

AUXILIARY SERVICES

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STATEMENT OF GUIDING PRINCIPLES

600

The Board of Education shall, as it deems necessary, make provisions for auxiliary services that will enhance the opportunity for all children to take full advantage of the educational program.

PAYMENTS FOR BOARD AND ROOM

601

Consideration is made for board and room payments by the Board of Trustees for students who must live away from home in order to attend school.

Payments for board and room are made each month after the regular scheduled Board of Trustees meeting. This meeting is the 3rd Monday of each month except when the 3rd Monday is a holiday. In order to facilitate these payments, it is necessary for applications to be in this office thirty (30) days prior to these meetings. All applications will be considered for no more than thirty (30) days prior to the date the application is received. (Example: In order to be paid for September the application must be in before the 2nd Monday of October).

At the regular Board of Trustees Meeting on September 16, 1991, board and room payment for students in Grades 7-12 was set at \$150.00 per month. This is to be computed on a daily basis of \$7.50 per day, 5 days a week, or a maximum of \$150.00 per month. A schedule of payment for grades 1-6 may be requested from this office.

In order to facilitate these payments, at the end of each calendar month, it is required that each qualifying applicant send one of the enclosed forms confirming continued eligibility for payment. If this statement is not sent, further payments will not be made.

Adopted: 8/20/07

REQUEST FOR REIMBURSEMENT

Date _____

Month _____

1. As of the above date my child/children are being transported to the nearest bus or to the nearest school. This mileage being stated on the original application.

2. As of the above date my child/children are still eligible for Board and Room payments and staying with the same host family as stated on application.

**Please fill this out after the end of each month and mail to: Mountain View School District #244
714 Jefferson St.
Grangeville, Idaho 83530**

Assignee's Name

Parent's Signature

Address of Assignee

Address of Parent

Telephone Number of Assignee

Telephone Number of Parents

***NOTIFY THE DISTRICT OFFICE IMMEDIATELY IF ASSIGNEE CHANGES!**

****RETURN AT THE END OF EACH MONTH FOR PAYMENT.**

PAYMENT IN LIEU OF TRANSPORTATION

602

Whenever any pupil lives more than one and one-half (1 1/2) miles from any established bus stop, or from the school of attendance, as designated by the Board of Trustees, and such pupil is regularly transported by private vehicle not under contract with the school district, the Board shall pay to the parent or guardian an amount per month for mileage at the current rate established by the Board of Trustees for each round trip approved.

Payments in lieu of transportation are made each month after the regular scheduled Board of Trustees meeting. This meeting is the 3rd Monday of each month except when 3rd Monday is a holiday.

In order to facilitate these payments, at the end of each calendar month, it is required that each qualifying applicant send one of the enclosed forms confirming eligibility of payment. If this statement is not send, further payments will not be made.

DATE AMENDED 12-18-89

Adopted: 8/20/07

Revised: 9/17/07

APPLICATION FOR TRANSPORTATION COMPENSATION
Made in lieu of bus transportation

Mr./Mrs. _____ Social Security No. _____

Address _____

Resides in a non-transportation zone and hereby requests payment in lieu of transportation subject to the following conditions: Applicant resides at least 1 1/2 miles from school or the nearest bus route (measurement starts at the intersection of private driveway and county road/highway). Payment is based upon the number of miles applicant lives from the nearest bus route or school, whichever is nearest the home of the applicant. At least one student in the family must attend school if the applicant is to be compensated for that day. Kindergarten students are not eligible.

Student's Name	Grade	Age	Miles to School	Miles to Nearest Bus Stop

Legal description of residence:

I hereby certify that the children for whom we are applying for payment in lieu of transportation are being transported to and from school by us or by the assignee every day.

Applicant's Signature School Attending Date Enrolled

ASSIGNMENT

KNOW ALL MEN BY THESE PRESENT THAT we _____ of _____
(name of Parent/Parents) (residence of Parent)

for and in consideration of school transportation furnished our children _____
(children's names)

_____ during school year _____ by _____,
(driver's name) (driver's Soc. Security No)

hereby assign to the driver all payments made in lieu of bus transportation due us during the said school year. In the event that the above named assignee is removed, this assignment shall be transferred to the named successor so long as the students are transported.

IN WITNESS WHEREOF, we have set our hand this _____ day of _____, _____

Parent's Signature _____ Parent's Signature _____

REQUEST FOR REIMBURSEMENT MUST BE MADE AT THE END OF EACH MONTH

REQUEST FOR REIMBURSEMENT

Date _____

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BUS RULES

603

See Bus Drivers Policy Manual

RULES GOVERNING THE USE OF SCHOOL FACILITIES OR EQUIPMENT

604

1. The school gymnasium, playfields, and other special purpose rooms are designed primarily for school purposes, and may be used without charge for meetings of pupils, for meetings for the benefit of teachers, for meetings and entertainment by teachers, parent-teacher associations and other organizations affiliated directly with the schools, and for entertainment for the benefit of the school given by student organizations recognized by school authorities. Such meetings shall have precedence over all others, and may be held by arrangement with the principal of the building, who shall assume responsibility therefore and either be present in person or be represented by a responsible teacher.
2. The use of school facilities by the public is permitted for meetings of an educational, patriotic, philanthropic, civic, musical, recreational, or social nature intended to promote the public welfare and not conflicting with the afore mentioned school uses or the regular work of the school. These meetings will be permitted only if sponsored by organizations within Mountain View School District #244. No political meetings will be permitted in the school auditoriums without specific approval by the Board.
3. The Board shall determine the rental rates and all rules for use of school facilities.
4. Application for public use of school accommodations shall be made on regular forms secured at the office of the Superintendent or from one of the building principals.
5. Applications shall be acted upon by the Superintendent, or a staff member designated by him/her, who may require any information of applicants, may reject any application and may cancel any permit previously issued.
6. The school building may not be used for private gain, nor by any group, which in the opinion of the Board advocates the overthrow or change of our government.
7. Whenever an auditorium or other room is used, sufficient supervision including police attendance, if necessary, shall be provided by those to whom the accommodation is granted to insure good order, the protection of property, the observance of these rules and regulations, the prevention of people wandering throughout the building or being on the school premises elsewhere than in the rooms engaged and their direct approaches.
8. As a general rule buildings should be vacated by 10:30 p.m. unless arrangements for a later closing time are made in advance.
9. The Board reserves the right to reject any or all applications for the use of buildings and other facilities.
10. The school kitchen and food service is established with government aid for the purpose of serving meals and snacks to school-age children in order that they may have good nutritious food. The use of the facilities for outside group dinners is to be discouraged, in as much as it works a hardship on the regular help, and is costly to the program. At least one of the regular staff must be in the kitchen at all times when the kitchen is in use. The manager is responsible for the equipment and food in the kitchen, therefore must be the only person with access to it. This person must be paid the federal minimum wage by the organization renting the facility.

11. SCHEDULE OF RENTAL FEES:

A. Senior High Cafetorium & Junior High Cafetorium:	
A performance to which admission is charged or a fee offered	\$ 75.00
No charge or fee	\$ 25.00
B. Senior High Gymnasium:	
A performance to which admission is charged or a fee offered	\$150.00
No charge or fee	\$ 50.00
C. Junior High Gymnasium:	
A performance to which admission is charged or a fee offered	\$ 75.00
No Charge or fee	\$ 15.00
D. Kitchens:	
No charge or fee	\$ 25.00

These charges may be added if it is necessary:

1. Auditorium Clean-up	\$ 25.00
2. Gym Clean-up	\$ 50.00
3. Supervisor-Teacher	\$ 10.00 per hour
4. Cook	\$ 6.00 per hour
5. Charge for using school equipment	
6. Liability Insurance	

DATE REVISED 10-14-85

Revised/Adopted 8/20/07

MOUNTAIN VIEW SCHOOL DISTRICT #244
714 JEFFERSON
GRANGEVILLE, IDAHO

DATE _____

AGREEMENT FOR THE USE OF SCHOOL FACILITIES:

Individual or organization seeking permission to use school facilities.

A statement of the nature of the function to be held. (civic interest, education, non-sectarian). Is admission to be charged? _____ is a free will offering to be taken? ___ Is the function to be open to the Public? ___ .

A. The exact Facilities sought:

___ Sr. High Cafetorium ___ Sr. High Gymnasium
___ Jr. High Cafetorium ___ Jr. High Gymnasium
___ Cafeterias

B. Special equipment needed as sound equipment, special light, projectors, screens, dressing room facilities, chairs ___ number

The exact dates and hours during which facilities are to be used to include time necessary to set up equipment or staging and to remove same and restore to normal, regular conditions.

It is understood that arrangements for the services of teachers or individual students is to be arranged between the organization using the facilities and the individuals. The administration accepts no responsibility for their performance or contribution.

Individuals or organizations using the facilities agree to provide adequate policing to safeguard school property.

The contracting party acting for itself or for an organization agrees to pay in advance _____; the fee agreed upon by the board of directors for the use of specific school facilities, and in addition the contracting party accepts responsibility for any damage to the facilities resulting from its use or occupancy.

Name of individual or agent

Name of contracting organization

IDAHO PUBLIC RECORDS LAW

605

INTRODUCTION

Effective July 1, 1990, Idaho has a law relating to the disclosure of information by all state and local government entities. The Idaho Public Records Act is found at Idaho Code Sections 9-337 through 9-348. The intent of this law is that all records maintained by public agencies are open to the public for inspection and copying at all reasonable times, unless the information is specifically exempted from disclosure by law.

DEFINITIONS

Key terms are defined in the Act. Some of the law's most important concepts are:

1. Public records - These include, but are not limited to, any writing containing information relating to the conduct or administration of the public's business, prepared, owned, used or retained by a public agency. "Writing" means information maintained in many forms including, for example, pictures, maps, tapes, magnetic or punched cards, and computer disks.
2. Inspect - This means the right to listen, view, and make notes of public records, as long as the public record is not altered or damaged in the process.
3. Copy - This means transcribing by handwriting, photocopying, duplicating machine, and reproducing by any other means, so long as the public record is not altered or damaged in the process.
4. Custodian - This means any public official or employee having physical custody and control of the public records, including those who respond to requests for information on routine basis. "Custodian" also includes the person, whether elected or appointed, who is legally responsible for administering the public agency, or that person's designee. "Designated custodians" are those employees authorized to perform specific responsibilities that are described in this policy including denying requests for information when appropriate to do so.

DESIGNATED CUSTODIANS

The following people are the designated custodians for this agency:

Superintendent
Assist. Superintendent

EXEMPTIONS

The records exempt from disclosure by this Act are listed in Idaho Code Section 9-340. All Employees should be aware of the following exemptions that apply to this agency:

Personnel Information

The employment history, classification, pay grade and step, longevity, gross salary and salary history, status, work place and employing agency of any current or former employee are required to be disclosed to any person who requests the information.

All other information relating to any employee or applicant, such as home address and phone number, shall not be disclosed to the public without the written consent of the employee, applicant or designated representative. Employees may inspect and copy their own records, except for material used to screen and test for employment.

* * * * *

Records may contain both exempt and non-exempt material. The public agency is responsible for separating the exempt from the non-exempt information and supplying the non-exempt record. The Act prohibits denying access based upon the fact that the record contains both types of materials.

Even if an exemption applies to a record, the law allows disclosure of statistical information that does not identify any particular person.

PROCEDURE FOR REQUESTING PUBLIC RECORDS

It is this agency's policy to continue providing access to and copies of records immediately upon request whenever possible. Examination of records should be done during normal working hours, unless the person who administers the agency or a designated custodian authorizes otherwise. A certified copy, if feasible to produce or required by law, must be provided upon request.

The law prohibits asking why the information is needed. It is permissible to explain what records are available and to help identify the material that is desired. It is also permissible to allow the person to examine non-exempt files in order to select the specific records needed. Staff must maintain vigilance to see that records are not altered or destroyed, but the law prohibits examination of any copy, photograph or notes in the person's possession.

Whenever information is requested, the person is required to fill out a written request form.

A request for records must be granted or denied within three (3) working days.

If a longer time is needed to locate or retrieve the records, ask for a written request. The persons in this agency who are authorized to determine that a request cannot be granted within three working days are the Superintendent and Assist. Superintendent. The request must be granted or denied in whole or part within ten (10) working days. If no answer is provided within ten (10) working days, the request will be deemed to have been denied.

Policy Decision:

Some agencies have considered keeping a log of requests. Given legislative intent that there be free access to public records and that such a log would itself be a public document, it may be inappropriate to include any information identifying the person making the request.

COSTS FOR PROVIDING PUBLIC RECORDS

A fee will be charged for each photocopy provided.

The Act does not require the agency to provide multiple copies of the same document.

The fee charged for locating or copying a public record cannot include any administrative or labor costs. The Act does permit public agencies to charge for the actual cost of copying records. This agency's cost of standard photocopies is currently twenty (20) cents per page and colored copies \$1.00 per page.

Advance payment of photocopying charges is required.

The fee charged for providing information in the form of computer tapes, disks, microfilm or similar record media may not exceed the amount of the direct cost of copying. If the information is also available in publication form, the agency may offer the published material to the individual at the standard cost of selling the publication.

When necessary the Superintendent or Assist. Superintendent may authorize examination of records to be done outside of regular working hours. If this is done, advance payment of reasonable compensation for this added expense is required.

If there is a request to mail copies of documents to someone and the mailing cost is in excess of \$.41, ask for a written request, advance payment, and a stamped, self-addressed envelope large enough for the number of copies.

The designated custodian or person who administers the agency may choose to allow staff, as time permits, to transmit a small number of records by FAX, with the understanding that the person requesting the records will pay the telecommunications charges if they are not minimal.

INSPECTION AND CORRECTION OF AN INDIVIDUAL'S RECORDS

After providing identification, an individual may inspect copy and request correction of public records pertaining to that person, except those portions of records that are exempt from disclosure. A correction, or a written refusal to make the correction, must be made within ten (10) calendar days. Refer these requests to the person who administers the agency or a designated custodian immediately.

Subsection (3) of Section 9-342 prohibits access to certain records pertaining to oneself, if the information: relates to exempt investigatory records of ongoing investigations; "is compiled in reasonable anticipation of litigation which is not otherwise discoverable;" relates to adoption records; or "is otherwise exempt from disclosure by statute."

DENIAL OF REQUEST

If there is any doubt about whether information should be disclosed, ask for a written request and immediately direct it to a designated custodian. It is this agency's policy that such a request shall be reviewed by the agency's attorney.

If a request for a record is denied in whole or in part, the Act requires the person who administers the agency or a designated custodian to notify the person in writing. This notice shall state that (1) the attorney for the agency has reviewed the request, or that the agency had the opportunity to consult with an attorney and has denied the request; (2) the statutory basis for the denial; (3) a simple statement of the right to appeal and the time limit for appeal; and (4) a certificate for mailing (see attached form).

If a request to correct an individual's record is denied, written notification is required within ten (10) calendar days of the receipt of the request. The notice of refusal to amend a record must state the reasons for the refusal, and provide the statement of appeal rights and certificate of mailing mentioned above.

The time limit for filing an appeal is 180 days from the date the notice of denial is mailed. The sole remedy for protesting the public agency's decision is to file a petition in the district court of the county where the records or

some part of them are located, requesting the court to compel the agency to make the information available or to correct the record.

If a request is denied, the requested records must be retained until the end of the appeal period, or as otherwise provided by law, whichever is longer. Whenever a request is denied, there must be some indication made on the record that it shall not be purged without the approval of the person who administers the agency or a designated custodian.

PENALTY AND IMMUNITY

The law provides a penalty of up to \$1,000 for a deliberate, bad faith denial of information that can legally be disclosed. It also provides immunity from liability for the release of records as long as there is a good faith attempt to comply with the law's requirements. Therefore, it is important to refer immediately any questions or any requests that seem doubtful to the person who administers the agency or a designated custodian.

DATE ADOPTED 1-21-91

Adopted 8/20/07

To:

Re: Request for Information

Dear _____:

On _____, I received your request for _____.

Section 9-340 (_____) of the Idaho Public Records Law provides: _____

To the extent that your request involves records that are exempt from disclosure under this section, the request is denied.

You have 180 days from the date of mailing indicated below in which to protest this decision. You have the right to file a petition in the district court of the county where the records, or some part of them, are located, requesting the court to compel disclosure of the information. The court will set a time for our response and for a hearing at the earliest possible time, not later than twenty-eight days after the petition is filed.

I regret that we could not accommodate your request.

Very truly yours,

Designated Custodian

This request has been reviewed by _____,
our attorney.

Approved: _____
(signature of attorney)

Though I have had an opportunity to have this request reviewed by an attorney, I have chosen not to do so because the Idaho Public Records Law makes this information exempt from disclosure.

I have consulted with our attorney, _____, by
telephone.
cc: attorney]

CERTIFICATE OF MAILING

I hereby certify that the original of this letter was deposited in the United States mail, postage prepaid, this
_____ day of _____, _____.



714 Jefferson Street
Grangeville, ID 83530
Telephone 208-983-0990
Facsimile 208-983-1245
www.sd244.org

REQUEST FOR PUBLIC RECORDS

If more than three working days are needed to locate or retrieve the request records, a response shall be provided within ten (10) working days of the request.

I request to examine []
copy [] the following records:

Signature

Name (Please Print)

Date of Request

Mailing Address:

Zip

Daytime Phone Number

(for office use only)
MOUNTAIN VIEW SCHOOL DISTRICT #244
[Public Agency]

Date Received

Charge for _____ copies @ .20 per copy = \$ _____
colored copies @ 1.00 per copy = \$ _____

Charge for staff time _____ hours @ ____ per hour = \$ _____

Total Amount Due = \$ _____

Receipt Number : _____

Received by: _____

HIPAA
609
(8610)

Health Insurance Portability and Accountability Act

The Board has determined that it meets the definition of a hybrid of covered entities under the Health Insurance Portability and Accountability Act (HIPAA) since

- the district offers health-care provider programs and services that include electronic billing for the reimbursement of services under Idaho Medicaid programs,
 - or contracts with another entity to provide such services,
- it is subject to HIPAA. In all electronic transactions involving student education records information, the district will adhere to the transaction requirements of HIPAA and the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA).

Additionally, because the district self-insures a health plan and self-administers an Internal Revenue Service Section 125 plan it also meets the health plan definition under HIPAA.

- Accordingly, the district will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

As a HIPAA covered entity, the district will meet the national electronic transaction standards and applicable requirements of federal law designed to ensure the security of projected health information of employees and student education record information created or received by the district.

In order to meet the HIPAA notice requirements under the health-care provider provisions of the law, information will be provided to students and parents of their rights under FERPA in accordance with established procedures.

The superintendent will designate an individual responsible for responding to HIPAA inquiries and/or complaints and for providing adequate notice of employee rights and district duties under the health plan provisions of the act. Notice will include the privacy provisions of the law, and permissible uses of employee protected health information and disclosures that may be made by the district.

Training will be provided to all current staff and new employees determined by the district to have access to the protected health information of employees and student education records. Training will be provided within a reasonable period of time after the individual's hiring, and to employees whose duties may be impacted by a change in the district's policy and/or procedures.

Individuals who believe their privacy rights have been violated may file a complaint in accordance with established district procedures. Employee complaints may also be filed directly with the U. S. Secretary of Health and Human Services. There shall be no retaliation by the district against any person who files a complaint or otherwise participates in an investigation or inquiry into an alleged violation of an individual's protected privacy rights. All complaints received will be promptly investigated and documented, including their final disposition.

The Superintendent will ensure that satisfactory assurance has been obtained from any business associate performing HIPAA-covered activities or functions on behalf of the district that the protected health information it receives from the district will be protected. Such assurance will be in the form of a written agreement, or may be included as a part of the district's contract with the business associate.

Employees in violation of this policy or procedures established to safeguard student education records information and the projected health information of employees will be subject to discipline up to and including dismissal.

The Superintendent is directed to ensure an assessment of district operations is conducted to determine the extent of the district's responsibilities as a covered entity under HIPAA and to develop internal controls and procedures necessary to implement this policy and meet the requirements of the law. The procedures shall include provisions for record keeping, documentation of the district's compliance efforts and appropriate administrative, technical and physical safeguards to protect the privacy of student education records and employee protected health information and to ensure that any response to a request is limited to information reasonably necessary to accomplish the purpose for which the request is made.

In the event of a change in the law that may impact this policy or established district procedures, the superintendent shall ensure appropriate revisions are recommended for Board approval, necessary changes are implemented and notification is made to staff and others, as appropriate.

Legal Reference: Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, 42 U.S.C. 1320d-1320d-8; 45 CFR Parts 160 and 164.

Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000).

Adopted on: 8/20/07

Revised: 9/17/07