CHALLIS JOINT SCHOOL DISTRICT #181

Students – 3000 Series

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Student Policy Guiding Principles 3000

The Board adopts policies governing student rights and responsibilities. In doing so, the Board prioritizes the following principles, aims, and values:

1. The District environment shall encourage learning and high levels of student achievement.
2. District policy shall aim to provide a safe environment for all students, including with regard to such matters as emergency prevention and response, student medical needs, and student discipline.
3. To the extent feasible, the District will enrich and supplement the curriculum with extracurricular activities.
4. Always respect the rights of students.
5. The District will seek to involve and inform students' parents/guardians about matters impacting their child.
6. School is a place for students to cultivate interpersonal abilities and develop their social and emotional skills.
7. When disciplinary action is necessary, the District shall avoid or reduce disruption to the student's education and maximize the amount of time the child spends with instruction.

Cross Reference
3060 Education of Homeless Children
4160 Parents Right-to-Know Notices

Policy History:
Adopted on: 2/2025
Revised on:
Reviewed on:

Entrance, Date, & Age 3005

No pupil may be enrolled in kindergarten or first grade whose fifth or sixth birthday does not occur on or before the first day of September of the school year in which the child registers to enter school. Any child of the age of five years who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the age and date requirements set forth above shall be allowed to enter the first grade.

Initial Enrollment
Immunization records (or an appropriate waiver) and birth certificate are required for admission to all District schools (subject to provisions of the McKinney Homeless Assistance Act) Communication of the requirement for immunization records or exemptions shall comply with District Policy 3525.

If a birth certificate is not provided upon enrollment of a student for the first time in elementary or secondary school, the District shall notify the person enrolling the student in writing that they must provide within 30 days either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and birth date may include a passport, visa, or other governmental documentation of the child's identity. If the person enrolling a student fails to provide the information within the requested 30 days, the district shall immediately notify the local law enforcement agency of such failure and again notify the person enrolling the student, in writing, that they have an additional ten days to comply. If any documentation or affidavit received pursuant to this section appears inaccurate or suspicious in form or content, the District shall immediately report the same to the local law enforcement agency. Local law enforcement will investigate these reports

A student transferring schools within the District need not provide proof of identity and birth date if the student's record already contains such verified information.

Consistent with Policy 3340, the Board has the authority to deny enrollment to any student if they were expelled from a previous school in any state, including if they were disenrolled in lieu of discipline. The Board may also deny enrollment if the student has a conviction or adjudication of offenses outlined in IC 20-525A(5) or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code. Such convictions and adjudications are required to be disclosed by the student's parent/guardian at the time of initial enrollment, and failure to disclose will result in a denial of enrollment to the student.

Placement
The goal of the District shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing, together with other relevant criteria, including, but not limited to, health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent and the Board of Trustees.

Advanced Enrollment For Military Dependents
Any member of the United States Armed forces who has received transfer orders to a location in Idaho and will, upon such transfer, reside in the District's attendance boundary may enroll their child in the District regardless of where the child resides at the time of enrollment.

Transfer

District policies regulating pupil enrollment from other accredited elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in the District.

Elementary Grades (K-8):
Any student transferring into the District will be admitted and placed on a probationary basis for a period of two weeks.

Should any doubt exist with teacher and/or principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement.

During the two-week probationary period, the student will be subject to observation by the teacher and building principal.

Secondary Grades (9-12), Credit Transfer:
Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

1. Appropriate certificates of accreditation
2. Length of course, school day and school year
3. Content of applicable courses
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or career and technical instruction)
5. An appropriate evaluation of student performance leading toward credit issuance
6. Final approval of transfer credits will be determined by the high school principal, subject to review upon approval by the Superintendent and Board of Trustees

Cross Reference:
3060 Education of Homeless
3340 Corrective Actions, Punishment, and Denial of Enrollment
4160 Parents Right-to-Know Notices
Legal Reference:
Art. IX, 9, Idaho Constitution- Compulsory Attendance at School
I.C. 18-4511 School Duties—Records of Missing Child—Identification Upon Enrollment/Transfer of Student Records
I.C. 33-201 Attendance at Schools - School Age
I.C. 33-209 Attendance at Schools - Transfer of Student Records – Duties
I.C. § 33-525 Advance Enrollment for Military Dependents
I.C. 39-4801 Immunization Exemptions
20 U.S.C. § 7912 Unsafe School Choice Option
20 U.S.C. § 6313 Eligible School Attendance Areas
20-525A(5) Expungement of Record - Exceptions
42 USC 11432 Education of Homeless Children and Youths
Other References
ISBA Policy Services https://www.idsba.org/member-services/policy/
Policy History:
Adopted on: 11/8/04
Revised on: 4/14/08, 9/2018, 7/2021, 3/2022, 2/2025, 7/2025, 12/2025
Reviewed on: 9/2018, 7/2020

Open Enrollment by Students Who Reside Within and Outside the District 3010

The Challis School District Board of Trustees recognizes that some of its patrons may want to enroll their children in a different school than the school that serves the attendance area in which they reside. Therefore, this policy is adopted to allow all in-District patrons to choose among this District's schools under specified conditions. In deciding on a student's open enrollment application, the District shall consider the needs of the student requesting the transfer as well as the other students affected by the transfer and will accept students if capacity allows.

The District will prioritize applications from students who live within the District and may deny students for one or more of the following reasons:

1. The student was expelled, or disenrolled in lieu of discipline, by the previous District.
2. The student has a conviction or adjudication of offenses outlined in IC 20-525A(5) or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code. Such convictions or adjudications are required to be disclosed by the student's parent/guardian at the time of initial enrollment, and failure to disclose will result in a denial of enrollment to the student.
3. The student has a documented history of significant disciplinary issues or history of chronic absenteeism. However, students applying who have a 504 plan or IEP may not be denied enrollment or have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability.
4. The receiving school within the District does not have space available according to the capacity limits set by the Board of Trustees.

The process outlined in this policy is required for admission to any school within the District, and shall be initiated again when a change in grade warrants a change in school – such as when the pupil wishes to continue open enrollment into middle school or high school.

Due process for all students remains the same regardless of which school they attend within the District and regardless of where the student resides once accepted under the open enrollment policy.

Transportation

Parents or guardians of a student accepted under this policy will be responsible for transporting the accepted student. If bus space is available, then students accepted under the open enrollment policy may be transported from an appropriate, established bus stop within the District boundaries. However, this may not apply to students with disabilities who have transportation identified in their IEP as a related service need.

Sports

Eligibility rules for participating in extracurricular activities shall apply to students who request to attend a different school as described in this policy and any related procedures.

It is recommended that a student who is considering submitting an open enrollment application to this District, and who anticipates participating in a sport governed by the Idaho High School Activities Association (IHSAA) should review IHSAA rules prior to submitting their open enrollment application. Certain school transfers could lead to a student being ineligible to play at the varsity level for one year.

Application/Approval Process

Applications will be accepted on a form provided by the State Department of Education until February 1 of each year for enrollment in the subsequent school year. This deadline shall be waived in the case of students who move out of their attendance zone during the school year. The District may also consider other applications submitted after February 1.

At the time of application, the District will provide the student's parent/guardian a list of eligible reasons for denial or revocation of open enrollment.

Maximum Capacity
The District will only accept an open enrollment student if the grade level and/or programs they require are below the capacity limits specified in 3010p.

The Superintendent shall establish a procedure for:

1. Determining which students are chosen when classroom space allows the admission of some, but not all, qualified applicants.
2. Notifying parents/guardians of the possible reasons for denial or revocation.
3. Notifying parents of the action taken on the open enrollment application, including the reasons for the denial of any application.
4. Removing a student from a transfer school, including the grounds for removal, parent notification, and at the appeal process.
5. Notifying parents/guardians of the appeal process available to them in the event their student's application is denied.

Re-enrollment
Open Enrollment students do not need to re-apply to maintain their enrollment at the school in which they're enrolled; However, the parent/guardian shall notify the District of their intention to re-enroll on an annual basis no later than February 1.
Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school.

Revocation of Open Enrollment
Open enrollment students are required to comply with all District policies. Unacceptable behaviors by a student or false or misleading information on their open enrollment application are grounds for the District to remove an open enrollment student at any time. The District may revoke a student's enrollment if one or more of the following occurs:

1. The student is chronically absent.
2. The student commits repeated, serious disciplinary infractions.
3. The student has been expelled.
4. The student is convicted or adjudicated, or their parent/guardian failed to disclose conviction or adjudication at time of enrollment, of offenses outlined in IC 20-525A(5), or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code.
5. The number of resident students exceeds the capacity limits set in procedure 3010p. A student's open enrollment cannot be revoked on the grounds if a student has attended the receiving school for more than two consecutive school years. If a student's enrollment is revoked for this reason, the District shall offer information about other District schools that may be accepting open enrollment students.

Students under consideration of revocation who have a 504 plan or IEP may not have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability.

Student Appeals
If an open enrollment application request is denied or revoked, a parent/guardian may request an administrative review by the Board. The parent/guardian must request the review within five school days of receiving the written denial notice. The Board shall consider the appeal at its next regularly scheduled meeting and issue its decision in writing.

Student Rights and Responsibilities
All student's rights and responsibilities remain the same regardless of what school they attend within the District and regardless of where the student resides once accepted under the open enrollment policy.

Preventing or Recruiting Potential Open Enrollment Students
Neither the District nor its employees will not take any action to prohibit or prevent application by a student to attend school in another school District or to attend another school within the District. In no event is the District, or an employee of the District, to recruit students outside of their attendance area. Violation of this policy may involve disciplinary action up to and including dismissal.

Evaluation of Policy
Annually, the Superintendent shall report to the Board the effect of this policy. Thei~~r~~ report should include the number of open enrollment requests accepted or denied by each school, the reasons for denial, and any unanticipated results of this policy.

Cross Reference:
2240 Class Size
3080 Nonresident Student Attendance by Out of State Students
Legal Reference:
I.C. 33-512 Governance of Schools
I.C. 33-1401 Transfer of Pupils - Definitions
I.C. 33-1402 Enrollment Options
I.C. §33-1404 Districts to Receive Pupils
I.C. §33-1409 Measuring and Reporting Capacity
I.C. §33-1410 Student Appeals
I.C. §33-2001 Education of Exceptional Children – Definitions
20-525A(5) Expungement of Record - Exceptions
Other References
ISBA Policy Services https://www.idsba.org/member-services/policy/
Policy History:
Adopted on: 11/8/04
Reviewed on: 9/2018, 1/2024, 1/2025, 2/2026
Revised on: 9/2018, 1/2020,7/2020, 7/2021, 8/2023, 7/2025, 12/2025

Open Enrollment Procedures 3010p

Open Enrollment Application forms are available on the State Department of Education website. Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school. The application, together with the student's cumulative record, special education file, IEP, or other applicable documents, if any, shall be submitted to the receiving district no later than February 1 for enrollment during the following school year. The District will not admit any student prior to viewing that student's records from the student's previous school districts.
The District has the option of accepting a student who does not meet the criteria set forth herein, if the student agrees to special conditions of admission, as set forth by the District.
No tuition shall be charged when a student from another school attendance area or other Idaho school district attends a District school as described in this procedure and the related District policy.

Application for District Students
For student who reside in the District, the parent/guardian shall complete the Open Enrollment Application form and submit it to the principal of the school they wish to attend (receiving school).

Application for Out-of-District Students
For students who reside outside the District boundary, the parent/guardian shall complete the Open Enrollment Application form and submit it to the principal of the school they wish to attend (receiving school).

Decision Regarding Application
Once the receiving school principal receives the application from an in-District or out-of-District parent/guardian, along with the student's file from their home district, the principal or designee makes a recommendation to approve or not approve the transfer using the criteria set forth in policy 3010.
The principal sends the form to the Superintendent, who shall:
Form a team of at least three people to consider Open Enrollment Applications. All members of the team must be knowledgeable about:

1. The student.
2. The student's disciplinary record.
3. The student's attendance record.
4. The student's disability, if applicable.
5. The placement options, given the District's capacity limits.

This team shall include the Superintendent, the principal, or counselor of the building the student wishes to attend, and the Superintendent's designee. After reviewing the student's file, the team shall have discretion to review and accept or deny the open enrollment applications on a case-by-case basis, utilizing and applying the factors noted above.
Applications will normally be considered on a "first-come first-serve" basis.
Any non-resident student placed by court order under the Idaho Youth Rehabilitation Act or the Child Protection Act and residing in a licensed home, agency, or institution located within the District shall be enrolled and shall not be charged tuition.
Homeless children, as defined by the Steward B. McKinney Homeless Assistance Act (P.L. 100-77), may attend any school district or school within a district without payment of tuition when it is determined to be in the best interest of such homeless child.

The Superintendent will notify the parent/guardian of their decision ~~by~~ no later than March 31. If the request for open enrollment is denied, the denial will include a written explanation. If the application is denied because classroom capacity has been reached at the school of choice, the denial may include information about other schools in the District that are below capacity. All parents/guardians whose open enrollment application for a student is denied shall be provided with notice of the denial and information about their options to appeal the denial.
If the request for open enrollment is approved, the notification will inform the parents of the following:

1. Parents must provide transportation or get students to the nearest District bus stop if space is available.
2. Parents must notify the District by February 1 of each year regarding their intention to reenroll their child under the Open Enrollment program.
3. That open enrollment may be revoked if the student presents issues of chronic absenteeism, commits serious disciplinary infractions, is expelled, or if the receiving school exceeds maximum capacity with resident students within their first two years of admission.

Grounds for Denial of Application

A. Factors which may cause an Open Enrollment Application to be denied include:
   1. A school, grade, or program(s) has lack of available classroom space and/or staff, such as when the current enrollment is at or above the following:

Grade	Class/Teacher Load Size
K-1	21
2-3	21
4-6	27
7-12	161 students per teacher per day
Special Education Self-Contained	An average of 6 students per classroom
English Language Learners (ELL)	20 per full-time ELL teacher
Alternative Schools	12 students per classroom

   2. The student has been suspended or expelled in their home district.
   3. The student has a documented history of repeated serious disciplinary infractions which could be grounds for suspension or expulsion, or if the student has a conviction, or adjudication, of offenses outlined in IC 20-525A(5) or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code. Such convictions or adjudications are required to be disclosed by the student's parent/guardian at the time of applying for open enrollment, and failure to disclose will result in a denial of open enrollment to the student.
   4. The student has issues of chronic absenteeism. A student is considered chronically absent if the student is absent 10% or more school days during the school year.
   5. It is determined that information on the Open Enrollment Application has been misrepresented or was incomplete.

However, if the student has a 504 plan or IEP and the disciplinary or absenteeism issues are a manifestation of the disability, this shall not be grounds for denial of the application.

Revocation of a Transfer

As long as an open enrollment student's parent/guardian has, before the preceding February,

notified the District of their intention to re-enroll the student the Superintendent shall treat that student as if they reside in that school's attendance area. However, the District reserves the right to remove an open enrollment student if:

1. The student has a documented history of chronic absenteeism.
2. The student has a documented history of repeated serious disciplinary infractions, or has a conviction or adjudication of offenses outlined in IC 20-525A(5) or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code. Such convictions or adjudications are required to be disclosed by the student's parent/guardian at the time of applying for open enrollment, and the failure to disclose qualifies to revoke open enrollment status;
3. The student has been expelled.
4. The number of resident students exceeds the capacity limits set in this procedure. A student's open enrollment cannot be revoked on these grounds if a student has attended the receiving school for more than two consecutive school years. If a student's enrollment is revoked for this reason, the District may offer information about other District schools that may be able to accept open enrollment students.

If a student's open enrollment is revoked, the parent/guardian may appeal the revocation to the Board within five school days.

The Board of the receiving school must render a decision to the parent/guardian at their next regular meeting, and the Board must issue their decision in writing. The decision of the Board may be appealed to the State Board of Education.

If a student who is a resident of another district applies to this District and is accepted under the terms of this policy and fails to attend, they shall be ineligible to apply again for open enrollment in this District.

Students with Disabilities

In-district and out-of-district students with disabilities are not treated differently from students without disabilities with respect to consideration for placement in the school of their choice, unless the District has made an individual determination that disability-related needs of a particular student with a disability cannot be reasonably met at the school of their choice. Additionally, students applying who have a 504 plan or IEP may not be denied enrollment or have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability.

Procedure History

Promulgated on: 11/08/04
Reviewed on: 9/2018
Revised on: 9/2018, 7/2020, 7/2021, 8/2023, 7/2025

Enrollment and Attendance Records 3020

Since accurate enrollment and attendance records are essential both to obtain State financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

Average Daily Attendance

A day of attendance is one in which a pupil is physically present for a full day (at least four hours for grades 1 through 12 and at least two and one-half hours for kindergarten) under the guidance and direction of teacher or other authorized school personnel while school is in session or is a homebound student under the instruction of a teacher employed by the District.

Average Daily Attendance (ADA) is the aggregate number of days enrolled students are present divided by the number of days of school in the reporting period. Students attending school in another state bordering the student's resident district shall be counted for purposes of ADA. Students for whom no Idaho school district is a home district shall not be counted for purposes of ADA. Funding for districts is based on ADA and must be accurate.

Attendance Accounting:

Days present and absent for every student are to be recorded in each building for the purpose of informing parents of a student's attendance record.

Legal Reference:
I.C. 33-100 Definitions
I.C. 33-1002E Pupils attending school in another state
IDAPA 08.02.01.250.05 Day of Attendance (ADA) – Grades One Through Twelve (1 – 12)
IDAPA 08.02.01.250.03 Day in Session When Counting Pupils in Attendance
IDAPA 08.02.01.250.04 Day of Attendance - Kindergarten
Procedure History:
Promulgated on: 9/2012
Reviewed on: 9/2018
Revised on: 9/2018, 7/2020, 7/2021

Registration and Orientation Procedures 3020p

REGISTRATION IN HIGH SCHOOL

In the secondary schools, there will be spring registration so classes can be provided to meet the requirements of the students. In the fall, registration and orientation will be scheduled before school starts. Each grade, seventh through twelfth, will attend a set time for students and parents/guardians to be informed of school requirements and to select their schedule.

Procedure History:
Promulgated on: 9/2012
Reviewed on: 9/2018
Revised on: 9/2018, 7/2021

Part-Time Attendance/Dual Enrollment 3030

For purposes of this policy the term "non-public school student" is any student who is enrolled in a non-public school (including a home school or private school), enrolled in a public charter school or enrolled in a post-secondary institution.

Any non-public school student will be allowed to enroll in the District and be entitled to participate in any curricular or extracurricular program, subject to the same requirements as other students who are enrolled full-time in the District and subject to the requirements set forth below in this policy.

Additionally, the District shall have an option for joint enrollment in a regular public school and in an alternative school.

Non-public school students admitted to the District shall only be on school property during the hours of enrollment or as otherwise indicated by the Superintendent or principal. The District will not be responsible for the student during non-enrollment hours or times. Any transportation needs for such students not provided for otherwise under this policy during the school day shall be the sole responsibility of the student and their parents or guardian.

Admittance

The parent/legal guardian of any non-public school student wishing to admit their son/daughter in this District for any academic or nonacademic program must register the student and provide the following prior to acceptance of any such student:

1. Birth certificate
2. Evidence of residency within the District
3. Immunization records or an appropriate waiver as described in Policy 3525
4. Student records from the previously attended public school, if any, and any other records providing academic background information

Dual enrolled students may enter any program available to other students subject to the same responsibilities and standards of behavior and performance that apply to any student's participation.

Extracurricular Activities

Participation in extracurricular activities shall be subject to Policy 3031.

Average Daily Attendance

Students who are dual enrolled (i.e., enrolled on a part-time basis) shall be used in calculating the District's state fund, but only to the extent of the student's participation in District programs.

Priority

Priority for enrollment, when school programs reach maximum capacities, will be given to students enrolled on a regular full-time basis. If a number of non-public school students request admission into the same class, they will be accepted on a first-come basis. In the event the class enrollment position of a non-public school student is needed for a regular full-time student during the course of the year, the full-time student will have priority for the position beginning with the semester after the need is identified.

Transportation

All non-public school students will be eligible for District transportation services. A public charter school student or nonpublic student, upon admission to a school in this District, may ride a school

bus on regularly scheduled routes, including activity bus routes, and use regularly established bus stops or stops which would require no deviation from the regularly established bus route. No alteration of routes will be made to specially accommodate a dual enrollment student. If a dual enrollment student attends only part time, the District may furnish transportation at the regularly scheduled time closest to the time period for which a student is enrolled (i.e., morning busing for a.m. classes or afternoon busing for p.m. classes). The District will not provide such transportation if there is no available space, if the furnishing of such transportation would cause a deviation or alteration of the regularly established bus routes or stops or if the furnishing of such transportation would require the purchase of additional or substitute equipment.

Graduation

In order to graduate from this District, all non-public school students must meet the grade and other graduation requirements the same as regular full-time students as outlined in Policy 2700, 2700P, unless exceptions are made as described in 2705 High School Graduation Requirements – Specialty Diplomas.

Mixed Curriculum

If a public charter school student or nonpublic student wishes to attend activities or programs in a particular discipline, in a class or grade where the curriculum is merged or integrated, such request shall be made in writing particularizing the subject matter presentation which the student desires to attend (i.e., art instruction in a third-grade class). The teacher and principal of that school shall, upon request, provide scheduling information to the dual enrollment student. It shall be the dual enrollment student's responsibility to contact the District and ascertain when such subject matter will be presented. Where certain subject matter is integrated into a mixed curriculum, no change in the presentation of that curriculum needs to be made because of a nonpublic student's request for attendance. It is also the intent of this policy to insure that the teacher's right to integrate disciplines and be flexible in planning and modifying the daily classroom presentations shall not be hindered or restricted in any way.

IDEA/ADA/Section 504 Students

Parents who wish to have a dual enrollment student's disability accommodated by the District via a 504 Plan or who wish to have their student enrolled in special programs must comply with the requirements of the Individuals with Disability Act (IDEA) and the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

If a dual-enrolled student or a student enrolled part-time at a District school is found to be eligible for a 504 Plan, the District's process to create and implement a 504 Plan for a student shall be followed.

Whether the District is responsible for assessing a student's need for special education services and for maintaining and implementing an IEP for the student depends on factors including, but not limited to what other type of school the student is enrolled in, if any; whether the student lives in the District; and whether a private school they attend is located in the District. The District shall provide such assessment and related services when required by state or federal law or administrative rules.

Cross References:

2400 Special Education
2410 & 2410p Section 504 of the Rehabilitation Act
3525 Immunization Requirements

Legal References:

I.C. 33-203 Attendance at Schools - Dual enrollment

I.C. 33-1001, et. seq. Foundation Program – State Aid – Apportionment Average Daily Attendance
I.C. 33-512 Governance of Schools
IDAPA 08.02.03.111.13 Assessment in the Public Schools - Dual Enrollment

Other References:
Idaho State Department of Education Special Education Manual, current edition
Idaho State Department of Education Dual Enrollment Q&A
Idaho State Government Private Schools Quick Guide

Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018
Revised on:4/14/08, 9/2018, 7/2021, 3/2022, 8/2023

Extracurricular Activities – Eligibility for Students Not Enrolled for Academic Activities

3031

The following rules apply for non-public school students who wish to participate in nonacademic school activities, such as extracurricular activities, for which public school students must demonstrate academic proficiency or eligibility. For the purposes of this policy, "non-public school student" means a student who attends a public charter school, home school, or private school, regardless of whether they are dually enrolled for academic or instructional activities as described in Policy 3030:

1. Non-public school students must meet the same eligibility standards as full-time District students;
2. The non-public school student must, on any State Board of Education recognized achievement test, portfolio, or other mechanism, demonstrate composite grade-level academic proficiency;
3. The non-public school student must achieve a minimum composite, core, or survey test score within the average or higher than average range as established by the test service utilized on any nationally normed test. The minimum score on each assessment is the fifth stanine for the battery total score. The parents/guardian of a dual enrollment student are responsible for obtaining third party testing for their child at their expense in accordance with I.C. 33-203 and State Board of Education rules. Demonstrated proficiency shall be used to determine eligibility for the current and next school year, not to exceed a period of 12 months from the date the test results are released;
4. Non-public school students must be provided the opportunity to take State tests or other standardized tests given to all regularly enrolled public school students when pre-arranged with the principal of the building where the student is registered. A fee may be assessed to cover extra administration costs.
5. A non-public school student will be subject to the same requirements as public-school students regarding school attendance on the date of an activity. If the non-public school student is not scheduled to attend academic courses in the District on activity days, the non-public school student's primary education provider shall provide assurance to the District that such student has met the attendance requirements in the non-public school academic setting. The primary education provider shall also be responsible for the oversight of any other academic standards relating to participation in nonacademic activities.

Cross Reference
3030 Open Enrollment by Students Who Reside Within and Outside the District
Legal Reference:
I.C. § 33-203 Attendance at Schools - Dual Enrollment
I.C. § 33-512 Governance of Schools
Other Reference:
IHSAA Rules and Regulations on Eligibility
Policy History:
Adopted on: 7/2021
Revised on: 3/2022
Reviewed on:

Compulsory Attendance 3040

"The parent or guardian of any child who has attained the age of seven years, but not the age of 16 years shall cause that child to be instructed in subjects commonly and usually taught in the public schools. Unless the child is otherwise comparably instructed, the parent or guardian shall cause the child to attend a public, private, or parochial school for a period each year equal to that during which the public schools are in session." Idaho Code 33-202

Attendance

Parents or guardians are required to have children seven through 16 enrolled in and attending a public, private, or parochial school. This school must meet the certification and standard requirements of the State of Idaho. Idaho Code 33-202 through 205.

The Board of Trustees is responsible for the education of all school-aged children within District boundaries. Therefore, it reserves the right to insure comparability of services at all other schools.

Whenever it is determined by the Board under the provisions of due process of law that the parents or guardians of any child who is not enrolled in the public schools are failing to meet the requirements of Idaho Code 33-202, an authorized representative of the Board shall notify in writing the prosecuting attorney in the county of the pupil's residence and recommend that a petition shall be filed in the magistrates division of the District Court of the county of the pupil's residence, in such form as the court may require under the provisions of Idaho Code 20-510.

Legal Reference:
Art. IX, 9, Idaho Constitution – Compulsory Attendance at School
I.C. 20-510 Information-Investigation-Petition
I.C. 33-201 School age
I.C. 33-202 School attendance compulsory
I.C. 33-203 Dual enrollment
I.C. 33-204 Exemption for Cause
I.C. 33-205 Denial of School Attendance
I.C. 33-207 Proceedings against parents or guardians
Policy History:
Adopted on: 11/8/04
Reviewed on: 9/2018, 7/2021
Revised on:12/12//06, 9/2018

(Prepare on School District Letterhead)

Date_____
_____County Prosecutor's Office
[Address]

To the Office of the County Prosecutor:

This letter is to inform your office of the continued absence of _____.
Enclosed is the Truancy Referral Form for the student. I have provided all of the information available on this student and his or her family. This form will be updated if any new information becomes available.

Thank you for your assistance. Please contact me if you have any questions.

Sincerely,

[Signature]
Title

School Truancy Referral Form

PART I

Student_____,_____
(last name) (first name) (middle name)

Grade: _____ Age: _____ DOB: _____

Sex: _____ Race: _____ Language: _____

Mother's Name: _____ DOB: _____

Phone: _____ Wk. Phone: _____

Address: _____ City: _____ Zip: _____

Father's Name: _____ DOB: _____

Phone: _____ Wk. Phone: _____

Address: _____ City: _____ Zip: _____

Child resides with: _____

Address (if different than above): _____ Zip: _____

Phone: _____

PART II

Enrollment Date: _____ Number of Tardies: _____

Number of Absences: With a Valid Excuse: _____ Without a Valid Excuse: _____

Dates Child was Absent from School without Valid Excuse:

_____

_____

_____

Suspension/Expulsion Dates: _____

Contacts with Parents, Actions Taken, and Outcomes (attach additional sheets if necessary):

Date:_____

Date:_____

Date:_____

Advisory Letter Sent? No _____ Yes _____ Date: _____

School Representative (person who can testify to the identification of the child, enrollment, keeping of records, and content of records):

_____

PART III: REFERRING SCHOOL INFORMATION

School Name: _____

District: _____

Telephone: _____

Address: _____

City & State: _____ Zip: _____

_____ _____

(Print name of person submitting report) (Title and Position)

_____ _____

(Phone) (Signature)

Attendance Policy 3050

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education that underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding excellence in education, all parties involved in attendance can better strive for quality in the classroom. Attendance reflects a student's dependability and is a significant factor on the student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

90% Attendance

It is the intent of the Board of Trustees to have students attend school on a regular basis. Regular and consistent attendance results in increased learning. It is also the intent of the Board of Trustees to have the regular classroom teacher present whenever possible. A student's presence in the classroom with the regular teacher contributes to time on task, and time on task contributes directly to learning.

All students must be in attendance in each classroom 90% of the time when that class is in session. Teachers shall keep a record of absences and tardiness. Credit my be denied to students missing more than seven days per semester per class in the Jr./Sr. High School, 7th through 12th grade. The administration shall adjudicate absences where the total number of days is brought below seven days per semester through doctor's excuses and legitimate illness. Elementary students, kindergarten through 6th grade, should miss no more than 14 days for the school year. If they exceed 14 days, a recommendation may be brought before the parents for their child to be retained. Before the end of the school day, each school shall attempt to contact every parent, guardian, or custodian whose child is absent from school but who has not reported the child as absent for the school day, to determine whether the parent, guardian, or custodian is aware of the child's absence from school.

All absences will be used in calculation of attendance for record purposes only.

A student on a four-day-week schedule will be allowed seven absences per class, per semester for Jr./Sr. High students. Elementary students, kindergarten through 6th grade, will be allowed 14 days for the school year.

Any absence beyond that number may mean a loss of credit in those subjects missed for Jr./Sr. High students and retention for elementary students.

1. The following absences will not be used for denial of credit:
   a) Those that occur due to school-sponsored activities since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and others deemed co-curricular
   b) Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Attendance Appeal Committee
   c) Subpoenas to appear in court or court-ordered, out-of-District placements for special services

d) Illness or hospitalization verified by a doctor's statement.
e) Approved Pre-Arranged Absence as described below

Pre-Arranged Absence

- The Pre-Arranged Absence was adopted for families with circumstances that would last four consecutive days or more.
- At the discretion of the administration, a Pre-Arranged Absence may be provided to students who are in good academic standing.
- The principal and each of the student's teachers must approve a Pre-Arranged Absence one week prior to the absences. All work missed will be required to be submitted within 2 days of return or prior arrangement with the classroom teacher.
- Students with poor academic standing are not qualified to apply for an approved Pre-Arranged Absence.

Types of Absences

Absent	Excused	Exempt	• Does not count against denial of credit • Includes A-E as stated above • Make up work privileges
Absent	Excused		• Counts against the 7 days per semester for Jr./Sr. high students. • Counts against the 14 days for the school year for elementary students. • Note from parents/guardian • Regular absence and advanced excused absence • Make up work privileges
Absent	Unexcused		• Counts against 7 days per semester for Jr./Sr. high students. • Counts against the 14 days for the school year for elementary students. • Unable to make up work
Absent	Truant		• Skipping school, parents unaware • Unable to make up work

- It is the student's, parent's/guardian's responsibility to make sure that all missing work is made up.

Truancy

Attendance at school is more than a legal obligation. It is a privilege. Every child of compulsory school age must be in attendance unless otherwise exempted as provided in Idaho Code 33-204, 205 or as determined by school authorities.

The absence of a student from class or any portion of a class for any reason other than illness, emergency, or activities which have prior approval of the administration is to be considered an unexcused absence and therefore, an act of truancy.

When a student is absent for any reason except for a school-sponsored or an administration-approved absence, communication must be made through a written note, text, email or phone call to the school explaining the absence and must be provided within four school days following return to school; otherwise, the absence is classified as unexcused. Parents, guardians, doctors, or other responsible persons should provide excuses for all students except married students or those of age 18 with a current signed parent consent form on file, who may speak for themselves.

Any student who is a truant for the first time will have their parent contacted and serve one day of in-school suspension. The second and third truancy will result in a student-parent/guardian-principal conference and the student will be placed on in-school suspension. Depending on the circumstance law enforcement may be contacted after the 2nd offense and will be contacted after the 3rd offense. After the 4th offense student-parent/guardian-principal-counselor conference with a schedule change, student will lose credits in classes and law enforcement will be contacted. Offenses are cumulative for the school year. Any parent or guardian of a public-school student who is found to have knowingly allowed their child to become a habitual truant shall be guilty of a misdemeanor.
A student who has been expelled for attendance violations may petition the Board for reinstatement. Such a petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

Attendance Appeal Committee
If a Jr./Sr. High School student is absent for more than seven days per semester, they or their parents will have the option of appealing this denial of credit to the attendance appeal committee. The committee will review each case to determine credit approval or denial. The student or parent may appeal the decision of the Attendance Appeal Committee first to the Superintendent, and second to the school Board of Trustees.

Idaho Compulsory Attendance Law 33-202 requires students to "conform to the attendance policies and regulations established by the board of trustees." The building administrator will refer to the county prosecutor any Jr./Sr. High student who reaches seven per semester or elementary student who reaches 14 days for the year. The administration reserves the right to extend this policy, after parent consultation, in extenuating circumstances, i.e. medically verified long term medical conditions. Students that exceed these absence numbers will not be allowed to make up credit without extenuating circumstances.

Release Time
High School seniors must be enrolled in five class periods during the school day with an agreement in place between Challis High School administration, the student, parent/guardian, and the employer if applicable.

The release time is for those seniors who are in good academic standing and are on time to graduate. During this time students must be off school grounds unless they are receiving help with academics or scholarship information, or helping with some other school event such as a referee for middle school athletics, setting up for an event, etc.

Legal Reference:
Art. IX, 9, Idaho Constitution – Compulsory Attendance at School
I.C. 33-202 School Attendance Compulsory
I.C. 33-204 Exemption for Cause
I.C. 33-205 Denial of School Attendance
I.C. 33-207 Proceedings Against Parents or Guardians
Policy History:
Adopted on: 11/8/04
Reviewed on: 9/2018, 01/23/19
Revised on: 12/13/06, 02/06/19, 2/2020, 8/2021, 8/2022, 7/2023, 7/2024, 8/2026

Attendance Procedure 3050p

Procedure:

All student absences at the elementary level of one or more days will require communication from the parent/guardian through a written note, text, email, or phone call to be presented to the classroom teacher or school secretary. All junior-senior high school absences of one or more periods will require a written note, text, email, or phone call from the parent or guardian to be presented to the office immediately upon their return to school. Should no communication regarding the excuse be presented within four days of the student's return, said absence would become unexcused. The responsibility for obtaining an excused absence lies with the individual student and/or parent/guardian.

Absences which will be counted in the seven day per semester limit for Jr./Sr. High students and 14 day limit per year for elementary students will include such areas as: family trips, workdays, vacations, visiting friends or relatives, suspension out of school, watching tournaments when not an actual participant, hair or photography appointments, skiing, hunting, attending concerts, shopping, or any others not mentioned which are unacceptable to the Attendance Appeal Committee.

Procedures for Jr. Sr. High School students:

1. After three absences from school/class in a semester, a letter will be sent to the student's home, indicating the school policy and the number of days missed.
2. After five absences in a semester, another letter will be sent, indicating the severity of the situation, and explaining in detail the alternatives for non-compliance.
3. After going over the seventh absence in a semester, the student may have credit withheld.
4. The Attendance Appeal Committee will review the absence report to determine if the student will have credit withheld, which will occur unless extenuating circumstances surface. The Committee may take the following action:
    a. Require parents and the student to appear before the Committee to discuss why the student has exceeded the number of absences.
    b. Write a letter to the parents and student as a warning.
    c. Refer to the prosecuting attorney.
5. The Attendance Appeal Committee can, after hearing a student's/parent's appeal for retention of credit, deny credit or put certain stipulations on a student whose credit will be dependent upon an agreement reached with the student and parents concerning attendance for the rest of the semester.
6. Any decision to withhold credit can be appealed to the Superintendent and then to the School Board.
7. If the appeal is not granted, the student will remain in that particular class period for the remainder of the semester or be placed in study hall. If disciplinary problems occur in that subject, the student will be suspended from school.
8. If the appeal is granted, the student will return to class with the Attendance Committee's stipulations. If the stipulations are violated, a loss of credit will result.
9. The Attendance Appeal Committee may also decide to make decisions regarding the student's participation in extracurricular activities.

Procedures for Elementary students:

1. A letter will be sent to parents after 4, 6, 8, and 10 absences indicating the school policy and the number of days missed.

2. After 12 absences in the school year the letter will indicate the severity of the situation and explain in detail the alternatives for non-compliance.
3. After going over the 14 absences in the school year, the student may be recommended for retention.
4. The Attendance Appeal Committee will review the absence report to determine if the student requires retention, which will occur unless extenuating circumstances surface. The Committee may take the following action:
    a. Require parents and the student to appear before the Committee to discuss why the student has exceeded the number of absences.
    b. Write a letter to the parents and student as a warning.
    c. Refer to the prosecuting attorney.
5. The Attendance Appeal Committee can, after hearing a student's/parent's appeal, put certain stipulations on a student with an agreement reached between the student, parents and Committee concerning attendance for the rest of the year.
6. Any decision to recommend retention can be appealed to the Superintendent and then to the School Board.
7. The Attendance Appeal Committee may also decide to make decisions regarding the student's participation in extracurricular activities.

Procedure History:
Promulgated on: 11/08/04
Reviewed on: 9/2018
Revised on: 12/13/06, 9/2018, 2/2020, 7/2021, 7/2024

Education of Homeless Children 3060

It is the policy of the District to ensure that:

1. Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education, including a public preschool education, as provided to other students.
2. Homelessness does not in any way separate homeless students from the mainstream school environment; and
3. Homeless children and youths have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging state academic standards to which all students are held.

The Board of Trustees directs all District schools to admit children who are homeless regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The trustees shall not enter into an out-of-District attendance and tuition agreement with another district for a homeless child.

All schools and employees of the District shall work to ensure that children and youth who are homeless are free from discrimination, segregation, and harassment. The District will also strive to prevent stigma against students who are homeless.

Definitions

For the purposes of this Policy, the following definitions shall apply.

The terms “enroll”, and “enrollment” includes attending classes and participating fully in all school activities.

The terms “homeless,” “homeless individual,” and “homeless person” include:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, or similar settings.
4. Migratory children who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses 1 through 3 above; and
5. An unaccompanied student living in any of the circumstances described in clauses 1 through 3 above.

“Children and youth in transition” is defined as children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and who lack a fixed, regular, and adequate nighttime residence.
“Unaccompanied youth” is defined as a youth not in the physical custody of a parent/guardian who is in transition as defined above.

The term “school of origin” is defined as the school the student attended when permanently housed, or the school in which the student was last enrolled, including a preschool. When a student completes the final grade level served by the students “school of origin;” the “school of origin” shall progress to the designated receiving school at the next grade level for all of its feeder

schools the same as for all students attending one school and progressing to another school in the District.

In General

The District shall ensure the following is provided according to the homeless student's best interest:

1. That the homeless student's education continues in the school of origin for the duration of homelessness:
   a) In any case in which a family becomes homeless between academic years or during an academic year; and
   b) For the remainder of the academic year, if the student becomes permanently housed during an academic year; or
2. That the homeless student is eligible to enroll in the same schools as non-homeless students who live in the same attendance area where the homeless student is actually living.

Placement Choice

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

School Stability

In determining the best interest of the homeless student each school within the District shall:

1. Presume that keeping the student in the school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent or guardian, or (in the case of an unaccompanied youth) the student
2. Consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless students, giving priority to the request of the student's parent or guardian or (in the case of an unaccompanied youth) the student
3. If, after conducting the best interest determination based on consideration of the above presumptions, the Superintendent determines that it is not in student's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied student) the student, provide the student's parent or guardian or the unaccompanied student with a written explanation of the reasons for their determination, which will be provided in a manner and form understandable to such parent, guardian, or unaccompanied student, including information regarding the right to appeal under “Enrollment Disputes”, below; and
4. In the case of an unaccompanied student, ensure that the District’s liaison designated under “District Liaison,” below, assists in placement or enrollment decisions under this subparagraph, gives priority to the views of such unaccompanied student, and provides notice to such student of the right to appeal under “Enrollment Disputes,” below

Immediate Enrollment:

1. **In General:** The school selected in accordance with this policy shall immediately enroll the homeless student, even if the student:
   a) Is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation
   b) Has missed application or enrollment deadlines during any period of homelessness or;
   c) Has outstanding fees or fines, including fees associated with extracurricular activities
2. **Relevant Academic Records:** The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.

3. **Relevant Health Records:** If the student needs to obtain immunizations or other required health records, the enrolling school shall immediately refer the parent/guardian of the student, or (in the case of an unaccompanied student) the student, to the District's liaison designated under "District Liaison," below, who shall assist in obtaining all necessary immunizations and/or screenings, or other required health records, in accordance with "Records," below. Additionally, exemption from these immunization requirements is available as described in Policy 3525 and IC 39-4802.

Records

Any record ordinarily kept by the school, including immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless student shall be maintained:

1. So that the records involved are available, in a timely fashion, when the student enters a new school or school district; and
2. In a manner consistent with FERPA, applicable Idaho law, and District policy.

When a student transfers schools, the District shall help to keep the student academically on track by providing appropriate credit for full or partial coursework satisfactorily completed while attending a prior school or when transferring to a new school.

Disputes

If a dispute arises over eligibility, school selection or enrollment in a particular school, or any other issue addressed in this policy:

1. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals
2. The parent or guardian of the student or (in the case of an unaccompanied student) the student shall be provided with a written explanation identifying the bases for any decisions related to school selection or enrollment made by the District, or other entity, including the rights of the parent, guardian, or unaccompanied student to appeal such decisions
3. The parent, guardian, or unaccompanied student shall be referred to the local educational agency liaison designated under "District Liaison" below, and upon being informed of the dispute, the liaison shall, as expeditiously as possible, initiate an appeal with the District and, if unsuccessful, to the state coordinator of the dispute regarding the educational placement of the homeless student and;
4. In the case of an unaccompanied student, the liaison shall ensure that the student is immediately enrolled in the school in which the student seeks enrollment pending resolution of the student's dispute.

Privacy

Information about a homeless student's living situation shall be treated as a student education record and shall not be deemed to be disclosable "directory information" under the Family Education Records Privacy Act ("FERPA").

Contact Information

Nothing in this policy shall prohibit the District and/or the enrolling school from requiring the parent or guardian of a homeless student to submit contact information.

Comparable Services

Each homeless student in the District shall be provided services comparable to those services provided to other students in the school attended by the homeless student, including the following:

1. Transportation services. Students may be provided with additional transportation services if needed to ensure the student's full participation in the District's education program;

2. Educational services for which the student meets eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965, or similar State or District sponsored programs, educational programs for children with disabilities, and educational programs for English Learners.
3. Programs in career and technical education.
4. Programs for gifted and talented students and
5. School nutrition programs. Upon enrollment, the student's name shall immediately be submitted to the District's Nutrition Services Department as eligible for free meals, which eligibility commences at the time of enrollment.

District Liaison

For purposes of this policy, the Superintendent shall designate a District employee to serve as its liaison to serve homeless students in accordance with the following provisions. The liaison for homeless students designated by the Superintendent shall ensure that:

1. All homeless students in and out of school are identified by school personnel through outreach and coordination activities with other entities and agencies.
2. The District tracks academic and enrollment data on homeless students.
3. All homeless students are enrolled in and have a full and equal opportunity to succeed the same as non-homeless students of the District.
4. Homeless families and homeless students have access to and receive educational services for which such families and students are eligible, including services through Head Start programs (including Early Head Start programs), early intervention services under part C of the Individuals with Disabilities Education Act, and other preschool programs administered by the District.
5. All homeless families and homeless students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services.
7. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
8. All unaccompanied students and youth who receive any credits for classes attended shall be informed by the Liaison of their status as an "independent student" for purposes of the student's Free Application for Federal Student Aid ("FAFSA"). The Liaison shall also provide the required "verification" of the student's status in connection with his or her application for Federal Student Aid.
9. Public notice of the educational rights of homeless students is disseminated in locations frequented by parents or guardians of such students, and unaccompanied students, including schools, and public libraries, in a manner and form understandable to the parents and guardians of homeless students, and unaccompanied students.
10. Enrollment disputes are mediated in accordance with "Disputes," above.
11. The parent or guardian of a homeless student, and any unaccompanied student, is fully informed of all transportation services, including transportation to the student's school of origin, and is assisted in accessing transportation to the student's assigned school
12. School personnel receive annual professional development and other support and
13. Unaccompanied homeless students:
    a) Are enrolled in school
    b) Have opportunities to meet the same challenging state academic standards as the State establishes for other students and;

c) Are informed of their status as independent students under 20 USC 1087vv(d), and that such students may obtain assistance from the District Liaison to obtain verification of such status for purposes of the Free Application for Federal Student Aid

Local and State Coordination

The District's liaison(s) for homeless students shall, as a part of their duties, coordinate and collaborate with the Idaho State Office of the Coordinator for Education of Homeless Children and Youths, as well as with community and school personnel who are responsible for the provision of education and related services to homeless students. These shall include public and private agencies, the transportation department, the State Coordinator for the Education of Homeless Children and Youth, and others. Such coordination shall include collecting and providing to the State Coordinator the reliable, valid, and comprehensive data needed to meet the requirements of 42 USC 11432(f)(1) and (3).

Homeless Status

The District's Liaison who receives training provided by the Idaho State Office of the Coordinator for Education of Homeless Children and Youths may authorize a homeless student who is eligible for and participating in a program provided by the District, or the immediate family of such student, who otherwise meets the eligibility requirements Federal Housing Assistance (see 42 USC 11360 *et. seq.*), to do so without approval or other agency action by or on behalf of the Department of Housing and Urban Development.

Title 1, Part A

Any student who is homeless and attends school within the District is eligible for Title 1, Part A services. The District shall set aside funding to provide homeless students who attend schools that do not participate in Title 1, Part A with services comparable to those provided by participating schools. Funding may also be set aside to provide targeted assistance to homeless students who attend participating schools.

Cross Reference:
3000 Entrance, Placement, and Transfer
3525 Immunization Requirements
4110 Public Complaints
4120 Uniform Grievance Procedure
4120f Uniform Grievance Procedure
4160 Parents Right-to-Know Notices
8100 Transportation

Legal Reference:
42 U.S.C. 11301, et seq. McKinney-Vento Homeless Assistance Act of 1987
20 U.S.C. 6311, et seq. Improving Basic Programs Operated by Local Educational Agencies (Subchapter I, Part A, of the Elementary and Secondary Education Act)
20 U.S.C. 1400 Individuals with Disabilities Education Improvement Act (IDEA)
42 U.S.C. 1758 School Lunch Programs – Program Requirements
IC 39-4802 Immunization Exemptions
Pub. L. 110-134 Improving Head Start for School Readiness of 2007

Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018
Revised on: 9/2018, 1/2020, 3/2021, 7/2021, 6/2024

Students of Legal Age 3070

Every student 18 years of age or older will be deemed to be an adult and will have legal capacity to act as such. Such students, like all other students, will comply with the rules established by the District, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by policy and state law.

Admission to School
The residence of an adult student who is not residing with a parent or guardian will be considered the residence for school purposes.

Field Trips/Athletic Programs
Approved forms for participation will be required of all students. The form should indicate whether the signature is that of the parent or the adult student. Sponsors or coaches will be required to confirm the ages of students signing their own forms.

Absence-Lateness-Truancy
Absence notes, normally signed by parents or guardians, may be signed by adult students. Excessive absences will result in consequences according to policy 3050 and will be reported on the report card.

Suspension/Expulsion
All suspension and/or expulsion proceedings will conform to the requirements of state statutes. Such suspension or expulsion shall be in accordance with Policy 3340, except that roles assigned the student's parent/guardian will be assigned to the student.

Withdrawal from School
Adult students may withdraw from school under their own cognizance. Counselors will guide and counsel potential dropouts and encourage their continued attendance.

Permission to Inspect Student Records
Adult students may request permission to inspect their school records if they are eligible students according to FERPA.

Report Cards
Unless directed otherwise, progress reports will be sent to the parent or legal guardian.

Excuses from School
The school will verify requests from students who wish to leave school early for reasons such as job interviews, college visits, driver testing, etc., with the organization being visited. Permission to leave school early may be denied for what is considered a non- valid reason.

Financial Responsibility
Students of legal age can be held financially responsible for damage to school property.

Cross References:
3340 Corrective Actions and Punishments

Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018, 7/2021
Revised on: 4/14/08, 9/2018, 2/2025

Attendance by Out of State Students 3080

Students who reside in another state may attend a District school the out-of-state school District and Challis School District mutually agree provided such transfer would not exceed the limits on attendance set by 3010p at the classroom, program, or school level.

District Students Attending School in Another State

The Board of Trustees may agree in writing, on an annual basis, that a resident student attend school in the nearest appropriate school district in a neighboring state. Such agreement shall state the rate of tuition and cost of transportation, if any, to be paid by the District. The agreement will be entered into the records of the Board of Trustees. A copy must be filed with the State Board of Education.

Out of State Students Attending School in the District

The Board of Trustees may, upon approval of the State Board of Education, enter into an agreement with the governing body of a school district in another state for education and/or transportation of an out-of-state student. The rate of tuition, cost of transportation as well as other appropriate costs shall be specifically addressed in the agreement. The agreement will be entered into the records of the Board of Trustees with a copy to be filed with the State Board of Education.

Cross Reference:
3010 Open Enrollment by Students Who Reside Within and Outside the District

Legal Reference:
IDAPA 08.02.01.550.01 Out of State Tuition
I.C. 33-1400 et seq. Transfer of pupils
I.C. 33-205 Denial of school attendance

Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018
Revised on: 9/2018, 7/2020, 7/2021, 8/2023

Sexual Harassment, Discrimination and Retaliation Policy 3085

Policy Purpose
The purpose of this policy is to promote working and learning environments that are free from sex and gender-based harassment, discrimination, and retaliation, and to affirm Challis School District's commitment to non-discrimination, equity in education and equal opportunity for employment.

Scope of Policy
This policy applies to all members of Challis School District's community, including students, employees, and other members of the public including guests, visitors, volunteers, and invitees.

Policy Statement
Challis School District is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the District prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process.

Students, employees, or other members of the District community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance process(es). Violations of this policy may result in discipline for both students and Challis School District employees.

Title IX Coordinator
The Superintendent serves as Challis School District's Title IX Coordinator and oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating the District's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sex and gender-based harassment, discrimination, and retaliation prohibited under this policy. The Title IX Coordinator acts with independence and authority and is free from bias and conflicts of interest.

To raise any concern involving bias, conflict of interest, misconduct or discrimination committed by the Title IX Coordinator, contact the Human Resources Director at the District Office.

If the District's Title IX Coordinator is the subject of any complaint regarding sex or gender-based harassment or has an apparent bias or conflict of interest regarding such a case, another person shall be appointed to act as the Title IX Coordinator for handling that case.

Concerns of bias, conflict of interest, misconduct, or discrimination committed by any other official involved in the implementation of this policy or related grievance processes should be raised with the Title IX Coordinator.

Mandatory Reporters
Challis School District has classified all employees as mandatory reporters of any knowledge they have that a member of the District community experienced sex or gender-based harassment, discrimination, and/or retaliation. Accordingly, all District employees must promptly

report actual or suspected sex and gender-based harassment, discrimination, and/or retaliation to the Title IX Coordinator. District employees must share with the Title IX Coordinator all known details of a report made to them in the course of their employment, as well as all details of behaviors under this policy that they observe or have knowledge of. Failure of a District employee to report an incident of sex or gender-based harassment, discrimination, or retaliation to the Title IX Coordinator of which they become aware is a violation of this policy and can be subject to disciplinary action for failure to comply.

In addition, District employees must also report allegations of suspected child abuse and/or neglect to either law enforcement or the Idaho Department of Health and Welfare as described in policy 5260.

Contact Information

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and related procedures, may be made internally to Challis School District Title IX Coordinator using the contact information below:

Challis School District
Office of Title IX Coordinator/Superintendent
1000 E. Bluff Ave.
P.O. Box 304
(208) 879-4231
lani@d181.k12.id.us
www.d181.k12.id.us

External inquiries can be made to the U.S. Department of Education, Office for Civil Rights, Region 10, using the contact information below:

Seattle Office
Office for Civil Rights
U.S. Department of Education
915 Second Avenue, #3310
Seattle, WA 98174-1099
OCR.Seattle@ed.gov
1-800-877-8339

Notice/Formal Complaints of Sex and Gender-Based Harassment, Discrimination, and/or Retaliation

Notice or formal complaints of sex or gender-based harassment, discrimination, and/or retaliation may be made using any of the following options:

1. File a complaint with, or give verbal notice to, the Title IX Coordinator. Such a report may be made at any time, including during non-business hours, by using the telephone number, email address, or by mail to the office address listed for the Title IX Coordinator.
2. Report online, using the email address: lani@d181.k12.id.us
3. Report by phone at (208) 879-4231

When notice is received regarding conduct that may constitute Title IX sexual harassment, Challis School District shall provide information about supportive measures and how to file a formal complaint, as described in policy 3085p.

A formal complaint means a document filed/signed by the alleged victim or signed by the Title IX Coordinator alleging an individual violated this policy and requesting that the District investigate the allegation(s). As used in this paragraph, the phrase "document filed/signed by the alleged victim" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the District, if applicable) that contains the alleged victim's physical or digital signature, or otherwise indicates that the alleged victim is the person filing the complaint. For example, an alleged victim may send an email to the Title IX Coordinator, identify themself as the alleged victim and the one sending the email, to file a formal complaint. If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the alleged victim to ensure that it is filed correctly.

Parents and legal guardians of primary and secondary school students who have the legal authority to act on their child's behalf may file a formal complaint on behalf of their child.

Grievance Processes

When a formal complaint is made alleging that this policy was violated, the allegations are subject to resolution using one of Challis School District's grievance processes noted below, as determined by the Title IX Coordinator. All processes provide for a prompt, fair, and impartial process.

1. For formal complaints regarding conduct that may constitute Title IX sexual harassment involving students or employees, the District will implement procedures detailed in Procedure 3085p.
2. For formal complaints regarding sex and gender-based harassment, discrimination and/or retaliation where students are the accused party, and that do not constitute Title IX Sexual Harassment, the District will implement procedures described in policy 3210 Uniform Grievance.
3. For formal complaints regarding sex and gender-based harassment, discrimination and/or retaliation where employees are the accused party, and that do not constitute Title IX Sexual Harassment, the District will implement procedures described in 3210 Uniform Grievance.

Title IX Roles

Coordinator – Superintendent
Investigator – Superintendent
Decision-Maker – High School Principal
Appeal Decision-Maker – Business Manager

Cross References

3285 Relationship Abuse and Sexual Assault Prevention and Response
3290 Sexual Harassment/Intimidation of Students
3295 Hazing, Harassment, Intimidation, Bullying, Cyber Bullying & Menacing
3295P Hazing, Harassment, Intimidation, Bullying, Cyber Bullying & Menacing Procedure
3330 Student Discipline
3570 Student Records
3570P Maintenance of School Student Records Procedure

4120 Uniform Grievance Procedure
4600 Volunteer Assistance
4600P Volunteer Assistance
5240 Sexual Harassment/Sexual Intimidation in the Workplace
5250 Certificated Staff Grievances
5275 Adult Sexual Misconduct
5500 Personnel Records
5500P Procedures for Releasing Personnel Records to Hiring School Districts
5800 Classified Employment, Assignment, and Grievance
5800P Classified Employee Grievance Procedure

Legal References
20 U.S.C. §§ 1681 - 1682 Title IX of the Education Amendments of 1972
34 CFR Part 106 Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance

Policy History
Adopted on: 11/2020
Revised on:
Reviewed on: 7/2021, 3/2026

Title IX Sexual Harassment Grievance Procedure, Requirements and Definitions 3085p

Scope of Policy
This Title IX Grievance Process applies to all members of Challis School District's community, including students, employees, Board members and District patrons, guests, visitors, volunteers, and invitees.

Policy Statement
Challis School District is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, which are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the District prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process.

Students, employees, or other members of the District community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance procedure. Violations of this District policy may result in discipline to either students or employees.

Guiding Principles:
Title IX requires school districts to put into place policies and procedures that promote the goal of Title IX, specifically, to prohibit discrimination based on sex, and to respond appropriately if and when sex discrimination occurs or may occur. Title IX explains that when an appropriate official at the District has "actual knowledge" of "sexual harassment" of a student or employee that occurs in one of its educational programs or activities, the District must respond promptly and in a manner that is not "deliberately indifferent." This standard does not require a perfect response; rather, it requires a response that is not "clearly unreasonable" in light of the known circumstances over which the District exercises control.

Grievance Procedure:
1. Receipt of a Complaint, Report, or Information Alleging Sexual Harassment.
Upon receipt of a complaint or report (whether verbal or written) of possible sexual harassment, the District shall first determine whether to initiate a formal or informal response. Thus, any and all complaints, reports or information received by any District employee that sexual harassment is occurring or has occurred shall be immediately forwarded to the District's Title IX Coordinator. The Title IX Coordinator shall promptly contact the complainant or reporting party and discuss with them the availability of supportive measures and will consider the complainant's wishes with respect to the provision of supportive measures. The Coordinator shall explain the availability of these measures available to the complainant with or without the filing of a "formal complaint." During this initial meeting, the Coordinator or designee shall explain to the complainant the process for filing a written formal complaint and shall provide assistance to the complainant to ensure the written formal complaint is properly prepared and submitted.

Emergency Removal (of students). Nothing in this Procedure prevents the District from removing a respondent from a District education program or activity on an emergency basis, provided that an individualized safety and risk analysis is performed by the Title IX Coordinator and Superintendent who determine that an immediate threat to the physical health or safety of any

student or other individual arise from the allegations of sexual harassment that justify removal, and thereafter provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights and requirements under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Administrative Leave (of employees). Nothing in this Procedure precludes the District from placing a non-student employee respondent on administrative leave during the pendency of a grievance investigation under this Procedure. Notwithstanding the above, prior to placing an employee respondent on administrative leave, the Title IX Coordinator or designee shall ensure any rights provided by Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act are not impaired or violated.

2. Providing Supportive Measures.
If an informal complaint is filed, i.e., the complainant does not wish to file a written formal complaint, as well as during the pendency of the investigation and decision of a formal complaint, the following supportive may be implemented to restore or preserve the complainant's access to the District's educational programs without unreasonably burdening the other party (also referred to herein as respondent).
Supportive measures may include actions taken to protect the safety of all parties or the District's educational environment, or which otherwise deter sexual harassment from occurring in the future. Additional supportive measures may include, but are not limited to: counseling, the availability of a safe place or person in the event complainant feels threatened or uncomfortable, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, escort services at school, mutual restriction of contact between the parties, changes in work locations, leaves of absence, increased security and/or monitoring of locations where prohibited conduct has occurred or may occur in the future, as well as additional measures to protect the complainant, provided the initiated supportive measures are not punitive to the respondent.

3. Filing a Written Formal Complaint.
Upon receipt of a written formal complaint, the Title IX Coordinator or designee is required to provide written Notice to all known parties of the allegations and the resulting investigation.

A. General Notice Requirements. The Notice will include the District's Title IX grievance process as well as information regarding the District's Informal Resolution Process.
B. Specific Notice Requirements. The written Notice shall include the following information:
    i. Information describing the alleged conduct potentially constituting "sexual harassment," including sufficient details known at the time the Notice is prepared to allow the parties to prepare a response prior to the investigator's initial interview. This notice shall be delivered to the parties in enough time to allow their preparation for the initial interview.
    ii. Sufficient details include but are not limited to the identities of the parties involved, the conduct allegedly constituting "sexual harassment," the date(s) and location(s) of the incident(s).
    iii. A statement that the respondent is presumed to not be responsible for the alleged conduct, and that a determination of responsibility will not be made until the conclusion of the grievance process.
    iv. A statement informing the parties that they are entitled to have an advisor or representative of their choosing who may be, though is not required to be, an

attorney, and that the advisor is authorized to review all evidence submitted in the matter.

v. The Notice must inform the parties that District policy prohibits knowingly making false statements or knowingly submitting false information to the investigator or at other any time during the grievance process.

vi. The Notice must warn the parties that Retaliation is prohibited. Accordingly, the parties must be informed that no District employee or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Procedure, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Procedure. Retaliation includes circumstances where intimidation, threats, coercion, or discrimination, including threats that charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, and are made for the purpose of interfering with any right or privilege secured by Title IX or this Procedure. The District shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by FERPA,(20 U.S.C. § 1232g), or a FERPA regulation (34 CFR Part 99), or as required by law, or to carry out the purposes of this Procedure, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed as an additional charge or countercharge under these Procedures.

C. Additional Charges. If, during the course of the investigation, it is determined based on the information gathered that additional allegations or charges are warranted and amended Notice shall be prepared and submitted to the parties including the new allegations and charges as appropriate.

D. Consolidation. If in the course of an investigation, it is determined that there is more than one respondent, and/or more than one complainant, or there are cross-complaints, or additional complaints raised by the original complainant against the original respondent (such as retaliation), or by the respondent against any other party, then the Title IX Coordinator may consolidate two or more formal complaints into a single action provided that the allegations of sexual harassment and retaliation arise out of a common set of facts or circumstances.

4. Conduct of the Investigation; Informal Resolution.

In the course of their investigation, the District's Title IX Coordinator and designees shall comply with the following requirements.

Investigation.

A. Burden of Investigation. The burden of gathering evidence sufficient to make a determination of responsibility is the responsibility of the District's investigator and not the parties. However, the District's investigator is not authorized to access a party's records that are made or maintained by a health care provider such as a physician, psychiatrist, psychologist, or other recognized health care provider, and was made in the course of

providing treatment to the party, unless and until written consent from an authorized person is provided to obtain such privileged records for purposes of investigating and resolving the allegations of the formal complaint.

B. Evidence Offered by Parties. The parties shall be provided an equal opportunity to call witnesses, including fact and expert witnesses, as well as other inculpatory and exculpatory evidence.
C. No Restrictions. The ability of the parties to discuss the allegations under investigation or to gather and present evidence shall not be restricted.
D. Equal Representation Rights. All parties shall have the same opportunity to have others present, or to be represented by the advisor of their choice throughout the grievance process, including attendance at related meetings or proceedings. If the District limits access to representation in any way at any time during the proceedings, such limitation shall be equally applied to all parties in the same manner.
E. Notice of Interviews and Hearings. Adequate notice of the purpose, date, time, place, and the identities of all participants involved, shall be provided to any party whose participation at a hearing, interview or meeting is invited or expected, and allowing sufficient time for the party to prepare and fairly participate.
F. Evidentiary Considerations. The investigation shall not consider:
    i. Incidents not directly related to the possible violation, unless they evidence a pattern;
    ii. The character of the parties; or
    iii. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
G. Right to Inspect Evidence. All parties shall be provided equal access to inspect and review any or all evidence gathered during the investigation related to the allegations of the formal complaint, whether or not relied upon or referred to in the investigator's report, so that the parties can respond to the evidence prior to the conclusion of the investigation. Prior to completion of the investigation report, the investigator shall provide the parties and their respective advisors, when advisors are identified, a secured electronic or hard copy of the evidence subject to inspection, and the parties must have at least ten school days to submit a written response which the investigator shall consider prior to completion of the investigative report. All such evidence shall be made available to all parties at any hearing to give the parties equal opportunity to refer to such evidence during the hearing, including cross-examination.
H. Investigative Report. At least ten school days prior to a hearing, or other time of determination regarding responsibility, the investigator shall send to all parties and their advisors, if any, by electronic format or hard copy, a copy of the investigative report for the parties' review and written response; which responses shall be made part of the record.

Informal Resolution. The informal resolution process may include mediation, or other meeting of the parties that does not involve a full investigation and adjudication of the complaint. The District may not require the parties to participate in an informal resolution process. Informal resolution is available only if a written formal complaint had been submitted to the Title IX Coordinator. If these conditions are satisfied, then at any time during the course of an investigation, but prior to the time of the Decision-Maker's final determination of responsibility, the parties may request the Title

IX Coordinator to initiate the informal resolution by process. In so doing, the Title IX Coordinator is required to comply with the following:

A. Provide the parties with written notice informing them of the allegations at issue and the requirements of the resolution process including the fact that a written agreement signed by the parties that resolves the allegations at issue will preclude the parties from resuming the formal complaint process that arose from the same allegations. The parties will also be informed that at any time prior to reaching a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and will be notified that the records submitted or discussed during the informal process will be maintained by the District as part of the record, and may be used by the Decision-Maker to determine responsibility.
B. Require the parties submit voluntary, written consent to participate in the informal resolution process.
C. Ensure that the informal resolution process is not made available to resolve allegations that an employee had sexually harassed a student.
D. An informal resolution, signed and agreed to by the parties thereto, is not appealable.

Dismissal of a Formal Complaint. A written formal complaint may be dismissed by the Title IX Coordinator under any of the following circumstances, and prior to a finding of responsibility:

A. After investigating the allegations of the written formal complaint, dismissal is required:
    i. Where the Title IX Coordinator, or designee, determines that the conduct alleged in the complaint, even if proven, would not constitute "sexual harassment" as defined herein; or,
    ii. Where the alleged conduct did not occur in a District education program or activity; or
    iii. Where the alleged conduct did not occur against a person in the United States.

   Dismissal of the Title IX formal complaint, however, does not preclude action under another provision of the District's Code of Conduct or other District Policy.
B. If the Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the formal complaint, or any allegations contained therein.
C. If the respondent is no longer enrolled or employed by the District.
D. If specific circumstances exist, which prevent the investigator from gathering sufficient evidence to reach a determination regarding the merits of the formal complaint or allegations therein.

Upon dismissing a formal complaint, the Title IX Coordinator shall simultaneously inform the parties in writing that the complaint has been dismissed and shall identify the reason(s) for the dismissal. This decision may be appealed in accordance with the Appeals portion of this procedure, below.

5. Decision-Maker's Participation.

If the matter is not dismissed for one of the reasons set forth above and is not resolved by the parties through the informal resolution process, then following completion of the investigation, including issuance of the investigator's final investigation report, the matter shall be submitted to the Decision-Maker for review and issuance of a determination of responsibility. The Decision-Maker cannot make a determination regarding responsibility prior to ten school days from the conclusion of the investigation – identified as the date the final investigation report is transmitted to the parties and the Decision-Maker–unless all parties and the Decision-Maker agree to an expedited timeline.

The Title IX Coordinator shall designate a single Decision-Maker and inform the parties and their advisors.
The Decision-Maker is prohibited from having any previous involvement with the investigation. *Those who have served as investigators in the investigation cannot serve as Decision-Makers. Those who are serving as advisors for any party cannot serve as Decision-Makers in that matter. The Title IX Coordinator is also prohibited from serving as a Decision-Maker in the matter.*

All objections to any Decision-Maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator no later than four school days after being notified of the Decision-Maker's identity. Decision-Makers shall not be removed unless the Title IX Coordinator concludes that the Decision-Maker's bias or conflict of interest precludes a fair and impartial consideration of the evidence.
The Title IX Coordinator shall give the Decision-Maker a list of the names of all parties, witnesses, and advisors. Upon review thereof, if any Decision-Maker believes they cannot make an objective determination must recuse themselves from the proceedings. If a Decision-Maker is unsure whether a bias or conflict of interest exists, they shall immediately disclose their concern(s) to the Title IX Coordinator and simultaneously inform the parties and their advisors.
No less than ten school days prior to any meeting or the decision-making phase of the process, the Title IX Coordinator or the Decision-Maker shall send notice to all parties. Once mailed, emailed, or received in-person, Notice will be presumptively delivered.
The Notice shall contain the following:

1. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions that could result.
2. The time, date, and location of any meeting.
3. Any technology that will be used to facilitate the meeting.
4. The name and contact information of the Decision-Maker, along with an invitation to object to any Decision-Maker on the basis of demonstrated bias. Such objections must be raised with the Title IX Coordinator at least four school days prior to the meeting.
5. Information on whether the meeting will be recorded and, if so, information on access to the recording for the parties after the meeting.
6. A statement that if any party does not appear at the scheduled meeting, the meeting will only be rescheduled for compelling reasons.
7. Notification that the parties may have the assistance of an advisor of their choosing at the meeting.
8. A copy of all the materials provided to the Decision-Maker about the matter.
9. An invitation for the parties to review and submit a written response to the final investigation report within four school days of the date of the notice.
10. An invitation to each party to submit to the Decision-Maker any written, relevant questions they want the Decision-Maker to ask of any other party or witness within four school days of the date of the notice.
11. An invitation to each party to submit to the Decision-Maker an impact statement pre-meeting that the Decision-Maker will review during any sanction determination.
12. An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at any meeting or in the decision-making process, at least four school days prior to the meeting/final determination.
13. Whether parties can or cannot bring mobile phones or devices into the meeting.

Meetings for possible violations that occur near or after the end of a school year, assuming the respondent is still subject to Policy 3085, and are unable to be resolved prior to the end of the school year will typically be held as soon as possible given the availability of the parties, but no later than immediately upon the start of the following school year. The District will implement appropriate supportive measures intended to correct and remediate any hostile environment while the resolution is delayed.

Evidentiary Consideration by the Decision-Maker. Whether at a Hearing or through an exchange of questions, only relevant, credible evidence will be admitted into evidence and considered by the Decision-Maker. Any evidence that the Decision-Maker determines is relevant and credible may be considered. The Decision-Maker will not consider:

A. Incidents not directly related to the possible violation, unless they evidence a pattern;
B. The character of the parties; or
C. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information may only be considered at the sanction stage of the process and cannot be shared with the Decision-Maker until that time.

The parties may each submit a written impact statement for the consideration of the Decision-Maker at the sanction stage of the process when a determination of responsibility is reached.

Hearing Procedure and Exchange of Questions Procedure. At the time the matter is referred to the Decision-Maker, the Title IX Coordinator shall determine, based on the parties involved and the circumstances of the alleged sexual harassment, whether to hold a hearing or to initiate an exchange of questions procedure, and shall so inform all parties and their advisors. Both of these decision-making procedures are discussed below. Upon their selection, the Decision-Maker shall review the evidence and issue a determination of responsibility based on the following circumstances and procedures.

A. Exchange of Questions Procedure. Where a party involved is an elementary student, or an immature secondary student, the Title IX Coordinator will initiate the Exchange of Questions Procedures, which provide as follows.

After the recipient has sent the Title IX Coordinator or designee has submitted the investigative report to the parties pursuant to this Procedure and before reaching a determination regarding responsibility, the Decision-Maker shall provide each party an opportunity to submit written, relevant questions that party desires to ask of any party or witness, and subsequently shall provide each party with the answers. The Decision-Maker will also allow for additional, limited follow-up questions from each party to the other, and provide both with complete copies of the answers. Upon receipt of the proposed questions, the Decision-Maker will review the proposed questions and determine which questions will be permitted, disallowed, or rephrased. The Decision-Maker shall limit or disallow questions on the basis that they are irrelevant, repetitive (and thus irrelevant), or abusive. The Decision-Maker shall have full authority to decide all issues related to questioning and determinations of relevance. The Decision-Maker may ask a party to explain why a question is or is not relevant from their perspective.

The Decision-Maker shall explain any decision to exclude a question as not relevant or to reframe it for relevance. Whether a hearing is held or not, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent (unless the respondent is an adult, non-student employee because consent is not a recognized defense in cases where the complainant is a student and the respondent is an employee). The Decision-Maker must explain to a party proposing questions that are excluded by the Decision-Maker the reasons why a question was excluded as irrelevant.

The Decision-Maker, after any necessary consultation with the parties, investigator and/or Title IX Coordinator, shall provide the parties and witnesses with the relevant written questions to be answered and a deadline for the parties and witnesses to submit written responses to the questions and any appropriate follow-up questions or comments by the parties. The exchange of questions and responses by the parties and witnesses shall be concluded within a four-school day period.

B. Hearing Procedure. Where both parties are adult employees, or a mature secondary school student, the Title IX Coordinator may initiate the live Hearing Procedure. If either party, however, objects and requests the Exchange of Questions Procedure, then the Exchange of Questions Procedure shall be followed by the Decision-Maker. The Hearing Procedure shall include the following:

At the live hearing, the decision maker must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally, notwithstanding the discretion of the recipient under paragraph (b) of this section to otherwise restrict the extent to which advisors may participate in the proceedings. At the request of either party, the recipient must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the party or the witness answering questions. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. If a party does not have an advisor present at the live hearing, the recipient must provide without fee or charge to that party, an advisor of the recipient's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless

1. Such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
2. If the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

The Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. Live hearings pursuant to this

paragraph may be conducted with all parties physically present in the same geographic location or, at the District's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other. Recipients must create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

At the hearing, the Decision-Maker shall have the authority to hear and make determinations on all allegations of Title IX sexual harassment and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the Title IX sexual harassment, even though those collateral allegations may not specifically fall within the definition of sexual harassment set forth in these Procedures.

Any witness scheduled to testify before the Decision-Maker must have been first interviewed by the investigator; or have proffered a written statement or answered written questions unless all parties and the Decision-Maker agree to the witness's participation.

If the parties and Decision-Maker do not agree to the admission of evidence newly offered at the hearing, the Decision-Maker may delay the meeting and instruct that the investigation needs to be re-opened to consider that evidence.

If the parties raise an issue of bias or conflict of interest of an investigator or Decision-Maker at the hearing, the Decision-Maker may elect to address those issues, consult with legal counsel, and/or refer them to the Title IX Coordinator, and/or preserve them for appeal. If bias is not an issue during the hearing, the Decision-Maker shall not permit irrelevant questions regarding bias.

6. Decision Making Process and Determination Requirements.

Following its review of the evidence submitted by the investigator and the parties, the Decision-Maker (who cannot be the Title IX Coordinator) shall issue a written determination of responsibility. To reach this determination, the District's burden of proof preponderance of the evidence must be described, and the burden satisfied, before the respondent can be found responsible for sexual harassment in violation of Title IX.

The written determination of responsibility shall include the following information:

A. Identification of the allegations potentially constituting sexual harassment in violation of Title IX.
B. A description of the procedural steps taken from receipt of the written formal complaint through the determination, including notifications to the parties, interviews of the parties and witnesses, site visits, methods used to obtain other evidence, and hearings used.
C. Findings of Fact supporting the determination.
D. Conclusions regarding application of the District's code of conduct to the facts.
E. A statement of and rationale for the determination as to each allegation, including any determination regarding responsibility, any disciplinary action to be imposed on respondent, and identification of remedies and measures, if any, that will be provided to restore or preserve equal access to the District's educational programs and activities to be provided to the complainant.
F. Considerations for disciplinary action. Factors considered when determining discipline may include, but are not limited to:
    i. The nature, severity of, and circumstances surrounding the violation(s).
    ii. The respondent's disciplinary history.
    iii. Previous allegations or allegations involving similar conduct.

iv. The need for discipline to bring an end to the Title IX sexual harassment;
v. The need for discipline to prevent the future recurrence of Title IX sexual harassment;
vi. The need to remedy the effects of the Title IX sexual harassment;
vii. The impact on the parties; and
viii. Any other information deemed relevant by the decision-maker

G. The discipline imposed shall be implemented as soon as is feasible, either upon the outcome of any appeal or upon the expiration of the window to appeal if no appeal is requested. The sanctions described in this process are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by external authorities.
H. Identification of the procedures for filing an appeal and the permissible grounds for complainant or respondent to base their appeal.

The Decision-Maker shall simultaneously provide its written determination to all parties. The determination becomes final either, where an appeal is filed - on the date the parties are provided copies of the written determination of the result of the appeal; or, if no appeal is filed – the date on which an appeal would no longer be considered timely.
The Title IX Coordinator is responsible for the effective implementation of any and all remedies set forth in the written determination of responsibility. In the event a student expulsion is recommended, pursuant to and in accordance with the requirements of Idaho Code § 33-205, the Title IX Coordinator shall ensure that an expulsion hearing is scheduled and heard by the Board of Trustees.

7. Appeals.
Any party may file a request for appeal in writing with the Title IX Coordinator within four school days of the delivery of the notice of a final decision.
A single appeal decision-maker shall chair the appeal. No appeal decision-maker will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.
The request for appeal shall be forwarded to the appeal chair for consideration to determine whether the request meets the grounds for appeal. This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is filed in a timely manner.
Appeals shall be limited to the following grounds:

A. Procedural irregularity that affected the outcome of the matter.
B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter.
C. The Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against complainants or respondents generally or the specific complainant or respondent that affected the outcome of the matter.
D. Add any additional grounds for appeal, so long as they are applied equally to both parties.

Appeal Procedure. Upon receipt of a valid appeal, the Title IX Coordinator shall:

A. Notify the other party in writing that an appeal has been filed and implement the appeal procedure fairly and equally for both parties.
B. Ensure the appeal decision-maker is not:
    i. The same person as the Decision-Maker that issued the written determination of responsibility,
    ii. The person who issued the dismissal,
    iii. An investigator, or
    iv. The Title IX Coordinator.

C. Ensure the appeal decision-maker has been trained in accordance with the requirements of this grievance procedure.
D. The appealing party shall have ten school days of the delivery of the notice of the appeal to submit a written statement in support of the appeal and challenging the outcome. The responding part shall have ten school days of the delivery of the appealing party's statement in support of appeal to submit the responding party's written statement in opposition to the appeal (and supporting the outcome that is the subject of the appeal). In the event the parties and the appeal decision-maker agree to a different briefing schedule (whether allowing more or less time), the time allowed to prepare a written statement shall be the same for all parties.
E. Issue a written decision describing the result of the appeal and identifying the bases and rationale for the decision.
F. Provide the written decision simultaneously to all parties.

Requirements of the Title IX Grievance Procedure.
The following requirements apply to the conduct of the Title IX Grievance Procedure set forth above.

1. **Equitable treatment of the parties.** At all times, both complainants and respondents shall be equitably treated by providing remedies to a complainant until a determination of responsibility for sexual harassment has been made against the respondent. No sanction or discipline may be imposed against the respondent unless and until the process required by this Procedure has been completed. Until a final determination of responsibility has been issued only "supportive measures" may be initiated that are non-disciplinary or non-punitive and avoid burdening the respondent. Any and all final remedies, however, must be designed to restore or preserve equal access to the District's education program or activity. Such remedies may include the same individualized services described as ''supportive measures;'' however, following the decision, such remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent
2. **Objective evaluation of the evidence.** The formal grievance process involves an objective evaluation of all relevant evidence obtained, including evidence that supports the conclusion the respondent engaged in a policy violation and evidence that supports the conclusion the respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a complainant, respondent, or witness.
3. **Lack of bias.** Any individual materially involved in the administration of the formal grievance process including the Title IX Coordinator, investigator, decision-maker and appeal decision-maker may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific complainant or respondent.
4. **Title IX training of District participating staff**. Any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process, cannot have a conflict of interest or bias for or against complainants or respondents generally, or against any individual complainant or respondent. The District shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training on the definition of "sexual harassment" set forth in this Procedure, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. A recipient must ensure that Decision-

Makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as required by this Procedure. The District shall also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in this Procedure. All materials used to train Title IX Coordinators, investigators, decision-makers, and any persons facilitating an informal resolution process, shall not rely on stereotypes based on gender, and must promote impartial investigations and adjudications of formal complaints of sexual harassment, and provide guidance therefore.

5. **Presumption of innocence.** The District presumes that the respondent is not responsible for the reported misconduct unless and until a final determination is made, in accordance with this Grievance Procedure, that Policy 3085 prohibiting sex discrimination and sexual harassment has been violated.
6. **Promptness.** Investigations are completed promptly, normally within 60 calendar days, though some investigations may take longer, depending on the nature, extent, and complexity of the allegations; availability of witnesses; police involvement; and other factors.

The District shall make a good faith effort to complete the investigation as promptly as possible and will communicate regularly with the parties to update them on the progress and timing of the investigation.

Notwithstanding the above, The District may undertake a delay in its investigation, lasting from several days to a few weeks, if circumstances require. Such circumstances include but are not limited to a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or a need for accommodations for disabilities or health conditions.

The District shall communicate in writing the anticipated duration of the delay and the reason for it to the parties and provide the parties with status updates if necessary. The District will promptly resume its investigation and formal grievance process as soon as feasible. During such a delay, the District will implement supportive measures as deemed appropriate.

District action(s) or processes may be delayed, but are not stopped by, civil or criminal charges involving the underlying incident(s). Dismissal or reduction of those criminal charges may or may not impact on the District's action(s) or processes.

7. **Description of sanctions**. The following describes the range of sanctions that may be implemented following a finding of responsibility.

Student Discipline. The following are the usual sanctions that may be imposed upon students singly or in combination:

(i) A warning;
(ii) Required counseling;
(iii) A required substance abuse treatment program;
(iv) Exclusion from participating in extracurricular activities or other District programs/activities;
(v) Alternative placement;
(vi) Suspension, which may be in-school, out-of-school, long-term, short-term, extended, or other suspensions;
(vii) Expulsion (in compliance with I.C. § 33-205); and
(viii) Other actions: In addition to or in place of the above sanctions, the District may assign any other sanctions deemed appropriate.

Employee Sanctions. Sanctions for an employee may include:

(i) A verbal or written warning.
(ii) A performance improvement plan or management process.
(iii) Enhanced supervision, observation, or review.
(iv) Required counseling.
(v) Required training or education.
(vi) Probation.
(vii) Denial of pay increase or pay grade.
(viii) Loss of oversight or supervisory responsibility.
(ix) Demotion.
(x) Transfer.
(xi) Reassignment.
(xii) Assignment to a new supervisor.
(xiii) Restriction of professional development resources.
(xiv) Suspension with pay.
(xv) Suspension without pay.
(xvi) Termination (for certificated employees, in compliance with I.C. § 33-513(5));
(xvii) Other actions: In addition to or in place of the above sanctions, the District may assign any other sanctions as deemed appropriate.

8. **Burden of proof**. When determining whether the respondent is responsible for violating Policy 3085 by discriminating based on sex and/or for sexual harassment as defined herein, the decision-maker shall apply the preponderance of the evidence standard; which means the evidence proves on a more likely than not basis that respondent violated the policy.
9. **Appeals.** Any party may file a request for appeal in writing to the Title IX Coordinator within four school days of the delivery of the notice of a final outcome.
10. **Supportive measures.** Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties. Supportive measures are designed to restore or preserve access to the District's Education Program or Activity, including measures designed to protect the safety of all parties or the District's educational environment, and/or deter Title IX sexual harassment. Examples of supportive measures may include, but are not limited to:
    (i) Referral to counseling, medical, and/or other healthcare services.
    (ii) Referral to community-based service providers.
    (iii) Visa and immigration assistance.
    (iv) Education of the school community or community subgroup(s);
    (v) Altering work arrangements for employees.
    (vi) Safety planning.
    (vii) Providing school safety escorts.
    (viii) Providing transportation accommodations.
    (ix) Implementing contact limitations, such as no contact orders, between the parties (note: allegations of violations of a no contact order will be investigated as collateral misconduct under this process);
    (x) Academic support, extensions of deadlines, or other course or program-related adjustments.
    (xi) Emergency warnings.
    (xii) Class schedule modifications, withdrawals, or leaves of absence.
    (xiii) Increased security and monitoring of certain areas of the school; and
    (xiv) Any other actions deemed appropriate by the Title IX Coordinator

11. **Recognition of privileges.** At no time during this grievance procedure may any evidence (whether through testimony or documents) be required, admitted, relied upon, or otherwise obtained by asking questions or admitting evidence that constitutes, or seeks disclosure of, information protected by a legally recognized privilege, unless the person holding the privilege has knowingly and freely waived the privilege.
12. **Recordkeeping.**
    A. The District shall maintain for a period of seven years records of—
        i. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required where a hearing is held, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity.
        ii. Any appeal and the result therefrom.
        iii. Any informal resolution and the result therefrom; and
        iv. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website.
    B. For each response to a report of harassment or discrimination based on sex, the District shall create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it had taken measures designed to restore or preserve equal access to the recipient's education program or activity. If the District does not provide a complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances (i.e., was not a result of sex discrimination). The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken or to be taken.

<u>Title IX Grievance Procedure Definitions.</u> The following definitions apply to the identified terms used in this Procedure:

1. **Actual Knowledge** means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District official possessing the authority to institute corrective measures on behalf of the District, or any employee of the District. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District. "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as set forth in this Procedure.
2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
3. **Consent** under circumstances where a sexual assault is alleged by a student against an adult, non-student employee, the District does not recognize the defense of "consent,"

however it is defined. Where the parties are both adults, however, the following definition of "consent" will apply: Consent occurs where there is a knowing, voluntary, and clear grant of permission, by word or action, to engage in sexual activity. Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity. If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged. Consent may be withdrawn. A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. It is a violation of policy if a respondent engages in sexual activity with someone who is incapable of giving consent or is otherwise incapacitated.

4. **Incapacitation** occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing, informed consent. For example, they cannot understand the "who, what, when, where, why, or how" of their sexual interaction.
5. **Formal Complaint** means a document filed by a complainant, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the educational programs or activities of the District. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email, or by using the contact information listed on the District's website. As used in this paragraph, the phrase, "As used in this paragraph, the phrase ''document filed by a complainant'' means a document or electronic submission (such as by email or through an online portal provided for this purpose by the District) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party to this Grievance Procedure and must otherwise comply with the requirements of this Procedure.
6. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
7. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:
    A. *"Quid pro quo"* harassment, occurs when a District employee who conditions the provision of a District benefit, service or assistance on an individual's participation in unwelcome sexual conduct;
    B. *"Hostile Environment,"* is defined as unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to District education program or activity; or
    C. *Physical threats and attacks include* "Sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).
8. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent in cases where either no formal complaint has been filed, or both before and/or after the filing of a formal complaint. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety

of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, provided that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of all supportive measures.

9. **Elementary and secondary school** as used in this Procedure refer to a local educational agency (LEA), as defined in the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act, a preschool, or a private elementary or secondary school, and include this District.

Revision of These Procedures:

The District reserves the right to make changes to these procedures as necessary, once those changes are posted online, they are in effect. If laws or regulations change – or court decisions alter – the requirements in a way that impacts these procedures, this document shall be construed to comply with the most recent government regulations or holdings.

Cross References

3270 District-Provided Access to Electronic Information, Services, and Networks
3285 Relationship Abuse and Sexual Assault Prevention and Response
3290 Sexual Harassment/Intimidation of Students
3295 Hazing, Harassment, Intimidation, Bullying, Cyber Bullying & Menacing
3295P Hazing, Harassment, Intimidation, Bullying, Cyber Bullying & Menacing Procedure
3297 Names, Pronouns, and Titles
3330 Student Discipline
4110 Public Complaints
4120 Uniform Grievance Procedure
4600 Volunteer Assistance
4600P Volunteer Assistance
5240 Sexual Harassment/Sexual Intimidation in the Workplace
5250 Certificated Staff Grievances
5275 Adult Sexual Misconduct
5500 Personnel Records
5500P Procedures for Releasing Personnel Records to Hiring School Districts
5800 Classified Employment, Assignment, and Grievance
5800P Classified Employee Grievance Procedure

References

20 USC 1681-1682 Title IX of the Education Amendments of 1972
34 CFR Part 106 – Nondiscrimination on the basis of sex in educational programs or activities receiving federal financial aid - grievance procedures.

Other References:

ISBA Policy Services https://www.idsba.org/member-services/policy/

Procedure History

Promulgated on: 11/2020
Revised on: 7/2021, 3/2026
Reviewed on:

Notice of Investigation & Allegation Template **3085f**

Note: May also be used for initial Interview Request

[DATE]

[ADDRESSEE (RESPONDENT AND PARENT/LEGAL GUARDIAN]
[MAILING ADDRESS OR (IF DELIVERED VIA EMAIL) EMAIL ADDRESS]

Dear [ADDRESSEE]:

On [DATE] Challis School District received a formal complaint from [COMPLAINANT] ("complainant") alleging that you may have engaged in behavior that potentially violates District policy, including misconduct alleged on [DATE(S)] at [LOCATION(S)].

Specifically, it is alleged that you [APPROPRIATELY DETAILED DESCRIPTION].

This letter serves as formal notice that the District will be conducting a prompt, thorough, and impartial investigation of these allegations pursuant to the procedures detailed in the Policy 3085p: [LINK]. The District's Title IX Sexual Harassment Grievance Procedure is compliant with applicable federal and state law, including the 2020 Title IX implementing regulations. A copy of this notice has also been provided to the complainant.

Specifically, you are alleged to have violated the following provision(s) of the Policy 3085 Sexual Harassment, Discrimination and Retaliation Policy:

[ALL POTENTIALLY APPLICABLE POLICY SECTIONS]

[ALL POTENTIALLY APPLICABLE SANCTIONS THAT COULD RESULT]

You are considered "not responsible" for violating District policy, unless and until a preponderance of the evidence proves that a violation of policy has occurred. The burden is on the District to gather evidence, investigate the allegations, summarize all relevant evidence in a final investigation report, and make a final determination of responsibility (subject to appeal). No determination of responsibility will made until the conclusion of the process and after the parties have been given an opportunity to inspect, review, and respond to all directly related and/or relevant evidence obtained by the District.

Should the allegations need to be modified, or if additional allegations emerge over the course of this investigation, this office will provide you with an updated and revised Notice of Investigation and Allegations.
Below, you will find details included to ensure that the District process is transparent to you, so that you fully understand your rights and the District's procedures.

1. The District's applicable procedures can be found online at www.d181.k12.id.us. If you need a hardcopy or accessible copy of these procedures, you should direct a request to the District Office, 1000 E. Bluff Ave.
2. You are expected to preserve any evidence in your possession related to the allegations. Examples include, but are not limited to, screenshots of social media posts or electronic

conversations (e.g., Snapchat, Facebook Messenger, WhatsApp, TikTok, text messages, etc.), written communication, audio or video recordings, photos, receipts, call logs, or any other relevant information.

3. Please plan to bring all evidence, documents, and items that you believe will be helpful to the investigator(s) to your interview or provide them beforehand. Originals are preferred to copies, and all materials should be in unaltered form. Expect that you will be asked to verify the accuracy and authenticity of evidence you provide. If information is stored on an electronic device (e.g., cell phone) it is recommended that you be able to show the device itself to the investigator(s) during the interview.
4. You may not record any meetings pursuant to this process. Doing so is a violation of Procedure 3085p. The District will record or transcribe proceedings, and those recordings or transcriptions will be made available to you.
5. Breaks are permitted during the interview, upon request.
6. You should plan to be available for the interview for at least (length of time).
7. You may bring materials into the interview that are relevant to the investigation, but no other materials, bags, backpacks, or personal items are permitted. Your phone should be silenced if you will have one with you.
8. You will be permitted to ask questions of the investigator(s) and should be prepared for them to ask many questions of you. Your honesty and cooperation are expected. You are expected to maintain decorum during the interview and to respect the serious nature of the proceedings.
9. The District cannot obligate you to participate in the interview. If you do not intend to attend, please notify the Superintendent at (208) 879-4231.
10. Your rights in the process are detailed throughout the District's procedures.

<u>Investigation and Interview</u>

[INVESTIGATOR(S)] has/have been assigned to this matter. The investigator(s) are neutral professionals whose role is to objectively collect and compile all available information relevant to the allegations and compose a thorough, detailed investigation report. They will be [taking notes AND/OR recording] during the interview. A summary or transcript of your interview will be provided to you following the interview and you will be asked to verify its accuracy, in writing, to the investigator(s).

If you have any questions regarding the qualifications or training of the investigator, please feel free to contact me directly. Similarly, if you have a concern that the investigator is potentially biased or has a conflict of interest, you must raise that issue with me prior to your scheduled interview.

At this time, we ask you to schedule an interview with the District's investigator. Two suggested times that work for an appointment to interview you are below, and we have already checked to make sure that these times work with your class schedule. Please contact the investigator(s) at [CONTACT INFORMATION] to confirm which of these times work best for you.

[OPTION 1]
[OPTION 2]

[SPECIFY ANY MEETING PROCEDURES OR CONDITIONS IF THE STUDENT/EMPLOYEE HAS BEEN SUBJECT TO EMERGENCY REMOVAL.]

[ONLY INCLUDE IF ISSUING A NO CONTACT ORDER BETWEEN THE PARTIES:
No Contact Order

Effective immediately, I am instituting a no contact order that prohibits you and the complainant from having direct or indirect contact with one another. This information will also be provided to the complainant and other appropriate officials as needed. This order is not a determination that Policy 3085 has been violated. If you have questions or concerns about the no contact order, please contact me.]

Advisors
You have the right to an advisor of your choosing, who can be an attorney, to accompany you to all meetings, interviews, and hearings and to assist you in this process. Upon request, a pre-interview meeting between you, your advisor, and the investigator(s) to explain the District process and answer any questions may be arranged by contacting the investigator.

Retaliation
This letter also serves as a reminder that District policy prohibits retaliation, as defined in Procedure 3085p. Retaliation exists when an individual harasses, intimidates, or takes other adverse actions against a person because of that person's participation in an investigation or because of their support of someone involved in an investigation.

The District will impose sanctions on any faculty, student, or staff member found to be engaging in retaliation, and on individuals who encourage third parties to retaliate on their behalf.

If you experience any retaliation, please contact me immediately.

False Statements and/or False Information
Please also be reminded that Procedure 3085p prohibits making false statements and knowingly providing false information in the course of a District grievance process.

To ensure that the investigator(s) can obtain as much accurate and objective information about this matter as possible, please do not suggest to any witness that they distort or align their accounts.

Should it be alleged that you have violated these rules, the District reserves the right to address those allegations inside of this process or to address the allegations as a separate matter pursuant to Procedure 3085P.

Confidentiality
You have the right to discuss this matter with your advisor and others, but the District will conduct this investigation confidentially, meaning that it will only share information as permitted or required by law. The District asks for your discretion in what you choose to share and hopes that you will respect the private and sensitive nature of these allegations. The complainant has been provided with the same information.

Campus Resources

I understand that receiving this notice may result in many questions and potential distress. I encourage you to avail yourself of any of the following resources that you may find helpful as you work to resolve this matter.

Disability Services
If you or another individual needs reasonable accommodations due to a qualifying disability in order to fully and meaningfully participate in this process, please contact the District Office at (208) 879-4231 prior to any meeting or interview in which reasonable accommodations may be needed.

Should you have any questions about the process and/or the interview, please contact your investigator(s) for this matter at [PHONE NUMBER] or [EMAIL ADDRESS].

Sincerely,

[NAME]
Title IX Coordinator
[CONTACT INFORMATION]

Sexual Misconduct Reporting Form for Students **3085f2**

School _____ Date _____

Student's Name_____
(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we will use our best efforts to keep your report confidential.)

Who was responsible for the harassment or incident(s)? _____

_____

Describe the incident(s): _____

_____

_____

Date(s), time(s), and place(s) the incident(s) occurred: _____

_____

_____

Were other individuals involved in the incident(s)? ☐ yes ☐ no

If so, name the individual(s) and explain their roles: _____

_____

_____

_____

Did anyone witness the incident(s)? ☐ yes ☐ no

If so, name the witnesses: _____

_____

_____

Did you take any action in response to the incident? ☐ yes ☐ no

If yes, what action did you take? _____

_____

_____

Were there any prior incidents? ☐ yes ☐ no

If so, describe any prior incidents: _____

_____

_____

Signature of complainant_____

Signatures of parents/legal guardian_____

Foreign Exchange Students 3090

It is the policy of the Board to recognize the benefits from non-immigrant students in the District. The Board does not, however, sponsor student foreign exchange programs. The District does not provide any financial contribution to the student. The Board assumes no responsibility or control over items such as travel, living accommodations, funding, insurance, etc., which remain the responsibility of the sponsor and/or student.

J-1 Visa holders (students sponsored by an approved foreign exchange organization) are eligible to attend either elementary or secondary school. Any sponsoring organization must have a local representative, be a nonprofit organization, and be approved by the Council on Standards for International Education Travel. F-1 visa holders (individual foreign students sponsored by relatives or friends) may not attend the District.

The number of foreign exchange students attending Challis High School at one time shall not exceed 5% of the total high school enrollment. The Board reserves the right to withdraw approval and regulate the number of students participating.

Legal Reference:
20 U.S.C. 221, et seq. Instructions of Citizens from American Republics; Government Maintained Professional Educational Institutions
Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018, 7/2021
Revised on: 9/2018

Foreign Exchange Students – Procedure 3090p

Admission Requirements

I. Foreign exchange students must be 18 years of age or younger at the time of enrollment

II. Foreign exchange students must reside with a legal resident of the District. Limited exceptions may be granted at the discretion of the Board

III. Foreign exchange students must have sufficient knowledge of the English language to enable effective communication and to use instructional materials and textbooks printed in English

a) An English proficiency test of the District's own choosing may be administered and will supersede all other tests
b) If an organization places a student who, upon arrival, is deemed by the District to be deficient in English language proficiency, the organization will do one of the following:
    1) Terminate the student's placement
    2) Provide, and pay for, tutorial help until the student reaches proficiency, as determined by the District

Academic Standards and Graduation

I. Foreign exchange students will be expected to meet all appropriate standards required of any student enrolled in the District
II. Foreign exchange students will be enrolled as a freshman, sophomore or junior regardless of the age of the student and may not enroll as a senior
III. Foreign exchange students will be expected to enroll in the following academic classes while attending Challis High School:

A. One (1) English class
B. One (1) United States history class or one government class
C. Maintain enrollment in at least seven classes

IV. Foreign exchange students are eligible to participate in the High School Activities Program. Guidelines for participation are set by District policy and by the Idaho High School Activities Association, as follows:

A. RECOGNITION - The student must be a participant of an "official Foreign Exchange Program" as defined in the publication from the National Association of Secondary School Principals, entitled, "Advisory List of International Educational Travel and Exchange Programs"

B. GRADUATION - The student cannot have graduated or received a diploma in his/her own country

V. Foreign exchange students are expected to pay all yearbook fees, lab fees, prom tickets, yearbook costs, athletic fees, lunch prices, and all other school incurred expenses that are expected of other students enrolled in the High School

VI. Foreign exchange students must maintain passing grades in all classes, follow rules and regulations of District student policies, and show satisfactory discipline and attendance. Failure to comply with these expectations shall result in dismissal of the student from the District's Foreign Exchange Program.

Procedure History:
Promulgated on: 11/8/04
Reviewed on: 7/2021
Revised on: 9/2018

Programs for At-Risk/Disadvantaged Students 3100

The District will designate one at-risk coordinator to collect and disseminate data regarding dropouts in the District and to coordinate the District's program for students who are at high risk of dropping out of school.

Each school year, the at-risk coordinator will prepare a dropout reduction plan that identifies:

1. the number of District students who dropped out in the preceding regular school term
2. the number of students in grades 1-12 who are at risk of dropping out
3. the District's dropout rate goal for the next school year
4. the dropout reduction programs, resources and strategies to be used during the school year

****The Board will review and approve the plan annually**

At-Risk Students

In determining whether a student is at high risk of dropping out of school, the District will consider the student's academic and attendance performance as well as whether the student is adjudged delinquent; abuses drugs or alcohol; is a student of limited English proficiency; receives compensatory or remedial education; is sexually, physically or psychologically abused; is pregnant or a parent; is an emancipated youth, is a previous drop-out, is a court or agency referral; stops attending school before the end of the school year; is an underachiever; is unmotivated; or exhibits other characteristics that indicate the student is at high risk of dropping out of school.

Programs and District Plan

The District will provide a remedial and support program for any student who is at risk of dropping out of school.

The District will have a plan designed to retain students in a school setting. The District plan will be the responsibility of the Superintendent or the designated at-risk coordinator and will:

1. Emphasize a comprehensive team approach that includes the Superintendent, Principal, parent/guardian, teacher, student, community service provider, business representative, or others
2. Include objectives designed to meet the identified needs of at-risk students and to retain those students in school
3. Be designed to use community resources that are available to serve at-risk youth provide for parental involvement, such as participation in developing student academic plans and training programs for parents; and;
4. Provide for review of individual profiles for at-risk students

The District plan may also:

1. Include alternatives and;
2. Provide for the referral of students who drop out to other programs.

Alternative high school programs conducted during the school year will be conducted off-site or scheduled at a time when school is not in session and shall comply with the State Board of Education Rules Governing Thoroughness (IDAPA 08.02.03.110).

Legal Reference:
IDAPA 08.02.03.110 Alternative Secondary Programs
Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018, 7/2021
Revised on: 9/2018

Student Rights and Responsibilities 3200

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

These rights and responsibilities may be described at greater length in student handbooks. All student handbooks are approved policy of the Board. The complete student handbook for each school is on file at the District administration office and at the respective schools.

Students who violate the provisions of the applicable student handbook will be disciplined in accordance with the District policies.

Cross Reference:
3370 Searches and Seizure
3330 Student Discipline

Legal Reference:
Tinker v. Des Moines Ind. Sch. Dist., 393 U.S. 503 (1969)
Bethel School District v. Fraser, 478 U.S. 675 (1986)
Morse v. Frederick, 551 U.S. 393 (2007)
I.C. 33-205 Denial of school attendance
I.C. § 33-512 District Trustees - Governance of Schools

Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018, 7/2021
Revised on: 9/2018, 1/2020

Uniform Grievance 3210

All individuals should use this grievance procedure if they believe that the Board or its employees or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt an equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance; and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the Principal within 60 days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the Principal shall investigate and attempt to resolve the complaint. If either party is not satisfied with the Principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the Principal's decision. This request must be submitted to the Superintendent within 15 days of the Principal's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the Principal shall turn the complaint over to the Superintendent who shall investigate the complaint. The Superintendent will complete the investigation and file the report within 30 days after receipt of the written grievance. The Superintendent may hire an outside investigator if necessary.

Level 3: Superintendent

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the Principal. The parties shall be afforded the opportunity to either dispute or concur with the Principal's report. The Superintendent shall decide the matter within 10 days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the Principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within 15 days of receiving the Superintendent's decision. The Board is the policy-making body of the school; however, all appeals

to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the appeal alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within 30 days of that meeting. The decision of the Board will be final.

Procedure History:
Promulgated on: 11/8/04
Reviewed on: 9/2018
Revised on: 9/2018, 8/2021

Student Use of Buildings: Equal Access 3220

Non-curriculum related secondary school student organizations may conduct meetings on school premises without intervention on the basis of the religious, political, philosophical or other content of the meeting.

The following criteria must be met:

1. The meeting is voluntary and student-initiated
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees
3. The meeting must occur during non-instructional time on regular school days
4. Employees or agents of the school or government are present only in a non-participatory capacity
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school
6. Non-school persons may not direct, conduct, control, or regularly attend activities

Although the school assumes no sponsorship of these kinds of meetings, all meetings held on school premises must be scheduled and approved by the Principal.

This policy pertains to student meetings. The school has the authority, through its agent or employees, to maintain order and discipline on school premises and to protect the well-being of students and faculty.

Legal Reference:
20 U.S.C. 4071 Equal Access Act Board of Education v. Mergens, 110 S.Ct. 2356 (1990)
Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018
Revised on: 9/2018, 8/2021

Student Clubs: Equal Access 3225

The Board of Trustees regards student clubs and organizations as an important part of the education and development of students.

Definitions

As used in this policy:

1. "School" shall mean any school in the Challis School District
2. "Club" shall mean a sponsored club or a non-sponsored or non-curriculum group of students at the school who wishes to organize and meet to form common goals, objectives, or purposes, but does not include school activities
3. "Sponsored Club" shall mean a club which is directly under the sponsorship, direction, and control of the school
4. "Non-sponsored or non-curriculum club" shall mean a student-initiated club which is not under the sponsorship, direction or control of the school or any student-initiated club that does not directly relate to the body of courses offered by the school
5. "Non-participating capacity" shall mean a person may not promote, lead or participate in any meeting

The school within the District shall provide equal access and a fair opportunity for clubs to organize and to meet on school premises during the times established for such meetings.

Sponsored clubs shall be sponsored by a member of the faculty, staff, or administration of the school. The District shall not sponsor clubs which advocate particular religious or political beliefs or ideas. Any such clubs shall be non-sponsored or non-curriculum and must engage a school employee to monitor their activities while on the premises. The school and the school District shall not be identified or associated with the goals, objectives, activities, beliefs, or opinions of any non-sponsored or non-curriculum clubs or its members. Any club whose activities are deemed by the Principal to be disruptive of the everyday operations of the school will not be allowed to initiate meetings, nor continue to meet on school premises.

Legal Reference:
20 U.S.C. 4071-4074 Equal Access Act
Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018
Revised on: 9/2018, 8/2021

Student Clubs Procedure 3225p

Equal Access Regulations

The following general guidelines will be observed in approving, establishing, and operating student clubs at Challis School District schools.

1. Each proposed club must complete and submit a request form to the principal or designee stating the name, specific purpose of the club, the membership requirements, the activities of the club and meeting dates and times. Each proposed club shall have the student group perform a risk management assessment of the proposed club activities. The principal or designee will forward the request to the School District. The District with board approval shall respond to the request, accept or reject the application, and designate the club as either a sponsored club or non-sponsored or non-curriculum club
2. Student participation in club activities and attendance at club meetings shall be voluntary and shall be limited to those students who are currently enrolled in the School District. All student groups meeting on school premises are required to open membership to all interested and/or eligible students. Clubs shall be allowed to meet on school premises from 7:00 a.m. to 8:00 a.m., during the noon hour, and from 4:30 p.m. to 5:00 p.m. on days when school is in session. The time and place of all club meetings shall be subject to available space, conflicting activities and programs, and the availability of the faculty sponsor or monitor. Students shall be responsible for ensuring the presence of a faculty sponsor or monitor prior to every meeting. Clubs will be allowed to meet on school premises during other times of the day which may be determined by the principal or designee
3. All clubs must comply with provisions of the school's student constitution, if applicable
4. No hazing of students shall be permitted
5. The principal or designee may deny the opportunity of any club to meet on school premises, and may deny permission of any non-school person to meet with or speak to a club on school premises, when there exists a substantial likelihood of material and substantial interference with the orderly conduct of educational activities within the school, or if the meeting or activities in the meeting are, or will be, in violation of any law or ordinance
6. The principal, designee, or student council (if appropriate) may temporarily or permanently terminate the opportunity of any club to meet on school premises in the future if the club has materially or substantially interfered with the orderly conduct of educational activities within the school, if the activities of the club have violated any law or ordinance, or if the club has violated any provision of this policy

For non-sponsored or non-curriculum clubs, the following guidelines will apply:

1. The formation of non-sponsored or non-curriculum clubs shall be student initiated. Non-school persons may not direct, conduct, control or regularly attend activities.
2. Recognition by the Challis School District of a non-sponsored or non-curriculum club is not an endorsement of the aims, policies, or opinions of the student organization or its members.
3. The school or District's name will not be identified with the aims, policies, or opinions of the student organization or its members.
4. Notices of meetings of non-curricular student organizations may be posted only on a designated bulletin board used by all non-school-sponsored organizations. No announcements shall be made over the public address system or in any school-sponsored publications.
5. No funds will be expended by the school for any such meeting beyond the incidental cost associated with providing a meeting place.
6. Every club must have a District employee volunteer as a monitor to the club. The monitor shall be responsible for monitoring the meetings to assure that attendance at the meetings is voluntary, to assure that the meetings do not materially and substantially interfere with the orderly conduct of educational activities within the school, and to assure that order and discipline are maintained. Monitors shall attend the meetings of non-sponsored or non- curriculum clubs that are political or religious in nature in a non-participatory capacity.
7. No school employee shall be compelled to be a monitor of a non-sponsored or non-curriculum club.
8. Club posters or flyers need to have a disclaimer, and poster content and placement shall be approved by the principal or designee.
9. The Challis School District shall not be identified or associated in any way with the goals, objectives, activities, or opinions of any non-sponsored or non-curriculum clubs to raise money.

Legal Reference:
20 U.S.C. 4071-4074 Equal Access Act
Procedure History:
Promulgated on: 11/8/04
Reviewed on: 9/2018
Revised on: 9/2018, 8/2021, 5/2022

Student Government 3230

The Board encourages the function of student councils in the District's elementary and secondary schools. Student councils shall assist in improving the general welfare of all students and give students the opportunity to participate in the orderly workings of the democratic process.

Student councils shall not have authority to make policies or procedures for the District or the school. However, they may make recommendations to the administration on any topic of student concern.

Eligibility rules for candidates and rules for conducting campaigns and elections should be published, widely announced and uniformly enforced.

Legal Reference:
I.C. 33-506(1) Organization and Government of Board of Trustees
Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018
Revised on: 9/2018, 8/2021

Student Publications 3240

Journalistic experience in a school setting should be calculated to develop the background of skills and understanding which will equip a student for the responsibilities of the free press in our society. Students must recognize, however, that a school- sponsored newspaper is unique and different from other newspapers in at least four ways.

1. It is an instructive tool in addition to a means of student self-expression
2. It is read not just by the intended audience of fellow students, but by parents and many citizens outside the school
3. It is partially supported by tax funds
4. It is an influence on the public relations of the entire District since its content is read by many not simply as expressions of individual students, but as expressions representative of the entire student body and approved by the administration

The concept of "freedom of the press" under the First Amendment has application with regard to school-sponsored publications. However, the United States Supreme Court has established that school districts may exercise editorial control over the style and content of school-sponsored newspapers without violating the First Amendment. All school-sponsored publications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The District recognizes that there are valid and necessary reasons to exercise such prepublication editorial control and to impose reasonable restrictions on student speech in school-sponsored publications. Thus, the following guidelines apply to all school-sponsored student publications.

1. School-sponsored publications are those publications, including, but not limited to, school newspapers, yearbooks, and athletic programs, which may fairly be characterized as part of the District's curriculum, whether or not they occur in a traditional classroom setting. Generally, they include student publications which are supervised by a faculty member and are designed to impart particular knowledge or skills to student participants and audiences. However, they also may include publications which students, parents, and members of the public reasonably perceive to be sponsored or approved by the District. The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media
2. The District will not restrict student freedom of expression when such expression is within the rules of responsible journalism and is consistent with the four factors outlined above. The principal of each school shall meet with the publication advisor, student editors, and student writers to establish guidelines for achieving a maximum of student freedom of expression subject to the limitations set forth in this policy
3. All publications must be reviewed and approved by the building principal prior to

distribution. The building principal shall have the authority to determine the appropriateness of any particular item for publication. In exercising such authority, material will not be considered suitable for publication that is ungrammatical, inadequately researched, obscene, defamatory, advocates racial or religious prejudice, invades the privacy rights of others, is unsuitable for the audiences for which the publication is intended, contributes to the disruption or interruption of the educational process or the operation of the school, or otherwise is contrary to District policy or applicable federal or State law. The school principal may also exclude material that may serve to associate the District with any position other than neutrality on matters of political controversy

4. The principal at the secondary school shall have the authority to determine whether advertising will be accepted for inclusion in school-sponsored student publications. The District has an important interest in avoiding the impression that it has endorsed a viewpoint at variance with its educational mission. Consequently, if advertising is accepted, each school principal shall have authority to exclude certain categories of advertising. For example, drug, drug paraphernalia, or alcoholic beverage advertisements or any other advertisements that may be viewed as encouraging action that might endanger the health and welfare of students may be excluded. Similarly, advertisements which are factually inaccurate, defamatory, obscene, advocate racial or religious prejudice, contain either explicit or implicit sexual content or overtones, or are of poor production quality may be excluded. The school principal may also exclude advertising that may serve to associate the District with any position other than neutrality on matters of political controversy
5. In the event that the building principal determines that material is not suitable for publication, students may appeal such decision to the Superintendent or designee. The decision of the Superintendent or designee will be final
6. Copies of each issue of the student publication shall be sent to the Superintendent and each member of the Board of Trustees

Legal Reference:
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Policy History:
Adopted on: 11/8/04
Reviewed on: 9/2018
Revised on: 1/14/08, 9/2018, 8/2021

Distribution and Posting of Materials 3250

The distribution of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and the clerical staff.

It is the District's policy to limit the distribution of materials to parent and student organizations sponsored by the District or other governmental agencies. Materials that provide information valued or needed by the District may also be distributed.

Students should not be used to distribute partisan materials or information pertaining to a school or general election, budget or bond issue, or negotiations. Students should not be exploited for the benefit of any individual, group, or profit-making organization.

No staff member may distribute any materials on school property without prior approval of the Superintendent. All notices and notes sent home with students concerning school activities, programs, schedule changes, organizations, charges for equipment and materials, etc., shall be cleared with the building principal before being sent. All materials distributed will clearly indicate their source. Non-school-related materials will be plainly labeled, including a disclaimer that the activity is "not a school-sponsored activity."

All organizations must have the approval of the Superintendent before materials may be distributed. The Superintendent will use the guidelines listed above in the approval of the distribution of the materials.

In order to facilitate the distribution of materials with information about student activities offered in the community, each school will do the following:

1. Maintain a centrally located bulletin board for the posting of bulletins
2. Maintain a table where flyers and other information can be made available to students
3. Include announcements for student related activities in newsletters that go home with students. The announcements must be submitted one week prior to the newsletter in which the announcement is to go home, must advertise a youth-oriented activity, and must be of non-religious, non-political nature

It is the intent to post all notices and place flyers on the distribution table except those that are viewed by the principal as likely to be disruptive, libelous, or obscene.

Cross Reference:
3430 Distribution of Fund Drive Literature Through Students
4240 Distribution of Fund Drive Literature Through Students
Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018
Revised on: 1/14/08, 9/2018, 8/2021

Student Dress 3255

One of the fundamental purposes of school is to provide the foundation for the creation and development of a proper attitude toward education. In order to further this purpose, it is essential to create and maintain an effective teaching and learning environment. Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment, or it can disrupt the educational climate and process. Student attire that is acceptable for some social settings is not acceptable for the educational environment of school.

Students are reminded that their appearance, clothing, and grooming significantly affects the way others respond to them. Matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians. Nevertheless, since it is the duty of the Board of Trustees to provide an educational atmosphere conducive to learning, minimizing disruptions or distractions, and to protect the health, safety, and morals of students all students will adhere to the following certain minimum standards of dress when the student is on any school premises or at any school sponsored activity, regardless of location.

In general, students are not to wear or carry items of apparel (clothing, accessories, cosmetics, tattoos, jewelry—including body piercing) which depict or allude to, by picture, symbol or word, drugs, including alcohol and tobacco, controlled substances, drug paraphernalia, gangs, violence, sexually explicit, lewd, indecent or offensive material, or illegal acts. The wearing, using, or display of any gang clothing or attire (based upon the principal reasonable belief that gangs may be present in a school) jewelry, emblem, badge, symbol, sign, codes or other things which evidence membership or affiliation in any gang is prohibited on any school premises or at any school sponsored activity, regardless of location.

Students may wear hats and other head coverings provided they don't cover the student's face. Hats that interfere with the student's line of sight or any other person's line of sight are not permitted. Acceptable hats are baseball caps or beanies. An exception to this rule may be made as described above to accommodate medical, cultural, religious, or other attire.

Unless the principal indicates otherwise, students will wear footwear at all times.

The Board of Trustees urges parents and students to exercise sound judgment, based upon the standard of appropriateness for the school setting. Clothing is to be clean and in good repair. Clothing exposing bare midriffs, or shorts and skirts that do not extend at least to the student's mid-thigh, will not be allowed. The Superintendent is hereby authorized to promulgate regulations consistent with the provisions of this policy.

Additional dress code requirements are outlined in the:
Challis Jr./Sr. High School Handbook
Challis Elementary Handbook
Stanley School Handbook

Interpretation and Implementation of Policy

The building principal shall use reasonable discretion in interpreting and implementing the provisions of this policy. If a conflict arises in the interpretation of this policy, the interpretation of the building principal shall be final. Principals, administrators and teachers shall use reasonable discretion in enforcing this policy.

Enforcement

Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Parents or guardians will be notified each time a student is asked to leave school because of inappropriate attire. Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

Temporary Exceptions

In order to allow appropriate attire for a particular educational or school activity, the building principal has the authority to grant temporary exceptions to specific provisions of this policy and related regulations. An example of such an exception might be where a specially scheduled school event required a group of students to dress unusually on a particular day.

Accommodations

The District will seek to accommodate cultural, religious, and ethnic differences in dress and grooming, provided such dress or grooming does not materially or substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, or others. No student shall be required to modify their natural head or facial hair, such as by shaving or straightening through the application of heat or chemicals.

Cross Reference:
3310 Gangs and Gang Activity
Legal Reference:
I.C. 33-506 Organization and Government of Board of Trustees
I.C. 33-512(6) Governance of Schools
Other References
ISBA Policy Services https://www.idsba.org/member-services/policy/
Policy History:
Adopted On: 11/8/04
Reviewed on: 8/2021
Revised on: 11/12/12, 9/2018, 8/2026

Student-Owned Electronic Communications Devices 3265

Student-Owned Electronic Communications Devices

The Board adopts this policy to place controls on the use of student-owned electronic devices at school. There has been a rising concern that spending too much time on social media or using cell phones may be detrimental to students' physical and mental health. The Board's priority is that all students are engaged in learning without distraction. Students use of electronic communication devices during school hours in school buildings and on school grounds should be limited as possible.

By placing limits on the permissible use of such electronic devices, the Board intends to:

1. Adopt policy in alignment with State Department of Education guidance on cell phones.
2. Promote student safety.
3. Support staff in maintaining an environment that encourages learning.
4. Reduce distractions in the learning environment.
5. Improve academic focus.
6. Promote responsible technology use.
7. Prevent cyberbullying.
8. Mitigate the privacy concerns posed by personal electronic devices.

Definitions

For the purpose of this policy, the following definitions will apply:

Device: All personal electronic communication devices including, but not limited to, the following personal devices and accessories used for communication and entertainment: cell phones, smartphones, smartwatches, (any other smart device), earbuds, headphones, video recording devices, personal digital assistants (PDA), iPods, iPads, laptop computers, tablet computers and other similar devices.

School Day: From the official school start time to the end of the day school dismissal or when students enter the building, whichever comes first, including class periods, passing periods, free periods, lunch periods, recess, and assemblies.

Restrictions on Time and Location of Use

Students are prohibited from using cell phones in the following times and places:

1. During class time.
2. In bathrooms, locker rooms, or changing rooms.

Students are permitted to use cell phones in the following times and places:

1. After the school day.
2. At school activities outside of school hours.
3. During lunch at select schools.

To be clear, students may use district-issued devices (i.e. Chromebooks) during the school day.

Any use of an electronic device required by a student's 504 Plan, Individualized Education Plan (IEP) or medical plan shall be permitted regardless of whether it would otherwise violate this policy.

If a student's parent/guardian or their designee needs to contact a student in the case of an emergency at a time when student cell phone use is not permitted, the parent/guardian or designee

should call the school office.

Containment of Devices
Each school's handbook will determine where students (other than on their person) shall keep devices during the school day, such as in a separate backpack, bag, locker, cubby, etc.

The Superintendent may set further procedures and schools may set additional rules to ensure this policy is followed. The District may also make use of technology-based approaches, such as monitoring or blocking internet access.

Responsibility
Students are responsible for safeguarding devices they bring to school. The District shall not be responsible for loss, theft, damages, or destruction of student owned devices brought onto school property.

Use of Devices
Any use of personal electronic devices at school or at school events shall comply with Procedure *3270p Acceptable Use of Electronic Networks*. Student-owned electronic devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.

Access to the devices is a privilege and not a right. Each student will be required to follow the Acceptable Use of Electronic Networks Policy and the Internet Access Conduct Agreement.

Students may only access the internet through the filtered District connection, regardless of whether they are using their personal device or a District-issued device. District staff will not provide software or technical assistance for student-owned devices.

Because power cords stretched out in classrooms become a safety issue both for the students and devices, charging the device in any classroom, hallway, or any other location that may be a safety concern will not be allowed.

The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms, and classrooms unless a certified District employee authorizes the student to do otherwise. Where students are allowed to use electronic devices, they are required to obtain permission before taking a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or other internet site.

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on any student assessment, project, or assignment shall be subject to discipline.

Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

Disciplinary Action
Students violating the provisions of this policy are subject to disciplinary action:

1. First confiscation will result in the device being put in the office until the end of the day when the student can pick it up.

2. Any additional confiscation will result in the parent/guardian picking up the device in the office between 4:10-4:45.
3. Other possible actions by administration: losing the privilege of bringing the device onto school property and/or detention.

Violation of this policy may also result in suspension or expulsion, as described in Policy 3340 Corrective Actions and Punishment, if appropriate.

Implementation & Review of Policy

The Board directs the Superintendent or their designee to inform staff, students, and parents/guardians about this policy and how it will be implemented. The District shall make this policy publicly available on its website and shall include a link to this policy in a prominent location on the website.

The Board also directs the Superintendent or their designee to develop practices that reinforce the importance of and ways of addressing:

1. Digital literacy lessons.
2. The effects of cyberbullying.
3. Privacy concerns.
4. Online disinformation.

The Superintendent shall report to the Board each year about the effectiveness of this policy and shall recommend changes to it as needed.

Cross References:
3270P Acceptable Use of Electronic Networks
3340 & 3340P Corrective Actions and Punishment
Legal References:
Executive Order 2024-11 Phone Free Learning Act
I.C. 33-1025 Wireless Technology Standards
I.C. 33-132 Local School Boards – Internet Use Policy Required
I.C. 33-6801 Definitions
I.C. 33-6802 Distraction-Free Learning
Other References:
Policy Checklist for LEAs, Idaho Department of Education, https://sde.idaho.gov/topics/cell-phone-policy

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Revised on: 11/12/12, 9/2018, 8/2021, 12/2024, 7/2025, 7/2026

District-Provided Access To Electronic Information, Services, & Networks 3270

General

Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including the internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for the District to be able to continue to make its computer network and Internet access available, all users, including students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior online. The same general rules for behavior apply to students' use of District-provided computer systems. Students must understand that one student's misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and internet access, they must have student cooperation in exercising and promoting responsible use of this access and students must be held responsible and accountable for their own conduct.

Curriculum

In accordance with this policy and the Board's philosophy to ensure the safety of all students, the District shall provide an appropriate planned instructional component for internet safety which shall be integrated into the District's regular instructional program. In compliance with the Children's Internet Protection Act this instruction will include information on the safe use of social networking sites, instant messaging, the characteristics of cyber-bullying and recommended responses.
The use of the District's electronic networks shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff may, consistent with the District's educational goals, use the internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Internet Safety

Each District computer with internet access shall have a filtering device as described in Procedure 3270p.
The District shall require that any vendor, person, or entity providing digital or online library resources to the District for use by students verify they have policies and technology protection measures:

1. Prohibiting and preventing users from sending, receiving, viewing, or downloading materials that are deemed to be harmful to minors, as defined by section 18-1514, Idaho Code; and
2. Filtering or blocking access to obscene materials, materials harmful to minors, and materials that depict the sexual exploitation of a minor, as defined in chapter 15, title 18, Idaho Code.

The District will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing material that is inappropriate or harmful to minors, as defined in section 18-1514 Idaho Code or as defined in 47 USC Section 254.

Filtering should also be used in conjunction with:

1. Educating students on appropriate online behavior.
2. Requiring students review and sign Form 3270f Internet Access Conduct Agreement.

4. Using behavior management practices for which internet access privileges can be earned or lost.
5. Appropriate supervision, either in person and/or electronically

The system administrator and/or building principal shall monitor student internet access.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

Review of filtering technology and software shall be done on a periodic basis and is the responsibility of the District Technology Coordinator. It shall be the responsibility of the District Technology Coordinator to bring to the Superintendent or designee any suggested modification of the filtering system and to address and assure that the filtering system meets the standards of Idaho Code 18-1514 and any other applicable provisions of Chapter 15, Title 18, Idaho Code.

Internet Access Conduct Agreements

Each student and their parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or internet Service.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the internet. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. The District will not be responsible for any unauthorized charges or fees resulting from access to the internet, and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user and attorney fees. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the District in the event the school initiates an investigation of a user's use of their access to its computer network and the internet.

Violations

If any user violates this policy, the student's access to the District's internet system and computers will be denied, if not already provided, or withdrawn and they may be subject to additional disciplinary action. The system administrator and/or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with their decision being final. Actions which violate local, state, or federal law may be referred to the local law enforcement agency.

If the actions of the individual are also in violation of other District discipline policies, said student shall be subject to additional possible disciplinary action based upon these policies.

Internet Safety Coordinator

The Superintendent shall serve, or appoint someone to serve, as "Internet Safety Coordinator" with

responsibility and authority for ensuring compliance with the requirements of federal law, State law, and this policy. The Internet Safety Coordinator shall develop and maintain administrative procedures to enforce the provisions of this policy and coordinate with the appropriate District personnel regarding the internet safety component of the District's curriculum. The Internet Safety Coordinator shall handle any complaints about the enforcement of this policy or refer them to other appropriate personnel depending on the nature of the complaint. The Internet Safety Coordinator shall maintain documentation evidencing that instruction by school personnel on internet safety are occurring District wide.

Public Notification

The Internet Safety Coordinator shall inform the public via the main District webpage of the District's procedures regarding enforcement of this policy and make them available for review at the District office.

Submission to State Department of Education

This policy shall be filed with the State Superintendent of Public Instruction every five years after initial submission and subsequent to any edit to this policy thereafter.

Cross Reference:
2335 Digital Citizenship and Safety Education
3330 Student Discipline

Legal Reference:
20 U.S.C. 9134(f) State Plans - Internet Safety
20 U.S.C. 7131 Internet Safety
I.C. 18-1514(6) Obscene Materials – Definitions
IC § 18-6726 TikTok Use by State Employees on a State-Issued Device Prohibited
I.C. 33-132 Local school boards- internet use policy
I.C. § 33-137 Digital and Online Library Resources for K-12 Students
Idaho Executive Order 2022-06

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Acceptable Use of Electronic Networks - Procedure 3270p

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **Failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

The District provides students with an electronic network to support education and research and for the conduct of school business. Student personal use of computers that is consistent with the District's educational mission may be permitted during class when authorized by a student's teacher or appropriate administrator. Personal use of District computers and networks outside of class is permissible but must comply with District policy. Use is a privilege, not a right. Students have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage, including email and other messages.

1. Privileges - The use of the District's electronic networks is a privilege, not a right, and inappropriate use of the District's electronic networks may result in cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. An appeal of such decisions may be made to the Superintendent within seven days. Their decision is final.

2. Unacceptable Uses - The user is responsible for their actions and activities involving the network. Some examples of unacceptable uses are the following:
    A. Using the network for any illegal activity, including violation of copyright or of contracts, or transmitting any material in violation of any U.S. or State law.
    B. Accessing sites which allow or promote online gambling.
    C. Accessing information pertaining to the manufacture of weapons or the promotion of illegal weapons.
    D. Downloading the TikTok app or visiting the TikTok website.
    E. Uses that cause harm to others or damage property.
    F. Unauthorized downloading, installation or copying of software, regardless of whether it is copyrighted or checked for de-viruses.
    G. Downloading copyrighted material or trade secret information.
    H. Viewing, transmitting, or downloading pornographic materials, materials harmful to minors, or other sexually explicit materials.
    I. Using the network for private financial or commercial activities.
    J. Wastefully using resources, such as file space or a printer.
    K. Hacking, attempting to bypass security systems, or gaining unauthorized access to files, resources, or entities.
    L. Uploading a worm, virus, or other harmful form of programming and other uses that jeopardize the security of the network.
    M. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone.
    N. Using another user's account or password or some other user identifier that misleads message recipients into believing that someone other than you is communicating;
    O. Posting material authored or created by another person, or pictures of another person,

or another person's private information or messages without their consent.

P. Posting anonymous messages or messages using a name other than one's own.
Q. Using the network for commercial or private advertising.
R. Uses that are commercial transactions.
S. Accessing, submitting, posting, publishing, sending, or displaying any inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
T. Accessing sites which promote violence or depict or describe graphic violence. This includes promotion of self-harm.
U. Accessing sites which advocate discrimination, or which promote intolerance.
V. Uses amounting to harassment, sexual harassment, bullying, or cyber-bullying.
W. Uses that cause harm to others or damage their property, person, or reputation, including but not limited to engaging in defamation.
X. Using the network while access privileges are suspended or revoked.
Y. Promotion of political, personal, or religious causes in a way that presents such opinions as the view of the District.
Z. Disclosing identifying personal information or arranging to meet persons met on the internet or by electronic communications.
AA. Students are prohibited from using email unless authorized to do so by District staff. Students are prohibited from joining chat rooms or using school equipment or school systems for any such activity unless it is a teacher-sponsored activity.

3. Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
   A. Be polite. Do not become abusive in messages to others.
   B. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
   C. Do not reveal personal information (including the addresses or telephone numbers) of students or staff.
   D. Recognize that District email is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
   E. Do not use the network in any way that would disrupt its use by other users.

4. Security - Network security is a high priority. If the user can identify a security problem with the District's electronic devices or services, the user must notify the system administrator, Internet Safety Coordinator, or building principal. The user shall not demonstrate the problem to other users. Users shall keep their account and password confidential. Users shall not use another individual's account. Attempts to log on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

5. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges.
6. Copyright Web Publishing Rules - Copyright law and District policy prohibit the republishing of text or graphics found on the internet or on District websites or file servers, without explicit written permission.
   A. For each republication on a website or file server of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the

notice should also include the website address of the original source.

B. Students and staff engaged in producing website pages must provide library media specialists with email or hard copy permissions before the website pages are published. Evidence of the status of "public domain" documents must be provided.
C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the website displaying the material is not necessarily authorized to act as source of permission.
D. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
E. Student work may only be published if there is written permission from both the parent/guardian and the student.
F. Violation of the copyright web publishing rules may result in denial of access to the network.

7. Use of email
   A. The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities and as an education tool.
   B. Email could be subject to public records requests and disclosures depending upon the subject matter of the contents of the email.
   C. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
   D. Each person should use the same degree of care in drafting an electronic mail message that would be put into a written memo or document. Nothing should be transmitted in an email that would be inappropriate in a letter or memorandum.
   E. Email sent from a District account carry with them an identification of the user's internet "domain." This domain name identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all email transmitted to external recipients.
   F. Any message received from an unknown sender should treated with caution and handled as directed by the system administrator. Downloading any file attached to any electronic based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
   G. Use of the District's email system constitutes consent to these regulations.

<u>Internet Safety</u>

1. Staff members shall supervise students while students are using District internet access at school, to ensure that the students abide by the Terms and Conditions for Internet Access, as contained in these procedures.

2. Each District computer with internet access shall be equipped with a filtering device that blocks materials that are obscene, pornographic, or harmful or inappropriate for students as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. Students must use the District's filtered network for all online activities on school grounds or using District equipment.

3. The system administrator and/or building principals shall monitor student Internet access.

Student Use of Social Media

Students will be held accountable for the content of the communications that they post on social media locations and are responsible for complying with District policy and procedures for content posted using a District computer, network, or software or when posted during school hours when the student is in attendance at school. Student posts on social media locations outside of school hours and school grounds using a personal computer, network, and software shall be private as long as they do not enter into the educational setting and interfere with the orderly operation of the school. Posts to social network sites using a District computer, network, or software may be subject to public records requests. Students may not disrupt the learning atmosphere, educational programs, school activities, or the rights of others.

All of the requirements and prohibitions in District policy and procedure apply to the use of social media on school grounds, through the District network or using District equipment, or as part of a class assignment.

Legal Reference:
Children's Internet Protection Act, P.L. 106-55420 U.S.C. 6801, et seq. 47 U.S.C. 254(h) and (l)
Procedure History:
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Revised: 9/2018, 7/2020, 8/2021, 8/2023

Internet Access Conduct Agreement 3270f

The following will be included in Student Handbooks, as will a summary of Policy 3270 and 3270P. The student and parent signature accepting the Handbook will therefore apply:

Each student must abide by the terms of the Challis School District's policy regarding District-provided Access to Electronic Information, Services, and Networks (Policy 3270 and Procedure 3270P). Any violation or misuse of access to the District's computer network and/or the Internet may cause access privileges to be revoked and school disciplinary action to be taken.

Parent or Legal Guardian verifies that, through signature accepting this Student Handbook:
understands that access is being provided to the students for educational purposes only;

1. Understands that it is impossible for the school to restrict access to all offensive and controversial materials.
2. Agrees to indemnify and hold harmless the District, Trustees, Administrators, teachers and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from use of access to such networks or violation of the District's policy;
3. Accepts full responsibility for supervision of the child's use of the access account if and when such access is not in the school setting.
4. Hereby given permission to use the building-approved account to access the District's computer network and the Internet.

Procedure History:
Promulgated on: 11/8/04
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Revised: 10/11/05, 9/2018

District Provided Mobile Computing Devices 3275

Challis Joint School District is committed to providing a safe, rigorous, and engaging learning environment that prepares all students to be career and college ready. Accessing and using technological resources is one of the cornerstones of a 21st Century education. This document describes the rules for acceptable use of District-issued mobile computing devices on and off District premises. Using these resources responsibly will promote educational excellence by facilitating resource sharing, fostering creativity, and promoting communication in a safe, secure environment for all users.

Distributing Mobile Computing Devices

Before they are issued a mobile computing device, each student must submit an executed Student Agreement for Mobile Computing Device Use and a copy of the Internet Access Conduct Agreement. Each form must be signed by the student and by their parent or guardian if they are less than 18 years of age.

The District will provide parent orientations upon request on the mobile computing device program.

Parents or guardians of students are encouraged to be involved in student learning through technology. However, use of school-issued technology outside of this purpose, such as for personal gain or activities unrelated to student learning, is prohibited. Both parent and student use of the District's device, network, and/or software may be subject to a public records request depending upon the content of the document or communication, including email.

Students may take the devices out of Idaho at the discretion of the building principal. The District directs the Superintendent to establish procedures for students to request permission to take the device with them.

At the end of the school year, the school will collect all devices from students. At the school's discretion, students may be issued devices to support summer school programs.

The Superintendent shall establish procedures for the maintenance of records regarding the devices, including tracking device inventory and which device is issued to which student.

Care and Safety

Students are responsible for the general care of the device they have been issued by the District and are expected to observe the following precautions:

- No food or drink is allowed next to a device while it is in use.
- Insert and remove cords, cables, and removable storage devices carefully.
- Shut down the device when not in use to conserve battery life.
- Stickers, drawings, or permanent markers may not be used on the device.
- Do not vandalize the devices or any other school property.
- Devices must never be left in any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day.
- Do not place anything near the device that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Devices should not be stored in a student's vehicle, or any place else subject to extreme temperatures.
- Other precautions suggested by the manufacturer.

The Superintendent will designate an individual or office at the school level where the devices must be taken if they break or fail to work properly.

Use at School

Devices are intended for use at school each day. Students are responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher. Devices must be brought to school each day in a fully charged condition. Power cords must stay with the device at all times. Repeated failures to comply with these requirements will result in disciplinary action.

If students leave their device at home, they may phone parents/guardians to bring them to school. Students without a device will use a computer in the classroom or a device from the lending pool depending upon availability at the administrator's discretion. This includes students whose devices are undergoing repair.

Sound must be muted, or headsets must be used at all times unless the teacher directs otherwise.

Students may use printers in classrooms, the library, and computer labs with a teachers' permission during class or breaks. All printing should be limited to educational purposes.

Personalizing Mobile Computing Devices

1:1 Devices

While at no time does the device become the personal property of students or staff; students may place individualized items on the device, which are limited to music, pictures, and other items that do not hinder the network or device functionality.

Students may be permitted to select their own screen savers and backgrounds provided they are appropriate. Screensavers, backgrounds, or other pictures containing guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures, the student's password or other items deemed inappropriate by the administration will result in disciplinary actions.

Students may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.

Should students or parents/guardians place personalized items on the device such items may be accessed or viewed by District staff at any time, for any reason, including randomly selected device reviews. No content placed on District provided devices is privileged or confidential.

Software

The software originally installed by the District must remain on the device in usable condition and be easily accessible at all times.

From time to time the school may add or update software applications. The licenses for this software sometimes require that the software be deleted from devices at the completion of a course. Periodic reviews of devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

Students shall refrain from downloading the TikTok app onto any District issued device. If TikTok has already been downloaded onto a device issued to a student, the student shall delete the app or seek assistance from District technology personnel in deleting it.

Inspection and Filtering

Filtering software will be used to prevent access to material considered inappropriate or harmful to minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

Students may be selected at random or for cause to provide their device for inspection. If technical difficulties occur or unauthorized software or any other violation of District policy is discovered, all files and the hard drive may be reformatted. Only authorized software will be installed. The District does not accept responsibility for the loss of any software or other materials deleted due to a reformat and reimage.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District will cooperate fully with local, State, or federal officials in any investigation concerning or relating to violations of law.

Remote Access of Devices

Devices may be equipped with the ability to be accessed remotely in the case of technical problems requiring remote assistance, missing or stolen devices, or other for any other appropriate District purpose. A student does not need to be asked for permission prior to remote software maintenance.

Acceptable Use

Access to the devices is a privilege and not a right. Each employee, student and/or parent will be required to follow the Internet Access Conduct Agreement and the Acceptable Use of Electronic Networks Policy. Violation of these policies, whether by the student or another party, while the device is in student custody may result in disciplinary action for the student, possible revocation of device privileges and/or contacting law enforcement authorities.

Protecting and Storing Devices

Students are expected to password protect their devices and shall keep their password confidential.

When students are not using their devices, the devices should be stored in their lockers. Students are encouraged to take their devices home every day after school.

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated by staff and taken to the building principal's office. Disciplinary action may be taken for leaving a device in an unsupervised location.

Repair of Devices

Students are to report all device problems to district technology personnel/the building principal.

The Superintendent will issue a document clarifying student or parent responsibility for lost and damaged devices when the details of the District's insurance policy are known.

Cross Reference:

3270F Internet Access Conduct Agreement

3270P Acceptable Use of Electronic Networks

Legal Reference:

Pub. L. 106-554 Children's Internet Protection Act (CIPA)
47 U.S.C. § 254(h) Telecommunications Services for Certain Providers
47 U.S.C. § 254(l) Internet Safety Policy Requirement for Schools and Libraries
IC § 18-6726 TikTok Use by State Employees on a State-Issued Device Prohibited
Idaho Executive Order 2022-06

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Students Allowed to Take Devices Home **3275f**

MOBILE COMPUTING DEVICE AGREEMENT

This Agreement is valid for the 2026-2027 school year only.

Every student, regardless of age, must read and sign below:
I have read, understand, and agree to abide by the terms of the Challis District's policies regarding District-provided mobile computing devices (Policy No. 3275). Should any violation or misuse of the device occur while it is in my custody, I understand and agree that I may lose access to the device, or may lose the privilege of taking it home, and will forfeit any fees paid for use of the device, regardless of whether the misuse was committed by me or another person.
I accept full responsibility for the safe and secure handling of the device for this school year. I accept full responsibility for the proper use and safeguarding of the device under all applicable policies. I understand that it is my responsibility to immediately report any damage, theft, or problems with the device to a teacher or administrator.

User's Name (Print)_____ Cell Phone: _____

User's Signature: _____ Date: _____

Address: _____

Status: ____ I am 18 or older _____ I am under 18

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian: If the applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.
As the parent/guardian of the above student, I understand my child's responsibility in the use and care of the device and my financial responsibility in the event my student loses the device or is found to be the cause of deliberate or negligent damage to it. I understand that if he or she is found to be responsible for deliberate or negligent damage or for the loss of the device, I will be financially responsible for reasonable repair/replacement cost.
I have read the District Policy No. 3275 and explained it to my child. I understand that if any violation or misuse of the device occurs while it is in my child's custody, his or her access privileges to the internet or use of a mobile computing device can be suspended or terminated, that he or she will forfeit any fees paid for use of the device, and that he or she may face other disciplinary measures, regardless of whether the misuse was committed by him or her or by another person.
School Issued Responsibilities: Device, Power Cord, Sleeve

I also understand that I will be responsible for monitoring my student's use of the device outside the school setting.
Parent/Legal Guardian (Print): _____
Signature: _____
Home Phone: _____
Address: _____
Date: _____

Equal Education, Nondiscrimination and Sex Equity 3280

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, gender identity, sex, ethnicity, sexual orientation, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child. Any student may file a discrimination grievance using the procedure that follows this policy.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination should be directed to the District Title IX Coordinator. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure 4120f.

In compliance with federal regulations, the District will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator and will be carried in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability in violation of State and federal law.

Cross References:
4175 Required Annual Notices
Legal Reference:
I.C. 67-5909 Acts Prohibited
20 U.S.C. 1681, et seq. Title IX of the Educational Amendments
29 U.S.C. 794 Non-Discrimination Under Federal Grants and Programs Act
42 U.S.C. 6103 Age Discrimination Act
42 U.S.C. 12134 Americans with Disabilities Act
Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018, 9/2022
Revised on: 9/2018, 7/2020, 10/2021

Relationship Abuse and Sexual Assault Prevention and Response 3285

The Board endeavors to take steps to prevent and respond to known instances of relationship abuse and sexual assault. Such conduct by students or third parties is strictly prohibited and shall not be tolerated on District premises, or at any District sponsored activity, regardless of location including, but not be limited to buildings, facilities, and grounds on the District campus, school buses, District parking areas, and the location of any District sponsored activity. This includes instances in which the conduct occurs off the District premises but impacts a District related activity.

Relationship abuse includes the intentional use of physical, sexual, verbal, or emotional abuse or violence by a person to harm, threaten, intimidate, or control another person in a current or past dating relationship. Sexual assault includes sexual violence, sexual abuse, sexual stalking, and rape.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Students or third parties may also be referred to law enforcement officials. Should the District or any of its' employees have reason to believe that a child under 18 years of age has been abused, abandoned, or neglected or has been subjected to conditions which would reasonably result in abuse, abandonment, or neglect, the school shall follow appropriate reporting requirements pursuant to the Child Protective Act. Employees shall also report the incident to the District's Title IX coordinator or deputies, as described in Policy 3085.

The Superintendent is hereby directed to develop administrative procedures to implement this policy in the cases of actions which violate this policy but are not within the scope of sexual harassment as defined in Procedure 3085p. Procedures shall include descriptions of prohibited conduct, the definition of abuse pursuant to the Child Protective Act, reporting and investigative procedures, prevention and response procedures, and provisions to ensure notice of this policy is provided to students.

The Board shall review this policy annually.

Addressing Sexual Assault Outside the Scope of Policy 3085 and Procedure 3085p

Any person wishing to report an instance of sexual assault may do so in accordance with Policy 3085.

If the Title IX Coordinator determines the instance of sexual assault does not fall within the scope of Procedure 3085p to address, it may be addressed through this policy. The District shall maintain the confidentiality of the student, as far as possible, and may notify the student of what information may need to be disclosed in the course of the investigation, to whom, and why. The District shall take steps to prevent retaliation against a student who files a complaint regarding sexual assault. The District shall immediately act to remediate the situation, without waiting for the completion of the investigation, and shall notify the student of any services available to assist them.

Such remediation during or following an investigation may include:

1. Providing an effective escort to ensure the complainant can move safely between classes and activities.
2. Ensuring that the complainant and the perpetrator or alleged perpetrator do not share classes, extracurricular activities, or a school.
3. Provision of victim services such as medical, counseling, and academic support services.

4. Arranging for the complainant to have extra time to complete or retake a class without academic penalty.
5. Disciplinary action against the perpetrator.
6. Counseling for the perpetrator.
7. Conducting training with a group of students if, for example, the sexual violence created a hostile environment within a particular grade level or on a sports team.
8. Ensuring the school has access to a counselor trained to assist victims of sexual violence.
9. Training employees on how to handle reports of sexual violence.
10. Informing students about the problem of sexual violence and how to seek assistance.
11. Conducting bystander intervention and sexual assault prevention programs with students.
12. Issuing official statements that the District will not tolerate and will respond to any incidents of sexual violence.
13. Assessing the school climate to determine whether the campus is free of sexual violence and determining what steps should be taken to address any problems.

Following the investigation, to the extent possible and not in violation of any applicable law, the complainant shall be notified of the outcome of the complaint, including whether the investigation determined that the alleged conduct occurred, remedies being offered to the complainant, any sanctions imposed on the perpetrator that directly relate to the complainant, and any other steps taken to eliminate the hostile environment or prevent recurrence.

Cross Reference:
3085 Sexual Harassment, Discrimination and Retaliation Policy
3085p Title IX Sexual Harassment Grievance Procedure, Requirements and Definitions

Legal References:
I.C. 16-1601 et seq. Child Protective Act
I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline

Policy History:
Adopted on:
Reviewed on: 9/2018, 10/2021, 1/2024, 1/2025, 2/2026
Revised on: 9/2018, 11/2019, 1/2020, 11/2020

Sexual Harassment/Intimidation of Students 3290

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever they make unwelcome advances, requests sexual favors, or engages in other verbal, non- verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
Has the purpose or effect of:
Substantially interfering with the student's educational environment;
Creating an intimidating, hostile, or offensive educational environment;
Depriving a student of educational aid, benefits, services, opportunities or treatment; or
Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile" and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process, per Policy 3085 and Procedure 3085p. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

Any individual seeking further information should contact the Superintendent. The Superintendent shall insure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the District's compliance efforts.

An individual with a complaint alleging a violation of this policy which does not fall within the scope of allegations addressed by Procedure 3085p shall follow the Uniform Grievance Procedure.

Cross Reference:
3085 Sexual Harassment, Discrimination and Retaliation Policy
3085P Title IX Sexual Harassment Grievance Procedure, Requirements and Definitions
4120 Uniform Grievance Procedure

Legal Reference:
20 U.S.C. 1681-1682, et seq. Title IX of the Educational Amendments of 1972
34 CFR Part 106 Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance (Implementing Title IX)
I.C. § 67-5909 Commission on Human Rights - Acts Prohibited
IDAPA 08.02.03.160 Safe Environment and Discipline

Policy History:
Adopted On: 11/8/04
Reviewed on:
Revised on: 9/2018, 11/2019, 11/2020, 10/2021

Hazing, Harassment, Intimidation, Bullying and Inappropriate Online Behavior 3295

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyber bullying, or bullying by students or third parties is strictly prohibited and shall not be tolerated in the District. This includes, but is not limited to, actions on school grounds, school property, school buses, at school bus stops, and at school sponsored events and activities.

Any cyberbullying or other inappropriate online content or behavior, including but not limited to such, that:

1. Harms the reputation, dignity, or safety of any student or school employee.
2. Contains obscene or discriminatory content directed at any public-school employee, student, parent/guardian of a student, or volunteer.

Shall qualify for investigation and possible discipline regardless of whether it occurred during or outside of school hours or using school property.

The Board expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, and for the educational purpose underlying all school activities.

Investigation and Notification

Information on the District's bullying and relevant procedures shall be provided in writing at the beginning of each school year to school personnel, parents, and students in the District and shall be included in student handbooks. Information provided to students shall be provided in a manner appropriate to the student's age, grade, and level of academic achievement.
Investigation activities, as appropriate for each allegation or event, will be conducted by the District's personnel or designee.
Upon receipt of an allegation of inappropriate online behavior toward a public-school employee or other person, the allegation shall be investigated to determine the veracity of the reported claims and the parent/guardian of the student shall be notified about the report. If appropriate, the District shall notify law enforcement.

Discipline

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with the Board's policy on student discipline. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Students or third parties may also be referred to law enforcement officials.

Procedures

The Superintendent is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, rules for disciplining students who violate policy, a process for mandatory reporting of serious incidents to parents/guardians of alleged offenders and victims, and provisions to ensure notice of this policy is provided to students and third parties.

Review

The Board shall review this policy annually and make required disciplinary reports, where applicable to the appropriate governmental entities.

Cross Reference:
2335 Digital Citizenship and Safety Education
3085 Sexual, Harassment, Discrimination, and Retaliation Policy
3296 Bullying Awareness Week
3297 Names, Pronouns, and Titles
3330 Student Discipline
4175 Required Annual Notices
4300 Conduct on School Property
5265 Employee Responsibilities Regarding Student Harassment, Intimidation
8705 Generative Artificial Intelligence
Legal References:
20 USC 1681-1682 Title IX of the Education Amendments of 1972
34 CFR Part 106 Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
I.C. 18-917 Assault and Battery - Hazing
I.C. 18-917A Student Harassment – Intimidation – Bullying
I.C. 33-1630~~1~~1 Requirements for Harassment, Intimidation, and Bullying Information and Professional Development
I.C. 33-205 Denial of School Attendance
I.C. 33-512 District Trustees - Governance of Schools
I.C. 67-5909 Commission on Human Rights – Acts Prohibited
I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline
Other References
ISBA Policy Services https://www.idsba.org/member-services/policy/
Policy History:
Adopted on: 3/11/08
Reviewed on: 9/2018, 10/2021, 1/2024, 1/2025, 2/2026
Revised on: 7/13/09, 1/09/20, 9/2018, 7/2020, 8/2026

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying Procedures 3295p

The following definitions and procedures shall be used for reporting, investigating, and resolving complaints of hazing, harassment, intimidation, bullying, and cyber bullying.

Definitions

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-district and intra-district athletic competitions or other school events.
2. "District" includes District facilities, District property, buses, electronic technology or electronic communication equipment on District computers, networks, or forums and non-District property if the student or employee is at any District-sponsored, District-approved or District-related activity or function, such as field trips or athletic events where students are under the control of the District or where the employee is engaged in District business.
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District-sponsored activity or grade level attainment, such as forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.
4. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, electronic, or physical nature on the basis of an actual or perceived characteristic, including but not limited to age, race, religion, color, national origin, disability, gender, gender identity and expression, sexual orientation, physical characteristic, cultural background, socioeconomic status, geographic location, familial status, or weight.
5. "Harassment, intimidation, or bullying" means any act that substantially interferes with or disrupts the educational environment or impinges on the rights of other students at school, a student's opportunities or performance, that takes place on or immediately adjacent to school grounds, school property, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:
    A. Harming a student or damaging a student's property
    B. Knowingly placing a student in reasonable fear of harm to the student or damage to the student's property
    C. Is sufficiently severe, persistent, or pervasive so that it creates an intimidating, threatening, abusive, or hostile educational environment
6. "Cyber bullying" which for purposes of this definition includes inappropriate, online behavior. It also includes but is not limited to harass, tease, intimidate, threaten, or terrorize or engage in any other behavior that harms the reputation, dignity, or safety of another person. This includes behaviors targeting any student, school employee, parent/guardian, volunteer, or other person. This includes sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, regardless of whether this is done through personal devices and networks or through a District device or network. Any such behavior that is brought to the attention of

school officials shall be referred for investigation. The administration may, at their discretion, contact local law enforcement.

7. "Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, gender identity and expression, or sexual orientation.

Retaliation/False Charges

Retaliation against any person who reports or is thought to have reported, filed a complaint, or otherwise participated in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Confidentiality

It is recognized that harassment, hazing, intimidation, bullying, and cyber bullying is often very distressing for the victim and those who suffer as a result of such actions may be reluctant to make their concerns known. When an act of alleged inappropriate online behavior is received, the parent/guardian of the students involved will receive notice of the report. When incidents reach the level of suspension or more serious disciplinary action for any student involved, the District will notify parents/guardian of the offenders and victims that their student was involved in an incident of harassment, hazing, intimidation, bullying, or cyberbullying. All reasonable steps will be taken to ensure the at all inquiries and complaints are dealt with in a manner that allows for as much confidentiality as can be provided while at the same time allowing for a thorough and appropriate investigation and report, where appropriate. Depending upon the circumstances, law enforcement may be notified.

Policy Distribution

Information about this policy must be distributed to the school community annually, including parents, students, and all school personnel. Information about the District's policies and procedures will be included in student orientation material and in the student handbook.

Complaint Procedures

Building principals and the Superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying, and cyber-bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels they have been a victim of hazing, harassment, intimidation, or cyber-bullying, in violation of this policy shall immediately report their concerns. All complaints will be promptly investigated in accordance with the following procedures:

Step I: Any hazing, harassment, intimidation, bullying, or cyber-bullying, information (complaints, rumors, etc.) shall be presented to the building principal. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board Chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step II: The District official receiving the complaint shall promptly investigate or refer the complaint to an appropriate colleague or outside party for investigation. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an

opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. Due to the requirements of the Family Educational Rights and Privacy Act, it will often not be possible to provide complainants and parents with detailed information on disciplinary actions taken against another student.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent or their designee.

Step III: If the complainant is not satisfied with the decision at Step II, they may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten working days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten working days.

Step IV: If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within ten working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct an informal review at which time the complainant shall be given an opportunity to present the complaint and the District's administration to respond if they so desire. The course and conduct of this proceeding shall be informal and shall be at the sole discretion of the Board. The Board shall provide a written decision to the complainant within ten working days following completion of the informal review.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation and Reporting

Documentation related to the incident may be maintained as a part of the student's education records.

Cross Reference:

2335 Digital Citizenship and Safety Education
3085 Sexual, Harassment, Discrimination, and Retaliation Policy
3296 Bullying Awareness Week
3297 Names, Pronouns, and Titles
3330 Student Discipline
4175 Required Annual Notices
4300 Conduct on School Property
5265 Employee Responsibilities Regarding Student Harassment, Intimidation
8705 Generative Artificial Intelligence

Legal References:

20 USC 1681-1682 Title IX of the Education Amendments of 1972
34 CFR Part 106 Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
I.C. 18-917 Assault and Battery - Hazing
I.C. 18-917A Student Harassment – Intimidation – Bullying
I.C. 33-163~~0~~1 Requirements for Harassment, Intimidation, and Bullying Information and Professional Development
I.C. 33-205 Denial of School Attendance
I.C. 33-512 District Trustees - Governance of Schools

I.C. 67-5909 Commission on Human Rights – Acts Prohibited
I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline

Other References

ISBA Policy Services https://www.idsba.org/member-services/policy/

Policy History:

Adopted on: 1/9/2013
Reviewed on: 9/2018, 9/2022
Revised on: 9/2018, 10/2021, 8/2026

Bullying Awareness 3296

The Challis School District is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying by students, staff, or third parties is strictly prohibited and will not be tolerated in the District. It is important that the students and parents have awareness about the serious issues and the negative effects of bullying, including the long-term damage it can cause, which may include the increased risk of teenage suicide.

The Superintendent or designee shall designate certain activities for Bullying Awareness. The objectives for the activities for Bullying Awareness should include, but are not limited to:

1. Recognizing that bullying is a serious issue that has damaging effects for our society
2. Recognizing that bullying is not an acceptable part of how we should treat each other
3. Teaching students and staff the District's policy on bullying and the consequences
4. Helping students and staff recognize that bullying behaviors have different forms
5. Recognizing the tremendous leadership potential of our youth
6. Celebrating and recognizing those who are making a difference in addressing bullying
7. Preparing for further work that needs to be done in the future

Cross Reference:
3295 Hazing, Harassment, Intimidation, Bullying, Cyberbullying & Menacing
4120 Uniform Grievance Procedure
Legal References:
20 U.S.C. 1681, et seq. Title IX of the Educational Amendments
34 CFR Part 106 Nondiscrimination on the Basis of Sex in Education Programs or Activities
I.C.18-917A Student Harassment--Intimidation--Bullying
I.C. 67-5909
Acts Prohibited
IDAPA 08.02.03.160 Safe Environment and Discipline

Policy History:
Adopted on:
Reviewed on: 9/2018
Revised on: 9/2018, 11/2019, 10/2021

Names, Pronouns, and Titles **3297**

The District shall strive to create a safe and welcoming environment for all students while also complying with IC 67-5909B.

No student or staff member shall be disciplined for any of the following:

1. Declining to identify the pronouns they prefer to be addressed by;
2. Declining to refer to another person by:

    A. Any pronoun or gendered title that is not traditionally associated with the individual's sex as indicated on the birth certificate provided to the District;
    B. A name other than the individual's legal name or a derivative of it.

However, consistent with the District's obligations to its students, nothing in this policy shall override IC 18-917A and Policy 3295 Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying.

For the purposes of this policy, a student's legal name is the official name provided on a student's registration form, and as identified on the student's birth certificate or applicable court order received by the District identifying the student's legal name.

If any teacher is unwilling to use the parent-authorized name or pronouns of a student in their class:

1. The teacher shall notify the building principal.
2. The building principal or their designee shall notify the Superintendent.
3. The building principal shall notify the student's parent/guardian to discuss any options available to the student, such as transferring to the same class taught by another teacher or transferring to a different class. Depending upon the age of the student and the desires of the parent/guardian, the student in question may be part of these discussions.
4. If no resolution acceptable to the District, teacher, and parent/guardian can be reached, the parent/guardian of the student will be offered reasonable academic accommodation as described in Policy 2425 Parental Rights.
5. If a resolution acceptable to the District, teacher, and parent/guardian is reached, such resolution shall be documented by the District. Such documentation shall include the resolution reached and shall affirmatively detail the agreement of the parties to the resolution.

Parental Permission

Permission shall not be required for a student to use their first, middle, or last name or a derivative of that name. For the purposes of this policy, a derivative of a name includes a shortened or modified name that is typically used as a nickname for the person's legal name. It also includes a person's initials.

A student's parent/guardian must provide written permission for District employees to use the following when referring to a student:

1. Any pronoun or gendered title that is not traditionally associated with the individual's sex as indicated on the birth certificate provided to the District;
2. A name other than the individual's legal name or a derivative of it.

A parent/guardian may provide such written permission when submitting a signed registration form for their student if the form contains a field for a chosen name or name the student commonly uses and/or a field where the parent can provide the pronouns the student uses. The Superintendent or their designee shall create a process for parents/guardians to provide such permission at other times of the school year or if such information is not collected on the registration form.

If there is disagreement or uncertainty about whether the name a student uses is a derivative of their legal name, the matter shall be brought to the building principal. If the principal determines that there is uncertainty about whether the name is a derivative of the student's legal name or determines the name is not a derivative of the legal name, the principal shall direct the student to the process for the student's parent/guardian to provide permission if they wish to proceed with using the name in question.

Cross References

3085 Sexual Harassment, Discrimination, and Retaliation

3295 Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying

Legal References

I.C. 18-917A Student Harassment-Intimidation-Bullying

I.C. 33-1631 Requirements for Harassment, Intimidation and Bullying Information and Professional Development

I.C. 67-5909B Compulsory Gender Language Prohibited

Policy History:

Adopted on: 9/2024

Reviewed on:

Revised on: 2/2025

Drug Free School Zone 3300

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive means.

For purposes of this policy, "Drugs" shall mean:

1. All dangerous controlled substances are designated and prohibited by Idaho law.
2. All chemicals which release toxic vapors.
3. All alcoholic beverages.
4. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy.
5. "Look-alikes".
6. Anabolic steroids.
7. Any other illegal substances so designated and prohibited by law.

In accordance with Federal law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event. Furthermore, the Superintendent shall take the necessary steps to ensure that an individual 18 years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Idaho law within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

The Superintendent shall prepare guidelines for the identification and regulation of drug use in the schools. Such guidelines shall emphasize the prevention of drug use and include a statement to students that use of illicit drugs and the unlawful possession of alcohol is harmful. The student handbook shall provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity.

Sanctions for violation of this or any other policy which addresses illegal drug and alcohol possession, use or distribution may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment.

Cross Reference:
3330 Student Discipline
Legal Reference:
Pub. L. 101-226 The Anti-Drug Abuse Act of 1986, Title IV, Subtitle B: The Drug-Free Schools and Communities Act of 1986 (as amended)
IDAPA 08.02.03.160 Safe Environment and Discipline
Policy History:
Adopted on:
Reviewed on: 9/2018, 10/2021, 1/2024, 1/2025, 2/2026
Revised on: 9/2018, 1/2020

Prohibition of Tobacco Possession and Use 3305

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the school environment.

The Board prohibits tobacco use and possession by students at any time in a school building or on any school property, buses, vans, or vehicles that are owned, leased, or controlled by the District. Tobacco use and possession by students is also prohibited at school-sponsored activities that are held off school property.

The District may initiate discipline according to the District's Student Discipline policy and/or prosecution of a student who possesses or uses tobacco in violation of this policy.

Definition

For the purposes of this policy, tobacco use shall be defined as the use and/or possession of a lighted or unlighted cigarette, cigar, pipe, smokeless tobacco in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices.

Cross Reference:
3300 Drug Free School Zone
3330 Student Discipline

Legal Reference:
I.C. 39-5703 Possession, Distribution, or Use by a Minor
IDAPA 08.02.03.160 Safe Environment and Discipline

Policy History:
Adopted on:
Reviewed on: 9/2018, 10/2021
Revised on: 9/2018

Gangs and Gang Activity 3310

The Board is committed to ensuring a safe and orderly environment, where learning and teaching may occur void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals which meet the definition of gangs, defined below, shall be restricted from school grounds or school activities.

Definitions

"Gang" shall refer to any group of three or more persons, whether formal or informal, that has a common name or common identifying sign or symbol, and associate together to advocate, conspire, or commit:

1. One or more criminal acts
2. Acts which threaten the safety or well-being of property or persons, including, but not limited to, harassment and intimidation

It also includes gangs as defined in Idaho Code

Students on school property or at any school-sponsored activity shall not:

1. Wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang
2. Display tattoos which may be affiliated with any gang and/or representative of any gang
3. Engage in any act, whether verbal or nonverbal, including gestures or handshakes, showing membership in or affiliation with any gang and/or that is representative of any gang
4. Engage in any act furthering the interest of any gang or gang activity, including, but not limited to:
   A. Soliciting membership in or affiliation with any gang
   B. Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act
   C. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property
   D. Engaging in violence, extortion, or any other illegal act or other violation of school property

Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

Cross Reference:
3255 Student Dress
Legal Reference:
I.C. 33-506 District Trustees - Organization and Government of Board of Trustees
I.C. 33-512 District Trustees - Governance of Schools
I.C. 18-8502 Definitions Stephenson v. Davenport Community Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
IDAPA 08.02.03.160 Safe Environment and Discipline
Policy History:
Reviewed on: 9/2018, 10/2021
Revised On: 9/2018,1/202

Substance and Alcohol Abuse 3320

The Board recognizes that use of alcohol and drugs is a serious problem and that the presence of drugs in school is detrimental to the educational environment and harmful to the health, safety and welfare of students and staff. The District wishes to help those in need of alcohol and drug intervention and at the same time to protect others that are affected by the presence of alcohol and drugs and to enforce the policies of the District relating to use, possession or being under the influence of alcohol or controlled substances, as that term is defined in statute (I.C. 37-2732C).

Voluntary Disclosure

The District shall strive to create an environment free from alcohol and illicit drugs. In the case of students who come forward and voluntarily disclose using and/or being under the influence of alcohol and/or drugs while on school property or at a school function, prior to the District having reasonable suspicion, the District will immediately notify the student's parent/guardian, and the District will work with the parent in the establishment of a plan to assist the student in whatever means are deemed necessary and appropriate. The incident shall be reported to law enforcement.

The mere fact that a student previously disclosed use of alcohol or controlled substances, in and of itself, shall not establish reasonable suspicion at a later date.

Use of Alcohol/Drugs Not Disclosed Voluntarily

If the District has reasonable suspicion (based upon reliable information received or the personal observations of staff) that a student is using or is under the influence of alcohol or a controlled substance and the student has not voluntarily disclosed such use or influence, the District may take whatever action deemed appropriate, including but not limited to, suspension and/or expulsion. The District shall notify the student's parent/guardian as well as local law enforcement. The following shall be used as a guide in determining what procedures may be followed when this occurs, however, the specific procedure may, in large part, depend upon the circumstances in each case:

1. Upon reasonable suspicion, the student will be asked if they have used and/or are under the influence of alcohol and/or drugs.
2. If the student admits to the use, the student's parent/guardian will be immediately called. The student will be asked to reveal the circumstances involving the use of alcohol and/or drugs and asked if any other students were involved.
3. The student will be immediately suspended from school, and depending upon the circumstances, may be suspended for up to 20 days and/or recommended for expulsion.
4. If the student does not admit to the use of alcohol and/or drugs and the staff member(s) in charge, after talking to the student, still believes that the student used or was/is under the use or influence of alcohol and/or drugs, an investigation will be conducted, which may include a search of the student's locker, car, desk or any other school property used by the student. In addition, law enforcement will be called immediately as will be the parent/guardian. The student will be suspended from school pending an investigation. If the investigation shows that, more likely than not, the student used or was under the influence of drugs and/or alcohol, a recommendation for expulsion may be made

to the Board of Trustees. The student will be entitled to full due process prior to being expelled from school.

Only persons who have a “need to know” may receive information regarding a voluntary disclosure, except when deemed reasonably necessary to protect the health and safety of others.

Resources

When a student admits to using alcohol or drugs or is reasonably suspected of doing so, the student’s parent/guardian will be notified of available opportunities for counseling for the student.

When a student is expelled for such substance use, the Board may require, as a condition of readmission, that the student undergo assessment and counseling for alcohol and/or drug use if qualified District staff are available to provide these services.

The District shall provide written annual notification of the voluntary disclosure provisions of this policy as well as counseling availability and any other pertinent information in the student handbook or other reasonable means.

****The Board shall review this policy annually**

Cross Reference:

3370 Searches and Seizures
3330 Student Discipline
3340 Corrective Actions and Punishment.
3360 Discipline of Students with Disabilities
3518 Treatment of Opioid Overdoses
4175 Required Annual Notices

Legal Reference:

Pub. L. 100-690 The Anti-Drug Abuse Act of 1988 (as amended)
I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline
I.C. 33-210 Attendance at Schools - Students using or under the influence of controlled substances
I.C. 33-6000 Parental Rights
I.C. 37-2732C Using or Being Under the Influence - Penalties

Policy History:

Adopted On: 1/10/05
Reviewed on: 9/2018, 9/2022, 1/2024, 1/2025, 2/2026
Revised on: 9/2018, 1/2020, 7/2020, 10/2021, 6/2024

Student Discipline **3330**

Disciplinary action may be taken against any student guilty of disobedience or misconduct, including, but not limited to:

1. Habitual truancy
2. Incorrigibility
3. Academic dishonesty
4. Conduct continuously disruptive of school discipline or of the instructional effectiveness of the District.
5. Conduct or presence of a student when the same is detrimental to the health and safety of other pupils.
6. Using, possessing, distributing, purchasing, or selling tobacco products.
7. Using, possessing, distributing, purchasing, or selling alcoholic beverages Students who are under the influence are not permitted to attend school functions and shall be treated as though they had alcohol in their possession.
8. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and shall be treated as though they had drugs in their possession.
9. Assembly or public expression that advocates the use of substances that are illegal to minors or otherwise prohibited within this policy.
10. Using, possessing, controlling, or transferring a weapon in violation of Policy 3331.
11. Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
12. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
13. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
15. Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function or any disruptive activity to the educational environment.
16. Unexcused absenteeism: however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
17. Hazing – For purposes of this policy, the term "hazing" shall have the meaning set forth in Idaho Code.
18. Initiations
19. The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.
20. Harassment, intimidation, cyberbullying, inappropriate online behavior, or bullying as defined in Idaho Code and District policy.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at

any other time when the school is being used by a school group.

- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school.
- Traveling to and from school or a school activity, function, or event.
- Anywhere, including off-campus, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with the educational environment. The District's prohibitions of cyber bullying and inappropriate online behavior include but are not limited to online behavior that contains obscene or discriminatory content against an employee, student, or other person apply to conduct regardless of whether it occurs, on or off school property, networks, or devices.

Traditional Disciplinary Measures

Traditional Disciplinary measures include, but are not limited to:

1. Expulsion
2. Suspension
3. Detention, including Fridays
4. Clean-up duty
5. Loss of student privileges
6. Loss of bus privileges
7. Notification to juvenile authorities and/or police
8. Temporary removal from the classroom
9. Meeting with the student and student's parents
10. Restitution for damages to school property

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and District personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self- defense.

Alternative Disciplinary Measure

Alternative disciplinary action is discipline other than traditional suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student's misbehavior.
Alternative discipline includes, but is not limited to:

1. Reflective activities, such as requiring the student to write an essay about the student's misbehavior.
2. Mediation when there is mutual conflict between peers, rather than one-way negative behavior.
3. Counseling
4. Anger management
5. Health counseling or intervention
6. Mental health counseling
7. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution, and restorative conferencing.
8. Behavioral management plan
9. Corrective instruction or other relevant learning or service experience
10. Community service
11. In-school detention or suspension which may take place during lunchtime, after school, or on

weekends.
12. An online behavior awareness program.

Consequences for Harassment, Intimidation, and Bullying

Students engaging in harassment, intimidation, or bullying will be subject to graduated consequences appropriate to the severity of the violation as determined by the Board, school administrators, or designated personnel depending upon the level of discipline. Graduated consequences for bullying may include any of the above listed traditional or alternative disciplinary measures or a combination thereof in accordance with the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. However, depending upon the nature of the act, the District reserves the right to deviate from the process of graduated consequences to appropriately address the conduct at issue and move directly to suspension or expulsion proceedings. District personnel may also report the student's conduct to the appropriate law enforcement officials. When incidents of harassment, intimidation and bullying have reached the level of school suspension or more serious disciplinary action, the District shall notify parents/guardians of the alleged victim and offender, in a manner that complies with all applicable privacy laws.

Disciplining Students on Individual Education or Section 504 Plans

The District shall comply with the procedural safeguards enumerated in State and federal law and rule when disciplining students with individualized education plans or 504 plans.

Delegation of Authority

Each teacher, and any other school personnel when students are under their charge, are authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment, or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.

Nondiscrimination

The District will ensure that student discipline is enforced in a nondiscriminatory manner to avoid subjecting similarly situated students to different treatment without a legitimate reason for doing so, or when such a reason is merely a pretext for discrimination. Such discrimination, which the District will endeavor to avoid, includes the following:

1. Adopting discipline rules which treat students differently based on race, color, national origin, ancestry, sex, gender identity, sexual orientation, ethnicity, age, language barrier, religious beliefs, physical or mental handicap or disability, economic or social conditions, or actual or potential marital or parental status, or status as a homeless child.
2. Adopting any rule with the intention of targeting students based on the personal characteristics listed above, rather than for a legitimate purpose, regardless of whether the phrasing of the rule appears neutral with regard to students' personal characteristics.
3. Enforcing an apparently neutral rule more harshly on the basis of a student's personal characteristics; or
4. Discipline of any student when it is motivated by intentional discrimination.

Notification

A summarized version of this policy shall be provided in writing at the beginning of each school year to the school personnel, parents, and students in the District. Information provided to students shall be provided in a manner appropriate to the student's age, grade, and level of academic achievement.

****The Board shall review this policy annually**

Cross Reference:
3085 Sexual Harassment, Discrimination, and Retaliation Policy
3200 Student Rights and Responsibilities
3270 District-Provided Access to Electronic Information, Services, and Networks
3295 Hazing, Harassment, Intimidation, Bullying, Cyber Bullying
3300 Drug Free School Zone
3340 Corrective Actions and Punishment
4140 Visitors to the Schools
4175 Required Annual Notices
4300 Conduct on School Property
4320 Disruption of School Operations
5265 Employee Responsibilities Regarding Student Harassment
8140 Student Conduct on Buses

Legal Reference:
18 U.S.C. § 921 Firearms - Definitions
18 U.S.C. § 930 Possession of Firearms and Dangerous Weapons in Federal Facilities
20 U.S.C. § 7961 Gun-Free Requirements
29 U.S.C. § 701, et seq. Section 504 of the Rehabilitation Act of 1973
I.C. § 18-3302D Possessing Weapons or Firearms on School Property
I.C. § 18-3302I Threatening Violence on School Grounds
I.C. § 18-917 Assault and Battery - Hazing
I.C. § 18-917A Student Harassment — Intimidation — Bullying
I.C. § 33-1224 Powers and Duties of Teachers
I.C. § 33-1631 Requirements for Harassment, Intimidation and Bullying Information and Professional Development
I.C. § 33-205 Denial of School Attendance
IDAPA 08.02.03.109.05 Special Education
IDAPA 08.02.03.160 Safe Environment and Discipline

Other Reference:
ISBA Policy Services https://www.idsba.org/member-services/policy/
Office of Civil Rights Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline

Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018, 9/2022, 1/2024, 1/2025, 2/2026
Revised on: 1/9/06, 4/14/08, 9/2018, 1/2020, 7/2020, 8/2021, 10/2021, 8/2026

Weapons at School 3331

Gun-Free Schools

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered to be or look like a firearm, shall be expelled for at least one calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.

If a student violating this policy has a disability, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with Idaho Code and Board policy.

Possession of a Weapon on School Property – Misdemeanor

No person shall possess a firearm or other deadly or dangerous weapon while on school property or in those portions of any building, stadium, or other structure on school grounds which, at the time of the violation, are being used for an activity sponsored by or through a school in this State or while riding school provided transportation. This also applies to students of schools while attending or participating in any school sponsored activity, program, or event regardless of location.

As used in this section of this policy only:

1. "Deadly or dangerous weapon" means any weapon as defined in United States Code. This term does not include a pocket knife with a blade of less than 2½ inches in length. and
2. "Firearm" means any firearm as defined in United States Code.

Any person who possesses, carries, or stores a weapon in a school building or on school property, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess carry or store a weapon in a school building.

This section of this policy does not apply to:

1. Law enforcement personnel;
2. Any adult over 18 years of age and not enrolled in a public or private elementary or secondary school who has lawful possession of a firearm or other deadly or dangerous weapon, secured and locked in their vehicle in an unobtrusive, nonthreatening manner;
3. A person who lawfully possesses a firearm or other deadly or dangerous weapon in a private vehicle while delivering minor children, students, or school employees to and from school or a school activity; or
4. A person or an employee of the school or District who is authorized to carry a firearm with the permission of the Board of Trustees.

Legal Reference:
18 U.S.C. § 921 Firearms - Definitions
18 U.S.C. § 930 Possession of Firearms and Dangerous Weapons in Federal Facilities
20 U.S.C. § 7961 Gun-Free Requirements
29 U.S.C. § 701, et seq. Section 504 of the Rehabilitation Act of 1973
I.C. § 18-3302D Possessing Weapons or Firearms on School Property
I.C. § 18-3302I Threatening Violence on School Grounds
I.C. § 33-1224 Powers and Duties of Teachers
I.C. § 33-205 Denial of School Attendance
IDAPA 08.02.03.109.05 Special Education
IDAPA 08.02.03.160 Safe Environment and Discipline
Other Reference:
ISBA Policy Services https://www.idsba.org/member-services/policy/
Policy History:
Adopted on: 8/2026
Reviewed on:
Revised on:

Academic Honesty 3335

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to plagiarism, cheating, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. Faculty and building administrators will be responsible for monitoring the above actions.

Where appropriate, parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to building administrator(s).
All teachers, beginning especially at the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools.

Cheating
Cheating includes, but is not limited to, the following:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or lab report
2. Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students
3. Obtaining test questions and/or copies of tests outside the classroom test setting
4. Lending and/or copying from another student's work (homework, tests, projects, assignments)
5. Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading)
6. Allowing another student to copy answers during a test situation
7. Collaborating with other students on an assignment in direct violation of a teacher's instructions
8. Using books and electronic information in generating an assignment in direct violation of teacher's instructions
9. Accessing, taking, and benefiting from copies of tests and quizzes previously used or to be used by teachers unless provided as study guides by the teacher
10. Submitting work previously presented in this course or in another course

Plagiarism
Plagiarism is defined as and includes, but is not limited to, the following:

1. Copying material from the source, including internet sources, without citing the source, or citing the source but omitting quotation marks;
2. Paraphrasing the source without proper citation;
3. Copying stories, in whole or part, which appear in books, magazines, television, or film;
4. Copying directly, without making any changes, alterations, or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source;
5. Submitting papers written in whole or part by someone else, including internet sources;

6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own; and
7. Submitting a paper purchased from a research or term paper service, including, but not limited to internet sources.

Cross References:
4175 Required Annual Notices

Policy History:
Adopted on:
Reviewed on: 9/2018, 10/2021, 9/2022
Revised on: 9/2018, 7/2020

Corrective Actions and Punishment 3340

All students shall submit to the reasonable rules of the District. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, expulsion, or denial of enrollment.

For the purposes of the District's policies relating to corrective action or punishment:

1. “Temporary Suspension” is the exclusion from school or individual classes for a specific period of up to five school days. The Superintendent or the Principal may temporarily suspend any student for disciplinary reasons, including student harassment, intimidation, or bullying, or for other conduct disruptive of good order or of the instructional effectiveness of the school. Prior to suspending any student, the Superintendent or Principal shall grant an informal hearing on the reasons for the suspension and the opportunity to challenge those reasons. Any student who has been suspended may be readmitted to the school by the Superintendent or principal who suspended them on reasonable conditions prescribed by the Superintendent or principal.
2. “Extended Temporary Suspension” is the exclusion from school or individual classes by the Superintendent for an additional ten school days. Prior to suspending any student, the Superintendent shall grant an additional informal hearing on the reasons for the extended temporary suspension and the opportunity to challenge those reasons. The student may still be readmitted to the school by the Superintendent who suspended them on reasonable conditions prescribed by the Superintendent. The Board of Trustees shall be notified of any extended temporary suspensions, the reasons for them, and the response to them.
3. “Prolonged Temporary Suspension” is the exclusion from school or individual classes for an additional five school days. Only the Board can extend a temporary suspension for an additional five days and only upon a finding that immediate return to school attendance by the temporarily suspended student would be detrimental to other students’ health, welfare or safety.
4. “Expulsion” is the exclusion from school. Only the Board has the authority to expel or deny enrollment to any student who is a habitual truant, who is incorrigible, whose conduct is such as to be continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence is detrimental to the health and safety of other students or who has been expelled from another school District in the State of Idaho or any other state, including if they were disenrolled from a previous school or district in any state in lieu of discipline. In addition, the Board has authority to expel or deny enrollment to any student if they are convicted or adjudicated of offenses outlined in IC 20-525A(5) or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code. Such convictions or adjudications shall be disclosed by the student's parent/guardian at the time of enrollment, and failure to do so may result in expulsion or denial of enrollment to the student. The District will provide written notice of any student who is expelled or denied enrollment to the prosecuting attorney within five days of the Board’s actions. No student shall be expelled nor denied enrollment without the Board having first given written notice to the parent or guardian of the student stating the grounds for the proposed expulsion or denial of enrollment and the time and place where such parent or guardian may appear to contest the action of the Board. The notice shall also state the rights of the student to be represented by counsel, to produce

witnesses and submit evidence on their own behalf, and to cross-examine any adult witnesses who may appear against him. Within a reasonable period of time following such notification, the Board of Trustees shall grant the student and their parents or guardian a full and fair hearing on the proposed expulsion or denial of enrollment. However, the Board shall allow a reasonable period of time between notification and the hearing to allow the student and their parents or guardian to prepare their response to the charge.

5. "Discipline" constitutes all forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the District. Discipline shall not adversely affect a student's academic grade, or graduation requirements, as long as all required work is performed

Except in extreme cases, students will not be expelled unless other forms of corrective action or punishment have failed, or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed. Suspensions or expulsions shall be used only for instances of serious student misconduct.

No student shall be expelled, suspended, or disciplined in any manner for any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

Discipline of Students with Disabilities
Additional requirements apply when suspending or expelling a student with a disability. The District shall comply with these requirements as outlined in Procedure 3340p.

Cross Reference:
3005 Entrance, Placement, and Transfer
3070 Students of Legal Age
3265 Student Owned Electronic Communication Devices
3320 Substance and Alcohol Abuse
3330 Student Discipline
5265 Employee Responsibilities Regarding Student Harassment
8130 Transportation of Students with Disabilities

Legal Reference:
20 U.S.C. 1400, et seq. Individuals with Disabilities Education Act
I.C. 33-205 Denial of school attendance
I.C. 20-525A(5) Expungement of Record - Exceptions
I.C. 33-512 Governance of schools
I.C. 33-1631 Requirements for Harassment, Intimidation, and Bullying Information and Professional Development

Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018
Revised on: 5/8/13, 9/2018, 10/2021, 12/2022, 7/2025, 12/2025

Corrective Actions and Punishment Procedures 3340p

It is the intent of the Board to provide each student with those due process rights that are provided by law.

Suspension

In the event the proposed punishment of a student is to include denial of the right of school attendance from any single class or full schedule of classes for at least one day, the following procedure shall be used:

1. Before suspension, the student shall be provided a conference during which the charges will be explained, and the student will be given the opportunity to respond to the charges.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent/legal guardian.
4. Upon request of the parent or legal guardian, a review of the suspension shall be conducted by the Superintendent. At the review, the student and parent or legal guardian may appear and discuss the suspension with the Superintendent. After the meeting, the Superintendent shall take such action as appropriate. That action is final.
5. Arrangement can be made between the school/teacher and student or their family such that graded work missed during the period of suspension can be completed by the student for consideration for the student's grade.
6. The suspension of a student may be extended by the Superintendent or the Board in accordance with State law. Written notice of the extension of a suspended student will be provided to the student's parent/legal guardian.

Expulsion

A student may be expelled from school only by the Board, and only after the following due process procedures have been followed:

1. The student and parent or legal guardian shall be provided written notice of the Board hearing to consider the recommendation for expulsion, by registered or certified mail at least five school days before the date scheduled for the hearing. The notice shall include the grounds for the proposed expulsion, the time and place of the hearing, information describing the process to be used to conduct the hearing, including the rights of the student to be represented by counsel, to produce witnesses and submit documentary evidence and the right to cross-examine adult witnesses who testify against the student.
2. Within the limitation that the hearing must be conducted during the period of suspension, an expulsion hearing may be rescheduled by the parent or legal guardian by submitting a request showing good cause to the Superintendent at least two school days prior to the date of the hearing as originally scheduled. The Superintendent shall determine if the request shows good cause.
3. At the hearing, the student may be represented by counsel, present witnesses, and other evidence, and cross-examine adult witnesses. Formal rules of evidence are not binding on the Board.
4. To ensure student privacy, the Board must take action on expulsion in executive session. The student shall not be named in the minutes of the meeting, but a record of the decision will be placed in the student's educational record and in the official records of the Board.

Procedures for Students with Disabilities

Students with disabilities are entitled to all the due process rights set forth above. In addition, the Individuals with Disabilities Education Act (IDEA) and Section 504 the Rehabilitation Act of 1973 (Section 504) provide additional discipline procedures to a student with disabilities. The District shall comply with the provisions of the IDEA and Section 504 when disciplining students with disabilities.

Suspension of Students with Disabilities

The District may suspend a student with disabilities for up to ten cumulative or consecutive school days in a school year for violation of the code of student conduct and educational services may cease to the same extent educational services cease for students without disabilities. Cumulative suspensions, if over ten school days in a school year, must not constitute a significant change in placement.

A significant change in placement occurs when a student with a disability is removed for more than ten consecutive school days or is subjected to a series of suspensions or removals that constitute a pattern of exclusion because they are more than ten school days in a school year, and because the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another indicate a pattern of exclusion.

For a student with an Individualized Education Program (IEP) who is suspended for more than ten cumulative school days in a school year and a change in placement does not occur, educational services shall be provided to the extent necessary to enable the student to appropriately progress in the general education curriculum and appropriately advance toward achieving the goals set out in the IEP, although in another setting, as determined by school personnel, in consultation with at least one of the student's teachers.

Expulsion of Students with Disabilities

A student with an IEP or 504 plan may be expelled if the student's violation of the student code of conduct is a manifestation of the student's disability. Any student with an IEP or 504 plan whose violation of the code of conduct is not a manifestation of the student's disability may be expelled pursuant to expulsion procedures to the same extent a nondisabled student would be expelled for the same violation.

If a student on an IEP is expelled for conduct not a manifestation of the student's disability the student shall continue to receive education services at an alternative setting, consisting of services necessary to enable the student to appropriately progress in the general education curriculum and appropriately advance toward achieving the goals set out in the student's IEP during the period of expulsion. Additionally, the student must receive, as appropriate, a functional behavioral assessment (FBA) and behavior intervention services and modifications designed to address the behavior violation so that it does not recur.

If a student with a 504 plan is expelled for conduct not a manifestation of the student's disability, educational services may cease during the period of expulsion to the same extent educational services cease for students without disabilities.

Additional Provisions

A student on an IEP who has carried a weapon to school or to a school function, or who knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school

or a school function may be removed from the student's current placement. Such a student may be placed in an appropriate interim alternative educational setting for no more than 45 school days in accordance with the IDEA.

A student who is not on an IEP and who has violated the code of student conduct may assert any of the protections provided by the IDEA if it is determined the District had knowledge that the student was a child with a disability before the behavior the precipitated the disciplinary action occurred. The District had knowledge if:

1. The parent expressed concern in writing to supervisory or administrative personnel, or to the student's teacher, that the student is in need of special education and related services; or
2. The parent requested an evaluation; or
3. The student's teacher, or other District personnel expressed specific concerns about a pattern of behavior by the student directly to the director of special education or other supervisory personnel.

Procedure History:
Promulgated on:
Reviewed on: 9/2018, 10/2021
Revised on: 9/2018, 8/2021, 12/2022

Restraint & Seclusion 3345

It is the priority of Challis School District #181 to promote a safe learning environment for all students and staff. The board recognizes that there may be emergency situations where it becomes necessary for a staff member to physically restrain or place a student in seclusion when the student's behavior poses an imminent risk of serious physical harm to self or others. The purpose of this policy is to ensure that all students and staff are safe in school, and that any student who may have a behavior crisis is free from the inappropriate use of physical restraint or seclusion.

The Board does not condone the use of restraint or seclusion when responding to student behavior and prohibits the use of corporal punishment and unreasonable use of physical force against a student as forms of discipline or methods of classroom governance. The Board recognizes, however, that it may be necessary to use reasonable and appropriate physical restraint and/or seclusion when it is the least restrictive intervention and when the student's behavior poses imminent danger of serious physical harm to self or others. The Board supports school-wide programs and services that promote positive student behavior to improve overall school safety and create an environment that is conducive to learning, while also minimizing the need for the use of physical restraint and seclusion and ensuring that they are only used as a last resort in an emergency.

Definitions

"**Aversive technique**" means physical, emotional, or mental distress as a method of redirecting or controlling behavior.
"**Chemical Restraint**" means using drugs or medication to control behavior; not including those prescribed by and administered in accordance with the directions of a qualified health professional.
"**Crisis intervention**" means implementation of a predetermined strategy to mitigate immediate harm to students or staff in a behavioral crisis.
"**Corporal punishment**" means knowingly and purposely inflicting physical pain on a student as a disciplinary measure.
"**De-escalate**" means utilizing strategically employed verbal or non-verbal interventions to reduce the intensity of threatening behavior before a crisis occurs.
"**Emergency**" means a situation in which a student's conduct creates a reasonable belief in another person that the student's conduct has placed the student or a third person in imminent danger of serious physical harm. An emergency requires immediate intervention.
"**Functional behavioral assessment (FBA)**" means the evaluation process of gathering information that can be used to hypothesize about the function of student behavior to develop a behavior intervention plan (BIP) for those students demonstrating, or at risk for demonstrating, challenging behavior.
"**Imminent**" means likely to happen right away or within a matter of minutes.
"**Mechanical Restraint**" means the use of any device or equipment to restrict a student's freedom of movement. This term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

1. Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports.

2. Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.
3. Restraints for medical immobilization; or
4. Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

"**Physical escort**" means a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. In addition, physical restraint does not include behavioral interventions used as a response to calm and comfort (e.g., proximity control, verbal soothing) an upset student).

"**Physical Restraint**" means personal restriction that immobilizes or reduces the ability of a student to move their torso, arms, legs, or head freely. The term physical restraint does not include a physical escort.

"**Life-threatening physical restraint**" 1) restricts airflow to a student's lungs, whether by compressing the student's chest or otherwise, or 2) immobilizes or reduces a prone student's ability to freely move his or her arms, legs, or head. The use of prone (i.e., lying face down) physical restraints should be avoided.

"**Positive behavioral interventions and supports**" means application of a broad range of systematic and individualized strategies for achieving important social and learning outcomes, while preventing challenging behaviors by making them irrelevant, inefficient, and ineffective.

"**Seclusion**" means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

<u>Prohibited Practices</u>

The following are prohibited under all circumstances, including emergency situations:

1. The use of restraint and seclusion, and corporal punishment, as a form of discipline, punishment, or as a method of managing classroom behavior.
2. The use of chemical restraints (i.e., drugs or medication) to control behavior or restrict freedom of movement unless it is (1) prescribed by a qualified health professional, and (2) administered as prescribed by the qualified health professional.
3. School employees may not use a life-threatening physical restraint on a student.
4. The use of physical restraint or seclusion procedures when a known psychiatric, medical, or physical condition of the student would make physical restraint or seclusion dangerous for that student. For example, seclusion is inappropriate for students who are severely self-injurious or suicidal.

<u>Appropriate Use of Physical Restraint or Seclusion</u>

Restraint or seclusion will only be implemented in situations where a student's behavior poses imminent danger of serious bodily harm to self or others, and not as a routine strategy to address classroom management or inappropriate behavior. School staff will implement positive behavioral interventions and support, functional behavioral assessments and related behavior and crisis plans, and utilize constructive methods to de-escalate potentially dangerous situations.

Staff members are authorized to restrain a student or place a student in seclusion when an emergency exists or when a student's individualized education program (IEP), behavioral intervention plan (BIP), or crisis plan describes the specific behaviors and circumstances in which restraint and seclusion may be used as a response to imminent danger of serious physical harm to self or others.

The following applies to the use of physical restraint or seclusion:

1. Staff members will make reasonable efforts to prevent the need for the use of physical restraint or seclusion by implementing positive behavioral interventions and supports.
2. Staff members will only use physical restraint or seclusion in situations where (1) the student's behavior poses imminent danger of serious bodily harm to self or others, and (2) efforts at de-escalation or interventions are ineffective.
3. Staff members will utilize the least restrictive technique necessary to end the threat of imminent danger of serious bodily harm.
4. Any behavioral intervention used by staff members must be consistent with the child's rights to dignity and to be free from abuse.
5. Staff members will carefully and continuously visually monitor the student when physical restraint or seclusion is used to ensure the appropriateness of its use and the safety of the student and others.
6. Staff members will immediately terminate the use of physical restraint or seclusion as soon as it is determined the student is no longer in imminent danger of serious bodily harm to self or others, or if the student is observed to be in severe distress.
7. Staff members will document in writing each incident requiring physical restraint or incident immediately and no later than 24 hours after the event.
8. All staff members directly assigned to students or classrooms who demonstrate aggressive or dangerous behaviors will receive training in crisis management, de-escalation techniques, classroom behavior management, functional behavior assessment, behavior intervention planning, and when appropriate, the safe use of physical restraint and seclusion. Only trained personnel will employ these interventions whenever possible.
9. Staff members will review and revise behavioral strategies as appropriate to address the underlying cause of the dangerous behavior and to prevent the repeated use of physical restraint or seclusion for managing the dangerous behavior.
10. Parents will be notified verbally regarding physical restraint or seclusion as soon as possible and no later than 24 hours following the restraint or seclusion. (See "Notice to Parent/Guardian" section).

Notice to Administrator

Staff members must notify the building principal and, if appropriate, special education director, immediately when a student is physically restrained or placed in seclusion.

Observation of Student

Seclusion will not be used unless a staff member can continuously monitor the student for visual and auditory signs of physiological distress and can communicate with the student. A staff member will maintain continuous, direct visual and auditory contact with the student throughout the duration of any physical restraint or seclusion to ensure the appropriateness of its use and the safety of the student and others.

Students will be permitted to use the restroom upon request and will be escorted to and from the restroom. Students will also be provided with water on request. Students will not be denied access to meals. If the student's level of escalation prevents the student from participating in planned mealtimes, the student will be permitted access to meals immediately as soon as the risk of serious physical danger to self or others has passed. See Time and Duration section below for information on allowable length of seclusion.

Monitoring will be conducted by a staff member who has received the required training to ensure the safety of the student and that procedures are appropriately implemented and documented.

Seclusion Area

If seclusion is to be employed by the district, each school building must designate a clean and safe seclusion area intended for confining a student without causing or allowing the student to harm themselves or others. The seclusion area will be of reasonable size; adequately lighted, ventilated, and heated/cooled; free from any objects or potential hazards that unreasonably expose the student or others to harm; permit direct, continuous visual and auditory monitoring of the student; must not be locked; and must comply with state and federal fire safety requirements. A push lock may be used with consistent monitoring but may not prevent the student from exiting the area should an emergency arise.

A staff member will visually inspect the seclusion area before and after each use to determine whether the area is clean and safe and address any concerns by cleaning the area and/or reporting the concerns to maintenance staff.

Time and Duration

Physical restraint and seclusion will not be used any longer than necessary to allow a student to regain control of their behavior and may not exceed thirty (30) minutes.

If an emergency seclusion lasts longer than thirty (30) minutes, the following are required: additional support (e.g., change of staff, introducing a nurse or specialist, or obtaining additional expertise) and documentation to explain the extension beyond the time limit.

Reintegration into the Classroom

Staff members will follow the steps outlined in the student's Crisis Plan to determine when the student is ready to be reintegrated into the classroom or activities. If no Crisis Plan is in place, staff members (at least two staff members) may make an independent judgment about when the student is ready to rejoin classmates or other activities. Reintegration may occur quickly, or may be very gradual, but will depend on the circumstances and the emotional state and readiness of the student to return to the normal situation.

Incident Reporting

Immediately after the student has restored emotional and behavioral control following the use of physical restraint or seclusion, a staff member not involved with the incident will visually examine the student to ascertain if any injury has been sustained during the physical restraint or seclusion.

The staff member(s) involved with the incident will complete a written incident report immediately and no later than 24 hours after the event. The building principal or designee will place a copy of the report in the student's education file.

Each staff member involved in an incident will engage in a debriefing session within two (2) days of the incident to determine what could have been done to prevent the need for the use of physical restraint or seclusion for this student specifically and for other students in similar situations.

Incident Report Requirements

The following information will be included in the incident report created after each instance of physical restraint or the use of seclusion:

1. Information about the student (i.e., name, grade, etc.).
2. If the student has a disability (IDEA or Section 504), and the type of disability.

3. The date.
4. Start and end times of restraint or seclusion.
5. The location of the incident.
6. A description of the incident.
7. Possible events that triggered the dangerous behavior that led to restraint or seclusion.
8. Prevention, redirection, or pre-correction strategies that were used during the incident.
9. A description of the dangerous behavior that resulted in the implementation of physical restraint or seclusion.
10. A description of the restraint or seclusion strategies that were used during the incident and a log of the student's behavior during physical restraint or seclusion.
11. A description of any injuries or physical damage that occurred during the incident.
12. How the student was monitored during and after the incident.
13. A description of behaviors displayed demonstrating the student's ability to return to the educational environment.
14. The staff member(s) who participated in the implementation, monitoring, and supervision of physical restraint or seclusion and whether the person(s) had training related to restraint or seclusion.
15. The extent to which the staff member(s) adhered to state and district procedural implementation guidelines.
16. The follow-up that will occur to review or develop the student's positive behavioral interventions and supports to avoid the use of restraint or seclusion in the future.
17. The date and time the parent/guardian was notified.

Frequent Use of Restraint or Seclusion

Schools must follow these procedures in cases where a student is placed in physical restraint or seclusion four (4) or more times in 20 school days.

In cases where such a student requires, may require, or is being evaluated for special education services or a 504 plan, the student's planning and placement team must meet to (1) conduct or revise the student's functional behavioral assessment and (2) create or revise any applicable behavioral intervention plan, including the student's IEP or 504.

For all other students, a school administrator, at least one of the student's teachers, the student's parent, or guardian, and, if any, a mental health professional must meet to (1) conduct or revise the student's behavioral assessment, (2) create or revise any applicable behavioral intervention plan, and (3) determine if the student may require special education services.

Notice to Parent/Guardian

The building principal or designee will verbally notify the parent/guardian of a student requiring physical restraint or seclusion as soon as possible and no later than 24 hours following the incident.

Verbal notice will include a brief summary of the incident and contact information for the staff member who will provide additional information. The delivery of the notice will be documented by the district.

Verbal notice will be provided via telephone or in person. In the event a staff member is unable to speak directly to the parent via telephone, a message will be left on the individual's voicemail, if available. If unable to reach the parent via telephone or leave a message on voicemail, the staff member will send an e-mail to the parent, if the e-mail address is known.

Parents/guardians will receive written, annual notice about the district's policies and procedures for restraint and seclusion. Parents/guardians will be notified within thirty (30) days of any changes to such policies and procedures.

All student handbooks in our schools will contain a statement regarding the use of restraint and seclusion consistent with this policy and outline reporting procedures.

Crisis Intervention Training

The district will provide all staff directly assigned to students or classrooms with annual professional development training regarding positive behavior supports, de-escalation techniques, and classroom behavior management. This training will be recurrent and will be provided to new staff during orientation.

All staff directly serving students or classrooms with students who demonstrate aggressive or dangerous behaviors will receive annual professional development training in crisis management, de-escalation techniques, the correct use of restraints and seclusion when required, and the implementation of functional behavior assessment, behavior intervention plans, and crisis plans. This training will be recurrent and will be provided to new staff during orientation.

Restraint and seclusion techniques will only be utilized by a person who has been trained in crisis intervention. Untrained staff should request assistance from trained staff as soon as possible.

Monitoring and Reporting

The superintendent or designee will oversee the use of physical restraint and seclusion procedures and ensure compliance with this policy in the district. The superintendent or designee will comply with all state and federal requirements for reporting incidents of physical restraint or seclusion.

The building principal or designee will oversee the use of physical restraint and seclusion procedures and ensure compliance with this policy within the school.

Annual Policy Review

The district will, not less than annually, review this policy and related procedures to determine the efficacy of the policy and procedures; whether modification of the policy or procedures is necessary; and whether selected school staff should receive additional training on positive behavior intervention and supports, or the proper use of restraint, seclusion, and other aversive techniques. The review must include a review of the documentation and reporting of incidents involving physical restraint and seclusion.

In conducting this annual review, the district shall also review the reports of all events of seclusion or restraint that occurred with the district's students in the past school year. This review will include an analysis as to whether or not the district's personnel are following the terms of this policy, whether additional training activities are necessary, or if there is any weakness in the implementation of this policy that can be strengthened.

Annually, the superintendent designee shall submit to the Board a report containing all the following disaggregated data:

1. The total number of incidents of seclusion during the previous school year.
2. The total number of students (i.e. students with and without disabilities) who were involved in incidents of seclusion during the previous school year.

3. The number of students with disabilities who were involved in incidents of seclusion during the previous school year.
4. The number of incidents of physical restraint during the previous school year.
5. The total number of students (i.e. students with and without disabilities) who were involved in incidents of physical restraint during the previous school year; and
6. The number of students with disabilities who were involved in incidents of physical restraint during the previous school year.

Policy History:
Adopted on: 8/2023
Reviewed on: 1/2024, 1/2025, 2/2026
Revised on: 10/2023

Detention 3350

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students. Students may be required to attend Friday detention for up to four hours.

Preceding the assessment of such punishment, the staff member shall inform the student of the nature of the offense charged, and/or the specific conduct that allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify their actions to the staff member. Parents must be notified prior to a student serving an after-school detention.

Students detained for corrective action or punishment shall be under the supervision of the staff member or designee.

Policy History:
Adopted on: 11/8/04
Reviewed on: 9/2018
Revised on: 4/11/1, 9/2018, 10/2021

Student Sex Offenders 3365

Definition
Student sex offender shall mean a student who has been adjudicated delinquent for or convicted of and placed on probation for a dangerous offense or sexual conduct with a minor, sexual assault, molestation of a child, or continual sexual abuse of a child.

Notification to School District
The Superintendent of Public Instruction is required by State law to notify a school district or private school regarding the enrollment of a registered juvenile sex offender. The Superintendent of Public Instruction is also required to notify the district or school of the offender's probationary status or treatment status, if known. The Superintendent of the District or his or her designee shall make contact with the State Department of Education in order to receive regular updates of this information.

Educational Placement
The Superintendent of the District and his or her designee shall determine the appropriate educational placement for student sex offenders except those identified as having a disability. When determining educational placement, the Superintendent and his or her designee shall consider such factors as the safety and health of the student population. The Superintendent and his or her designee shall develop guidelines for managing each student sexual offender in District schools. If the Superintendent and his or her designee determine that, in the best interest of District schools, the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

Convicted juvenile sex offenders shall not attend a school attended by their victims or a victim's sibling. The offender and their parent or guardian shall be responsible for providing transportation or covering other costs related to the offender's attendance at another school.

An IEP team shall determine the educational placement of a student sexual offender with a disability. The student with a disability is entitled to all the due process procedures available to a student with a disability under the Individuals with Disabilities Education Act. The IEP team shall develop procedures for managing each student sexual offender with a disability that attends a District school. If the IEP team determines that the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

Staff
Staff members are to be alert to and inform school officials of any behavior by a juvenile offender that creates an abnormal risk to members of the school community. However, each circumstance involving a student probationary juvenile offender attending a District school shall be evaluated on a case-by-case basis. Whenever possible without placing other students or adult members of the school community at risk, reasonable efforts should be made to continue the student's education, to provide supportive services, and to avoid any acts of harassment or vigilantism against the student. Although federal and State laws and rules permit the release of information concerning a student registered sex offender, discretion should be exercised when discussing or disseminating information about the student. Whenever possible, the school community should encourage and support timely and appropriate intervention toward the expected outcome that a juvenile offenders conduct will be rectified so the student will commit no further offense and will develop into a responsible, self-controlled adult.

Legal Reference:
I.C. § 18-8402 Juvenile Sex Offender Registration Notification and Community Right-To-Know Act - Findings
I.C. § 18-8403 Juvenile Sex Offender Registration Notification and Community Right-To-Know Act - Definitions
I.C. § 18-8408 Juvenile Sex Offender Registration Notification and Community Right-To-Know Act - Providing List to Superintendent of Public Instruction
I.C. § 18-8412 Juvenile Sex Offender Registration Notification and Community Right-To-Know Act - Exemption from Civil Liability
I.C. § 18-8413 Juvenile Sex Offender Registration Notification and Community Right-To-Know Act - Penalties for Vigilantism or Other Misuse of Information
I.C. 33-205 Denial of School Attendance

Procedure History:
Adopted on: 5/11/2009
Reviewed on: 9/2018
Revised on: 9/2018, 1/2020, 10/2021

Searches and Seizure 3370

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment and Personal Effects Left There by Students

School authorities may inspect, and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice or consent of the student. This applies to student vehicles parked on school property. Building principals may require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of their vehicle and personal effects therein, when reasonable suspicion of wrongdoing exists.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.

Students

School authorities may search the student and/or the student's personal effects in the student's possession when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules.

The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Whenever practical, searches of a student shall be conducted by a staff member of that student's gender. Any time a search of a student must be conducted, a second adult shall be present. Whenever practical, this second adult shall also be of the student's gender. In no case shall a search of a student be conducted without at least one adult of the student's gender present.

Seizure of Property

If a search produces evidence that the student has violated or is violating the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018
Revised on: 9/2018, 10/2021, 3/2022

Searches and Seizure Procedure 3370p

The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.

2. If the authorized administrator has reasonable suspicion to believe that any locker, car, or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.

3. The authorized administrator may perform random searches of any locker, car, or container of any kind on school premises without notice or consent.

4. If the authorized administrator has any reasonable suspicion to believe that any student has any item or substance in their possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.

5. No student shall hinder, obstruct, or prevent any search authorized by this procedure.

6. When feasible and when a student is under 18 years of age, the building principal shall contact a student's parent/guardian prior to conducting a search of their person. When it is not feasible to contact the parent prior to a search of a student's person, the building principal shall attempt to contact the parent/guardian as soon as possible following the search.

7. Any search or seizure authorized in this procedure shall be conducted in the presence of at least one adult witness as described in Policy 3370. A written record of the time, date, and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.

8. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.

9. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report the situation to the appropriate law enforcement agent. The administrator is not to become an agent of any public law enforcement agent.

Procedure History:
Promulgated on: 11/8/04
Reviewed on: 9/2018
Revised on: 9/2018, 10/2021, 3/2022, 7/2022

Extracurricular Participation Policy 3380

Extracurricular or co-curricular activities are supplements to the regular instructional programs and afford students opportunities for enrichment. However, participation in extracurricular and co-curricular activities is a privilege, not a right as pursuant to Idaho Code. As representatives of their school and District, students participating in such activities are expected to meet high standards of behavior.

It is the philosophy of the Challis School District first and foremost to promote academic excellence and to also encourage all students to participate in activities which are extensions of our prescribed curriculum, and to provide professional leadership and sponsorship of these activities. Participation in athletics and other extracurricular or co-curricular activities provides unique experiences and benefits not normally associated in the classroom regimen.

The highest degree of sportsmanship should be taught in the school extracurricular or co-curricular program. Courtesy to advisors, coaches, officials, and opponents should be emphasized at all times. Each advisor and coach has the responsibility of teaching students to work as teammates and to realize that individual success is due to cooperation.

General Definitions for Extracurricular and Co-Curricular Participation Policy

Unless the context otherwise requires, in this policy:

"Extracurricular Activities" means District- and/or school-authorized activities which take place outside of the regular school day and do not involve class credit, including (but not limited to) athletics, student groups or organizations, and community activities for which high school letters are awarded.

"Co-Curricular Activities" are District and/or school authorized activities held in conjunction with a for-credit class but taking place outside of the regular school day including, but not limited to, debate, drama, band, or choir.

"Activity Suspension or Suspension from Extracurricular Activities" means that suspended students shall not travel, dress in uniform, associate or participate with the team or group at its scheduled event(s). Suspended students may be allowed to participate in practices/meetings; however, the principal or designee may deem it necessary for students to be withheld from practices/meetings for the duration of the suspension.

"Major Infraction" shall mean a material or substantial deviation for acceptable behavior or stated student expectations which occurs while the student is engaged in the extracurricular or co-curricular activity, including but not limited to insubordination toward or non-compliance with the person in charge of the activity, verbal, or physical abuse hazing, fighting, and refusal of a student to identify themselves to school personnel upon request.

"Minor Infraction" shall mean a minor deviation from acceptable behavior or stated student expectations which occurs while the student is engaged in the extracurricular or co-curricular activity, and which is not material or substantial. Students will be given notification of the first minor infraction. Students and parents will be given notification of the second minor infraction through a conference and will be informed that a third minor infraction may result in activity suspension.

"Controlled Substances" include, but are not limited to opiates, opium derivatives, hallucinogenic substances, including cocaine, and cannabis and synthetic equivalents or the substances

contained in the plant, any material, compound mixture or preparation with substances having a depressant effect on the central nervous system, and stimulants.

"Drugs" include any alcohol or malt beverage, any inhalant, any tobacco product, any controlled substances, any illegal substance, any abused substance, any look-alike or counterfeit drug, any medication not approved and registered by the school authorities and/or any substance which is intended to alter mood, and/or any substance which is misrepresented and sold or distributed as a restricted or illegal drug.

"Drug Paraphernalia" is defined as any or all equipment, products and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivation, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance as defined in this policy.

"Emergency Activity Suspension" is defined as imposition of an activity suspension by the Principal or designee prior to an informal hearing when it is necessary to protect the health and safety of the individual(s) involved and immediate action is appropriate.

"Event" is defined as a match, game, meet, or other competitive event, including regional and/or state tournaments, competitions. "Event" is also defined as any band or choir performance(s).

"Knowingly Present" shall mean that a student attended a gathering of two (2) or more individuals at which one or more of the attendees (other than the student at issue) were using or are in possession of drug paraphernalia, controlled substances, drugs, pornography, or alcohol or tobacco and the student knew or reasonably should have known that such use or possession was occurring.

"On any school premises or at any school-sponsored activity, regardless of location" includes, but not be limited to buildings, facilities, and grounds on the school campus, school buses, school parking areas; and the location of any school-sponsored activity. "On any school premises or at any school-sponsored activity, regardless of location" also includes instances in which the conduct occurs off the school premises but impacts a school-related activity.

"Scholastic Year" is defined as the period of time beginning with the first day of the fall extracurricular and co-curricular activities season and ending with the last day of school.

"School Days" include only those days when school is in session.

ACADEMIC ELIGIBILITY

Requirements for Extracurricular and Co-curricular Activities

Extracurricular and co-curricular activities are supplements to the regular instructional programs and afford students opportunities for enrichment. However, participation in extracurricular and co-curricular activities is a privilege, not a right. As representatives of their school and district, students participating in such activities are expected to meet high standards of behavior.

The purpose of having academic eligibility requirements is to help outline the expectations for students who wish to participate. Students are expected to make continual progress toward graduation and getting the best education available to them. Participants in activities are expected to consistently maintain high academic standing as an example to other students and

the community. They must also learn to maintain high quality in all areas of their lives, to learn responsibility and feel pride in their opportunity to represent their school and community.

A student participating in activities must meet the following eligibility requirements:

1. Be eligible under IHSAA guidelines.
2. Receive no F term grades the previous quarter.
3. Receive no F term grades the previous semester.
4. Have at least a 2.0 GPA for the previous quarter.
5. Have at least a 2.0 GPA for the previous semester.
    a. Semester grades are only considered in conjunction with 2nd & 4th quarter grades. Eligibility after the 1st and 3rd quarter only look at quarter grades.

* Incompletes will be treated as F's until they are made up. Exceptions are IDLA courses or dual credit classes that do not have a finalized grade due to the term ending on a different date than the schools.
Home schooled students must meet eligibility requirements as outlined by the IHSAA.

<u>Consequences for students not eligible due to previous term:</u>
The following consequences last until a grade check at the end of three weeks during the following quarter. The student must show no F grades and have an average GPA of 2.0 or higher. The student's eligibility will be again evaluated on the above criteria.

1. Cannot participate in any games or events.
2. Cannot travel with the team.
3. Cannot miss any class time for team function.
4. Cannot wear the team uniform.
5. Cannot sit on the bench/sidelines with team at games or events.
6. Not to be announced or honored at events.
7. Not to be included on the team roster/program.
8. Participation in practice is at the coach's discretion.

In order to stress the importance of high academic performance, and to assist students in monitoring their own progress toward that goal, eligibility will also be monitored and enforced during each grading period of the activity through regular grade checks.

A student participating in activities must also maintain the following eligibility requirements throughout each grading period in order to be eligible to participate:

Maintain a quarter GPA of 2.0 and be receiving no F's for all grade checks.

<u>Grade Checks:</u>
Grade checks will be done by the Principal or AD Tuesday morning of each week of the quarter. If a student is failing a class or does not have a current quarter GPA of 2.0, the student will be on probation for the rest of the quarter.

1. If on probation, the student has one week without consequences to bring grades up to passing and GPA requirements.
2. If by the second week on probation the standards are not met, then the student will be ineligible to participate in games or travel that week.
    a. Participation in practice is determined by the coach.
3. If a student on probation falls below standards again in the quarter, the student will immediately be on step two of this list.

*All eligibility and probation are reset at the end of each quarter.
**Remember, quarter and semester grades determine eligibility for the following quarter, so no matter where a student was on the grade check situation, if the quarter/semester was failing or below a 2.0 they will be ineligible to participate as outlined under "consequences for students not eligible due to previous term". Students enrolled in IDLA or dual credit courses who do not meet academic requirements once their grade is posted will start their probation once the grade is finalized, which may not be consistent with the date of school quarter/semester grades.

Junior High Academic Standards for Extra-curricular and Co-curricular Activity Eligibility
Junior High/6th grade students who participate in extra-curricular and co-curricular activities are subject to weekly grade checks on Tuesday morning. Any student who is earning an F or whose grades do not total a 2.0 G.P.A. for that week will not be eligible for that week's competition(s). If the student is able to bring the failing grade up to passing and meet the minimum 2.0 G.P.A. requirement by the following week's grade check, they will be eligible for competition again. However, participants that do not meet the minimum requirements will be ineligible for another week of competition.

Extreme Circumstance:
Although very rare, an extreme circumstance may arise that would legitimately cause a student to be unable to meet eligibility requirements. If such an instance were to arise the case can be brought before the Challis High School Leadership Committee for consideration for an exception. This would be extremely rare.

Summer Course Work or Classes outside of CHS:
Summer credit recovery courses will be used to determine eligibility in the fall.

Activity Suspension
1. Extracurricular or Co-Curricular Activity Suspension
    A. The Board believes that the safety and welfare of other students may be adversely affected when students who are involved in extracurricular activities commit major infractions or repeated minor infractions at school or during school activities, and/or are involved in criminal conduct or drug use in any location.
    B. At the beginning of each semester, teachers or coaches of co-curricular courses will identify for students how participation in the co-curricular activity impacts their course grade. Co-curricular students who are suspended as a result of this policy will have their co-curricular course grade affected only if the reason for the suspension was related to course work or course expectations. Students who miss a co-curricular activity because of a suspension may ask to do, or be required to do, alternative assignments or special projects to make up for the missed activity.

2. Activity Suspension as a Result of a School Suspension
    A. A student will be immediately suspended from all extracurricular or co-curricular activities when they receive a suspension (either in-school or out-of-school) for any reason.
    B. Consequences: The activity suspension is automatic, is for the duration of the school suspension, and runs concurrent with the school suspension.
    C. This type of activity suspension cannot be appealed.

3. Activity Suspension for Repeated Minor Infractions or a Major Infraction During an Activity

A. A student may be suspended from an extracurricular or co-curricular activity when they commit a third minor infraction, or a major infraction, while engaged in an extracurricular or co-curricular activity on any school premises or at any school-sponsored activity, regardless of location. The coach or advisor will recommend suspension to the principal.

Consequences

A. The incident will be reviewed pursuant to the Informal Hearing Process.
B. If the evidence supports the recommendation, the student may be given an activity suspension for a period of time up to and including the remainder of the season or duration of the activity in that scholastic year for that activity only.
C. If the activity suspension exceeds nine school days, the parent/guardian may request an appeal as outlined in the Appeal Process of this policy.

4. Activity Suspension for Criminal Conduct or Drug Use in Any Location During the Scholastic Year

A. A student may be suspended from extracurricular and co-curricular activities when they have been arrested or it reasonably appears to the District that they have violated criminal law, other than infractions or minor traffic violations; or has been involved with drug paraphernalia, controlled substances, or drugs, including alcohol or tobacco, in any location, either on or off campus, during the scholastic year, in any of the following ways: attempting to secure or purchase; using, or having reasonable suspicion of having used; possession; intending or attempting to sell or distribute; selling or giving away; or being knowingly present when any of the above are used, possessed, or consumed.

5. Knowingly Present

A. First Violation: When a student violates the "knowingly present" prohibition of this policy for the first time during a scholastic year, the principal:
   a. Will hold a conference with the student.
   b. Will notify the student's parent/guardian and the student of the violation.
   c. May arrange a conference with the parent/guardian and the student.
   d. Will inform the student and parent/guardian of consequences for future violations of the policy.
   e. Second Violation: When a student violates this "knowingly present" prohibition of this policy for the second time during a scholastic year, they are subject to the consequences outlined below in part 3 "Other Violations" of the policy.

Other Violations

1. The incident will be reviewed pursuant to the Informal Hearing Process in this policy. If the evidence supports the accusation, the student may be suspended from all extracurricular and co-curricular events for a period of 21 calendar days.
2. The suspension will be reduced to a 14-calendar day period if:
   a. In the case of criminal conduct, the student receives counseling which has been approved by a school counselor; or
3. If no event is scheduled during the period of the suspension, the student will be withheld from the next scheduled event.
4. If the student notifies school personnel (self-reports) concerning their criminal conduct or drug use prior to the personnel's knowledge of the incident(s), the principal may reduce the length of the activity suspension.

5. On the occasion of a subsequent infraction during a scholastic year, and if the evidence supports the accusation, the principal will bar the student from any form of extracurricular or co-curricular activity for the balance of the scholastic year.
6. All students who receive an activity suspension for criminal conduct or drug use shall be reported to the Superintendent or designee and, if applicable, to the appropriate law enforcement agency.
7. The parent/guardian may request an appeal as outlined in the Appeal Process of this policy, with either a first or second offense.

Infractions Which Occur in Out-of-School Trips

During an out-of-school trip, if the authorized person in charge of the activity determines that student should be sent home early because of criminal conduct, drug use or other major infraction, the authorized person will notify the parent/guardian, and ask them to take charge of the return of the student. The parent/guardian will assume any expenses incurred for the return of the student.

Informal Hearing Process

Prior to giving an activity suspension to a student, the principal shall grant the student an informal hearing on the reasons for the activity suspension and the opportunity to challenge those reasons unless an emergency activity suspension is necessary. If an emergency activity suspension is necessary, an informal hearing will be held as soon as possible after the emergency ceases to exist.

Student Travel To or From an Extracurricular or Co-Curricular Activity

Unless other travel arrangements are authorized, students will board the bus at the school designated as point of origin for the trip and will return to the point of origin in the bus.

The only variation allowed in this regulation is the release of students to parents by the coach or advisor in a face-to-face situation at the close of the activity before buses begin the return trip. Such release will require a signed, dated note from the parent or signature with provided sign out sheet from the coach. Any exceptions must be approved by the principal or designee. Students will not be released to another student or person 18 and under even with parent pre-approval.

The activity must provide at least one instructor\coach\ or adult sponsor for each bus on a special trip. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Any adult designated by the principal as a sponsor will have such authority.

Bus Rules

Students must follow all school bus rules with this exception: Food and drink not in glass containers will be allowed on the bus with permission of the coach/advisor and bus driver. However, any debris must be cleaned up at the end of the trip and before students leave the bus.

If a student causes a disruption or hazard on the bus, a hearing will be held with the principal, driver, instructor, coach, adult sponsor, parent/guardian, and student. The driver, instructor/coach/adult sponsor, parent/guardian, and the student will have the opportunity to share with the principal their perceptions of the problem. If the principal finds that there has been an infraction of bus rules, they will take the following action:

1. On the first infraction, the student will be warned that following any further infraction they will be declared ineligible for transportation to the extracurricular or co-curricular activities for one event.
2. On the second infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activity for two events.
3. On the third infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activities for the remainder of the semester.

Based on the severity of the problem as it relates to respect and safety for others, the principal may bypass step 1 and/or step 2 above and immediately declare the student ineligible for transportation for two weeks or for the remainder of the semester.

Appeal Process:

1. This appeal process may be used by students and their parent/guardian only in those instances where an activity suspension or transportation to extracurricular or co-curricular activities exceeds nine school days.
2. The parent/guardian must request an appeal in writing within two school days from the notification of the activity suspension decision.
3. The Superintendent will appoint a three-member panel composed of certificated staff members who have not been involved in the disciplinary action in question. The hearing panel will notify the student and the parent/guardian of the date, location, and time of the hearing; the student will have an opportunity to present additional evidence regarding the circumstances of the suspension or reasons to reduce the length thereof. The appeal must be scheduled within five school days of the request.
4. If the panel determines that the evidence reviewed at the appeal supports the suspension, the suspension of the student from extracurricular and/or co-curricular activities shall be continued.
5. The student and the parent/guardian will be notified in writing of the panel's findings and determination with respect to the student suspension from extracurricular and/or co-curricular activities within two school days of the panel's decision.
6. The panel's determination is final and is not appealable to the Superintendent or Board of Trustees.

Elementary Students

Students in kindergarten through sixth (K-6) grade who are in violation of this policy may have the length of the activity suspension reduced by the Principal or designee.

Legal Reference:

I.C. 33-512(12) Governance of Schools

Policy History:

Adopted On: 2/2005
Reviewed on: 9/2018
Revised on: 4/2005; 6/2013; 4/2014, 2/2021, 10/2021, 8/2022, 10/2022, 2/2024, 5/2024, 8/2026

Extracurricular Activities Drug-Testing Program 3400

The District has a strong commitment to the health, safety, and welfare of its students. Results of studies throughout the United States indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Our commitment to maintaining the extracurricular activities in the District as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

Purpose

The drug-testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while they have drug residues in their bodies, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free participation. No student shall be expelled or suspended from school as a result of any verified positive test conducted by their school under this program, other than as stated herein.

Scope

Participation in extracurricular activities is a privilege. This policy applies to all District students in grades 6-12 who wish to participate in extracurricular activities that are listed in the current student handbook and any other school-sponsored extracurricular activities not listed.

Consent Form

It is MANDATORY that each student who participates in extracurricular activities sign and return the Consent Form prior to participation in any extracurricular activity. Failure to comply will result in non-participation.

Each extracurricular participant shall be provided with the Consent Form (3400F), which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug-testing program at Challis High School.

Policy History:
Adopted on:
Reviewed on: 9/2018
Revised on: 9/2018, 11/2021

CONSENT FORM **3400f**

Challis Joint School District #181

Extracurricular Activity Consent Form

I have received and have read and understand a copy of the Challis School District's Policy 3400 "Extracurricular Activities Drug-Testing Program". I desire that _____ _____ participate in this program and in the extracurricular program of Challis School District and hereby voluntarily agree to be subject to its terms for the entire high school career (grades 6-12). I accept the method of obtaining urine specimens, testing, and analyses of such specimens and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and federal statutes and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

Date:_____, 20___

_____ _____

Student Signature Parent/Guardian Signature

****

I,_____, have decided **NOT** to participate in any extracurricular activities sponsored by Challis School District for the remainder of this school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to urinalysis.

_____ _____

Student Signature Date

_____ _____

Parent/Guardian Signature Date

Legal Reference:
Vernonia School District 47J v. Acton, 515 U.S. 646 (1995)
Todd v. Rush County, 139 F.3d 571 (7th Cir.), cert. Denied, 119 S.Ct. 68 (1998)
Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018, 11/2021
Revised on: 1/13/16, 9/2018

Drug-Testing Procedures 3400p

Testing Procedures

1. Students who participate in extracurricular activities will be tested prior to starting the sport or activity.
2. Throughout the year the selection of participants to be tested will be done randomly by the principal/administrative designee, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing.
3. If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested. Factors will include, but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of their student.
4. No student will be given advance notice or early warning of the random testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
5. Upon being selected for a urinalysis test under this policy, either by prior participation, random draw, reasonable suspicion, request of a parent/guardian, or a follow-up test, a student will be required to provide a sample of fresh urine, according to the quality control standards and policy of the laboratory conducting the urinalysis.
6. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 40 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office who will inform the student and parents/guardians, the student is no longer eligible for the extracurricular activities, until tested at least seven days from the test date where they were unable to produce a specimen. Parents/guardians are responsible for taking the student to a certified testing sight, paying for the cost of the test, and returning the results.
7. There is a head strip on each of the specimen bottles, indicating the validity of the urine specimen by temperature. All specimens registering below 90.5 degrees Fahrenheit will be invalid. If this occurs, another specimen must be given by the student within two hours.
8. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for the remainder of the activity. This will be reported to the parent/guardian.
9. Immediately after the specimen is taken, the student may return to class.
10. The specimens will show a positive or negative result with the quick-test kit. If the result is positive, then it will be turned over to the testing laboratory, and each specimen will be tested for illicit drugs and prescription drugs.
11. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission.

Chain of Custody

1. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and

supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.

2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with them to the collection site and should not be allowed to go to their locker. The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, including during practice time.
3. If a student chooses, they may notify the administrator that they are taking a prescription medication and supply proof.
4. A sterilized, quick-test kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The seal may be broken only by the lab testing the specimen.
5. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.
6. The students will be brought to a supervised facility. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by themselves in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off. If the quick test shows a positive result, it will be sent to a testing laboratory for further testing. After it has been sealed, the specimen will be transported to the testing laboratory. The testing laboratory will report the results to the principal/administrative designee.
7. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container.
8. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed to the principal/administrative designee with no name attached; only the student's random identification number will appear on the results sheet.

<u>Test Results</u>

1. This program seeks to provide needed help for students who have a verified positive test. The students' health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.
2. The principal/administrative designee will be notified of a student testing positive with the quick test (that is, if the test shows that drug residues are in the student's system). Quick test results that are positive are sent to a testing laboratory for further testing. If results are positive from the testing laboratory, the student and parent/guardian are notified. The student or their parent/guardian may submit any documented prescription, explanation, or information that will be considered in determining whether a positive test has been satisfactorily explained.

3. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or their parent/guardian.
4. If the test is verified positive, the principal/administrative designee will meet with the student and their parent/guardian at the school.
    A. The student will be required to complete a class provided by Challis Area Health Center team consisting of a provider and behavioral health specialist. The student will be prevented from participating in extracurricular activities until after a follow-up test is requested by the principal/administrative designee and the results are reported and completion of class.
    B. A follow-up test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this follow-up test is negative, the student will be allowed to resume extracurricular activities.
    C. If a second positive result is obtained from the follow-up test or any later test of that student while participating throughout the current academic year, the student and parent/guardian will be required to complete a class provided by Challis Area Health Center team consisting of a provider and behavioral health specialist. In addition, the District reserves the right to continue testing, at any time during the remaining school year, any participating student who tested positive and did not make satisfactory explanation.
5. Information on a verified positive test result will be shared on a need-to-know basis with the student's coach or sponsor. The results of negative tests will be kept confidential to protect the identity of all students being tested.
6. Drug testing result sheets will be returned to the principal/administrative designee, identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal/administrative designee has access

<u>Financial Responsibility</u>

1. Under this policy, the District will pay for all prior tests to participating in activity or sport and initial random drug tests, all initial reasonable suspicion drug tests, and all initial follow-up drug tests. Once a student has a verified positive test result and has subsequently tested negative from a follow-up test, any future follow-up drug test that must be conducted will be paid for by the student or their parent/guardian
2. A request on appeal for another test of a positive urine specimen is the financial responsibility of the student or their parent/guardian
3. Counseling and subsequent treatment by non-school agencies are the financial responsibility of the student or their parent/guardian

<u>Confidentiality</u>

Under this drug-testing program, any staff, coach, or sponsor of the District who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the District's commitment to confidentiality with regard to the program.

Other Rules

Apart from this drug-testing program, the Idaho High School Activities Association (IHSAA) and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/ sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

Legal Reference:

Vernonia School District 47J v. Acton, 515 U.S. 646 (1995)
Todd v. Rush County, 139 F.3d 571 (7th Cir.), cert. Denied, 119 S.Ct. 68 (1998)

Procedure History:

Promulgated on: 11/8/04
Reviewed on: 9/2018
Revised on: 9/2018, 7/2020, 10/2020, 9/2021, 11/2021

School Sponsored Student Activities 3410

Code Of Ethics for Advisors, Coaches, Participants, Students, And Patrons

Advisors, coaches, participants, students, and patrons will conduct themselves in a sportsmanlike and respectful manner at all times toward officials, press, students, public, parents, and members of the community.

No obscene language will be used by advisors, coaches, participants, students, or patrons.

Further, advisors and coaches will demand mutual respect and sportsmanlike behavior from student participants.

1. Student Organizations
   A. All student organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted
   B. Bylaws and rules of student organizations must not be contrary to board policy or to administrative rules and regulations
   C. Procedures in student organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.

2. Social Events
   A. Social events and other activities must have prior approval of the administration.
   B. Social events must be held in school facilities unless approved by the Board.
   C. Social events must be chaperoned at all times.
   D. Attendance at high school social events and dances shall be limited to high school students, and junior high school social events shall be limited to junior high school students, unless prior permission is received from the Principal.

3. Extracurricular Activities
   A. Academic and behavior eligibility rules are established by Idaho High School Activities Association (IHSAA) rules and District policy.
   B. Any student convicted of a criminal offense may, at the discretion of school officials, become ineligible for such a period of time as the school official may decide
   C. In establishing an interscholastic program, the Board directs the administration to:
      i. Open all sports to all students enrolled in the District with an equal opportunity for participation.

4. Participation
   A. Every effort shall be made by coaches and advisors to allow active participation by each student who is a member of the team or program.
   B. At the junior high school level of sports, there will be no-cut policy to allow all interested students to develop talents and to gain benefits from activity objectives, even if the talents of the participant are limited.
   C. At the high school level, the coach or advisor will select the members of the team or activity, based on ability, interest, safety, and/or other appropriate criteria.
   D. There will be no mandatory activities or practices on Sundays.

E. Scheduling of junior high school extra-curricular events grades 6th-8th will be in Challis Thursday, Friday, and Saturday. Events can be scheduled within District, at Salmon, Mackay, Arco, Leadore, or district tournament on Monday, Tuesday, and Wednesday. Conference competitions can be scheduled one game per week on Monday, Tuesday, Wednesday, or Thursday.
F. Scheduling of high school extra-curricular events, 9th-12th grade, should take priority on Thursday, Friday, and Saturday. No more than one away game can be scheduled on Monday, Tuesday, and Wednesday per week.
G. Activity travel involving overnight stays must be approved in advance by the Board of Trustees.
H. There will be no scheduled mandatory activities or practices on holidays or during summer vacations.
I. Open gym activity may be allowed on Sundays at the discretion of the athletic director and principal, who will accept responsibility to secure the building following. Open gym is defined as non-mandatory, unstructured, opportunity to utilize school facilities.
J. Training and practice sessions shall not be instituted without the knowledge of the Principal and the athletic director, or without giving opportunity to each qualified student to participate.
K. The Board of Trustees may require a Participation Fee and issue regulations concerning such fee.
L. The Jr.-Sr. High School Principal will approve game and event schedules prior to the season.

5. Participation Rules

Students are encouraged to participate in athletic activities; however, a student should participate only under the following conditions:

A. Students must be adequately insured*****
B. The Challis School District requires that an athlete receive a physical examination and have on record with the school the interim questionnaire prior to their first practice in any school sponsored sport (6-12). Physicals are required prior to the first day of practice in the 9th and 11th grades (for more information please see IHSAA rules at:) http://www.idhsaa.org/rulesregs/1011RulesRegs.pdf*****
C. Student must have parent's written permission. *****
D. Student must qualify under rules of the Idaho High School Interscholastic Activities Association. *
E. Student shall honor the training rules set up by the coaches and Principal.
F. Student shall report to the coach immediately, any injury received in a practice or a regular game.

Jr. High Participation

A. The above rules and regulations shall apply to all students participating in Jr. High level athletics and activities.
B. Junior high/6th grade students who participate in extra-curricular activities will be responsible for having a grade check once per week on Tuesday. Any student who has an F or whose grades do not average out to a 2.0 for that week will be ineligible for a minimum of that week's competition. If at the beginning of the next week's grade

check the student in question does not have an F in any classes and has a 2.0 GPA or above for that week, they are eligible for competition again. If, however, the student-athlete still does not meet the minimum requirements they are ineligible for another week of competition.

C. 6th grade students will be able to participate fully with Jr. High teams if they meet the academic eligibility requirements, have a physical and provide proof of insurance prior to any practice or competition.
D. In addition, 6th grade students' eligibility will also be determined by teachers and administrator recommendation.

Non School Sponsored Activities

The Challis School Board will allow non-school sponsored student activities to be recognized in the yearbook and to hold meetings on school grounds with prior administrative approval.
*It shall be the responsibility of the coach and the Principal to see that these provisions are fulfilled before the student is allowed to participate in athletic activities.

Funding Trips to State and National Conventions/Competitions

The District will help fund trips to state and national tournaments and conventions by matching equally whatever funds a District sponsored and approved organization raises up to an amount determined by the Board of Trustees for purposes of going to state or national competitions or conventions. The District matching funds will apply only to registration, transportation and lodging.

Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018
Revised on: 2/14/05, 11/14/05, 1/9/06, 10/11/10,9/2018, 11/2021

School Functions Procedure 3410p

School activities are an important part of any school. They often reflect the educational quality of the school and are easily observed. Parents and teachers are encouraged to be in attendance at all school functions. Any student or guest whose conduct is contrary to school regulations may be asked to leave and their activity card may be revoked. Conduct that violates common decency or morality will not be permitted on school property or at school activities not held on school property. Violators may be suspended or expelled.

Chaperones and Advisors

The class or club advisors are in charge of the function (dance, carnival, meeting, etc.). It is their responsibility to see that the rules and regulations are enforced. If a student is found in violation of these rules and/or regulations, the advisor will:

1. Confront the student with the violation.
2. Call in one of the parent advisors (chaperons) to verify the violation.
3. Notify the student's parents and/or the sheriff and expel the student from the school function.
4. If the Principal is not in attendance at the dance or function, they should be notified as soon as possible of the violation.
5. The Principal will then carry out policy on disciplinary action.

NOTE:
The Board reaffirmed board policy regarding Junior High School and Senior High School students: (a) Junior High School students may not attend Senior High School dances; (b) Senior High students may not attend Junior High School dances except for extraordinary circumstances. The Board requested that this be clearly understood by all high school personnel who act as chaperones, or sponsors for various events and activities.

Dances

The students will be allowed to hold school-sponsored dances with the following conditions:

1. A minimum of four parents plus the class or club advisors must be in attendance.
2. Once a person who has previously been admitted leaves the building, they will not be allowed back into the dance. The board directed that the Principal have enough personnel on hand to make sure that the rule as stated is followed.
3. The dances will be for students and their dates only. If an outsider is to be admitted, prior arrangements must be made with either the Principal or class advisor.
4. Any student violating the rules and regulations of student conduct will be disciplined according to School Board policy.

Locker Room Policy

In order to treat visiting teams as our guests and eliminate the possibility of two teams of the opposite sex using the locker room at the same time, the following steps will be followed.

1. On days that there is a visiting team, a key will be issued to the visiting team coach, manager, or designated person. The locker room is used solely by the visiting team for that period of time.
2. Challis coaches and managers are responsible for their own teams to remove all clothing, uniforms, and valuables from the locker room prior to the arrival of the visiting team.
3. If Challis students need to shower at the school, the coaches' room shower will be available, the two coaches' office showers may be available, and the Middle School gym may be used.
4. If a need arises that a Challis student needs or forgets something in the locker room, then that student should contact the coach or manager of the visiting team for assistance.

Procedure History:
Promulgated on: 11/8/04
Reviewed on: 9/2018
Revised on: 9/2018, 11/2021

Student Fund Raising Activities 3420

The Board acknowledges that the solicitations of funds from students, staff and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose, including the collection of money by students in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization, may be permitted by the Superintendent providing that the instructional program is not adversely affected.

Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018, 11/2021
Revised on:

Student Fees, Fines, and Charges/Return of Property 3440

The District shall charge no fee for any course for which academic credit is awarded.

A student may be charged a reasonable fee for any course or activity such as an extracurricular activity, student activity, or membership in a voluntary club or association. The Board may waive the fee in cases of financial hardship.

Additional fees may be charged for "enhanced programming and materials" which are voluntary enrichments to the curriculum beyond what is necessary to meet the learning expectations for a particular grade or course (i.e., students may wish to use a superior product or consumable than that provided by the school, in which case they may be asked to pay the additional cost for the upgrade). This includes online enrollment when solely a matter of preference.

A student shall be responsible for the cost of replacing materials or property lost or damaged due to negligence. If school property in a student's possession is lost, broken, or otherwise damaged, the student may be charged the lesser of the fair market value of the item at the time or the cost of repair.

The District may require, as a condition of graduation, issuance of a diploma or certificate, that all lawful indebtedness incurred by a student be satisfied, and/or that all books or other instructional materials, uniforms, athletic equipment, advances on loans or other personal property of the District be returned.

Cross References:
2325 Driving Training Education
2470 Self-Directed Learners
7500 New Fees or Increase of Fees
Legal reference:
I.C. 33-603 Payment of fees or returning of Property
Policy History:
Adopted on: 11/2004
Reviewed on: 9/2018
Revised on: 11/2021, 3/2022, 8/2024, 7/2025

Student Musical Instrument Fees 3440f

Challis Schools are able to provide quite a few instruments for student use. A large majority of students utilize this service. We have flutes, clarinets, trumpets, trombones, saxophones, French horns, percussion, and others.

In order for the school to provide quality instruments, it is necessary to charge a $35.00 instrument maintenance fee. This fee is NOT a rental. It is strictly to ensure that the instrument your child uses is clean and is working as it was meant too. The money collected will be used solely for the purpose of keeping the instruments clean and in good shape. This in turn will make the learning process more enjoyable for the student.

***The percussion fee is $20.00. This money will be used to keep the percussion section in good working order.**

The above fees will provide your student with the instrument for the full school year. If damage to an instrument occurs, due to an accident or failure to care for the instrument properly, it will be the student's responsibility to pay for repairs.

***If your child has his or her own instruments, no fee will be charged.**

Procedure History:
Promulgated on: 11/8/04
Reviewed on: 9/2018, 11/2021
Revised on:

Student Vehicle Parking 3450

Students are permitted to park on school premises as a matter of privilege, not of right. Patrols and inspections may be conducted without notice, without student consent, and without a search warrant. Students are required to unlock vehicles for reasonable inspection when asked to do so by an administrator or designee. Failure to cooperate may result in the loss of permission to drive a vehicle onto campus, and/or other disciplinary actions. At the administrator's discretion, law enforcement may be involved.

Challis School District is not responsible for theft or damage to automobiles parked on District property at any time. Any vehicle parked outside of appropriately marked spaces is subject to being towed without additional warning and at owner's expense.

Policy History:
Adopted On: 8/13/07
Reviewed on: 9/2018
Revised on: 12/10/07, 11/2021

Extended School-Related Travel by Students 3460

Extended School-related travel, within and outside the US, are allowed by the Challis School District when the experiences are an integral part of the school curriculum and contribute to the District's desired educational goals. School-related travel is intended to allow students experiences that provide them with insight, information or knowledge that cannot be adequately developed through regular classroom experience.

Such travel shall be solely optional and by the choice of the student and their family. No such travel shall be related to any assignment, course work, or credit.

When contemplating approval of a trip, the Superintendent shall take into account any foreign travel warnings or cautions of the U.S. Department of State. The Superintendent shall seek advice concerning foreign travel from the District's legal counsel and insurance carrier.

School-related foreign travel supplements regular instructional programs and affords students opportunities for enrichment. However, participation in school-related foreign travel is a privilege, not a right. As representatives of their school and District, students participating in such activities are expected to meet high standards of behavior.

Trip Plan Submission/Proposal

All student activities involving travel shall require authorization from the Superintendent or the Superintendent's designee. Each trip's authorization shall be based on the written rationale of the travel's educational value as well as the safety and welfare of the students involved.

Requests for trips must be submitted to the Superintendent or designee for recommendation to the Board of Trustees no later than eight weeks in advance of the trip.

Trips should be scheduled as much as possible during non-school hours/days such as spring or summer break so that absences from other instructional programs are kept to a minimum.

Advertising, for school approved travel by students, including the distribution of materials, will be allowed during the school day. Planning and promotion of private, non-sponsored trips shall not be conducted in any school classroom or via any official or employee school email or social media. Private groups and organizations may not use the District in any way to promote their activities.

The Superintendent will develop procedures for trips, including the approval process, procedures to be used in case of accident or illness and student conduct violations.

The trip proposal must be in writing and contain the following elements:

1. Identify the purpose of the trip and an outline of anticipated educational experiences and/or course of study to be followed.
2. Identify the names of students and chaperones attending the trip.
3. Identify and plan for any special medical needs of students and chaperones attending the trip.
4. Identify adequate liability insurance to protect the District, Board members, chaperones, teachers and students, when needed.
5. Submit an itemized statement of costs, including transportation, meals, and accommodations.
6. Submit an itemized statement of costs as appropriate to the school-sponsored trip, such as passport and visa expenses, costs of a personal nature, and optional trip insurance.

The Superintendent may enforce restrictions regarding the date, length of time and the chaperone/student ratio as a condition of recommendation to the Board.

Students participating in the trip during school hours are permitted and expected to make up any school work missed. The student's absence shall be recorded as "excused."

The total number of school days missed due to the trip must be included in the written proposal.

A plan must be developed for the administration of medication for any student requiring such assistance.

The proposal must include the names and numbers of chaperones, including both male and female chaperones if the proposal is for a mixed group of students.

1. In developing the proposal for the extended trip, the trip organizer will perform the following duties: Hold at least one pre-trip meeting with students and parents/guardians.
2. Provide to the Superintendent, students, parents/guardians, and chaperones with detailed written information about the trip and all activities.
3. Provide detailed information on the responsibilities and rules for the students and chaperones.
4. Discuss District policy regarding student conduct while on school-sponsored activities.
5. Establish a curfew and enforce strict compliance with this curfew. Chaperones will be required to perform periodic checks to ensure that students are following the curfew requirements.
6. Perform periodic checks to ensure strict compliance with all school rules and policies.
7. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended trip.

Pre-Trip Meetings

Pre-trip meetings involving students and their parents, as appropriate, shall be scheduled to assure all plans are clearly understood. Pre-trip meetings shall not occur until approval from the Superintendent has been received.

Chaperones

Trip chaperones must include at least one certificated staff member from the school sponsoring the trip. Depending on the number of students involved, additional certificated staff and/or parents/guardians of students going on the trip may be necessary. Chaperones shall be selected by the trip teacher/advisor. Chaperones are under the supervision of the trip teacher/advisor.

A student will be permitted to stay in the same sleeping room with a chaperone only if the chaperone is a member of the student's family. Students whose parents/guardians are not serving as chaperones will share rooms with same-sex students only.

Chaperones will agree to the following duties:

1. Supervise and be responsible for students during the entirety of the trip;
2. Ensure that students follow all legal and school requirements;
3. Establish a procedure for room checks and monitor compliance; and
4. In all ways model the behaviors expected of District students.

Any adult convicted of any sex or drug related offenses may not serve as a chaperone. The District reserves the right to request background checks on chaperones.

The safety, protection, and supervision of District students are the sole purposes for adult chaperones accompanying District students on foreign trips. Those who agree to serve as a chaperones must understand and follow the established rules and policies.

The certified staff member serving as the trip organizer will carry a roster of students who are on the trip along with emergency information on each student.

Children who are not a part of the group participating in the trip may not accompany parents when the parents serve as chaperones.

All trips must be adequately supervised with a minimum of one adult per ten students. Groups with both male and female participants must have supervision of at least one male and one female adult.

Student Conduct

Students participating in the trip will be subject to all codes of conduct in District and school policy. Violations will result in appropriate disciplinary action.

Students and their parent/guardian are expected to be knowledgeable about the District's policy on student conduct. Trips are considered an extension of the classroom and all rules and policy pertaining to a school-sponsored activity must be followed.

Students and their parent/guardian will read and sign a code of conduct. The code of conduct will be prepared by the Superintendent and will be reviewed during the pre-trip meetings. Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian's expense.

Permission

All students must return a permission slip for the trip, signed by a parent/guardian, before they will be allowed to participate in the trip.

Fundraising

Fundraising drives may be allowed to defray costs; however, all fundraisers must be pre-approved by the building principal.

Credit shall not be granted for any school-related travel for which a fee is charged to parents/guardians or students. Such travel shall also not be necessary for any required assignment or coursework.

Responsibilities

The responsibilities of the principal or Superintendent include:

1. Obtaining and retaining on file written parental permission for students who are under the age of 18;
2. Signing any contractual agreement with a public carrier or any other service provider;
3. Assuring that all plans and arrangements are provided to and understood by the students and their parents; and
4. Setting student and chaperone conduct rules.

The responsibilities of the trip organizer include:

1. Communicating conduct rules of students and chaperones to parents/guardians, students, and chaperones. Setting behavior expectations for students and chaperones;
2. Carrying a list of the names of students and chaperones participating and their emergency information, and submitting a copy of the list to the building principal prior to the trip;
3. Notifying the building principal of any emergency situation, such as an accident involving student(s), a student missing from the group, etc.; and
4. Identifying and providing parents/guardians an emergency plan.

Cancellation of Trips

Cancellation of trips may occur due to weather, safety, world events, or local school need. Trips will be cancelled only when appropriate school authorities believe it is reasonably cautious and prudent to do so in order to ensure the safety of students and staff or to ensure the effective operation of the local school. In such cases, every effort will be made to provide as much advance notice as possible.

The District is not responsible for financial losses to students and parents due to cancellation of trips.

The authority to cancel trips rests with the Superintendent or the Superintendent's designee.

Report of Trip Conclusion

Following the trip, the trip organizer shall prepare and present a summary and evaluation of the trip to the Board.

Cross Reference

9605 Facilities Separated by Sex

Policy History:

Adopted on: 2/13/08
Reviewed on: 9/2018, 11/2021
Revised on: 9/2018, 12/2023, 2/2025

Extended School-Related Travel by Students Procedure 3460p

Teachers wishing to organize an extended school-related trip for students must comply with these procedures, in addition to policies and procedures governing non-foreign travel.

Trip Plan Submission/Proposal
Requests for trips must be submitted to the Superintendent or designee for recommendation to the Board of Trustees no later than eight weeks in advance of the trip.

The trip proposal must be in writing and contain the following elements:

1. Identify the purpose of the trip and an outline of anticipated educational experiences and/or course of study to be followed.
2. The total number of school days missed due to the trip must be included in the written proposal.
3. Identify the names of students and chaperones attending the trip, including both male and female chaperones if the proposal is for a mixed group of students.
4. Identify and plan for any special medical needs of student and chaperones attending the trip.
5. Identify adequate liability insurance to protect the District, board members, chaperones, teachers and students.
6. Submit an itemized statement of costs, including transportation, meals, and accommodations.
7. Submit an itemized statement of costs as appropriate to the school-sponsored trip, such as passport and visa expenses, costs of a personal nature and optional trip insurance.

The Superintendent may enforce restrictions regarding the date, length of time and the chaperone/student ratio as a condition of recommendation to the Board.

Advertising and fund-raising, including the distribution of materials, will be allowed during the school day, in accordance with school regulations. Private groups and organizations, though, may not use the District in any way to promote their activities.

Students participating in the trip during school hours are permitted and expected to make up any schoolwork missed. The student's absence shall be recorded as "excused."

In developing the proposal for the extended trip, the trip organizer will perform the following duties:

1. Hold at least one pre-trip meeting with students and parent/guardian.
2. Provide to the Superintendent, students, parent/guardian, and chaperones detailed written information about the trip and all activities.
3. Provide detailed information on the responsibilities and rules for the students and chaperones.
4. Discuss district policy regarding student conduct while on a school-sponsored Activities.
5. Establish a curfew and enforce strict compliance to this curfew. Chaperones will be required to perform periodic checks to insure that students are following the curfew requirements.
6. Perform periodic checks to insure strict compliance with all school rules and Policies.

7. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended trip.

Pre-Trip Meetings

Pre-trip meetings involving students and their parents, as appropriate, shall be scheduled to assure that all plans are clearly understood. Pre-trip meetings shall not occur until approval from the Superintendent has been received.

Chaperones

Trip chaperones must include at least one certificated staff member from the school sponsoring the trip, and depending on the number of students involved, additional certificated staff and/or parents/guardians of students going on the trip.

Chaperones shall be selected by the trip teacher/advisor. Chaperones are under the supervision of the trip teacher/advisor.

A student will be permitted to stay in the same motel/hotel room with a chaperone only if the chaperone is the student's parent or legal guardian. Students whose parents or legal guardians are not serving as chaperones will share rooms with same-sex students only.

Chaperones will agree to the following duties:

1. Supervise and be responsible for students during the entirety of the trip.
2. Ensure that students follow all legal and school requirements.
3. Establish a procedure for room checks and monitor compliance.
4. In all ways model the behaviors expected of District students.

Any adult convicted of any sex or drug related offenses may not serve as a chaperone. The District reserves the right to request background checks on chaperones.

The safety, protection and supervision of District students are the sole purposes for adult chaperones accompanying District students on foreign trips. Agreeing to serve as a chaperone is accompanied by an understanding that the established rules and policies will be followed.

The certificated staff member serving as the trip organizer will carry a roster of students who are on the trip along with emergency information on each student.

Children who are not a part of the group participating in the trip may not accompany parents when the parents serve as chaperones.

All trips must be adequately supervised with a minimum of one adult per 10 students. Groups with both male and female participants must have supervision of at least one male and one female adult.

Student Conduct

Students participating in the trip will be subject to all codes of conduct in District and school policy. Violations will result in appropriate disciplinary action.

Students and their parent/guardian are expected to be knowledgeable about the District's policy on student conduct. Trips are considered an extension of the classroom and all rules and policy pertaining to a school-sponsored activity must be followed.

1. Students and their parent/guardian will read and sign a code of conduct. The code of conduct will be approved by the Superintendent and will be reviewed during the pre-trip meetings.

2. Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian's expense.

Permission

All students must return a permission slip for the trip, signed by a parent/guardian, before they will be allowed to participate in the trip.

Fundraising

Fundraising drives may be allowed to defray costs; however, all fundraisers must be preapproved by the building principal.

Responsibilities

Responsibilities of Principal or Superintendent:

1. Obtain and retain on file written parental permission for students who are under the age of 18.
2. Sign any contractual agreement with a public carrier and/or any other service provider.
3. Assure that all plans and arrangements are provided to and understood by the students and their parents.
4. Set student and chaperone conduct rules.

Responsibilities of Trip Organizer:

1. Communicate conduct rules of students and chaperones to parents/guardians, students, and chaperones. Set behavior expectations for students and chaperones.
2. Carry a list of the names of students and chaperones participating, their emergency information and submit a copy of the list to the building Principal prior to the trip.
3. Notify the building Principal of any emergency situation, i.e., an accident involving student(s), student missing from the group, etc.
4. Identify and provide to parents an emergency plan.

Cancellation of Trips

Cancellation of trips may occur due to weather, safety, world events or local school need. Trips will be cancelled only under circumstances under which appropriate school authorities believe it is reasonably cautious and prudent to do so in order to ensure the safety of students and staff or to ensure the effective operation of the local school. In such cases, every effort will be made to provide as much advance notice as possible.

The District is not responsible for financial losses to students and parents due to cancellation of trips.

The authority to cancel trips rests with the Superintendent or the Superintendent's designee.

Report of Trip Conclusion

Following the trip, the trip organizer shall prepare and present a summary and evaluation of the trip to the Board.

Procedure History:
Promulgated on: 3/3/08
Reviewed on: 9/2018, 11/2021
Revised on: 9/2018

Student Health/Physical Screenings/Examinations 3500

The Board may arrange each year for health services to be provided to all students. At the start of the school year, each District school shall notify parent/guardians of health services offered or made available through the school or by private organizations partnering with the District that offer services on school property or as a part of a school program. Parents/guardians shall be notified of any new health services that become available after the annual notice is sent.

Such services may include, but are not limited to:

1. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day.
2. Consulting services of a qualified specialist for staff, students, and parents.
3. Vision and hearing screening.
4. Scoliosis screening.
5. Immunization as provided by the Department of Health and Human Services.

Parents/guardians will receive a written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress. Additionally, if a member of the District's staff becomes aware of a change in the student's mental, emotional, or physical health or well-being, the staff member shall address the matter as described in Policy 2425.

The District will not furnish health care services or solicit to furnish health care services to a student without parent/guardian consent to do so or by court order, except for non-emergency first aide, unless a medical emergency exists and:

1. Furnishing the health care service is necessary to prevent death or address a serious bodily harm to the minor child.
2. The health care provider can't contact the parent/guardian despite a reasonably diligent effort and the health care service is furnished to prevent loss of life or serious physical illness or injury to the minor child.

Nonemergency first aid includes dressing minor wounds, applying topical agents, providing fluids or ice, and performing checks to identify minor illnesses.
Parents/guardians may be given the option to provide blanket consent to the District furnishing health care services or soliciting to furnish health care services to a student. No parent/guardian shall be required to sign a blanket consent.

If a parent/guardian declines to consent to a health care service for their student, the staff member responsible for seeking such consent shall document their efforts to contact the parent/guardian to obtain their consent and shall also document the parent/guardian's refusal of such consent or failure to respond. If such health service was offered because the student is suspected of having a health problem, the parent/guardian will be notified of this suspicion according to Procedure 2425P Parent Rights — Parent/Guardian Notification of Changes in Student Health and Well-being.

Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the District is conducted which is:

1. Required as a condition of attendance.
2. Administered by the school and scheduled by the school in advance.
3. Not necessary to protect the immediate health and safety of the student or other students.

As used in this policy, the term “invasive physical examination” means any medical examination involving the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but this does not include a hearing, vision, or scoliosis screening.
Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Idaho High School Activities Association will be required to follow the rules of that organization, as well as other applicable District policies, rules, and regulations.

All parents will be notified of the requirements of the District’s policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

Abortion-Related Counseling and Referrals Prohibited
All staff are prohibited from providing the following services to any person during working hours or in the course of their work:

1. Providing or performing an abortion.
2. Counseling in favor of abortion.
3. Referring for abortion; or
4. Dispensing emergency contraception, except in the case of rape.

Athletics
All pupils who participate in competitive athletics shall be required to be covered by the school insurance plan. This requirement may be waived if they are covered by an adequate family insurance plan, which is attested to by their parents, in writing.

Cross References:
2140 Student and Family Privacy Rights
2425 Parental Rights
3523 Head Lice (Pediculosis)
3540 Emergency Treatment
Legal Reference:
20 U.S.C. § 1232h FERPA: Protection of Pupil Rights
I.C. § 18-8701, *et seq.* No Public Funds for Abortion Act
I.C. § 32-1015 Parental Rights in Medical Decision-Making
I.C. § 33-142 Adoption Education
I.C. § 33-6001 Parental Rights
IDAPA 08.02.03.160 Safe Environment and Discipline
Other Reference:
ISBA Policy Services https://www.idsba.org/member-services/policy/
Policy History:
Adopted On:11/8/04
Reviewed on: 9/2018, 9/2022, 1/2024, 1/2025, 2/2026
Revised on: 9/2018, 1/2020, 7/2020, 8/2021, 11/2021, 8/2023, 8/2024, 8/2026

Blanket Consent Form for Health Care Services for Minor Children

Providing blanket consent is optional and may, instead, be given on a case-by-case basis.

[NOTE: This form is to be provided to students' parents/guardians at the beginning of each school year.]

Dear parent or guardian,

The purpose of this form and the attached copy of the District's policy on Student Health/Physical Screenings/Examinations is to provide notice of all health services offered or made available through at the school by the District or by any private organizations and to provide notice of the District's policy on physical examinations and screening of students and to obtain parent/guardian consent for these services.

The District will provide, under reasonable circumstances, nonemergency first aid services to a child appearing or representing to be sick or injured, such as dressing minor wounds, applying topical agents, providing fluids or ice, and performing checks to identify minor illnesses.

The District may also provide health care services without parent/guardian consent if District staff reasonably determines that a medical emergency exists and:

1. Furnishing the health care service is necessary to prevent death or address a serious bodily harm to the minor child.
2. District staff can't contact the parent/guardian despite a reasonably diligent effort and the health care service is furnished to prevent loss of life or serious physical illness or injury to the minor child.

The District will provide the following additional health services or examinations which can only be provided with parental permission or in the event of an emergency as described above:

Health Service or Exam	Initial to Indicate **Permission** to Conduct the Health Service or Exam
Preventative health and wellness services and screenings as described in Policies 2415 and 3500	
Administering or assisting with the administration of medication as described in Policy 3510	
Emergency care as described in Policy 3540	
Appropriate management of all health conditions with parental consent	

Any health services the District deems appropriate	

Parent Emergency Contact Information

Parent 1: Emergency Contact Name: _____
Emergency Contact Phone Number: _____
Emergency Contact Email Address: _____

Parent 2: Emergency Contact Name: _____
Emergency Contact Phone Number: _____
Emergency Contact Email Address: _____

Please select one of the following options:

_____ I hereby designate the following emergency contact for my child and grant them authority to consent to health care services provided by the school in the absence of the school's ability to reach the me.

Emergency Contact Name: _____
Emergency Contact Phone Number: _____
Emergency Contact Email Address: _____

_____ I do NOT wish to designate an emergency contact to consent to health care services provided by the school in the absence of the school's ability to reach the me.

_____
Student Name

_____ _____
Parent Signature Date

_____
Parent Name

Concussion Protocol 3505

Many students within the Challis School District, No. 181 participate in extra-curricular activities of a nature whereby physical injury may result. Though the District takes care to ensure all extra-curricular activities are as safe as practicable, it is not possible to remove all danger from such activities, and the District acknowledges that concussions may result. The purpose of this policy is to address situations in which student concussions have occurred or are suspected to have occurred.

This policy only applies to organized athletic league or sport in which any District student participates as an athlete or youth athlete. For the purposes of this policy, athlete or youth athlete means an individual who is 18 years of age or younger and who is a participant in any junior high school or high school athletic league or sport. A school athletic league or sport shall not include participation in a physical education class.

Pre-Season Education

The Administration and coaches will work to ensure that athletes, youth athletes, parents, volunteers, and assistant coaches are educated about concussions. Prior to being allowed to engage or participate in any school athletic league or sport:

1. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall be provided notice of and/or copies of any concussion guidelines or information available from the State Department of Education and the Idaho High School Activities Association.
2. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall acknowledge that they have been provided the guidelines or information available from the State Department of Education and the Idaho High School Activities Association and have had the opportunity to review and have reviewed such information. Further, each student and the student's parents or guardians shall sign an applicable waiver for participating in such school athletic league or sport.
3. The signed waiver and acknowledgment of review of the appropriate information shall be returned to the District.
4. As part of any required pre-athletic league or sport participation medical examination or physical, the medical provider performing the examination shall check for signs of previous concussions. Such medical provider shall indicate whether signs of previous concussions are indicated, and whether the student should or should not be allowed to participate in the school athletic league or sport.

Athletes will not be allowed to participate in school athletic leagues or sports until the above requirements are met.

Protocol on Suspected Concussion

If, during any school athletic league or sport practice, game, or competition, an athlete exhibits signs or symptoms of a concussion, makes any complaint indicative of a possible concussion, or a coach, assistant coach, volunteer coach, or other school District employee has reason to believe a concussion has occurred, such student shall be removed from play or participation in the practice, game, or competition. According to the Centers for Disease Control and Prevention, and for the

purposes of this policy, signs observed by coaching staff which could be indicative of a concussion include if the athlete:

1. Appears dazed or stunned
2. Is confused about assignment or position
3. Forgets an instruction
4. Is unsure of game, score, or opponent
5. Moves clumsily
6. Answers questions slowly
7. Loses consciousness *(even briefly)*
8. Shows mood, behavior, or personality changes
9. Can't recall events *prior* to hit or fall
10. Can't recall events *after* hit or fall

According to the Centers for Disease Control and Prevention, and for the purposes of this policy, symptoms reported by the athlete which could be indicative of a concussion include:

1. Headache or "pressure" in head
2. Nausea or vomiting
3. Balance problems or dizziness
4. Double or blurry vision
5. Sensitivity to light
6. Sensitivity to noise
7. Feeling sluggish, hazy, foggy, or groggy
8. Concentration or memory problems
9. Confusion
10. Does not "feel right" or is "feeling down"

Coaches should not try to judge the severity of the injury themselves. Health care professionals have a number of methods that they can use to assess the severity of concussions. Coaches should record the following information, if possible, to help health care professionals in assessing the athlete after the injury:

1. Cause of the injury and force of the hit or blow to the head or body.
2. Any loss of consciousness (passed out/knocked out) and if so, for how long.
3. Any memory loss immediately following the injury.
4. Any seizures immediately following the injury.
5. Number of previous concussions (if any).

Athletes may not be returned to play or participate in any student athletic league or sport (except on an administrative basis, such as team manager), until and unless the athlete has been evaluated and is authorized to return to play or participate by a qualified health care professional who is trained in the evaluation and management of concussions, including a physician or physician's assistant licensed under chapter 18, title 54, Idaho Code, an advanced practice nurse licensed under Idaho Code 54-1409, or a licensed health care professional trained in the evaluation and management of concussions who is supervised by a directing physician who is licensed under chapter 18, title 54, Idaho Code.

Such authorization must be in writing and must be provided to the District prior to the student being returned to play. If the authorization is signed by a licensed health care professional trained in the evaluation and management of concussions, such authorization must also be countersigned by the directing physician.

Legal Reference:
I.C. 33-1625 Youth athletes – concussion and head injury guidelines
Other Reference:
http://www.idhsaa.org/medicine/concussion.aspx

http://www.cdc.gov/headsup/index.html

http://www.cdc.gov/headsup/basics/concussion_symptoms.html

Policy History:
Adopted on: 9/12/12
Reviewed on: 9/2018, 11/2021
Revised on: 9/2018

Concussion Guidelines Form **3505f1**

Acknowledgement of Receipt of Concussion Guidelines

Parent's/Guardian's Signature

I, (print name)_____, acknowledge that I am the parent or guardian of the student (below); that I have received from the District information related to student athlete concussions, including information from the State Department of Education, the Idaho High School Activities Association and have had the opportunity to review and have reviewed such information. I understand that participation in school athletics leagues or sports is dangerous, and hereby agree to waive all liability against Challis School District, No. 181, its employees, agents, and Trustees, related to any injury or damages that student may experience or incur as a result of participation in such school athletics leagues or sports.

_____ _____

Signature Date

Student's Signature

I, (print name)_____, acknowledge that I am a student of Challis School District, No. 181, or otherwise am allowed to participate in school athletics leagues or sports; that I have received from the District information related to student athlete concussions, including information from the State Department of Education, the Idaho High School Activities Association and have had the opportunity to review and have reviewed such information. I understand that participation in school athletics leagues or sports is dangerous and accept the risk of the potential consequences of such dangers.

_____ _____

Signature Date

NOTE: Both signature lines must be filled in and this form must be provided to the District prior to the student athlete participating in any school athletic leagues or sports.

Concussion Return to Play Form **3505f2**

Authorization to Return to Play or Participate in Student Sports

I hereby state that I am a:

____ Physician licensed pursuant to chapter 18, title 54, Idaho Code.

____ Physician's assistant licensed pursuant to chapter 18, title 54, Idaho Code.

____ Advanced practice nurse licensed under section 54-1409, Idaho Code.

____ A licensed health care professional trained in the evaluation and management of concussions who is supervised by a directing physician licensed under chapter 18, title 54, Idaho Code. My directing physician is _____, his or her license number is _____, and address is:

_____

_____

I further state that I have met with _____ (hereinafter referred to as "student athlete") to evaluate student athlete for a concussion. I have discussed with student athlete the potential ramifications of continuing to play sports after having received a concussion or exhibiting concussion like symptoms. I am satisfied that student athlete can return to play and/or participate in school athletic leagues or sports without significant likelihood of danger or injury, and I therefore authorize student athlete to return to play and/or participation in school athletic leagues or sports.

_____ _____ _____
Signature Date License No.

_____
Address

_____ _____
Signature of Directing Physician Date
(if signed by a Licensed Health Care Professional)

Student Medicines 3510

This policy shall be reviewed annually by the Board of Trustees or their designee.

Assistance in Self Administration of Medicines by Students

Any designated staff authorized in writing by the school Principal:

1. May assist in the self-administration of any drug to a pupil provided;
    a. The student's parent/guardian has consented in writing.
    b. The drug may lawfully be sold over the counter without a prescription.

Such administration must be as described in the written instructions provided in accordance with this policy.

2. May assist in the self-administration of a prescription drug to a student in compliance with the written instructions of a licensed health care practitioner if the student's parent or guardian consents in writing.

Administering Medicines to Students

No employee except a qualified health care professional may administer a drug or prescription drug to a student under this policy except in an emergency situation.

The Board will permit the administration of medication to students in District schools. Pursuant to the written authorization of the student's licensed health care practitioner as well as the written authorization of a parent or guardian, the designated staff (who has successfully completed specific training in administration of medication) may administer medication to any student in the school or may delegate this task pursuant to Idaho law.

Where administration of medication is a routine activity for a particular student, the subject shall be addressed in a student's health care plan, Section 504 Plan, or IEP, as applicable.

Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

The absence of a school nurse for the administration of medication shall be addressed on a case-by-case basis considering compliance with Idaho law and the medical needs of the student.

Emergency Administration of Medication

In case of an anaphylactic reaction or the risk of such reaction, or in the case of a seizure, a delegate may administer emergency medication to any student in need thereof on the school grounds, in the school building, or at a school function, according to the standing order of the chief medical advisor or the student's private physician.

In the absence of a school nurse, the administrator or designated staff member exempt from the nurse licensure requirements who has completed training in administration of medication, may give emergency medication to students. There must be on record a medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death.

Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

Self-Monitoring and Treatment of Diabetes

A student with diabetes, upon written request of the student's parent/guardian and written authorization from the student's treating physician, shall be permitted by the Board to perform blood glucose checks, administer insulin through the insulin delivery system the student uses, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes in the classroom and in any area of the school or school grounds, and to possess on the student's person at all times all necessary supplies and equipment to perform these monitoring and treatment functions.

Epilepsy and Seizure Disorder Plans

Upon written request of the parent/guardian of a student who has epilepsy or another seizure disorder, the District shall authorize implementation of a plan – whether a Section 504 plan, Health or Emergency Care Plan, or Seizure Disorder Plan, as deemed appropriate for each individual student. The plan will include, but is not limited to, the following:

1. Providing notice of the student's condition to all employees who interact with the student.
2. The student's symptoms.
3. Written orders from the student's physician on providing care to the student.
4. Whether the student may fully participate in exercise and sports and, if applicable, any accommodations required.
5. Accommodations for school-related activities, such as school trips and after-school activities.
6. A description of how medical treatment of the condition may affect the student's education, if applicable.
7. The student's understanding of and ability to manage the epilepsy or seizure disorder.
8. How to maintain communication with the student, parents/guardians, the student's healthcare team, and the employee responsible for administering emergency medication.
9. A list of qualified staff who may administer emergency medication to the student for a seizure.

The plan may be updated annually and as necessary if there is a change in the health status of the student. The plan must also address the notification to the appropriate staff.

All employees who have received notification that a student they interact with has epilepsy or another seizure disorder will be provided with information about how to recognize indicators for epilepsy and seizure disorder, epilepsy, or seizure disorder first aid, when to call for assistance, and a parent/guardian and emergency contact information for that student. The training shall be provided by ANOTHER MEDICAL PROFESSIONAL SELECTED BY THE SUPERINTENDENT OR DESIGNEE. The training may be individualized to each student, if necessary.

Self-Administration of Asthma Medication, Insulin/Diabetic Treatment, Seizure Disorder Medication, or Epinephrine Auto-Injectors

Pursuant to Idaho Code covering the self-administration of Asthma medication, the following shall apply to Epinephrine Auto-Injectors, seizure disorder medication, insulin, or blood glucose monitoring supplies if a parent or legal guardian chooses to have their child self-administer medication:

1. The parents or guardians of the student shall provide to the school board or designee written authorization for the self-administration of medication.
2. The parents or guardians of the student shall provide to the school board or designee written certification from the student's physician that the student has a severe allergic reaction (anaphylaxis), asthma or another potentially life-threatening respiratory illness, epilepsy or another seizure disorder, or diabetes and is capable of, and has been instructed in, the proper method of self-administration of medication. In cases where the student has severe or life-threatening allergies, Policy 3515 Food Allergy Management, and any related procedures shall be followed. For students with severe allergic reaction, asthma, another potentially life-threatening respiratory illness, seizure disorder, or diabetes the student's physician or health care provider-supplied information shall contain:
   a. The name and purpose of the medicine.
   b. The prescribed dosage.
   c. The time(s) at which or the special circumstances under which medication should be administered.
   d. The length of time for which medication is prescribed.
   e. The possible side-effects of the medicine.
   f. Actions to take in the event of an emergency, including if the medication does not improve the child's breathing or allergic reaction.
   g. Contact information for the physician and parent or guardian; and
   h. If applicable, a list of the child's asthma or seizure triggers or allergies.
3. The school's administration and appropriate teachers and school personnel shall be informed that the student is self-administering prescribed medication. Such notification shall be done in a manner so as to best preserve the privacy of the student and the student's medical condition to the extent appropriate

For students with severe or life-threatening allergies this information may be provided in the student's Emergency Care Plan.

Additional Requirements for Self-Administration of Medicines

The board or board designee will inform the parents or guardians of the student in writing that the District and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student, absent any negligence by the District, its employees or its agents, or as a result of providing all relevant information provided pursuant to subdivisions of this subsection with the school nurse, absent any negligence by the District, its employees or its agents, or in the absence of such nurse, to the school administrator.

The parents or guardians of the student shall sign a statement acknowledging that the District shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents or guardians shall indemnify and hold harmless the District and its employees or agents against any claims arising out of the self-administration of medication by the student.

Students who are authorized to carry their medication, supplies, or equipment necessary for managing their diabetes, allergies, asthma, or epilepsy or other seizure disorder may be retested periodically to ensure they are still capable of correctly using the medication.

As used in this section:

1. "Medication" means:
    a. An epinephrine auto-injector.
    b. A metered dose inhaler or a dry powder inhaler.
    c. Medication for the treatment of epilepsy or another seizure disorder.
    d. Insulin, insulin delivery system/or supplies or equipment necessary for diabetes monitoring and/or treatment prescribed by a physician and having an individual label.
2. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician.
3. A student who is permitted to self-administer medication pursuant to this section shall be permitted to possess and use a prescribed inhaler or epinephrine. auto- injector at all times.

Any designated staff authorized in writing by the school Principal may assist with self-administration of medications provided that only the following acts are used:

1. Verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications.
2. Handing a pre-filled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student.
3. Opening the lid of the above container for the student.
4. Guiding the hand of the student to self-administer the medication.
5. Holding a container or fluid and assisting the student in drinking fluid to assist in the swallowing of oral medications.
6. Assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

<u>Handling and Storage of Medications</u>

All medications, excluding those approved for keeping by students for self-administration, must first be delivered by the parent or other responsible adult to the designated staff assisting with the self-administration of medication. The designated staff must:

1. Examine any new medication to insure that it is properly labeled with dates, the name of the student, the medication name, the dosage, and the physician's name.
2. If administration is necessary, the designated staff must develop a medication administration plan for the student before any medication is given by school personnel.
3. Record on the Student's Individual Medication Record the date the medication is delivered, and the amount of medication received.
4. Store medication requiring refrigeration at 36F - 46F.
5. Store prescribed medicinal preparations in a securely locked storage compartment, excluding those medications approved for self-administration. Controlled substances will be contained in a separate compartment, secured, and locked at all times.

No more than a 45-school day supply of medication for a student will be stored at the school. All medications, prescription and nonprescription, will be stored in their original containers.

Access to all stored medication will be limited to persons authorized to administer medications or assist in the self-administration of medications.

Disposal of Medication

School personnel must either return to the parent or destroy (with permission of the parent or guardian) any unused, discontinued, or obsolete medication. Medicine which is not repossessed by the parent or guardian within a seven-day period of notification by school authorities will be destroyed by the designated staff in the presence of a witness.

Medications to Reverse an Opioid Overdose

The District participates in a program that provides treatment of opioid overdoses, as outlined in policy 3518.

Legal Reference:
IDAPA 08.02.03.160.01.a.i Rules Governing Student Health Policies
I.C. § 33-520 Policy Governing Medical Inhalers, Epinephrine Auto-Injectors, Insulin and Blood Glucose Monitoring Supplies
I.C. § 54-1401 Purpose- License Required Representation to the Public

Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018
Revised on: 8/11/08; 09/08/08, 9/2018, 11/2021, 3/2023

Student Medicines Authorization Form **3510f1**

Authorization for Self-Administered Medication

Student's Name: _____ Grade: _____ DOB: _____

Parent/Guardian Name: _____

Telephone: (Home): _____ (Work): _____

I give my permission for my child to self-administer the medication described below. I shall indemnify and hold harmless the District and its employees or agents for legal fees, costs, and any potential damages concerning self-administration of this medication arising out of any claims brought by the above-named child or anyone else.

_____ _____

Parent/Guardian's Signature Date

.....

THE FOLLOWING IS TO BE COMPLETED BY THE PHYSICIAN:

I am recommending that the above-named student be allowed to self-administer the following medication.

Name and Purpose of Medication: _____

Identification of Chronic Medical Problem: _____

_____

Prescribed Dosage to be Taken: _____

Length of Time Medication Must be Taken: _____

Possible Side-Effects and/or Special Precautions to be Taken: _____

_____

Conditions Under Which Self-Medication Will Take Place:

_____ Independently (*Child must have had training and be proficient in self-administering medication.*)

Trainer's Name: _____

Date of Training: _____

_____ Under **the supervision of designated staff**

Medication should be: _____ Stored in the Health Office

_____ In the possession of the student

_____ _____

Type or Print Physician's Name Physician's Signature

_____

Date

Student Medicines Indemnification/Hold Harmless Form **3510f2**

Indemnification/Hold Harmless Agreement
For Self-Administration of Medication

Student Name: _____

The parent(s)/guardians(s) agree to indemnify, defend, and hold the School District harmless from any and all claims, actions, costs, expenses, damages, and liabilities, including attorney's fees, arising out of, connected with, or resulting from the self-administration of medication by the student. The parent(s)/guardians(s) agree(s) that the School District, Board of Education, Board of Education employees and its agents shall incur no liability as a result of any injury arising out of or connected with the self-administration of medication by the student. Specifically, the parent(s)/guardian(s) agree that they will not institute either on their own behalf or on behalf of the student, any claim or action against the Board of Education, Board of Education employees and its agents arising out of or connected with self-administration of medication by the student.

This agreement shall take effect on the date listed below and shall stay in effect for as long as the student is provided permission to self-administer medication. This agreement must be signed and in full effect prior to the granting of permission to self-administer medication.

Parent/Guardian's Name (Please Print)	Parent/Guardian's Signature
Parent/Guardian's Name (Please Print)	Parent/Guardian's Signature
Principal's Signature	Date of Agreement

Student Food Allergy Management 3515

Food-allergic reactions can develop into severe or life-threatening reactions and, even with proper treatment, can be fatal. A student's ability to learn may be drastically altered by their fears of a reaction. The Board will endeavor to provide a safe and healthy environment for students with severe and life-threatening food allergies and to address food allergy management in District schools in order to:

1. Reduce the likelihood of severe or potentially life-threatening allergic reactions
2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction
3. To provide students, through necessary accommodations, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips

Food allergy management will focus on prevention, education, awareness, communication, and emergency response.

District and school administrators, will endeavor to be knowledgeable about and follow all applicable federal laws, including the Americans with Disabilities Act, Section 504, Individuals with Disabilities Education Act, and the Family Educational Rights and Privacy Act, as well as all State laws and District policies and guidelines that may apply to students with allergies. Administrators or their designees may make all of the appropriate allergy forms available to parents, explain the procedures for completing and returning them, and ensure that all forms and health records submitted by parents and physicians are reviewed by the appropriate personnel. Administrators and designated staff may also meet with parents and listen to their needs and concerns.

When a student has been identified as having food allergies verified by a physician, nurse practitioner, or physician assistant, individual written management plans may be used to determine accommodations to be made on a daily basis to prevent and prepare for an allergic reaction. An emergency care plan may be used to provide direction in the event of a life-threatening allergic reaction at school or at a school event. Key staff members may be trained to use emergency medications and may be notified of the location of those medications at school and at any special function.

The Superintendent or designee, in coordination with pertinent staff, may develop administrative regulations to implement this policy, including regulations pertaining to all classrooms and instructional areas, school cafeterias, outdoor activity areas, school buses, field trips, and school activities held before or after the school day.

Administrative regulations may address the following components:

1. Identification of students with food allergies and provision of school health services
2. Development and implementation of individual written management plans
3. Medication protocols, including methods of storage, access, and administration
4. Development of a comprehensive and coordinated approach to creating a healthy school environment
5. Ensuring that the needs of children with documented allergies are taken into consideration in planning for District programs
6. Communication and confidentiality
7. Emergency response
8. Professional development and training for school personnel
9. Awareness education for students and parents/guardians.
10. Training for District staff and volunteers
11. Policy monitoring and evaluation

Allergy-related policies, protocols, and plans may be updated annually or after any serious allergic reaction occurs at school or at a school-sponsored activity.

Students with allergies will be treated in a way that encourages the student to report possible exposure to allergens and any symptoms of an allergic reaction and to progress toward self-care with his or her food allergy management skills. Allergy-related bullying will not be tolerated.

The parent/guardian is expected to provide an adequate supply of the medication to be dispensed, and to retrieve any unused medication at the end of the school year or at the withdrawal of the student. Medication that is not retrieved by the parent/guardian by the student's last day of attendance during the school year will be disposed of by the District. This disposal will be verified by two people.

Cross Reference:
2400 Special Education
2410 Section 504 of the Rehabilitation Act of 1973
3510 Student Medicines
3510F1 Authorization for Self-Administered Medication
3510F2 Indemnification/Hold Harmless Agreement for Self-Administration of Medication

Policy History:
Adopted on:
Reviewed on: 9/2018, 11/2021
Revised on: 9/2018, 1/2020

THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT INTENDE TO BE ADOPTED AS A POLICY OR PROCEDURE

A food allergy is an abnormal, adverse reaction to a food that is triggered by the body's immune system. It is different from a food intolerance, which does not involve the immune system and is not life-threatening. Allergic food reactions can span a wide range of severity of symptoms. The most severe and potentially life-threatening reaction is anaphylaxis. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure. Eight foods (peanuts, tree nuts, milk, eggs, soy, wheat, fish, and shellfish) account for more than 90% of all food allergies, while peanuts and tree nuts together account for more than 90% of severe and fatal allergic reactions to food. Exposure may occur by eating the food or by food contact. Severe allergic reactions can occur within minutes of ingestion, but a reaction can be delayed for up to two hours. Some reactions are "biphasic" in nature with an initial period of symptoms, then a symptom free period of two to four hours followed by severe shock-like symptoms.

The most commonly prescribed medications for the treatment of anaphylaxis are epinephrine, with brand names that include, but are not limited to, EpiPen®, EpiPen Jr®, and Twinject®. Delaying use of epinephrine during an allergic reaction can be fatal.

If a student has a severe or life-threatening allergy or an allergy that impairs a major life activity their condition may qualify as a disability and may be covered under the Federal Americans with Disability Act (ADA), and Section 504 of the Rehabilitation Act of 1973. The student's physician usually makes this determination. In some circumstances, the Individuals with Disabilities Education Act may also apply.

While some schools have sought to protect students with life-threatening allergies by banning allergen-containing foods from school grounds, such bans are often controversial and difficult to enforce. In many cases, simply designating and maintaining particular lunchroom tables, desks, classrooms, or other specific areas of a school as allergen-free is sufficient. Allergen management is often easier for students of middle-school age or older, as they are able to take greater responsibility for avoiding allergens.

Student Food Allergy Emergency Care Plan Form **3515f**

Emergency Care Plan

Name: _____

Date of Birth: _____

School: _____

Grade: _____

Insert
Student's Picture

Known Allergies: _____

_____

_____

_____

_____

Asthmatic? Yes: *_____ No: _____

Higher risk for severe reaction

STEP 1: TREATMENT

NOTE: Different symptoms may occur with any reaction and the severity of symptoms can change rapidly. Delay in treatment can be fatal. A high level of vigilance must be maintained for any symptoms exhibited by a student with food allergies. **Act quickly!**

Symptoms

Select the medication to be given in each circumstance (To be determined by physician authorizing treatment).				
Food allergen has been ingested, but no symptoms:	Epinephrine:		Antihistamine:	
MOUTH: Itchy, tingling, or swelling of lips, tongue, mouth	Epinephrine:		Antihistamine:	
SKIN: Hives, itchy rash, swelling of the face or extremities	Epinephrine:		Antihistamine:	
GUT: Nausea, abdominal cramps, vomiting, diarrhea	Epinephrine:		Antihistamine:	

THROAT: Tightening of throat, hoarseness, hacking cough	Epinephrine:		Antihistamine:	
LUNG: Shortness of breath, repetitive coughing, wheezing	Epinephrine:		Antihistamine:	
HEART: Thready pulse, low blood pressure, fainting, pale, blue	Epinephrine:		Antihistamine:	
OTHER:	Epinephrine:		Antihistamine:	
If more than one of the above areas is affected	Epinephrine:		Antihistamine:	

Dosage (to be determined by physician authorizing treatment)

Epinephrine: (circle one) EpiPen EpiPen Jr. Twinject 0.3 mg Twinject .15mg

Other: _____

To administer: _____ Inject intramuscularly _____
Other: _____

Antihistamine: _____
(medication/dose/route)

Other:
_____
(medication/dose/route)

Important: Asthma inhalers and antihistamines cannot be depended on to replace epinephrine in anaphylaxis.

STEP 2: EMERGENCY CALLS

Important: Even if a parent or guardian cannot be reached, do not hesitate to medicate or take the child to a medical facility.

1. Call 911. State that an allergic reaction has been treated and additional epinephrine may be needed. Send someone to meet the emergency services personnel at the school entrance and direct them to the site of the incident. The student will need to be transported to the hospital for further observation.

2. Notify the principal. Normally the administrator or their designee will make the rest of the emergency calls.

3. Dr._____ Phone Number:_____

4. Parent:_____ Phone Number:_____

   Parent:_____ Phone Number:_____

5. Emergency Contacts:

Name/Relationship:_____

Phone Number(s):_____

Name/Relationship:_____

Phone Number(s):_____

Parent/Guardian Signature:_____ Date:_____

Doctor's Signature: _____ Date:_____

Medical Plans of Care

There are several written documents individualized for a particular student with a severe or life-threatening food allergy which may be used to address the student's needs throughout the school day. These may be developed with input from a core team, which may include the student (if appropriate), the student's parent/guardian, the principal or their designee, the student's teacher, the head cook, the counselor, transportation staff, coaches, and other personnel deemed necessary to make decisions about food allergies. Medical plans of care may include the:

Emergency Care Plan: A medical plan of care distributed to all school personnel who have responsibilities for the care of the student. This plan specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed. In the event the student reports exposure to a food allergen or shows symptoms of anaphylaxis, they may be treated according to the Emergency Care Plan. This plan may be developed from information provided by the student's physician and parent/guardian prior to the student's entry to school, or immediately after the student is diagnosed with a severe allergy. Similar plans may also be developed for staff members with severe allergies.

Individualized Healthcare Plan: A medical plan of care that may be developed by the designated staff in collaboration with the student's health care provider and core team to provide written direction for school personnel to follow in accommodating the student's needs throughout the day. It may address student conduct as well as use of allergen-containing products in the classroom, the cafeteria, the library, at recess, on field trips, during extracurricular activities, and in other environments the student will face during the school day or during District-sponsored activities. The plan may describe functional problem areas, set goals for overcoming problems, list tasks or interventions to meet the goals, and identify staff members responsible for implementing the plan. This plan may be developed prior to the student's entry to school or immediately after the student is diagnosed with a severe or life-threatening allergy. Input from the core team may be sought before changes are made to this plan. Similar plans may also be developed for staff members with severe allergies.

If a student's severe or life-threatening allergy is determined to be a disability, it may also be addressed in a Section 504 Service Agreement and/or in the Related Services Component of their Individualized Education Program (IEP).

A complete set of a student's current medical plans of care related to food allergies may be maintained by the designated staff. The Superintendent or building principal may also require that copies of the Emergency Care Plan be kept in other places where they may be needed.

The designated staff may provide information or copies of the different components of a student's medical plans of care to appropriate personnel, including teachers, cafeteria staff, District staff supervising school-sponsored extracurricular activities, and others who may be involved in the implementation of the medical plans of care. Such information may be provided to substitute teachers along with contact information for the designated staff.

Students with Disabling Special Dietary Needs

When a student's food allergy is identified, evaluated, and determined to be a disabling condition, the District shall make appropriate accommodations, substitutions, or modifications for such students in accordance with the applicable policies relating to students with disabilities.

In such cases, the student may be required to have a written medical statement signed by a licensed physician to be included with the student's Individualized Healthcare Plan. The medical statement may identify:

1. The student's special dietary disability
2. An explanation of why the disability restricts the student's diet
3. The major life activity(ies) affected by the disability
4. The food(s) to be omitted from the student's diet
5. The food or choice of foods that must be provided as the substitute

Students with Non-Disabling Special Dietary Needs

The District may, at its discretion, make appropriate accommodations, substitutions, or modifications for students who have a special dietary need but whose needs do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.

Students who fall under this provision may be required to have a written medical statement signed by a physician, physician assistant, or certified registered nurse practitioner identifying the following:

1. The medical or other special dietary condition which restricts the student's diet
2. The food(s) to be omitted from the student's diet
3. The food or choice of foods to be substituted

Allergy In-service Training

The District may provide periodic training to teachers, aides, volunteers, substitutes, food service personnel, transportation personnel, and others as needed on any of the following topics:

1. Basic information such as signs, symptoms, and risks associated with food allergy and anaphylaxis
2. Awareness of food and non-food items that might present risk
3. Strategies that reduce risk of exposure to identified allergens throughout the school day
4. Designation and maintenance of allergen-free zones
5. Basic food handling procedures, including hand washing, avoiding cross-contamination, and cleaning surfaces
6. District and school level policies, procedures, and plans for managing students with chronic health conditions including allergies
7. How to respond in the case of a possible severe or life-threatening allergic reaction
8. Local emergency medical service procedures
9. Proper storage and administration of epinephrine deliver systems, antihistamines, and other medications
10. Strategies to manage student privacy and confidentiality while maintaining an inclusive class environment
11. How to deal with food allergy-related bullying

Epinephrine and Other Medications

Students with severe allergies may be permitted to carry an epinephrine delivery system with them, in accordance with Policy 3510. A student's epinephrine may also be kept in other locations where it would be easily accessible for the student, such as in their classroom, with a District employee supervising lunch or recess periods, or on their bus. Locations for storage will follow the manufacturer's guidelines. Staff may be notified of the locations of epinephrine in the school. The Superintendent or building principal may require that whenever students are present at a school,

at least one person who has been trained to administer an epinephrine delivery system also be present.

Any student who receives epinephrine at school must be immediately transported to a hospital for evaluation by a licensed healthcare provider and further observation or must be immediately released into the care and custody of their parent(s)/guardian(s).

The Cafeteria

The Superintendent or building principal may require that cafeteria staff take any of the following steps to accommodate students with severe or life-threatening allergies:

1. Prohibit specific foods.
2. Clean and sanitize kitchen surfaces and equipment to avoid cross contamination with potential food allergens.
3. Wear non-latex gloves and change or wash gloved hands during extended use to avoid cross-contamination with potential food allergens.
4. Have photos of students with severe or life-threatening allergies placed in the kitchen, only for kitchen staff to view.
5. Make appropriate substitutions or modifications to meals served to students with serious allergies.
6. Be prepared to make food ingredient lists used in food production and service available. Maintain food labels from each food served to a child with allergies for at least 24 hours following service in case the student has a reaction from a food eaten in the cafeteria.
7. With parental approval, set up cafeteria procedures such as entering a student's allergy into computerized database. Such information would remain confidential and be shared on a need-to-know basis in compliance with federal privacy regulations.

Allergies and the Classroom

The teacher and parents/guardians of any children with severe or life-threatening allergies, may collaborate to set a classroom protocol regarding the management of food in the classroom. This protocol will be communicated by the teacher to the students and parents of the affected class, and may include any of the following accommodations:

1. Parents of students with severe or life-threatening allergies may provide allergen-free snacks to be kept in the classroom and given to the student when treats are served in the classroom.
2. Students, parents, and staff may be prohibited from bringing homemade treats or specified foods for in-class consumption. Only commercially prepared treats with intact ingredient labels may be allowed in class.
3. Teachers may notify parents in writing of any school related activity that requires the use of food in advance of the project or activity.
4. Use of food for instructional lessons may be limited or eliminated.
5. Use of food or candy as part of a school project related to the curriculum may be prohibited.
6. Allergen-containing foods may be prohibited in classrooms during after-school activities when that classroom will be used by a student with a known food allergy during the school day.

The Superintendent or building principal may require teachers to take any of the following additional steps to accommodate students with severe or life-threatening allergies:

1. Post signs indicating rules for preventing exposure to life-threatening allergens in the classroom and ensure that these rules are enforced.
2. Eliminate the use of food allergens in the allergic student's educational tools, school-provided supplies, and incentives.

3. Participate in planning students' re-entry into school after an anaphylactic reaction.
4. Send notices to parents of students in the classroom that the classroom is a free zone to be kept free of the specified food.

Teachers may be required to develop and implement age-appropriate lessons on allergies for such subjects as health, family and consumer sciences, biology, and physical education. Such lessons may emphasize:

1. Support for, and inclusion of, classmates with chronic health conditions, such as food allergies.
2. Bullying prevention, including reporting harassment, hazing, and bullying to school personnel.
3. Knowledge of potential allergens and the symptoms of a potentially life-threatening reaction
4. Differences between life-threatening allergies and food intolerances.
5. Appropriate response to emergency situations such as life-threatening allergic reactions.
6. Developmentally appropriate self-management of food allergies.
7. The importance of following District health policies and guidelines, such as those regarding hand washing, food-sharing, and allergen safe zones.

Transportation

The school bus drivers may be informed when they are transporting a student with a life-threatening allergy. The Superintendent or building principal may require bus drivers to take any of the following additional steps to accommodate students with severe or life-threatening allergies:

1. Strictly enforce a policy of no eating on the bus. Students with medically documented needs may be permitted to eat allergen-safe foods on the bus.
2. Refrain from handing out food treats.
3. Assign seats to students, and/or seat students with life-threatening allergies immediately behind and to the right side of the bus driver.

The Superintendent or building principal may require the transportation department to send letters to parents of all students who use District transportation informing them that at least one student at the school has a life-threatening allergy, requesting that their child wash their face and hands after breakfast and before boarding the bus, and informing them of rules prohibiting students from eating on the bus.

Field Trips

The Superintendent or building principal may require that those organizing field trips take any of the following steps to accommodate students with severe or life-threatening allergies:

1. Take into consideration the potential for exposure to the student's food allergens when determining sites for field trips and consider ways of avoiding allergen exposure during the field trip.
2. Notify parents of students with severe or life-threatening allergies as soon as possible of any upcoming field trip.
3. Allow parents of students with severe or life-threatening allergies to accompany the student on field trips.
4. Store meals for students with food allergies separately to minimize cross-contamination.
5. Ensure that students do not eat on the bus.
6. Prepare ways for participants to wash hands before and after eating, such as with hand wipes.
7. Appoint a District employee attending the field trip to implement any student's Emergency Care Plan if necessary and bring all supplies necessary to do so.

8. Note the location of closest medical facility ahead of time.

Other Accommodations

The Superintendent or building principal or the designee may require that any of following steps be implemented to accommodate students with severe or life-threatening allergies:

1. Prohibit food and utensil trading and sharing, and post signs in schools informing students that they are expected to neither trade nor share food or utensils.
2. Designate particular tables in the cafeteria, particular classrooms, areas within classrooms, or other areas as allergen-free zones. These zones may be designated by a universal symbol and be cleaned with a separate wash bucket and cloth with District-approved cleaning agents.
3. Post signs at points of entry to each school and/or on the school or District website advising that there are students with life-threatening allergies. Such signs may not disclose the identity of the student with the food allergy unless their parent has consented to that disclosure.
4. Have letters sent to all parents of children attending school with at least one student known to have a life-threatening allergy, notifying them of the severity of the health threat, signs, and symptoms to be aware of, and a concise list of foods and materials of concern and school policy regarding them. This will be done in a way that protects the confidentiality of the student with the life-threatening allergy. If other students or parents may be able to guess or deduce which student has the life-threatening allergy, approval of the student's parent may be sought before the letter is sent.
5. Hold Emergency Care Plan drills to assure the efficiency and effectiveness of such plans.
6. Ensure that there is at least one functioning emergency communication device, such as a walkie-talkie or cell phone, available at all times in classrooms, on field trips, at recess, during physical education class, at school-sponsored extracurricular activities, and/or on school buses.
7. Develop a cleaning protocol to ensure that the threat of allergens is minimized.
8. Prohibit the sale of particular food items in the school.
9. Request that students refrain from bringing foods to which a student is known to have a severe or life-threatening allergy to school, and request that parents refrain from sending such foods to school. A Superintendent or building principal may completely prohibit particular food items from the school or school grounds when it is felt that the benefits of doing so would outweigh the difficulty of enforcing such a ban and the controversy such a measure is likely to provoke.

Confidentiality

The District will endeavor to maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student's parents/guardians. District staff shall maintain the confidentiality of student records as required by law, regulations, and Board policy.

Expectations of Students with Severe or Life-Threatening Allergies and their Parents

The Board expects students with life-threatening allergies to do the following, as age appropriate:

1. Take as much responsibility as possible for avoiding allergens, including refraining from sharing or trading of foods or eating utensils with others, refraining from eating anything with unknown ingredients or a known allergen; avoid putting anything in mouth such as writing utensils, fingers, or other foreign objects.
2. Use proper hand washing before and after eating and throughout the school day.
3. Learn to recognize personal symptoms.
4. Notify an adult immediately if they eat something, they believe may contain a food to which they are allergic.
5. Notify an adult if they are being bullied, harassed, hazed, or threatened by other students as it relates to their food allergy.

6. Carry their epinephrine delivery system with them at all times if they are permitted to do so or know where the delivery system is kept and who has access to it.
7. Develop an awareness of their environment and their allergen-free zones.
8. Know their overall Individual Healthcare Plan and understand the responsibilities of the plan.

The Board encourages parents of students with serious allergies to do the following:

1. As age appropriate, teach their child to:
   a. Not share snacks, lunches, drinks, or utensils.
   b. Know which foods are and are not safe for them to eat, and to read labels, and understand ingredient safety.
   c. Understand the importance of hand washing before and after eating.
   d. Recognize the first symptoms of an allergic or anaphylactic reaction.
   e. Communicate with school staff as soon as they feel a reaction is starting.
   f. Understand rules and expectations about bullying related to food allergies and report such teasing and/or bullying.
   g. Carry their own epinephrine delivery system when appropriate or know where the epinephrine delivery system is kept and who has access to it.
   h. Administer their own epinephrine delivery system and be able to train others in its use.
   i. Develop awareness of their environments, including allergy-controlled zones.
2. Inform administration of their child's allergies prior to the opening of school, or as soon as possible after diagnosis. All food allergies must be verified by documentation from physician, nurse practitioner, or physician assistant.
3. Work with the core team collaboratively to develop the Individualized Healthcare Plan and provide an Emergency Care Plan completed by the student's physician.
4. Complete and submit all requested and required forms. Provide the school with current cell phone number, electronic device, and other emergency contact numbers.
5. Allow District health personnel to consult with the student's physician or healthcare provider and provide current contact information for the healthcare provider.
6. Provide the designated staff with up-to-date emergency medications so they can be placed in all required locations for the current school year. Parents may be requested to provide two or more epinephrine delivery system. Medications must comply with the District medication policy of proper labeling and expiration.
7. Consider providing a medical alert bracelet for their child.
8. If requested, provide "safe snacks" for their student's classroom in case of an unplanned special event. Parents may also be asked to provide a nonperishable safe lunch to be kept at school in case the student forgets to bring lunch.
9. Review policies, procedures, and plans with the core team annually and following any allergic reaction at school.
10. Provide the designated staff with at least annual updates on their child's allergy status. Inform the school of any changes in the child's life-threatening allergy status and provide a physician's statement if the student no longer has food allergies.

Cross Reference:
2400 Special Education
2410 Section 504 of the Rehabilitation Act of 1973
3510 Student Medicines

Other Reference:
ISBA Policy Services https://www.idsba.org/member-services/policy/

Procedure History:
Promulgated on:
Reviewed on: 9/2018
Revised on: 9/2018, 11/2021, 8/2026

Treatment of Opioid Overdoses 3518

The District's Board of Trustees wishes to prevent opiate-related overdose deaths. For this reason, The Board authorizes the District Superintendent to make available in any schools the Superintendent deems appropriate either naloxone, sometimes marketed as Narcan, or any other opioid antagonist permitted by Idaho Code. If the Superintendent elects to make opioid antagonists available in District schools, the Superintendent or their designee shall establish procedures for the acquisition, storage, and administration of opioid antagonists and for the training of staff members in how to administer them. This procedure shall also provide a process for ensuring there is an adequate supply of opioid antagonists at each school designated to have a supply, ensuring that the medication has not expired, and replacing the medication as needed.

The Superintendent or their designee may obtain opioid antagonists from a licensed health professional authorized to prescribe and dispense them by Idaho law.

Documentation that the opioid antagonist was prescribed and dispensed in accordance with State law shall be maintained in the Superintendent's office, and copies of any directions provided with the opioid antagonist shall be kept with the medication.

Administration of an opioid antagonist shall not be required in circumstances of unavailability of the medication, unavailability of an employee trained to administer it, and/or uncertainty as to whether an opioid overdose is occurring, among other reasons. This policy shall not create a duty on the part of the District and/or its personnel to administer opioid antagonists.

Training

Before any District employee may administer an opioid antagonist under this policy, the employee must successfully complete training on recognizing opioid-related overdoses, administering the opioid antagonist provided by the District, promptly seeking medical attention for drug overdoses, and on this policy. Employees shall be trained on these topics.

Evidence that such training has been completed shall be placed in the employee's personnel file. A list of District employees who successfully completed such training shall be maintained, updated, and kept in the District office.

Students shall be encouraged to immediately report medical emergencies to school officials to ensure medical assistance can be immediately provided.

Storage of Opioid Antagonists

If the Superintendent directs for opioid antagonists to be kept at a school, the medication shall be stored in a safe location in compliance with the drug manufacturer's instructions. The opioid antagonist shall be readily accessible to those employees who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be made aware of exactly where naloxone is being stored.

Administration of Opioid Antagonist

These protocols shall be followed when administering an opioid antagonist to respond to a suspected drug overdose:

1. The employee shall immediately ensure that someone calls 911 for emergency medical service personnel to be dispatched to respond to a suspected drug overdose.

2. The employee shall administer the opioid antagonist in accordance with the training they have received and take any further measures directed by their training.
3. The employee shall fully cooperate with emergency medical service personnel responding to the scene and shall not interfere with or impede the administration of emergency medical services to the individual suffering the suspected drug overdose.
4. The employee shall notify the building administrator of the incident as soon as possible.
5. The employee shall provide a written report describing the facts and circumstances surrounding the event.

The Principal shall provide a copy of the report to the Superintendent

Indemnification
Any person who administers an opioid antagonist provided under this policy to another person who appears to be experiencing an opiate-related overdose and who:

1. Acts in good faith and exercises reasonable care; and
2. Contacts emergency medical services as soon as possible

will not be liable in a civil or administrative action or subject to criminal prosecution for such acts, as described in IC 54-1735.

Parental Notification
The District shall notify all parents/guardians of students of this policy once each school year through methods which may include providing it in the student handbook.

A student's parent/guardian, as well as law enforcement, shall be notified of any incident in which their student is believed to have been under the influence of alcohol or controlled substances in accordance with Policy 3320. The student's parent/guardian shall be notified of any health emergency they experience, as described in Policy 3540.

Non-Employee Administration of Opioid Antagonists
Nothing in this policy is intended to regulate, restrict, or otherwise deter any emergency medical technician from administering their own supply of an opioid antagonist when responding in good faith to a suspected drug overdose occurring on District property.

Cross References:
3320 Substance and Alcohol Abuse
3540 Emergency Treatment
Legal Reference:
IC 54-1704 Definitions
IC 54-1733 Validity of Prescription Drug Orders
IC 54-1735 Emergency Medications
IDAPA 08.02.03.160.01.a Safe Environment and Discipline
Policy History:
Adopted on: 8/2023
Revised on: 2/2025
Reviewed on:

Contagious or Infectious Diseases 3520

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child diagnosed as having a contagious or infectious disease that could make the child's attendance harmful to the welfare of other students. In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

The Board recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases. The District shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

Management of common communicable diseases will be in accordance with Idaho Department of Health and Welfare guidelines and communicable diseases control rules. A student who exhibits symptoms of a communicable disease that is readily transmitted in the school setting may be temporarily excluded from school attendance.

Students who complain of illness at school may be referred to responsible person designated by the Principal and may be sent home as soon as the parent or person designated on the student's emergency medical authorization form has been notified.

The District reserves the right to require a statement from the student's primary care provider authorizing the student's return to school. In all proceedings related to this policy, the District shall respect the student's right to privacy.

When information is received by a staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the responsible person designated by the Principal to determine appropriate measures to protect student and staff health and safety. The responsible person designated by the Principal, after consultation with and on the advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition.

Only those with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific nature of the condition, if it is determined there is a need for such individuals to know this information.
Parents of other children attending the school may be notified that their child has been exposed to a communicable disease without identifying the particular student who has the disease.

Legal Reference:
I.C. 33-512 District Trustees - Governance of Schools
Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018, 11/2021
Revised on: 2/13/08, 9/201, 12/2023

Head Lice (Pediculosis) 3523

Head lice are a common problem among school-aged children and adolescents. The District shall take appropriate steps to assist parents/guardians in preventing and addressing head lice while respecting the confidentiality of students with head lice and limiting disruption to their education. Lice prevention and management activities shall be under the direction of each school's building principal. Each school's building principal shall conduct the following tasks and/or train and designate other staff members to do the following:

1. Provide general information to parents/guardians on the diagnosis, treatment, and prevention of head lice.
2. Encourage parents/guardians to perform regular lice checks on the scalp of their children who attend school, especially when excessive itching is noticed.
3. Conduct checks for head lice in students showing symptoms of head lice.
4. Notify a student's parent/guardian if they are found to have head lice and provide resources on appropriate treatment options.

Individuals shall be trained and assigned within each school to assist in implementing this policy. To prevent the spread of head lice at school, students should avoid head-to-head and hair-to-hair contact during activities. Students shall be discouraged from sharing such items as hats, scarves, coats, sports uniforms, hair accessories, combs, brushes, or towels.

Checking for Head Lice

As described in Policy 3500, parents/guardians shall be informed that the school may conduct head lice checks as described below and shall be given the opportunity to consent to such checks ahead of time or decline to do so.

If a parent/guardian declines to consent to a head lice check for their child, the staff member who would have conducted such a check shall document that they requested consent for such a check and that the parent/guardian declined to provide it.

Any staff member who suspects a student has head lice shall report this to the building principal or their designee. The building principal or their designee may train school staff on recognizing signs of head lice.

If the student's parent has consented to such a check, the student will be checked for head lice in a confidential manner by trained personnel. Students who attend school in the District and are likely to have had head-to-head or other close personal contact with the student, such as siblings, may also be checked.

The District shall not conduct mass lice screenings of students not showing symptoms of head lice.

Students Found to Have Head Lice

Cases of head lice should be managed in ways that reduce disruption to the education process. In addition to ensuring the District has parent/guardian consent prior to checking a student for head lice, the building principal or designee will immediately notify the student's parents/guardians after they have been checked for head lice.

The parent/guardian shall be notified of whether lice or nits were found. If signs of lice warranting treatment are found, the parent/guardian will be requested to begin treatment immediately. The notice shall state that prompt, proper treatment of the head lice is in the best interest of the student and their classmates.

Parents/guardians shall be provided with information on head lice treatment consistent with the recommendations of the medical professional consulted by the District. The information should include details explaining the problem, list the procedures for treatment, and explain any requirements for reentering school. In addition, the medical professional consulted by the District may offer extra help or information to families of children who are repeatedly or chronically found

to have head lice.
Students who are found to have lice will be discouraged from making head-to-head contact with others and sharing personal items with other students. Students will not generally be sent home from school early due to signs of live or dead lice or nits. Exceptions may be made as determined appropriate and necessary by the building principal.
If a student is suspected of having head lice but their parent/guardian does not consent to a check for head lice, the parent/guardian shall be notified that the school suspects the student has head lice. The parent may also be provided with information on head lice treatment and with assistance similar to that provided to parents of students found to have head lice.

Return to School
The student may return to school once the parent/guardian affirms they have begun an appropriate course of treatment for the student's head lice. Students will not generally be excluded from school for having live head lice, provided treatment has begun. Exceptions may be made as determined appropriate and necessary by the building principal. In no case will a student be excluded from school due to the presence of nits only in their hair.

Notification of Head Lice Cases at School
The District will not normally send a notification regarding head lice cases in the school to parents/guardians of students, aside from notifications related to checks of their own child for head lice unless otherwise advised by medical personnel.

Review of Policy
The District's building principal shall review the lice management program and related procedures periodically, in consultation with medical experts as appropriate, to ensure that they are meeting the needs of the students, their families, and the District and to ensure they are in compliance with current best practices.
Any records created related to head lice cases should be maintained in accordance with state and federal laws and regulations and District policies regarding the maintenance and confidentiality of student records. Only information needed for the purpose of assuring notification of the appropriate parties involved and for prevention of further exposures should be noted in a student's school records. Whether any student has or is suspected of having head lice shall be kept confidential.
Cross References
3500 Student Health/Physical Screenings/Examinations
3500f Student Health/Physical Screenings/Examinations - Notice of Health Services
3520 Contagious or Infectious Disease
Legal References
IC § 33-512 District Trustees - Governance of Schools
American Academy of Pediatrics - Head Lice, Clinical Reports: Guidance for the Clinician in Rendering Pediatric Care by the American Academy of Pediatrics, 2022
American Academy of Pediatrics - Controlling Head Lice & Reducing Stigma by the American Academy of Pediatrics, 2022
Centers for Disease Control and Prevention - Head Lice Information for Schools by the Centers for Disease Control and Prevention, 2015
National Association of School Nurses - Head Lice Management in Schools: Position Statement by the National Association of School Nurses, 2020
Policy History:
Adopted on: 12/2023
Reviewed on:
Revised on: 8/2024

Immunization Requirements 3525

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child who does not provide an immunization record to the school regarding the child's immunity to certain childhood diseases. Immunity requirements are met if the child has received or is in the process of receiving immunization as specified by Idaho Code or has previously contracted the disease. The parent/guardian of the child must comply with the immunization requirements at the time of admission and before attendance for the child or provide the appropriate exemption information described under "Exemptions".

Summary of Immunization Requirements

Immunization Requirement	Child born after September 1, 2005	Child born after September 1, 1999 through September 1, 2005
Measles, Mumps, and Rubella (MMR)	2 doses	2 doses
Diphtheria, Tetanus, Pertussis	5 doses	5 doses
Polio	4 doses	3 doses
Hepatitis B	3 doses	3 doses
Hepatitis A	2 doses	0 doses
Varicella	2 doses	0 doses

Summary of Seventh Grade Immunization Requirements

Immunization Requirement	Number of Doses
Diphtheria, Tetanus, Pertussis	1 dose
Meningococcal	1 dose

Summary of Twelfth Grade Immunization Requirements

Immunization Requirement	Child admitted to 12th grade during 2020-2021 school year and each year thereafter, if student received their first dose of Meningococcal vaccine at 16 years of age or older, or if student has never received a dose.	Child admitted to the 12th grade during 2020-2021 school year and each year thereafter, if student received their first dose of Meningococcal vaccine before the age of 16
Meningococcal	1 dose	2 doses

Immunization Certification

The immunization record must be signed by a physician or physician's representative, or another licensed professional nurse, registered nurse, or pharmacist stating the type, number, and dates of the immunizations received.

Intended Immunization Schedule

The schedule of intended immunizations statement must be provided by the parent/guardian of a child who is in the process of receiving or has been scheduled to receive the required immunizations. A form is provided by the department of Health and Welfare or a similar one may be used provided it includes the following information:

1. Name and age of child
2. School and grade child is enrolling in and attending
3. Types, numbers, and dates of immunizations to be administered
4. Signature of the parent or legal guardian and signature of a licensed health care professional providing care to the child

Children admitted to school and failing to continue the schedule of intended immunizations will be excluded from school until documentation of administration of the required immunizations is provided by the child's parent, custodian, or legal guardian.

Exemptions

1. Any child who submits a certificate signed by a physician licensed by the State Board of Medicine stating the physical condition of the child is such that all or any of the required immunization would endanger the life or health of the child is exempt from the immunization requirements
2. Any minor child whose parent/guardian submits a signed statement to school officials stating their objections on religious or other grounds is exempt from the immunization requirements. The parent/guardian can use a form provided by the District or submit a written, signed statement that the District will attach to the form Students of majority age may exempt themselves using a written, signed statement.
3. A child who has laboratory proof of immunity to any of the childhood diseases listed above will not be required to be immunized for that disease
4. A child who has had varicella (chickenpox) diagnosed by a licensed physician upon personal examination will not be required to be immunized for the disease provided they submit a signed statement from the diagnosing physician

A child exempted under one of the above requirements may be excluded by the District in the event of a disease outbreak.

Communication of Immunization Requirements and Exemptions

In accordance with Idaho law, all communication to parents/guardians regarding immunization requirements shall also describe the exemptions and make reference to 39-4801, Idaho Code. For purposes of this section, 'communication' includes physical or digital letters, mailers, phone calls, registration packets, etc.

Reporting

The school district shall submit a report of each school's immunization status to the State Department of Education on or before the first day of November of each year. The report shall include:

1. Inclusive dates of the reporting period
2. Name and address of the school, District, and county
3. Grade being reported and total number of children enrolled in the grade
4. Name and title of the person completing the report form
5. Number of children who have had all of the required immunizations listed in the tables above

6. Number of children who have not had all of the required immunizations listed in the tables above, but are in the process of receiving the required immunizations
7. Number of children who claimed exemption to the required immunizations listed in the tables above

Cross Reference:
2385 English Learners Program
2705 Military Compact Waiver
3030 Part-Time Attendance/Dual Enrollment
3060 Education of Homeless Children
Legal Reference:
I.C. 39-4801 Immunization Exemptions
IDAPA 16.02.15 Immunization Requirements for Idaho School Children
Policy History:
Adopted on: 5/11/2009
Reviewed on: 9/2018
Revised on: 9/2018, 8/2020, 8/2021, 12/2021, 12/2022, 7/2025

Suicide 3530

While the District has a responsibility to notify a student's parent/guardian regarding any known changes in the student's mental, physical, or emotional health or well-being, neither a school district nor a teacher has a duty to warn of the suicidal tendencies of a student absent the teacher's or school District's knowledge of direct evidence of such suicidal tendencies. The Board directs the Superintendent or their designee to draft and implement procedures relating to:

1. Suicide prevention
2. Suicide intervention
3. Suicide postvention

"Postvention" shall mean counseling or other social care given to students after another student's suicide or attempted suicide.

These procedures may include, but are not limited to, the following measures:

1. **Prevention**:
   A. Offering and providing help and assistance, including early identification.
   B. Support and/or counseling by school support personnel for low-risk students.
   C. Referral to appropriate sources outside the school for high and moderate-risk students.
   D. The designation of the **Challis School District** counselor by the Superintendent is responsible for planning and coordinating the implementation of procedures addressing suicide.
   E. Encouraging staff to report to the counselor, students they believe may be at elevated risk of suicide.
   F. Education of students on suicide prevention through age-appropriate curriculum.
   G. Small group suicide prevention programming.
   H. Offering resources to parents/guardians on suicide prevention.

2. **Intervention**:
   A. Contacting the parents/guardians of students identified as at imminent risk of suicide.
   B. Contacting emergency services to assist a student who is at imminent risk of suicide.
   C. Providing first aid until emergency personnel arrive, as appropriate.
   D. Moving other students away from the immediate area of any suicide attempt on School district property or at a School district event.

3. **Postvention**:
   A. After care support by the school for faculty, staff, and students after a sudden death has occurred.
   B. The development of a plan for responding to a death by suicide that has a significant impact on the school community.
   C. Notification of the counselor, if applicable.
   D. The creation of a crisis team to respond to deaths by suicide that has a significant impact on the school community.
   E. Contacting the State Department of Education to report any student deaths by suicide and to seek postvention assistance and/or resources.
   F. Offering mental health services to students likely to be strongly affected by a recent death.
   G. Appointing a spokesperson to handle inquiries related to issues involving suicide in the school.

Following notification of District staff of a suicide attempt by a student or following the identification of a student as being at imminent risk of suicide, the building principal may require a note from the student's doctor or counselor stating that it is the doctor or counselor's opinion that the student is ready to return to school. The student and their parent/guardian may meet with the school counselor to create a plan for the student's return to school, including any appropriate accommodations needed by the student.

District personnel shall attend to the rights of the student and their family.

The District shall comply with all requirements of State law and administrative rules for training by personnel on suicide prevention and awareness. This includes providing annual professional development to staff involved in preventing, intervening, and responding to suicide on:

1. School philosophy regarding school climate and the promotion of protective factors.
2. Data on suicide for the region or state, or both.
3. Risk and protective factors for students.
4. Suicide myths and facts.
5. How to develop community partnerships related to suicide prevention.
6. How to utilize safe and appropriate language and messaging when addressing students.
7. Warning signs of suicide ideation for students.
8. Local and school-based protocols for aiding a suicidal individual.
9. Local protocols for seeking help for self and students.
10. Identification of appropriate mental health services and community resources for referring students and their families.
11. Information about state statutes on responsibility, liability, and duty to warn.
12. Confidentiality issues.
13. The need to ask others directly if they are suicidal.
14. Evidence-based protocol for responding to a student or staff suicide.

Legal Reference:
I.C. § 33-136 Suicide Prevention in Schools
I.C. § 33-512B Suicidal tendencies – Duty to warn.
I.C. § 33-6001 Parental Rights
I.D.A.P.A. 08.02.02.112 Suicide Prevention in Schools
I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline

Policy History:
Adopted On: 11/8/04
Reviewed on: 11/18, 1/2024, 1/2025, 2/2026
Revised on: 11/18, 12/2021, 3/2022, 8/2023

Emergency Treatment 3540

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent/guardian.

Each parent/guardian must provide an emergency telephone number where they and their designated emergency contact can be reached. The District recommends that parents/guardians regularly check and update the emergency contact information they've provided to the District. They must also provide a completed Form 3500F indicating student health services, if any, to which they consent. If a student does not have a completed Form 3500F, the District shall presume there is no consent to provide any healthcare services other than nonemergency first aide, such as dressing minor wounds, applying topical agents, providing fluids or ice, and performing checks to identify minor illnesses.
The District may provide emergency treatment to the student if:

1. The parent/guardian already consented to such treatment via Form 3500F or some other means; or
2. District staff reasonably determines that a medical emergency exists and:
    a. Furnishing the health care service is necessary to prevent death or address serious bodily harm to the minor child.
    b. District staff can't contact the parent/guardian despite a reasonably diligent effort and the health care service is furnished to prevent loss of life or serious physical illness or injury to the minor child.

When a student is injured or ill, the principal or designated staff member should immediately contact the parent/guardian so that the parent/guardian can arrange for care or treatment of the injured student and consent to providing treatment to the student if they have not already done so.

If a student develops symptoms of illness while at school, the responsible school officials shall do the following:

1. Isolate the student immediately from other children in a room or area segregated for that purpose;
2. Inform the parent/guardian as soon as possible about the illness and request they pick up the student; and
3. Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day

In the event of any medical emergency posing a serious threat or life or health, District staff shall call the local emergency medical service provider.

Cross Reference:
3500 Student Health/Physical Screenings/Examinations
3518 Treatment of Opiod Overdoses
Legal Reference:
IC § 32-1015 Parental Rights in Medical Decision-Making
Other Reference:
ISBA Policy Services https://www.idsba.org/member-services/policy/
Policy History:
Adopted on: 11/8/04
Reviewed on: 1/23/19
Revised on: 2/06/19, 12/2021, 8/2024, 8/2026

Student Questioning and Arrests 3545

Interviews by School Administrators (Student Victims/Witnesses)

When a violation of board policy or school rule occurs, the school Principal or designee may question a potential student victim or students who may have relevant information without prior consent of the parent/guardian. Another adult should be present during the questioning of students.

Interviews by School Administrators (Student Suspect)

In situations where a student is suspected of violating board policy or school rule, the principal or designee may interview or question the suspected student without the prior consent of the student's parent/guardian. The school official must first have reasonable grounds to suspect that the student committed such a violation. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will be afforded the opportunity to present their side of the story, orally or in writing.

Interviews and Questioning by Law Enforcement Officials

If a law enforcement officer is present on school property solely to question a specific, identified student, the school's administrative personnel shall bring the student to a designated location for questioning. Law enforcement officers who are present for such an interview should not otherwise roam the school's facility in an effort to locate the student. They should remain in the administration office while school personnel seek out the students. However, if there is a safety concern or other emergency situation involving a student, the school and law enforcement official shall work together on the best way to contact that student.

Any questioning of a student by law enforcement should take place in a private room or area where confidentiality can be maintained.

When reasonably possible, parents/guardians should be given the chance to be present for questioning. A public school shall notify a student's parent or legal guardian by phone call or text message if a minor student has been or may be questioned by a school resource officer or other law enforcement official, unless the child is a victim or suspected victim of physical child abuse, abandonment, and/or neglect.

The District recognizes that it is not always possible to notify a parent/guardian of a student prior to an interview by law enforcement. At minimum, when the District is aware that such questioning has occurred, the building principal or designee shall notify the parent/guardian of such event by phone call or text before the end of the day when the interview occurred.

School personnel shall not require any student to subject themselves to any law enforcement interview. If a parent/legal guardian directs that a student is not to be subject to a law enforcement interview, such direction will be honored by the school and law enforcement will have to make other arrangements to conduct such questioning. Such parental direction shall be required for each case in which a law enforcement officer asks to question a student.

The building principal or their designee may request to be present at the interview but should not take part in any questioning. If present, the principal, or designee should at all times remain a neutral observer.

When students are questioned by law enforcement officers, District personnel are not responsible for a police officer's compliance with the law. If a parent/guardian or student refuses to consent to police questioning, it is the law enforcement officer's responsibility to respond appropriately to such refusal.

Questioning by Law Enforcement Officials (School-Related Violation)

When a suspected violation of criminal law has occurred on school grounds, at a school sponsored activity, or at an activity involving school operations, law enforcement officers may be notified by school officials to request a criminal investigation. Law enforcement officers may also independently determine that an investigation requiring student interviews is necessary.

School discipline investigations conducted by school administrators and criminal investigations conducted by law enforcement officers shall be conducted in a parallel manner rather than as a joint investigation. Therefore, a school discipline investigation need not stop as soon as the school administrator believes that a crime has been committed. The results of the parallel investigations may be shared among school officials and the police.

Questioning by Law Enforcement Officers About Non-School-Related Violations

The District strives to maintain cooperative working relations between law enforcement, child protective and school authorities. Law enforcement officers may wish to interview students regarding their knowledge of suspected criminal activity and may wish to question students who are themselves suspected of engaging in criminal activity. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstance exist, conducting such interviews during the student's class time is discouraged. Whenever possible, such questioning on matters not related to school should take place away from school and outside of school hours. Whether an interview will be permitted at school during school hours shall be at the discretion of the principal, except when a warrant or court order requires that it be conducted immediately. The Principal and Principal's designee have the right and the obligation to take reasonable steps to prevent disruption of school operations and the educational process while at the same time cooperating with law enforcement efforts. Accordingly, the Principal or designee shall work together with law enforcement officers to coordinate efforts and minimize or prevent such disruption in cases of student interviews ~~and interrogations~~. In the event of disagreement, the principal or designee shall immediately contact the Superintendent or District legal counsel for assistance.

Before any student interview begins regarding suspected criminal activity, the principal or designee shall ascertain that the law enforcement officer has proper identification evidencing affiliation with an identified law enforcement agency.

The Idaho Department of Health and Welfare or law enforcement may exclude school personnel from any child abuse investigations and related interviews and may use a school building to conduct the interview.

Arrests by Law Enforcement Officers

A law enforcement officer may take a student into custody if the student has been placed under arrest, if the officer declares the student to be in imminent danger, or if the student's parent/guardian, and the student consents to such release. When practical, the officer must first notify the Principal or designee so that the student may be summoned to the Principal's office and taken into custody in a manner that is as inconspicuous as possible and minimizes disruption of school operations and the educational process. When an emergency situation arises and the

student is taken into custody or arrested on school premises without prior notification to the principal or designee, the law enforcement officer should notify school authorities of the situation as soon as possible.

When a student is removed from school by law enforcement officers for any reason, the building principal or designee will make every reasonable effort to notify the student's parent/guardian including attempts to contact them by phone call or text message. The school official will document such effort in writing. When law enforcement officers make a formal arrest or the student is otherwise law enforcement custody, any and all responsibility for that student is transferred to law enforcement personnel. If a school official has reason to believe a student is wrongly detained or arrested, they shall not interfere in any way but will contact the Superintendent explaining their reason which will be documented by the Superintendent and reported to the parent/guardian.

School officials will notify the appropriate area administrator of the removal of any student from school by law enforcement under any circumstance. District personnel are not, responsible for an officer's legal compliance with respect said arrest.

Definitions:

1. "Interview "or questioning ~~of~~ means asking a student about an incident.
2. "Reasonable Suspicion"—means a common-sense belief based on the information at hand that criminal activity or a violation of school rule.

Cross Reference:
4400 Relations with Law Enforcement and Child Protective Agencies
4410 Investigations and Arrests by Police
5260 Abused and Neglected Child Reporting

Legal Reference:
I.C. § 6-904(1) Tort Claims Against Governmental Entities - Exceptions to Governmental Liability
I.C. § 16-1605 Child Protective Act: Reporting of Abuse, Abandonment or Neglect
I.C. § 16-1606 Child Protective Act: Immunity
I.C. § 16-1607 Child Protective Act: Reporting in Bad Faith—Civil Damages
I.C. § 16-1631 Child Protective Act: Authorization for Department to Act
I.C. § 20-516 Juvenile Corrections Act - Apprehension and Release of Juvenile—Detention

Other References:
Idaho Att'y Gen. Ann. Rpt. 93-2 (1993) (available at https://www.ag.idaho.gov/content/uploads/2017/12/1993.pdf) (last accessed November 18, 2019)

Policy History:
Adopted on: 7/11/05
Reviewed on: 9/2018
Revised on: 9/2018, 1/2020, 12/2021, 8/2023

Student Arrest Form **3545f1**

Form for Signature of Arresting Officer

I, _____, a duly sworn peace officer and member of the _____ Department, _____, have asked that _____, a student in the _____ School, be surrendered to me, and pursuant thereto have taken said student into my custody and am assuming full responsibility for the student's arrest.

Date: _____ Signature: _____

Time: _____ Badge Number: _____

School Action

Date and time parents notified. If more than one attempt is made, include such information here:

_____

_____

_____

Signature of Administrator

One copy each shall be made for:

- School records;
- Parent mailing;
- The police officer; and
- The witnessing administrator

Student Interview Form **3545f2**

Form for Signature of Interviewing Officer

I, _____, a duly sworn peace officer and member of the _____ Department, _____, have asked that _____, a student in the _____ School, be made available for interview

Date: _____ Signature: _____

Time: _____ Badge Number: _____

School Action

Date and time parents notified. If more than one attempt is made, include such information here:

_____

_____

_____

Signature of Administrator

One copy each shall be made for:

- School records
- Parent mailing
- The police officer
- The witnessing administrator

Removal of Student During School Supervision 3550

The Board recognizes its responsibility for the proper care of students during school hours and school activities. Students shall not be removed from school grounds, any school building or school function during school hours or school activities except by a person duly authorized in accordance with District procedures.

Before a student is removed or excused, the person seeking to remove the student must present to the satisfaction of the Principal, evidence of their proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the Principal. The Superintendent is directed to establish procedures for the removal of a student during school hours or school activities.

Policy History:
Adopted on: 11/8/04
Reviewed on: 9/2018
Revised on: 1/14/08, 12/2021

Removal of Student During School Supervision 3550p

PROCEDURE:

Schools must exercise a high order of responsibility for the care of students while in school. The removal of a student during the school day may be authorized in accordance with the following procedures:

1. Law enforcement officers, upon proper identification, may remove a student from school as provided in Policy 3545
2. Any other agencies must have a written administrative or court order directing the District to give custody to them. Proper identification is required before the student shall be released
3. A student shall be released to the custodial parent. When in doubt as to custodial rights, school enrollment records must be relied upon, as the parents (or guardians) have the burden of furnishing schools with accurate, up-to-date information
4. No secondary level pupil shall be permitted to leave school prior to the regular dismissal time without notifying the Principal or secretary and providing a record of their destination, time of return, and reason for leaving.
5. The school should always check with the custodial parent before releasing the student to a non-custodial parent
6. Prior written authorization from the custodial parent or guardian is required before releasing a student into someone else's custody, unless an emergency situation justifies a waiver
7. Police should be called if a visitor becomes disruptive or abusive

Cross Reference:
4400 Relations with the Law Enforcement and Child Protective Agencies

Procedure History:
Promulgated On: 11/8/04
Reviewed on: 9/2018
Revised on: 12/2021

Video Surveillance 3560

The Board believes that the use of video recording equipment can make positive contributions to the health, safety and welfare of all students, staff and visitors to the District, as well as safeguard District facilities and equipment. Having carefully weighted and balanced the rights of privacy of students, staff and visitors against the District's goal of ensuring the safety of every student, employee and visitor while they are on school District property and also accomplish the goal of safeguarding District facilities and equipment, the Board hereby authorizes the use of video cameras on District property as follows:

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students and visitors on District property, and to safeguard District facilities and equipment.

The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property. Additionally, notices shall be posted on or about School District property alerting those on School District property that the District is utilizing the use of Video Surveillance.

Review of any video recordings is restricted to those who have a security, safety or a legitimate educational interest.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Video that is/are records of student and/or staff behavior shall be secured in a locked file until the tapes are either reused or erased. The video shall be considered a student and/or staff record and shall be subject to current law for release of student record information and/or personnel record.

Video surveillance may be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the School District to investigate violations of School District policy.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video cameras may be installed in public locations as deemed appropriate by the Superintendent and shall not be installed in areas with a reasonable expectation of privacy.

Audio shall not be part of the video recordings made, reviewed, or stored by the District.

Cross-Reference:
3570 Student Records

Legal Reference:
I.C. § 33-512 Governance of Schools
Books v. Logan, 127 Idaho 484, 903 P.2d 73 (1995);
Rife v. Long, 127 Idaho 841, 908 p.2d 143 (1995).
I.C. § 18-6701 et. seq. Communications Security
34 C.F.R. Part 99 Family Educational Rights and Privacy Act (FERPA)

Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018, 12/2021
Revised on: 9/7/09

Termination of Driving Privileges 3565

In the event an enrolled student fails to meet the State enrollment and attendance requirements, the school principal or designee will provide written notification on a form provided by the Idaho Department of Education to the student and parent/guardian of the District's intent to request that the Idaho Department of Transportation suspend the student's driving privileges, because the student has dropped out of school (and has not otherwise enrolled in another public/private school, home schooling educational program, course of preparation for the GED, a college or university, a post-secondary vocational program, or job training program or other educational activity approved by the Board) or has failed to comply with the enrollment and attendance requirements found in Idaho Code.

The student and parent/guardian will have 15 calendar days from the date of receipt of the above-mentioned notice to request a hearing before the school principal or designee for the purpose of reviewing the pending suspension of driving privileges. The requested hearing will be held within 30 calendar days after the receipt of the request.

The school principal or designee may grant a hardship waiver of the requirements of this policy for any student for whom a personal or family hardship requires that the student have a driver's license for their own or family member's employment or medical care. The principal or designee will take into account the recommendations of teachers, other school officials, guidance counselors, or academic advisors prior to granting a waiver. Such a hardship waiver must be requested by the student or the student's parent/guardian at the initial hearing.

If the principal or designee, denies a hardship waiver, that decision may be appealed to the Board within seven calendar days of receipt of the principal's or designee's decision. The hearing before the Board will be held at a mutually convenient time. The Board will have the authority to uphold the decision of the principal or designee or reverse the decision and grant the hardship waiver.

Cross-Reference:
2325 Driver's Education

Legal Reference:
I.C. § 33-211 Students' Drivers' Licenses
I.C. § 49-110 Definitions
I.C. § 49-303 What Persons Shall Not Be Licensed
I.C. § 49-303A Driver's License or Permits Issued to Certain Persons Under the Age of Eighteen Years
I.C. § 49-305 Instruction Permits—Temporary Licenses—Motorcycle Endorsement Instruction Permit
I.C. § 49-310 Applications of Persons Under the Age of Eighteen Years
I.C. § 49-326 Authority of Department to Suspend, Disqualify or Revoke Driver's License and Privileges

Policy History:
Adopted on:
Reviewed on: 9/2018
Revised on: 12/2021

Student Records 3570

School student records are confidential, and information from them shall not be released other than as provided by law. A state and federal law grant student and parents' certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) directs the school not to release this information.

The Superintendent shall implement this policy consistent with State and federal law and may develop administrative procedures to assure compliance with State and federal law. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parents of it, as well as their rights regarding student school records.

Cross-Reference:
3575 Student Data Privacy and Security
4175 Required Annual Notices
4260 Records Available to the Public
8605 Retention of District Records

Legal Reference:
20 U.S.C. § 1232g; Family Education Rights and Privacy Act (FERPA)
34 C.F.R. 99 Implementing FERPA
I.C. 33-133 Idaho Student Data Accessibility – Definitions – Student Date - Use and Limitations - Penalties
I.C. § 33-6001 Parental Rights
I.C. § 33-209 Attendance at Schools - Transfer of Student Records -- Duties
I.C. § 32-717A Divorce Actions - Parents' Access to Records and Information

Policy History:
Adopted On: 11/8/04
Reviewed on: 9/2018, 12/2021
Revised on: 1/2020, 7/2020, 8/2021, 8/2023

Student Records Form **3570f1**

Notification to Parents and Students of Rights Concerning a Student's School Records

****This notification may be distributed by any means likely to reach the parent(s)/guardian(s). The District shall effectively notify parents and eligible students who are disabled and those whose primary or home language is not English**.

The District will maintain a record for each student that shall contain the information, including but not limited to the following:

1. Birth certificate
2. Proof of residency
3. Unique student identifier issued and assigned by the State Department of Education
4. Basic identifying information
5. Academic transcripts
6. Attendance record
7. Immunization records, including exemption documentation
8. Intelligence and aptitude scores
9. Psychological reports
10. Achievement test results
11. Participation in extracurricular activities
12. Honors and awards
13. Special education records (maintained pursuant to IDEA requirements)
14. Verified reports or information from non-educational persons
15. Verified information of clear relevance to the student's education
16. Log pertaining to release of this record
17. Disciplinary records

The District has determined that the following documentation shall be permanently maintained:

1. The unique student identifier
2. Transcript
3. Graduation date
4. Diploma copy

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records within a reasonable time of the day the District receives a request for access.**

   Students less than 18 years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place where the records may be inspected.

The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

When the student reaches 18 years of age, or is attending an institution of post-secondary education, all rights and privileges accorded to the parent become exclusively those of the student.

2. **The right to request an amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes is inaccurate, misleading, irrelevant, or improper.**
   Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal clearly identifying the part of the record they want changed and specify the reason.

   If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Such notice shall be in writing and provided within a reasonable period of time after the hearing. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or State law authorizes disclosure without consent.**
   Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to:
   a) Academic grades of their child
   b) references to expulsions or out-of-school suspensions

   If the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**
   Throughout the school year, the District may release directory information regarding students, limited to:
   A. Name
   B. Grade level
   C. Academic awards, degrees, and honors
   D. Information in relation to school-sponsored activities, organizations, and athletics
   E. Major field of study
   F. Period of attendance in school
   G. A student's photo solely for the purpose of publication or recognition of a student's honors, awards, or achievements or for any District informational or promotional use on its social media or other publications.

   ****Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within thirty (30) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.**

6. **The right to request that that information not be released to military recruiters and/or institutions of higher education.**
   Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

   Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**
   The name and address of the office that administers FERPA is:

   U.S. Department of Education
   Student Privacy Policy Office
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

Policy History:
Adopted On:11/8/04
Reviewed on: 9/2022
Revised on: 8/2023, 5/2025

Maintenance of School Student Records Procedure 3570p

The District shall maintain a record for each student that shall contain information, including but not limited to the items listed below, if the District has created or received such information. Items 1 through 7 must be included.

1. Birth certificate
2. Proof of residency
3. Unique student identifier issued and assigned by the State Department of Education
4. Basic identifying information
5. Academic transcripts
6. Attendance Records
7. Immunization Records
8. Intelligence and aptitude scores
9. Psychological reports
10. Achievement test results
11. Participation in extracurricular activities
12. Honors and awards
13. Special education records (maintained pursuant to IDEA requirements)
14. Verified reports or information from non-educational persons
15. Verified information of clear relevance to the student's education
16. Log pertaining to release of student's record
17. Disciplinary records

The District has determined that the following documentation shall be permanently maintained:

1. The unique student identifier
2. Transcript
3. Graduation date
4. Diploma copy

Other content of the student record shall be maintained for a period of seven years after the student graduates or permanently leave the District, except for those records for which longer retention is required.

Special Education Records shall be maintained in accordance with the applicable special education laws, as such may change from time to time.

Personnel Responsible for Records Maintenance

The District's public records custodian, in conjunction with the Superintendent, building Principal's designee shall be responsible for the maintenance, retention, or destruction of a student's records, in accordance with the District's procedure established by the Superintendent.

Access to Student Records

The District shall grant access to student records as follows:

1. The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this policy and consistent with the provisions of State and federal law. This includes the provisions of IC 33-133.
2. The parents of a student under 18 years of age shall be entitled to inspect and copy information in the child's school records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within five

school days of the District's receipt of such a request unless state or federal law specifically provides another length of time.

Where the parents are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The District shall send copies of the following to both parents at either one's request, unless a court order indicates otherwise, or parental rights have been terminated by court order or parental agreement:

a. Academic progress reports or records
b. Health reports
c. Notices of parent-teacher conferences
d. School calendars distributed to parents/guardians
e. Notices about open houses and other major school events, including pupil-parent interaction

When the student reaches 18 years of age or otherwise becomes emancipated, the rights detailed herein for the parent/legal guardian are transferred to the student, unless otherwise addressed by the student, permitted parental access to the student information system, or via court order/guardianship. Additionally, the parents of dependent students, as defined by the Internal Revenue Service (i.e. student termed dependent for income tax purposes) may have access to student educational records if the parents establish this right, via either a copy of the applicable tax forms and/or a Parental Affidavit for Educational Records attesting to the student's dependent status.

Access shall not be granted to the parent or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award, if the student has waived their right of access, after being advised of their right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to, or release information from, student records to employees or officials of the District or the Idaho State Board of Education, provided a current, demonstrable, educational or administrative need is shown, without parental consent or notification. Access in such cases shall be limited to the satisfaction of that need.
4. For purposes of an audit or evaluation by a federal or State-supported education program, and to comply with federal requirements related to such a program. The receiving entity must be a State or educational authority, or another entity allowed by the Family Educational Rights and Privacy Act (FERPA) or must be an authorized representative of such an entity. For each new audit, evaluation, or enforcement effort, the District shall enter into a written agreement when designating anyone other than its employee as its authorized representative. The District shall be responsible for using reasonable methods to ensure, to the greatest extent practicable, that the authorized representative
    a. Uses the personal information only for the authorized purpose.
    b. Protects the personal information from further unauthorized disclosures or other uses.
    c. Destroys the personal information when it is no longer needed for the authorized purpose. Such destruction shall be effected by any specified time period set forth in the written agreement.
5. The District may grant access to, or release information from, student records without parental consent or notification to any person, for the purpose of research, statistical

reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records. Any such release in this regard shall be consistent with Idaho Code and Policy 3575 relating to the limitations on the release of student data.

6. The District shall grant access to, or release information from, a student's records pursuant to a court order or appropriate subpoena. In most instances, the parent/qualified student shall be given prompt written notice of such order/subpoena, a general statement of the documents which will be released, and the proposed date of release of the documentation requested. However, there are very limited circumstances under the USA Patriot Act where schools are required to disclose information without notice to the parent or student to the Attorney General of the United States upon an *ex parte* order in connection with the investigation or prosecution of terrorism crimes or other such specified situations when the court order prohibits disclosure (i.e. Federal Grand Jury Subpoena or Law Enforcement Subpoena wherein such order indicates disclosure is not permitted).
7. The District shall grant access to or release information from any student record as specifically required by federal or State statute.
8. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records, and one copy shall be mailed to the parent or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.
9. The District may release student records to the Superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.
10. Prior to the release of any records or information under items 5, 6, 7, and 8 above, the District shall provide prompt written notice to the parents or eligible student of this intended action except as specified in item 6. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
11. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. Any release that is made must be narrowly tailored considering the immediacy, magnitude, and specificity of the information concerning the emergency and the information should only be released to those persons whose knowledge of the information is necessary to provide immediate protection of the health and safety of the student or other individuals (i.e. law enforcement, public health officials, trained medical personnel). The length of the exception is limited to the period of the emergency and does not allow for a blanket release of personally identifiable information from a student's records. The District shall notify the parents or eligible student as soon as possible of the information released; the date of the release; the

person, agency, or organization to which the release was made; and the purpose of the release and the same information shall be recorded in the student's record log.

12. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).
13. The District may charge a fee for copying information in the student's records. No parent or student shall be precluded from copying information because of financial hardship. See Policy 4260 for information regarding the District copy fee schedule.
14. A log of all releases of information from student records, including all instances of access granted, whether or not records were copied, shall be kept and maintained as part of such records. This log shall be maintained for the life of the student record and shall be accessible only to the parent or eligible student, records custodian, or other such person. The log of release shall include:
    a. Information released or made accessible
    b. The name and signature of the records custodian
    c. The name and position of the person requesting the release or access
    d. The legitimate interests the parties had in requesting or obtaining the information
    e. The date of the release or grant of access
    f. A copy of any consent to such release

A. Any additional information required by State or federal law

Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information shall be limited to:

1. Name
2. Grade level
3. Academic awards, degrees, and honors
4. Information in relation to school-sponsored activities, organizations, and athletics
5. Major field of study
6. Period of attendance in school
7. A student's photo solely for the purpose of publication or recognition of a student's honors, awards, or achievements, or for any District informational or promotional use on its social media or other publications, or for any yearbook.

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

Military Recruiters/Institutions of Higher Education

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

Parents/guardians may challenge the accuracy, relevancy, or propriety of their student's records, except for challenges made to the following when a student's school records are being forwarded to another school:

1. Grades
2. References to expulsions or out-of-school suspensions.

Parents/guardians who wish to challenge a record should write to the school principal or designee, clearly identifying the part of the record they want changed or removed and specifying the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible, the parent/guardian has the right to request a hearing at which each party has:

1. The right to present evidence and to call witnesses
2. The right to cross-examine witnesses
3. The right to counsel
4. The right to a written statement of any decision and the reasons therefore
5. The right to appeal an adverse decision to an administrative tribunal or official, to be established or designated by the State Board

The District will notify the parent(s)/guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Such notice shall be in writing and provided within a reasonable period of time after the hearing. Additional information regarding the hearing procedure will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will include a statement in any release of the information in dispute.

Cross References
2500 Library Materials
2500f Library Materials
3560 Video Surveillance
3575 Student Data Privacy and Security
3620 Transfer of Student Records
4170 District or School Operated Social Media
4260 Records Available to Public
4260f Records Available to Public – Request for Public Records
8605 Retention of District Records
9550 Cybersecurity & Data Breach Response Policy

Legal Reference:
20 USC Section 1232g, et seq. Family Educational Rights and Privacy Act (FERPA)
34 CFR Part 99 Implementing FERPA
IC 33-133 Idaho Student Data Accessibility, Transparency, and Accountability Act – Definitions – Student Data – Use and Limitations – Penalties
IC 33-209 Attendance at Schools – Transfer of Student Records – Duties
IC 33-601 Parental Rights
IC 33-717A Divorce Actions – Parents' Access to Records and Information

Procedure History:
Promulgated on:
Reviewed on: 9/2018
Revised on: 1/11/10, 9/2018, 8/2021, 12/2021, 3/2022, 8/2023, 5/2025

Student Data Privacy and Security 3575

The efficient collection, analysis, and storage of student information is essential to improve the education of our students. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. The privacy of students and the use of confidential student information is protected by federal and State laws, including the Family Educational Rights and Privacy Act (FERPA) and the Idaho Student Data Accessibility, Transparency, and Accountability Act of 2014 (Idaho Data Accountability Act).

Student information is compiled and used to evaluate and improve Idaho's educational system and improve transitions from high school to postsecondary education or the workforce. The Data Management Council (DMC) was established by the Idaho State Board of Education to make recommendations on the proper collection, protection, storage, and use of confidential student information stored within the Statewide Longitudinal Data System (SLDS). The DMC includes representatives from K-12, higher education institutions and the Department of Labor.

This model policy is required by the Idaho Data Accountability Act. In order to ensure the proper protection of confidential student information, the District shall adopt, implement and electronically post this policy to its website. It is intended to provide guidance regarding the collection, access, security, and use of education data to protect student privacy. This policy is consistent with the DMC's policies regarding the access, security, and use of data maintained within the SLDS. Violation of the Idaho Data Accountability Act may result in civil penalties.

Definitions

Administrative Security consists of policies, procedures, and personnel controls including security policies, training, and audits, technical training, supervision, separation of duties, rotation of duties, recruiting and termination procedures, user access control, background checks, performance evaluations, and disaster recovery, contingency, and emergency plans. These measures ensure that authorized users know and understand how to properly use the system in order to maintain security of data.

Aggregate Data is collected or reported at a group, cohort, or institutional level and does not contain PII.

Data Breach is the unauthorized acquisition of PII.

Logical Security consists of software safeguards for an organization's systems, including user identification and password access, authenticating, access rights, and authority levels. These measures ensure that only authorized users are able to perform actions or access information in a network or a workstation.

Personally Identifiable Information (PII) includes: a student's name; the name of a student's family; the student's address; the students' social security number; a student education unique identification number or biometric record; or other indirect identifiers such as a student's date of birth, place of birth or mother's maiden name; and other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances, to identify the student.

Physical Security describes security measures designed to deny unauthorized access to facilities or equipment.

Student Data means data collected at the student level and included in a student's educational records.

Unauthorized Data Disclosure is the intentional or unintentional release of PII to an unauthorized person or untrusted environment.

Collection
The District shall follow applicable State and federal laws related to student privacy in the collection of student data.

Access
Unless prohibited by law or court order, the District shall provide parents, legal guardians, or eligible students, as applicable, the ability to review their child's educational records.

The Superintendent or designee, is responsible for granting, removing, and reviewing user access to student data. An annual review of existing access shall be performed.

Access to PII maintained by the District shall be restricted to:

1. The authorized staff of the District who require access to perform their assigned duties
2. Authorized employees of the State Board of Education and the State Department of Education who require access to perform their assigned duties
3. Vendors who require access to perform their assigned duties

Security
The District shall have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure. The District shall immediately notify the Executive Director of the Idaho State Board of Education and the State Superintendent of Public Instruction in the case of a confirmed Data Breach or confirmed Unauthorized Data Disclosure. The District shall also notify in a timely manner affected individuals, students, and families if there is a confirmed Data Breach or confirmed Unauthorized Data Disclosure.

Use
Publicly released reports shall not include PII and shall use Aggregate Data in such a manner that re-identification of individual students is not possible.

District contracts with outside vendors involving student data, which govern databases, online services, assessments, special education or instructional supports, shall include the following provisions which are intended to safeguard student privacy and the security of the data:

1. Requirement that the vendor agree to comply with all applicable State and federal law
2. Requirement that the vendor have in place Administrative Security, Physical Security
3. Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure
4. Requirement that the vendor restrict access to PII to the authorized staff of the vendor who require such access to perform their assigned duties
5. Prohibition against the vendor's secondary use of PII including sales, marketing, or advertising
6. Requirement for data destruction and an associated timeframe
7. Penalties for non-compliance with the above provisions

The District shall clearly define what data is determined to be directory information.

If the District chooses to publish directory information which includes PII, parents must be notified annually in writing and given an opportunity to opt out of the directory within a specified period of

time. If a parent does not opt out, the release of the information as part of the directory is not a Data Breach or Unauthorized Data Disclosure.

Cross Reference:
3570 – 3570P Student Records
4175 Required Annual Notices
Legal Reference:
20 U.S.C. § 1232g Family Education Rights and Privacy Act
34 C.F.R. 99 Family Education Rights and Privacy Act
I.C. § 33-133 Idaho Student Data Accessibility, Transparency, and Accountability Act
Policy History:
Adopted on:
Reviewed on: 9/2018, 12/2021, 9/2022
Revised on: 9/2018, 7/2020

Relations with Non-Custodial Parents 3580

Access to Students

The parent with whom the student primarily resides shall be recognized by the District as the custodial parent unless a current legal document or signed parental agreement indicates otherwise. Unless there are specific court-imposed restrictions, such as:

- A final divorce decree which includes specific denial of visitation rights
- Interim orders, in the case that the parents are separated
- A restraining order denying such rights

The non-custodial parent, upon written request, may visit the child briefly at school. If restrictions are made relative to these rights, the custodial parent will be required to submit a certified copy of all relevant court orders, to the Principal, which curtails these specific rights.

The school District reserves the right to request verification in the form of a certified court document from the custodial parent.

While both parents, absent a court document described above can visit the student at school, only the custodial parent has the right to remove the student from school property. Only a verified note from the custodial parent will be cause for exception to this provision. If school personnel anticipate possible student abduction, law enforcement personnel are to be notified immediately.

Access to Student Records

Unless informed otherwise, Challis School District assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to these rights, the custodial parent will be required to submit to the Principal a certified copy of all relevant court orders which curtail these specific rights. Otherwise, the non-custodial parent, upon written request may view the student's educational, medical, or similar records maintained in such student's cumulative record, receive school progress reports, and have an opportunity to conference with the student's teacher(s).

The custodial parent has the responsibility to keep the school office informed as to the address of the student's primary residence, in a manner determined by the school, and how they may be contacted at all times. The School District reserves the right to request verification in the form of a certified court document from any party presenting legal documents.

Legal Reference:
20 U.S.C. § 1232g, et seq. Family Education Right to Privacy Act (FERPA)
34 C.F.R. Part 99 Implementing FERPA

Policy History:
Adopted on: 11/8/04
Reviewed on: 9/2018
Revised on: 9/2018, 1/2020, 12/2021

Records of Missing Children 3610

Upon notification by the Idaho state police of a missing or runaway child currently enrolled in the District, that student's records shall be flagged in such a manner that whenever a copy of or information regarding the record is requested, the school is alerted to the fact that the record is that of a missing or runaway child. If request is made for a flagged record, the record shall not be forwarded, and the local law enforcement agency shall be notified of the request for the flagged record.

Any request concerning flagged records or knowledge as to the whereabouts of a missing or runaway child shall immediately be reported to the local law enforcement agency. Upon notification by the Idaho state police of the return of the missing or runaway child, the school shall remove the flag from the student's record.

Legal Reference:
I.C. § 18-4511 School Duties—Records of Missing Child—Identification Upon Enrollment—Transfer of Student Records

Policy History:
Promulgated on: 11/8/04
Reviewed on: 9/2018, 12/2021
Revised on:

Transfer of Student Records 3620

Receiving School

Within 14 days after enrolling a transfer student, the elementary or secondary school shall request directly from the student's previous school a certified copy of their record and exercise due diligence in obtaining the copy of the record requested.

Forwarding School

A certified copy of the permanent, or cumulative, file of any student and the file containing special education records of any student shall be forwarded by mail, or electronically, to a local educational agency or accredited school in which the student seeks to or intends to enroll within ten days after receipt of a written or electronic request, except as provided in 3610 - Records of Missing Children. The files that are forwarded must include information concerning violent or disruptive behavior or disciplinary action; however, such information shall be contained in a sealed envelope, marked as "confidential" and addressed to the Principal or other administrator of the receiving school.

Cross Reference:
3570 - 3570P Student Records
3610 Records of Missing Children

Legal Reference:
I.C. § 18-4511 School Duties—Records of Missing Child—Identification Upon Enrollment—Transfer of Student Records
I.C. § 33-209 Attendance at Schools - Transfer of school records - Duties

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