearly budgets the required money to support professional development.
 - B. Understand, support, and be involved in total staff development.
 - C. Accept and support broad-based decision-making derived from broad-based input.

3. District Professional Development Committee will:
 - A. Periodically conduct a needs-assessment study. This will be conducted at least once every three years and will include immediate and long-range needs. An update of the existing needs assessment will be considered in the other years.
 - B. Consider the high priority items, identified in the needs-assessment, as the basis for the major activities in professional development.
 - C. Survey teachers annually to determine their perceptions of those professional development activities that will best enable them to reach their identified needs.
 - D. Receive and co-ordinate reports from the building level and department committees to provide the highest level of professional development possible with the resources available that year.
 - E. Evaluate the professional development activities for the year and make a year-end report to the Board of Trustees.

4. Building and Department Professional Development Committees will:
 - A. Develop a school improvement plan (or a department improvement plan) with both short and long range goals dealing with the professional development of the staff involved.
 - B. Submit proposals for professional development activities to the District Professional Development Committee.

5. Both the District Professional Development Committee and the Building and Department Committees will communicate to the public, in the form of newspaper stories, school meetings, district publications, oral communications, and other suitable methods, the goals and activities of the District Professional Committee.

STATE GUIDELINES FOR INSERVICE CREDIT

Inservice credit may be used for re-certification under the following guidelines, but will not count for advancement on the salary schedule of District #33.

1. Each inservice credit shall require not less than fifteen clock hours of formal instruction. One or more topics may compose an inservice credit as approved by the District Professional Development Committee.
2. Inservice credit must be educationally related.
3. Three inservice credits are the maximum allowed for recertification. The three credits must be earned during the recertification period and may not be carried over into another recertification period.
4. Request for inservice credit must be made through the District Professional Development Committee.
5. Inservice credits shall be reported to the Office of Teacher Certification on forms provided by that office.
6. Inservice credit forms must be signed by the Superintendent and the Chairperson of the local district's Professional Development Committee.
7. The District must maintain an updated professional development plan with the Office of Teacher Education. This plan must be filed each year.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY

Subject: Technology Inservice
Policy Number: 313.1
Effective Date: February 20, 1996
Revised - April 12, 2000

The Board of Trustees believe that the use of technology by the employees of the School District will enhance the instructional efficiency throughout the District. It is also a belief of the Board that the use of technology requires inservice of each staff member on a regular basis.

The purpose of this policy is to direct the building administrators and department heads to work with their staff members in the development of inservice opportunities that fulfill both the needs of the individual and the work location in the area of technology. All members of the certified staff except those who have "passed" the Stated required Idaho Technology Competency Examination or the Idaho Technology Portfolio Assessment will be required to complete a minimum of seven (7) hours of inservice during each contract year. The building administrators and department heads will be responsible for tracking the inservice hours of each employee.

A written summary report of the building level activities, as well as the individuals who do not meet the required number of hours, will be presented by the September meeting of the Board.

Legal References:

Idaho Code 33-512, Governance of Schools
BLSD #33 Board Policy, Professional Development

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Certified Grievance Procedure

POLICY NUMBER: 314

EFFECTIVE DATE: Unknown (January 10, 2001)

(From the Master Contract **ARTICLE XVI** - GRIEVANCE PROCEDURE)

A. Definitions

1. Any claim by the Association, a teacher, or a group of teachers that there has been a violation, misinterpretation, or misapplication of the terms of this agreement, a violation of its or the teacher's rights to fair treatment, or violation, misinterpretation, or misapplication of any established policy or practice of the Board shall be a grievance.
2. All time limits shall consist of school days, except that when a grievance is submitted less than ten (10) days before the close of the current school term, time limits shall consist of all week days in order that the matter may be resolved before the close of the school term as soon thereafter as possible. School days for purposes of the grievance shall mean teacher employment days.

B. Rights of Representation

At least one (1) Association representative may be present at any meeting, hearing, appeal, or other proceeding relating to a grievance which has been formally presented. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with the supervisor and have the grievance adjusted without intervention of the Association. The Association shall be notified and the adjustment shall not be inconsistent with the term of this agreement.

C. Procedure

The parties hereto acknowledge that a teacher and the immediately involved supervisor will attempt to resolve problems through free and informal communications. When requested by the teacher, the building representative may accompany the teacher to assist in the informal resolution of the grievance. If, however, such informal processes fail to satisfy the teacher or the Association, a grievance may be processed as follows:

1. All grievances should be settled between the parties involved and their immediate supervisor whenever possible. This process should be followed when dealing with issues involving administrators above the building level. If the issue is not solved at this level, the grievance may go to step #1.
2. The teacher or the Association may present the grievance in writing to the supervisor immediately involved who will arrange for a meeting to take place within four (4) days after receipt of the grievance. The Association representative, the aggrieved teacher, and the immediately involved supervisor shall be present for the meeting. The supervisor shall provide a written answer to the grievance to the aggrieved teacher and the Association within two (2) days after the meeting. This answer shall include the reasons for the decision.
3. If the grievance is not resolved at step #1 the Association shall refer the grievance to the Superintendent or the Superintendent's official designee within six (6) days after the receipt of the step #1 answer, or within eight (8) days after the step #1 meeting, whichever is the latter. The Superintendent shall arrange for a meeting with the representatives of the Association's grievance committee to take place within five (5) days of his receipt of the appeal. Each party shall have the right to include in his presentation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Board shall have four (4) days in which to provide a written decision with reasons of the Association.

4. If the grievance is not resolved at Step #2, the Association shall refer the grievance to the Board or the Board's official designee within six (6) days after the receipt of the step #2 answer, or within eight (8) days after the step #2 meeting, whichever is the latter. The Board shall arrange for meeting with the representatives of the Association's grievance committee to take place within ten (10) days of receipt of the appeal. Each party shall have the right to include in its presentation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Board shall have four (4) days in which to provide a written decision with reasons to the Association.
5. If the grievance is not resolved at step #3, or the time limits expire without the issuance of the Board's written reply, the Association may submit the grievance to final and binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association. If a demand for arbitration is not filed within thirty (30) days of the date for the step #4 answer, then the grievance shall be deemed withdrawn.
 - (1) Neither Board nor the Association shall be permitted to assert any grounds or evidence before the arbitrator which has not previously been disclosed to the other party.
 - (2) The arbitrator shall have no power to alter the terms of this agreement.
 - (3) The arbitrator is empowered to include in any award such financial reimbursements or other remedies as he judges to be proper.
 - (4) Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator and the AAA shall be divided equally between the Board and the Association.
 - (5) If either party requests a transcript of the proceedings, that party shall bear the full costs for that transcript. If both parties order a transcript, the cost of the two (2) transcripts shall be divided equally between the Board and the Association.

D. Procedure By-Pass

If the Board initiated action that precipitated the grievance, the grievance may be filed by the Association at step #4.

E. Right to Representation by Grievant

The Board acknowledges the right of the Association's grievance representative to participate in the processing of the grievance at any level, and no teacher shall be required to discuss any grievance if the Association representative is not present.

F. Grievance Investigation

The Board and the administration shall cooperate with the Association in its investigation of any grievance.

G. Non-Reprisal Clause

No reprisals of any kind shall be taken by the Board or the administration against any teacher because of the teacher's participation in this grievance procedure.

H. Released time for Grievance Administration

Should the processing of any grievance require that a teacher or the Association representative be released from his/her regular assignment, said teacher and/or representative shall be released without loss of pay or benefits.

I. Grievance Files

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

J. Withdrawal of Grievances

A grievance may be withdrawn at any level without establishing precedent.

K. Uniform Arbitration Act

The provisions of the Uniform Arbitration Act (Chapter 9, Title 7, Idaho Code) apply to this agreement.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Classified Staff Grievance Procedures

POLICY NUMBER: 315

EFFECTIVE DATE: October 14, 1992

The purpose of a grievance procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of employees. Every opportunity shall be given to resolve the situation on an informal basis at the lowest administrative level possible before a formal grievance is filed.

A grievance shall be defined as a written allegation of unfair treatment or a violation of school district policy. A noncertificated employee may file a grievance about any matter related to his employment where district policy has not been followed or where the individual(s) believes that he has been treated unfairly. An individual's salary and benefit package are not considered to be proper subjects for consideration under the district's grievance procedure. The decision to terminate an employee for cause during their probationary period (first 90 calendar days) of time is not to be considered a proper subject for consideration under the district's grievance procedures. This grievance procedure is only available to regular, classified employees of the school district.

These procedures set forth the proper channeling of grievances and time limits for notification of requests for hearings, scheduling of hearings, and rendering of decisions. Formal steps must be followed or the employee forfeits the opportunity to appeal the decision. Since it is important that grievances be processed as rapidly as possible, the number of days indicated for each step below should be considered a maximum, and every effort should be made to expedite the process at every step. The time limits specified, however, may be extended or reduced by the mutual agreement of the aggrieved employee and the school administration.

Steps to BLCSD's Classified Staff Grievance Procedure:

A. Step One

1. An employee with a grievance shall submit it to his immediate supervisor or principal within six (6) working days of the incident giving rise to the grievance.
2. The grievance shall be in writing stating the nature of the grievance and the remedy sought.
3. A hearing shall be held within six (6) days of the receipt of the written grievance. Options shall be explored and a satisfactory solution worked out whenever possible. All solutions must be within the policies and procedures of the school district. A written decision shall be given within five (5) working days of the hearing.
4. If the solution is beyond the authority of the immediate supervisor or principal, the grievance shall automatically proceed to step two after the hearing. A notation of this situation shall be included in the written decision that is produced by the immediate supervisor or the principal.
5. If the employee is not satisfied with the response of the immediate supervisor or the principal, or the hearing and/or written response does not occur within the established time lines, the aggrieved employee may proceed to step two.

B. Step Two

1. If the employee is not satisfied with the response of the immediate supervisor or the principal, the employee may file the grievance, in writing, with the Superintendent or his designee within five (5) working days of receiving the written response from step one.
2. If there is no hearing held within six (6) days after the immediate supervisor or principal receives the written grievance, the employee may file the grievance, in writing, with the Superintendent or his designee within five (5) working days of the last possible date permitted for the hearing to take place.
3. If there is no written response within five (5) working days from the conclusion of the hearing, the employee

may file the grievance, in writing, with the Superintendent or his designee within five (5) working days of the last possible date permitted for receipt of the response.

4. Within six (6) working days of receipt of the grievance, the Superintendent or his designee shall hold a hearing in an effort to resolve the appeal.
5. Within five (5) working days of the hearing, the Superintendent or his designee shall provide a written response to the employee(s).
6. If the grievance is not filed with the Superintendent or his designee within the time lines listed in 2-1, 2-2, or 2-3 the grievance shall be considered resolved and there shall be no additional opportunities to grieve the issue through the grievance procedure.
7. If the employee is not satisfied with the Superintendent's response or there is no hearing scheduled within six (6) days of the Superintendent's receipt of the grievance or there is no written response within five (5) working days following the hearing, the employee may proceed to step 3.

C. Step Three

1. If the classified employee is not satisfied with the response of the Superintendent or his designee, or if the time lines in step 2 are not met, the grievance may proceed to step 3.
2. The employee must submit their grievance to the Chairman of the Board of Trustees or his designee within five (5) working days from receipt of the Superintendent's response if the employee received a written response, or five (5) working days from the date the superintendent last had to respond if the employee received no written response. If there is no hearing, the employee has five (5) working days from the date the superintendent last had to hold said hearing.
3. If the employee does not respond within five (5) working days as outlined in 3-2, the issue will be considered resolved with no additional opportunities to grieve through the grievance procedure.
4. Within ten (10) working days of receipt of the

grievance, the Chairman of the Board shall convene a panel consisting of three (3) persons. The Board and the employee shall each select one member of the panel with the third member being mutually agreed upon. If the Board and employee are unable to mutually agree upon a third member, the two panel members selected by the Board and the employee shall select the third member.

Expenses, if any, shall be divided as follows: The Board shall pay for their panel member, the employee shall pay for their panel member, the third member who was mutually agreed upon shall be paid by the board and the employee equally. Within five (5) working days following completion of the review, the panel shall submit it's decision in writing to the employee, the superintendent and the Chairman of the Board.

5. If the employee and/or their representative fail to attend the grievance hearing, the grievance shall be considered resolved and there shall be no additional opportunities to grieve the issue through the grievance procedure.
6. The panel's decision shall be the final and conclusive resolution of the grievance unless the board of trustees overturns the panel's decision at the next regularly scheduled public meeting.

D. Step Four

1. The Board of Trustees may overturn the resolution of the grievance that has been adopted by the grievance panel.
2. Board action to overturn the resolution must be taken during the next regularly scheduled public meeting of the Board of Trustees after receipt of the panel's decision provided that the decision reaches the board within forty-eight (48) hours of the meeting in order to show on the published agenda for said meeting.
3. If the forty-eight (48) hour time limitation is not met, the Board may take action during the following regularly scheduled, public meeting.
4. Within forty-two (42) calendar days of the board's

decision, either party may appeal said decision to the district court in Bear Lake County. The county court is limited in its action by the provisions of Idaho State Code 33-517.

Either the employee or the principal/immediate supervisor/Superintendent, shall be entitled to a representative of their choice at each step of the grievance procedures. Cost of representing the grieving party (s) is to be the party (s) responsibility. The cost of representing the Board is the Board's responsibility. Mutually agreed upon additional cost or additional cost required by law, if any, are to be shared equally between the grieving party (s) and the Board. Neither the Board nor any member of the administration shall take reprisals affecting the employment status of any party in interest.

BEAR LAKE SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

Subject: Movement of School Equipment and Material

Policy Number: 316

Effective Date: December 11, 2002

This policy addresses issues concerning any school district employee that moves from one building to another and wants to take school or school district purchased equipment and material with them to their new building or assignment. The equipment would include such items as computers or computer equipment, laptop computers, recorders, radios, televisions, furniture including computer desks, or any other equipment or material that was purchased with school or school district money, grants of any kind, or special training that included equipment that was paid for by school or school district money or money received from any school in the district.

1. Equipment and materials purchased with any school or school district money does not belong to the district employee and will remain in the building where the individual was when the purchase was made.
2. If an employee of the district purchases equipment and material from personal funds, the equipment and material should have identification to that effect. This equipment will remain the property of the employee and can be tracked through the annual inventory of the employee.
3. If an employee used equipment and material that is necessary for their new job assignment and that same equipment or material is not available in the new assignment then the employee should consult with his or her immediate supervisor for a waiver of this policy. The situation will then be evaluated by the building administrator and a decision will be made for the best of the district.

BEAR LAKE SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Safety Policy
POLICY NUMBER: 317
EFFECTIVE DATE: September 12, 2007

It is the policy of the Bear Lake School District to provide safe working conditions for all employees, to provide complete instructions covering safe working methods and to make available special equipment required to protect employees against particular hazards.

Employees are expected to observe all applicable safety requirements, to make sure that they have all available safety equipment, to use the safety equipment, to use the safety equipment provided, to practice safety at all times, and to report immediately any unsafe or hazardous conditions to your supervisor. It is a job requirement that you help detect and eliminate unsafe conditions or acts at all times.

The District expects you to be familiar with the company safety program, learn about your roles and responsibilities and then conscientiously work in accordance with its requirements. It is the duty of all employees to attend safety training meetings arranged by the District. Employees who violate safety rules or fail to attend safety meetings are subject to disciplines, which can include termination of employment.

Statement of Supervisor Responsibilities

Employee safety on the job is the primary responsibility of every member of the District's administrative and supervisory staff. It is the supervisor's duty to see there is complete safety in his or her area at all times. The supervisor must be constantly on the alert for incidents of human error and mechanical failure and take the initiative to make corrections.

Accidents do not affect the employee alone. They cost money, cause lost time and affect the production and morale of the District as a whole.

To make the program effective, every member of the administration and supervisory staff shall ensure that:

1. All employees have received proper job instruction and are familiar with safety rules and regulations.
2. Work areas are frequently examined to ascertain that the work environment is safe and that employees are working in a safe manner.
3. Insist that employees report every accident and submit an accident report within 24 hours. Follow proper procedures and make sure the employee receives proper medical attention.
4. Accidents are investigated and corrective action is initiated where necessary.
5. Ensure all employees are provided with and properly use required safety equipment i.e., safety glasses, ear plugs, etc.
6. Discuss on a daily basis safe work habits, specific job hazards and other safety issues.