

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS  
AUGUST 15, 2013**

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<b>TAB</b>	<b>DESCRIPTION</b>	<b>ACTION</b>
1	<b>IDAHO STATE UNIVERSITY – ANNUAL PROGRESS REPORT</b>	Information Item
2	<b>PRESIDENTS’ COUNCIL REPORT</b>	Information Item
3	<b>IDAHO BUREAU OF EDUCATIONAL SERVICES FOR THE DEAF AND THE BLIND – PROGRESS REPORT</b>	Information Item
4	<b>EPSCOR – ANNUAL SUMMARY REPORT</b>	Information Item
5	<b>PROPOSED RULE – IDAPA 08.02.03.113, REWARDS</b>	Motion to Approve
6	<b>PROPOSED RULE – IDAPA 08.02.01.650 GENERAL EDUCATION DEVELOPMENT TEST, IDAHO HIGH SCHOOL EQUIVALENCY CERTIFICATE</b>	Motion to Approve
7	<b>UNIVERSITY OF IDAHO – STUDENT APPEAL</b>	Motion to Approve
8	<b>BOARD POLICY I.O. DATA MANAGEMENT COUNCIL, FIRST READING</b>	Motion to Approve
9	<b>PRESIDENT APPROVED ALCOHOL PERMITS</b>	Information Item

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**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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**IDAHO STATE UNIVERSITY**

**SUBJECT**

Idaho State University (ISU) Annual Progress Report

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section I.M.3.

**BACKGROUND/DISCUSSION**

This agenda item fulfills the Board's requirement for Idaho State University to provide a progress report on the institution's strategic plan, details of implementation, status of goals and objectives and information on other points of interest in accordance with a schedule and format established by the Board's Executive Director.

President Art Vailas will provide a 15-minute overview of ISU's progress in carrying out the Universities strategic plan.

**IMPACT**

Idaho State University's strategic plan drives the Universities integrated planning; programming, budgeting, and assessment cycle and is the basis for the institution's annual budget requests and performance measure reports to the State Board of Education, the Division of Financial Management and the Legislative Services Office.

**ATTACHMENT**

Attachment 1 – Presentation

Page 3

**BOARD ACTION**

This item is for informational purposes only. Any action will be at the Board's discretion.

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# Idaho State --- UNIVERSITY

Presentation to the Idaho State  
Board of Education  
August 15, 2013



# Access and Opportunity

AUGUST 15, 2013

# Leading in Access and Opportunity



- Idaho State University ranks as the 15<sup>th</sup> lowest-cost public university with high starting salaries, according to a national survey of 4,000 colleges and universities

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AUGUST 15, 2013

# Access and Opportunity

## Early College Program

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- FY13 enrollment up 15% from FY12
- FY13 credit hours up 9% from FY12
- 9 associate degrees awarded to Renaissance High School students May 2013

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AUGUST 15, 2013

# Access and Opportunity

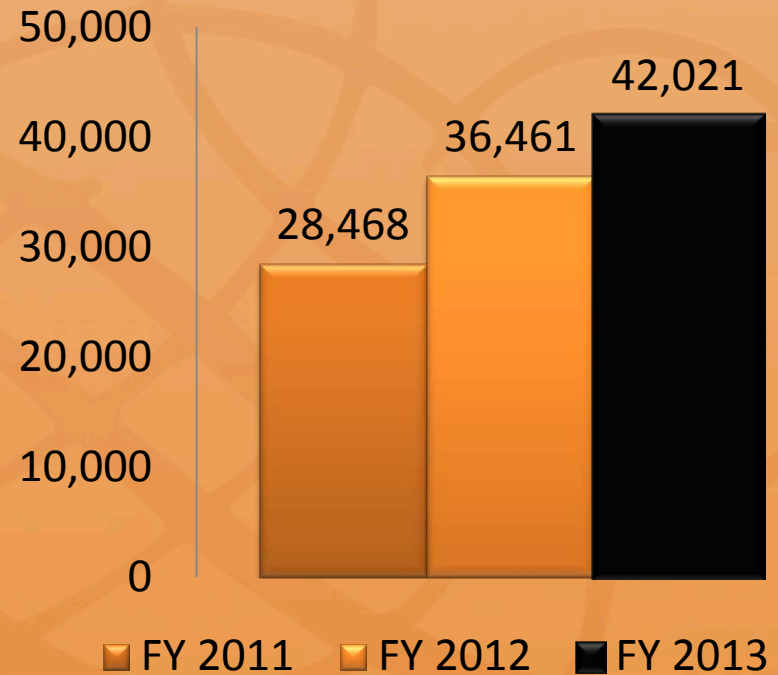
## Online Learning

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**Number of Students in  
Online Courses**

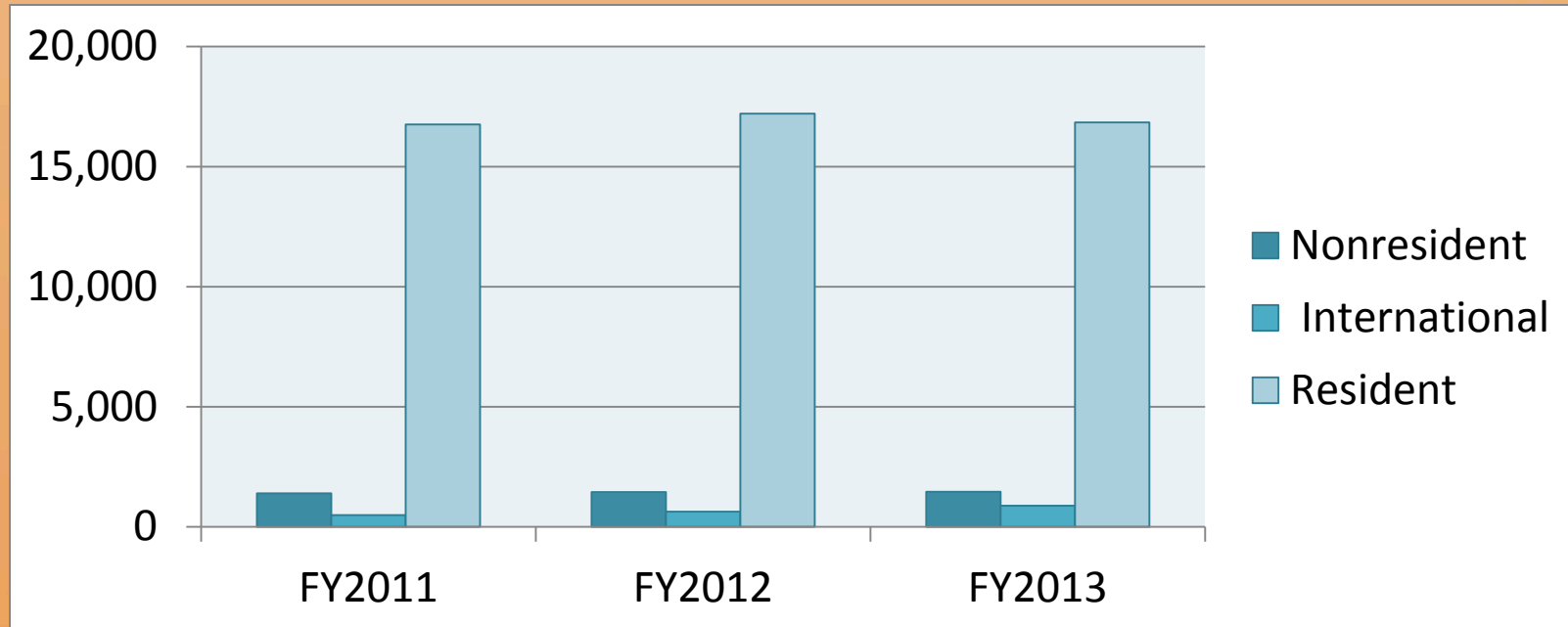


**Credit hours generated by  
online courses**



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AUGUST 15, 2013

# Access and Opportunity: Unduplicated Headcount



- Total unduplicated student headcount decreased -0.5% from 19,284 in FY 2012 to 19,180 in FY 2013
- Undergraduate (academic) headcount up 2.1%

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AUGUST 15, 2013

# Access and Opportunity

## Reaching Diverse Populations

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- **Bengal Warrior Boot Camp**  
summer enrichment program for the Shoshone-Bannock Tribes
- **Upward Bound, Upward Bound Math and Science and Educational Talent Search** serve more than 1,100 students in more than 15 Idaho high schools

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AUGUST 15, 2013

# Access and Opportunity:

## Career Path Internships

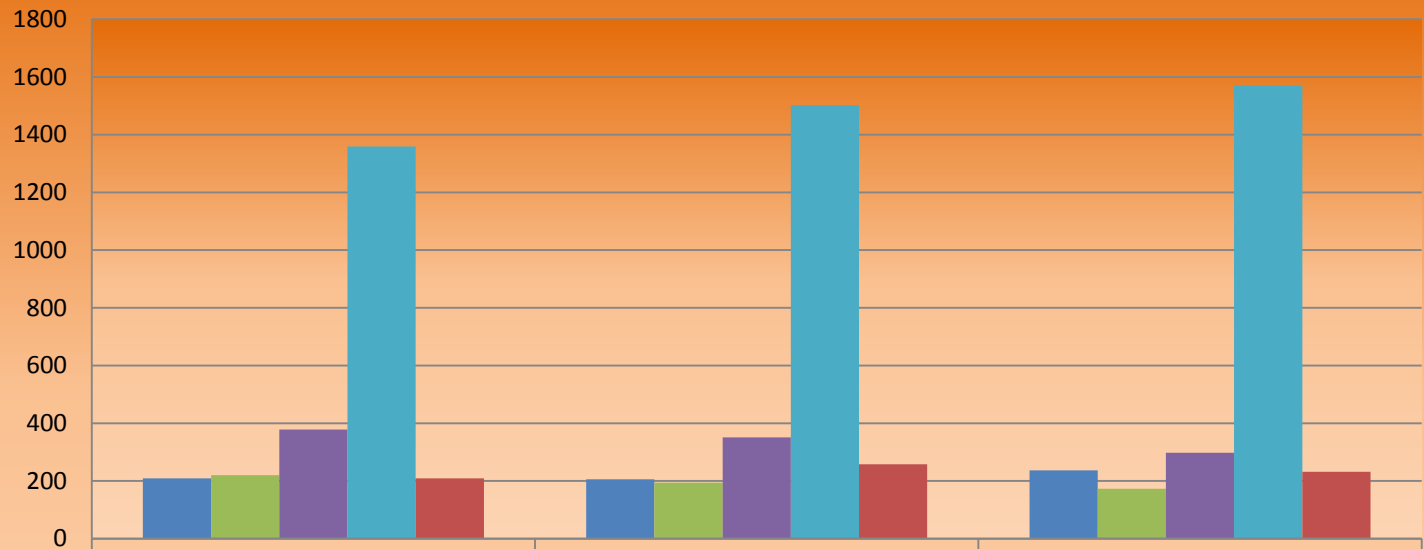
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- Participation up 12 % — 652 students are in the program
- Average GPA for participants was 3.329 for undergraduates; 3.399 for professional students and 3.645 for graduate students.
- 90 % of students say program enhances chances of finding employment after graduation

# Graduate Student Applications by College: 2011-2013

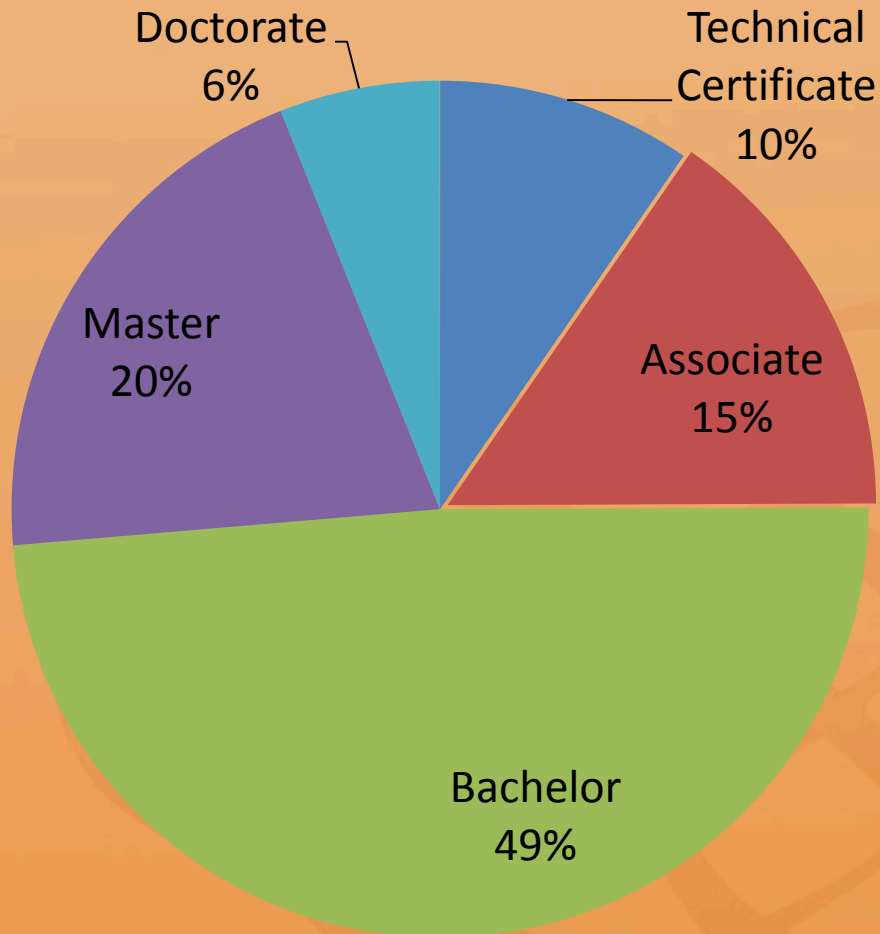
**Applications By College**



	2011	2012	2013
College of Arts and Letters	209	206	237
College of Education	220	194	173
College of Science Eng	378	351	298
Div of Health Sciences	1359	1502	1570
College of Business	209	258	232

Academic Year

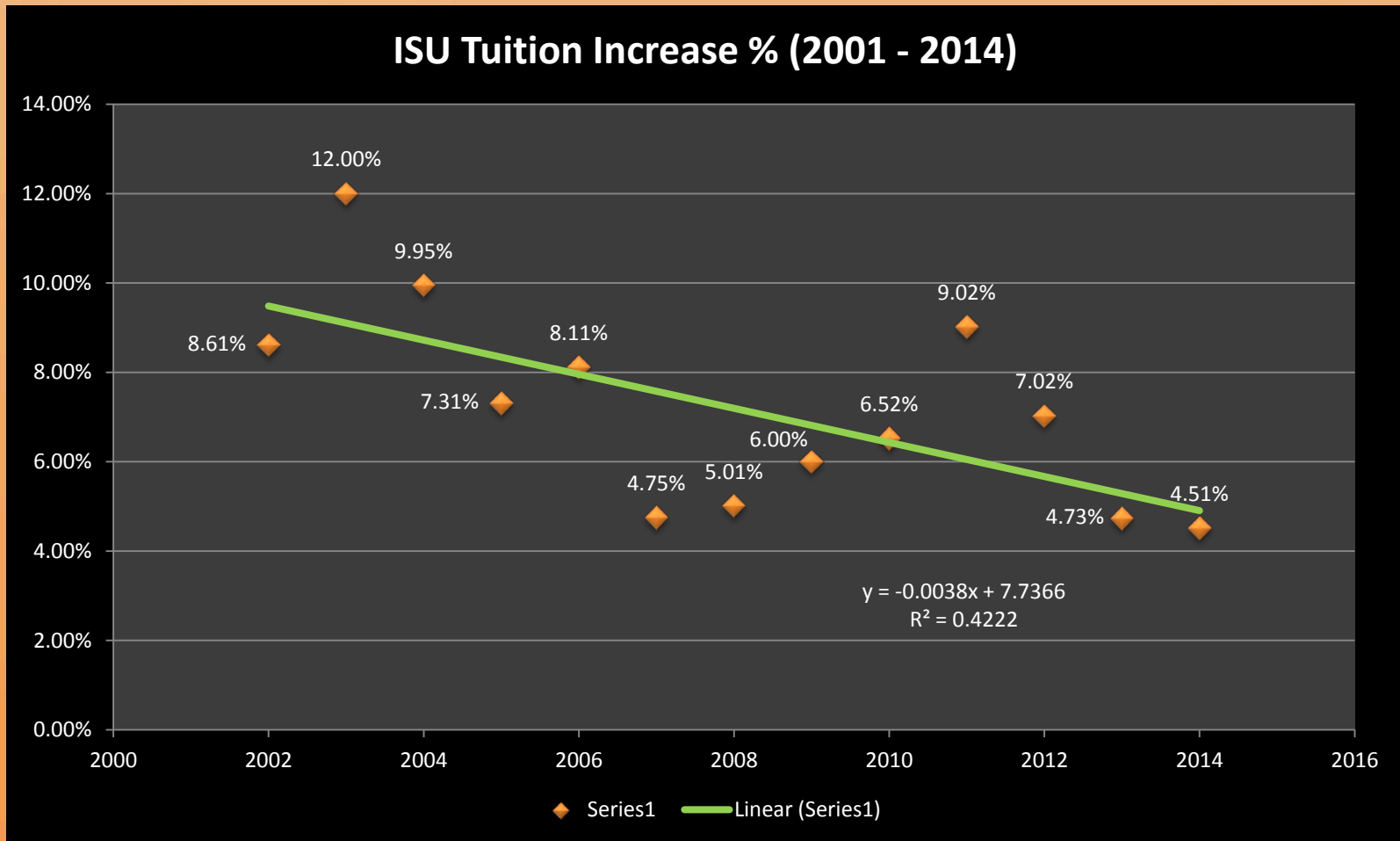
# Degrees Awarded



- 19 % of degrees awarded are in the STEM disciplines
- 32 % of degrees awarded are in the health disciplines

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AUGUST 15, 2013

# Tuition & Fee Increase Analysis



The FY14 Proposed Tuition & Fee Increase of 4.51% is the lowest in 24 Years



# Leadership in Health Sciences

# Leader in Programs from PTE to PhD

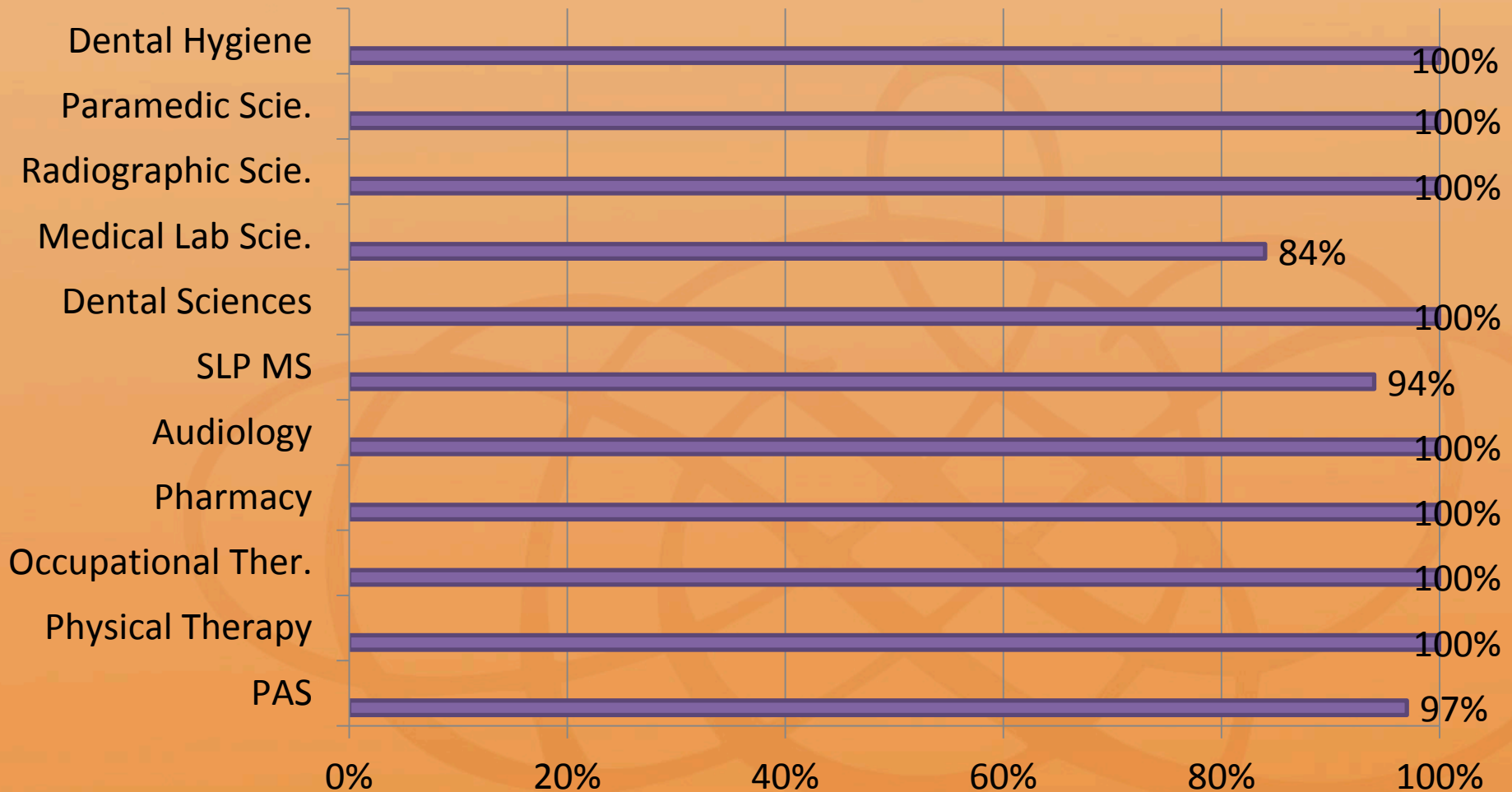
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- College of Technology leader in applied health science research and partnerships
- Partnering with BSU to create pathways for SIM labs to provide re-certification training to working health professionals



AUGUST 15, 2013

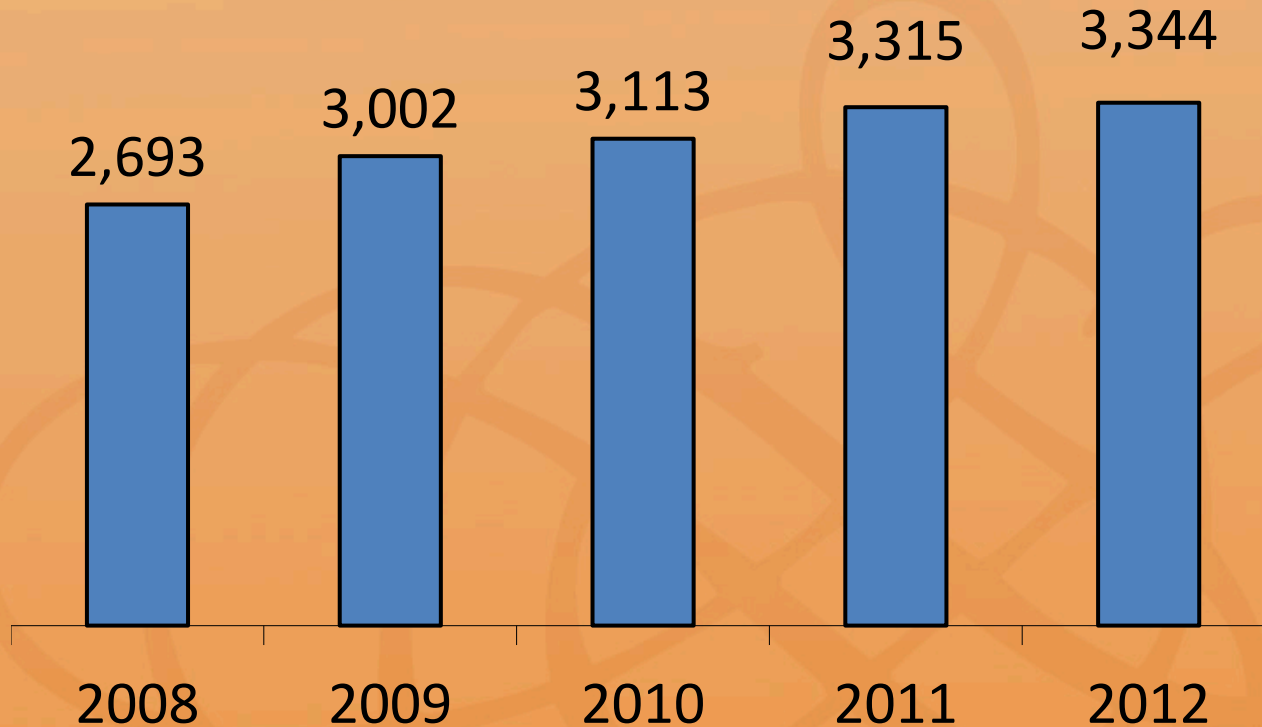
# Student Pass Rates on National Exams



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AUGUST 14, 2013

# Division of Health Sciences

## Student Headcount

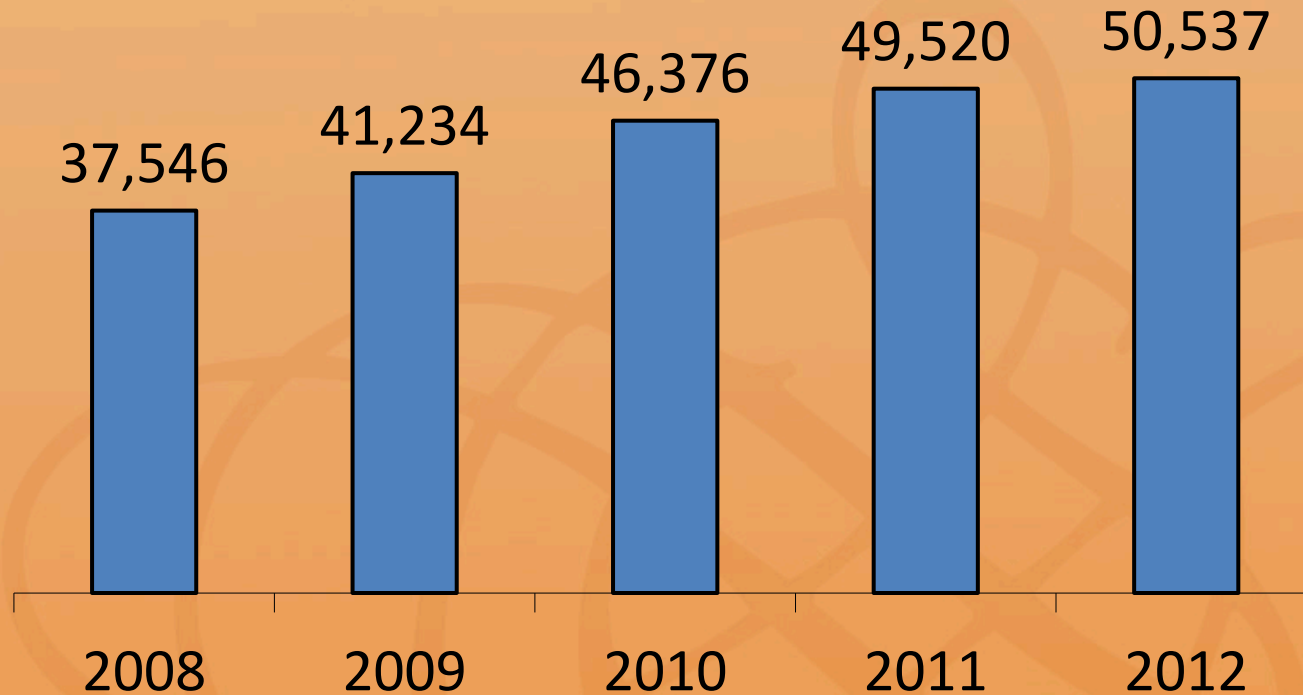


- 24% increase from 2008-2012

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AUGUST 16, 2013

# Division of Health Sciences

## Credit Hour Generation



- 35% increase from 2008-2012



# Learning and Discovery

# Economic and Social Impact: Office of Research Reorganization

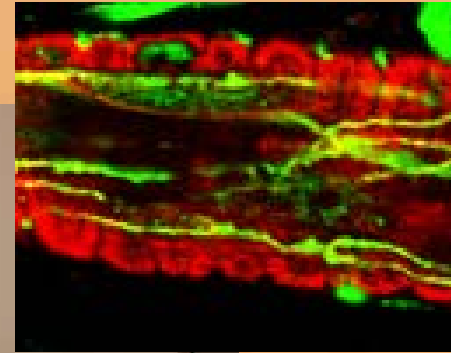
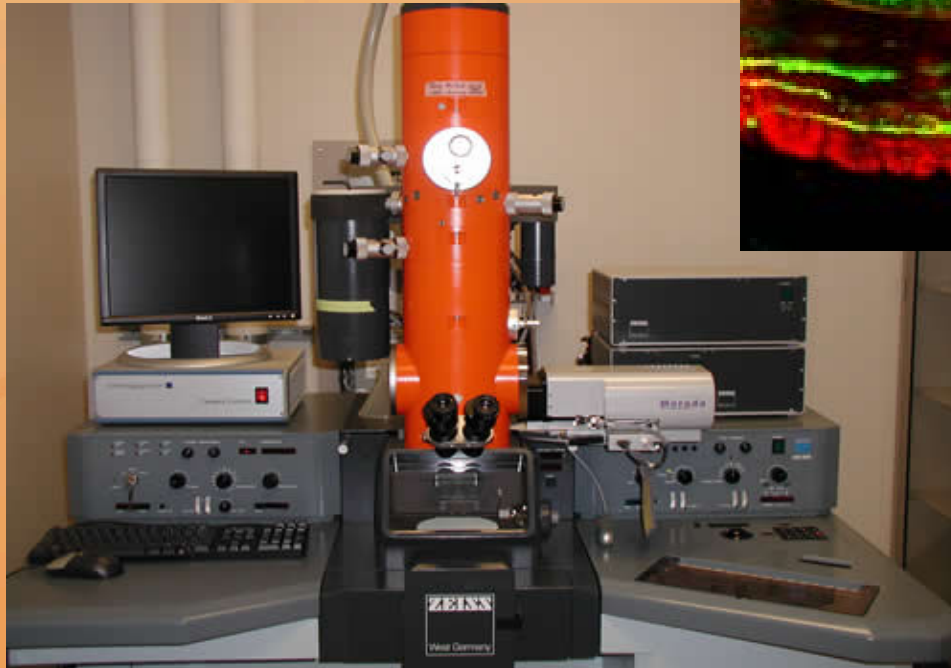


- Division for Research Innovation
  - Private/Public Collaborations
- Division for Research Development
  - Enhance and streamline grants and contracts processes
- Division for Research Integrity
  - Safety, Compliance and Ethical issues

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AUGUST 15, 2013

# Learning and Discovery: Research

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- \$1 million collaboration agreement with Areva
- Two new patents filed since January 2013
- Private/public partnership to showcase top-of-the-line microscopes and electron microscopes

# Nanofabrication

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- DualBeam Nanomachining Center
  - high resolution imaging and nano-machining capabilities in one tool.
- Provides infrastructure for cutting-edge technology businesses in Southeast Idaho



- \$20 million NSF grant to study climate change
- Provides funding for talented faculty who are acquiring more grants

# From Lab to Workforce: ESTEC



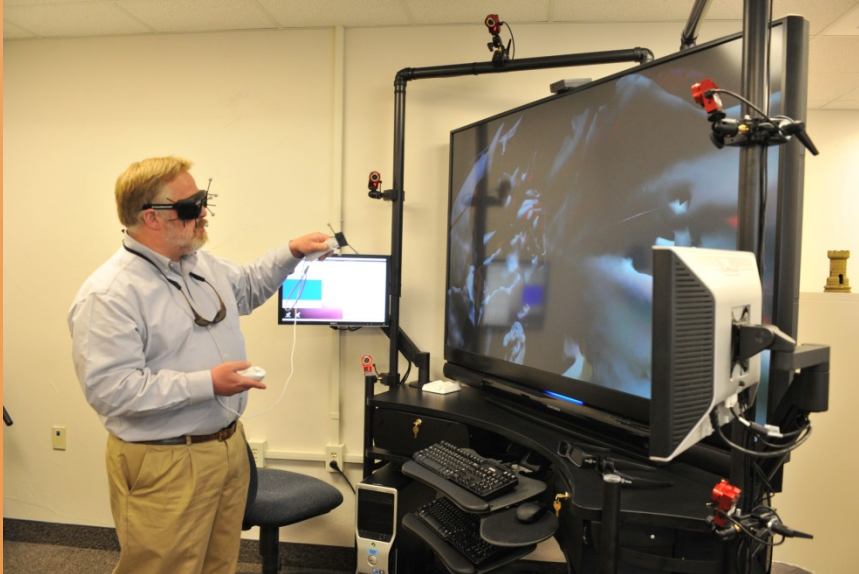
- Named a **Northwest Center of Excellence** for Nuclear Education
- Received top designation by the Nuclear Energy Institute for nuclear training in a multi-state area

- Awarded ***the Energy Education Advocate Award***

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AUGUST 15, 2013

# Idaho Museum of Natural History

- Featured in the lead article in *Museum* magazine in April highlighting 3D technologies in museums.
- Two IMNH interns and ISU students awarded prestigious summer internships at the Smithsonian.



AUGUST 15, 2013

# Video- Economic Development and Research

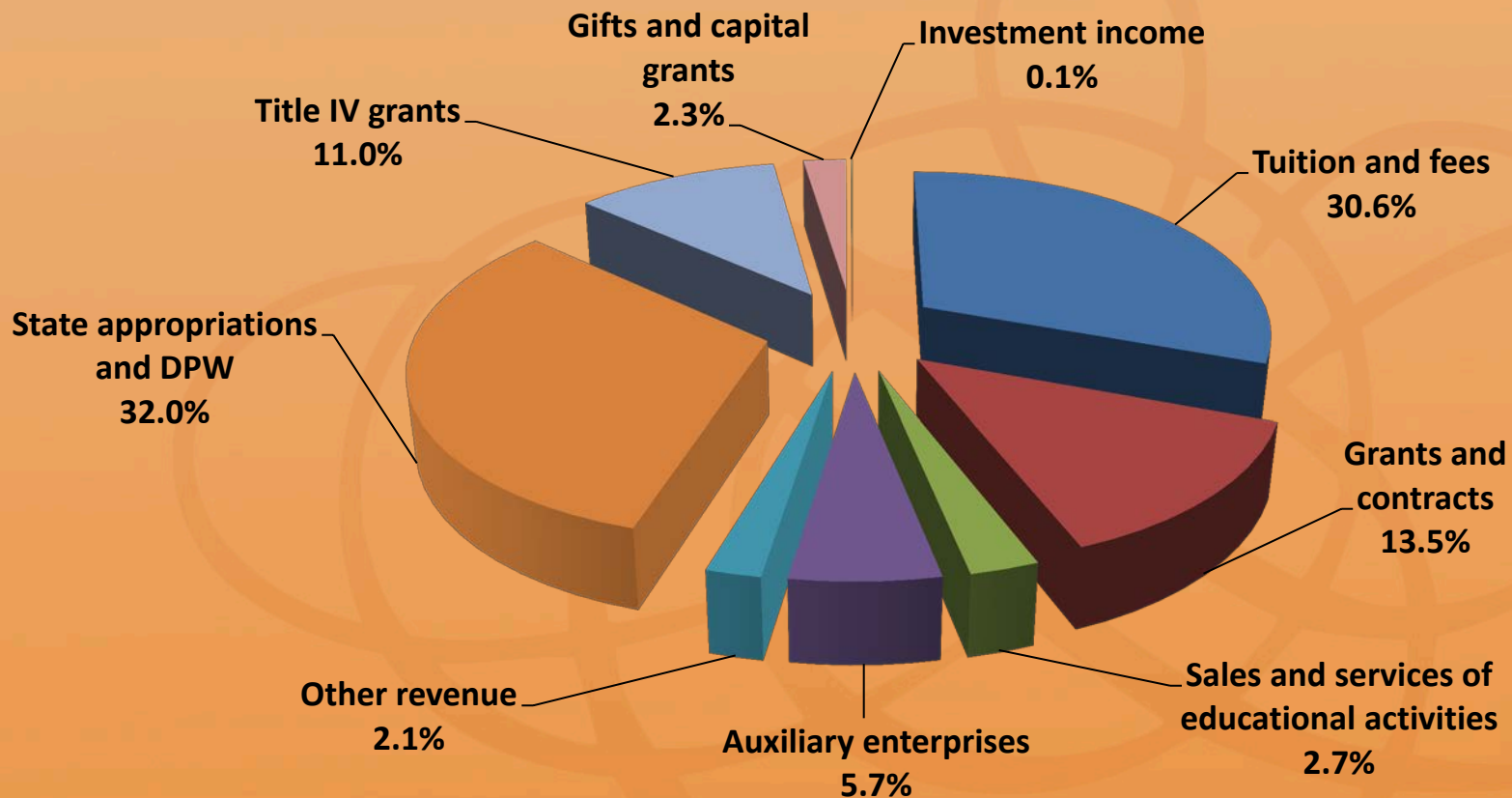




# Economic and Social Impact

# Operating and Nonoperating Revenue Sources for FY 2012

**Total Operating and Nonoperating Revenue of \$236.4M**



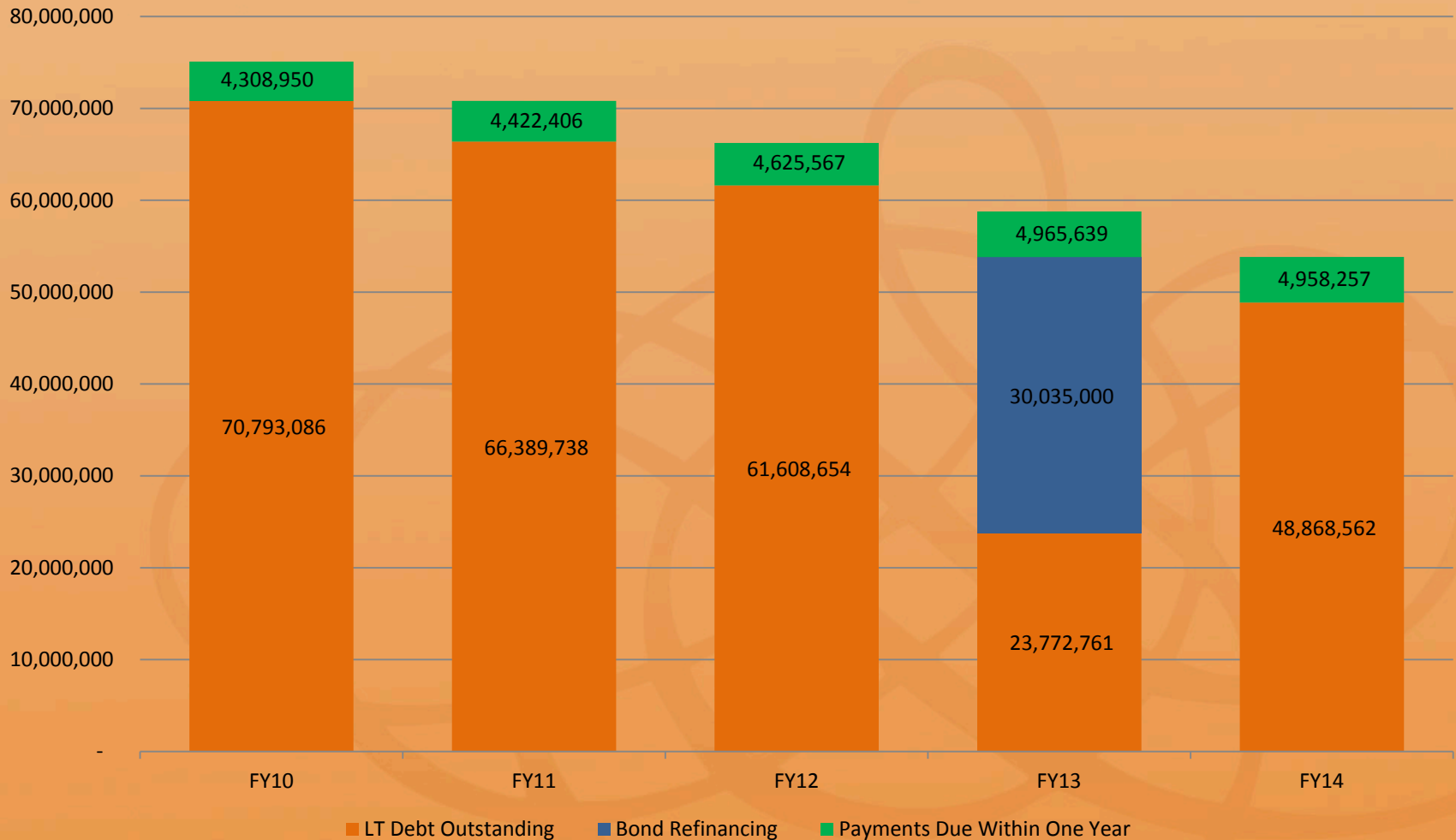
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August 14, 2013

# FY 2013 Staff Distribution

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Employee Type	Count	% of Total
Student	632	22%
Classified	619	22%
Professional/12-Month Faculty	575	20%
Faculty	517	18%
Temporary	306	11%
Graduate Assistants	122	4%
Adjunct Faculty	54	2%
Health Science Residents	45	2%
<b>Total</b>	<b>2870</b>	<b>100%</b>

# ISU Long-Term Debt and Yearly Payments



# Economic and Social Impact:

## Investing in Idahoans

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- According to a 2012 ISU Career Center survey, 82 % of recent graduates were employed
- 86 % said their major helped them in their current employment

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AUGUST 15, 2013

# Economic and Social Impact: Athletics

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- New practice field south of Holt Arena for all sports
- ISU Soccer and Softball – Big Sky Conference Championship titles
- Big Sky Conference Academic All-Conference title winner
  - 183 student-athletes achieved Academic All-Conference status
  - Recognized as one of the top 11 Athletic Departments academically in the nation

# Economic and Social Impact: Idaho Museum of Natural History



- Mentored 30 interns and 22 volunteers.
- Taught natural history to more than 10,000 K-8 students

PLANNING, POLICY AND GOVERNMENTAL AFFAIRS  
AUGUST 15, 2013

# Economic and Social Impact:

## Improving the lives of Idahoans

- College of Business students organized fundraisers for the Make-A-Wish Foundation; sent a 3-year old to Disney World to fulfill her wish to meet the Disney princesses

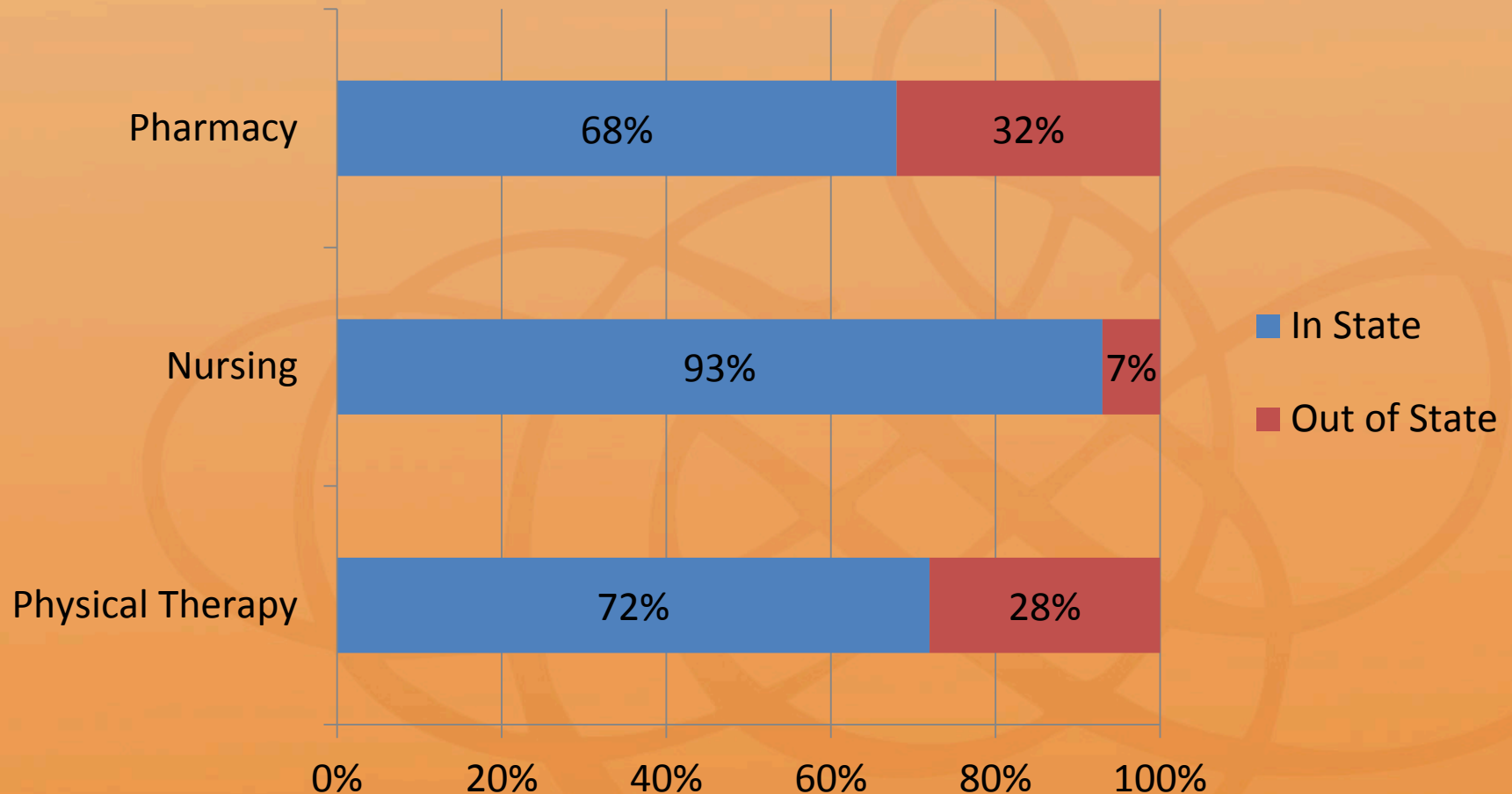


# Economic and Social Impact: Training Health Professionals



- Roughly **1 out of every 2 practicing pharmacists in the state of Idaho** was trained by the ISU COP program.
- Of those Nurse Practitioners who graduated from ISU, 71% hold current Idaho NP licenses.
- **36% of currently licensed PAs in the state of Idaho were educated at ISU**, or roughly 2 out of every 5

# Idaho Employment of Health Division Students who Graduated in FY12

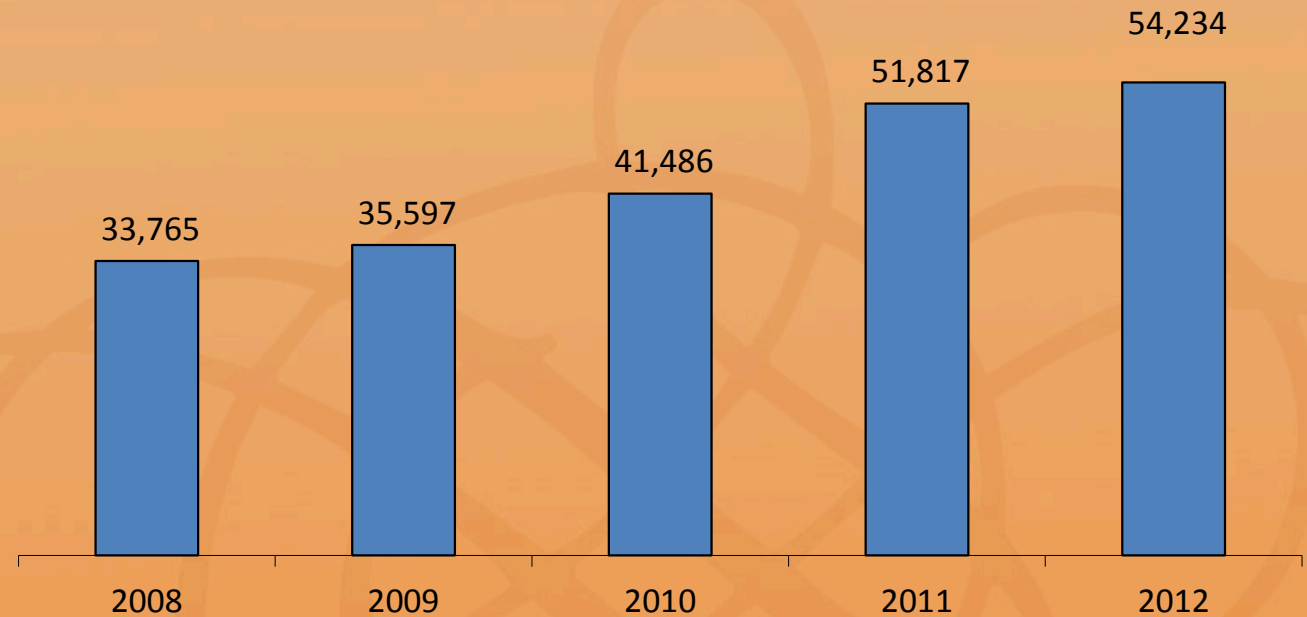


AUGUST 15, 2013

# ISU Clinic Visits

- Physical Therapy
- Occupational Therapy
- Hearing
- Psychology
- Counseling
- Dental Hygiene
- Wellness Center
- Family Medicine
- Dental
- Speech
- Audiology
- Balance

**Clinic Patient Visits**



# Economic and Social Impact: CommUniversity

- Draws more than 2,000 students, faculty, staff and community members
  - Events held in spring and fall



PPGA



# Economic and Social Impact:

## Community Support



- Support from graduates and friends continues to grow
  - Gifts in FY 13 surpassed gifts in FY 12 by more than \$1 million

# Economic and Social Impact:

## Community Support



- Anatomy and Physiology Lab
  - Critical to health professions programs in Meridian
  - Blue Cross of Idaho Health Foundation, St. Alphonsus, other community stakeholders
- College of Pharmacy's Molecular Pharmacology Research Laboratory
  - Researchers studying better cancer-fighting drugs
  - ALSAM Foundation

# Microscope camera donor video



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**PRESIDENTS' COUNCIL**

**SUBJECT**

Presidents' Council Report

**BACKGROUND/DISCUSSION**

President Don Burnett, University of Idaho (UI) Interim President, and current chair of the Presidents' Council will give a report on the recent activities of the Presidents' Council and answer questions. The Presidents Council met on August 13<sup>th</sup> and 14<sup>th</sup> for the Annual Presidents' Council Retreat.

During the President's Council Retreat the Presidents discussed the recommendations of UI's Taskforce on student alcohol and drug use. The Presidents will provide recommendations to the Board on moving forward with the Board's initiative to address student drug and alcohol use.

**ATTACHMENTS**

Attachment 1 – BSU Student Alcohol Policies	Page 3
Attachment 2 – LCSC Student Alcohol Use Policies	Page 18
Attachment 3 – ISU Student Alcohol Policies	Page 28
Attachment 4 – UI Student Alcohol Policies	Page 41

**BOARD ACTION**

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**Boise State University**  
**Student Alcohol Policies and Educational Programming**

Boise State University provides a safe, inclusive, and affirming learning environment in which our students are taught responsible decision-making and held accountable for their actions. Through education, assessment, intervention, and treatment of alcohol issues, we provide a number of initiatives for our student body. Our collaborative approach focuses on behavioral risk reduction. The following report details policies, education and outreach, and responsive actions that take place when students violate codes of conduct, local and state laws. Departments from across the university collaborate to provide relevant programming to students on a variety of topics.

**Boise State Alcohol/Drug Policies**

***Student Code of Conduct***

The Student Code of Conduct is both a standard for student behavior and mechanism for accountability when violations occur. The impact of the code on students is primarily educational, but punitive sanctions in the form of suspension or expulsion from the University occur for egregious violations. Additional Boise State Policies; Student Athletes Conduct Policy (Policy 2060), Alcohol on Campus (Policy 1050), and Club/Organization Policy provide permissible and impermissible use guidelines. Students are educated on these policies and held accountable via the conduct process. All students residing in the residence halls, and any student documented or cited on campus by Police/Security, are adjudicated and sanctioned as appropriate.

The sections below describe Boise State University Student Code of Conduct Policy, the Office of the Dean of Students sanctioning guidelines for offenders and protocol for communicating with parents.

**Article 4: Section 2 – Alcohol**

A violation may include, but is not limited to, possession, consumption, or distribution of alcoholic beverages. This is prohibited in University-owned, -leased, or -operated facilities and on campus grounds unless otherwise allowed by University and SBOE policy. Disruptive behavior exhibited as the result of consumed alcohol is prohibited campus-wide even if the alcohol was consumed elsewhere. Members of the University community will adhere to all state and federal laws with regard to alcohol.

**Article 4: Section 3 – Drugs**

A violation may include, but is not limited to the possession, manufacture, distribution, use, or sale of drugs or drug paraphernalia and narcotics classified as illegal, except those taken under a doctor's prescription. This is prohibited on University-owned or -controlled property, in University housing, and/or at any University-sponsored or -supervised function. Disruptive behavior exhibited as the result of the use of a drug is prohibited campus-wide even if a drug was

consumed elsewhere. A violation may occur if the odor of a drug is present when it can reasonably be traced to a specific individual or location by more than one individual. Members of the University community will adhere to all state and federal laws with regard to illegal substances.

### **Housing Alcohol Policy – Residence Halls**

We encourage all of our students to take responsibility for the safety of themselves and others. As such, students who are concerned for the welfare of another community member, but are worried about sharing information with Housing & Residence Life Officials because of apprehension about their own conduct status, should review the Medical Emergency Protocol for Drugs and Alcohol (Appendix C).

1. There is no alcohol permitted, regardless of age, in the residence halls. Students may not possess and/or display empty alcohol containers (cans, funnels, bottles, displays, cases, bong, keg caps, etc.) as they are considered evidence of use and/or consumption. Bars or bar structures are not permitted in Housing & Residence Life.
2. Anyone found in a room where alcohol is present will be held responsible for consuming alcohol.
3. Students may not purchase, provide or make alcohol available to underage students and/or their guests, regardless of their age.

### **Housing Alcohol Policy – Apartments and Townhomes**

Tenants and occupants in University Apartments and Townhomes who are of legal age to consume alcohol are permitted to do so under the following conditions. Students are encouraged to assume responsibility for their own safety and that of others. As such, students who are concerned for the welfare of another community member, but are apprehensive over sharing information with University officials, should review the Medical Emergency Protocol for Drugs and Alcohol (Appendix C).

1. They do not contribute to the delinquency of minors – by purchasing, providing, consuming, or making alcohol available to underage students and/or guests. The ONLY exception granted will be for tenants and occupants whose children or dependents are minors.
2. They do not display alcohol containers or erect a bar structures.
3. They are not found to be intoxicated. Intoxication is considered a violation of University policy and results from excessive consumption of alcoholic beverages. Intoxicated persons jeopardize their own safety, the safety of other occupants, and responding Housing & Residence Life and emergency personnel when intoxicated.
4. Possessing and/or consuming alcohol is not permitted in any public area of the University owned buildings or grounds, including landings, balconies/decks, parking lots, grassy quad areas, playgrounds and other surrounding areas.
5. Excessive amounts of alcohol and common sources are prohibited. An excessive amount references a quantity of alcohol deemed extreme for the number of occupants present and/or alcohol which is distributed indiscriminately. Examples of excessive amounts

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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might include having several cases of beer for only a small gathering or large mixtures of “punch” or the presence of “punch buckets”. The determination of what is excessive will be made during the conduct process. Examples of typical common sources of alcohol are kegs and beer balls.

6. Drinking games (and associated paraphernalia) foster an atmosphere of irresponsible consumption and can cause significant injury to participants. For this reason these games are strictly prohibited. Students found in violation will be subject to a charge through the conduct process and a review of compliance with terms stated within their lease.

**Violations and Response**

Students found responsible for conduct violation(s) are provided sanctions. The completion of sanctions are mandated outcomes. If a student does not complete a sanction, an administrative “hold” is placed on their ability to register, preventing further attendance until the educational sanction is complete.

The following sanctions must be applied as a MINIMUM sanction for a drug/alcohol infraction. Additional sanctions may be applied as is appropriate for the offense.

**Alcohol Violations – Minimum Sanctions**

Level	Disciplinary Sanction	Educational Sanctions	Fees	University Service Hours ( <i>Discretionary</i> )	Parental Notice **
1 <sup>ST</sup> OFFENSE	Disciplinary Warning	Choices Level 1	\$20	NA	Yes
2 <sup>ND</sup> OFFENSE	Disciplinary Probation (1 semester)	Choices Level 2 AND Behavioral Contract	\$20	10 hours	Yes
3 <sup>RD</sup> OFFENSE	Disciplinary Probation (1 year) AND Consider University Housing Suspension	Alcohol Assessment (2 session minimum)	\$40	15 hours	Yes

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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4 <sup>TH</sup> OFFENSE	<u>Refer to Student Conduct Board:</u> Consider BSU Suspension (semester) Disciplinary Probation Upon Return	Possible off campus alcohol assessment.	NA	NA	Yes
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\*\* Parental Notification is to occur for any student under the age of 21 found responsible for violating either the alcohol and/or drug policy at Boise State University. While Parental Notification is NOT a sanction per se (ie--it is not appealable), language is to be included in the decision letter that this notification will occur. Notice will be sent to parents from the Office of the Dean of Students at the conclusion of the conduct process (which includes appeal time frames).

CHOICES is a nationally recognized alcohol risk reduction curriculum. Students who attend CHOICES have been found in violation of the alcohol policy on campus. This two-hour class is designed for students as part of their alcohol sanction from the University. Specifically, CHOICES addresses perception vs. reality of campus drinking norms, facts about alcohol, drinking risks & harm, and strategies to reduce those risks. All fees associated with this program go back to fund additional alcohol outreach.

CHOICES 2.0 is an extended alcohol prevention program for students who have received a second violation of the alcohol policy on campus.

DECISIONS is a marijuana prevention program for students who have been found in violation of the drug policy on campus. This two-hour class is designed for students as part of their sanction from the University. Students learn about the impact marijuana has on the brain & body as well as accurate information about laws regarding marijuana. DECISIONS is designed to help students identify the impact of marijuana use on personal health, academics, and work performance, thereby guiding individuals to decrease their use of marijuana.

AODA Assessments are conducted via Counseling Services. Counselors see students found in violation of the university alcohol and/or drug policy as part of the sanction process, in addition those who voluntarily are seeking support regarding alcohol or drugs.

#### **Additional Educational Sanctions**

For drug and alcohol incidents, the university applies outcomes as per the sanctioning rubric for drugs and alcohol. Additional sanctions are provided when a hearing officer concludes more education is needed (reflection papers, interviews, etc.) after talking with the student and considering the nature of the violation. The goal is to “meet the student where s/he is” in their developmental process. Thus, not all students will have the same sanctions because they may be at different levels emotionally and maturely.

#### **Parent Notification and Education**

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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Parents are informed during summer orientation programs about alcohol/drug issues in higher education. In addition, when a student violates the Code and is under the age of 21, parents are notified via letter about the incident. An educational resource document is also sent home to parents at that time, informing them about drug/alcohol use in higher education and how best to communicate with their students about the situation.

**Drug Violations – Minimum Sanctions**

Level	Disciplinary Sanction	Educational Sanctions	Fees	University Service Hours ( <i>Discretionary</i> )	Parental Notice **
1 <sup>ST</sup> OFFENSE	Disciplinary Probation (1 year)	Decisions Class AND Behavioral contract	\$20	15 hours	Yes
2 <sup>ND</sup> OFFENSE	Consider University Housing Suspension (1 year)	TBD	NA	20 hours	Yes
3 <sup>RD</sup> OFFENSE	<u>Refer to Student Conduct Board</u> BSU Suspension AND/OR BSU Expulsion Disciplinary Probation Upon Return (Remainder of academic	Off campus drug assessment. Student is referred to off campus practitioner and required to attend prior to re-admittance	NA	NA	Yes

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**Marijuana Smell Protocol (when it cannot be found, but can be smelled)**

Level	Action	Sanction
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**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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1 <sup>st</sup> Smell	Informal visit/conversation with student No conduct finding	Give verbal warning Outline what will happen next time Explain policy and how students can be found responsible for even just a smell
2 <sup>nd</sup>	Treat as first offense on rubric above	
3 <sup>rd</sup>	Treat as second offense on rubric	
4 <sup>th</sup>	Treat as 3 <sup>rd</sup> offense on rubric	

***University Security and the Boise Police Department:*** The alcohol enforcement philosophy on campus is consistent with education/enforcement objectives. On campus, minor alcohol violations may be referred to Housing and or Student conduct with no police involvement. Serious or recurring alcohol problems may be referred to police to be cited or arrested. Students who overdose on alcohol are taken to the hospital and may be cited for a criminal violation at the discretion of the responding police officer. Students who are found guilty in court of misdemeanor alcohol crimes are typically sentenced to a fine and a court ordered alcohol education class.

**Education and Outreach**

***University Security and Boise Police Department Resource Allocation:*** Security assigns three senior security officers to Housing & Residence Life to assist with drug and alcohol use in the residence halls. Boise State maintains an office on campus for Officer Jermaine Galloway. Officer Galloway is a nationally recognized expert on the subject of alcohol related problems and is a full time alcohol enforcement officer for the Boise Police Department. In addition to state agency partnerships, he forms the off campus “party patrols” where much of the enforcement takes place.

***Student Employee and Paraprofessional Staff Training***

Student employees who have significant contact with students are trained on issues related to student conduct including alcohol, relationships and academic honesty. These student leadership roles include orientation leaders, resident and community assistants, and peer educators. Various levels of training prepare students to identify alcohol, respond to various situations and facilitate educational conversations with their peers.

***New Student Orientation:*** A variety of presentations and workshops are provided for incoming students and their parents/families. During the opening session, expectations of being a part of the Boise State community, including rights and responsibilities, are addressed. Professional staff facilitate discussions around critical issues faced by college students. Students participate in guided group session debriefs. Parents are alerted they will receive notices should their student be found in violation of the Student Code of Conduct for alcohol or drug use. Presentation materials for students include: understanding personal choices; understanding that underage drinking can come with legal, academic and social consequences; understanding the tenets in the Boise State Student Code of Conduct and Idaho state drinking laws.

***Annual Educational meetings:*** University Security and Boise Police Department conduct annual educational meetings to discuss alcohol related issues. Meetings take place with students and staff in university housing and residence life; Athletic team and coaches (mandatory per coach);

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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sororities and fraternities; and, neighborhood associations around Boise State. Further, University Security and Boise Police Department provides the Arbiter (student newspaper) with information for alcohol related articles if requested.

***Alcohol Education:*** A multitude of alcohol education programs are offered throughout the year. These programs focus on risk reduction, alternatives to alcohol, safer spring breaks, and the risks of binge drinking. A week of alcohol education programming takes place in the fall and spring. Specifically we offer:

- A program designed for students living on campus. This online education program assesses risk and promotes responsible drinking behaviors. Completed in the first six weeks of the fall semester, this helps ensure students receive consistent information. An 85.5% completion rate was achieved during fall 2012.
- A program targeted to students reaching legal drinking age. An online interactive birthday card that is sent one week before a student's 21<sup>st</sup> birthday brings to light the protective and risk factors they may engage in on their birthday. A follow-up interactive activity is sent the week after their birthday to assess the protective and risk factors they actually engaged in.
- A program open to all students that focuses on various scenes from a typical house party. Each scene addresses different scenarios and illustrates how drinking can lead to harmful situations. Scenes are written and acted by students for students. This program will be part of Bronco Welcome next Fall with an emphasis on first year students attending.
- A program focused to our Greek Community. This two-hour workshop for students in sororities and fraternities informs students of the alcohol policy and how to drink responsibly. This program is strongly encouraged for all members of our Greek community.
- A program as part of a campus wide campaign that includes a multitude of optional educational and co-curricular programs aimed at preventing sexual assault. These peer-to-peer and staff led workshops and trainings include a focus on alcohol as the most commonly used drug facilitating sexual assault. Programs are delivered to interested campus groups including student organizations, classes, departments and athletic teams. A few examples include Housing's Resident Advisors, Orientation Leaders, Parking and Transportation staff, Football, Men's Basketball, Gymnastics, University Foundations 200 course and Crime Victims Week participants.

***Athletics***

In addition to policies outlined above that apply to all students, student-athletes have additional policies for which they are accountable. On-campus incidents are handled through the Boise State conduct process although the coach may impose sanctions in addition to what the University imposes. All off-campus incidents are subject to the three-strike policy (attached). Student-athletes are required to report under the following protocol pursuant to the Boise State Intercollegiate

Athletics Alcohol Policy:

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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- Any alcohol violation, on or off campus, must be reported by the student-athlete to his or her head coach within twenty-four (24) hours of the incident. Failure to do so may result in additional sanctions.
- The head coach must inform the Senior Associate Athletic Director and/or the Athletic Director within twenty-four (24) hours of being informed of the incident.
- The student-athlete shall meet with the Senior Associate Athletic Director within five days to initiate the conduct process.
- All on-campus alcohol violations shall be handled in accordance with the conduct process outlined in the Boise State University Student Code of Conduct and are not subject to the three-strike policy but may result in sanctions from the head coach and/or department. All off-campus violations shall be handled in accordance with both the Boise State University Student Code of Conduct and this policy and are subject to the three-strike policy.

*Three Strikes Policy for Student Athletes:*

The sanctions listed below are the minimum requirements imposed by the Athletic Department. The head coach reserves the right to impose stricter sanctions up to and including dismissal from the program at his or her discretion.

*First Strike*

- If a student-athlete receives an alcohol violation, the student-athlete shall receive a strike.
- The protocol as set forth above shall be initiated.
- The student-athlete will be required to make contact with his or her parent(s) or guardian(s) and, spouse (if applicable) and provide notification of the alcohol violation. The head coach will verify that contact has been made.
- The student-athlete will be required to complete counseling through Boise State University Health Services.
- The student-athlete shall be suspended for a minimum of one competition effective immediately. The suspension may carry over to the following year's competition schedule.

*Second Strike*

- If a student-athlete receives a second alcohol violation, the student-athlete shall receive a second strike.
- The protocol as set forth above shall be initiated.
- The student-athlete will be required to participate in a conference call between the student-athlete, his or her parent(s) or guardian(s) or spouse (if applicable) the head coach, and the Senior Associate Athletic Director.
- The student-athlete will be required to complete counseling through Boise State University Health Services.
- The student-athlete shall be suspended for a minimum of 20% of a year's competition schedule effective immediately. The suspension may carry over to the following year's competition schedule.

*Third Strike*

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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- If a student-athlete receives a third alcohol violation, the student-athlete shall receive a third strike.
- The protocol as set forth above shall be initiated.
- The student-athlete will be required to participate in a conference call between the student-athlete, his or her parent(s) or guardian(s) or spouse (if applicable) the head coach, and the Senior Associate Athletic Director.
- The student-athlete shall be permanently removed from all athletic teams.
- If the student-athlete has an athletic grant-in-aid, such grant-in-aid shall be cancelled immediately or at the end of the academic term at the discretion of the Athletic Director.

***Student Organizations and Alcohol/Third Party Vendor Policies***

Student organizations, including clubs, club sports, and social fraternities and sororities, are not allowed to hold events on campus that include alcohol. They are also discouraged from hosting events off campus that include alcohol; however, there are some off-campus events where service is deemed appropriate.

**Examples**

Alpha Kappa Psi (business honor society) hosts an annual alumni banquet. This spring event was held at the Owyhee Plaza downtown and included a catered dinner and a cash-only bar managed by the Owyhee Plaza. The event was attended by members of the organization as well as local alumni.

Several social sororities and fraternities held formal events off-campus at which alcohol was available for purchase through a third-party vendor. These approved events were held by Tau Kappa Epsilon, Alpha Chi Omega, Alpha Kappa Lambda, Delta Sigma Phi, and Sigma Chi. These events typically feature catering, dancing, and a specific program, such as awards or recognition of members or alumni.

There have been no problems stemming from any club approved events at which alcohol was present. A copy of the liability insurance for the third party vendor must be provided to the university prior to the event. In addition to following university policy, social sororities and fraternities must follow the Fraternity Information and Policy Group (FIPG) Risk Management Policy.

Additionally, student organizations and club sports attend an educational training prior to holding the event. At least one student from the organization will be asked to be a non-drinking monitor at the event. Depending on the scale and scope of the event, more than one student may be asked to fulfill this role. Monitors will be trained on alcohol risk-reduction and safe party

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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techniques. No student organization or university funds may be spent on alcohol. A full copy of our rules are included in Appendix A and B.

**APPENDICES**

Appendix A – Club and Organization Alcohol Policy

Appendix B – Third Party Vendor Guidelines

Appendix C – Medical Emergency Protocol for Drug and Alcohol

**Appendix A: Student Organization Alcohol Policy**  
**Alcohol at Events and Activities**

The possession, sale, use or consumption of ALCOHOLIC BEVERAGES during a student organization event, in any situation sponsored or endorsed by the student organization, or at any event an observer would associate with the student organization, must be in compliance with any and all applicable laws of the state, province, county, city and Boise State University policy, and must comply with the Third Party Vendor Guidelines.

No alcoholic beverages may be purchased through or with student organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the student organization. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

OPEN PARTIES, meaning those with unrestricted access by non-members of the student organization, without specific invitation, where alcohol is present, are prohibited.

No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on University controlled property including University owned buildings, vehicles and/or grounds, or during a student organization event or at any event that an observer would associate with the student organization is strictly prohibited.

No student organization may co-sponsor an event with an alcohol distributor or tavern at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined below for purposes of fundraising. However, a student organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of Third Party Vendor Guidelines. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy and the other provisions outlined in the Third Party Vendor Guidelines.

No student organization may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host student organizations or groups without also complying with Third Party Vendor Guidelines.

All recruitment activities associated with any student organization will be non-alcoholic. No recruitment activities associated with any student organization may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

No member, associate, new member or novice shall permit, tolerate, encourage or participate in "high risk drinking" as defined below.

Failure to abide by the provisions of this policy may result in the loss of recognition of a student organization as well as other disciplinary and/or legal procedures as appropriate.

**Hosting an Event**

Student organizations and social fraternities and sororities wishing to rent or use a room or area in a tavern or other venue for a closed event at which students may purchase alcohol from a third party vendor should contact the Student Involvement & Leadership Center for approval. Club sports wishing to do the same or wishing to host a sporting event at which a third party vendor is selling alcohol should contact Recreation Services for approval. A copy of the liability insurance for the third party vendor must be provided to the university prior to the event taking place.

Additionally, student organizations and club sports will be asked to attend an educational training prior to holding the event. At least one student from the organization will be asked to be a non-drinking sober monitor at the event. Depending on the scale and scope of the event, more than one student may be asked to fulfill this role. Sober monitors will be trained on alcohol risk-reduction and safe party techniques.

**Definitions**

Alcohol Defined: Any liquor (distilled spirits), beer (fermented malt beverage) or wine containing ethyl alcohol.

Tavern Defined: Any establishment generating more than half of annual gross sales from alcohol.

Lower Risk Drinking can be defined as:

- Being 21 or older.
- Drinking only if you want to, not letting others dictate your choice.
- Eating a meal before drinking.
- Drinking no more than one drink per hour; maximum 1 for women, two for men. A drink is defined as 5 ounces of wine, 12 ounces of regular beer or 1.5 ounce of 80 proof spirits.
- Alternating alcoholic and non-alcoholic drinks.
- Always knowing what you are drinking; never leaving a drink unattended.
- Knowing how you will get home safely before you go out. Having a designated driver.

High Risk Drinking is defined as:

- Chugging, drinking games, shots (drinking anything out of a punch bowl, trough, hose or funnel).
- Drinking to get drunk (intoxicated).
- Driving after drinking or riding with someone under the influence.
- Drinking too much too fast.
- Going to parties where people drink too much.
- Not knowing what is in your glass or leaving it unattended.
- Mixing alcohol with medications or illegal drugs.

**Appendix B: Student Organization Alcohol Policy/Third Party Vendor Guidelines**  
**Alcohol at Events and Activities**

The possession, sale, use, or consumption of alcoholic beverages during a student organization event, in any situation sponsored or endorsed by the student organization, or at any event an observer would associate with the student organization, must be in compliance with any and all applicable laws of the state, province, county, city and Boise State University policy, and must comply with the Alcohol at Events and Activities policy in the Student Organization Handbook and these Third Party Vendor Guidelines.

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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These guidelines will help you understand the steps to take to work with a vendor to provide alcohol for a student organization event. For further information, please refer to the Alcohol at Events and Activities policy found in the Student Organization Handbook.

**Finding a Vendor**

To serve alcohol at events off-campus, a student organization must use a Third Party Vendor. When a vendor is identified, a copy of their liability insurance must be sent to the Student Involvement & Leadership Center to be kept on file. No student organization funds can be used to pay for alcohol, but vendors may set up a cash bar at an event. Events with alcohol at them must be held off-campus. It is expected that food be provided by the vendor and/or the student organization or that it be available for purchase at the event.

**Vendor Responsibilities**

It will be the responsibility of the vendor to serve and sell the alcohol at the event. Student organizations may not be associated with the selling or distribution of alcohol, otherwise they will be found in violation of the alcohol policy. Vendors may not serve alcohol brought to an event by attendees.

Vendors must agree to the following:

- Provide staff to check IDs of participants
- Provide staff that are trained to serve alcohol responsibly
- Provide a cash bar
- The vendor or staff serving is not a member of a student organization
- Have a current liquor license
- Have proper insurance on file with Boise State

**Educational Training**

Student organizations wishing to be approved to have alcohol at off-campus events need to attend an educational training session. These sessions are coordinated by the Student Involvement & Leadership Center and University Health and Recreation Services. The training is focused on providing organizations with information on how to host a safe event where alcohol is present. The person(s) from your organization who attend the training session must also be present at your event. Dates and times of the sessions can be found on the Student Involvement & Leadership Center's website.

**Food at Events**

It is expected that food be provided by the vendor and/or the student organization or that it be available for purchase at the event. It is recommended that foods provided not be salty. Recommended foods include sandwiches, fruits, and vegetables.

## **Appendix C: MEDICAL EMERGENCY PROTOCOL FOR DRUGS AND ALCOHOL Philosophy**

Boise State University cares about the health and safety of its community members. When a student has consumed drugs and/or alcohol, a situation may arise whereby emergency medical assistance is needed immediately. While all students should understand their rights and responsibilities as outlined in the Student Code of Conduct, the University recognizes that some students may be reluctant to seek help for themselves or others, even though someone's health and safety is at risk, for fear of facing student disciplinary action when alcohol or drugs have been used.

This protocol embraces Boise State University's effort to demonstrate the Shared Value of Caring by reducing harmful consequences that may be caused by the consumption of alcohol and/or drugs. The University does not condone the illegal use of drugs by students, faculty or staff or the consumption of alcohol by those under the age of 21. It is, however, committed to increasing the occurrence university community members will call for medical assistance when faced with an alcohol or drug-related emergency.

This protocol is intended to notify students that Student Code of Conduct charges may not be filed against them for drug and/or alcohol policy violations if they act in a responsible manner by seeking emergency medical assistance in alcohol or drug-related emergencies. This protocol is not intended, however, to enable or ignore problematic behaviors relating to substance use. Therefore, this protocol will promote and support education and assistance for individuals who seek emergency medical attention related to the use of alcohol and/or drugs in order to reduce the likelihood of future occurrences.

### **Scope of Protocol**

The Boise State University Medical Emergency Protocol only provides relief to students who may have violated the Student Code of Conduct for drugs and/or alcohol. It does not grant amnesty or relief from criminal, civil, or legal consequences for violations of Federal, State, or local laws.

The Medical Emergency Protocol is not intended to shield or protect those students who repeatedly violate the Student Code of Conduct for drug or alcohol violations. In cases where repeat violations occur, the University reserves the right to take disciplinary action on an individual basis regardless of the manner in which the incident was reported. In addition, the University reserves the right to adjudicate any event in which the incidents are serious. Disciplinary relief applies only to alcohol or other drug-related medical emergencies but does not apply to other prohibited conduct such as assaults, sexual misconduct, property damage or distribution of illicit substances. This Protocol also only applies to those students who seek emergency medical assistance in connection with an alcohol or drug-related medical emergency. The protocol may not apply to individuals experiencing an alcohol or drug-related medical emergency who are found by university employees (i.e.—Campus Security, residence hall staff, etc).

### **Protocol**

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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*Students Seeking Help for Self* Students who seek emergency medical attention for themselves related to consumption of drugs or alcohol will not be charged with violations of the Student Code of Conduct for drugs and/or alcohol, provided the student subsequently complies with conditions made as a result of the review of the incident by the Office of Student Rights & Responsibilities. Failure to comply with the conditions will void the terms above and may result in further university administrative action.

*Students Seeking Help for Others* Students are encouraged to demonstrate responsible, caring behavior by seeking out emergency medical assistance when another individual is in need of assistance. Students who seek emergency medical attention for someone else will not be charged with violations of the Student Code of Conduct for drugs and/or alcohol. The student for whom the emergency medical attention is requested will also be eligible to have student conduct charges waived for drugs and/or alcohol. Students will have to subsequently comply with conditions made as a result of the review of the incident by the Office of Student Rights & Responsibilities. Failure to comply with the conditions will void the terms above and may result in further university administrative action.

**DRUG-FREE SCHOOLS AND CAMPUSES**  
**BIENNIAL REPORT**  
**LEWIS-CLARK STATE COLLEGE**  
**DECEMBER 2012**

**Introduction:**

Lewis-Clark State College takes serious the federal mandate to provide substance abuse and dependency prevention efforts on campus for faculty, staff and students. This report is written by the Director of Student Counseling Center and Disability and Health Services with input from students, staff and faculty members of the Student Life Committee (SLC), the Vice President for Student Affairs, Director of Residence Life, and Director of Security at LCSC. The purpose of this document is to comply with the Education Department General Administrative Regulations (EDGAR) Part 86 mandate to review Lewis-Clark State College's "alcohol and other drug" (AOD) prevention program to the campus community. This report addresses the following elements:

1. Overview of the current AOD prevention program
2. Discussion of goals and subsequent assessment of each AOD program goal.
3. Synopsis of strengths and weaknesses of our AOD program
4. Incident Reports and Resolutions
5. Suggested changes, improvements to the AOD prevention program
6. Identification of AOD prevention program goals – 2013-2014
7. Current policies distributed to LCSC students, faculty and staff

**Overview of LCSC Alcohol and other Drug Prevention Program:**

Lewis-Clark State College maintains an ongoing substance abuse prevention program currently consisting of educational, early intervention, enforcement and environmental strategies. The Student Life Committee (SLC) made up of students, faculty and staff members, works under the direction of the Vice President for Student Affairs (previously Dean of Student Services). The Director of the Student Counseling Center (SCC) is the current chair of this committee which works to address campus substance abuse concerns and other relevant topics to provide support and direction for campus prevention efforts.

Lewis-Clark State College is also a member of the Idaho College Health Coalition (IHC) which consists of 9 other colleges and universities in Idaho State to address relevant health, substance abuse and prevention issues. This coalition helps to support programming and funding for prevention efforts. Every two years since 2005, LCSC, along with other Institutions of Higher Education (IHE) in the IHC, have conducted the American College Health Association – National College Health Assessment (ACHA-NCHA) on our students. Results of these surveys are distributed to relevant campus wide stake holders and offices and are used in substance abuse and other health related programming efforts by SCC, Student Health Services, and the SLC. Survey results are also posted on the SCC website for campus and community distribution. This

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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coalition also provides additional trainings and opportunities to benefit campus prevention programs.

The AOD prevention program at LCSC consists of the following components and activities:

1. Alcohol and Drug Use Education

All incoming students attending orientation services and those entering campus residencies are provided with the AOD policy, information regarding the effects and potential harmful consequences of AOD use, consequences of violating those policies and are given campus and community referral resources if needed. The campus community also receives periodic opportunities to participate in AOD screening programs and events and is provided other educational information related to substance use throughout each academic year. Additionally, the SCC and Student Health Services (SHS) both routinely provide educational information to their clients and other groups as needed/requested and provide relevant AOD information on our websites. These sites also maintain substance abuse education and services links for students as well as faculty and staff use. Starting with registration for FA, 2011, the LCSC AOD policy and required notification information is presented during registration so that each student (except HS/dually enrolled students and some professional technical students) is exposed to this information during the registration process. This allows LCSC a systematic and comprehensive method for our notification mandate.

Employees are provided an orientation to the campus when they first start, via the Office of Human Resource Services. During that training, they are made aware of the college's policies about drug and alcohol use. They are also informed of the Mental Health, Substance Abuse, and Employee Assistance Program made available to college employees and they are given a 24-hour hotline that they can call at any time if they need help. All services and policies are posted on the college's web site: [www.lcsc.edu/humanresources/additional%20benefits.htm](http://www.lcsc.edu/humanresources/additional%20benefits.htm) and SCC site [www.lcsc.edu/osl/counseling.htm](http://www.lcsc.edu/osl/counseling.htm).

2. Early Intervention Services

Students who come to the attention of faculty, Residence Life, Security or other staff or faculty for concerns related to AOD use and/or abuse, are referred to the SCC for initial substance abuse screening, education and referral services. Students who violate the Student Code of Conduct related to the alcohol and drug policy are referred to the VP of Student Affairs for adjudication.. Students found in violation of this policy for the first time are typically asked to verify completion of the Electronic - Check Up to Go for Alcohol (e-CHUG) program. Depending on the situation, some students are also then referred to SCC to complete the Choices: A Brief Alcohol Abuse and Prevention and Harm Reduction Program and required to provide verification of their attendance and participation in this program. Students receiving a second or third alcohol related violation are referred to the SCC to receive at least two sessions of Brief Alcohol Screening and Intervention for College Students (BASICS), and likely face additional related judicial sanctions as well. Students found using illegal substances (marijuana, OTC meds, etc) and in violation of our substance abuse policy are referred directly to the SCC for substance abuse assessment and evaluation and receive other sanctions as warranted. Parental notification is also included in alcohol/drug violation sanctions and is used at the discretion of the VP for Student Affairs. If necessary or warranted additional counseling services are

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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provided and can be mandated or proper referrals are made to other community services when appropriate.

**3. Environmental Strategies**

LCSC continues to provide an active campus recreation and Student Activity program that offers a variety of safe, free or low cost and AOD free alternatives for all students. Such programming, which includes intramural sports, student clubs, outdoor recreation opportunities, student government and other leadership development activities, are marketed aggressively to the student population. This wide menu of student activities promotes student engagement and provides alternatives to more destructive behavior including AOD use or abuse. Over the past two years, the Associated Student Body of LCSC along with the Student Activity program initiated a weekly campus wide event called "Warrior Wednesday" which has become a very well attended, well ran and organized and effective event to provide both specific information regarding specific topics of interest and/or concern but also to provide campus engagement and cohesiveness and to add diversity to the campus as a whole. The SLC has now become regular participants in this activity to provide periodic AOD information and Alcohol Screening opportunities. The last event we participated in during October, 2012, we conducted 34 individual alcohol screenings and had many more participants in the alcohol related education and programming during this event.

The Office of Residence Life (RL) also continues to improve its provision of alcohol and drug free activities for student residents. Large numbers of students are now attending many of the RL sponsored events and include but are not limited to:

Bowling	\$1 movie night	Swimming	Ice skating	Capture the flag
BBQ	Glow in the dark Frisbee	Scary Wood	Game night	Movie on the wall
Community service	Group hike	Minute- to- win -it	Corn maze	Sock assassin
Root beer pong	Roller skating	Safe Trick or Treat (for families in Talkington Hall)	Chalk it up	Resident dances

Residence Life has mandatory meetings at the beginning of every semester regarding the residence hall handbook and specifically addresses the alcohol drug use guidelines-Additionally, the Director of SCC, Student Health Services Nurse, and a Lewiston police officer all speak during mandatory Resident Assistants (RAs) training each semester on alcohol awareness and related issues and to other residence and campus groups as needed or requested.

**4. Enforcement Efforts**

The Security Office takes AOD infractions seriously and refers students to the VP for Student Affairs, who is also acting as a Judicial Affairs officer along with the Director of Residence Life, for on campus students violating the AOD policy. The Director of Security, Director of Residence Life, Director of Student Counseling Center and the VP for Student Affairs typically

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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meet weekly to discuss enforcement efforts and to make appropriate referrals to campus and community resources as needed to effectively deal with AOD infractions. The security office also work with local law enforcement as needed when a student, staff or faculty member appears to have violated an alcohol or drug law.

The SCC also provides periodic training for RA's, security and other staff and faculty members to address alcohol and drug effects and to explain the referral process to continue to build prevention efforts at LCSC.

**Incident Reports and Resolutions**

Judicial Issues - Preview of Drug and Alcohol Reports by semester:

**Spring 2011**

<u>Outcome:</u>	<u>Number</u>
1) No Action	1
2) Warning	1
3) Official Warning	4
4) Probation	0
5) Withheld Suspension	1
6) Suspended	1
7) Refer for Intervention (E-Chug, Choices, BASICS, other)      Total	8

**Fall 2011**

<u>Outcome:</u>	<u>Number</u>
1) No Action	13
2) Warning	4
3) Official Warning	9
4) Probation	0
5) Withheld Suspension	0
6) Suspended	0
7) Refer for Intervention (E-Chug, Choices, BASICS, other)      Total	24

**Spring 2012**

<u>Outcome:</u>	<u>Number</u>
1) No Action	2
2) Warning	4
3) Official Warning	27
4) Probation	0
5) Withheld Suspension	0
6) Suspended	0
7) Refer for Intervention (E-Chug, Choices, BASICS, other)      Total	9

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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**Fall 2012**

<u>Outcome:</u>	<u>Number</u>
1) No Action	0
2) Warning	2
3) Official Warning	5
4) Probation	0
5) Withheld Suspension	2
6) Suspended	0
7) Refer for Intervention (E-Chug, Choices, BASICS, other)	3
Total	3

**AOD Program Goals and Assessment**

The goals for Lewis-Clark State's AOD program for 2011-12 included the following:

- 1) All students, faculty, and staff will be notified of the college's drug and alcohol policies. AOD counseling/assistance programs, and will be provided with information needed to access those policies independently. (Carried over from the 2010 report):**

**Assessment:** Staff and faculty members at LCSC are now typically notified each semester via campus mail about the LCSC AOD policy and are given referral information as to where to receive assistance if needed. New employees are provided the AOD policy at the time they are hired and ongoing staff members receive periodic post card mailings reminding them of this policy. Every new student is given information about the AOD policies as well as information needed to access those policies (i.e., the proper location on the college's web site). Additionally, the AOD policy and required notification information is now presented to students each semester during the online, registration process. This allows LCSC a systematic and comprehensive method for our notification mandate. The current plan was in place starting in FA, 2011 and has worked well at presenting this information in a consistent and reliable fashion. Dually enrolled students (HS/Dual Enrollment) and others not registering online, in the typical fashion are provided this information in paper in their registration material.

All this information is also provided in the Student Handbook and Academic Calendar which is available for new and returning students. It is also available to all students on the Student Counseling Center homepage at:

<http://www.lcsc.edu/osl/counseling/AlcoholDrugPolicy/CurrentAlcoholDrugAbusePolicy.pdf>

- 2,) Development of surveys and establish a process of evaluating perceived student needs to begin January, 2011.** The SLC has begun developing a series of brief student surveys to address specific, campus perceptions of LCSC life, AOD use/abuse by students on campus and associated problems that the college should explore.

**Assessment:** The SLC began the process in early 2011 looking at developing student surveys related to alcohol and other drug use programming options, ideas etc. This goal has not come to complete fruition as of this time as other issues and needs have taken precedence. However, the SLC will continue to explore options related to better data collection of student perceived needs as it relates to future AOD prevention education and programming.

**3.) Pending continued funding, LCSC in conjunction with the ICHC will conduct the American College Health Association – National College Health Assessment (ACHA-NCHA) during FA, 2011 semester.**

**Assessment:** The NCHA was completed as planned in November, 2011 and we generated 612 student responses to questions ranging from substance use, abuse and dependency to mental health, physical health and safety concerns and related problems to name only a few of the areas addressed. The information that was gathered was disseminated to all relevant campus wide stake holders and offices and to faculty, staff and students. Also the results are being used in substance abuse and other health related programming efforts and is posted on the SCC website for campus and community distribution.

**4.) Work to fully implement the Electronic - Check Up to Go for Alcohol (e-CHUG) program to students at LCSC, across campus, as well as with all first time, sanctioned students.**

**Assessment:** The E-Chug was completed by 54 LCSC students over the past 2 years, 39 of those were completed in the past year alone, which is the largest number of students in one year that has ever completed it at LCSC. Students violating the LCSC AOD policy were the primary participants in the program but several other campus groups – RA's and other student groups and organizations encouraged students to complete the program. Some also completed as part of an orientation workshop that the SCC conducted FA, 2012.

**5.) Continuation and expansion of the Choices: A Brief Alcohol Abuse and Prevention and Harm Reduction Program intervention, currently used for sanctioned students to other student groups (Athletes, RA's, student leaders, etc.)**

**Assessment:** Choice's was completed by about 18 students over the past two years. This includes students who were mandated to be in this due to AOD policy violation. Six of these students participated voluntarily to learn more about the alcohol related decisions as part of an orientation workshop program, FA, 2012. The idea to expand student exposure to Choices will continue in similar and new ways in the future.

**Annual Notification Procedures**

Current procedures for notifying the campus community of the college's policies related to drugs and alcohol consist primarily of information disseminated to major campus groups (e.g., the student body) via in-take or orientation programs. The policies and assistance programs are also featured prominently on high-traffic web pages. Starting with registration for FA, 2011, the LCSC AOD policy and required notification information is now presented during registration so that each student (except HS/dually enrolled students and some professional technical students) is exposed to this information during the registration process. This allows LCSC a systematic and comprehensive method for our notification mandate. Periodic post card mailings to notify faculty and staff of this policy continue as the primary periodic, notification tool at this time with employees, which occurs usually at least two times per year. For faculty/staff the primary web page is the college's Human Resources web page [www.lcsc.edu/humanresources](http://www.lcsc.edu/humanresources). For students, the primary web page is the Student Counseling Center (SCC) web page [www.lcsc.edu/osl](http://www.lcsc.edu/osl).

### **LCSC AOD Prevention Program Strengths and Weaknesses**

In recent years Student Services staff and other key staff members at LCSC have dedicated their time and efforts to the Student Life Committee (SLC) and have agreed to work together toward expanding and improving its AOD prevention program. Additionally the ASLCSC student leadership has contributed greatly to our efforts and have become an integral part of our processes. As a result, our program has become more comprehensive in nature and is developing into a united and organized effort rather than the piecemeal or patchwork delivery that has occurred in the past. LCSC's continued involvement with the ICHC has also contributed to improved campus communication about AOD issues. The additional direction from the VP for Student Affairs has made our prevention efforts not only compliant with the federal law and the institution's ethical obligations to keep students and staff informed of AOD concerns, but has allowed this program to employ some best practices in our response to student needs.

The LCSC AOD programs needs to be expanded to include services to a broader and more diverse campus community and when possible should incorporate changes in technology and account for differences in the student, staff and faculty populations.. In addition, review of and possible changes should occur to the notification protocols for faculty, and staff to make that process more systematic and thorough. With a lack of direct responsibility assigned to staff other than the Director of SCC planning and implementation of prevention programming is often disjointed and tenuous at times. However, last year the Director of SCC began utilizing the SCC counseling intern more deliberately as part of the internship itself to maximize our efforts given the limited resources we have at our disposal at this time.

The off year, brief review that was called for in the previous, 2010 report was not completed in January 2012 as outlined but will be conducted next January, 2013.

Further goals and the continuation of previous program goals and objectives are outlined below.

### **Recommendations for Improvement of LCSC AOD Prevention Efforts**

1. Continued growth and inclusion of additional students and faculty members to participate in the Student Life Committee (SLC) and promote further campus-wide "buy in" for these efforts.
2. LCSC will explore the feasibility of developing and or adopting an online or more "automated" notification of AOD issues program for the faculty staff notification process. Human Resources, (HR) will continue with the current system, as is for the immediate future.
3. More institutional investment through funding and additional staffing needs in order to more fully address the current and increasing demand for prevention services as a result of increased practice standards and need for effective program implementation, support and outcome assessment of services provided..
4. Need improved plan to educate and communicate with students, staff, faculty members regarding the SLC and related activities, events, programs and initiatives.

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

---

5. The college should conduct a brief annual review of its compliance with the Drug Free Schools and Campuses Act (scheduled for January 2014) until its AOD program has been sufficiently expanded to meet the needs of the current student body. The annual review and report will be published in January of every year.

**LCSC Substance Abuse Prevention Program Goals for 2013-14**

1. Re direct the SLC toward the development of survey and or implementation of an existing standardized survey to evaluate perceived student needs The SLC will also explore use of a series of brief student surveys to address specific, campus perceptions of LCSC life, AOD use/abuse by students on campus and associated problems that the college should explore. This information will drive opportunities to offer substance abuse education programs more frequently during an academic year.
2. Pending continued funding, LCSC in conjunction with the ICHC will conduct the American College Health Association – National College Health Assessment (ACHA-NCHA) during FA, 2013 semester.
  - a. Will fully disseminate the results of this survey to all relevant campus wide stake holders and offices and to faculty, staff and students.
  - b. Results will be used in substance abuse and other health related programming efforts.
  - c. Results will be posted on the SCC website for campus and community distribution.
3. SLC and SCC and other relevant departments will work together to develop and implement a pro-social, peer to peer based, bystander training program (such as “Step Up”, ‘Red Watch Program”, etc) with projected implementation date of FA, 2013 or SP, 2014.
4. Work to continue implementation of the Electronic - Check Up to Go for Alcohol (e-CHUG) program to all students at LCSC, across campus, as well as with all first time, sanctioned students.
5. Continuation and expansion of the Choices: A Brief Alcohol Abuse and Prevention and Harm Reduction Program intervention, currently used for sanctioned students to other interested individual students through the student orientation workshop format, in other venues or to other individual or student groups (Athletes, RA’s, student leaders, etc.)

**Current LCSC AOD Policies**

Please see Appendix for web links to global policies covering students, faculty, and staff. Student policies, as published in the Student Code of Conduct and Student Handbook are as follows:

**Alcoholic Beverages**

1. Illegal possession or consumption of alcoholic beverages (beer, wine, liquor or other beverage which is controlled as an alcoholic beverage under Idaho law) is prohibited in College or College-owned, leased or operated facilities and on campus grounds.

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

---

2. Alcoholic beverages may not be possessed or consumed under any circumstances in areas open to and most commonly used by the general public. Public areas include, but are not limited to, lounges, College Union buildings, recreation rooms, conference rooms, athletic facilities and other public areas of College-owned buildings or grounds.
3. Sale of alcoholic beverages is prohibited in College-owned, leased or operated facilities and on campus grounds.
4. Guests and visitors shall observe these regulations while on campus or other College property. Noncompliance may subject a person to sanctions imposed by the College as well as to the provisions of local and state law. (Adopted by the State Board of Education, December 1, 1977).
5. For LCSC sponsored events which are open to the campus community and at which alcohol will be present, the sponsor will work with the Dean of Student Services or the appropriate academic or vocational dean to assure adherence to this policy. The following information will need to be provided to assure adherence.
  - a. Names and ages of individuals designated as bartenders or servers to check identification.
  - b. Means to inform participants of applicable state and federal laws regarding alcohol
  - c. Consumption.
  - d. Nonalcoholic beverages and food consumption
  - e. Designated driver program
6. No social event shall include any form of drinking contest in its activities or promotion. The Idaho law states that it is illegal to sell, serve or furnish beer, wine or other alcoholic beverages or intoxicating liquor to a person under 21 years of age. It is illegal for any person under 21 years of age to purchase or attempt to purchase, procure, possess, or consume any alcoholic or intoxicating liquor.
  - a. There are a number of minors attending LCSC and as a state institution; the College is legally obligated to comply with the state law.

**Drugs**

Possession, manufacture, distribution, use or sale of marijuana, drug narcotics or other controlled substances classified as illegal under Idaho law, except those taken under a doctor's prescription is prohibited on College-owned or controlled property (as that term is herein and hereafter used, College owned or controlled property includes student housing owned by or rented through the College), or at any College-sponsored or supervised function (See campus policy on Alcohol and Drug abuse, and rules on sanctions for alcohol and drug abuse).

Appendix

Policy 3.113 Drug/Alcohol <http://www.lcsc.edu/policy/Policy/3.113.PDF>

Policy 3.114 Drug-Free Workplace <http://www.lcsc.edu/policy/Policy/3.114.PDF>:

Student Counseling Center link to alcohol/drug policy and associated resources:

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

---

<http://www.lcsc.edu/osl/counseling/AlcoholDrugPolicy/CurrentAlcoholDrugAbusePolicy.pdf>

ComPsych web site <http://www.guidanceresources.com/groWeb/login/login.xhtml>

Employee Assistance Program (EAP) information

<http://www.lcsc.edu/humanresources/additional%20benefits.htm>

If you have questions or concerns related to any part of this report please contact: Coordinator of Student Counseling Center at 792-2211 or VP Student Affairs at 792-2218.

Respectfully submitted

Doug Steele, MA

Director, Student Counseling Center, Disability and Health Services  
Chair, Student Life Committee, LCSC

Idaho State University  
Office of Student Affairs

Summary Report on Student Alcohol and Drug Violation Cases  
August 15, 2009 – March 1, 2013

The University's Statement on Alcohol and Drugs ([http://www.isu.edu/policy/fs-handbook/part4/4\\_7/4\\_7e.html](http://www.isu.edu/policy/fs-handbook/part4/4_7/4_7e.html)) is included in the ISU Policies and Procedures and includes information focused on education and prevention in the area of substance use and abuse. The current student alcohol and drug violation policy is in the *ISU Student Conduct Code* (ISU Student Handbook; pgs. 14, 16-17; see link at [isu.edu/studenta](http://isu.edu/studenta)). The *Student Conduct Code* is under final revisions with only minor recommended changes to the alcohol and drug violation section at this time (e.g. renaming the probation sanction). The current ISU alcohol and drug policy in the *Student Conduct Code* uses the previous *State Board of Education Policy* designated for all Idaho universities. There is currently no such designated policy that could be found and a contact with the SBOE office (Tracy Bent) reported that the policy is up to individual institutions. The ISU alcohol and drug policy, as it pertains to students, can also be found in the *ISU Housing Standards of Residence* (<http://isu.edu/housing/manual.shtml#a>).

For the purposes of this report, *Student Cases* refers to individual students charged with an alcohol or drug violation and a conduct hearing is held and *Incidents* refers to ISU Public Safety reports that list alcohol or drug offenses. For *Incidents* multiple students may be listed as suspects.

**Student Alcohol and Drug Violation Cases and Public Safety Incidents:**

**Totals – Student Conduct Hearing Cases: 8/17/2009 – 3/1/2013**

**Alcohol Violation: Student Cases/Hearing Held (Aug 17, 2009 - Mar 1, 2013)**

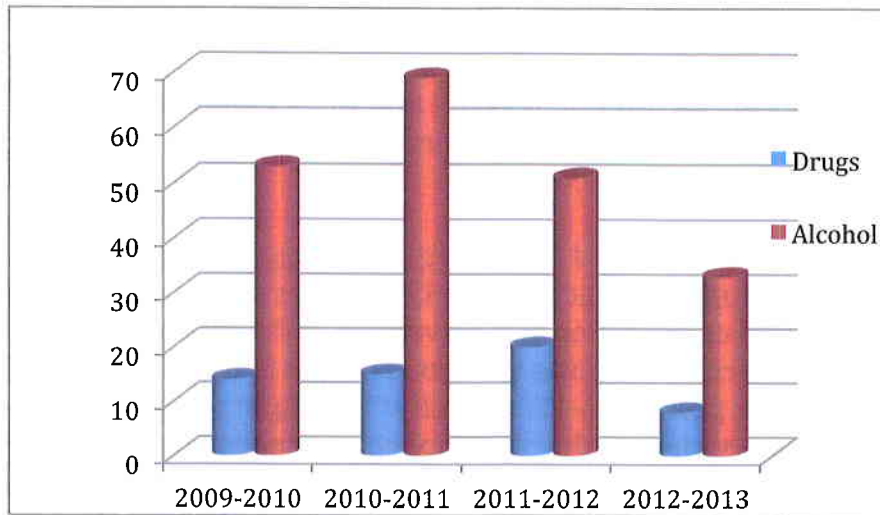
Total Student Cases	Responsible	Not Responsible	Housing	Not Housing	Athlete
347	206	141	270	77	31
(178 Housing)					

**Drug Violation: Student Cases/Hearing Held (Aug 17, 2009 - Mar 1, 2013)**

Total Student Cases	Responsible	Not Responsible	Housing	Not Housing	Athlete
116	57	59	93	23	5
(52 Housing)					

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS  
AUGUST 15, 2013**

Student Alcohol and Drug Violations Aug 17, 2009 - Mar 1, 2013



**Academic Year Totals – Student Conduct Hearing Cases**

Alcohol Violation: Student Cases/Hearing Held					
<b>2009-2010</b>					
Total Student Cases	Responsible	Not Responsible	Housing	Not Housing	Athlete
91	53 <i>(50 Housing)</i>	38	79	12	6
<b>2010-2011</b>					
Total Student Cases	Responsible	Not Responsible	Housing	Not Housing	Athlete
117	69 <i>(56 Housing)</i>	48	80	37	10
<b>2011-2012</b>					
Total Student Cases	Responsible	Not Responsible	Housing	Not Housing	Athlete
78	51 <i>(42 Housing)</i>	27	62	16	11
<b>2012-2013 (through 3/01/2013)</b>					
Total Student Cases	Responsible	Not Responsible	Housing	Not Housing	Athlete
61	33 <i>(30 Housing)</i>	28	49	12	4

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS  
AUGUST 15, 2013**

<b>Drug Violation: Student Cases/Hearing Held</b>					
<b>2009-2010</b>					
Total Student Cases	<b>Responsible</b>	Not Responsible	Housing	Not Housing	Athlete
26	14 <i>(14 Housing)</i>	12	21	5	0
<b>2010-2011</b>					
Total Student Cases	<b>Responsible</b>	Not Responsible	Housing	Not Housing	Athlete
26	15 <i>(12 Housing)</i>	11	17	9	0
<b>2011-2012</b>					
Total Student Cases	<b>Responsible</b>	Not Responsible	Housing	Not Housing	Athlete
43	20 <i>(18 Housing)</i>	23	38	5	4
<b>2012-2013</b>					
Total Student Cases	<b>Responsible</b>	Not Responsible	Housing	Not Housing	Athlete
21	8 <i>(8 Housing)</i>	13	17	4	1

<b>ISU Public Safety Incident Reports Involving Alcohol and/or Drug Offense (One to multiple students per incident report)</b>	
<b>Alcohol Incidents (Aug 17, 2009 - Mar 1, 2013)</b>	<b>Drug Incidents (Aug 17, 2009 - Mar 1, 2013)</b>
128	54

<b>Other Conduct Violations (connected with an alcohol and/or drug violation indicating possible harm to self or other and/or property damage)</b>	
<b>Alcohol Incidents</b>	<b>Drug Incidents</b>
Welfare check - 3 Intimidation - 1 Physical Abuse - 1 Disruptive Behavior - 1	0

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

<b>Multiple Alcohol or Drug Violations: Student Cases/Hearings Held</b>		
<b>Alcohol</b>	<b>Drug</b>	<b>Alcohol and/or Drug</b>
<b>2<sup>nd</sup> Offense – 11</b> <b>3<sup>rd</sup> Offense – 1</b>	<b>2<sup>nd</sup> Offense – 2</b> <b>3<sup>rd</sup> Offense – 0</b>	<b>3<sup>rd</sup> Offense – 1</b> <b>(2 Alcohol and 1 Drug Violation</b> <b>in Academic Year)</b>

**Alcohol and Drug Violation Sanctioning**

The ISU Student Conduct Code process includes a mandatory sanctioning procedure for alcohol and drug violations. This sanctioning procedure includes the following:

- First violation in the Academic Year – Attend an alcohol or marijuana education class and be placed on probation.
- Second violation in the Academic year – Substance abuse evaluation (at the student's expense) and continue with probation.
- Third violation in the Academic year – Student suspended for one academic semester or one academic year.
- Consideration for *violations with injury or conduct likely to lead to injury or violation without injury or conduct likely to lead to injury.*
- Right of appeal.

The alcohol and marijuana education classes are online courses conducted through 3<sup>rd</sup> Millennium Classrooms (<https://3rdmilclassrooms.com>) The alcohol course is *Under the Influence* and the marijuana course is *Marijuana 101*. The courses each cost \$35.00, which is paid by the student. ISU began using the online education program in April 2010 for alcohol violations and November 2009 for drug violations.

Prior to using the current online education program for violation sanctions, students with alcohol violations were required to watch an Alcohol 101 CD and turn in a worksheet and student with drug violations were typically asked to write a paper or other equivalent sanction. The lack of a systematic and formalized sanction for drug violations was the impetus for securing the 3<sup>rd</sup> Millennium online education program.

***Online Education Sanction Results - 3<sup>rd</sup> Millennium (April 1, 2010-March 1, 2013)***

	<b>Students Completing</b>	<b>Demonstrated Learning from Online Education Based on Pretest and Final Score Comparison (100 score maximum, 0 score minimum)</b>
<b>Alcohol</b>	119	Average increase of 26.52 from pre- to final test Greatest increase was 90 points Lowest increase was 0 points Mode of 30 point increase across 119 test takers
<b>Drugs</b>	38	Average increase of 26.30 from pre- to final test Greatest increase was 55 points Lowest increase was 0 points Mode of 20 point increase across 38 test takers

**Idaho College Health Coalition (IHC)**

ISU is a member of the IHC whose mission is to help prevent alcohol and drug abuse and promote healthy lifestyles among college students. The ISU Student Conduct Administrator attends meetings and education sessions a minimum of two times per year and is currently the Secretary for IHC. The participants in this coalition share current strategies and information that can be used in prevention education programming.

**Prevention and Education Programming**

The following programming related to alcohol and drug use prevention and education has been consistently provided at ISU:

- ISU New Student Orientation
  - Sessions on Alcohol/Drug Education and awareness (both Student and Parent session)
- ISU Housing
  - All Hall sessions on Alcohol Safety, Education and Awareness (1<sup>st</sup> month Fall semester)
  - Resident Assistants Training on Alcohol Safety, Education and Awareness
- Student Activity Board Events (program decisions based on current SAB Board)
  - Car Simulator Activity, Beer Googles – Fall 2012
  - National Presenter from PEER Awareness (peerawareness.com) – Fall 2011
- Union Program Council – no programming in this area the past two years

**ISU Fraternity and Sorority Information**

There are two social sororities and two social fraternities on the ISU Campus. These include:

Sororities

Alpha Zeta Delta

Sigma Sigma Sigma

Fraternities

Lambda Theta Phi

Kappa Sigma

Report prepared for: Patricia Terrell, Vice President for Student Affairs

Report prepared by: Jane Coe Smith, Melissa Millican,  
Stephanie Foreman, Pamela Wells (Office of Student Affairs)

Report date: April 9, 2013

## Part 4. Personnel Policies

### Section VII. Miscellaneous

#### E. Statement on Alcohol and Drugs (Updated 5/02)

The purpose of this policy, and the programs listed, is to work toward the prevention of substance abuse in the University community. Goals are (1) to present factual and accurate information regarding dangers and hazards of drug and alcohol use, misuse, and abuse, (2) offer recommendations for alternative behaviors and (3) provide leadership in the dissemination of information. Through efforts in this area, the University wishes to encourage the creation of an educational environment for its students conducive to making conscientious and healthy decisions when they are faced with the difficult choices associated with the use of legal and illegal drugs and alcohol and to provide a better working environment for the faculty and staff. Education efforts will be directed to all members of the University community, students, faculty and staff. It is the intention of the University to make drug and alcohol awareness and education an important part of the social and academic aspects of campus life.

The University cannot be responsible for the personal lives and decisions of students, faculty and staff; however, if the use or abuse of drugs and/or alcohol threatens to cause disorder or danger to the members of the University community, others, or campus property, appropriate action will be taken. Enforcement and discipline shall be consistent and due process appropriate for the offense shall be applied in accordance with established University policies and procedures.

#### Faculty and Staff

Members of the faculty and staff are required to obey the state laws and policies of the State Board of Education regarding the use of drugs and alcohol on campus. Violations of these policies shall result in appropriate disciplinary action in accordance with current personnel policies and procedures. Illegal drugs are not permitted on campus, and alcohol may be consumed only where authorized by State Board of Education Rule. Individuals working under grants and contracts with other state and federal agencies must meet the drug and alcohol standards required by those agencies.

When the University identifies substandard work or unacceptable job performance which may be attributed to substance abuse, it may require evaluation and subsequent treatment. It is the responsibility of the employee to cooperate in his or her treatment. Discipline up to and including dismissal may occur if there is no noticeable improvement in job performance or if the individual continues to violate drug or alcohol policies of the University. Allowance will be made for time off for recovery and for medical and counseling services in accordance with sick leave policies. Strict confidentiality of related records will be maintained in all matters related to referral and treatment.

The University encourages faculty and staff members who have substance abuse problems to seek help through the Employee Assistance Program (EAP). EAP is a confidential short-term counseling service

AUGUST 15, 2013

provided by the State of Idaho and offered as part of the ISU benefits package. This counseling service is for a variety of issues including substance abuse and personal or familial problems. For more information contact the Office of Human Resources.

Educational workshops, seminars, films and brochures will be made available to faculty and staff members through the sponsorship of such groups as COPE (Council of Professional Employees), CEC (Classified Employees Counsel), CHEC (Campus Health Education Committee), and the Idaho State University Wellness Center.

### **Reporting Responsibility**

In accordance with the Drug Free Workplace Act (Executive Order No. 12564), and as a condition of employment, employees will:

1. Abide by the terms of this policy.
2. Notify the employer in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.

### **Students**

In addition to the academic development of students, the University recognizes the importance of the health and safety of its students. To further enhance and improve opportunities for students in these areas, the University has developed the following policy and programs specifically related to substance abuse.

The University regards students as adults and expects them to take responsibility for their own actions. Many students are in an awkward position in that they are legal adults and have all of the rights and responsibilities thereof except as it pertains to the use of alcohol. The University is obligated to comply with state and federal laws and to enforce rules and regulations adopted by the State Board of Education.

1. Rules and regulations regarding drugs and alcohol are enumerated in the Student Code of Conduct and the section pertaining to drugs and alcohol is as follows:

- a. Possession and consumption of alcohol may be permitted by students of legal drinking age in private residence hall rooms or in on-campus apartment housing only.

- (1) Illegal possession or consumption of alcoholic beverages is prohibited in University-owned, leased or operated facilities and on-campus grounds.

- (2) Alcoholic beverages may not be possessed or consumed under any circumstances in areas open to and most commonly used by the general public. These areas include, but are not limited to, lounges, student union buildings, recreation rooms, conference rooms, athletic facilities, and other public areas of college or University-owned buildings or grounds.

- (3) Sale of alcoholic beverages is prohibited in college or University-owned buildings or grounds.

AUGUST 15, 2013

b. The illegal manufacture or attempted manufacture of, the possession, use of or distribution of any illegal drugs, as defined by the laws of the State of Idaho, including, but not limited to, lysergic acid diethylamide (LSD), marijuana, amphetamines, and or distribution of, narcotics on University-owned or controlled property is prohibited.

Students who violate the Student Code of Conduct are subject to disciplinary action either through the Resident Hall or University Judicial systems. Students may also be subject to arrest and prosecution in cases where state laws have been violated. Sanctions up to and including expulsion may be imposed for drug or alcohol violations. A conviction for violation of state or federal drug laws may jeopardize federal financial aid.

The University will attempt to help students who have a problem and wish to receive assistance in dealing with that problem. The University will not, however, condone illegal activity and continued violation of drug or alcohol policies may result in expulsion.

The University Counseling and Testing Services, Student Health Center, Student Affairs Office, and the Idaho State University Psychology Clinic shall serve as the departments for referral for treatment of substance abuse problems. Upon referral or voluntary contact, each situation will be evaluated and treatment provided or referral will be made to the appropriate agency.

## 2. Intervention

Students with substance abuse problems usually come to the attention of the University through exhibiting behavior which is not socially acceptable. These people may be referred to any of the designated departments or be dealt with through the judicial process. Public Safety officers and Student Affairs staff people are trained to identify behavior which is likely to be associated with drug use or abuse. If drugs or alcohol are involved, evaluation and treatment may be required in addition to other appropriate disciplinary action. If evaluation indicates a drug or alcohol problem, treatment may be required in order for the individual to remain in University residence or as a condition of continued attendance at the University.

## 3. Evaluation and Treatment

Referrals to the University Counseling and Testing Services, Student Health Center, Student Affairs Office, or the Idaho State University Psychology Clinic may be made in any of the three following ways:

- a. Self Referrals — This is the preferred method. Students may call and make an appointment to meet with a counselor or physician.
- b. Voluntary Referrals — This type of referral involves a person identifying a problem in another and assisting that individual in making an appointment with a counselor, physician, or referral agency.
- c. Mandatory Referrals — In cases where individuals have demonstrated continued inappropriate behavior due to drugs or alcohol, mandatory evaluation and treatment may be required as a condition of continuing to live in a residence hall or remaining enrolled in the University.

The University is here to provide educational service and to this end shall make all reasonable efforts

AUGUST 15, 2013

to assist students who seek help. Confidentiality is assured to anyone who requests help and no disciplinary action will be taken as a result of a student's request for help.

#### 4. Programs for Education and Prevention

The Campus Health Education Committee (CHEC) will coordinate campus wide efforts to provide educational programs and services to assist students in learning about substance abuse and other health related problems. In addition, various groups and living units will provide educational programs to students with the goal of presenting factual and accurate information to students regarding drug and alcohol use, misuse, and abuse. Recommended guidelines regarding responsible alcohol consumption at off-campus locations will be provided to campus organizations. Advertising of events, of which the main purpose is alcohol consumption, shall not be permitted on campus.

#### Idaho State Law(s) Pertaining to Controlled Substances

##### I.C. § 37-2732 (a) Manufacture and Distribution

Except as authorized by this chapter, it is unlawful for any person to manufacture or deliver, or possess with intent to manufacture or deliver, a controlled substance.

Any person who violates this subsection with respect to:

A controlled substance classified in schedule I which is a narcotic drug or a controlled substance classified in schedule II, except as provided for in section 37-2732B(a)(3), [Idaho Code,] is guilty of a felony and upon conviction may be imprisoned for a term of years not to exceed life imprisonment, or fined not more than twenty-five thousand dollars (\$25,000), or both;

Any other controlled substance which is a nonnarcotic drug classified in schedule I, or a controlled substance classified in schedule III, is guilty of a felony and upon conviction may be imprisoned for not more than five (5) years, fined not more than fifteen thousand dollars (\$15,000), or both;

A substance classified in schedule IV, is guilty of a felony and upon conviction may be imprisoned for not more than three (3) years, fined not more than ten thousand dollars (\$10,000), or both;

A substance classified in schedules V and VI, is guilty of a misdemeanor and upon conviction may be imprisoned for not more than one (1) year, fined not more than five thousand dollars (\$5,000), or both.

##### I.C. § 37-2732 (c) Possession

It is unlawful for any person to possess a controlled substance unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his professional practice, or except as otherwise authorized by this chapter.

Any person who violates this subsection and has in his possession a controlled substance classified in schedule I which is a narcotic drug or a controlled substance classified in schedule II, is guilty of a felony and upon conviction may be imprisoned for not more than seven (7) years, or fined not more than fifteen thousand dollars (\$15,000), or both.

AUGUST 15, 2013

Any person who violates this subsection and has in his possession lysergic acid diethylamide is guilty of a felony and upon conviction may be imprisoned for not more than three (3) years, or fined not more than five thousand dollars (\$5,000) or both.

Any person who violates this subsection and has in his possession a controlled substance which is a nonnarcotic drug classified in schedule I except lysergic acid diethylamide, or a controlled substance classified in schedules III, IV, V and VI is guilty of a misdemeanor and upon conviction thereof may be imprisoned for not more than one (1) year, or fined not more than one thousand dollars (\$1,000), or both.

It shall be unlawful for any person to be present at or on premises of any place where he knows illegal controlled substances are being manufactured or cultivated, or are being held for distribution, transportation, delivery, administration, use, or to be given away. A violation of this section shall deem those persons guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than three hundred dollars (\$300) and not more than ninety (90) days in the county jail, or both.

If any person is found to possess marijuana, which for the purposes of this subsection shall be restricted to all parts of the plants of the genus Cannabis, including the extract or any preparation of cannabis which contains tetrahydrocannabinol, in an amount greater than three (3) ounces net weight, it shall be a felony and upon conviction may be imprisoned for not more than five (5) years, or fined not more than ten thousand dollars (\$10,000), or both.

#### I.C. § 37-2737 Distribution to Minors

Any person over the age of eighteen (18) who violates the law by delivering a controlled substance to a person under the age of eighteen (18), who is at least three (3) years his junior, may have his/her punishment doubled.

#### Repeat Offenses

Persons convicted of subsequent controlled substance violations may have their punishments doubled and may face a mandatory minimum penalty. (I.C. §§ 37-2739A, 37-2739B.)

#### **Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**

##### 21 U.S.C. 844(a)

First conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000 or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000 or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000 or both, if:

AUGUST 15, 2013

- a. 1st conviction and the amount of crack possessed exceeds 5 grams.
- b. 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- c. 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 862a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot license, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

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[ [Table of Contents](#) ] [ [Back to Part 4](#) ] [ [Back to Part 4 Section VII](#) ] [ [Previous Section](#) ] [ [Next Section](#) ]

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wishes to encourage victims to report incidents of sexual misconduct and therefore reserves the right to waive disciplinary charges against victims for circumstances surrounding the incident. For example, a victim who had been an underage drinker would not typically face charges of violating alcohol policies.

Sexual Misconduct is any sexual act which violates the laws of the State of Idaho; and/or includes, but is not limited to: acts of rape (stranger and acquaintance or date rape) and other forms of coerced sexual activity, including unwanted touching, fondling or other forms of sexual conduct. Any sexual activity which is entered into without consent of both or all persons involved is a violation of this policy. Affirmative consent [to sexual relations] is required, either verbally or by acts unmistakable in their meaning.

A person may not avoid responsibility for a sexual activity because of impairment due to the influence of alcohol or other drugs. A person is deemed incapable of giving consent when that person is a minor under the age of 18 years, is mentally disabled, mentally incapacitated, physically helpless, under the influence of alcohol or drugs to the point of being unable to make a rational decision, unconscious or asleep. The degree of impairment of a person's ability to give or withhold consent may be introduced as pertinent information at any University disciplinary hearing. A person always retains the right to revoke consent at any time during a sexual act.

Sexual Assault or Sexual Harassment also encompasses acts as defined in University policies on sexual assault and sexual harassment.

23. **Violation of Law and Idaho State University Discipline**—Idaho State University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the University Student Conduct Administrator. Determinations made or sanctions imposed under this Student Code shall

not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

24. **Misconduct Abroad**—Any student, who in any foreign country undertakes study or represents the University otherwise, remains subject to the Student Conduct Code. The University retains discretion as it considers appropriate to apply disciplinary action under the Code if the student violates any law, rule or regulation in that country or any institution where that student undertakes study.

#### **D. Alcohol Violations and State Board of Education Policy**

##### **1. Regulations**

- a. Consumption and possession of alcohol is prohibited in general use areas and residence halls and is permitted only in the living quarters of persons of legal age; e.g., student apartments, and other areas designated by the President with the approval of the State Board of Education. General use areas shall include all University owned, leased or operated facilities, and on-campus grounds.
- b. Distribution of alcohol to a minor is prohibited.
- c. Possession of alcohol by a minor is prohibited.
- d. Possession or consumption of alcohol in areas that are designated as "alcohol free" is prohibited.
- e. If a student violates the Student Conduct Code while under the influence of alcohol, this policy will also apply.
- f. Sale of alcohol, unless authorized by the State Board of Education and with the appropriate licenses and permits, is prohibited.

##### **2. Enforcement**

- a. All incidents of alcohol violations shall be reported to the Public Safety Office.
- b. All reports of incidents involving alcohol will be forwarded to the Student Conduct Administrator.
- c. The Student Conduct Administrator or his/her designee will be responsible for the following:
  - 1) Determining if an incident reported constitutes a violation of the University alcohol policy.

- 2) Recording and tracking all students involved with alcohol violations.
- 3) Notification of the criminal justice system, when warranted, of the behavior of an individual involved in an incident.
- 4) Enforcing sanctions described.

**3. Sanctions**

**a. Minimum Sanctions**

The sanctions described are minimum sanctions and do not limit the disciplinary power of the University in any matter involving Student Conduct Code violations.

**b. Infractions and Mandatory Sanctions**

- 1) First infraction of the Academic Year. Student must attend an alcohol education class and will be placed on University conduct probation.
- 2) Second infraction in the Academic Year without injury or conduct likely to lead to injury. Student is placed on disciplinary probation and, at the student's expense, must submit to a substance abuse evaluation administered by a qualified authority. The student will provide the evaluation results or authorize the release of the evaluation results to the Student Affairs Office.
- 3) Second infraction in the Academic Year with injury or conduct likely to lead to injury. Student is placed on disciplinary probation, and, at the student's expense, must submit to a substance abuse evaluation performed by a recognized authority. The student will provide the evaluation results or authorize the release of the evaluation results to the Student Affairs Office. The Student Conduct Administrator or his/her designee may share all records of the incident with the Pocatello Police Department or other appropriate law enforcement agencies as deemed necessary.
- 4) Third infraction in the Academic Year without injury or conduct likely to lead to injury. Student is suspended from the University for one academic semester.
- 5) Third infraction in the Academic Year with injury or conduct likely to lead to injury. Student is suspended from the University for at least one academic year and all records involving the

incident may be shared with the Pocatello Police Department or other appropriate law enforcement agencies as deemed necessary by the Student Conduct Administrator or his/her designee.

- 6) Recording Cycle for Violations is One Academic Year. The academic year begins the first day the residence halls open for the fall semester and will continue through the day prior to the residence halls opening for the next academic year.
- 7) Right of Appeal. The student may appeal to the Dean of Students. The procedure described in the *Student Handbook* will apply. On-campus residents who live in residence halls and who violate the alcohol policy in on-campus housing will be governed by the policy and appeals process described in the University Housing Standards of Residence Life Handbook.

Students who violate the Student Code of Conduct are subject to disciplinary action through the Residence Hall and/or the University Student Conduct system. Students may also be subject to arrest and prosecution in cases where state laws have been violated. Sanctions up to and including expulsion may be imposed for drug or alcohol violations. A conviction for violation of state or federal drug laws may jeopardize federal financial aid.

The University will attempt to help students who have a problem and wish to receive assistance in dealing with that problem. The University will not, however, condone illegal activity; continued violation of drug or alcohol policies may result in expulsion.

**Article V: Student Conduct Code Rights and Procedures**

**A. Procedural Rights**

The University affords students the following rights in the adjudication of alleged student violations of the Student Code of Conduct, Rights, Responsibilities and Conduct Code System.

**For all types of hearings**, the student has the right to:

1. fair and impartial hearings;

# PLANNING, POLICY AND GOVERNMENTAL AFFAIRS

## AUGUST 15, 2013

University of Idaho

 UI Home

 Contact UI

 Search



# FACULTY STAFF HANDBOOK

CHAPTER TWO: 2300  
STUDENT AFFAIRS POLICIES  
August 2007

2300

## STUDENT CODE OF CONDUCT

*PREAMBLE. The university disciplinary system is part of the educational process of students focusing on behavior within a community. Sanctions are imposed for violations to the Student Code of Conduct to teach students how to be better and more responsible members of a community. Sanctions also serve to protect the UI community. The Student Code of Conduct is UI's manifestation of Section III, P-12, of the State Board of Education's Governing Policies and Procedures which states: 'Each institution will establish and publish a statement of student rights and a code of conduct. The code of student conduct must include procedures by which a student charged with violating the code receives reasonable notice of the charge and is given an opportunity to be heard and to present testimony in his or her defense. Such statements of rights and codes of conduct, and any subsequent amendments, are subject to review and approval by the chief executive officer.' The original of this code was created during the 1969-1970 school year. It was amended, at the suggestion of an ad hoc Faculty Senate committee in July 1992, July 1993, July 1998 (Article II), and July 2005 (Article II, section 2). For further information, contact the Dean of Students (208-885-6757). [rev. 7-98, 7-05, ed. 7-09]*

### CONTENTS:

- Article I. Scope of the Code
- Article II. Academic Honesty
- Article III. Physical Abuse, Hazing, or Harassment [ed. 7-00]
- Article IV. Campus Disorders and Disruption
- Article V. Housing and Living Groups
- Article VI. Physical Safety and Welfare
- Article VII. Discrimination
- Article VIII. Drugs and Alcohol
- Article IX. Aiding, Soliciting, and Attempt
- Article X. Judicial Proceedings
- Article XI. Range of Sanctions
- Appendix to the Student Code of Conduct

### ARTICLE I--SCOPE OF THE CODE.

**1.** This document is a codification of disciplinary regulations enacted to govern the conduct of students on campus or at authorized UI activities. Disciplinary regulations govern the conduct of students on campus and/or at authorized UI activities [see [2200, Section III](#)]. The inclusion of, or failure to include, regulations herein pertaining to academic matters or to motor vehicles shall not affect any regulation, or the enforcement of any regulation, now or hereafter enacted by UI or any college or department thereof pertaining to academic matters or to motor vehicles.

### **2. Concurrent Jurisdiction.**

- a.** Acts in violation of federal, state, or municipal laws come under the jurisdiction of UI only when they are also in violation of this code.
- b.** When Dean of Students (hereafter DOS) is informed that criminal charges are being brought against a student for conduct that also violates the Student Code of

# PLANNING, POLICY AND GOVERNMENTAL AFFAIRS

## AUGUST 15, 2013

within it, by the action of compressed air within it, by the power of springs and including what are commonly known as air rifles, BB guns, and pellet guns.

**10.** No firearm may be brought onto campus unless it is encased and has a trigger lock attached. ("Encased" is defined as placing a gun with a trigger lock in some sort of container--hard or soft, and including, but not limited to, such materials as aluminum, plastic, wood, leather, and cloth--that is fastened by means of a snap lock, zipper, tie, etc.).

**11.** In UI residence halls firearms must be kept in an area authorized by the Housing Office.

**12.** Loaded guns are not permitted on campus. A "loaded gun" is defined as one containing live ammunition either in the chamber or in the magazine. Possession and storage of gunpowder must comply with federal, state, and municipal laws. No ammunition will be allowed on campus except that designated for firearms that are properly stored on campus.

**13.** Other explosive substances are also prohibited on campus, except as approved by the safety officer. Exceptions to the above may be made for supervised UI courses.

**14.** Unauthorized uses of dangerous projectile or explosive devices, including but not limited to sling shots, crossbows, catapults, and devices which cause dangerous chemical reactions, are violations of this code.

**15.** It is a violation of this code to:

- a.** knowingly gain unauthorized access to computer-based information or information resources;
- b.** knowingly, without authorization, destroy, alter, dismantle, disfigure, prevent rightful access to, or otherwise interfere with computer-based information or information resources; or
- c.** knowingly invade, without authorization, the privacy of individuals or entities that are creators, authors, users, or subjects of the information resources.

### ARTICLE VII--DISCRIMINATION.

**1.** Any violation of the basic rights of a human being is contrary to the very nature of a university. The regents' antidiscrimination policy is as follows:

- a.** Practices or regulations that discriminate on the basis of race, color, national origin, religion, sex, age, disability, or status as a Vietnam-era veteran, as each of these bases is defined by law, are neither condoned nor permitted in any area of UI operations, including personnel appointments, student admissions, housing assignments, use of dining halls, classrooms, or other facilities, or in any activities of the faculty, staff, or students that may be commonly regarded as sponsored or sanctioned by UI.
- b.** Nothing herein shall be deemed to affect the classification of persons based on the differences between males and females or between other classes or groups that is not irrational, capricious, or arbitrary, and that is intended to accomplish a lawful purpose (e.g., women's or men's living groups may exclude persons of the opposite sex, and students with substandard grades may be denied membership in honor societies and other groups having minimum grade requirements).

**2.** Any student conduct that violates this policy shall, upon due proof, be a violation of this code.

### ARTICLE VIII--DRUGS AND ALCOHOL. *[section renumbered 8-07]*

- 1.** The sale, use, or possession of illegal drugs is a violation of this code.

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS  
AUGUST 15, 2013**

- 2.** Sale or illegal possession or illegal consumption of alcoholic beverages is prohibited in facilities owned, leased, or operated by UI and on campus grounds.
- 3.** Alcoholic beverages may not be possessed or consumed under any circumstances in areas open to and most commonly used by the general public. These areas include, but are not limited to, lounges, student union buildings, recreation rooms, conference rooms, athletic facilities, and other public areas of UI-owned buildings or grounds.
- 4.** UI's primary role in handling matters involving the use or potential use of drugs or alcohol by its students is that of counseling. However, in appropriate situations, the full range of sanctions may be applied.

**ARTICLE IX--AIDING, SOLICITATION AND ATTEMPT.**

A person is in violation of this code if he or she:

- 1.** intentionally aids or abets another in the commission of any offense(s) mentioned in this code;
- 2.** requests, hires, encourages, or otherwise solicits another person to commit any offense mentioned in this code, either intending that the other person commit the offense or with the knowledge that the other person intends to commit the offense; or
- 3.** attempts to commit any offense mentioned in this code.

**ARTICLE X--JUDICIAL PROCEEDINGS.**

- 1.** Any member of the university community may file a complaint against any student for misconduct. Such complaints shall be prepared in writing and directed to the office of Dean of Students (DOS). Any complaint should be submitted as soon as possible after discovery of the alleged misconduct, preferably within thirty days. DOS may investigate to determine if the complaint has merit. *[ed. 8-07]*
- 2.** DOS, or its representatives, may file charges on behalf of the university against a student accused of violating the Student Code of Conduct. In no event shall DOS file charges more than one year after DOS has discovered the alleged misconduct, although the summons can be served after the one year period if the charges were filed within the one year period. *[ed. 8-07]*
- 3.** All charges, including amended charges, shall be presented to the accused student in writing. The accused student shall be deemed to have been "notified" of the charges, amended charges, notice of the hearing date and any changes in the hearing date, by any of the following methods:
  - a.** hand-delivered notice; or
  - b.** proof of the mailing of a certified, registered letter containing such information, sent to either the campus address or the home address that the student provided the university registrar in the student's registration documents; or
  - c.** if receipt for the certified, registered letter is not returned with a signature within three weeks, then the accused student may be notified by proof of the mailing of a certified, nonregistered letter to the student's campus or home address; and the hearing date shall be set not less than five nor more than fifteen calendar days after the last date that the postal service attempted to deliver the certified, nonregistered letter.
- 4.** A disciplinary hearing may be waived and informal disposition of disciplinary action may be made by an agreed settlement, in writing, between the student charged with code violations and the dean for Dean of Students or the dean's designee. The sanctions imposed in the agreed settlement will be effective upon signature of the parties, do not depend upon the approval of the UJC, and shall have full force and effect as if the sanctions had been imposed by the UJC. The Dean of Students shall, on a regular basis, inform the UJC of the agreed settlements entered into with students

# PLANNING, POLICY AND GOVERNMENTAL AFFAIRS

## AUGUST 15, 2013

**7.** Sanctions affecting a student's residence in UI-controlled housing may be imposed. These sanctions are loss of privileges within the living group and temporary or permanent removal from UI-controlled housing.

**8.** Sanctions already imposed by civil or criminal process are taken into account when any UI sanction is imposed.

**9.** Extensive, organized, serious, or repeated violations of this code are taken into account when determining the appropriate sanction.

**10.** The Regents of UI adopted guidelines for enforcing campus alcohol regulations which include sanctions for violation of these regulations. Minimum sanctions for violations of Article VIII, Sections 1 and 2 of the Student Code of Conduct are listed below. These sanctions will be minimum standards and more severe sanctions may be applied. [See next page.]

### **a. First Infraction**

<b>Infraction</b>	<b>Sanction</b>
1. Open container or minor in possession violations.	1. Referral to judicial council for education programs and payment of administrative costs.
2. Illegal distribution of alcohol.	2. Referral to judicial council with sanctions to include community service, period of probation, administrative costs, and education programs.

### **b. Second Infraction**

<b>Infraction</b>	<b>Sanction</b>
1. Without injury; or without conduct likely to lead to injury.	1. Referral to judicial council or similar authority for action which must include a treatment and/or education program.
2. With injury; or conduct likely to lead to injury.	2. Referral to the proper administrative body of the institution for action must include notification to the criminal justice system, strict probation, and, a treatment or education program.

### **c. Third Infraction**

<b>Infraction</b>	<b>Sanction</b>
1. Without injury; or without conduct likely to lead to injury.	1. Referral to the appropriate administrative body of the institution for appropriate action, which must include, at least, suspension from school for one semester.
2. With injury; or conduct likely to lead to injury.	2. Referral to the appropriate administrative body of the institution for appropriate action, which must include, at least, referral to the criminal justice system and expulsion from the institution for one year.

### **APPENDIX TO THE STUDENT CODE OF CONDUCT:**

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

## Administrative Procedures Manual

### 95.31 - Alcohol

September 30, 2010

**A. General.** This section outlines state, municipal, and university provisions regarding the consumption of alcoholic beverages.

**B. Legal Provisions.** Under Idaho law it is illegal for any person under 21 years of age to purchase or attempt to purchase, or otherwise procure, possess, or consume beer, wine, or other alcoholic or intoxicating liquor. It is also illegal to sell, serve, give, or furnish beer, wine, or other alcoholic or intoxicating liquor to a person under the age of 21. Because the main university campus is within Moscow city limits, city beverage ordinances, which conform closely to state law, also apply on the campus and are enforced by the city police. *[ed. 9-10]*

**C. Regents Policy.** It is a violation of regents' policy for any member of the faculty, staff, or student body to jeopardize the academic operation or interests of the university through the use of alcohol or drugs. Sale or illegal possession or consumption of alcoholic beverages is prohibited on campus and in facilities owned, leased, or operated by the university. Alcoholic beverages may not be possessed or consumed under any circumstances in areas open to and most commonly used by the general public. These areas include, but are not limited to, lounges, student union buildings, recreation rooms, conference rooms, athletic facilities, and other public areas of university-owned buildings or grounds. Students who violate this policy are subject to sanctions established by the Student Code of Conduct [see **FSH 2300 VIII**]. Guests and visitors must observe these regulations while on campus or other the university property. Noncompliance may subject a person to sanctions imposed by the university as well as to the provisions of local and state law. *[ed. 9-10]*

**C-1. University Entertainment Guidelines.** The university recognizes the need for official entertainment. Expenses for official entertainment, community relations, or public relations may be reimbursed by the university only when such activities are directly related to the objectives and mission of the university. With proper approval, consumption of alcoholic beverages may be permitted in certain situations. Please see **APM 70.21** for proper procedures to follow for university entertainment reimbursement.

**D. University's Role.** The university does not condone or remain indifferent to any act or conduct that impairs the pursuit or dissemination of knowledge or that may be judged to have a deleterious effect upon the academic community. The university's primary role in dealing with matters involving the use or potential use of drugs or alcohol by its students is that of counseling. The investigatory, prosecuting, and disciplinary roles relating to illegal drug and alcohol use are the responsibility of law-enforcement authorities. *[ed. 9-10]*

**E. Kibbie-ASUI Activity Center.** The university seeks the cooperation of the faculty, staff, students, and the general public in observing the policy that disposable bottles, cans, and other hard containers are not to be brought into the Kibbie-ASUI Activity Center. Patrons carrying nondisposable or soft containers may expect that gatekeepers will ensure that alcohol rules are not violated. *[ed. 9-10]*

**F. Information.** For further information contact General Counsel (208) 885-6125 or Risk Management Office (208) 885-7177. *[ed. 9-10]*

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

# Administrative Procedures Manual

## 95.32 – Drug Free Workplace

September 30, 2010

**A. General.** Freedom to inquire and the respect that members of the university community afford each other as colleagues define the quality of life at the university. Maintaining this freedom and respect demands clarity of thought, a focus on excellence, and a commitment that instruction and research will not be threatened by the presence or use of controlled substances. To recognize this commitment and to enunciate a policy that delineates the process by which this community disciplines itself, the university's policy and program to maintain a drug-free workplace are set forth below. *[ed. 9-10]*

**B. Policy.** This section describes the university's policy with regard to the use of controlled substances at the university. *[ed. 9-10]*

**B-1. Drug Free Environment.** The university strives to maintain an environment conducive to inquiry and learning and free of controlled substances. *[ed. 9-10]*

**B-2. Federal and State Statutes.** The unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance (as defined in the federal Controlled Substances Act and 21 CFR 1300.11 through 1300.15 and in Title 37, Chapter 27, Idaho Code) is prohibited in or on all property owned or controlled by the university or at any location where the university's work is performed. *[ed. 9-10]*

**B-3. Campus Community.** This policy applies equally to administrators, faculty, staff, and students.

**B-4. Employee Disciplinary Sanctions.** Any university employee determined to have violated this policy will be subject to sanctions, up to and including termination of employment under procedures defined in FSH sections 3190, 3840, 3860, 3880, 3910, 3920 and 3930. These sections outline procedures for disciplinary actions and appeals for employees. *[ed. 9-10]*

**B-5. Work Environment.** No employee is to perform his or her work while under the influence of a controlled substance. An employee who violates this rule may be subject to mandatory evaluation and treatment for substance abuse as a condition of continuing employment as well as to disciplinary action described above. *[ed. 9-10]*

**B-6. Condition of Employment.** Compliance with university's drug-free workplace policy is a condition of employment for all employees. In addition, any employee working on a federal grant or contract who is convicted of a workplace violation of a criminal drug statute must notify the university through his or her supervisor or through Human Resource Services no later than five days after such conviction. The university, acting through the Office of Sponsored Programs, must subsequently notify the appropriate federal agency within 10 days of having received notice that any employee who is engaged in the performance of a grant or contract sponsored by that agency has been so convicted. *[ed. 9-10]*

**B-7. Applicable Drug Testing.** The university requires employees to undergo drug and alcohol testing where required, and to the extent required, by law. Information on testing requirements, procedures and positions affected may be obtained from the Employment Services unit of Human Resources, 885-3612, or email. *[ed. 9-10]*

**B-8. Student Sanctions.** Prohibitions regarding use of controlled substances by students are addressed by the Student Code of Conduct [FSH 2300]. *[rev. 9-10]*

**C. Additional Information.** Information on the health hazards associated with use of controlled substances, as well as assistance in recognizing and dealing with substance abuse problems generally--including abuse of alcohol--is available through services such as the Employee Assistance Program, the Counseling & Testing Center, the Student Health Service, the Latah County Office of the Idaho Department of Health and Welfare, and through private physicians. In addition, information on health effects of controlled substances will be published in the Annual Security and Fire Safety Report. *[rev. 9-10]*

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

AUGUST 15, 2013

## Alcohol Events – Timeline and Process

### 45 – 60 days before an event:

Under guidelines established by the Board of Regents, alcohol may be served at events held at the University of Idaho. For additional information, go to <http://www.boardofed.idaho.gov/policies/i/j.asp>.

Because of the higher risk of having alcohol at an event, the Regents have specific requirements for an alcohol event. Event schedulers are responsible for getting their alcohol event approved through Auxiliaries' Alcohol Permit process. Contact Kim Malm at Auxiliaries at (208) 885-5500 to start the Permit Application process, and then make sure to apply the Board guidelines to the event, including information about what type of alcohol will be served, required food service, number of attendees, etc. Additionally, determine whether your event is Sodexo or Non-Sodexo. This factor will make a difference in the amount of documentation required (see below).

SODEXO HAS EXCLUSIVE RIGHTS TO FOOD AND BEVERAGE SERVICE ON THE MOSCOW CAMPUS. If Sodexo will be your provider, we already have their information on file and the process is simplified.

IF YOU WILL BE USING A CATERER OTHER THAN SODEXO, Auxiliaries works with Risk Management. Risk will review and approve insurance and indemnification agreements collected from the sponsor, food service provider, and alcohol service provider.

### 30 days before an event:

Send your completed packet of documents to Auxiliaries. **It is the responsibility of the event scheduler to collect all of these documents** and follow up with Auxiliaries and Risk on the status of the insurance approvals and permit application. Your completed documents must include:

From	What <i>Auxiliaries will have Risk review items in bold type below ↓</i>	Notes
UI scheduler /Event planner	<input type="checkbox"/> Permit Application	
Sponsor	<input type="checkbox"/> Apply SBOE guidelines <input type="checkbox"/> Facility Use Agreement <input type="checkbox"/> <b>Insurance certificate(s)</b>	NOT NEEDED IF EVENT IS UI-SPONSORED
Alcohol Service Provider  <i><u>These documents not needed if Sodexo does the event</u></i>	<input type="checkbox"/> Apply SBOE guidelines <input type="checkbox"/> <b>Alcohol Provider Agreement</b> <input type="checkbox"/> <b>Insurance certificate(s)</b> <input type="checkbox"/> Liquor license <input type="checkbox"/> Add'l Insured Endorsement <input type="checkbox"/> Dec. page of Liquor Liability	CERTIFICATE MUST SHOW LIQUOR LIABILITY COVERAGE
Food Provider  <i><u>These documents not needed if Sodexo does the event</u></i>	<input type="checkbox"/> Apply SBOE guidelines <input type="checkbox"/> <b>Food Provider Agreement</b> <input type="checkbox"/> <b>Insurance certificate(s)</b>	CERTIFICATE MUST SHOW FOOD BORNE ILLNESS COVERAGE

We look forward to working with you on your event.

**University of Idaho  
Alcohol Permit Packet**

*This packet consists of three sections: General Information, Alcohol Permit Application and Alcohol Permit Guidelines.  
Please read all sections.*

***Return the signed Application and required attachments to:***

Auxiliary Services  
Wallace Residential Complex, Room 221  
Moscow, ID 83844-2014  
**Phone: 208-885-5500**  
**Fax 885-5904**

**GENERAL INFORMATION**

**Where can I get the application?**

Application packets are available through Auxiliary Services located at Wallace Complex, 1080 W. 6<sup>th</sup> St. Room 221, Moscow, ID. 83844.; by calling 208-885-5500, or by emailing Auxiliaries Services @ [auxiliaries@uidaho.edu](mailto:auxiliaries@uidaho.edu).

**Who may serve alcohol?**

- For events occurring on the University of Idaho Campus, hospitality and catering services are exclusively provided by Sodexo, our on campus food provider. Sodexo complies with the licensing, indemnity and insurance requirements stated in the application.
- *If your event is Non-Sodexo, additional documentation and information will be required.*
- All events serving alcohol also require the service of food and non-alcoholic beverages by an authorized and licensed provider.
- Events taking place outside a Public Building on Campus will require a Privatization letter. Auxiliary Services will draft the letter and General Counsel will approve.

**Who approves the application?**

The application will be reviewed by the Assistant Vice President of Auxiliary Services and approved by the President. **Alcohol at your event cannot take place without this Presidential approval, and must arrive at the President's office at least 2 weeks prior the event.**

**How much time should I allow for the approval process?**

A fully completed application form and all required documents (including all insurance certificates) must be delivered to Auxiliary Services **at least thirty (30) business days prior** to the event. We cannot consider incomplete applications or applications submitted less than 30 business days prior to the event.

**If I have questions, where can I get help?**

Questions are welcome.  
Call Auxiliary Services at (208) 885-5500.

PLANNING, POLICY AND GOVERNMENTAL AFFAIRS  
AUGUST 15, 2013



**DESCRIPTION**

Date Application Submitted \_\_\_\_\_ 30 working days required to process.

Name of event: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Total number of attendees: \_\_\_\_\_ Est. over age 21: \_\_\_\_\_ Est. under age 21: \_\_\_\_\_

Location of event: \_\_\_\_\_ Facility Scheduler: \_\_\_\_\_

Scheduler email: \_\_\_\_\_ Scheduler Phone: \_\_\_\_\_

**SPONSOR**

Legal name of sponsoring organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Person's Title: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Campus Zip \_\_\_\_\_

**Sponsor Checklist: Authorized representative taking responsibility and attending event must initial sponsor boxes and sign the application.**

Yes	This is a University of Idaho sponsored event	
No*	This is not a University of Idaho sponsored event - <i>Attach a copy of insurance certificate required for facility use agreement.</i>	
Initial here	I have made contact with catering office.	
Initial here	I have read application packet and agrees to abide by all terms, including Permit Guidelines.	
Initial here	Liquor Service Provider will perform age identification to ensure that no one under the legal drinking age is supplied with alcoholic beverages. When required, wristbands are the responsibility of the Liquor Provider and are used for those over 21.	
Hosted	No-Host	Choose beverage service format.
Beer	Wine	Choose types of alcoholic beverages to be served in addition required to non-alcoholic beverages.

**LIQUOR SERVICE PROVIDER / FOOD SERVICE PROVIDER (Reserves the right to refuse service in cases where safety, welfare and well-being are compromised.)**

Legal name of liquor service provider: SODEXO DBA: University Dining Services  
Contact Person: Valerie Addis Contact Person's Title: Catering Manager  
Email: valerie.scott@sodexo.com Phone: (208) 885-7410 Fax To: (208) 885-5904

**Description of food service and NON-alcoholic beverages:**

**Describe Age Identification Procedures:**

**FOR SPONSOR:**

**FOR UNIVERSITY OF IDAHO:**

Sponsor Signature

Patrick Clelland, General Manager Dining Services

Print name

Tyrone Brooks, AVP of Auxiliaries

Date

## ALCOHOL PERMIT APPLICATION

Post the approved Alcohol Permit, any required local catering permits, and liquor licenses in a conspicuous space during event.

University of Idaho guidelines are for the convenience of applicants and are issued as a matter of information only. The Board of Regents of the University of Idaho/State Board of Education (Board) policy and rules, and University of Idaho policy (where more restrictive) govern alcohol consumption and are subject to change as required by either entity. The Guidelines may be superseded at any time by Board and UI policy and rules.

- The minimum drinking age in the State of Idaho is 21 years of age.
- Board rules prohibit the possession or consumption of alcoholic beverages by individuals who are under the age of 21, and restrict the consumption of alcohol by individuals over the age of 21. No one may possess or consume alcohol in areas open to and most commonly used by the general public. (For information about consumption of alcohol in University Residences, ONLY by individuals who are 21 years of age or older, see UI Residence Hall Handbook. <http://www.students.uidaho.edu/default.aspx?pid=35195>)
- Board and UI policy and rules apply to both UI and non-UI groups using institutional facilities.
- Board policy permits the University of Idaho President to waive the prohibition against alcohol and provide for alcohol service for specific events. Such waivers must be granted through the President and permit and must be in accordance with Board and University rules, policies and guidelines.
- The President has delegated the authority to collect applications for Alcohol Permits to the Assistant Vice President of Auxiliary Services. The President retains the authority to approve or deny an alcohol permit.
- An Alcohol Permit only will be granted for a specifically designated event (Permitted Event). A Permitted Event will:
  - Provide food and readily available non-alcoholic beverages when serving alcoholic beverages.
  - Require the use of a liquor service provider who maintains appropriate permits and a valid liquor license, and who can provide the required insurance documents. On the Moscow campus, the University requires the use of Sodexho.
  - Occur pursuant to an Alcohol Permit Agreement signed by the sponsoring entity, the caterer/ liquor service provider.
  - Occur in a controlled area for a single contiguous time period.
  - Be consistent with the proper image and mission of the institution.
  - Be for a purpose other than consuming alcohol and food.
  - Require paid admission, a fee, or a written personal invitation. Strictly enforced stop times to allow for orderly and moderate consumption prior to the end of the event.
  - Post in a conspicuous space the Alcohol Permit, any required local catering permits, and liquor licenses.
  - A completed application must be received by the Assistant Vice President of Auxiliary Services at least thirty (30) business days before the event, and must be made on the appropriate application form. The application must be accompanied by all attachments and insurance certificate approval information, if required.
- Application must be made by the sponsor(s) of the event, who must comply with all applicable state and local laws regarding alcohol consumption.
- Alcohol may not be sold or consumed at an event unless or until the event receives an Alcohol Permit from the University of Idaho. It is the responsibility of the applicant to confirm receipt of the Alcohol Permit.
- Underage drinking and/or the serving of alcohol to visibly intoxicated persons are prohibited.
- If the event area is fully enclosed, and access to the event is controlled by written invitation or exclusive registration and consumption is restricted to persons 21 or older through the use of wrist bands (when required), alcohol may be consumed throughout the area.
- If the event is open to the general public of all ages through purchase of a ticket:
  - A confined and defined area for alcohol consumption must be cordoned off and clearly marked.
  - Sufficient space outside the cordoned area must accommodate attendees who do not wish to be present where alcoholic beverages are being consumed.
  - Entrance into and exit from the cordoned off area shall be controlled.
  - No alcoholic beverages may be brought into or out of the cordoned off area.
  - It is the responsibility of the SPONSOR to arrange for wrist banding and controlled access to the area -- arrange payment and contract this service through Sodexho.

**Residence Hall Handbook  
Academic Year 2013-2014**

**Table of Contents**

[Welcome To the University of Idaho](#)

[Important Dates to Remember](#)

[Highlights of Terms of the Agreement](#)

[Periods of Residence](#)

[Check-in Procedures, Room Modifications and Room Condition](#)

[Residence Life Staff and the Residence Hall Association](#)

[University Housing Climate and Safety](#)

[Amenities and Services](#)

[UI Residential Data Connections Privilege Agreement](#)

[University Housing Procedures](#)

[University Housing Policies](#)

[Index](#)

University Housing  
University of Idaho  
P.O. Box 442010  
Moscow, ID 83844-2010  
208-885-6571  
1-800-681-9361  
*www.uidaho.edu/housing*  
*housing@uidaho.edu*  
2013-2014 Academic Year

but are not limited to:

- Warning – a verbal or written notice indicating that the actions or behaviors of the student are not acceptable.
- Educational sanctions – provide an opportunity for the student to change his/her behavior and increase understanding of how his/her actions affect the community or other individuals.
- Community service – a specified amount of hours to be determined by the judicial officer in restitution to the community.
- Probation – a documented statement that the student's status in University Housing is seriously jeopardized.
- Relocation to another residence hall community – moving the resident from his/her assigned room into another residence hall floor or building. The student's access is often restricted from the previous community.
- Restitution – the resident is required to make payment to the University or to other persons, or groups for damages which he/she is responsible.
- Fines – charges levied against the student account (not to exceed \$200)
- Termination of the agreement – an administrative action taken by University Housing to remove a student from the residence hall. Such action does not absolve the student of their financial obligation.

#### RESIDENCE HALL POLICIES

Where applicable, policies are in effect for all students, those who live in campus housing, as well as those who live off campus. The following is a list of prohibited conduct:

RH policies

**1) Active Sports.** Participating in active sports in areas that are not designated for that purpose.

- 2) Alcohol (displaying, having, etc.).** Possession or use of alcoholic beverages by any student under the age of 21 or in areas where alcohol is not allowed is not permitted. The following are also not permitted:
- a.** Possession of alcohol in common area spaces including kitchens, lounges, hallways, elevators, restrooms, student rooms with an open door, etc.;
  - b.** Providing alcohol to anyone under the age of 21;
  - c.** Public intoxication;
  - d.** Possession of common containers (i.e: kegs, or containers larger than 1 gallon);
  - e.** Possession of more than one open container per individual of legal drinking age;
  - f.** Open containers of alcohol in the presence of guests that are under 21;
  - g.** Residents that are under 21 years of age whose guests are 21 or over, may not possess alcohol;
  - h.** Activities or items that promote an atmosphere of irresponsible consumption including shot glasses, beer bong, beer pong, etc.
  - i.** Individuals under the age of 21, and those on substance free floors, may not possess

or display alcoholic beverage containers regardless of their contents.

- 3) Appliances.** Possessing items used to cook food or to create heat that do not have an automatic shut off. Possessing items with exposed heated coils/elements or halogen bulbs. Specifically, the following items are prohibited in students rooms/suites:
- |                     |  |
|---------------------|--|
| a. Waffle Iron      | j. Electric Kettle                       |
| b. Electric Grill   | k. Deep Fryer                            |
| c. Slow Cooker      | l. Rice Cooker                           |
| d. Crock Pot        | m. Hot Plate                             |
| e. Toaster          | n. Portable Heaters (unless authorized)  |
| f. Toaster Oven     | o. Sunlamps                              |
| g. Convection Oven  | p. Microwaves over 800 watts             |
| h. Coffee Pot       | q. Refrigerators exceeding 4.6 cubic ft, |
| i. Espresso Machine | 115 volts, or 100 watts                  |
- 4) Bed Guidelines.** Not complying with guidelines for university beds, including but not limited to:
- a. Usage of cinder blocks;
  - b. Attaching lofts to walls, floor, or ceiling;
  - c. Not coated with fire retardant;
  - d. Waterbeds .
- 5) Bicycles.** Bicycles not stored in approved locations, not registered with the City of Moscow, or not secured with a locking device are prohibited. Bicycles not removed after spring semester will be considered abandoned property. Additionally:
- a. Bicycles or bicycle parts are not permitted in the Living Learning Community buildings;
  - b. Bicycles are not to be chained or locked to handrails, benches, or buildings;
  - c. Bicycles are not to be ridden in buildings.
- 6) Community kitchens.**
- a. Unattended appliances or food;
  - b. Failure to appropriately clean up kitchen or cooking supplies;
  - c. Extended storage of food in community refrigerators.
- 7) Computer Usage.** Failure to comply with University of Idaho Computer Use Policy, including:
- a. Utilizing voice, video and data networks for purposes that are not educational, academic, or research purposes of the University;
  - b. Failure to install and regularly maintain a virus scanner on personal computer(s);
  - c. Utilizing software or hardware designed to disrupt the security of the campus network or any devices attached to the network or engaging in any activities designed to interrupt or intercept the network traffic of other users.
  - d. Utilizing routers or wireless access points with the network port within the residence hall;
  - e. Utilizing UI resources to support personal business interests, selling or providing

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

access to the UI networks to outside concerns;

- f. Utilizing network connections to engage in software piracy or copyright infringement including any type of shared file service or server that allows access to personal computers by anyone other than the owner.

**8) Disruptive Behavior.** Behavior that a reasonable person would view as substantially or repeatedly interfering with the community, University Housing staff, or other University officials.

- a. Failure to comply with reasonable requests made by University Housing staff or other University officials;
- b. Activities in hallways and other indoor areas that could cause damage to persons or property including sports in the halls, skateboarding, etc.;
- c. Interference, disturbance, or obstruction of any other student or staff member by means of noise, abusive language or other nuisance;
- d. Failure to provide identification when requested by a University Housing staff member;
- e. Engaging in lewd, obscene, indecent behavior or any conduct that is offensive to accepted standards of decency such as public nudity or public urination.

**9) Doors/Egress/Entrance**

- a. Propping open exterior building doors, fire doors, and hallway doors;
- b. Obstructing the safe and efficient egress or entrance to rooms, hallways, or common spaces in any way;
- c. Modifications or alterations of any type to windows, ledges, or doors including removal of stops and screens;
- d. Items thrown from the window, hanging out the window, or otherwise breaking the pane of the window;
- e. Accessing the canopy, roof, access panels, gutters, window ledges, or other exterior elements of any building.

**10) Electrical cords**

**11) Elevators.** Inappropriate behavior in the elevator which includes, but is not limited to:

- a. Forcing doors open
- b. Pushing emergency button
- c. Pushing buttons for floors other than destination
- d. Jumping or horseplay
- e. Loitering
- b. Any live trees in community spaces must have approval from Professional Housing staff;
- c. Open flame items (even if not lit) including: candles, incense, punks, lanterns, etc. ;
- d. Flammable liquids, gases, oil, etc.;
- e. No motor vehicle of any type, or associated parts for maintenance, repair, or storage;

**12) Fire Safety.** Tampering with, altering, damaging, disabling, or inappropriately utilizing any fire safety equipment or creating such condition that could create a potential fire hazard. Including false fire alarms and failure to evacuate during a fire alarm. Specifically, the following are prohibited:

- a. Live trees, wreaths, or garlands in student spaces;

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

- f. Student construction, made of wood, not coated with two coats of fire retardant paint;
- g. Cords placed under carpets or doors.

**13) Firearms, fireworks and explosives.** Possessing, using, or storing firearms, explosives, other weapons, projectile or explosive devices, or explosive substances within Residence Hall premises. Firearms are defined as any instrument that can be used in the propulsion of shot, shell, or bullets, or other harmful objects by the action of gunpowder exploded within it, by the action of compressed air within it, by the power of springs and including, but not limited to, what are commonly known as air rifles, BB guns, and pellet guns.

- a. Possession of firearms in area other than those specified by University Housing.
- b. Unauthorized use or possession of dangerous projectile or explosive devices, including but not limited to sling shots, crossbows, catapults, and devices which causes dangerous chemical reactions.

**14) Furniture.** University furnishings shall not be removed from student rooms or lounge spaces.

- a. Students may not bring or utilize mattresses except those provided by University Housing;
- b. Furniture, other than that provided or authorized by University Housing, is prohibited in lounge spaces.

**15) Guest Responsibility.** Any individual that is not a resident student of the specific room, hall, or building must be invited to the community and must be escorted by host at all times. The host will be responsible for guest's behavior. The following are also violations:

- a. Hosting a guest without permission from the resident's roommate prior to guest's arrival;
- b. Guests staying more than three nights in a row or seven nights per semester;
- c. Having a number of guests that exceeds the fire capacity for a room/suite.

**16) Key Responsibility.** Failure to maintain

possession of their room key, mail key, and student ID card. Loaning or giving a key or student ID card to another person or using a key or student ID to admit an unescorted, non-resident. Inappropriately utilizing keys or other means to access spaces to which a student is not expressly permitted entrance.

**17) Odors.** Having odors that originate from inside a student room that are detectable outside the room including: marijuana, alcohol, excessive fragrances, garbage, hygiene, or other odors.

**18) Posting materials.**

- a. Community Postings
  - i. Not posted in University Housing approved posting location;
  - ii. Failure to have posting approved by University Housing;
  - iii. Failure to clearly display name of University-related sponsor on posting

- b. Individual Room Postings
  - i. Items viewable from the outside of a room must not be offensive, lewd, or contain alcohol/drug references or imagery;
  - ii. Combustible items utilized as ceiling or wall coverings;
  - iii. Placing items capable of burning (such as, but not limited to: cloth, paper, wood, canvas, nylon, posters, pictures, wreaths, etc.) on more than 25 percent of walls within student spaces;
  - iv. Covering more than 50 percent of room door;
  - v. Covering room number to where it is not visible.
  - vi. Flammable

**19) Quiet hours.** Unreasonable noise is any sound, human or otherwise, which is disturbing to others. Not adhering to minimum mandatory quiet hours in or around residence halls is a violation. Standard quiet hours are 11 p.m. to 7 a.m. Sunday through Thursday and midnight to 7 a.m. on Friday and Saturday.

- a. Not adhering to quiet hours in areas and at

## **Apartment Handbook**

### **Academic Year 2012-2013**

#### **Mission Statement**

University Housing supports academic and personal success through high quality service in safe and diverse living communities.

#### **Introduction**

The University of Idaho welcomes you to your new residence. It is our sincere hope that your stay in our apartments will be pleasant and comfortable. We hope this will be a positive experience for you while you are attending the university.

The regulations contained in this apartment handbook ("Handbook") are designed to provide a safe and healthy environment for all residents. The information in this Handbook is intended to advise you of the terms and conditions associated with the Apartment License Agreement ("License Agreement"), to inform you of University Housing procedures, and to acquaint you with staff, facilities, and services available to you. The Handbook contains guidelines, regulations, and policies which are all incorporated into your License Agreement as a part of the terms and conditions of occupancy. Before you move into your apartment, you will be required to sign a License Agreement, in which you agree that you accept and are bound by the terms and conditions contained in this Handbook, the Student Code of Conduct, the Apartment Rate Schedule, the UI Residential Data Connection Privilege Agreement, and the Fire Safety Regulations, each of which is available on the University Housing website. It is your responsibility to familiarize yourself with the guidelines, regulations and policies so that you know and understand the expectations placed on you as a resident.

#### **Human Dignity and Community Statements**

The University of Idaho and the University Housing office recognizes the unique opportunity we have, in the apartment setting, to learn about each other outside of the classroom. Because of this, we have developed two statements to clarify for all residents the beliefs held by of our department. These statements form the foundation of our residential communities.

##### **Human Dignity**

The University of Idaho is a place where human dignity must be respected. As members of the university community, we stand against actions that demonstrate insensitivity, intolerance or prejudice towards others because of their race, gender, sexual orientation, gender expression/identity, age, disability, religious belief, or national origin. Each person deserves to be treated with dignity, and we must all do our part through the respect we accord others.

AC10a: Toys, children's vehicles, boxes, newspapers, barbeques, plants, bicycles, etc. must not be left on stairwells.

AC10b: Motorized vehicles, such as motorcycles, scooters, and mopeds may not be parked on stairwells, patios or next to the building at any time.

## **Apartment Housing Policies**

### **Abandoned Personal Property**

Any personal property left in the apartment or on the premises by students who vacate or abandon an apartment will be inventoried and held for 10 days and then deemed abandoned, and the university may immediately dispose of the property without compensation and charge the student for labor involved in removing any trash or property. The University may sell or otherwise dispose of such property in any manner without liability.

### **Alcohol**

The University of Idaho's policy on alcohol follows all state, federal and local laws. Open containers of alcohol are prohibited in all public areas such as parking lots, common hallways, playgrounds, parks and the Community Center.

AC11a: Open containers holding alcohol are also not allowed outside of the apartment on the balconies of Elmwood or either entrance of South Hill Vista and South Hill.

AC11b: Underage possession or consumption of alcohol is an illegal act and will be handled by the proper authorities. Any violation of this policy may result in disciplinary action. This action may include, but is not limited to, removal from the Apartment Community and/or a referral to the Dean of Students for judicial action. Moscow police may also be contacted.

### **Appearance of the Outside of the Residence**

Residents are expected to keep the front and rear of their apartment tidy. Anything seeming to create a hazard or unsightly appearance will be addressed by the Apartment Community Assistant staff, including but not limited to, clotheslines, bicycles, garbage, children's toys and storage of barbecues. The University Residence office will work with you in discussing these issues. Old washer, dryers, dishwashers or other large appliances that young children can get caught in, must be hauled off by the resident. If University Housing has to remove the appliance, the student will be charged.

### **Barbecues**

AC12a: Use and storage of gas, electric or briquette barbecues must take place a reasonable distance from buildings.

AC12b: Elmwood residents are not permitted to have barbecues.

AC12c: Barbecues cannot be stored on the walkways or chained to the building. Barbecues not stored properly will be considered abandoned and may be removed.

AC12d: Ash and briquettes must be disposed of properly and only when fully extinguished

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**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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**SUBJECT**

Idaho Bureau of Educational Services for the Deaf and the Blind - Progress Report

**BACKGROUND/DISCUSSION**

The Idaho Bureau of Educational Services for the Deaf and the Blind (IBESDB) formally known as the Idaho School for the Deaf and Blind was moved out from under the Boards Governance in 2009. The Board maintains rule making authority for educational services for students who are deaf or hard of hearing and/or blind or visually impaired, as well as property rights for the School for the Deaf and Blind.

Brian Darcy, Administrator for Idaho Bureau of Educational Services for the Deaf and the Blind will give the Board an update on IBESDB's current activities and progress.

**ATTACHMENT**

Attachment 1 – PowerPoint Presentation

Page 3

**BOARD ACTION**

This item is for informational purposes only. Any action will be at the Board's discretion.

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# Idaho Educational Services for the Deaf and the Blind



# Idaho Educational Services for the Deaf and the Blind (IESDB)

## IESDB Board Members



Teresa Fritsch



Steven Snow



Jennifer Hirai



Tom Luna  
Supt. of  
Public Instruction



Jeff Faulkner  
**PPGA**



Ramona Lee

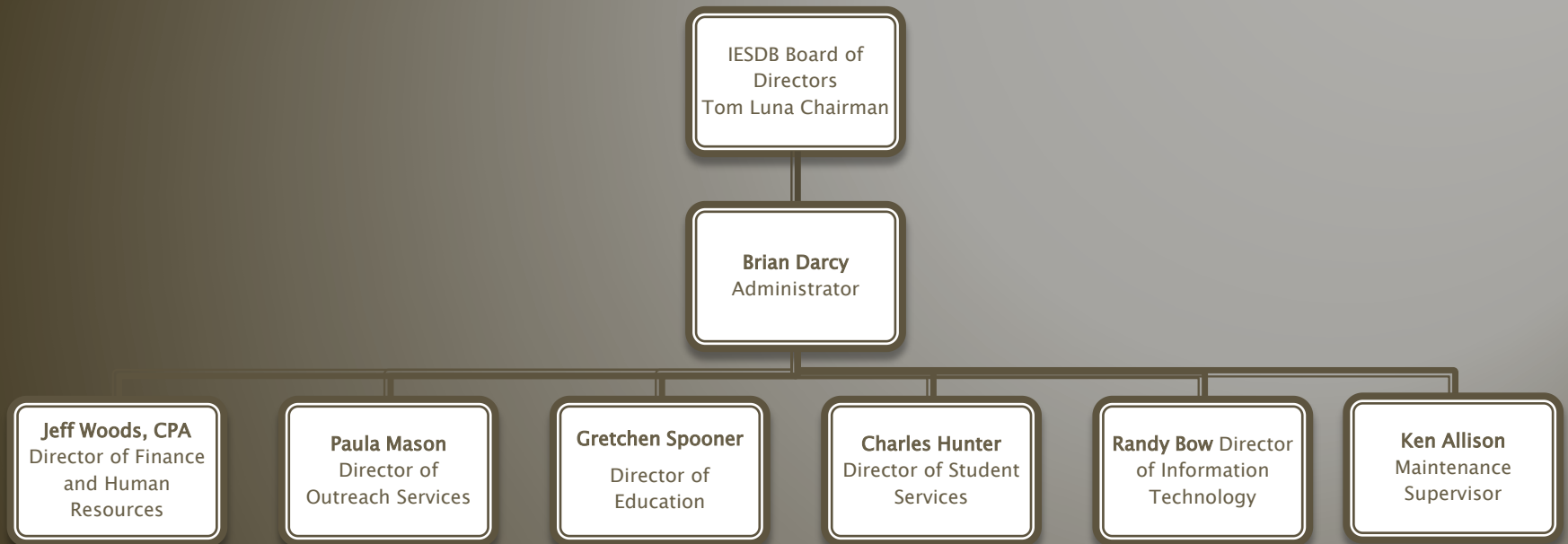


Michael Graham



Mark Falconer

# Organizational Chart



# Continuum of Services

33-3403 –“The goal of the Idaho bureau of educational services for the deaf and the blind is to assist school districts and state agencies in providing accessibility, quality and equity to students in the state with sensory impairments through a **continuum** of service and placement options.”



# Outreach

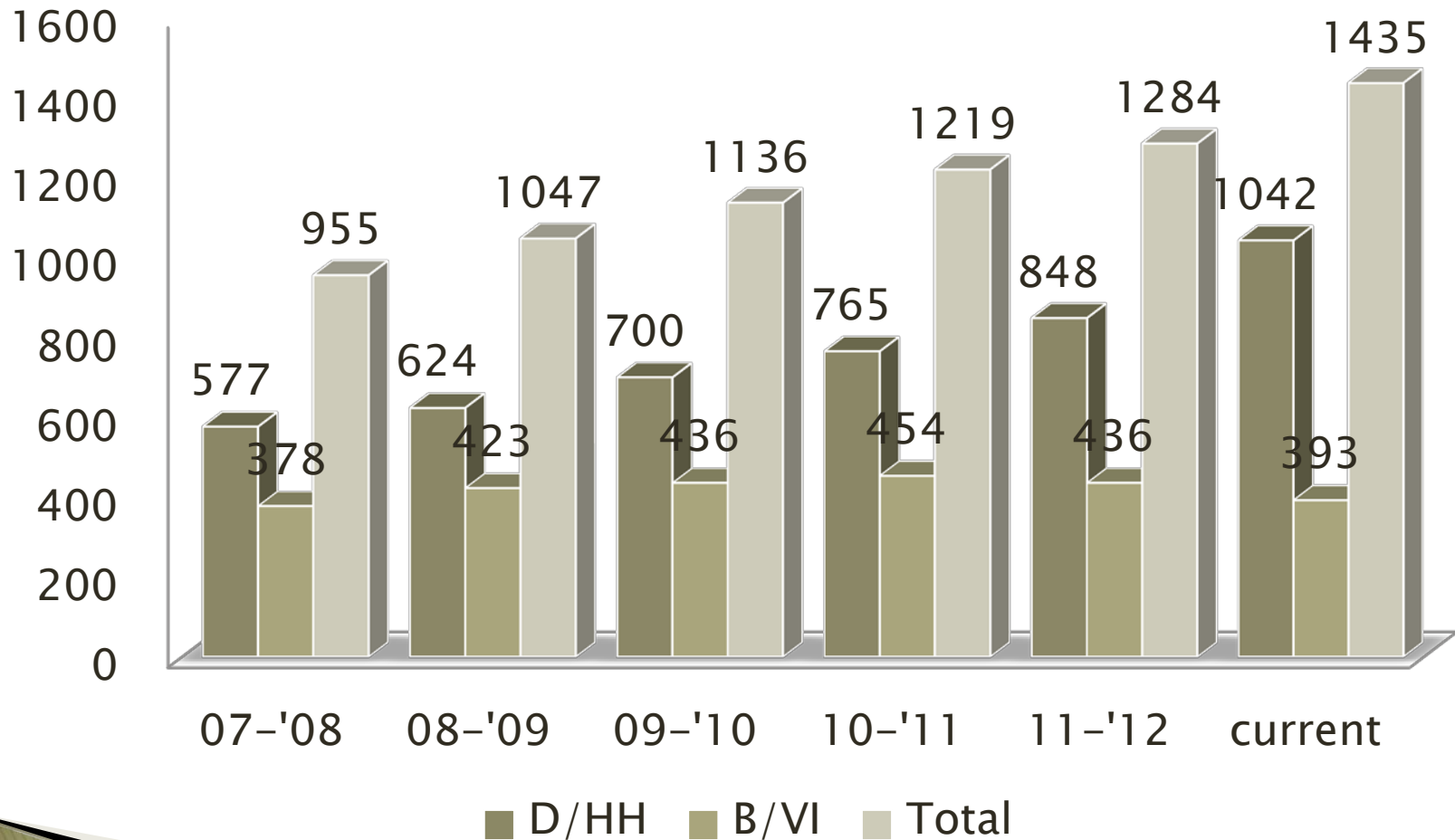


# OUTREACH Educational Specialists

- ▶ In Home education to parents and children of Birth to three year old
  - Education – direct instruction to Parent, Child, and Siblings
  - Counseling
  - Service Coordination – Partners with Infant Toddler (H&W)
  - Participate on coaching teams
  - Teach Parent Sign Language or Braille Class
  - Transition planning/meeting – to school age students
- ▶ Support to all School Districts across the state
  - Consultation – New academic year or newly identified student
  - Assistive Technology identification and loan
  - Media coordination
  - Direct instruction – Braille, Mobility, Sign Language, etc.
  - Attend IEP (Individual Education Meetings) or 504 meetings
  - Travel Time (to and from varying schools – multiple school districts – multiple towns)
  - Translation of Math to Nemeth Code (Braille Math)
  - Transition planning – to work
  - Service Coordination – Partners with ICBVI, and IDVR
  - Educational Interpreter training and monitoring (per 33-1301)

# OUTREACH

# Outreach





# Innovative learning

# Media/Library Services

From 2012– present, 55,779 Braille pages were produced by scanning, decrypting, and translating from text books and sent throughout the state.

**Library**

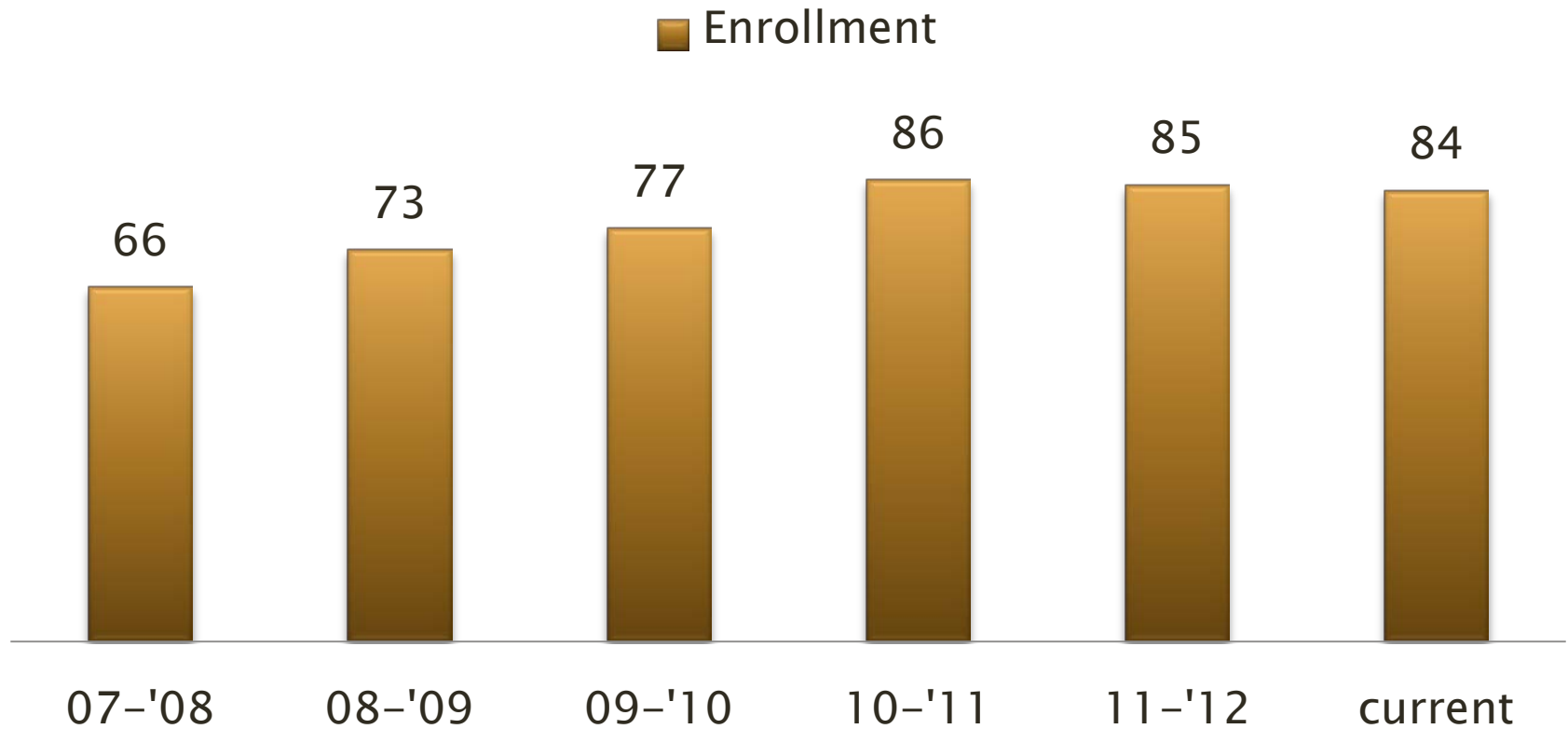




Campus

# Campus

## Number of Students Enrolled



# NOT a “one size fits all” education





Education is about Experiences

# ...and conquering challenges



# ... in and out of the classroom



AUGUST 15, 2013

# Bottom Line: We are all Pulling Together

## Partnerships

- State Department of Education
- Vocational Rehabilitation
- Commission for the Blind Visually Impaired
- Council for the Deaf/Hard of Hearing
- Health and Welfare – Infant Toddler
- Department of Labor
- State Board of Education
- Local School Districts



~ Thank you ~



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**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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**IDAHO EPSCOR**

**SUBJECT**

Experimental Program to Stimulate Competitive Research (EPSCoR) Annual Summary Report

**REFERENCE**

June 17, 2010	EPSCoR provided annual report to the Board
August 11, 2011	EPSCoR provided annual report to the Board
August 16, 2012	EPSCoR provided annual report to the Board

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section III.W. Higher Education Research

**BACKGROUND/DISCUSSION**

The Experimental Program to Stimulate Competitive Research (EPSCoR) is a federal-state partnership designed to enhance the science and engineering research, education, and technology capabilities of states that traditionally have received smaller amounts of federal research and development funds. Through EPSCoR, participating states are building a high-quality, academic research base that is serving as a backbone of a scientific and technological enterprise.

Idaho EPSCoR is currently led by a state committee composed of 16 members with diverse professional backgrounds from both the public and private sectors and from all regions in the state. The Idaho EPSCoR committee oversees the implementation of the EPSCoR program and ensures program goals and objectives are met. The Idaho EPSCoR office and the Idaho EPSCoR Project Director are located at the University of Idaho. Partner institutions are Boise State University and Idaho State University.

Consistent with Board Policy III.W.2. d., EPSCoR has prepared an annual report regarding current EPSCoR activities that details all projects by federal agency source, including reports of project progress from associated external Project Advisory Board (PAB).

**ATTACHMENTS**

Attachment 1 – Annual Report

Page 3

**STAFF COMMENTS AND RECOMMENDATIONS**

The current Idaho NSF-EPSCoR award is a five (5) year, \$15M award focusing on water resources in a changing climate. The current award will expire August 31, 2013. Idaho EPSCoR had applied for, and has recently been awarded a new NSF-EPSCoR award for \$20M over five (5) years.

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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**BOARD ACTION**

This item is for informational purposes only. Any action will be at the Board's discretion.



## Idaho NSF EPSCoR Research Infrastructure Improvement (RII): *Annual Report (Sept. 2012 – Aug. 2013)*

Peter Goodwin, Project Director

Rick Schumaker, Assistant Project Director

Idaho State Board of Education

Pocatello, Idaho

August 15, 2013



# Annual Report

[www.uidaho.edu/epscor](http://www.uidaho.edu/epscor)

- ✓ Idaho EPSCoR Overview
- ✓ Accomplishments
- ✓ New EPSCoR RII Awards
- ✓ Concluding Remarks



## “ONEIdaho” Philosophy

- ✓ EPSCoR is about transformative research. It is not about playing ‘catch-up’ – but about leading and forging niche areas consistent with S&T plans
- ✓ EPSCoR is about building community – “ONEIdaho”
  - research community
  - education community
  - integrating research and education
  - engaging our full intellectual capacity
- ✓ Communication – at all levels
  - Social media; web pages
  - Newsletter
  - Conferences
    - Annual Meeting
    - Pacific Northwest Climate Science



## NSF EPSCoR RII Projects

### ✓ Track 1: Academic Research Capacity

- *Water Resources in a Changing Climate (2008-2013); \$15 M*
- ***Managing Idaho's Landscapes for Ecosystem Services (MILES); June 2013 – 2018) \$20 M plus required 20% match.***

### ✓ Track 2: Cyberinfrastructure

- *Western Consortium of Idaho, Nevada, and New Mexico (Sept 2009-2013) \$2 M to Idaho*
- ***Western Consortium for Watershed Analysis, Visualization, and Exploration (WC-WAVE) (2013-2016) \$2M to Idaho***

### ✓ C2: Intra- and Inter-Campus Connectivity

- *Sept. 2010 – Aug. 2013; \$1.2 M*



## Track 1 EPSCoR Investments

- ✓ Research Infrastructure
  - Hydroclimatology
  - Ecological Change
  - Economics and Policy
- ✓ Cyber-infrastructure
- ✓ Education and Outreach
- ✓ Diversity
- ✓ Stewardship



## Track 1 EPSCoR Investments

### Intellectual Capacity

- ✓ Develop research infrastructure by investing in people
- ✓ 10 new tenure-track faculty
  - Hiring completed
  - Fill key research niches
  - Integrate across disciplines
  - 6 female faculty
- ✓ Leveraged additional positions
  - Dr. Donna Delparte

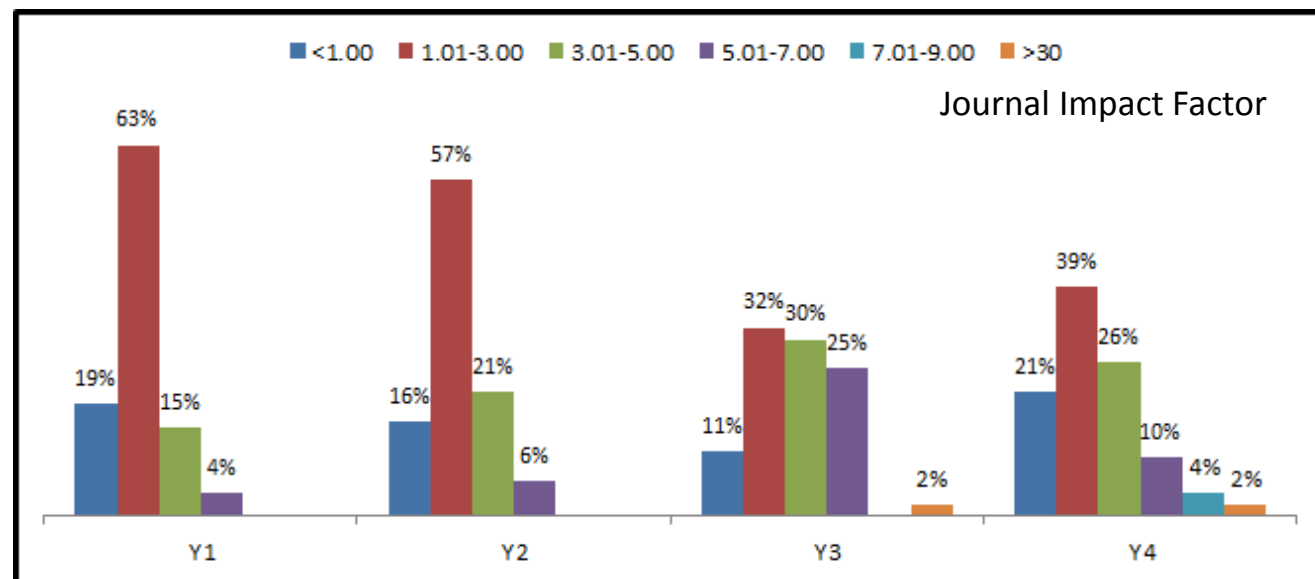


## Research Competitiveness

Metric	Yr 4 (#)	Yr 4 (\$)	Total (#)	Total (\$)
Proposals	60	\$22.0 M	330	\$207 M
<b>Grants/Awards</b>	<b>32</b>	<b>\$4.0 M</b>	<b>190</b>	<b>\$65 M</b>
Pending	19	\$14.5 M	--	--
Publications	73	--	335	--

Impact of  
Idaho research  
publications is  
increasing!

Percent total publications



## 2012/13 Highlights

### Research Competitiveness

- ✓ Idaho hosted the PNW Climate Science Conference in Boise, Idaho (October 1-2, 2012)
- ✓ Successful External Project Advisory Board Review (Oct. 2011) and External Evaluation
- ✓ Increasing research productivity and success
  - \$4M NSF Critical Zone Observatory\*
- ✓ Statewide Cyberinfrastructure Strategic Plan and CI Advisory Council
- ✓ Increased collaboration with Idaho colleges
- ✓ Two new NSF EPSCoR RII awards totaling \$22M
- ✓ Contributions to STEM Pipeline and Diversity

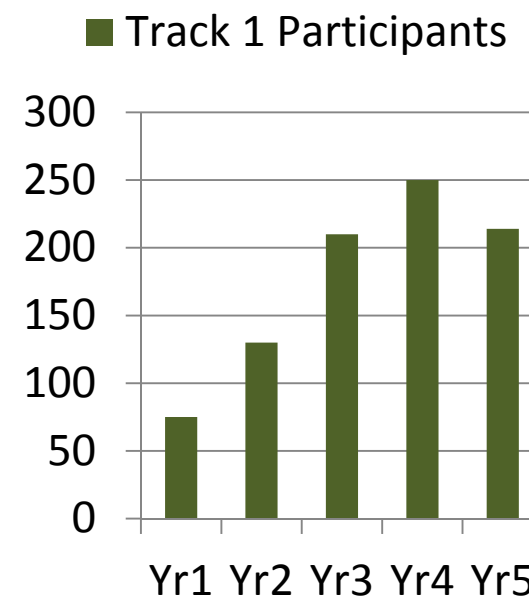


## Broad Participation in Year 5

2011/2012	Number
Faculty	38
Tech Support Staff	12
Postdocs	10
Grad Students	47
Undergrads	60
Other University students	496
K-12 Teachers	150
K-12 Students	2,022



University-level  
Underrepresented  
Minority  
Participation: 9%



# Outreach and Diversity Strategy

## Diversity, Outreach, and Communication

Idaho EPSCoR  
& Collaborators  
(I-STEM/INL/ISDE)



## Track 2 RII: Tri-State Consortium – WC Wave



*Western Consortium of Idaho, Nevada, and New Mexico*

- ✓ Watershed Science
- ✓ Visualization and Data
- ✓ Workforce Development and Education

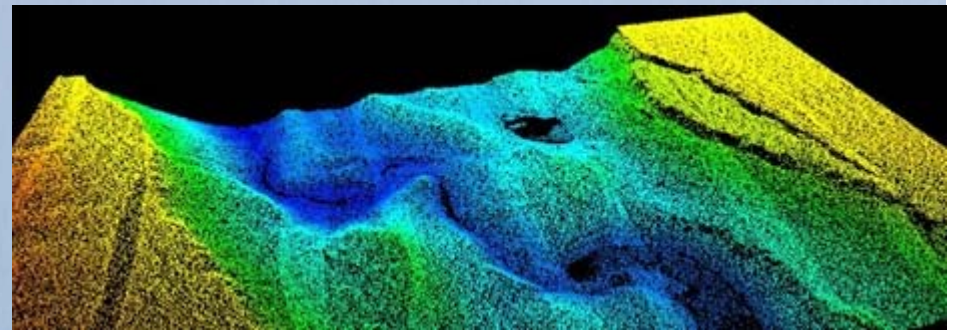


## NSF EPSCoR RII - MILES

### Research and Cyber- Infrastructure

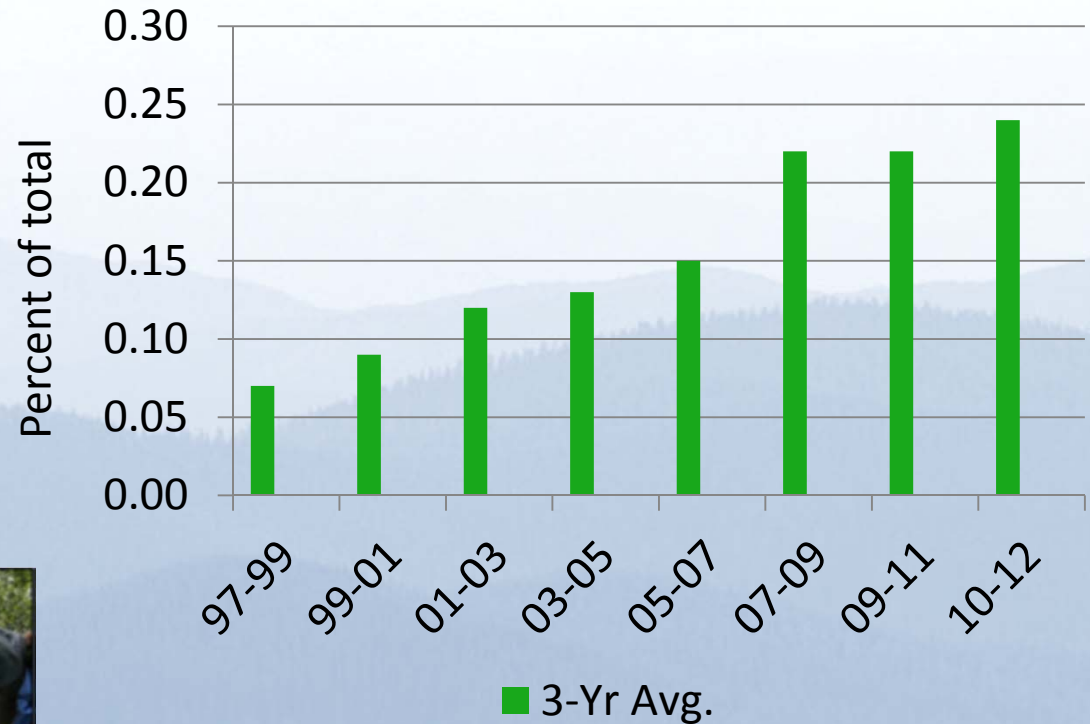
- ✓ 11 New Faculty Positions
- ✓ MURI – Undergraduate Research
- ✓ Cyberinfrastructure
- ✓ Integrated Statewide Social-Ecological Research
- ✓ Modeling and Visualization
- ✓ Diversity contributions to State STEM Roadmap
- ✓ Stakeholder Engagement

### ***Research Infrastructure Improvement (RII)***



## Idaho's Increasing Share of NSF Funding

➤ Idaho is becoming more nationally research competitive as evidenced by the % of competitive dollars not funded by NSF EPSCoR



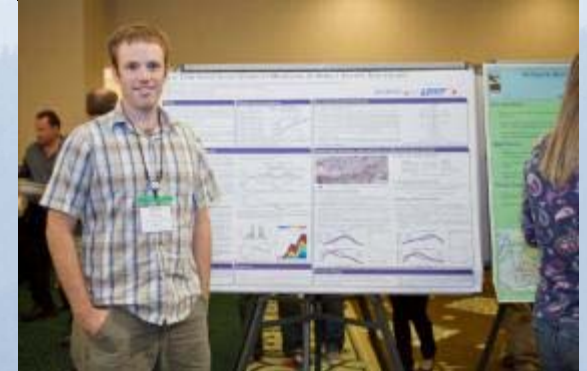
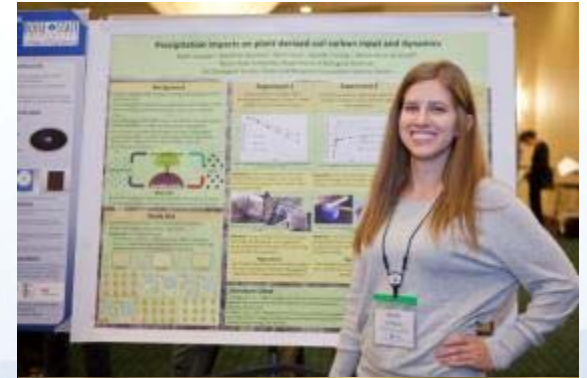
➤ The Share of Total NSF Research Funding won by Idaho Continues to Increase



## State and National EPSCoR Meetings

### National NSF EPSCoR Conference

- ✓ Idaho Annual Meeting
  - October 7-9, 2013
  - McCall, Idaho
- ✓ 23<sup>rd</sup> National NSF EPSCoR Conference
  - November 4-7, 2013
  - Nashville, TN
  - [www.nsfepscor2013.org](http://www.nsfepscor2013.org)



**SUBJECT**

Proposed Rule – IDAPA 08.02.03.113, Rewards

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho Administrative code, IDAPA 08.02.03 – Section 113

**BACKGROUND/DISCUSSION**

Since 2007, the Board has recognized Idaho K-12 schools who meet very rigorous requirements as part of their performance on the Idaho Standards Achievement Test (ISAT). IDAPA 08.02.03, subsection 113 outlined the requirements for the Distinguished Schools and the Additional Yearly Growth awards. The Distinguished Schools Award was given to schools who meet the following criteria:

- Must make AYP two consecutive years
- Based on grade level test
  - Reduce gap between group or subgroups
  - Subgroups must have at least 34 or greater student populations
- Top 5% of this group of schools that have reduced the gap(s) in their school

The Additional Yearly Growth Award was given to schools who meet the following criteria:

- Must make AYP two consecutive years
- Based on grade level test:
  - Show an increase in at least one group or subgroup- Ethnicity or Special Programs (Special Ed, LEP, Free or Reduced Lunch)
  - Groups/Subgroups must have at least 34 or greater student populations.

The proposed changes would limit the awards to a single category and align the requirements for the awards with the five star rating system. The award schools would be ranked on the following criteria:

- a. The school must have received a five star rating
- b. Be within the top 5% of schools based on overall proficiency
- c. Be within the top 10% of schools based on the gap between highest and lowest achievement subgroup as outlined in subsection 112.04.d.
- d. Be within the top 10% of schools based on the gap between at-risk and not at-risk students
- e. Be within the top 10% of schools based on proficiency of at-risk students
- f. Be within the top 10% of schools based on lowest achieving subgroup as outlined in subsection 112.04.d.

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

---

**IMPACT**

Approval of the proposed rule will bring IDAPA 08.02.03.113 into alignment with five star rating system.

**ATTACHMENTS**

Attachment 1 – Proposed Rule

Page 3

**STAFF COMMENTS AND RECOMMENDATIONS**

Proposed rules have a 21 day comment period prior to becoming Pending rules. Based on received comments and Board direction, changes may be made to Proposed rules prior to entering the Pending stage. All Pending rules will be brought back to the board for approval prior to submittal to the Department of Administration for publication in the Idaho Administrative Rules Bulletin as a Pending Rule. Pending rules become effective at the end of the legislative session in which they are submitted if they are not rejected by the Legislature.

Staff recommends approval.

**BOARD ACTION**

I move to approve the Proposed Rule changes to IDAPA 08.02.03.113 as submitted.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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**IDAPA 08.02.03**

**113. REWARDS.**

**01. Distinguished Schools.** A school may be recognized as a “Distinguished School” if it is in the top five percent (5%) of schools exceeding the Idaho Adequate Yearly Progress (AYP) intermediate targets listed in Subsection 112.03, of this rule, and if it has significantly reduced the gaps between subgroups listed in Subsection 112.04.d. of this rule. (3-30-07)

~~**02. Additional Yearly Growth (AYG) Award.** A school demonstrating improved proficiency levels of subpopulations or in the aggregate by greater than ten percent (10%) shall be considered to have achieved AYG. Such school must have achieved Adequate Yearly Progress (AYP) to be eligible for this award. (3-30-07)~~

**03. Determination by State Department of Education.** The State Board of Education will determine the schools eligible for the Distinguished School and AYG-awards each year based upon ~~the criteria outlined in Subsections 113.01 and 113.02. The State Board of Education will recognize the schools no later than the annual October Board Meeting; the following criteria:~~ (4-2-08)

- a. School must have received a five star rating
- b. Be within the top 5% of schools based on proficiency
- c. Be within the top 10% of schools based on the gap between highest and lowest achievement subgroup as outlined in subsection 112.04.d.
- d. Be within the top 10% of schools based on the gap between at-risk and not at-risk students.
- e. Be within the top 10% of schools based on proficiency of at-risk students.
- f. Be within the top 10% of schools based on lowest achieving subgroup as outlined in subsection 112.04.d.

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**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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**SUBJECT**

Proposed Rule – IDAPA 08.02.01.650 General Education Development Test/Idaho High School Equivalency Certificate

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho Administrative code, IDAPA 08.02.01 – Section 650

**BACKGROUND/DISCUSSION**

The General Educational Development (GED ©) exam is a series of subject areas tests that are standardized to meet the educational level of a graduating high school senior. The American Council on Education (ACE) in conjunction with Pearson VUE has developed a new assessment and processes that will be introduced in January 2014. Changes to the process for the new assessment require changes to IDAPA 08.02.01. The new assessment will be implemented in January of 2014.

**IMPACT**

Approval of the proposed rule will bring IDAPA 08.02.01.650 into alignment with the changes being to the GED testing process.

**ATTACHMENTS**

Attachment 1 – Proposed Rule

Page 3

**STAFF COMMENTS AND RECOMMENDATIONS**

Proposed rules have a 21 day comment period prior to becoming Pending rules. Based on received comments and Board direction, changes may be made to Proposed rules prior to entering the Pending stage. All Pending rules will be brought back to the board for approval prior to submittal to the Department of Administration for publication in the Idaho Administrative Rules Bulletin as a Pending Rule. Pending rules become effective at the end of the legislative session in which they are submitted if they are not rejected by the Legislature.

Staff recommends approval.

**BOARD ACTION**

I move to approve the Proposed Rule changes to IDAPA 08.02.01.650 as submitted.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

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**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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**IDAPA 08.02.01**

**650. GENERAL EDUCATION DEVELOPMENT TESTS/IDAHO HIGH SCHOOL EQUIVALENCY CERTIFICATE.**

The primary objective of the State Board of Education is to have all students complete their formal education and graduate from high school. However, students who drop out of school and believe it is in their best interest to take the (General Education Development) G.E.D. test may do so under the following conditions and, upon successful completion of all G.E.D. requirements, may apply for an Idaho High School Equivalency Certificate. (4-1-97)

**01. General Education Development Tests.** General Education Development (GED) tests are given by approved testing centers for a statewide fee set by the Idaho Division of Professional-Technical Education. Candidates must make the minimum score for passing the GED test as established by the GED Testing service. Fees are set by the testing centers. For successful completion, the test taker must earn a standard score of at least forty (40) on each of the five (5) tests and must earn an average standard score of forty five (45) on all five (5) tests. The testing centers will provide an American Government test for individuals who do not have credit in American Government and who plan to apply for an Idaho High School Equivalency Certificate.

(4-1-97)

~~**02. Resident Eligibility Requirement.** To be eligible to take the GED tests, the applicant must be a bona fide resident of the state of Idaho at the time of application. Residency is not gained or lost by reason of military service.~~

(4-1-97)

**032. Age Criteria.** The applicant must satisfy one (1) of the following age criteria: (4-1-97)

**a.** The applicant must be at least eighteen (18) years of age; (4-1-97)

**b.** The applicant may be sixteen (16) or seventeen (17) years of age and be one (1) year or more behind in credits earned, expelled, recommended by the school, pregnant, or a parent. In such cases, the applicant is eligible if the applicant's school verifies in writing that the student meets one of the above criteria and this verification is on file at the testing center prior to any testing. The school may give its verification only after the applicant and his or her parent or guardian submit in writing a request for the applicant to take the GED tests and the applicant and the applicant's parent or guardian have met with school officials to review and discuss the request. (In cases where the applicant is not living with a parent or guardian, the parent or guardian's verification is not necessary.); (4-1-97)

**03. Proof of Identify.** Test takers must present proof of identification that shows legal name, date of birth, signature, address and photograph. Valid drivers' licenses, passports, military, and other forms of government-issued identification are acceptable. Two forms of identification may be provided to meet these criteria.( )

**c.** The applicant may be sixteen (16) or seventeen (17) years of age and be entering college, the military, the military or an employment training program ~~(such as the Job Training Partnership Act (JTPA) or other state or federally approved program)~~, enrolled in an Adult Basic Education Program, enrolled in the Job Corps, or incarcerated. In such cases, the applicant is eligible if the institution involved applies in writing for the applicant to take the GED tests and this application is on file at the testing center prior to any testing. (4-1-97)

**04. Idaho High School Equivalency Certificate.** The State Department of Education will issue an Idaho High School Equivalency Certificate to eligible applicants. The normal fee for issuing a certificate is ten dollars (\$10); however, this fee will be waived for military service personnel and veterans. To be eligible, an applicant must submit the following documents to the State Department of Education: (4-1-97)

**a.** An official report of GED test results showing successful completion of all requirements. Test scores are accepted as official only when reported directly by official GED Testing Centers, the Transcript Service of the Defense Activity for Non-Traditional Education Support (DANTES), Veterans Administration hospitals and, in special cases, the GED Testing Service. (4-1-97)

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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**b.** An official transcript showing completion of a course in American Government including study of the U.S. Constitution and principles of state and local government. This requirement may be met by resident study in high school or college, correspondence study from an accredited university, DANTES, or by successfully passing the American Government test furnished by the testing center. (4-1-97)

**c.** A completed form DD295 on all service personnel. This form is not required of veterans and non-veteran adults. (4-1-97)

**d.** A copy of a discharge if the applicant is a veteran of military service. (4-1-97)

**e.** Once eligibility is established, the State Department of Education will furnish the applicant with a special application form. After the applicant completes this form and pays the ten dollar (\$10) processing fee, the applicant will be awarded an Idaho High School Equivalency Certificate. (4-1-97)

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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**UNIVERSITY OF IDAHO**

**SUBJECT**

Student Appeal

**REFERENCE**

February 2013

Board chose not to hear a student appeal

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section I.L.1.  
General Governing Policies and Procedures, Appeal Procedures

**BACKGROUND/DISCUSSION**

A student at the University of Idaho (UI) has requested the Board consider an appeal pursuant to Idaho State Board of Education Governing Policies & Procedures, Section I.L.1

The Board has the option to choose to hear the appeal or to not exercise its discretion to hear the appeal. If the Board exercises its discretion and chooses to hear the appeal, it would be heard as a contested case under the Administrative Procedures Act. The hearing would be scheduled with both parties and heard at a future date. In a contested case, both parties have an opportunity to present and respond to evidence. The Board could hire a hearing officer to hear the appeal, appoint a panel of one or more members of the Board to hear the appeal, or have the entire Board hear the appeal. If the Board appoints a hearing officer or a panel of members to conduct the hearing, the Board would have an opportunity to review the resulting recommended order and would then issue its own final order. Either party has the right to appeal a final order, as set forth in the Administrative Procedures Act.

Records relating to the student appeal are confidential under federal law and were reviewed by the Board in executive session.

**IMPACT**

If the Board determines not to exercise its discretion and hear the student's appeal, the student has the option to file a civil action and seek judicial review of the matters asserted.

**STAFF COMMENTS AND RECOMMENDATIONS**

The Board has the discretionary authority to hear this appeal under Idaho State Board of Education Governing Policies & Procedures, Section I.L.1.

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

---

**BOARD ACTION**

I move to reject the request to hear the student appeal.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

OR

I move to hear the student appeal and to appoint a hearing officer.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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**SUBJECT**

First Reading, Board Policy I.O. Data Management Council

**REFERENCE**

August 2010	Board directed staff to do a needs assessment that includes the technical, fiscal, and governance requirements for a P-20 and Workforce SLDS.
February 2011	Board accepted the recommendations from the SLDS needs assessment and authorized the Executive Director to determine the configuration and make initial appointments to the Data Management Council.
August 2011	Board approved the first reading of Board policy I.O. Data Management Council.
October 2011	Board approved the second reading of Board policy I.O. Data Management Council.

**BACKGROUND/DISCUSSION**

The Idaho Data Management Council (hereinafter referred to as "Council") is a council established to make recommendation on the oversight and development of Idaho's Statewide Longitudinal Data System (SLDS) and oversees the creation, maintenance and usage of said system. As part of the Council's responsibilities they set the level of access and process for being granted access to the data captured by the SLDS. In light of the recent concern over the release of student identifiable data additional language is being added to clearly state that except in rare circumstances student identifiable data is not released to the federal government and the privacy of all data is held to the highest standard.

Currently institutions are required to release some student identifiable data to the Federal Government. These instances are primarily for meeting the Internal Revenue Service requirements for student tax reporting information and to meet requirements of the Social Security Administration. These data are released from the individual institutions that the student attends and not through the SLDS.

An additional amendment is being proposed that would remove a Board member from the Council Membership. The detail and amount of time involved by council members has been problematic for Board members to attend, in addition to their other Board duties. In consideration of the fact that all recommendations of the council come to the full Board for adoption it is felt that there is not a need to have a Board member sit on the Council as well.

**IMPACT**

Setting the policy for the Data Management Council (DMC) is the foundation for organizing the council and allowing it to fulfill its intended purpose.

**ATTACHMENTS**

Attachment 1 – Board Policy I.O. – First Reading	Page 3
Attachment 2 – Letter from the Governor	Page 6

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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**STAFF COMMENTS AND RECOMMENDATIONS**

Board staff recommends approval.

**BOARD ACTION**

I move to approve the first reading of Board Policy, I.O Data Management Council as submitted.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

**Idaho State Board of Education**  
**GOVERNING POLICIES AND PROCEDURES**

**SECTION: I. General Policies**

**SUBSECTION: O. Data Management Council**

**October ~~2011~~2013**

The Idaho Data Management Council (hereinafter referred to as "Council") is a council established to make recommendation on the oversight and development of Idaho's Statewide Longitudinal Data System (SLDS) and oversees the creation, maintenance and usage of said system.

The purpose of the SLDS will be to allow longitudinal tracking of students from preschool through all levels of the public education system (elementary, middle and high schools, college and graduate school) and into the workforce. To reflect this scope, the SLDS will be referred to as a P-20W system. This system will collect data from a variety of disparate source systems, including the K-12 system developed by the State Department of Education, the systems in use at the various postsecondary institutions, the State Department of Labor, the National Student Clearinghouse, and others, and will transform that data into a single, coherent structure on which longitudinal reporting and analysis can be performed. The privacy of all student level data that is collected by the SLDS will be protected. A list of all data elements collected by the SLDS will be publicly available. Only student identifiable data that is required by law will be shared with the federal government.

The construction, maintenance and administration of the P-20W SLDS shall be carried out by designated staff of the Office of the State Board of Education and State Department of Education. The role of the council is to provide direction and make recommendations to the Board on policies and procedures for the development and usage of the system, and to report back to the Board as needed on the progress made on any issues that require Board consideration.

**1. Roles and Responsibilities**

In order to advise and make recommendation to the Board on the implementation of the SLDS, the council will report to the Board through the Planning, Policy and Governmental Affairs Committee. The scope of responsibilities of the Council will include the following:

**a. Data Standards and Quality**

- i. Ensure that all data elements within the SLDS are clearly and unambiguously defined and used consistently throughout the system.
- ii. Ensure that the data within the SLDS is as complete and accurate as possible and complies with the agreed upon definitions.

**b. Access and Security**

- i. Establish parameters for security and encryption of data uploads, data storage, user roles and access, privacy protection, and appropriate use of data.
- ii. Review and approve mechanisms (technical and procedural) for implementing the required security and access rights.

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

---

- iii. Establish guidelines for responding to requests for data access by various stakeholders, including school, district and college/university staff, education researchers, and the public.
- c. Change Management and Prioritization
  - i. Propose enhancements to the SLDS, review enhancements proposed by other groups, and set priorities for the development of those enhancements.
  - ii. Review and approve or deny any proposed changes to existing functionality, data definitions, access and security policies, etc.
- d. Training and Communication
  - i. Establish guidelines for training of SLDS users, and review and approve specific training plans.
  - ii. Ensure adequate communication concerning the SLDS.

In each of these areas, the Council shall develop policies and procedures for Board approval as appropriate.

2. Membership

The membership of the Council shall consist of:

- ~~a. One member of the State Board of Education, appointed by the Board President.~~
- b. One representative from the Office of the State Board of Education.
- c. Three representatives from public postsecondary institutions, of whom at least one shall be from a community college and no more than one member from any one institution.
- d. One representative who serves as the registrar at an Idaho public postsecondary institution, which may be from the same institution represented in subsection 3.c. above.
- e. Two representatives from the State Department of Education.
- f. Three representatives from a school district, with at least one from an urban district and one from a rural district, and no more than one member from any one district.
- g. One representative from the Division of Professional-Technical Education.
- h. One representative from the Department of Labor.

Original appointments shall be for terms that are initially staggered to provide a rolling renewal of appointments. Thereafter, appointments shall be for two years, commencing on July 1<sup>st</sup>. All members of the Council shall have equal voting privileges.

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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The Chair shall be selected by the membership on a rotating basis, such that no one constituency shall hold the chair in consecutive terms (i.e. no two representatives from a postsecondary institution or school district shall serve as chair in consecutive terms.

**3. Nominating Process**

The Council shall nominate candidates for membership for Board consideration. The list of candidates including letters of interest and biographical information must be forwarded to the Board for consideration not less than 60 days prior to expiration of the term of a committee member, or within 30 days after any vacancy.

**a. Incumbent Reappointment**

If the incumbent candidate is interested in reappointment and is eligible to continue serving based on the Council's current membership structure, the incumbent will provide in writing his or her interest for reappointment, which will be forwarded to the Board for consideration.

**b. Open Appointment**

- i. Council members shall solicit nominations from all constituency groups.
- ii. Each nominee must provide a written statement expressing his or her interest in becoming a member of the Council. Each nominee must also provide a description of his or her qualifications.
- iii. The Council will review all nominations for the vacant position and will forward the qualified candidates with recommendations to the Board for consideration.

The Board may, after a review of nominee's pursuant to the process described herein, consider other candidates for Council membership identified by the Board or its staff.

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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**C.L. "BUTCH" OTTER**  
GOVERNOR

August 7, 2013

Dear Board Members,

I commend the State Board of Education for its ongoing efforts to implement the Idaho Core Standards. Like you, I believe that the Common Core State Standards Initiative, a state-led effort voluntarily begun in 2009, is a vital part of our effort to increase rigor and better prepare Idaho students to succeed in higher education and the workforce.

We have focused since 2009 on what adoption of Idaho Core Standards means for Idaho. The incorporation of the statewide public education community, Idaho colleges and universities, the Idaho business community, and the state Legislature in that process affirms to me that development and implementation of these new standards has been thoughtful, nuanced and tailored to the needs of our state. Even though it has been among the most widely discussed and collaborative education policy initiatives in recent years, there are persistent and often wildly inaccurate criticisms of the Idaho Core Standards.

I commend the Board and Superintendent Luna for the high level of transparency and advocacy utilized in the adoption of the Idaho Core Standards. Despite arguments against this initiative during the public input process that are rife with distortion, I hope the State Board and State Department of Education can continue implementing the Idaho Core Standards while addressing the most plausible areas of concern.

In the same transparent fashion that we have adopted these new standards in Idaho I believe we can implement policy firewalls around those areas of greatest concern to all of us involved in Idaho education policy. Those include, but are not limited to: the State of Idaho being the sole policy-setting entity for implementation of standards in our schools; the voluntary nature of the Idaho Core Standards and their manifestation as a state-led, state-created process; the protection of individual student data and metrics from the federal government; and our ability to modify, address, and enhance our standards per state policy and not that of any other entity, public or private.

As ever, I appreciate your dedication to education in Idaho.

As Always – Idaho, "Esto Perpetua"

A handwritten signature in black ink, reading "C.L. Butch Otter".

CLO/rb

C.L. "Butch" Otter  
Governor of Idaho

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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**SUBJECT**

Alcohol Permits - Issued by University Presidents

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies and Procedures, I.J.2.b.

**BACKGROUND/DISCUSSION**

The chief executive officer of each institution may waive the prohibition against possession or consumption of alcoholic beverages only as permitted by and in compliance with Board policy. Immediately upon issuance of an Alcohol Beverage Permit, a complete copy of the application and the permit shall be delivered to the Office of the State Board of Education, and Board staff shall disclose the issuance of the permit to the Board no later than the next Board meeting.

The last update presented to the Board was at the June 2013 Board meeting. Since that meeting, Board staff has received eighteen (18) permits from Boise State University, one (1) permit from Idaho State University, four (4) permits from the University of Idaho, and one (1) permit from Lewis-Clark State College.

Board staff has prepared a brief listing of the permits issued for use. The list is attached for the Board's review.

**ATTACHMENTS**

Attachment 1 - List of Approved Permits by Institution

Page 3

**BOARD ACTION**

This item is for informational purposes only. Any action will be at the Board's discretion.

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**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

<b>APPROVED ALCOHOL SERVICE AT BOISE STATE UNIVERSITY June 2013 – August 2013</b>				
<b>EVENT</b>	<b>LOCATION</b>	<b>Institution Sponsor</b>	<b>Outside Sponsor</b>	<b>DATE (S)</b>
Carlson Book Signing	BoDo Building		X	06/03/13
J.R. Simplot Company MPP	COBE		X	06/04/13
HP Marketing Event - Networking	Stueckle Sky Center (SSC)		X	06/06/13
Family Medicine Residency of Idaho – Intern & Resident Graduation	SSC		X	06/29/13
Osher Institute – Summer Lecture	Yanke Park Patio		X	07/01/13
Dinner & Fireworks Display w/Dr. Pat Shannon	COBE		X	07/04/13
Vranich Wedding	SSC		X	07/06/13
Pink Martini Orchestra/Concert	Morrison Center		X	07/11/13
Hall & McMartin Wedding	SSC		X	07/13/13
Barry Manilow Concert	Taco Bell Arena		X	07/13/13
ID Health Care Assoc. & ID Ctr for Asst. Living – Annual Convention	Student Union Building (SUB)		X	07/17/13
CS Lewis' Screwtape Letters	Morrison Center		X	07/20/13 (2)
Borah Class of '73 Reunion	SSC		X	07/20/13
Muscular Dystrophy Association – Fundraiser	SSC		X	07/20/13
Dairymen Assoc. – Awards Banquet	Hall of Fame Building		X	07/23/13
Jade Presents – Bill Burr - Comedy	Morrison Center		X	07/26/13
Jason Aldean – Concert	Taco Bell Arena		X	07/28/13
Lineberger/Haynes – Wedding Reception	SSC		X	08/03/13

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

---

<b>APPROVED ALCOHOL SERVICE AT IDAHO STATE UNIVERSITY July 2013</b>				
<b>EVENT</b>	<b>LOCATION</b>	<b>Institution Sponsor</b>	<b>Outside Sponsor</b>	<b>DATE (S)</b>
College of Pharmacy – Opening Reception	ISU Meridian, Room 745C		X	07/27/13

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

---

<b>APPROVED ALCOHOL SERVICE AT UNIVERSITY OF IDAHO April 2013 – June 2013</b>				
<b>EVENT</b>	<b>LOCATION</b>	<b>Institution Sponsor</b>	<b>Outside Sponsor</b>	<b>DATE (S)</b>
Prichard Friends – Preview Reception	Prichard	X		06/13/13
Presnell Gage – Group Night – ID Repertory Theater	Hartung Theatre	X		07/10/13
Corner Club – Golf Tournament	UI Golf Course	X		07/14/13
Inland Empire – Senior Golf Association	UI Golf Course	X		09/30/13

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS**  
**AUGUST 15, 2013**

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<b>APPROVED ALCOHOL SERVICE AT Lewis-Clark State College May 2013 – June 2013</b>				
<b>EVENT</b>	<b>LOCATION</b>	<b>Institution Sponsor</b>	<b>Outside Sponsor</b>	<b>DATE (S)</b>
LCSC Center for Arts & History – VIP Event	LCSC – Mail Floor	X		07/25/13