

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Entrance Age  
POLICY NUMBER: 400.1  
EFFECTIVE DATE: Revised January 10, 2001

Any pupil whose 5th birthday falls on or before September 1st may enter Kindergarten at the opening of school in September of that same year. Any child whose sixth birthday falls on or before September 1st may enter the first grade.

A copy of the child's birth certificate will be required to verify age.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Fundamental Assumptions

POLICY NUMBER: 400.2

EFFECTIVE DATE: Revised January 10, 2001

1. All students residing in the district between the ages of seven and sixteen shall be enrolled in the public schools unless exempted as provided for in the statutes.
2. The school district shall expect attendance by every enrolled student for every day school is in session except when illness or other unavoidable circumstances prevents such attendance.
3. The parent(s) or guardian(s) of a student shall be held responsible for all non-attendance by each student enrolled, regardless of the age of the student.
4. While education through school attendance is a right of every American youth, it is not an absolute and unlimited right. It is a privilege which may be forfeited by a pupil's refusal to conform to established and approved patterns of conduct or refusal to profit by educational opportunities provided by the school.
5. Attendance policies, regulations, and decisions concerning attendance shall at all times be made with the best interest and welfare of the student as basic considerations. At the same time, individual conduct of a student which is "disruptive of school order and discipline and of the instructional effectiveness of the school" may be deemed legitimate cause for forfeiture of attendance privileges.
6. Absence is one of the greatest causes of poor work and subsequent failure. Because of its serious results, a student should be absent from school only for illness, death in the family, or some other equally serious and urgent cause.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Open Enrollment within Bear Lake School District  
POLICY NUMBER: 400.3  
EFFECTIVE DATE: August 18, 1993  
Revised March 13, 2002

Whenever the parent or guardian of any pupil determines that it is in the best interest of the pupil to attend another school within the District, such pupil or pupils may be transferred to and attend the selected school, subject to the limitations outlined in this policy:

1. The pupil's parent or guardian must apply annually for admission to the school that is outside of their normal attendance area and also have proof of residency.
2. The application must be received by February 1 of the school year preceding the year in which the transfer is to occur. The application is to be made on the appropriate District form.
3. The receiving school shall notify the applicant within sixty (60) days and, if denied, must include a written explanation of the denial.
4. Upon mutual agreement between the parents or guardians and both schools involved, the deadlines may be waived to accommodate family or District needs.
5. For students attending another school within the District, transportation to and from the school, or the closest bus stop that provides service to the new school, is the sole responsibility of the parent or guardian. A parent may appeal to the School Board for a variance on this policy if a student or students need to be protected from a safety hazard.
6. Students who are experiencing behavioral problems in one school will not be permitted to transfer to another school without the permission of the receiving principal and the superintendent of schools.
7. Students will not be permitted to transfer into another school if the enrollment figures of that school are equal to or exceed the maximum number of students suggested by the State in that particular grade level.

Students are only given "tentative" permission to transfer until the actual enrollment numbers are confirmed during the first week of the fall semester.

8. Teacher placement of transferred students is the responsibility of the building principal.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

Subject: Dual Enrollment  
Policy Number: 400.4  
Effective Date: October 11, 1995

Idaho Code 33-203 provides students with an opportunity to be enrolled in a nonpublic and a public school at the same time (dual enrollment). This provision of the law also permits students who are enrolled in nonpublic schools, including home schools, an opportunity to participate in the activities sponsored by the Idaho High School Activities Association under the rules and regulations developed by the state legislature and the local boards. The code also provides an opportunity for a student to be enrolled in a public school and a post-secondary program at the same time for dual credit. In the Bear Lake School District, Idaho Code 33-203 will be implemented under the following conditions:

1. Any student participating in dual enrollment may enter into any program in the public school available to other students under the same rules and regulations that apply to all students participating in that activity.
2. Enrollment preference and priority will be given to full-time students. Secondary course maximums set at the individual building level and elementary age level maximums set by the state and/or regional accreditation agencies will not be exceeded through requests for dual enrollment.
3. Secondary students requesting dual enrollment must either be admitted into the program during the period of time that the school has established for initial admission into a particular grading period or show evidence that they are transferring into a continuing course that is in progress. Admission into the academic program after the period of time when credit is no longer available is prohibited.
4. Elementary and middle school students who are dual enrolled may participate in the nonacademic school activities that are associated with the classes that they are enrolled in within the public school and the programs that are open to all students enrolled in the public school.
5. High School students who are dual enrolled may participate in the nonacademic school activities that are associated with the classes that they are enrolled in within the public

school and the programs that are open to all students enrolled in the public school with the exception that involvement in student government and activities associated with the Idaho High School Activities Association which have additional requirements for participation. Individuals involved in student government must be enrolled in school and in attendance at least half of the school day. Individuals involved in activities sanctioned by the Idaho High School Activities Association must conform to the eligibility rules established by that organization as well as those established by the State School Board at the time of their participation.

6. When testing is required to document eligibility for participation in activities sanctioned by the high school activities association, the parent(s) or guardian(s) of the student is responsible for making the necessary arrangements for the test.
7. Students who are dual enrolled and taking courses from an approved post-secondary institution may use those credits toward the completion of the high school graduation requirements that have been established by the Idaho State Board of Education. Correspondence courses fall under the maximums established by the individual schools.
8. Transportation of dual enrolled students is the responsibility of the parent or guardian. The school district may elect to provide transportation if there is ample room on the bus and there is no need to deviate from the established route.
9. During the normal school day, students who are dual enrolled will not be permitted to be in the school building and/or on the school grounds during the period of time that they are not scheduled in a regular class.
10. For the purpose of high school graduation, Bear Lake High School recognizes only those credits that have been obtained through the participation of a program that is accredited by a State Department of Education and/or a Regional Accreditation Agency that deals with the accreditation of public schools.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Exchange Students  
POLICY NUMBER: 400.5  
EFFECTIVE DATE: November 11, 1992  
Revised - December 13, 2006

The Board of Trustees views the practice of having foreign exchange students attend Bear Lake High School as beneficial to both the exchange student and to the resident students. Therefore, the Board supports the admission of exchange students under the following conditions:

1. Without additional Board action the district will accept a maximum of four (4) students from other nations in exchange programs officially recognized by the Board of Trustees. The students may enroll in Bear Lake High School with the district retaining the right to maintain a balance of distribution between the countries of students requesting admission.
2. Exchange programs will be authorized by the Board of Trustees. Among those authorized are:
  - American Field Services
  - Rotary International Youth Exchange
  - Educational Foundation of Foreign Study
  - International Fellowship
3. Other organizations will be considered for addition to the board's recognized list by submitting an application for permission to operate to the superintendent at least two (2) months in advance of any anticipated student placement.
4. Only those organizations recognized by the Board of Trustees will be allowed to place students at Bear Lake High School as foreign exchange students.
5. No student will be enrolled until all standards for admission have been cleared through the superintendents/Principal's office.
6. Admission of exchange students new to the United States will be made only at the beginning of a trimester. All arrangements for admission must be completed one (1) month before the beginning of a new trimester. No placements will be made during the course of a trimester.
7. Exchange students are required to abide by all policies and regulations of the district and

Bear Lake High School. Exchange students are subject to all policies and regulations governing the conduct and behavior of resident students.

8. At the time of admission to Bear Lake High School, the exchange student must be at least 16 years old but not older than 19.
9. The district wishes to avoid, if possible, the placement of more than one student of a particular nationality during any given trimester.
10. The availability of appropriate program and course offerings as well as the availability of space in given classes will be a consideration in the decision of student acceptance. Overloaded classes and/or a high student-teacher ratio are grounds for non-acceptance into the high school.
11. Students accepted through an exchange program are expected to maintain a full academic course of study, as well as maintain passing grades, satisfactory discipline and attendance records during their enrollment at Bear Lake High School.
12. Participation in activities sponsored by the Idaho High School Activities Association is subject to the rules and regulations governing that particular organization.
13. Participation in graduation ceremonies and/or the granting of a diploma is subject to the rules and regulations of the State of Idaho.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

Subject: Denial of Enrollment  
Policy Number: 400.6  
Effective Date: October 11, 1995

The Bear Lake School District is committed to the development and maintenance of a safe, productive school environment that provides individual students and staff with an opportunity to learn and work in a setting where their personal safety is protected.

In order to adopt this philosophy, the following guidelines are to be implemented in all buildings:

**STUDENTS ENTERING OR TRANSFERRING INTO THE DISTRICT'S SCHOOLS**

\_\_\_\_\_The district reserves the right to check on the background of each student who is entering and/or transferring into a school within the district's system. The board of trustees may deny attendance and/or enrollment at any of its schools if a student has been expelled from another school district.

Before enrollment and/or attendance is denied, the district must:

1. provide written notice to the parent or guardian stating the reason for the denial.
2. establish a time and place where the parent or guardian can contest the denial of admission and/or attendance.
3. notify the parent or guardian of the student's right to be represented by counsel, produce witnesses and submit evidence on his/her behalf, cross-examine any adult witness that appears against him/her.
4. provide an opportunity for a hearing with the board in a reasonable period of time following the written notification.

The district has the authority and legal right to request juvenile court records of any student who is currently attending and/or attempting to enroll in any of the schools within the district as outlined in Idaho Code 9-340 section 1.

Any school within the district may refuse either an in-district or out-of-district transfer that falls under the provisions of Idaho's Open Enrollment Policy (Idaho Code 33-1402 and Idaho Code 33-1404) for the following reasons:

1. A student who is under suspension or expulsion from another school or school district.
2. The grade level enrollment in that building exceeds the enrollment level established for that specific grade level as established by the state and/or regional accreditation associations.
3. Application for consideration has not been received on/or before February 1 of the previous year as prescribed by Idaho State law. (The date can be waived by either the Superintendent or Board.)

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Attendance Policy at Bear Lake High School

POLICY NUMBER: 400.7

EFFECTIVE DATE: June 14, 2000  
Revised October 11, 2005  
Revised March 5, 2007

Purpose: This attendance policy has been established for the following reasons:

1. It is the responsibility of the parent to insure their student attends school (Idaho Code 33-202)
2. It is the responsibility of the administration of the school to encourage our students to attend regularly, and to contact parents when a student's absences become excessive.
3. A student's attendance is directly related to his or her academic success and the quality of his or her school experience.
4. Schools are measured by their students' scores on the ISAT tests. There is a positive correlation between attendance and student scores on this achievement test.
5. Schools have a responsibility, along with parents, to help students prepare to successfully enter the work force after graduation. Attendance at school will prepare for attendance at work.

Policy:

1. Students who are absent more than six (6) periods in any class per semester may lose credit for that class.
2. Students who lose credit because they failed to meet the attendance policy may appeal to the high school attendance committee. The committee will determine if extenuating circumstances exist. Appeals must be made in writing within seven days after the semester ends. Upon receiving the appeal, the committee will meet with the student and parent/guardian. It is the responsibility of the student and parent/guardian to provide documentation from a doctor or court official to explain extenuating circumstances. This documentation must be provided at the time of the attendance appeal meeting.
3. For this policy, no distinction will be made between excused absences, un-excused absences or trancies. \*SCHOOL EXCUSED ABSENCES DO NOT APPLY TO THE ATTENDANCE POLICY.
4. A tardy of more than ten minutes is considered an absence.
5. Three tardies will equal one absence.
6. All decisions by the attendance committee may be appealed to Superintendent and/or the School Board.

7. If after meeting with the school attendance committee, a student's absences continue to be excessive, under Idaho Code 33-206, and if the school attendance committee deems that the student and parent have *violated the attendance regulations established by the board*, the school attendance committee will notify the superintendent, who may then refer the student to the school board. If the school board determines that the parents or guardians *have failed or refused to cause such child to be instructed as provided in Idaho Code 33-202, the child shall come under the purview of the juvenile corrections act if he or she is within the age of compulsory attendance*. At that point a representative of the school board may notify the Bear Lake prosecuting attorney and recommend that a petition be filed against that student and parent in the Bear Lake District Court, as per Idaho Code 33-206.

Criteria to be used by the attendance committee when determining a student's loss of credit due to excessive absences:

1. Pre-arranged absences - this includes a family vacation or other special event.
2. Medical problems - this includes unforeseen family or personal medical emergencies.
3. Family crisis - death in immediate or extended family qualifies for a family crisis.
4. Academics in each class - this involves the teacher's assessment of the student's commitment and participation in his or her class.
5. Past attendance history.
6. Disciplinary action on file - student's log of trancies and suspensions will be reviewed.

BEAR LAKE SCHOOL DISTRICT #33

BOARD POLICY

Subject: K-5 Attendance  
Policy Number: 400.8  
Effective Date: January 14, 2004  
Revised June 11, 2008

Regular and punctual patterns of attendance shall be expected of each student enrolled in School District No. 33.

It is recognized that absence from school is necessary for certain conditions such as illness, funerals and other unavoidable activities.

Idaho Code 33-202 holds parents or guardians responsible for students attendance. This puts the responsibility on the parents and students to be in attendance to school. Every effort should be made by students, parents, teachers, and administrators to keep absences and tardiness to a minimum. Every effort will be made by school personnel to keep the parents informed of students absences and tardiness.

Tardiness is considered the responsibility of the classroom teacher. If the teacher is unable to resolve the tardiness problem, the child will be referred to the principal for disciplinary action. Persistent tardiness will be treated as an attendance problem. If the principal is unable to resolve the problem by following the attendance procedure, the student will be referred to the school board for expulsion.

Each absence of a student must be verified by parents. Parents are encouraged to call the school to make a request for a child to miss school when necessary. When unable to reach the school prior to the absence, it will be necessary to give reason for a child's absence by telephone or in writing after the absence. When the request is made by telephone, it should be made to the child's teacher, the principal, or the school secretary who will make a written statement indicating the reason for the absence. The written statement will be filed in the child's record file. If the above procedure has not been followed, the absence must be followed up by a written excuse to the child's teacher upon his/her return to school. These written statements will be taken from the student's record file at the end of each school year.

An adequate and comprehensive system of attendance records shall be maintained for each student. Each teacher is responsible for accurate reporting of daily attendance in his/her

classroom. The building principal is responsible for submitting attendance information to the Superintendent's office.

When a student receives five (5) absences a letter will be sent to notify the parents of their student's absences. Upon the accumulation of ten (10) absences a second notification will be sent along with a date to meet with the principal and the parent to discuss the attendance record at hand.

Each school will establish a Building Attendance Review Board (BARB), to hear appeals regarding absence classification, credit loss or non-promotion. The elementary BARB will be composed of the principal, the child's classroom teacher, the resource room teacher, and the social worker or psychologist. The BARB will have the authority to waive loss of credit or non-promotion.

The parents of any child who has been absent more than fifteen (15) days of the school year, will receive written notification from the principal that the child will not be promoted. The notification will advise the parents of their right to appeal to the Building Attendance Review Board (BARB). If the parents wish to appeal, they must notify the principal who will arrange a conference with the BARB. The BARB may exempt the child from non-promotion. The parents shall be notified of the BARB decision as soon as possible following the conference.

If the parent/guardian does not agree with the decision that is reached by the BARB, an appeal can be made to the school board through the district office in Paris.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Bear Lake Middle School Attendance Policy

POLICY NUMBER: 400.9

EFFECTIVE DATE: May 11, 2005

Purpose:

This attendance policy has been established for the following reasons:

1. It is the responsibility of the parent to insure their child attends school (Idaho Code 33-202).
2. It is the responsibility of the administration of the school to encourage our students to attend regularly, and to contact parents when a student's absences become excessive.
3. A student's attendance is directly related to their academic success and the quality of their school experience.
4. Schools are measured by their students' scores on the ISAT tests. There is a positive correlation between attendance and student scores on this achievement test.

Section One:

- A. Students are allowed no more than seven (7) absences in any given class in each trimester. After fifteen (15) minutes, a tardy is considered an absence.
- B. If a student exceeds this limit, he or she, along with a parent or guardian will be asked to attend an attendance hearing with the school attendance committee. At this hearing it will be determined whether or not the excessive absences were due to extenuating, unusual, or extraordinary circumstances. If a student and a parent fail to meet with the committee, the committee will then determine whether or not credit should be denied that student, or what options should be presented the student and parent.
- C. If the committee determines that the absences were not due to special circumstances or conditions, the student will lose credit in that class for that trimester.
- D. If a student loses credit due to excessive absences, he or she has the option to reclaim that credit by attending the after school academy, Saturday school, completing additional work packets, or any other requirement determined by the

attendance committee. The makeup work and makeup time required will be based on the number of excessive absences.

- E. The student and/or the parent have the right to appeal a decision made by the school attendance committee to our district superintendent and our school board.

Section Two:

If after meeting with the school attendance committee, a student's absences continue to be excessive, under Idaho Code 33-206, and if the school attendance committee deems that the student and parent have *violated the attendance regulations established by the board*, the school attendance committee will notify the superintendent, who may then refer the student to the school board. If the school board determines that the parents or guardians *have failed or refused to cause such child to be instructed as provided in Idaho Code 33-202, the child shall come under the purview of the juvenile corrections act if he or she is within the age of compulsory attendance*. At that point a representative of the school board may notify the Bear Lake prosecuting attorney and recommend that a petition be filed against that student and parent in the Bear Lake District Court, as per Idaho Code 33-206.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Attendance Records  
POLICY NUMBER: 400.10  
EFFECTIVE DATE: Revised January 10, 2001

It shall be the responsibility of the building principal to maintain an accurate and current record of student attendance. The principal shall report student attendance to the Superintendent's office on the form requested and at times required by the State Department of Education.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Homeless Students

POLICY NUMBER: 400.11

EFFECTIVE DATE: August 9, 2006

The board of trustees of this district recognizes the right of all students residing within the district boundaries, including those who are homeless, to enroll in, and participate in the district's educational and support programs.

**STUDENT RIGHTS**

Homeless students who are enrolled in this district have the right to:

1. Equal access to all educational programs and services, including transportation and school nutrition programs;
2. Continue to attend school in their school of origin for the duration of homelessness or the current school year, whichever ends first;
3. Attend regular public school with students who are not homeless, unless there exist a legitimate reason for requiring attendance at another school; and
4. Receive all educational services for which they are eligible (i.e., special education, gifted and talented, and LEP).

**DISTRICT RESPONSIBILITIES**

The schools in this district will develop strategies for meeting the needs of homeless students and eliminate barriers to their attendance at school, including identification, and the provision of appropriate support services.

**TRANSPORTATION**

The district shall provide homeless students with transportation services comparable to those offered to other students at the school of attendance.

If a homeless student moves to a shelter that is in another attendance area within the district, the superintendent or designee may arrange transportation that enables the student to continue attending the same school.

**LEGAL REFERENCE:** Elementary and Secondary Education Act (2001)  
McKinley-Vento Homeless Assistance Act (2001, Section 724(g)) -Idaho Code Section 33-1404

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Student Behavior and Discipline

POLICY NUMBER: 401

EFFECTIVE DATE: Revised January 10, 2001

It shall be the duty of principals and teachers to enforce such rules for school and class control as the school administration may establish. Control of pupil conduct should be such that procedures used will assist in advancing the purposes of education as approved by the Board and will be consistent with policies of the board, applicable state laws, and State Board of Education directives.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

Subject: Student Suspensions  
Policy Number: 401.2  
Effective Date: October 11, 1995

A student may be temporarily suspended from school for disciplinary reasons or for other conduct disruptive of good order or of the instructional effectiveness of the school. The suspension may be for the following length of time:

A principal or assistant principal may suspend an individual student for a maximum of five (5) school days.

The superintendent of schools may extend the temporary suspension an additional ten (10) school days to make a total of fifteen (15) days.

If the board of trustees finds that an immediate return to school by the suspended student would be detrimental to the health, welfare or safety of other students, the board may extend the temporary suspension an additional five (5) days to make a total of twenty (20) days.

All students who have been suspended are entitled to the minimum rights of due process including:

1. An informal hearing before the suspension takes place that includes the right to hear the reasons for the suspension and an opportunity to respond. (This provision may be waived if the student is not available upon phone contact with the parent or guardian and completion of the second provision).
2. Written notification immediately after the suspension has taken place that includes:

The reason for the suspension

The duration of the suspension

Conditions, if any, for a return to school

The right to a hearing with the person who has suspended the student in the presence of the student's parent (s) or guardian (s)

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Expulsion  
POLICY NUMBER: 401.3  
EFFECTIVE DATE: Revised January 10, 2001

When a student is suspended a third time, the Board may direct that the student be removed from school by expulsion. Due process will be afforded to the student as outlined in Policy #401.2

BEAR LAKE SCHOOL DISTRICT #33  
BOARD POLICY WITH GUIDELINES

SUBJECT: Suspension or Expulsion of Section 504 Students  
POLICY NUMBER: 401.3A  
EFFECTIVE DATE: September 14, 2005

Prior to the expulsion or suspension of a Section 504 students an MDT (multi-disciplinary) team meeting will be held to determine whether the student's behaviors/actions are a manifestation of his/her disability. At a minimum the team will consist of the school counselor, principal, one of the student's teachers, and the parent(s) or legal guardian. The parent(s) or legal guardian may also invite specialists and be represented by legal counsel.

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

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

Subject: Student Attendance  
Relating to Driving Privileges

Policy Number: 401.4

Effective Date: October 9, 1996

Idaho State code associates a minor's privilege to drive with participation and/or the completion of an approved educational program. It is the expectation of the board that the District's administrators comply with the intent of the legislation by initiating action against the minors who fail to comply with the enrollment/attendance regulations associated with the law.

The secondary principals are authorized and responsible for the development and communication of appropriate procedures in their buildings for the implementation of this law. The procedures shall be widely publicized and consistently enforced. Within the procedures, the following positions are authorized by the Board to carry-out specific functions:

1. The building administrators, superintendent, building secretaries (attendance, principal, counseling) are authorized to provide minors with written verification of attendance and enrollment.
2. The building administrators are responsible for providing notification to a minor and his/her parents, guardians or custodians of the District's intent to request that the Department of Transportation suspend a minor's driving privileges due to enrollment/attendance issues.
3. The building principal shall serve as the hearing officer for appeals regarding the District's decision to request that the Department of Transportation suspend a minor's driving privileges.
4. Request for hardship waivers made by the minor or his/her parents, guardians or custodian shall be made to the building principal. The building principal shall serve as the hearing officer.
5. The minor and/or his/her parents, guardians or custodians may appeal a decision of a hardship hearing to the Board. The request for a hardship appeal hearing must be made before noon on the Friday preceding a regularly scheduled meeting of the Board of Trustees.

6. The principal or the principal's designee is responsible for notifying the Department of Transportation of all minors who are not in compliance with Idaho Code 49-303A.

The building administrators are to provide the Superintendent with the names of any minors who are being referred to the Department of Transportation for possible suspension of their driving privileges.

Legal references: Idaho Code 49-303  
Idaho Code 49-303A  
Idaho Code 49-326  
Idaho Code 49-305  
Idaho Code 49-310  
Idaho Code 33-211

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: ATHLETIC / ACTIVITY CODE OF CONDUCT  
POLICY NUMBER: 401.5  
EFFECTIVE DATE: August 11, 2004

**Mission Statement**

The Bear Lake School District athletic and activity programs are an integral part of the educational program. The athletic/activity programs provide lessons in teamwork, sportsmanship, competition, and winning and losing gracefully. Each experience should allow the participant to improve in knowledge, skill, and emotional patterns that will make the participant a better person and citizen in our society. Participation in athletics/activities, whether as participant, or a spectator, builds school spirit and develops school pride.

**Goals**

The schools will make every effort to provide activities with the best facilities, equipment, and staff available.

The activities program will be in compliance with the rules and regulations of the Idaho High School Activities Association, the Fifth District Board of Control, and the local Board of Education.

Participation in extracurricular, or interscholastic activities is a privilege to be granted to those students who meet minimum standards and eligibility established by the IHSAA and local school district.

**Objectives**

Extracurricular athletic activities will allow students to experience opportunities to learn life lessons through their experience in competition. Students will have opportunities to experience and cope with problems that will enable students to handle situations similar to those encountered in conditions prevailing in society. Athletics/activities should provide adequate natural opportunities for:

1. Physical, mental, and emotional growth and development.
2. Acquisition and development of special skills in activities of each student's choice.
3. Team play with the development of such commitments as loyalty, cooperation, fair play, and other desirable social traits.
4. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
5. A focus on interests of activity programs for studentbody, faculty, and community that will generate a feeling of unity in the school and community.



BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Student Activities  
POLICY NUMBER: 402  
EFFECTIVE DATE: Revised January 10, 2001

The principal shall be responsible for the organization of all student activities. The principal shall provide adequate supervision, administer student finances, and approve all student activities with the assistance of delegated members of the faculty. Student activities shall be regarded as a vital part of the total educational program and shall be used as a means of developing wholesome activities, good human relations, as well as knowledge and skills.

A parent or guardian may request their student be excused from certain types of student activities for religious or physical reasons. The administration shall consider the request in terms of the welfare of the individual.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Student Government  
POLICY NUMBER: 402.1  
EFFECTIVE DATE: Revised January 10, 2001

Students have the right to an elected and representative student government. Student government representatives shall share in the formation of general school policies, discuss matters of faculty/student relations, and other matters of student concern.

Some method of establishing faculty, student, parent interaction and feedback to consider matters of mutual concern should be developed. This group may make recommendations for the general operation of the school district.

Students have the responsibility to participate actively in the student government process, to make sure that all students are allowed to vote, and that offices are open to all who qualify. Students may be invited to school meetings by the administrator conducting the meeting.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Student Organizations

POLICY NUMBER: 402.2

EFFECTIVE DATE: Revised January 10, 2001

1. Every school club or organization shall be sponsored by a member of the faculty approved by the principal of the school. Every organization must have the approval of the sponsor in advance for the time and place of all meetings and all social and athletic events, and other activities of the organization. All meetings shall be held on campus, and the sponsor shall be present throughout such meetings. All other activities held outside the school or off campus must have the approval of the principal. A sponsor, or substitute sponsor approved by the principal, shall be present throughout all activities.
2. Every school-sponsored club shall have a constitution approved by the Student Council and by the principal of the school. Such constitution shall be kept on file in the school office.
  - a. The constitution shall contain a statement that all members must be students who are presently enrolled in the school of sponsorship.
  - b. The constitution shall contain qualifications for membership. Such qualifications shall not deny membership because of race, creed, color, or political beliefs.
  - c. The constitution shall contain a statement of the purpose of the club. The purposes shall not be contrary to the welfare or best interest of the students or the school, or in conflict with the authority or responsibilities of the Board of Trustees and its employees.
  - d. The constitution shall contain a statement that there is no affiliation with any non-school club, any political or religious organization, or with any organization which denies members on the basis of race, color, creed, or political belief.
  - e. The constitution shall provide that the collection or dispersal of school-sponsored club funds shall be in accordance with the regulations set forth by the Student Activities Branch.
  - f. The constitution shall provide that speakers who are neither members of the student body, faculty, or administration of the school of sponsorship must have the approval of the sponsor and the principal prior to addressing any meeting.
  - g. Every club shall act only in accordance with its constitution and shall abide by all rules and regulations of the school district and the school.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Student Activities Fund Management

POLICY NUMBER: 402.3

EFFECTIVE DATE: Revised January 10, 2001

The Board hereby authorizes the establishment and maintenance of a Student Body Account at each of the schools of the District. An administrator of the school shall be responsible for the proper administration of the financial activities of each Student Body Account in accord with the provisions of state law and appropriate accounting practices and procedures. All monies collected shall be deposited in the Student Body Account in the local bank. All payments made from the Student Body Account shall have the approval of the administrator responsible for the Student Body Account.

The annual School District audit shall include an audit of student organization funds. Payment for the audit shall be made from district funds. Reserves shall be limited to amounts estimated as necessary for the beginning of the following year's operation.

Monies raised by the student organizations must be expended for the benefit of the students.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Field Trips, Activity Trips, Overnight and Extended Trips  
POLICY NUMBER: 402.4  
EFFECTIVE DATE: July 1, 1997 (Approved: April 9, 1997)

The Bear Lake School District believes that learning experiences outside of the traditional classroom setting are essential to the growth and development of each individual student. For this reason, the district supports and encourages activities that provide an opportunity for students to expand their educational experience.

*Field Trips*

Field trips are used to reinforce and expand the skills, knowledge and experience taught in the regular classroom. They are planned and organized in a way that supports and extends the instructional goals and objectives. Unless they involve an overnight activity or a destination that exceeds 400 miles round trip, the type and frequency of field trips taken is the responsibility of the classroom teacher and building administrator.

*Activity Trips*

Activity trips are associated with competition and are usually connected with the activities sponsored by the Idaho High School Activities Association. Once a schedule has been developed, the school district has a contractual obligation to participate in the events appearing on the schedule.

Those responsible for scheduling should do so in a way that limits the time spent out of the class by participants as well as the financial support necessary from parents, school activity accounts, and the district. Scheduling is the responsibility of the program sponsor, the school's activity director and the building principal. Unless an activity is associated with a state tournament, overnight trips or trips in excess of 400 miles round-trip must receive prior approval from the Superintendent and/or Board **before** they are placed on a schedule.

*Overnight Trips*

Overnight trips not associated with state competition under the direction of the Idaho High School Activities Association must be approved by the Board of Trustees. Failure to do so prior to

the event taking place may result in the trip not being approved by the building administrator or the superintendent.

Overnight trips not associated with competition must provide students with a meaningful educational experience. The cost of said trip to either the individual student or the school's activity account must be reasonable as determined by the building administrator. District funds shall not be used for such expenses as housing or meals.

### *Extended Trips*

Extended trips are those that exceed 400 miles round trip and/or that require students to spend more than one night away from home and are not sanctioned by the Idaho High School Activities Association. Said trips must conform to the following:

- A. The **primary** purpose of the trip must be educational in nature. If it is a performance group, the **primary** purpose of the trip can be educational and/or performance.
- B. The trip must be approved by the Board and the building principal **prior** to organizational meetings with parents, the initiation of fundraisers, or the release of plans to the general public.
- C. Board action on the proposed trip requires:
  1. A written itinerary including anticipated educational and/or performing activities, time schedules and travel plans. (Any changes from the anticipated activities, time schedules, travel plans after board approval must be reviewed and approved by either the superintendent or building principal.)
  2. An anticipated maximum cost per participant including travel, meals, housing and registration or admission fees that are being offered. Cost of meals should be added and based on the district's acceptable per-diem rate.
  3. Unless a written plan for fundraisers is presented, the presumption will be that the total cost will be born by the students and/or their parents.
  4. Identification of the minimum number of adults who will be serving as chaperones including the names of any staff members who will be involved.
  5. An endorsement of the activity and the trip plans by the building administrator.
- D. The district will not provide financial support for extended trips. This provision may be waived by either the superintendent or the school board in situations where the trip qualifies for state reimbursement regarding transportation cost. The waiver would only deal with the portion of the transportation cost that would be reimbursed by the state.

- E. The building administrator has both the authority and the responsibility to deny a request for an extended trip due to either educational or financial reasons.
- F. Extended trips that are associated with a class activity such as the "Class of 2000" are not permitted.
- G. Private companies and/or individuals (including staff members) soliciting student participation in a trip not sponsored or approved by the school district are prohibited from using instructional time or school district materials and supplies to promote the activity.  
When deemed appropriate by the building administrator, time before school, after school or during lunch may be used for organizational meetings as long as equal access is given to each individual/group making a request.
- H. The use of district buses to transport students on extended trips is not guaranteed. The use of the district's buses to support this type of activity may be denied by the superintendent, school board or transportation director based on issues associated with cost, staffing, mileage on buses, etc.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Bus Riding Policy  
POLICY NUMBER: 402.5  
EFFECTIVE DATE: March 11, 1998

The Bear Lake School District's policy states that students should be transported to extra-curricular, co-curricular, and school sponsored field trips on district owned buses or commercial vehicles whenever possible. The District believes that it is a privilege for students to ride a bus and that they must comply with the current district and school policies.

All district/school sponsored activities which give students the opportunity to travel on a bus will be under the direction of an approved chaperone (see "Supervision of Extra-Curricular Activities" policy). The activity shall be approved by the school's administrator and the superintendent and will be in compliance with the current District policies.

If a student rides a school bus to an activity or field trip, they must return on the same bus unless the following regulations are met:

- a. The parent contacts the principal of the school, or his/her designee, by telephone or in person and makes arrangements for their student to return home by alternate transportation. The parent will then write a note which will be on file at the school. This will be done prior to the trip. The chaperone will be advised that the student will not be riding home on the bus.
- b. A student will be released from riding home on the designated bus if a parent contacts the principal, his designee, or the chaperone at the activity and indicates that the student will travel home with the parent. A note written by the parent shall be given to the principal, the designee, or the chaperone at that time (before the bus pulls out).

**A student will be released only to a parent when prior permission has not been attained.**

A penalty for violation of this policy will result in the student losing bus riding privileges to future extra-curricular, co-curricular, or field trips. Depending upon the seriousness of the violation a student could forfeit bus riding privileges for the rest of the current school year.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Private Transportation of Students  
POLICY NUMBER: 402.6  
EFFECTIVE DATE: February 10, 1993  
Revised April 12, 2000

Students should be transported on district owned buses or commercial vehicles whenever possible.

Students who are participating in a school sponsored activity are not permitted to drive their personal vehicles and/or ride with other students or unauthorized drivers who are driving their personal vehicles to a school sponsored activity.

Students who are being transported to an school sponsored or school "approved" activity by other than district owned bus or commercial vehicle, by district employees, parents or district approved drivers are required to follow the rules established by the school for which they are representing. The school district's insurance coverage on private vehicles being used to transport students to an "approved" activity is only activated after the insurance of the private vehicle has been exhausted. An "approved" activity also requires specific approval by the building principal or superintendent before students may be transported in private vehicles. Transportation to an "approved" activity by a private vehicle is subject to the following rules:

- A. The principal or superintendent will approve the drivers who will be transporting students.
- B. The principal or superintendent may require the driver to verify a safe driving record.
- C. The principal or superintendent may require an inspection of the vehicle to be used. The vehicle would be inspected by the district's transportation department.
- D. The principal or superintendent may require the driver/owner of the vehicle to show proof of insurance.
- E. When students are transported to an "approved" school activity by other than school district owned and operated transportation, a driver must be approved according to district policy and the district will negotiate one of the listed options for reimbursement:

1. The driver may be reimbursed at the school district approved rate of .28 cents a mile for the mileage to and from the activity. A school district travel expense form must be completed and signed by the proper administration before the trip will be approved.
2. The driver may be reimbursed only for the fuel used in the transportation to and from an approved activity. The proper paperwork must be completed before the trip is approved.
3. A combination of .28 cents a mile and/or fuel may be negotiated with the driver for an approved trip. The proper paperwork must be completed before the trip is approved.
4. An approved driver may volunteer transportation to and from an approved activity. It is necessary to have the proper paperwork completed before the trip is approved.

When students are transported to a "non-approved" activity, the school district's insurance does not provide coverage.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Athletic Activities  
POLICY NUMBER: 402.7  
EFFECTIVE DATE: May 12, 1993

Bear Lake School District #33 believes that participation in extra-curricular activities provides students with an opportunity to experience success while learning life skills in the areas of interpersonal relations, cooperation, discipline, team work, goal setting and the development of a work ethic. The district also recognizes the importance of extra-curricular activities to the total student body and general community as a source of entertainment, recognition and pride.

To achieve this philosophy, the extra-curricular activities programs shall be driven by a number of basic goals. Implementation of these goals shall be the responsibility of the coach/supervisor, activities director and building principal. Assessment of the performance of said coach/supervisor will be based on the district's stated goals.

The goals of the Bear Lake School District #33 include the following:

- A. Students shall be provided instruction in the basic skills of the respective activity to the degree that they are able to compete at a level equitable to their natural ability.
- B. Opportunities will be provided for students to improve their skills through individual analysis of both their strengths and weaknesses and appropriate instruction regarding deficiencies.
- C. Students shall demonstrate positive sportsmanship as noted in their relationship with teammates, the opposition and officials.
- D. Participation in activities shall be considered as a supplement to a student's academic program. Scheduling of activities and practices shall not impair the academic progress of a student. A recognition program for scholar athletes shall be maintained.
- E. Selection of team members as well as individuals who will start shall be based on ability as well as attendance at practices and adherence to team and school rules.
- F. Participants shall be given equal opportunities during practices to develop and demonstrate their skills.

- G. At the sub-varsity level, coaches should strive to provide qualified participants an opportunity to compete during a scheduled date. To be qualified, a participant must be attending practices and in compliance with all team, school, district and state policies dealing with participation in activities. (5th quarter, "B" games, etc. are considered to be in compliance with this subsection.)
- H. Participants will be required to obey all team /organizational rules established for the activity. Coaches and/or supervisors are expected to develop and communicate (written) these rules to the participants before the competitive season begins.
- I. Sunday practice and/or competition is prohibited. Practice on Thanksgiving, Christmas and New Year's Day cannot be required.
- J. Participation in camps, summer leagues, etc. can not be required.
- K. Scheduling of activities shall take in consideration students who may be involved in multiple programs. When a choice must be made, the student and his/her parents shall be responsible for the decision without the threat of being dropped from a program or a reduction in an academic grade.
- L. Coaches / Supervisors shall provide the following for each activity:
  - 1. A positive role model for students in both personal and professional behavior.
  - 2. A climate that promotes the development of positive self-esteem and recognition of individual value in each participant.
  - 3. Rapport with peers, parents, community members and students.
  - 4. Cooperation with school officials and other programs within the school.
  - 5. Leadership
  - 6. Discipline within their program as well as an assumption of some responsibility for their athletes during the off season.
  - 7. A sense of "improvement" in all aspects of life that is communicated to participants.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Out-of-Class Activities Eligibilities  
POLICY NUMBER: 402.71  
EFFECTIVE DATE: Oct. 8, 1986

All students participating in IHSAA sanctioned out-of-class activities must meet a minimum standard of:

1. Passing five (5) classes in the previous semester of school.
2. Maintaining an overall 2.0 grade point average (C average).

System checks:

Middle School: A weekly academic check submitted to the coach before participation will be allowed.

High School: A list of students participating in any extra-curricular activity will be given to each teacher and if a student is not receiving a 2.0 (C average) in that class, the teacher will notify the office immediately.

Middle and High School: An automatic check will be done at the end of each grading period when report cards are given to the students.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Drug Testing for Students Participating in Extra-Curricular Activities at Bear Lake High School

POLICY NUMBER: 402.72

EFFECTIVE DATE: April 14, 1999  
Revised - January 12, 2000  
Revised - April 12, 2005

**Purpose:**

Because of the serious increase of drug use among students, including those “mainstream” students involved in extra-curricular activities, we propose that we follow the example of many other Idaho schools and establish a random drug testing policy.

The intent of the policy is not to punish, rather it is to begin an assistance program for those students that are using illegal substances and sincerely want help. This policy would also strengthen our commitment to making Bear Lake High School a safe and drug free school. This policy would also serve as a deterrent to the escalating use of illegal drugs that we are seeing in schools. The policy is based on the assumption that a student’s desire to participate in activities will override their desire to use these substances. We also believe that when the students have the option to say “No, I don’t want to risk my eligibility” that peer pressure will be reduced if not eliminated.

The staff and administration of Bear Lake High School will provide a means for students and parents/guardians to be aware of and understand this policy. This information will be made available each year in the student handbook and discussed at freshman orientation in the spring of each school year. A summary of the provisions of this policy will be posted at the drug testing station for students to review prior to testing.

This policy is in addition to the Bear Lake School District Drug Policy that applies to all students. Those students participating in extra-curricular activities will be subject to this policy, that policy and the Code of Conduct.

## Summary:

1. All students participating in extra-curricular activities will take a drug test at the beginning of the season, then 10 percent of the team/group will be randomly tested every four weeks.
2. Those students choosing to admit they have a drug problem before the initial testing prior to the beginning of an activity season, may participate if they agree to the following provisions:
  - (a.) Participate in a drug counseling program, including a written assessment to determine the extent of the problem.
  - (b.) Agree to allow a school official to notify parents or guardians.
  - (c.) Submit to a drug test when he or she feels ready and believes that the test will be negative. The student will not be eligible until he or she takes the test and the test results are negative.
  - (d.) The student will be encouraged not to test until he or she is confident that the results will be negative. Before testing, students will be informed of the consequences of testing positive as per Idaho Code 37-2732C which, states that a positive test is considered reasonable suspicion. Once reasonable suspicion is established the enforcement procedures outlined in Bear Lake School District Policy 403.11 will be implemented.
3. Those students that do not admit to having a problem prior to the start of their season, and test positive, or are found in possession of a controlled substance will establish reasonable suspicion. Law enforcement will be contacted as per Idaho Code 33-210 and the student testing positive on the first drug/alcohol test will be retested by law enforcement at that time. Law enforcement will be requested to provide the school with the results of the retest.

Under the Code of Conduct, the student in violation will meet with a panel that will include the principal of the school, athletic or activity director, coaches, and teachers as needed.
4. Those students that test positive a second time on the law enforcement test (during their four years of eligibility) will not be eligible to participate until the beginning of the next year's season from which he or she became ineligible. For example, a football player that loses his eligibility in the 1999 season would be ineligible until the beginning of the 2000 football season. Parents/Guardians will be given the results of the test and in compliance with Idaho Code 33-210 law enforcement will be contacted and the results of the test will be turned over to them. Law enforcement will evaluate the student. Law enforcement will be requested to provide the school with the results of the retest. In order to be eligible for that next football season the student would also need to agree to participate in a drug program

(counseling) including a written assessment, and submit to monthly testing in which the results of each test would be made available to parents/guardians and law enforcement.

5. Those students that test positive a third time, during their four years in high school will forfeit their eligibility for the remainder of their high school experience. Parents/Guardians and law enforcement will be contacted at this time.
6. Testing will be done by furnishing a urine sample. The tests will be administered at the school by an independent contracted agency or individual hired by the District and the results will be immediate. The school will be responsible for the cost of the testing. Students will be selected randomly by an independent agency or an individual hired by the school to administer the test. The test will detect the following substances: marijuana, cocaine, opiates, and amphetamines.
7. Those students that are currently receiving prescription medication may provide a copy of the prescription or a written verification from their physician in a sealed envelope to a school official. If it cannot be determined that the prescription medication is the cause of the positive test result, that sealed envelope will be forwarded on to the testing lab along with the sample in order for this to be considered in their analysis. A student that does not furnish this information at that time will be treated in the same manner as those that are not using any medication.

If at any time during the school year, a student who is involved in extra-curricular activities is taking prescription medication, he/she needs to give a copy of the prescription to the high school official to be kept on file in the event that his/her name is drawn to be randomly tested.

8. Although the test cannot test for nicotine and alcohol, these would be treated as drugs and illegal. A student that is convicted of using either alcohol or tobacco, or seen using alcohol or tobacco by school personnel, will be referred to the Code of Conduct and may forfeit their eligibility as provided in this policy (see items 3, 4, and 5). However, should a student disclose to a coach or advisor that he/she has a tobacco or alcohol problem, the student could retain their eligibility if they agree to the provisions of item 2.
9. Bear Lake High School is willing to furnish a parent or guardian, at the school's expense, a testing kit to test their son or daughter at home in order to determine if the student has been using. The parent/guardian would not be required to notify The school of the results.

**Funding:**

Funding for these tests will come from the annual drug free grant and this will be written into future grants.

**Definitions:**

**Drug:** A controlled substance as defined by Idaho Code 37-2701, except those possessed and/or pursuant to a valid prescription.

**Extra-Curricular Activity:** Any activity sanctioned by the Idaho Activities Association.

In our school that would include the following: football, volleyball, cross country, boys basketball, girls basketball, wrestling, golf, track, baseball, softball, cheerleading, drill team, drama (those that go to district competition, music (those that participate in district competition), and academic decathlon. This would involve approximately 50 percent of our student body.

**Participation:** Participation includes practice, travel with the team or group, as well as actual competition or performance.

**Assessment:** A written test provided by the Road to Recovery Program used to determine the extent of a person's drug abuse problem, and a plan of assistance aimed at the student's specific situation.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Administering Medicines to Students - Asthma Inhaler Exemption  
POLICY NUMBER: 402.80  
EFFECTIVE DATE: September 9, 2008

Any school employee authorized in writing by the school administrator or school principal:

1. May assist in the self-administration of any drug that may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions, if the pupil's parent or guardian consents in writing.
2. May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a practitioner, if the pupil's parent or guardian consent in writing.

No employee except a qualified health care professional may administer a drug or prescription drug to a pupil under this policy except in an emergency situation. 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.

Administering Medication

The Board will permit the administration of medication to students in school in its jurisdiction. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the school nurse (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.

Emergency Administration of Medication

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or delegate may administer emergency oral and/or injectable 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.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Student Safety  
POLICY NUMBER: 403  
EFFECTIVE DATE: Revised January 10, 2001

The safety of every student is to be a matter of serious concern at all times. To assure the safety of students while attending school or under school supervision:

1. School buildings and equipment, including buses, will be regularly inspected for health, fire and safety hazards.
2. Students will not be left unsupervised in the classroom or on the playground, in class hours or during recess or lunch hour.
3. Rules will be made in each school to prevent accidents in the buildings and on playgrounds.
4. Precautions will be taken to assure the student's safety after dismissal from school.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

Subject: Safe School Environment

Policy Number: 403.1

Effective Date: December 14, 1994 \ Revised October 11, 1995  
Revised November 10, 1999  
Revised April 12, 2005

The Bear Lake School District is committed to the development and maintenance of a safe school environment that provides individual students and staff with an opportunity to learn and work in a setting where their personal safety is protected.

In order to adopt this philosophy, the following guidelines are to be implemented in all buildings:

**IMMEDIATE SUSPENSION AND RECOMMENDATION FOR EXPULSION**

Students who are involved in the following activities on the school grounds or while at a school activity in which they are representing the school shall face immediate suspension and be referred to the Board of Trustees for expulsion:

- a. **Arson** - the willful burning of property: student, staff or School District.
- b. **Robbery** - Taking anything of value from another through the use of physical force upon the person being robbed.
- c. **Possession of a Weapon** - Possession, use, transmittal or concealment of a firearm, an explosive, or weapon that may cause bodily injury or death. This includes threats to use a weapon to cause physical harm.
- d. **Assault on a Staff Member** - Striking of an employee of the District or a volunteer.
- e. **Assault on a Student** - Use of a foreign object in a fight that can be considered a weapon. Multiple fights in the same school year. The use of an inflammable material to cause bodily injury or physical harm.

### **Immediate Suspension and Possible Recommendation for Expulsion**

Students who are involved in the following activities on the school grounds or while at a school activity in which they are representing the school shall be suspended for a minimum of one day (in-school and/or out-of-school) and shall be responsible for the payment of any damages done to School District property. Depending upon the severity of the incident, the individual building principal has the authority to recommend students committing these offenses to the Board for possible expulsion:

- a. **Graffiti and/or Vandalism** - The wilful defacing or destruction of student, staff or school district property including student lockers.
- b. **Assault/Hazing/Harassment** - Physical aggression including fighting, intimidation or excessive initiation of a student.
- c. **Communication of a Threat** - Any threat to cause physical harm to any student(s) or staff member(s).
- d. **Extortion** - Taking anything of value from another by the use of a threat.
- e. **Theft** - Taking the property of another student, staff member or of the District.
- f. **Felonies and/or misdemeanors** - Anything that by law is considered a felony or misdemeanor.

Nothing in this policy supersedes the student's right to due process of law. **ALL** student activities that warrant criminal charges **SHALL BE** referred to the appropriate law enforcement officials for punishment **BEYOND** that which is administered by the School District or any of its agents. In cases where civil litigation is possible, those who have suffered a loss will be encouraged to seek relief through the courts if a mutual settlement can not be reached.

Administrators may suspend students for a period of time established by district policy and state law.

### **Clothing**

The District and/or the administrators of each individual building have the right to establish a dress code policy that is designed to assure a safe school environment. The provisions of these policies shall include but are not limited to the following:

- a. Clothing cannot be worn that displays obscene, suggestive words or pictures that may affect the safe school environment.
- b. Clothing shall not be worn which advertises any substance which a student cannot legally possess or use.

- c. Clothing cannot be worn that is revealing or can be considered indecent exposure.
- d. Clothing shall not be worn which is so extreme that it may disrupt or interfere with school functions.
- e. The wearing of paraphernalia or apparel that identifies a student as a gang member is prohibited.
- f. Students may be required to wear certain types of clothing for health or safety reasons in connection with certain specialized school sponsored activities. Examples may be shop classes, driver's education, physical education, home economics, etc.
- g. School officials may prohibit the wearing of headgear, hats or bandannas.

#### **Exclusion of Students Seeking Admission when Under Expulsion**

Students who are currently under an expulsion from another school district will not be permitted to be enrolled in a school within the Bear Lake School District until they can provide documentation from the school district that initiated the expulsion confirming that the provisions of the original expulsion have been met. The necessary documentation must include a statement that the time period identified in the original expulsion has expired. (See policy regarding admission of expelled students)

#### **Special Conditions**

As per state code section 33-205, the Board of Trustees is required to expel a student for a period of not less than one year who has been found to have carried a weapon or firearm on school property. State law does provide the board with the power to modify the expulsion on a case-by-case basis.

Discipline of students with disabilities shall be in accordance with the requirements of federal law part B of the individuals with disabilities education act and section 504 of the rehabilitation act.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Drug, Alcohol, and Tobacco Use

POLICY NUMBER: 403.11 - Replaces 407.0

EFFECTIVE DATE: October 13, 1999  
Revised April 12, 2005  
Revised May 10, 2006

**PHILOSOPHY**

Bear Lake School District strongly subscribes to the philosophy that public schools share the responsibility with other social institutions to educate our Nation's youth regarding the use of alcohol and other drugs. Along with this educative role, our District feels that an important role of the schools is to aid the government in the enforcement of laws regarding alcohol and other drugs.

The board of trustees recognizes that student use of chemical substances, including alcohol, is a serious problem of utmost concern in our society. Drug, alcohol, and tobacco use is detrimental to a state of well-being and undermines the aim of education, which is to enable individuals to develop to their full potential. The district seeks to ensure the highest standards of learning in the classroom and recognizes that use of chemical substances -- including alcohol, tobacco, and controlled substances -- creates educational, economic, and legal problems.

Bear Lake School District maintains the philosophy that denial of the problem only serves to perpetuate it. Therefore, the district will make every effort possible to deal with this real problem through prevention, education, and through the enforcement of this policy.

**DEFINITIONS**

“Controlled substances” include, but are not limited to, opiates, opium derivatives, hallucinogenic substances, including cocaine, and cannabis and synthetic equivalents of 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.

“Drug” includes any alcohol or malt beverage, any tobacco product, any controlled substances, any illegal substance or mood altering substance, any abused substance, any medication not approved and registered by the school authorities and/or any substance which is intended to alter mood.

“Reasonable suspicion” means an act of judgment by an intervention-trained educator, counselor, or administrator that leads to a reasonable and prudent belief that a student is in violation of “use” or “under the influence” provisions of Idaho Code Section 37-2732C, which defines

controlled substances. The fact that a student has previously disclosed use of a controlled substance will not be deemed a factor in determining reasonable suspicion at a later date. An intervention-trained individual will not use reasonable suspicion solely for the purpose of intentional harassment of a difficult student.

“Intervention trained” individuals include those public school educators, counselors, or administrators who have completed a state accredited course related to illegal drugs, their physical characteristics, physiological effects, and how student behavioral changes typically associated with the use of such products may be evidenced in the classroom. Any public school educator who has had a minimum of two (2) years experience as an intervention team member prior to May 31, 1997, is exempt from any additional training requirement.

“School premises” includes all buildings, facilities, and property owned or leased by the district, school buses, and other school vehicles, and the location of any school-sponsored activity or function.

## **POLICY**

Students attending school in this district will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises.

Any student will violate the district’s drug, alcohol, and tobacco use policy when:

1. He or she is on school premises, evidencing behavior that creates a reasonable suspicion that he or she may be illegally under the influence of drugs, including alcohol, tobacco, or controlled substances;
2. He or she admits to using, possessing, selling, buying, or distributing drugs, including alcohol, tobacco, or controlled substance on school premises;
3. He or she is found to use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises;
4. He or she is found to possess drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises.

## **CONTROLLED SUBSTANCES: VOLUNTARY DISCLOSURE**

Any student who voluntarily discloses using or being under the influence of any controlled substances before he or she is reasonably suspected to be in violation of the law and this policy will be provided anonymity to the extent that:

1. Disclosure is held confidential on a faculty need-to-know basis;
2. Notification is provided to parent/guardian; and
3. Available counseling is offered at the school level.

## **CONTROLLED SUBSTANCES: REFERRAL TO LAW ENFORCEMENT**

Once a student is reasonably suspected of being in violation of the law and this policy regarding controlled substances, regardless of any previous voluntary disclosure, the building principal or his designee will immediately notify the local law enforcement agency and will seek a law enforcement evaluation of the student. The results of that evaluation is to be provided to the school administration. The evaluator may seek transfer of school custodial responsibility to the state department of juvenile corrections.

Any student exhibiting inappropriate behavior that suggests "using" or "being under the influence" of controlled substances will be immediately escorted by a district employee to an administrative office for interviewing and observation by an intervention-trained specialist. Except in the case of an emergency, the student will not be left unattended and will not be allowed to leave the school premises.

The principal or designee will refer the student to the law enforcement agency or the Code of Conduct, if the individual is a participating athlete after an intervention-trained specialist, upon observing and/or interviewing the student, reasonably suspects that the student is using or under the influence of a controlled substance. The district employees will cooperate fully with any law enforcement investigation of a violation of this policy, including but not limited to providing access to locker, desks, and other school property, and providing oral and/or written statements regarding the relevant event.

The intervention-trained individual, the principal, and/or any other employee having observed the student's behavior will document his or her observations of the student; the documentation will be provided to the law enforcement agent, and a copy will be placed in the student's discipline record.

## **ENFORCEMENT PROCEDURES**

The procedures to enforce this policy are as follows:

1. **Suspension/Expulsion:** Students who violate this policy will be suspended by the principal. Suspension for the first offense of this policy will be for one to five (1-5) days, unless extraordinary circumstances exist. The time period for suspension for the second or third offense will be determined at the discretion of the principal and/or superintendent. The principal and/or superintendent will determine whether or not the suspension will be served in school or out of school.

If deemed appropriate, school administration may request that the board expel a student who has violated this policy.

2. **Referral to Law Enforcement:** The student will be referred to the law enforcement agency, if appropriate. If the incident involves controlled substances, the student will be referred to the law enforcement agency. In all other situations, referral to law enforcement will be at the discretion of the school principal or designee.

3. **Search and Seizure:** A student's person and/or personal effects (e.g. purse, book, bag, etc.) may be searched whenever a school official has reasonable **suspicion** to believe the student is in possession of drug paraphernalia or drugs, including alcohol, tobacco, or controlled substances. Any evidence of a violation of the law and this policy may be seized by the principal or designee.

Lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and desks. Such equipment may not be used for storage of illegal items and are subject to periodic inspection.

Students are permitted to park on school premises as a matter of privilege, not right. The District retains the authority to conduct routine patrols of school parking lots and to inspect the exteriors of automobiles on school premises. The interiors of vehicles on school premises may be inspected whenever an authorized school official has reasonable cause to believe that illegal materials are contained inside. Such patrols and inspection may be conducted without notice, consent, or a search warrant.

4. **Drug Dog:** The District uses the services of a certified drug dog for periodic inspection of student lockers and parking lots. Classroom lock-down is instituted when the drug dog is in use.
5. **Parent Contact:** The student's parent/guardian will be contacted as soon as possible following any violation of this policy.
6. **Conduct Contract:** Any student violating this policy must sign a conduct contract before returning to school. Violation of the conduct contract may result in additional disciplinary measures.
7. **Drug, Alcohol, and Tobacco Assessment/Treatment:** The terms of the suspension and/or conduct contract may be modified, at the discretion of the principal or superintendent, if a student who has violated this policy voluntarily completes a drug, alcohol, and tobacco education course and/or undergoes assessment and treatment for drug, alcohol, and tobacco abuse.

## **STUDENTS WITH DISABILITIES**

Suspensions and expulsions of students with disabilities as defined by Public Law 94-142 and subsequent amendments, (Individuals with Disabilities Education Act), Section 504 of the 1973 Rehabilitation Act, and the Americans with Disabilities Act will follow federal guidelines as well as the provisions of this policy.

**NOTICE**

Upon adoption of this policy, the board will provide notice of the policy to each student, parent/guardian, or custodian by publishing such notice in a newspaper of general circulation in the district. Subsequently, a copy of the policy will be provided to each new student, as well as to the parent/guardian, or custodian, at the time of original registration in a district school.

**LEGAL REFERENCE:**

Idaho Code Sections:

33-205, 20-516, 33-210, 37-2705, 37-2732C

Drug-Free Schools and Communities Act of 1988

PL 100-690 and all subsequent amendments

Individuals with Disabilities Education Act

PL 94-142 and subsequent amendments

Section 504 of the 1973 Rehabilitation Act

Americans with Disabilities Act

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Drug Free School Zone

POLICY NUMBER: 403.12

EFFECTIVE DATE: February 15, 2006

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 as so 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 eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Idaho law within the Drug-Free 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.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Sexual Harassment  
POLICY NUMBER: 403.2  
EFFECTIVE DATE: April 13, 1994

Sexual Harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964 and Section 67-5909 of the Idaho Code. Bear Lake School District #33 neither condones nor tolerates sexual harassment against students, employees, or applicants for employment. The District is committed to providing a safe, orderly environment where students, staff, and parents are treated with courtesy and respect. Employees who engage in conduct which is harassing or who contribute to a hostile, oppressive, intimidating, or offensive work and/or learning environment will be subject to investigative and disciplinary procedures which may include but are not limited to the termination of employment. Students who engage in conduct which is harassing or who contribute to a hostile, oppressive, intimidating or offensive work and/or learning environment will be subject to investigative and disciplinary procedures which may include but are not limited to suspension or expulsion.

The District will act vigorously to investigate all complaints regarding sexual harassment and to discipline any student or employee who harasses a student, employee, or applicant of the district.

The purpose of this policy and the procedure outlined within are to assure a working and learning environment that is free from sexual harassment and in compliance with State and Federal law.

Sexual Harassment Defined

For the purpose of this policy, sexual harassment is defined as, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment may include: verbal harassment (epithets, derogatory comments, slurs), physical harassment (interference with movement or work), or visual harassment (cartoons, drawings, posters).

Sexual harassment may be against members of the same sex as well as against members of the opposite sex.

Specific situations that would be considered sexual harassment include but are not limited to the following:

1. Situations whereby the submission to the conduct is explicitly or implicitly made as a term or condition of employment, a condition of an individual grade in a course, or a status in an activity.
2. Situations where the consequences for submission to or rejection of such conduct is used for any decision affecting an individual student, employee, or applicant regarding benefits and services, honors, programs, or activities available at or through the District.
3. Situations where the conduct has the purpose or the effect of interfering with a student's or employee's work performance or creating an intimidating, hostile, or offensive work or educational environment.
4. Situations where an act or verbal communication by one student or employee toward another student or employee is not welcomed by the student or employee to whom the act or verbal communication was directed.

Specific examples of sexual harassment include:

Suggestive or obscene letters, notes, or invitations.

Derogatory comments, slurs, jokes, epithets.

Unwanted touching, impeding or blocking movement, assault.

Display of sexually suggestive objects, pictures, cartoons.

Continued expression of sexual interest after being informed that the interest is unwelcome by the person to whom it is directed.

Coercive sexual behavior used to control, influence, or affect the career, salary, or work environment of another.

Coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, or learning environment of a student.

Offering favors or benefits in exchange for sexual favors.

A deliberate or careless creation of an atmosphere of sexual harassment or intimidation, or a hostile or offensive working or educational environment.

Any other conduct which, at the time of the incident, is deemed by state or federal law or its implementing regulations to constitute sexual harassment.

### Reporting of Sexual Harassment

A person who believes that he/she has experienced sexual harassment should first consider telling the perpetrator that their behavior is not appreciated and that it must be stopped. (Individual confrontation is not required although strongly encouraged).

A person who believes that they have experienced sexual harassment has the right to and is encouraged to report the problem immediately to the Sexual Harassment Coordinator in your building, the building administrator or department supervisor or the Superintendent of Schools.

Any employee or student aware of, or suspecting the occurrence of sexual harassment is expected to report the matter to the Sexual Harassment Coordinator, building administrator, department supervisor or Superintendent.

### Investigation of Sexual Harassment Claims

All claims of sexual harassment **must be investigated** by the person to whom the claim is submitted (Sexual Harassment Coordinator, building administrator, department supervisor, Superintendent). The investigation must be started as soon as possible. The goal of the investigation is to determine the facts under high standards of fairness and to achieve a prompt and equitable resolution of the problem.

All statements gained during an investigation must be documented in writing and signed by the person providing the testimony. Documentation is to be thorough and factual including detailed evidence and information about all alleged incidents (date, time, place, actions observed, quotes, witnesses, etc.).

### Corrective Action After the Completion of the Investigation

After the investigation has been completed and the facts determined, the Sexual Harassment Coordinator, building administrator, department supervisor, or superintendent shall make a concentrated effort to resolve the case. That resolution shall include one of the following:

1. Determination that sexual harassment did not occur.
2. Agreement among the parties which resolves the issue.
3. Appropriate corrective action or discipline against the violator(s) of the sexual harassment policy.

If the resolution requires corrective action or discipline, it shall conform to the policies of the Bear Lake School District and/or the State of Idaho. Corrective action or discipline shall be by those who have the authority to carry out said action or discipline.

All substantiated charges of sexual harassment requires written documentation that admonishes the person committing the acts to discontinue said behavior. Documentation is placed into the personnel file/student files of those persons who have committed the act.

Substantiated charges of sexual harassment against a student shall subject the student to corrective action or discipline consistent with District and/or school discipline policy, including the possibility of suspension or expulsion.

Substantiated charges of sexual harassment against an employee shall subject the employee to corrective action or discipline consistent with District policies including the possibility of formal reprimands, suspension with or without pay, or dismissal.

Frivolous, unfounded or malicious reports of sexual harassment shall subject the individual making said reports to corrective action or discipline consistent with school and/or district policy.

### Other Conditions

The policy and procedures outlined in this policy do not deny the right of any individual to pursue other avenues of redress outside of the Bear Lake County School District.

Sexual harassment reports shall be investigated and handled as discreetly as possible. The right of confidentiality must be respected consistent with fairness, due process, and the District's legal obligation to investigate and take warranted action. Those involved shall refrain from discussing the case with anyone except those that have a legitimate need or right to know.

Reprisals or retaliatory action of any kind are strictly prohibited against any person who has filed a report of sexual harassment, testified as a witness, and/or assisted or participated in any manner in any investigation or proceeding conducted under this policy.

All cases of sexual harassment coming from an adult to a person under the age of 18 should be reviewed with regards to possible referral to Health and Welfare as a potential child abuse issue.

Where an adverse personnel action has taken place based on unlawful harassment, the victim's employment record must be expunged immediately.

Intimate sexual relationships between supervisory and subordinate employees of the same or different sex outside of marriage is prohibited. Intimate sexual relationships between staff and students of the same or different sex is also prohibited.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Injury or Illness at School

POLICY NUMBER: 403.3

EFFECTIVE DATE: Revised January 10, 2001

If a student is injured or becomes ill at school, the parent/guardian should be notified. The student should be picked up by the parents, or their designee.

In case of unconsciousness, excessive bleeding or other serious conditions, the school should call for emergency medical services.



## GUIDELINES

### EVALUATION TEAM

An Evaluation Team will be convened for each infected student that desires attendance in Bear Lake School District No. 33. The Evaluation Team will be composed of public health personnel, the student's physician, the student's parents or guardian, school district legal counsel, and appropriate school personnel as determined by the Superintendent. The Evaluation Team will be notified and convened by the Superintendent when an infected student is identified or when a student with AIDs desires to enroll.

The Evaluation Team will make recommendations on a case by case basis as to whether an infected student shall be permitted to attend classes and participate in school activities with other students. In making the determination the team shall consider: (1) the medical evidence upon which the diagnosis of the "infection" was made; (2) the behavior, neurological development, and physical condition of the student; (3) the expected type of interaction with others in the school setting; and (4) the risks and benefits to the infected student and others in the school setting.

### CONFIDENTIALITY

School personnel involved in the care and education of infected children shall respect the infected child's right to privacy, including maintaining confidential records. The number of personnel who are aware of the child's condition shall be kept to the minimum needed to assure proper care of the child, to detect situations where the potential for transmission may increase (e.g., bleeding injury), and to report to the public health agency.

### MONITORING

In schools where an infected student is admitted the principal will assign to an appropriate staff person the responsibility to regularly monitor the child's behavior, health condition, and be aware of outbreaks of childhood diseases in order to protect the child, other children, and staff. A mechanism should be established for consultation with the school nurse, district health officer, parent, and the child's physician to answer emergent questions such as when the infected child should be excluded from attendance because of personal danger from childhood diseases.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Exclusion For Head Lice

POLICY NUMBER: 403.32

EFFECTIVE DATE: June 13, 2000

Pediculosis (head lice) is a common condition in the school age child. It is highly contagious and easily spread from direct or indirect contact with the infested person and/or infested personal items.

It is the policy of this school district that the school principal or designee will screen students for head lice. If nits (egg cases) or lice are present, the student will be excluded from school until the student is nit and lice free.

CASE FINDING:

1. At the beginning of each academic year, all students (K-5) may be examined for head lice. Any new student may be examined upon request for entry to school.
2. When a case is found, all students in the classroom will be examined. Also, a notification of head lice letter is to be sent home to all parents of children in the classroom the same day the case of head lice is discovered.
3. If five (5) or more students appear to be infested at the time of the initial examination, an examination of the entire school may be done.
  - a. With five (5) or more infested students, biweekly examinations of the entire school should be done until the examinations reveal that the infestation has cleared.
  - b. The other two weeks should be used by the health care provider to re-examine the infested students.

## ADMINISTRATIVE HANDLING:

1. Each infestation will be recorded. The following information will be entered: name, age, grade, teacher, bus number, date the infestation was discovered, date the head lice letter was mailed, type of treatment, date the student returned to school after treatment.
2. Each new infestation will be recorded, even if the child has previously been treated and declared free of head lice and nits.
3. Parents of infested students will be requested orally and in writing to come to school and take the child home. Parents will be shown some of the nits in order to:
  - a. Demonstrate that the child is infested; and
  - b. Enable parents to see what a nit or louse looks like and thus gain the information needed to examine other family members for infestation.

Proof of treatment (note from a physician or shampoo box top) must be given to the health care provider prior to the student returning to school. The child will be re-examined for lice or nits before readmission. If a child returns to school the same day as diagnosis and treatment, the child will have to be in a different set of clothing. If after any infestation, the child is not treated as set forth, he or she may be refused readmission to school and sent home with a copy of a second letter to parents. The parents will also be sent a separate letter. If a child has been treated twice and is still coming to school with nits and lice, parents will be required to bring the child to school for seven continuous school days to be checked before regular admission to school will be allowed.

If a child returns without receiving any treatment a third time, or if the principal or health care provider knows in advance that the family cannot afford treatment, the principal may do one of the following:

Request direct follow-up by the local health department.

Provide enough medication to treat the infested student and infested members of his or her household. Medication may be furnished by the school system or the school's health care provider.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Contagious or Infectious Diseases  
POLICY NUMBER: 403.33  
EFFECTIVE DATE: February 15, 2006

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 disease that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. The District will 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 the school nurse or other responsible person designated by the Board 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 will respect the student's right to privacy.

When information is received by staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer will promptly notify the school nurse or other responsible person designated by the Board to determine appropriate measures to protect student and staff health and safety. The school nurse or other responsible person designated by the Board, after consultation with and on the advice of public hearing officials determine which additional staff members, if any, have need to know of the affected student's condition. Only those persons 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.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Suicidal Tendencies - Duty to Warn

POLICY NUMBER: 403.34

EFFECTIVE DATE: February 15, 2006

- A. Neither the school district or an individual teacher has a duty to warn of the suicidal tendencies of a student, unless the teacher has knowledge of direct evidence of such suicidal tendencies.
- B. “Direct evidence” means evidence which directly proves a fact without inference and which in itself, if true conclusively establishes that fact. Direct evidence would include unequivocal and unambiguous oral or written statements by a student which would not cause a reasonable teacher to speculate regarding the existence of the fact in question; it would not include equivocal or ambiguous oral or written statements by a student which would cause a reasonable teacher to speculate regarding the existence of the fact in question.
- C. The existence of the teacher’s knowledge of the direct evidence referred to in 1 and 2 above shall be determined by the court as a matter of law.
- D. The District may, in its sole discretion, provide the following interventions in order to prevent adolescent suicide:
  - a. offer and provide 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. attendance to the rights of the student and his/her family; and
  - e. after care support by the school for faculty, staff, and students after a sudden death has occurred.

Legal Reference: I.C. 33-512B Suicidal tendencies - Duty to warn

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Student Insurance  
POLICY NUMBER: 403.4  
EFFECTIVE DATE: Revised January 10, 2001

The school district cannot provide medical or dental services nor pay the cost of these services for the students. The purchase of student accident insurance is available through private carriers. Forms can be attained at each school.

Students participating in extra-curricular athletics must have some type of accident insurance.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Student Records  
POLICY NUMBER: 404.1  
EFFECTIVE DATE: Revised January 10, 2001

An accurate cumulative record shall be maintained for every student enrolled in the public schools.

Only authorized school personnel, parents, and legal guardians shall have access to the cumulative record without a subpoena or the written permission of the student and/or parents.

Written parental objection to the accuracy or authenticity of data recorded in the cumulative record shall become part of the record upon request of the parents. School officials will forward transcripts from the cumulative record upon written request of parents, legal guardians, students, ex-students, and bona fide educational institutions.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Student Interviews  
POLICY NUMBER: 404.2  
EFFECTIVE DATE: Revised January 10, 2001  
Revised April 12, 2005

No person, other than school district personnel, will be allowed to interview, question, or remove from school any student without the consent of the principal. If there is reason to grant an interview but also concern for the welfare of the student, the principal should make an effort to have the parents at the interview. When parents are not available, the principal must be present during the interview as an observer, but is not to be considered the representative of the student. When possible, the police will be encouraged to talk to a student away from the school before or after school hours.

1. If the police have a warrant for the student's arrest, they must be permitted to arrest the student; however, whenever possible, the arrest should be conducted in the principal's office out of view of other students. Before removing a student from school, the police shall sign a release form in which they assume full responsibility for the student.
- B. Any questioning by police should be conducted in a private room or area where confidentiality can be maintained.
- C. If law enforcement officials question a student under the age of eighteen (18), a reasonable attempt shall be made to notify the parents, except in cases of suspected child abuse or child neglect involving the parent. The parents should be given the opportunity to come to the school prior to the questioning; (Law enforcement officials are not required to have parental consent prior to interviewing a child.)
- D. If the parents are notified and able to attend, they should be allowed to be present at the interview. The administrator should be present at the interview, but not take part in any questioning. The administrator should at all times remain a neutral observer.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: High School Graduation  
POLICY NUMBER: 404.3  
EFFECTIVE DATE: September 10, 1997  
Revised - December 13, 2006

The Board of Trustees believes that high school graduation requirements should provide students with the basic skills necessary to compete in the twenty-first century while affording students with an opportunity to design a program that meets their individual interests and goals. The revision of the State Board's Rules and Regulations in the spring of 1997 have provided the district with an opportunity to adjust graduation requirements to accomplish these goals.

The purpose of this policy is to establish graduation requirements for the students who are currently enrolled at Bear Lake High School (Class of 1998, 1999, 2000, and 2001) as well as the students who follow until the Board adopts new graduation requirements. This policy is also designed to establish responsibility for the development of a proposal for new graduation requirements following the acceptance of minimum graduation requirements by the Idaho State Legislature.

The Superintendent of Schools is responsible for recommending a new set of graduation requirements by May 1 of the year in which the Idaho State Legislature approves the minimum graduation requirements as law. The recommended graduation requirements shall be developed after input from the staff, parents, business community, and school board. It shall also take into consideration input gained through a survey completed by the administration of Bear Lake High School. Once approved, the new graduation requirements will supersede everything in this policy.

The following will be in effect until a new policy is adopted by the Board:

***Credits***

A student must earn a total of 48 credits of which 30 are specific requirements and 18 are considered to be electives. One credit is equal to the successful completion of a course that is taught for one period during a trimester. A normal load of five credit courses per trimester would produce a maximum possibility of 60 credits during four years.

A traditional credit (regular school day, summer school, after or before school courses) is defined as being 60 clock hours of classroom instruction or related learning activities.

Specific requirements are as follows:

English	8
Math	4 (Pre-Algebra and above)
Science	4 (500 level vocational agriculture courses will count as meeting the science graduation requirement)
Humanities	4 (Two units may be from the vocational department as long as the vocational courses are not being used to meet the science requirement.)
Am. Hist.	2
Am. Gov.	2
P. Ed.	2
Health	1
Economics	1
Reading	1 (The reading requirement may be waived for students in the Class of 2001 if they can demonstrate grade level competency and they would be benefitted by taking other courses.)
Speech	1

### ***Correspondence Courses***

All on line, correspondence and dual credit classes must be approved by the high school administration. Completion of the course, including the verification of both grade and credit, must be received at least seven calendar days before graduation in order to permit a student the opportunity to participate in the graduation ceremonies.

### ***Acceptance of Credits From Other Schools***

The Bear Lake School District will accept the credits from any school that is accredited by that school's State Department of Education. Accreditation through a national or regional accreditation agency is also acceptable if that accreditation agency is recognized by the state in which the school is located.

Credit from non-accredited schools will not be accepted for graduation from Bear Lake High School. Unless accredited through the process outlined in the preceding paragraph, home schools are considered to be non-accredited schools.

### ***Acceptance of Credits for Religious Instruction From Accredited, Non-Public Schools***

The Bear Lake School District will accept transfer credits for courses taken at accredited, non-public schools when taken as a full-time student regularly enrolled. The content of courses accepted must be of such a nature as not to teach the doctrine of any specific religion. Examples include, but are not limited to Comparative Religions, Old Testament, New Testament, etc.

### ***Concurrent Enrollment***

The Bear Lake School District will accept credit for college courses taken from an accredited college or university and successfully completed by students while enrolled in a high school program. The acceptance rate will be one high school credit for each three semester hours or five quarter hours of college credit successfully passed.

### ***Residency Requirement***

To graduate from Bear Lake High School, students must spend at least one tri-mester in residency during their senior year. The high school principal has the authority to waive the residency requirement in specific situations that are considered to be unique.

### ***Early Graduation***

Students may petition for early graduation when graduation requirements have been met.

### ***Participation in Graduation Ceremonies***

Participation in graduation ceremonies is a privilege and not a right. In order to participate in graduation ceremonies, a student must have completed all requirements for a Bear Lake High School diploma, be free of debt to the school and the Bear Lake School District, and meet the behavioral requirements as established by the high school administration.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: GED Program  
POLICY NUMBER: 404.4  
EFFECTIVE DATE: March 22, 1985

Bear Lake County School District No. 33 will use the following guidelines in enrolling students in District sponsored GED classes:

1. Students must have completed at least 17 ½ years of age at the time of enrollment.
2. Students must have been officially out of school for at least six months.
3. Exception to either or both of the above named guidelines will be considered by a screening committee upon written request of the prospective student.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Alternate Graduation Route  
POLICY NUMBER: 404.5  
EFFECTIVE DATE: October 11, 2005  
Revised - September 10, 2008

A student will show proficiency on the ISAT as defined by State Board Rules. Students who do not attain atleast a proficient score on th ISAT will have the option of appealing to the Board of Trustees for relief from the ISAT requirement. Students who choose to appeal must meet the following eligibility requirements:

1. Must be enrolled in a Special Education program and have a current IEP; or
2. Must be enrolled in a Limited English Proficiency program; or
3. Must be enrolled in the Fall semester of the Senior year.

The District requires that all students who appeal for relief must complete an alternate program approved by the Board of Trustees.

- \* Students will be encouraged to seek meaningful intervention at the earliest possible time. This may include but not limited to ‘special ISAT remedial classes’ offered at the High School.
- A. Any students who failed any portion of the ISAT test during their Sophomore spring test, will continue to take the ISAT test (in their failing area(s) each testing window of their Junior and Senior year; or until they’ve successfully completed the test.
- B. As a Senior, if a student (after spring testing of the sophomore year) has still failed to reach an acceptable score on any portion of the ISAT, they will be required to take two ‘additional’ Math, English, or any other class in the area(s) they are deficient on the ISAT..
  - This class will be in addition to the Math and/or English required classes to graduate.
  - This class must be completed with a minimum of a “C” for a final grade.

BEAR LAKE SCHOOL DISTRICT #33

Board Policy with Guidelines

Subject: Homebound Services  
Policy Number: 405  
Effective Date: November 13, 2002

1. Homebound instruction may be initiated for students who are unable to attend school due to temporary illness, accident, or an unusually handicapping condition. A student must be absent from school ten (10) consecutive days or a physicians statement must certify in advance that the absence will exceed this period of time. Students must meet the requirements specified in the policy and request form. The school district may request a second physician evaluation if it is deemed necessary for proof of illness or need for homebound instruction.
2. The homebound instructor must be a certified teacher.
3. Full-time ancillary personnel may not be reimbursed for homebound instruction.
4. The average amount of direct instruction will be five (5) to ten(10) hours a week.
5. The maximum number of weeks allowed for homebound instruction will not exceed four (4) weeks, or twenty (20) school days. After the allowable time authorized and paid for by the school district it will become the students responsibility to pay for additional homebound days of instruction. The rate of pay for the instructor will be the same as the school district pays.
6. Homebound instructors salary will be \$10.00 an hour. Instructors will keep a time sheet on their time spent in homebound instruction and submit it to the district office for payment.
7. Building principals are responsible for approving homebound teachers when they have determined that a homebound situation is present. Principals should get district office approval before offering services for homebound instruction. It will also be required that the principal involved with the homebound student will have the request form filed out and submitted to the district office for approval.