

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Community Relations
POLICY NUMBER: 700
EFFECTIVE DATE: Revised January 10, 2001
Revised January 10, 2006

Goals

The Board, through the leadership of the Superintendent and the assistance of the total staff, will seek to enhance the District's community relations by striving to achieve the following goals:

1. to encourage and enhance communications, understanding, trust and mutual support between the District and the people it serves;
2. to increase both the quality and quantity of public participation in school affairs,
3. to strengthen and improve relations and interactions among staff, trustees, citizens, parents and students;
4. to promote understanding and cooperation between the schools and community groups.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Inter-Organizational Relations

POLICY NUMBER: 701.1

EFFECTIVE DATE: Revised - January 10, 2001

We believe that the public schools of Bear Lake School District #33 have the primary responsibility for the formal education of the youth of the district. We recognize that many organizations while not primarily concerned with education play a definite role in the education of the youth of the County. Therefore, it shall be the desire of the Board to establish positive working relationships with other public and private organizations involved in the education process.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Local Government
POLICY NUMBER: 701.11
EFFECTIVE DATE: Revised January 10, 2001

The Board, as an independent body, has no statutory relationship to other governmental bodies. It will however, cooperate with other governing agencies both educational and civic, to achieve the goal of all governmental bodies, namely the best interests of the youth and the citizens of the area.

While the Board will maintain complete autonomy at all times, it will in cases where it deems it to be the best interest of the youth and taxpayers of the district, work cooperatively with the agencies in the community.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Police Department
POLICY NUMBER: 701.12
EFFECTIVE DATE: Revised January 10, 2001

Cooperation with law enforcement agencies is desirable, keeping in mind the rights of pupils and parents. This cooperation must recognize the functions of the schools, be in harmony with the Constitution of the United States, the laws of Idaho, and recognize the potential enrichment that law enforcement agencies can make in the educational program.

Interviews:

Interviews of pupils by law enforcement officers, who show proper identification, will be permitted during the school day only when interviews during nonschool hours are impossible, impractical, or would unduly interfere with law enforcement. Efforts should be made to notify the parent, guardian, or other adult person having the care and custody of the child. In the event that an interview is conducted on the school premises, the principal or his representative must be present during the interview.

Arrest:

Custody and/or arrest may be effected by a police officer after he has shown proper identification and credentials.

Attendance of Pupils Involved in Court Action:

The administration of the schools will set conditions as it deems advisable to govern attendance of pupils involved in court action.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Private Service Providers in Public Schools
POLICY NUMBER: 701.13
EFFECTIVE DATE: October 11, 2005

Rationale/Purpose

Schools are increasingly asked to allow individuals not employed by the school to provide health related services to students on school property during the school day. The school district wishes to establish a policy for cooperation with these agencies when the service is expected to help the student with school related needs. Additionally, policies are needed to protect the students' privacy rights and define the role of the private service provider so that conflicts with schooling needs are minimized.

The Policy

1. Private Service Provider means a person, group, agency or organization that meets the following two conditions:
 - a. Is not an employee of Bear Lake School District #33 or a public agency with legal jurisdiction over the circumstances related to their involvement with the student, and
 - b. Is paid for services provided to the student on school district premises. Examples of Private Service Providers are Physicians, Optometrists, Psychologists, Counselors, Targeted Service Coordinators, Behavioral Therapists, Developmental Disabilities Specialists, Consultants, Speech Therapists, Occupational Therapists, Physical Therapists, Social Workers, Psychological Social Rehabilitation Specialists, Intensive Behavior Intervention Specialists, etc.
2. Private Service Providers may do the following in Bear Lake School District #33 schools:
 - a. Refer a student to a school Evaluation Team for consideration for evaluation to determine eligibility for special education.

- b. Submit evaluation reports to a school IEP or 504 Team for consideration related to the referral or an evaluation being conducted by the district Evaluation Team.
- c. Be invited to an IEP or 504 Team Meeting by either the school or parents.
 - i. Under Individuals with Disabilities Education Act (IDEA), the determination of eligibility for special education and the provision of a Free Appropriate Public Education (FAPE), is the responsibility of the IEP Team and cannot be prescribed by any other entity.
 - ii. Under Section 504 of the Rehabilitation Act, determination of eligibility for a school 504 plan is the responsibility of the 504 committee and can not be prescribed by any other entity.
 - iii. All educational decisions regarding educational methodology, materials, and personnel are the responsibility of the school district.
- d. Provide services in the schools to students under the terms of a contract with the school district.
 - i. Contracts are established when the school district is paying for the services and should describe the services, the role and responsibilities of the Private Service Provider, the frequency and duration of services, documentation of licensure/certification to perform the prescribed services, address issues related to liability, terms for payment, and state the provisions for changes or termination of the contract.
 - ii. Contracted services to a student with a disability shall be included on the student's IEP.
- e. Provide services to students under the terms of a Memorandum of Agreement with the school district.
 - i. Memorandums of Agreement are established when the school district is not paying for the services, but agree that the services are needed in the school for the benefits of the student's progress in the general education curriculum.
 - ii. The Memorandum of Agreement shall describe the specific services provided, the responsibilities of the school and the private provider, the provisions for space, time, equipment, materials provided by the school district, and the school district may terminate the Memorandum of Agreement at any time.
 - iii. Services provided under a Memorandum of Agreement to a student with a disability shall not be included on the student's IEP.
 - iv. The district has no obligation to enter into a contract or Memorandum of Agreement with a private service provider or to allow a private service provider access to school district property, space, materials, or equipment.

3. School district records are only accessible to Private Service Providers under contract with the school district or with written consent of the student's parent or guardian, or the student if 18 years old or older. Requests for records may be subject to a fee to cover costs of copying and mailing.
4. Nothing in this policy shall be construed to limit or impinge in any way on services parents may acquire for their child that are not provided at the school. Issues related to the amount of time students are removed from school for any purpose fall under the terms of other school district policies.

BEAR LAKE COUNTY SCHOOL DISTRICT #33
BOARD POLICY WITH GUIDELINES

SUBJECT: News Releases
POLICY NUMBER: 701.2
EFFECTIVE DATE: Revised January 10, 2001

All news releases to the press or radio from any department or staff member must be approved by the Superintendent prior to such releases.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Board Proceedings

POLICY NUMBER: 701.3

EFFECTIVE DATE: Revised January 10, 2001

The public is welcome to visit all open meetings of the school board. The board encourages the press to attend the meetings to facilitate news coverage of all board meetings. Staff members and student representatives are invited to all open meetings of the board.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Public Complaints
POLICY NUMBER: 702.1
EFFECTIVE DATE: Revised January 10, 2001

Although no member of the community shall be denied the right to petition the Board for redress of a grievance, complaints will be referred back through the proper administration channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Superintendent
4. School Board

Any complaints about school personnel will be investigated by the administration before consideration and action by the Board.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Complaints About Instructional Materials

POLICY NUMBER: 702.2

EFFECTIVE DATE: Revised January 10, 2001

The School District #33 Board, though it is finally responsible for all books purchased, recognizes the student's right of free access to many different types of books. The board also recognizes the right of teachers and administrators to select books and other material in accord with current trends in education and to make them available in the schools. It is therefore the policy of School district #33 Board to make the materials selected for our school be in accord with the following:

1. Books and other reading matter shall be chosen for values of interest and enlightenment of all students in the community. A book shall not be excluded because of the race, nationality, political, or religious views of the writer or of its style and language.
2. Every effort will be made to provide materials that present all points of view concerning the problems and issues of our times, international, national, and local, and books or other reading matter of sound factual authority shall not be prescribed or removed from the library shelves or classrooms because of partisan, doctrinal approval or disapproval.
3. Censorship of books shall be challenged in order to the school's responsibility to provide information and enlightenment.

In accordance with No 3 above, the Board has adopted the following policy when dealing with censorship of books or other materials:

1. That the final decision for controversial reading matter shall rest with the Board after careful examination and discussion of the book or reading matter with school officials or anyone else the Board may wish to involve.
2. That no parent or group of parents has the right to determine the reading matter for students other than their own children.
3. The Board does, however, recognize the right of an individual parent to request that his child not have to read a given book, provided a written request is made to the appropriate building principal.
4. Any parent who wishes to request reconsideration of the use of any book in the school must make such a request in writing on forms provided through building principals.

BEAR LAKE SCHOOL DISTRICT #33
BOARD POLICY WITH GUIDELINES

SUBJECT: Accommodating Individuals with Disabilities
POLICY NUMBER: 702.3
EFFECTIVE DATE: September 14, 2005

Individuals with disabilities will be provided an opportunity to participate in all school - sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subjected to illegal discrimination.

The District may provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service program, or activity.

The School District Superintendent is designated as the Americans With Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final title II self-evaluation document and keep it available for public inspection for at least three (3) years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interest part.

Individuals with disabilities should notify the School District Superintendent, Director of Special Education/School Psychologist or building principal, if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the School District Superintendent, as the Title II coordinator, or by filing a grievance under the Grievance Procedure.

Legal Reference: Americans with Disabilities Act, 42 U.S.C. 12111, et seq., and 12131, et seq.; 28 C.F.R. Part 35

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Visitors To The Schools

POLICY NUMBER: 703

EFFECTIVE DATE: Revised January 10, 2001

Many visitors may normally be expected on the campus of a public school during the school day. Since the principal is responsible for all persons on the campus, visitors are asked to proceed first to the school office. These visitors may include parents of pupils, interested citizens, invited speakers, maintenance and repair people, salesmen, representatives of the news media, students not now enrolled in school, and others.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Allinger Park Steering Committee

POLICY NUMBER: 704

EFFECTIVE DATE: December 15, 1993

The purpose of the Allinger Park Steering Committee is to provide the Board and Administration with recommendations regarding the maintenance, operation, development and fund raising for the Allinger Park Complex. The Committee, at the discretion of the Board, may also be given the authority to schedule the athletic fields and/or the pavilion.

The Committee shall also have the responsibility of developing and maintaining a five year plan that will be presented to the Board of Trustees on a yearly basis. All proposals and suggestions for the development and modification of Allinger Park must be presented to the Steering Committee before they are presented to the Board unless the Steering Committee is no longer functioning.

The Steering Committee shall be composed of nine (9) individuals who serve for a three (3) year term. The terms of the individuals shall be staggered with approximately three terms being up on December 31 of each calendar year. Each member of the Board shall have the authority to appoint one member of the Steering Committee from the general community. The Board shall also appoint two members of the District staff to the committee, while the various organizations that utilize the facilities shall also be guaranteed two positions on the committee.

The members of the Steering Committee shall select the officers needed to function successfully and shall establish a meeting schedule that permits them to conduct their business. All meetings shall conform to the "open meeting" laws of the State of Idaho.

The Board retains all authority and responsibilities necessary to meet the requirements of the grant that established the park at its origin.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Building Rental
POLICY NUMBER: 705
EFFECTIVE DATE: January 13, 1993
Revised - April 10, 2002

The buildings of the Bear Lake County School District #33 belong to the patrons of the community and thus are available for their use. When the community is using the school's facilities, the district's interest is to:

1. Protect the facilities from damage and/or unnecessary wear.
2. Insure that the education of students is not disrupted by community use of school facilities.
3. Lessen the district's legal liabilities by requiring reasonable levels of supervision.
4. Preserve the district's financial resources by requiring all groups not directly associated with the school and/or the education of students to pay for the cost of their use of the building.

Building Rental Procedures:

Individuals and/or groups who are interested in renting a facility and/or part of a facility shall contact the building principal who is directly responsible for the supervision of that facility. If the facility is available and the individual and/or group agrees to the terms of the rental, a rental contract shall be developed and signed by both parties.

BLSD #33 reserves the right to deny access to any individual and/or group who has not met the terms of previous contracts and/or who have been responsible for activities that have caused damage and/or unnecessary wear to the facilities during past rentals.

A facility will be declared "unavailable" when the activities outlined in the rental contract would disrupt the education of the students in that facility, modify the use of the facility for extra-curricular or co-curricular activities, or not render the facility available for student use for any part of the next regularly scheduled school day. The facilities will be unavailable on Sunday unless an emergency exists that requires the use of the building to fulfill a community need.

Supervision Requirements:

The district may require adequate supervision be provided by local law enforcement officers as a prerequisite to the rental of district facilities. The responsibility to pay for additional supervision by law enforcement officers rests with the individual/group who is renting the facility.

The individual/group who is renting the facility will be required to provide adequate supervision to assure the proper conduct of individuals attending the event including but not limited to the enforcement of the prohibitions against the consumption of tobacco products, illegal drugs and alcohol on all school property. If adequate supervision by the group is not available, the administration may assign additional supervision at the group's expense.

The individual/group who is renting the facility will be required to provide adequate adult supervision to assure that minors attending an activity will have adult leadership throughout the facility at all times.

The individual/group who is renting the facility will be required to hire an approved district employee to supervise activities in each of the following areas: food preparation areas, auditorium (when the sound and/or lighting system are to be used), wood shop, auto shop, vocational agriculture shop, weight lifting area. An approved district employee is defined as being a teacher certified and /or competent in that area or a member of the support staff who is assigned to that area. Pay for certified staff will be at \$10.00 per hour while pay for a member of the support staff will be at their normal pay rate unless they are forced to work overtime. The pay for members of our support staff working overtime is 1.5 of their normal hourly rate.

Rental Limitations:

The rental of facilities for dances where shoes are permitted are limited to the gym at Paris Elementary School, the cafeteria at BLMS, the gym at Georgetown Elementary School, the multi-purpose room at A. J. Winters Elementary and the commons area at BLHS. Dances may be held in gyms with wooden floors when shoes are not permitted.

Shop facilities and the weight lifting areas are only rented to individuals who demonstrate a knowledge of proper safety procedures in those particular areas.

Rental Charges:

Individuals and/or groups who rent the district facilities will be charged at the following rates:

1. Supervision fees as outlined in that area of the policy.
2. Custodial fees will be charged when:
 - A. the staff is required to spend time beyond what would normally be used to clean up the area.
 - B. staff is required to work beyond their normal work day to prepare the facility for the activity or for the next school day.
 - C. staff is required to "open" or "close" a facility outside their normal work day.
 - D. staff is required to dedicate their time in serving the needs of the individual/group who is renting the facility.

Custodial fees will be established in the rent contract and will only be modified if there is a significant change in the custodian's responsibilities during the activity. The

custodial fee will be established at 1.5 times the salary for a lead custodian at a non-qualified school at step 6 of the current support staff salary schedule. Currently that amount is \$12.66 an hour. The minimum custodian fee will be set at one hour if any of the four conditions in this section are met.

3. A users fee will be charged to cover miscellaneous expenses including, but not limited to utilities and the general wear of the building. The users fee is as follows:

Classrooms - \$5.00 per hour
Cafeteria - \$10.00 per hour
Food Preparation Area - \$10.00 per hour
Multi-purpose Area - \$20.00 per hour
Auditorium - \$25.00 Per hour
Gym - \$25.00 Per hour

4. An equipment deposit may be established by the school and required as part of the rent agreement when the individual / group requesting the facility plans to use audio visual materials. The deposit would be returned when the equipment is returned in working order.

5. Waiver of fees

The fee schedule shall not apply to any group of students and/or staff involved in a learning experience (extra-curricular, co-curricular, or curricular) that is recognized by the Board of Trustees and approved by the building administrator.

The user fee schedule shall not apply to any activities sponsored by the PTO, a recognized booster's club or a student organization whose sole purpose in sponsoring an activity is to gain funds for the benefit of the students of the district. The PTO, a recognized booster's club or a student organization may choose to clean up the facility rather than hire a custodian, although if the clean up does not meet the expectations of the building principal, a custodial fee of \$9.66 an hour will be charged to the organization.

Fee waivers may be granted to organizations when there is a trade for services and/or facilities that benefit the education of students in the district. The trade shall be in equal time and/or value for both organizations.

Fee Payment:

The established fee that is mentioned in the rental contract is to be paid on/or before the conclusion of the activity. The fees are paid to the principal or his/her designee.

All fees collected for salaries are to be sent to the district's Business Manager with a time sheet depicting the additional hours that are to be paid to the employee. All salaries must be paid through the established pay-roll procedures of the district. The salaries paid to the employees will be based on the employees' actual hourly rate (support staff) or at the rate of \$10.00 per hour (certified staff).

All fees collected as "user" fees will be deposited in the school's activity account under the heading of building rental. Those fees will be shared between the school and the district to offset the cost of building utilization.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

Subject: Skateboards and In-line Skating On School Property

Policy Number: 706

Effective Date: November 10, 1999

Skateboarding and in-line skating shall be prohibited on the property of the Bear Lake School District #33 during the school day, at school activities that are held after school, in the evening, at night, and on Saturday. Such school property includes the parking lots, sidewalks, and buildings of the school district. Signs will be posted as a warning to those who violate this policy. Continued violation of the policy will result in charges of trespassing and any other legal actions necessary to protect school property.

Skateboarding and in-line skating are inherently dangerous to the rider and pedestrian. The school district cannot be responsible for injury to the rider of a skateboard or in-line skates or the injury they may cause to a pedestrian while riding on school property. The skateboarders and in-line skaters will be liable for any injury they cause while riding on school property and they will also be liable for any damage to school property.

Several factors have resulted in the necessity for a policy to prohibit the use of skateboards and in-line skating on school property. An increase in the number of individuals using skating devices has created a hazard to those who skate and to those who may be injured or property damaged by someone using skateboards or in-line skates.

The following are concerns the district should be aware of when considering the prohibition of skateboards and in-line skates on school property:

1. The inherent risk and liability problem for the district when allowing individuals to skate on school property. To allow individuals to use school property in a dangerous activity would constitute neglect on the part of the school district. The school district could be subject to payment of damages and/or injury incurred by individuals skating or being injured and/or damaged by skaters.
2. The school district is also responsible for any property damage incurred as a result of skateboarders or in-line skaters, either to district property or to property of individuals using school property.
3. There has been an increase of refuse left at the school. It has become necessary for custodians to clean up the areas used by skaters. They leave cigarettes, beer cans, pop cans, paper, and other refuse on the property.