

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Statement of Guiding Principles

POLICY NUMBER: 500

EFFECTIVE DATE: Revised January 10, 2001

The Board of Trustees recognizes its obligation and duty to provide an educational program equally available to all young people of the school district. The Board of Trustees believes that all children should have the opportunity to be educated to the full extent of their abilities, aptitudes, capabilities, and interests through a program that recognizes and provides for the individual differences of all children of the School District. Innovation and change, based upon thorough research, study, deliberation, and evaluation shall be encouraged.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: School Calendar
POLICY NUMBER: 501.1
EFFECTIVE DATE: Revised January 10, 2001

The Bear Lake Education Association shall be consulted in the planning of the school calendar each year prior to Board approval. Any change in the approved school calendar shall be reviewed with the designated representatives of the Association before a final decision is made except in emergency closures or extensions.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Holidays
POLICY NUMBER: 501.11
EFFECTIVE DATE: Revised January 10, 2001

Legal holidays shall include New Years Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. In addition, school will be dismissed the Friday after Thanksgiving and December 26th-31st.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Parent-Teacher Conference

POLICY NUMBER: 501.12

EFFECTIVE DATE: Revised January 10, 2001

A Parent/Teacher Conference will be scheduled on the district calendar of each year. However, a parent may call the school and make an appointment with the student's teachers at any time during the school year.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: School Year-Day-Week
POLICY NUMBER: 501.2
EFFECTIVE DATE: Revised January 10, 2001
Suspended - August 17, 2005 (4 Day Week)

School Year - A school year shall not be less than 180 days in which school is in session.

Day in Session -

- (1) A day on which the school is open and the pupils are under the guidance of teachers in the teaching process;
- (2) A day in which the students are in attendance for not less than one-half day and the teachers are on duty for the remainder of the day;
- (3) A day in which no students are present but teachers are participating in in-service training, parent-teacher conferences, student counseling, etc.

Day of Attendance - A day of attendance is one in which a pupil is present for the full day under the guidance and direction of a teacher while school is in session, with the exception as stated in paragraph "Day in Session". Attendance shall be reported in full or half-days. Attendance reports for any day in the school year shall show only those students in actual attendance.

Average Daily Attendance - In a given school year, the average daily attendance for a given school is the aggregate days of attendance divided by the number of school days actually in session.

Membership - A pupil is a member of a school from the date he presents himself at school and is placed on the current roll until he leaves by reason of official withdrawal, moving from the district, or expulsion. If a student withdraws without notice, he shall be dropped the Friday following his last day of attendance upon verification of his having withdrawn.

Average Daily Membership - In a given year, the average daily membership for a given school is the aggregate days membership divided by the number of days school was actually in session.

School Week - a school week shall be Monday through Friday or any portion of this period. A Saturday shall not be counted as a "day in session" without prior approval from the State Board of Education.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Emergency Closing

POLICY NUMBER: 501.3

EFFECTIVE DATE: January 12, 1987

Policy

The board authorizes the Superintendent to close the school in event of hazardous weather or other emergencies which present threats to the health and safety of students, school staff members, or school property. Such action is never to be taken lightly, for public education is one of the principal functions of the community and should be maintained at a normal level except in extreme circumstances. When this regularity of operation ceases, serious difficulties are caused and the welfare of children may be jeopardized. Schools may not properly be closed merely to avoid inconvenience. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour, or to dismiss students early, the administration has the responsibility to see that as much of the administrative, supervisory, and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school shall be closed.

Guidelines

1. In making the decision to close schools, the superintendent or his or her designee shall consider many factors, including:
 - a. Weather conditions, both existing and predicted. Schools will be closed when the temperature is -20 degrees or below as reported at the official weather station in Bern at 6:00 a.m.
 - b. Driving, traffic, and parking conditions, affecting public and private transportation facilities.
 - c. Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous.
 - d. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

2. The Superintendent shall weigh these factors and take action to close the schools only after consultation with principals, traffic and weather authorities, and law enforcement and/or health agencies. Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closing. When schools are closed for emergency reasons, maintenance staff members shall comply with the Board policy in reporting for work.
3. If it becomes necessary to close school before the regular closing time, such information will be announced over radio station KVSI. Parents may expect their children to arrive home before the regular arrival time.
4. If a severe blizzard, heavy snowstorm, -20 temperature, or other problems occur during the night, and such conditions are known by 6:00 a.m., a “no school” announcement will be made over radio station KVSI.
5. Principals will orient parents and students on proper dress for cold weather.
6. Days missed because of emergency closure will not have to be made up unless they exceed the days allowed by the State each year.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

Subject: Instructional Program

Policy Number: 502.1

Effective Date: November 13, 1996

The Board of Trustees hires members of the professional staff with the confidence that the staff members are well trained in the areas of instructional methodology and delivery systems. It is not the role of the Board to dictate in this area. In order to maintain continuity and sequential order in the district's curriculum as well as provide focus within the instructional program, the Board does reserve the right to determine such items as curriculum, time allocation and instructional programs.

The Superintendent of Schools, with input from the administrative team and the instructional staff, is authorized to develop and implement an instructional program which best serves the needs of the school district's children while meeting the goals and objectives established by the Board.

All members of the instructional staff, as part of their contractual obligations, are required to teach the district's instructional program.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Curriculum Development Committee

POLICY NUMBER: 502.2

EFFECTIVE DATE: Revised January 10, 2001

The curriculum development committee is responsible for the improvement of instruction in the Bear Lake School District. The committee shall be made up of the following: Superintendent as the executive officer, principals of the high school, middle school, and elementary school, high school guidance director, two elementary teachers, two middle school teachers, and two high school teachers.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Curricular Materials
POLICY NUMBER: 502.21
EFFECTIVE DATE: February 15, 2006

The term “curricular materials” is defined as textbook, instructional media, including software, audio/visual media and internet resources.

The Board is legally responsible to approve and to provide the necessary curricular material used in the District. Textbooks and instructional materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic value; and ethical standards;
3. Provide background information to enable students to make intelligent judgments;
4. Present opposing sides of controversial issues;
5. Be representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;
6. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.

The Board may appoint a curricular materials adoption committee for the purpose of advising the Board on selection of curricular materials for use within the District that are not covered by the state curriculum materials committee. At least one-fourth (1/4) of this committee must be comprised of persons other than public educators and trustees. All meetings of the committee shall be held in open session and be duly noticed.

Curricular materials may be made available for loan to students when the best interest of the District and student will be served by such a decision. Students will not be charged for normal wear. They will be charged replacement cost, however, as well as for excessive wear,

unreasonable damage or lost materials. The professional staff will maintain records necessary for the proper accounting of all curricular materials.

Any person may submit oral or written objections to any curricular materials under consideration.

Legal Reference: I.C. 33-118A

I.C. 33-512A

IDAPA 08.02.03.112

Curricular materials - Adoption procedures

District curricular materials adoption committees

Curricular Material Selection

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Selection, Adoption and Removal of Curricular Materials
POLICY NUMBER: 502.22
EFFECTIVE DATE: February 15, 2006

Curriculum committees will generally be responsible to recommend textbooks and major instructional materials for consideration by the Board for curricular materials that are not covered by the state curriculum materials committee. Recommendations will be made to the Superintendent, with a final decision being made by the Board. The function of the committee is to ensure that materials are selected in conformance with the state criteria and established district goals and objectives.

Selection and Adoption

The curricular materials adoption committee should develop, prior to selection, a set of selection criteria against which curricular materials will be evaluated. The criteria should include the following along with other appropriate criteria. Curricular materials will:

1. be congruent with identified instructional objectives;
2. present more than one viewpoint on controversial issues;
3. present minorities realistically;
4. present non-stereotypic models;
5. facilitate the sharing of cultural differences;
6. be priced appropriately.

Removal

Curricular material may be removed when they no longer meet the criteria for initial selection, when they are worn out, or when they have been judged inappropriate through the Learning Materials Review Process.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Controversial Issues
POLICY NUMBER: 502.3
EFFECTIVE DATE: Revised January 10, 2001

The presentation and discussion of controversial issues in the classroom should be on an informative basis. The teachers should guard against giving their personal opinions on sectarian or political questions or any other controversial issues until the students have had the opportunity to find, collect, and assemble factual material on the subject; to interpret the data without prejudice to reconsider assumptions and claims and to reach their own conclusions. By refraining from expressing personal views before and during the period of research and study, the teacher is encouraging the students to search after truth and to think for themselves. The development of an ability to meet issues without prejudice and to withhold judgements while facts are being collected, assembled, weighed, and relationships seen before drawing inferences or conclusions, is among the most valuable outcomes of a free system.

The policy can best be described by listing three basic rights of the student:

1. The right to study controversial issues which have political, economic, or social significance on which at his level he should begin to have an opinion.
2. The right to study under competent instruction in an atmosphere free from bias and prejudice.
3. The right of access to all relevant information freely available in the school or public libraries.

Emotional criticism and the promotion of a cause within the classroom are in appropriate and unscholarly. The teacher's attitude should be that of a true scholar which is truth-seeking, open minded, and tolerant.

BEAR LAKE SCHOOL DISTRICT #33
BOARD POLICY WITH GUIDELINES

SUBJECT: Instruction - Section 504 of the Rehabilitation Act of 1973
POLICY NUMBER: 502.4
EFFECTIVE DATE: September 14, 2005

It is the intent of the District to insure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate education services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation and educational placement. This system shall include notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian and a review procedure.

Legal Reference: 29 U.S.C. 794 Rehabilitation Act of 1973, Section 504 34 C.F.R. 104.36

BEAR LAKE SCHOOL DISTRICT #33
BOARD POLICY WITH GUIDELINES

SUBJECT: Instruction - Section 504 Due Process

POLICY NUMBER: 502.4A

EFFECTIVE DATE: September 14, 2005

- (1) Impartial Due Process Hearing. If the parent or legal guardian of a student who qualifies under Section 504 for special instruction or related services disagree with a decision of the District with respect to: (1) the identification of the child as qualifying for Section 504; (2) the District's evaluation of the child; and/or (3) the educational placement of the child; the parents of the student are entitled to certain procedural safeguards. The student will remain in his/her current placement until the matter has been resolved through the process set forth herein.
 - a. The District will provide written notice to the parent or legal guardian of a Section 504 student prior to an evaluation of the child and/or determining the appropriate educational placement of the child, including special instruction and/or related services;
 - b. Upon request, the parent or legal guardian of the student will be allowed to examine all relevant records relating to the child's education and the district's identification, evaluation and placement decision;
 - c. The parents or legal guardian of the student may make a request in writing for an impartial due process hearing. The written request for an impartial due process hearing will identify with specificity the areas in which the parent or legal guardian are in disagreement with the District;
 - d. Upon receipt of a written request for an impartial due process hearing, a copy of the written request will be forwarded to all interested parties within three (3) business days of receipt of the same;
 - e. Within ten (10) days of receipt of a written request for an impartial due process hearing the district shall select and appoint an impartial due process hearing officer. The district may select any person that would conduct the hearing in an impartial and fair manner.

- f. Once the District has selected an impartial hearing officer, the District will provide the parent or legal guardian and all other interested parties with notice of the person selected;
 - g. Within five (5) days of the District's selection of a hearing officer, a pre-hearing conference will be scheduled to set a date and time for a hearing, identify the issues to be heard and stipulate to undisputed facts to narrow the contested factual issues;
 - h. The hearing officer will in writing notify all parties of the date, time and location of the due process hearing.
 - i. At anytime prior to the hearing the parties may mutually agree to submit the matter to mediation. A mediator may be selected from the Office of Public Instruction's list of trained mediators.
 - j. At the hearing, the District and the parent or legal guardian may be represented by counsel;
 - k. The hearing will be conducted in an informal but orderly manner. Either party may request that the hearing be recorded. Should either party request that the hearing be recorded, it will be recorded. The District will be allowed to present its case first. Thereafter the parent or legal guardian will be allowed to present its case. Witnesses may be called to testify and documentary evidence may be admitted, however, witnesses will not be subjected to cross-examination and the Idaho Rules of Evidence will not apply. The hearing officer will close the hearing. The hearing officer may request that both parties submit proposed findings of facts, conclusions, and decisions.
 - l. Within twenty (20) days of the hearing the hearing examiner should issue a written report of his/her decision to the parties;
 - m. Appeals may be taken as provided by law. The parent or legal guardian may contact the Office of Civil Rights, 1244 Speer Blvd., Suite 310, Denver, Colorado 80204-3582, (303) 844-4695 or 5696.
- (2) Complaint Procedure - If a parent or legal guardian of the student allege that the District and/or any employee of the District has engaged in discrimination or harassment of the student, the parent or legal guardian will be required to proceed through the District's Complaint Procedure.

Legal Reference: 34 C.F.R. 104.36 Procedural Safeguards

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Class Size
POLICY NUMBER: 503.1
EFFECTIVE DATE: October 15, 1997

The Board of Trustees recognizes the role of class size as a major factor in the development of a positive learning environment within the school district. The Board believes that the appropriate class size varies from situation to situation depending upon a number of variables including but not limited to the age of the student, the number of “at risk” students assigned to the classroom, and the type of learning activities associated with a particular course. The Board further recognizes the need to maintain the best possible student/teacher ratio at the primary (K-3) grade levels within the district.

The purpose of this policy is to identify working guidelines for class size while authorizing the building administrators and superintendent to make the necessary staff adjustments in order to best meet the needs of students.

Class size guidelines shall be as follows:

Grades K-3	18 - 23 students
Grades 4-5	23 - 28 students
Secondary*	140 - 160 students (seven period day) 95 - 110 students (five period day)

*Excludes large activity classes as well as those classes that are restricted in numbers by either equipment or safety concerns.

Primary grade classrooms that exceed the guidelines should be considered for additional help provided by instructional aides.

The establishment of guideline numbers should not be considered as an erosion of the Board or administration’s authority to make decisions regarding student/teacher ratios that reflect the Board’s responsibility to remain within the confines of the certified staff salary allocation system of the State of Idaho.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Grouping for Instruction

POLICY NUMBER: 503.2

EFFECTIVE DATE: Revised January 10, 2001

Students can be grouped within a school and within a classroom so that each student may benefit to a greater extent than otherwise possible. Effective grouping must consider its purpose in each case in order to determine the basic difference factors to be minimized in each situation. Grouping should be as flexible as possible with provision for altering the grouping as often as necessary to fit the specific purpose involved. The aim is placement of each student among a group of classmates in every situation with whom his associations in work and play will be comfortable, yet where he will be continually challenged. He should be inspired to work for higher goals within his capacity.

Since the students in our schools are infinitely diverse in their backgrounds, capacities and beliefs, teachers must accept these differences and learn to deal with them. Beneath these differences lie our common heritage and hopes, our belief in freedom and in human dignity. One must appreciate that which we have in common in order to handle that which keeps us apart. Teachers have a great opportunity to make wise use of these differences.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Closed Campus
POLICY NUMBER: 503.3
EFFECTIVE DATE: April 8, 1982
Revised January 10, 2001

All elementary in the District shall have closed campuses. This will include the time before school begins, after the buses arrive, after school is dismissed, until the buses depart and during the lunch period. An exception will be made for those students going home for lunch, who have written permission to the Principal from the parent.

The Middle School shall have closed campus with the exceptions: The 7th grade will be allowed to go off campus on Thursday and the 8th grade will be allowed to go off campus on Wednesday and Friday.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Homework
POLICY NUMBER: 503.4
EFFECTIVE DATE: Revised January 10, 2001

School work shall be related to the school's aims or philosophy of education. The assignment of homework is encourage when it can be seen to be of benefit to the student and the following limitations are observed:

1. Homework should not interfere with the proper development of the student's health.
2. Homework shall not interfere with the student's assuming responsibilities in the home.
3. Homework should not take so much of the student's time that he is denied opportunities to engage in activities of his own choosing.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Guidance Program
POLICY NUMBER: 504.1
EFFECTIVE DATE: Revised January 10, 2001

We believe that the guidance program is an integral part of the educational program and should be available to all students of the County. It shall be the aim and objective of the Board to provide, within the financial constraints of the resources available, adequate guidance personnel in each school.

Student should avail themselves of the services available from qualified personnel in the area of educational, vocational, and life counseling. For a guidance program to become effective, it is necessary that teachers and counselors recognize the fact that they are within the realm of qualified privilege when a student confides in them. Conferring, consulting, guiding, and advising must be built upon a mutual trust that is predicated upon the premise of confidentiality.

BEAR LAKE COUNTY SCHOOL DISTRICT #33
BOARD POLICY WITH GUIDELINES

SUBJECT: Report Cards
POLICY NUMBER: 505.1
EFFECTIVE DATE: Revised January 10, 2001

Student progress will be reported to the parents verbally and on appropriate written forms.

BEAR LAKE COUNTY SCHOOL DISTRICT #33
BOARD POLICY WITH GUIDELINES

SUBJECT: Testing
POLICY NUMBER: 505.2
EFFECTIVE DATE: Revised January 10, 2001

The State Testing program will be utilized by the school district. In addition, other tests may be used that will help the staff identify the needs of the students.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Promotion and Retention

POLICY NUMBER: 505.3

EFFECTIVE DATE: Revised January 10, 2001

The general policy of the district is to encourage and assist each elementary pupil to move along in a continuous growth pattern of academic achievement in harmony with his normal social and emotional development. Most of the students will require the normal allotted time to progress through the kindergarten-elementary school curriculum. In arriving at a decision for either the acceleration or retention of a pupil, the combined views of the teacher, principal, and psychologist are taken into consideration along with those of the parents. The results obtained from standardized achievement tests and class work assignments will be important factors in the decision.

The guiding philosophy for determining acceleration, promotion, or retention will be what is in the best interest of the child.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Middle School Promotion Policy
POLICY NUMBER: 505.31
EFFECTIVE DATE: April 11, 2000
Revised - August 11, 2004
Revised - August 17, 2005

Rationale/Purpose

Nationwide there is a growing concern that students in the middle grades are less engaged in school because of the perception that middle school doesn't really "count", and that academic performance and attendance don't really matter until a student reaches high school. In order to establish the fact that performance at the middle school does matter, and that students must be responsible and accountable for their lack of effort in school, we have instituted this policy.

This policy also provides a means by which a student can acquire the minimum amount of skills that he or she will need in order to have any chance for success in high school.

This policy will also provide teachers with a "motivational tool" for those students that historically, have not been motivated by any other means.

The Policy

Core Class Requirements:

1. A student must earn a minimum of two (2) credits in each core class.
2. A student must receive a passing grade in order to earn credit.
3. The following are core classes: Language Arts
Reading
Science
Social Studies
Mathematics

Options for students that need to makeup a failed class:

1. A student must have 32 “in seat” hours in either the after school academy, summer school, or a combination of the above to receive one credit. Hours will be recorded in a student log by the instructor.
2. A student must also complete a “skills/study packet” prepared by the teacher of the class. This packet will include all reading assignments, worksheets, activities, quizzes, and tests that go with the course of study.
3. A student may retake (up to one time) a core class in the slot that he or she would have taken another non-core class during the regular school day.
4. A student that has not earned sufficient credit, by the end of the summer following his or her eighth grade year will be required to attend the middle school during the next school year until those requirements are met. Once those requirements are met, a student will be promoted and allowed to enroll as a full time high school student at the beginning of the next trimester.
5. A student that has not earned sufficient credit by the end his or her fourth year in the middle school, or if a student will reach his or her sixteenth (16th) birthday in the upcoming school year, he or she will be recommended to the alternate school or given the other options below:
 - (1) home school
 - (2) a home high school diploma correspondence program
 - (3) Job Corp (eligible at age 16)
 - (4) GED program
6. In order to enroll in Drivers Ed a student must meet these requirements.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Title I Parent Involvement

POLICY NUMBER: 506

EFFECTIVE DATE: December 15, 1999
Revised - May 26, 2006
Revised - July 9, 2008

Statement of Purpose

The Bear Lake School District is committed to providing quality education for all students. Partnerships with parents and communities will assist us to meet this goal. Everyone gains when communities, schools, and homes work together to promote student achievement. Parent and community involvement is critical to the effectiveness of schools and students' achievement and success.

Policy Development

At least one Title I parent and one Title I teacher from every Title I school in the District, and the Title I Director will provide input to review this plan. The policy will be reviewed by teachers, administrators, patrons, and Board members.

District #33 Plan

The District will encourage and promote parents as partners in their child's education in the following ways:

- * Parents will be informed of their child's selection and participation in the Title I program.
- * Each school will provide a school-parent-student compact that outlines their responsibilities to promote higher student achievement.
- * An annual parent-teacher conference will be held.
- * Parents will receive a report card of their child's progress each term.
- * Parents will have reasonable access to the school staff.
- * Parents will be invited to participate in a school activity at least once a year.
- * Parents will receive specific instructional strategies to help their child with reading and/or math at home. The strategies can be modeled by the teacher if necessary.
- * A Parent Resource Center at the Bear Lake Public Library can provide additional support to families.

Evaluation

There will be an annual evaluation of the content and effectiveness of the Title I Parent Involvement Program. Title I parents will be asked for their input. The information will be collected using surveys and informal interviews with parents. Data will include how to improve parent involvement. The results of the evaluation will be shared with Title I staff to recommend future goals for the program.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: E.L.L. Students and Academic Success
POLICY NUMBER: 507
EFFECTIVE DATE: July 12, 2000
Revised - May 26, 2006

Our **Educational Goal** is to enable ELL students to function independently at grade level in the regular classroom as soon as possible.

Identification of PHLOTE students

- 1) Parent referral
- 2) Teacher referral
- 3) A Home Language Survey will be answered on the enrollment form
- 4) Assessment of ELL students will be carried out by the ESL aide within two weeks of enrollment and identification.

Assessment - The home language is other than English
and the student scores 3 or below on the Idaho LEP Test,
or the student scores below the 40th percentile on the I.S.A.T.,
or the teacher observation reveals that the student is not performing at grade level.

Program of Services - Students with no English proficiency or very limited proficiency will receive services with the ESL aide in the regular classroom for part of the day to provide translation for academic subjects. The student will be pulled out of the classroom for part of the day to receive English language instruction from the ESL aide. Instruction will include oral, reading, and writing areas.

ELL students with no need for translation services will be pulled out for tutoring in needed subjects such as English, language development, and others as determined by the classroom teacher.

Staffing and Resources -

- 1) the ESL aide
- 2) Language development cards
- 3) Picture dictionaries and workbooks
- 4) Carousel of Ideas Language Arts Program
- 5) Addison-Wesley ESL Program

Exiting and Monitoring - The ESL aide and the classroom teacher will exit and monitor students when the student demonstrates independent work on grade level in the regular classroom.

Other District programs -

- 1) Title I
- 2) Special Education
- 3) Gifted and Talented

Program Evaluation, Review and Improvement - The classroom teacher and ESL aide will review test scores and report cards to monitor student improvement. Feedback from teachers, parents and the student will be used to determine student improvement.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

Subject: Electronic Information Systems
Policy Number: 508
Effective Date: October 9, 1996

The Bear Lake School District attempts to provide both students and staff with access to modern technology including electronic information systems. The School District also attempts to provide access to modern technology for members of the community. With this opportunity comes additional responsibilities and expectations with regard to those who are using the technology.

The building principals and their designee are authorized to develop rules, regulations and procedures for the use of electronic information systems within their jurisdiction. Rules, regulations and procedures must be clearly defined and communicated to all of those who are utilizing the systems. Those using the system must sign a user access consent form indicating their understanding of the policies, rules, regulations and procedures for use of the system. Rules, regulations and procedures must include the following:

NETWORK - USE

- A. All use of the system must be in support of education and research, consistent with the mission of the District. The Bear Lake School District reserves the right to prioritize use and access to the system.
- B. Any use of the system must be in conformity to state and federal law, network provider policies, license agreements, District policy and the rules, regulations and procedures established within the classroom and/or building the system is located.
- C. The system is owned by a public organization and thus cannot be used for commercial solicitation or to support or oppose political candidates or ballot measures.
- D. No use of the system shall serve to disrupt the operation of the system by others. System components including hardware and software shall not be destroyed, modified or abused in any way.
- E. Use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.

- F. Users are responsible for the appropriateness and content of materials they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, pornographic materials, or communications that promote violence, destruction or antisocial behaviors are prohibited.
- G. Use of the system to access, store or distribute obscene or pornographic material is prohibited.
- H. Subscriptions to mailing lists, bulletin board, chat groups and commercial on-line services and other information services must be pre-approved by the superintendent and/or building principal.

NETWORK - SECURITY

- A. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are responsible for all activity under their account.
- B. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- C. Communications may not be encrypted so as to avoid security review.

NETWORK - COPYRIGHT

- A. The unauthorized installation, use, storage or distribution of copyrighted software or materials on District computers including the network is prohibited.

NETWORK - GENERAL USE

- A. All using the systems as well as District computers shall make effort to conserve system resources by frequently deleting unused files and E-mail messages.
- B. No person shall have access to the system without having received appropriate training and having signed an appropriate release form. All release forms shall be filed in the area designated by individual school/department regulations.

DISTRICT COMPUTERS - DISK/PROGRAMS

- A. The District reserves the right to regulate and control student, staff and public use of disks in all district owned computers. This may include the elimination of any disk being used

in district owned computers that comes from outside the immediate area and/or classroom.

- B. Programs may not be installed on district owned computers without the consent of the staff member responsible for that unit.
- C. Individuals may be held responsible for any virus that is interjected into a network or individual work station by a disk that they introduce.

DISTRICT COMPUTERS - ASSOCIATED COST

- A. The District reserves the right to require students, staff and members of the public to purchase disks from the District and secure those disks in the classroom with no access outside of the general area.
- B. The District also reserves the right to require students, staff and members of the general public to offset the cost of operating a unit/system/lab by paying an appropriate fee or providing personal supplies.

COMPRESSED VIDEO - DISTANCE LEARNING CENTER

- A. Use of the equipment by individuals who are not authorized and/or trained is prohibited. Use of the keyboard associated with the compressed video system is prohibited without prior approval by either the Superintendent of Schools, the District's Technology Coordinator or the technical staff at Idaho State University.

CONSEQUENCES FOR BREACH OF POLICY, RULES, REGULATIONS

- A. The District reserves the right to deny access to any/all aspects of the electronic information system to those who breach established policy, rules and/or regulations. In case of students during the course of a school year, this may result in a failing grade and a loss of credit.
- B. Individuals involved in malicious destruction of district property will be responsible for the cost of replacing that property and/or face criminal prosecution.
- C. Breach of policy, rules, regulations by students may result in disciplinary action that could include suspension and/or expulsion.
- D. Breach of policy, rules, regulations by staff may result in disciplinary action that could include termination of employment.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY

Subject: Cell Phone Usage
Policy Number: 509
Effective Date: December 10, 2003
Revised - May 14, 2008

The number of staff and students using cellular phones is increasing and the availability of cell phones has become readily accessible to teachers, staff, and students. It has become necessary to have a policy to control the use of cell phones for all district personnel and students attending school in the district.

The use of a cell phone will not be allowed during a class period by the teacher instructing the class, or students attending that class. Individual building principals will develop policies on student cell phone use for their building. The student cell phone policy will be included in the student handbook, which will be distributed each fall.

Teachers should not use cell phones during class time. They should turn the cell phone off so as not to be interrupted during class time by receiving a call or making a call.