

Policies Under Development

This document provides the **Policy Statements** which are under review by the Board of Education. Standard Operating Procedures (SOPs) will be developed under each Policy Statement.

Please note the numbering system is under development based upon the following plan:

<u>Policy Numbering</u>	<u>Policy Areas</u>
0100	Board of Education
1100	Administration
2300	Safety Services Management
3300	Purchasing
3400	Financial Services
3500	Payroll
3600	Information Services & Technology
3700	Employee Benefits & Insurance Mgt
4000	Human Resources
4600	Staff Development
5100	Student Services
5200	Support Services
5300	Health Services
5400	Special Education
5500	Student Enrollment & Records
6000	Learning Services
6250	Instruction
6400	Curriculum
6900	Career & Technical Education
7000	Facilities
7100	Building Program
7200	Building Maintenance
7300	Transportation
7400	Nutrition Services
7500	Student Wellness

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1230 Acceptable Device and Communication Use by Staff, Students, and the TEA

The Tribal Education Agency Technology Acceptable Use Policy is enacted to provide a statement for the purpose and use of technology. This policy outlines key definitions, TEA responsibilities, and acceptable use and guidelines for technology. It outlines the security measures the TEA takes to secure learner and staff's data/privacy. Violations/Consequences are also outlined. Students and parents/guardians, as well as all TEA staff members, must read and sign the appropriate access agreement.

Use the core of BLR's IT policy, and perhaps some specific items for students (minors)

Reviewed - approved

1790 Evaluation of Instructional Programs

Evaluation studies pertaining to the goals, objectives, procedures, outcomes, and costs of instructional programs **should/will** be conducted by the Assessment and Research office with support from the Financial Services office to provide relevant information for program decision making. **The BOE directs that these reports contain evaluation of accessibility, cost per student, qualitative feedback from participants and/or parents. These should be conducted annually, and submitted to the BOE by end of June.**

Reviewed - approved

1805 Student Assessment

TEA student assessment practices will be based on an aligned curriculum with nonnegotiable, rigorous standards for all students. The assessment of student performance has as its major objectives the following: (1) to give feedback to students and lawful custodians about the student's performance compared to TEA standards; (2) to serve as a guide for instruction with a focus on improved student achievement; (3) to monitor the curriculum to ensure the desired content is being taught and learned; and (4) to improve student achievement.

Reviewed - approved

2100 TEA, Community and Media Relations

The TEA, community and media relations program is a responsibility of both the Board of Education and the TEA staff. Within the bounds of legal and ethical responsibilities to students, the TEA will attempt to keep the community well informed about the operations and needs of its learning sites and programs. The BOE recognizes the necessity of involving citizens in the work of the TEA and its learning sites and program, and of two-way strategic communication with internal and external audiences. Communications strategies may include publications of print, audio, video, digital and social media, media relations, and various face-to-face communication activities.

Reviewed - approved

2110 General Education Provisions Act (GEPA) Policy

The purpose of this policy is to comply with the requirements of the General Education Provisions Act (GEPA), Section 427, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382). The Blue Lake Rancheria Tribal Education Agency Board of Education will identify steps to ensure access to federally assisted programs have been provided as specified in the General Education Provisions Act (GEPA), Section 427 as Standard Operating Procedures under this policy.

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, the applicant should determine whether these or other barriers may prevent students, teachers, etc., from such access or participation in the Federally-funded project or activity. The description in the application of steps to be taken to overcome these barriers need not be lengthy; the application may provide a clear and succinct description of how the applicant plans to address those barriers that are applicable to their circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application. Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it eliminate barriers it identifies.

Reviewed - approved

2115 Public Access to Records

In accordance with the laws and ordinances of the Blue Lake Rancheria, records shall be open for inspection by any person, except as otherwise provided by Tribal or applicable federal laws.

Student Records. *Disclosure of information contained in student education records must be done in compliance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, as amended, and its interpretive regulations, 34 C.F.R. 99.1, et seq.*

Reviewed - approved

2119 Distribution of Political Materials

Political materials, including partisan information, may **not** be distributed to adult employees within a TEA controlled learning site, and in staff mail boxes. ~~The Executive Director and Learning site supervisor are responsible for assuring equal treatment of all candidates.~~

Need a policy on political neutrality to be maintained in the office (appearance). No specific candidates and political parties decorating the offices, halls, etc. Tribal Education Agency may not endorse any

particular candidate or proposition appearing on state or federal ballots without the express consent of the Tribal Business Council.

We want to ensure that the policy doesn't stifle employees' ability to exercise their First Amendment rights, and yet, we need to keep our facilities politically neutral so all persons feel welcome regardless of their political affinity.

2125 Partner and Volunteer Activities

The Board of Education recognizes that collaborative relationships with community partners and volunteers play an increasingly significant role in supporting student learning and improved academic achievement. Partner and volunteer activities, which include families, students, staff, businesses, and the general public, create a spirit of involvement in and concern for public education. All learning sites are encouraged to develop meaningful programs involving volunteers, and are expected to participate in the development, reporting, and recognition of partner activities as defined in this policy.

Reviewed - approved

2216 Visitors

Learning site supervisors are responsible for developing procedures that encourage parents, patrons, and other interested persons to visit learning sites at appropriate times during the year. When classes are in session, all visitors are required to report immediately to the Learning Site primary location or office upon entering the learning site.

Reviewed - approved

2220 Community Agencies

TEA staff should endeavor to establish cooperative relationships with nonprofit community institutions whose purposes are to serve children, youth, and post-secondary students. Specific organizations will be authorized by the Executive Director or designee to solicit memberships during regular business hours.

Reviewed - approved

2300 Crisis Management and Response

The TEA Crisis Team shall be comprised of LEA school district personnel, TEA Staff, and coordinated with tribal and local community responders. It will be responsible for preparing plans for responding to crises and providing support to schools during crises. The TEA Crisis Team establishes procedures that are relevant to crisis preparedness and response; guides their implementation at the learning site level; develops and recommends training for learning site crisis intervention teams; establishes and maintains TEA connections with agencies; provides learning site teams with support and backup at the time of a crisis; hears safety concerns and makes recommendations relative to safety and coordinates the sharing of resources among learning site teams.

Using “learning site” as our programs could be on school campuses, child development centers, cultural sites, or internship/apprenticeship work sites which are all considered learning-sites and need to have plans to support student and staff safety during a crisis.

Reviewed - approved

2350 TEA Security Personnel

The TEA shall employ such Learning Site Security personnel, pursuant to Tribal law, as shall be necessary to aid and supplement law enforcement agencies, which give service to the TEA and its consortium LEAs.

Policy is needed on what kind of training would be needed for Learning Site security – appropriate responses for mental health, de-escalation techniques. Crisis management needs to be identified as training.

Policy needs to define the appropriate response to the situation (1) student on student violence, (2) adults, etc.

We want to have our policy to be focused on children safety – **and no immediately thinking of the child as an adversary.**

2351 Learning Site Safety and Security Incident Reporting Board Policy

Any TEA employee who knows or has reason to believe that an act has been committed at a learning site, on tribal property or at a TEA supervised activity and that the act involved conduct which constitutes the commission of a felony or a misdemeanor, or which involves the possession, use of, or disposal of explosives, firearms, or weapons is required to make an immediate report to the appropriate Tribal, state or local law enforcement agency. Information regarding identified students will be reported to TEA employees as required by Tribal law. This information will also be compiled and reported annually, as required, to the Board of Education.

Reviewed - approved

2352 Reporting on Specified Students

TEA employees with information that a student is a student to whom this Policy applies as specified below shall inform the Executive Director or their designee. The Executive Director or their designee, shall investigate the matter, and, upon determining that the student is one to whom this Policy applies, shall provide the reported information and identify the student to all other TEA employees who are directly involved or likely to be directly involved in teaching or providing other school related services to the student. ****Need to include something regarding potential bias, or safety – accompanying policy and or directions and with consequences for misuse of information. Protection of the child’s private information. Special accommodation procedures, and protections for the student. Confidentiality clause/Accountability with ramification.**

2360 Learning Site Safety and Protection

The entire staff at a learning site is responsible for cooperating in an effort to provide all students an educational environment that is safe, secure and drug-free. ****Not intended to be a Zero-Tolerance policy, does not include medical use of various drugs.**

2365 Law Enforcement Contact with Students

All TEA staff and learning site employees will cooperate with law enforcement officers who come to the learning site for the purposes of questioning or taking into custody enrolled students. This cooperative relationship will be governed by policies developed by the Board of Education and Tribal law enforcement that are designed to protect the legal rights of students.

Reviewed - approved

2370 Safety Responsibilities

Learning site administrators, staff supervisors, and Facilities personnel are primarily responsible for initiating and maintaining the necessary precautions for health and safety at TEA learning sites and for compliance with the rules, regulations, and laws governing health and safety.

Reviewed - approved

2380 Responsible Use of Animals

Learning site staff involved in the use of live animals in TEA programs – including acquisition, disposition, care, feeding, housing, and security – will adhere to Tribal, local and state laws and regulations regarding animals as applicable. In addition to instructional activities, this includes class pets, exhibited visiting animals, and assist or therapy animals. Learning site staff will be responsible for instructing students on safety and hygiene precautions for handling live animals or animal specimens. The Learning site supervisor is responsible for the implementation of this policy.

Reviewed - approved

5100 Student Services: Discipline

It is the intent of the Board of Education to ensure a safe, orderly, and nurturing learning environment for all students in Tribal Education Agency. The authority, responsibility, and accountability to ensure appropriate student behavior in the classroom, at learning sites, and on campuses are granted to each instructor. This policy is intended to distinguish between the existing procedures used for less flagrant behaviors and those behaviors that are intolerable and totally unacceptable by the instructor. The instructor may at their discretion deem student behavior inappropriate and take the necessary actions to ensure a safe and nurturing learning environment. The provisions of this policy apply to all instructors and all students in TEA programs or activities.

5110 Expulsion of Students from TEA Programs and Activities

Investigating this policy further.

5115 Emergency Safety Interventions

Seclusion or physical restraint (Emergency Safety Interventions (ESI)) of any student may be employed only when the student presents a reasonable and immediate danger of physical harm to self or others or engages in violent action that is destructive of property. ESI should be used only after less restrictive or invasive alternatives have been considered and deemed infeasible. Certain modes of restraint are prohibited and any restraint utilized must be consistent with this policy. Restraint or seclusion will not be used as punishment or discipline, as a means of coercion or retaliation, or as a convenience for an instructor.

5120 Reporting Suspected Child Abuse and/or Neglect

All TEA employees and contractors will take appropriate action in reporting suspected abuse and/or neglect cases (physical and/or mental) to the proper authorities in accordance with Blue Lake Rancheria Tribal Law, and State of California statutes. TEA staff and contractors working directly with minor children are required to obtain a certificate of completion of Mandated Reporter Training within six weeks of hire or initiation of contracts.

5125 Education of Homeless Children and Youth

The Board of Education possesses a strong commitment to ensuring that homeless children and youth receive a meaningful opportunity to enroll and attend all TEA programs and activities. The Humboldt County Office of Education Office of the Homeless Liaison acts as a resource center for all TEA personnel facing questions related to homeless children and youth. The McKinney-Vento Homeless Assistance Act, 42 U.S.C. § 11435 et. seq., requires that all schools provide homeless students with immediate access to education, even if the child lacks school records, a birth certificate, medical/immunization documents, or proof of residency.

5200 Student Support Services: Guidance and Counseling

Investigating this policy further.

5210 Student Support Services: Psychology Services

Investigating this policy further.

5300 Health Services

Health Services Staff have the primary responsibility for the comprehensive TEA health program. This includes education towards positive health attitudes and behaviors, a safe and healthy school environment, and provision of direct health care to students.

5310 Communicable Disease Control and Prevention

It is the responsibility of the Health Services staff to implement regulations and inform students, parents, and school personnel of the regulations pertaining to the control of communicable diseases as established and printed by the **Blue Lake Rancheria Office of XXX**. ***Note: See Covid-19 Policy for further work on this section*

5311 Exclusion of Persons – Communicable Diseases

The authority to exclude for health reasons is delegated to the Executive Director or their designee by the Board of Education in accordance with the general ordinances of the Blue Lake Rancheria. This policy applies to all students enrolled in and persons working for the TEA or consortium LEA or community partner staff providing instructional services during TEA program activities.

5312 Care of Medical Emergencies

Learning site personnel are responsible for the emergency handling of student and staff injuries and sudden illnesses but are not responsible for subsequent treatment.

5313 Medical and Dental Exceptions

Signed health statements from a licensed physician and surgeon or dentist recommending limited activity for a student will be honored.

5314 Student Appointments for Health Reasons

The TEA encourages regular health care of all students. Students may be officially excused from learning sites and TEA program activities for appointments for health reasons.

5315 Compulsory Immunization Requirement

The lawful custodian of every enrolled or enrolling students shall be required to present a Certification of Immunization in accordance with [Blue Lake Rancheria Tribal Ordinances](#) to appropriate learning site and/or TEA officials.

5316 Administering Medication During School Hours

Medication is given to minor students at learning sites only upon written request from both the lawful custodian and a person who is licensed to practice medicine and surgery or dentistry.

5317 Prescribed Special Health Care Services

Investigating this policy further.

5318 Treatment of Student Allergies

Management of student allergies that may require emergency treatment will be through a team approach of parent or guardian, student, and TEA staff including, but not limited to, the learning site administrator, campus nurse, and classroom teacher. When appropriate, the team may also include other TEA or BLR staff, such as Environmental Services, Nutrition Services, counselors, physical education teachers, lunchroom supervisor or others.

5320 Health Appraisal

Regular health assessments of all students are encouraged. The TEA will inform parents of the required learning site or program specific entry health assessment, but will not exclude children from programs who have not complied with the requirement.

5330 Health Screening

Investigating this policy further.

5400 Special Education

There are numerous policies being developed under Special Education right now, and these will be addressed in the coming months as more information is gathered.

5500 Student Enrollment & Records: Construction and Maintenance Records

A student permanent record (transcript) shall be established for each LEA consortium secondary student in the TEA to provide a uniform, efficient procedure for maintaining an official record of pertinent student information. Other educational student records (cumulative folders) are constructed, maintained, and utilized in the TEA to support decisions made relative to students and to provide documentary evidence of students' progress through their educational experiences. Periodically, student records are updated, reviewed, and (when appropriate) purged in a continuing effort to maintain records that are accurate, informative, relevant, and otherwise appropriate. Student records are intended to serve both legal and educational purposes. Disclosure of information contained in either the student permanent record (transcript) or other educational student records must be done in compliance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, as amended, and its interpretive regulations, 34 C.F.R. § 99.1, et seq. (Refer to Policy 5501, Privacy of Student Records.)

5501 Privacy of Student Records

The TEA construes all student records, except directory information for which the parents have not objected to disclosure, to be confidential. Appropriate procedures and safeguards shall be established and followed to govern disclosure of student records and information to persons, agencies, and organizations within and outside the school district and TEA. Such procedures and safeguards shall be consistent with and pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, as amended, and the rules and regulations of the State of CA Department of Education.

5502 Student Privacy

The TEA will protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the administration. The TEA will annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year and at any other time the TEA policies in the area are substantially changed.

5503 TEA Information for Noncustodial Parents

The Board of Education believes it is not only appropriate but also desirable to afford noncustodial parents the opportunity to be informed and to participate in the education of their children. Access to student records shall be in accordance with the Family Educational Rights and Privacy Act of 1974. (For purposes of the policy, a noncustodial parent refers to a parent who does not have primary residential custody, but does have the right to information about the minor child's education.) This policy does not change the authorization procedure to pick up a child from a learning site as required by the TEA's student information form. In order to pick up a child, the adult must be listed on the student information form.

5510 Exchange Students

Exchange students may enroll in Blue Lake Rancheria Tribal Education Agency courses subject to the rules and regulations established by the Board of Education and its LEA consortium partners. Regardless of the

comprehensiveness of their program, exchange students will not receive a diploma, but will receive a certificate of attendance.

6000 Curriculum Program

The Board of Education develops and adopts a TEA strategic plan that guides professional staff members in their work and includes academic standards for all students. Strategy 1 of the plan indicates that TEA staff will deliver an aligned curriculum based on challenging standards, measure achievement, and ensure that all students meet the standards.

6010 Instructional Delivery

Each instructional site is responsible for teaching the TEA and State of California academic standards and indicators for the designated grade level. Instructional delivery is research-based best practice. Alternative instruction, including interventions, must be provided when appropriate assessment data indicates that a student does not have the prerequisite knowledge/skills for the next learning.

6020 Textbook Adoption Procedures

Instructional Support Services (ISS) is responsible for establishing procedures for textbook adoptions.

6021 School District – Author/Publisher Relationship

Instructional Support Services in coordination with the Executive Director will be responsible for TEA-author/publisher relationships.

6022 Workbooks for Adopted Curriculum

Consumable workbooks may be used in all subject areas and levels of instructions and shall be approved by Instructional Support Services. The BOE directs ISS to keep the use on non-reusable consumable products to a minimum, and to select products that can be recycled.

6100 Experimental Instructional Materials

TEA Instructors desiring to use experimental instruction must obtain permission from consortium LEA department chairs, building principals, and the curriculum coordinator if the activity will alter classroom instruction, deviating from their organization's current curriculum adoptions.

6320 Enrollment and Classifying Students

Students will be enrolled in grades and classes in which they can be expected to master established TEA instructional/learning objectives. At the elementary and middle level, students shall be assigned to the grade level recommended by the building principal and/or learning site supervisor consistent with state law and individual student achievement data. High school students are classified by cohort consistent with Federal Guidelines regarding high school graduation rate.

6325 Modern Youth Internship Academies for Secondary Students

The Modern Youth Internship Academies is the approved course listing for secondary curriculum offerings in coordination with consortium partner school districts. Courses offered through the TEA will be supplemental to the standard offerings of courses of consortium partners. It is the responsibility of Instructional Support Services to approve and publish all offerings in the Modern Youth Internships Academies, and their related experiential learning opportunities and internships.

6330 Instructional Organization of Students

In order to provide optimum learning conditions for all students, administrators and teachers may organize instruction for students to attain specific educational goals. An effort will be made to de-emphasize the labeling of groups. Grouping must be flexible, allowing students to be placed in or out of various groups based upon student performance, interest, and other accepted criteria. Students may be in single or multiple groups depending upon their eligibility.

6340 Homework

Homework is a valuable and valued tool in the learning process. Used appropriately, it can provide practice and reinforcement for previous instruction, provide opportunity to develop student responsibility, and involve parents more directly in supporting the learning process. For these reasons, students in all grades shall be given regular and appropriate homework as supported by research.

6400 Copyrights

Instructional Support Services is responsible for developing and implementing procedures with respect to observance of the copyright laws in the Tribal Education Agency programs.

6410 Curriculum Guides

The Executive Director and Curriculum Coordinator, in cooperation with subject area coordinators, consortium partner experts, and classroom teachers, will determine the guides which need to be developed.

6411 Curriculum Courses – New and Revised

Instructional Support Services, in cooperation with subject area directors or coordinators, learning site administrators, and classroom teachers, will approve requests for the development of new courses or the revision of existing courses.

6430 Library Media and Textbook Services Department

The Library Media and Textbook Services Department should be organized to meet effectively the needs of students, teachers, parents, and other community members. The Library Media and Textbook Services Department is responsible for the Sylvia Daniels Memorial Library media program and acquisition of textbooks and curriculum resources as requested by the BOE.

6431 General Criteria for Selection of Library Media

Instructional Support Services is responsible for the development of general criteria for the selection of all library media used in support of learning site and program instruction.

6434 General Criteria for Selection and Use of Electronic Media

Electronic media will be selected and assigned to give support directly to instructional learning objectives established by the Instructional Support Services Department.

6435 General Criteria for Media Maintenance

Library Media and Textbook Services is responsible for establishing procedures for the weeding, discarding, withdrawing, renovating, and rebinding of library media.

6436 Criteria for Use of Videos, DVDs, and Other Non-Print Media

Videos, DVDs (including Blu-ray and Ultra-High Definition formats), and other non-print media will be selected and assigned to give support directly to instructional learning objectives established by the Instructional Support Services Department.

6440 Placement, Use, and Transfer of Instructional Equipment

The determination of placement, proper use, and transfer of instructional equipment is the joint responsibility of the Executive Director, Instructional Support Services, Career and Technical Education, and Information Services and Technology staff.

6725 Mathematics Education

Mathematics skills shall be integrated into all TEA curriculum. Skills will be taught as part of all experiential learning opportunities. Learning site staff and curriculum personnel will work cooperatively to upgrade and improve the mathematics program at all levels.

6730 Social Studies Education

The social studies program for the TEA is designed to give students perspectives on their own life experiences so they see themselves as a part of the larger human adventure in time and place. An understanding of world history, geography, economics, and political and social institutions, coupled with the knowledge of the traditions and values of the Indigenous people of the Northcoast and the United States as it is expressed in our unity and diversity, is central to the curriculum. This program is devoted to developing citizens who possess the critical attitudes and analytical perspectives needed to understand the situation in which they find themselves, and to act appropriately.

6740 Science Education

The goal of science education is to maintain a scientifically literate citizenry: one that knows the major concepts, laws and theories of science; one that uses the methods of science to solve everyday problems; and one that understands the limits and strengths of science. To that end, the science curriculum will be a program of study which provides for the abilities, needs, and interests of all students allowing students to begin with the fundamental levels of understanding and advance to the more complex. All Science curriculum shall meet Next Generation Science Standards.

6780 Art Education

Art is an integral curriculum requirement for all students in grades K-5. The art program is standard based. In the elementary school, art is child centered to develop intellectual, creative, aesthetic growth through curriculum experiences in art production, art history, art criticism and appreciation. At the middle school level, students will have an opportunity to develop skills in art production and criticism and an understanding of their cultural heritage. An art program composed of elective courses and workshops will be offered in grades 6-12.

6781 Safety, Art Education Laboratories and Makerspaces

Art laboratories and makerspaces shall be equipped with safety devices and all precautions shall be taken to maintain and protect the health and welfare of students and staff. The administration shall initiate activities to implement safety standards.

6790 Health and Health Education K-5

Health education is a continuous process which motivates the individual to develop and maintain social, emotional, physical, and intellectual well-being. The process occurs through establishing behavior patterns personally and socially responsible and by avoiding actions harmful to self and/or others.

6791 Physical Education

Physical Education is that phase of the general educational program that contributes, primarily through movement experiences, to the total growth and development of each child. Motor Skill development and fitness education are the basis for standards-based Physical Education. Physical Education is a curriculum requirement in grades K-5. At the middle school level, students must have one semester of classes or two semesters of classes every other day. At the high school level, one unit of physical education is required for high school graduation. Upon completion of the middle school and high school requirements, physical education may be taken as an elective class.

6800 Reading and Use of Library Facilities

Reading instruction is required for all K-12 students. Reading skills are taught in all content subjects. Students will be actively encouraged to utilize the Sylvia Daniels Memorial Library and all other library resources maintained by the TEA and Blue Lake Rancheria, mobile or otherwise.

6812 Cultural Proficiency Education

Cultural Proficiency is defined as a way of being that enables both individuals and organizations to respond effectively to people who differ from them. The Blue Lake Rancheria, its component agencies, and its consortium partners are home to diverse staff and students. The diversity includes, but is not limited to such characteristics as race, ethnicity, culture, language, age, gender, sexual orientation, socioeconomic status, religion, neurodivergence, disability, and skill levels. Individual learning sites, classrooms, as well as schools and non-attendance centers, reflect this diversity. It is the responsibility of TEA staff to model appropriate behaviors so that children, students, and adults learn to appreciate the differences and similarities of the diverse backgrounds represented across the organizations to ensure equitable treatment for all.

6887 Safety on Stages, Temporary Risers or Platforms

Established safety and operational procedures, rules, and regulations will be observed in all activities using learning site stages and stage equipment, temporary risers, or platforms.

6889 Safety, Eye-Protective Devices in Laboratories and Makerspaces

In order to provide for the safety and well-being of staff and students in laboratories and makerspaces, they shall be required to wear approved eye-protective devices when participating in certain classes which have substantial potential to injure eyes.

6890 Safety Responsibilities – Curriculum Adaptation Personnel

Curriculum adaptation personnel are responsible for developing, integrating, and implementing safety education and precautionary programs into all curriculum design. Maintenance of the health and safety of staff and students and compliance with requirements of Occupational Health and Safety Administration (OHSA) standards, the Tribal fire and safety ordinance must be considered in these programs. Special attention will be given in curriculum areas that utilize potentially hazardous equipment or materials.

6900 Career and Technical Education Programs

The Board of Education will be responsive to the requests of business, industry, agencies, and individuals of this community for career and technical education programs. The Board of Education will cooperate with other agencies in providing programs that will be beneficial to high school students to enable them to enter the labor force or pursue additional education. The Board of Education will encourage and support the development of career and technical education programs. All career and technical education programs will be administered and conducted by the TEA Staff through the office of Career and Technical Education. The Board of Education will support all career and technical education programs by providing access, maintenance, and operational expenses of plant and equipment, unless specific funds are available for this purpose through other public funding sources.

6901 Safety - Career and Technical Education Labs

Section A: Laboratories will be equipped with safety devices and all precautions will be taken to maintain and protect the health and welfare of Career and Technical Education students. Staff and students must be in compliance with the rules, regulations, and law governing safety and health. The administration will initiate activities to implement Occupational Safety and Health Act standards, Uniform Fire Code, Life Safety Code, and ADA/Section 504 requirements pertaining to Career and Technical Education as funds permit.

Please see Section B (page 3) for guidance on Construction and Launching of Model Rockets.

6902 Child Development Center

A Child Development Centers will be operated in the City of Blue Lake *at (name of site)*. The center will serve as a childcare facility for the children of enrolled students and tribal employees, as training laboratories for vocational students enrolled in occupational classes, and as observational experiences for high school students enrolled in parenting and child development classes. The center will provide childcare to the children of enrolled students first; secondly, to the children of tribal employees; and if any spaces remain, to children from the general community. Services in the center will be available for infants, toddlers, and preschool children in ratios, which will allow the center to maximize service to the children of students in pursuing their educational objectives.

6905 Student Publications

Student Publications are publications prepared in whole or part by students in accordance with the principles contained in the Blue Lake Rancheria Tribal Education Agency Education Code and under the supervision of qualified faculty advisers. Students shall be given the opportunity to progress in developing school newspapers, yearbooks, literary magazines, video programs, and digital media (e.g., online publications). *BOE Policy 1230 - Acceptable Device and Communication Use by Staff, Students, and the TEA applies to on-line student publications.*

Policies Under Development

“Student publication” means any matter which is prepared, substantially written, or published by students, which is distributed or generally made available, either free of charge or for a fee, to members of the student body, and which is prepared under the direction of a certified employee.

7025 Fuel and Energy Conservation

The TEA shall operate facilities and programs consistent with sound principles for conservation of fuel and energy and for economical use of other natural resources.

7080 Participation in Funding Public Improvement Projects

The TEA may choose to participate in funding public improvements which enhance the safety, and/or functional use of Tribally-owned property. Participation in funding such improvements shall be subject to the availability of funds, and limitations established by administrative implemental procedures.

7085 TEA Use of Tribally Owned Vehicles

Vehicles owned by the Blue Lake Rancheria will be used in accordance with the provisions of Tribal ordinances and administrative directives of the Tribal Administrator. Drivers of such vehicles shall be properly licensed and shall receive training as determined by the administration to be appropriate.

7090 Small Unmanned Aircraft Systems (sUAS)

The use by any person, entity, or organization of small unmanned aircraft systems (sUAS) on or over property owned or leased by the Blue Lake Rancheria in the performance of duties associated with approved TEA program activities is governed by this policy. Approved uses will be authorized by the Executive Director or their designee only for official business or educational purposes of the TEA and must be consistent with Tribal law, regulations, and the terms of this policy.

7100 Building Safety Projects and Minor Improvements

During each fiscal period, TEA staff shall prepare a building safety projects and minor improvement funding request, which will address improvements or alterations to existing buildings. Such improvements will be accomplished within the limitations of the budget and the availability of personnel as authorized by the BOE in coordination with Facility Division staff and Tribal Administration.

7105 Private Funding of Building and Site Improvements

The Board of Education will permit school building and site improvements to be financed by contributions from private sources subject to the limitations listed below.

7106 Volunteer Labor

The Board of Education will permit building and learning site improvements or other work to be done by voluntary labor, subject to limitations established by policy. For more information, please see BOE Policy 2125 Partners and Volunteers.

7161 Planning, Providing, and Maintaining Campus Facilities

The Board of Education shall project needs for, provide, and maintain campus facilities as needed to accommodate the number of students desiring to attend or participate in TEA campuses or programs. Within the limits of financial capabilities, facilities shall be designed to house the types of programs required for quality educational experiences for students at all educational levels.

Policies Under Development

7162 Planning Building Capacities

When planning either a new building or a major addition to an existing attendance center, the BOE and the administration will consider these guidelines for student capacities:

Post-Secondary campuses: 1000 to 2000 students

High schools: 900 to 1800 students

Middle schools: 450 to 850 students

Elementary schools: 400 to 800 students

Child Development Centers: 25 to 50 students

7175 Long-Term Lease or Rental of Campus Facilities

Real property owned by the Blue Lake Rancheria and not currently being utilized for educational or operational purposes by the TEA may be rented or leased to reliable community agencies, firms, or individuals. The Board of Education may designate an agent to negotiate terms and define conditions of lease agreements.

7220 Learning Site Maintenance and Capital Activities

Maintenance and capital activities are designed to keep grounds, buildings, and equipment in good condition through replacement and repair.

7230 Service Orders, Additional Equipment for Special Occasions

Additional equipment, including tables, chairs, and risers, may be secured for temporary use.

7300 Transportation of Students

Transportation services for students will be provided for a variety of reasons. The Board of Education authorizes the Executive Director to contract for student transportation services as deemed appropriate to the particular situation.

7302 Initiating and Recommending Changes in Student Transportation Services

Orderly procedures are utilized in (1) identifying students who are eligible to receive transportation services, (2) collecting information and making recommendations for changes, (3) communicating with persons affected by changes which need to be implemented, and (4) recommending needed sidewalks, lighted and unlighted crosswalks to the BOE after the TEA staff has prepared and prioritized the list.

7310 Vehicle Safety and Discipline

The Executive Director is responsible for developing procedures for maintaining acceptable student discipline for all vehicles used in the transporting of students and for implementing the TEA regulations in regard to student transportation via a chartered or Tribally-owned bus.

7311 Denial, Suspension, or Revocation of Transportation Services

Because of an overriding concern to provide safe transportation for students, the Executive Director may deny, suspend, or revoke transportation privileges to individual students, groups of students, or an entire bus for continued disorderly conduct, persistent refusal to submit to the authority of the bus driver, or violation of the rules and regulations of the Blue Lake Rancheria and/or the California Office of Traffic

Safety. When such action becomes necessary, the Executive Director will notify the students, and/or parents/guardians of minor students, involved of the impending suspension of service. It shall be the responsibility of the Transportation Director to immediately notify the Executive Director to provide instructions as to the desired revocation of services.

7350 Educational Trips and Transportation of Students in Private Vehicles

Section A: Educational Trips. TEA and learning site staff are encouraged to utilize available community resources in planning instructional activities inside and outside the classroom. Experiences outside the classroom such as school trips should include only activities that contribute significantly to the educational enrichment of the student. Educational trips are considered an integral part of the curriculum. Preparation, plans, evaluation, supervision, and safety precautions are responsibilities of the learning site staff involved.

Section B: Student Transportation in Private Vehicles. Especially when involving K-12 students, the TEA encourages the use of buses or other Tribal-owned vehicles over private vehicles for the transport of students to and from TEA-approved activities. If private vehicles are used, such vehicles are expected to be reasonably safe. The driver will provide to the TEA a signed **Form 7350b - Driver Verification** and a copy of the driver's license and auto insurance card. **Note: when forms are developed, the policy number should be integral to the form name for cross-reference and continuous maintenance of policies, SOPs, and forms. This will be stated in the Administrative Policies on Form Development.*

7400 Nutrition Services Programs

The Board of Education shall support the TEA's Nutrition Services programs, which shall consist of the United States Department of Agriculture (USDA) Child Nutrition Programs plus a la carte food items, thereby providing adequate and nourishing food for participating students. The Board shall provide necessary resources and authorize the administration to implement and operate the various Nutrition Services programs.

7404 Free and Reduced Price Meals

The TEA shall provide free or reduced price meal benefits to eligible students enrolled in those learning sites or campuses participating in the National School Lunch and School Breakfast Programs. Eligibility standards consistent with current Federal guidelines will be established to determine the recipients of such meals. All information collected concerning students or their families shall be kept confidential, and the rights of all parties shall be protected at all times.

7410 Collection of Nutrition Services Monies

The learning site supervisor and the Director of Nutrition Services shall be responsible for administering the Nutrition Service program. Provision for collecting and for accounting of Nutrition Service monies is a part of the administrative responsibility.

7500 Student Wellness: Overview

The Blue Lake Rancheria Tribal Education Agency is committed to providing experiential learning environments that promote and protect student's health, well-being, and ability to learn by supporting healthy eating, physical activity education, and nutrition education. They healthy learning environment

will provide students and staff with consistent, reliable health instruction and will reinforce healthy behaviors.

7501 Student Wellness: Health Education

Students and staff will be provided with consistent, reliable health instruction and healthy behaviors will be reinforced. Health education is a continuous process that motivates the individual to develop and maintain, social, emotional, physical, and intellectual well-being. This process will occur through establishing behavior patterns that are both personally and socially responsible, and by avoiding actions harmful to self and/or others.

7502 Student Wellness: Physical Activity Education

The healthy learning environment promotes physical activity and physical education for all students, with the desired outcomes being the development of a physically active and physically educated person. TEA programs play a significant role in the promotion and encouragement of a physically active lifestyle.

7503 Student Wellness: Nutrition Guidelines for Students

The healthy learning environment promotes wholesome, nutritious and safe foods and beverages. All foods available to students at learning sites or TEA campuses before and during the school day will meet USDA nutrition guidelines and will be consistent with USDA regulations for Smart Snacks in School.