



# LCHS Student Handbook

2015—2016

**ONE SCHOOL ONE FAMILY UNITED!**

Points of Emphasis

Student Handbook can be found on LCHS Web page

The complete Board Policy with updates and changes can be accessed on-line at: [www.cdaschools.org/board\\_policies](http://www.cdaschools.org/board_policies)

### **T-Wolves**

#### **Show Respect**

Value yourself, others and property  
Be honest, honorable, and trustworthy  
Think before you speak or act

#### **Choose Success**

Set high goals  
Be prepared to learn  
  
Be an active participant in your education

#### **Accept Responsibility**

Consider all your options  
Choose wisely  
Realize your choices have consequences

#### **STAND UP, SPEAK UP!**

Treat everyone with respect and kindness  
Stand up against bullying, teasing, harassment

### **LOCKERS**

Lockers are issued on a first come first serve basis – ***there is a \$10.00 one-time non-refundable locker fee for freshman/new students only*** . As property of the school, lockers may be inspected by school officials. The cost of repairing any damage to a locker may be charged to the student.

- **NEVER** leave money or valuable personal property in your locker. This holds true for PE lockers as well.
- Students may only use those lockers assigned to them.

### **UNSUPERVISED GYM AND WEIGHT ROOM USE**

Students are reminded that the gym and the weight room are not to be used at anytime without school personnel present to supervise the activity due to the extreme safety issue.

### **HALL PASSES**

Unsupervised student traffic in hallways during class sessions is disruptive to the instructional process. Students without a hallway pass may be assigned night class for each infraction. There is to be only **one student per pass** unless a written note states otherwise.

## PARKING LOT

### Student Parking

**All student vehicles must have an LCHS parking permit displayed. Permits may be picked up in the Attendance Office. There is no charge for permits.**

Parking for students is provided in the **northeast lot** on the corner of Hanley Avenue and Ramsey Road. Seniors may purchase a special \$25.00 permit and have a numbered, designated parking space in the Senior lot by the football field. (Funds from the sale of these permits go to the Senior Class.) These are the only designated student parking areas on campus between the hours of 7:00 a.m. and 3:00 p.m. daily. Vehicles parked on school property may be inspected by school officials .

**Students are required to park in marked stalls only in student lot ONLY.** Students parking in areas other than those designated for students are subject to a \$20.00 fine, loss of parking privileges, or any combination of these actions. Students parking in a handicapped area are subject to a school fine and a city fine. **Excessive parking fines will result in the loss of parking privileges on campus.**

**NO LOITERING IN THE PARKING LOT**

**DRIVE SAFELY**

### STUDENT VISITORS

Students must obtain permission from all their teachers for a visitor pass to class **a day prior to** the visitation. The Lake City High School student wanting to have a visitor must present a note from his/her parents signed by all teachers and an administrator to the office when the student visitor comes to school. A visitor's pass will be issued in the front office. Visiting students must be of high school age, be enrolled in a high school, and are only allowed to visit during one of their non-attendance days. Limit one day.

### SNOW DAYS

Please contact the hot line number for emergency closure information. The number is 667-0784. The number will be updated before 6:00 a.m. if there is to be a school closure. This information is also broadcast on KVNI Radio AM 1080, KREM2 TV, KXLY TV and KHQ6 TV. **In case of a "snow day" we will continue with the regular A/B calendar day schedule, no adjustments will be made.**

## ACADEMIC CHEATING & PLAGIARISM POLICY

Unless specifically exempted, all quizzes, tests, and assignments are to be the original product of the individual student being evaluated.

Violations include: 1) Cheating on a quiz or test. 2) Attempting to locate, obtain, improperly use and/or steal material/information belonging to the instructor. 3) Using another person's work (including material from the Internet) and presenting it as his/her own. 4) Allowing another student to copy his/her work for the purposes of deception.

Violation will result in a grade of zero for the questioned work. Repeated violations may result in suspension or removal from the class and loss of credit.

## ATTENDANCE

At Lake City High School we feel that regular and prompt attendance in classes is of utmost importance to insure quality education of the child. Students are expected to be in their assigned areas at assigned times.

The following Attendance Policy information applies to all grade 9-12 students. Please become familiar with this policy.

1. A student who accrues **five (5) or more days of absences** or truanicies in any class shall lose credit for the semester. Credit will be reinstated when: a) the student passes an end-of-course assessment (EOCA) in which the student has lost credit, and b) the student has a passing grade for the course.

2. If a student takes the EOCA and consequently loses credit, he/she may appeal to an academic committee if said student feels he/she has the minimum competency in the course work, but that was not reflected in the exam. The exam must be taken before any appeals will be granted.

3. Courses which are performance based, such as music, drama, technology, P.E., professional-technical, aide positions or YVA, may choose to have evaluations in which the student performs or presents a portfolio of the semester work. This work will be judged by the teacher and/or the department.

4. Work missed due to excused absences will be made up at a time to be arranged by the teacher/department.

5. Any parent, guardian or emancipated student may appeal a decision of a teacher, designated administrator and/or principal to the superintendent of schools.

6. Notes from home are to be used as a communication tool and would go to the attendance secretary and teacher(s) involved. **The opportunity to complete work will not be given to those who have been truant.**

Failure to present a note to an instructor may result in the following:

- a. the student may not be permitted to make up the work missed for credit or grades.
- b. the student may receive a zero for each class missed if grades are taken.
- c. the student may be required to make up the time missed in detention.
- d. the student may be dropped from class.

Absences will be dealt with through a series of steps that include parent notification and conferences. Disciplinary action will be taken when unexcused absenteeism occurs. Students will be suspended from school for continued truancy.

## TRUANCY

As defined by Idaho law, a habitual truant is any pupil who, in the judgment of the Board of Trustees, repeatedly has violated the attendance regulations of the School District, or any child whose parents or guardians, or any of them, have failed or refused to cause the child to enroll and regularly attend school.

As directed by Idaho law, the Board shall file a truancy petition with the magistrate court of Kootenai County whenever it determines that the parents or guardians of any child are failing to meet compulsory school attendance requirements.

Truancy, or an unexcused absence, is defined as a student:

1. absent without the knowledge and consent of parent/legal guardian, 2. absent from school after once arriving on the campus, and without knowledge and consent of the school.

Repeated truancy may be cause for disciplinary action, suspension or expulsion. A student is truant if the following occur, but is not limited to any one listed below:

1. Leaves school without signing out in the office.
2. Is absent from school without prior permission of parent/legal guardian.
3. Is absent from class without permission.
4. Obtains a pass to go to certain place and does not report there.
5. Becomes ill and goes home or stays in the restroom instead of reporting to the office.
6. Has permission to walk home for lunch, becomes ill and remains there without having a parent/legal guardian call.
7. Comes to school but does not attend class.
8. Fails to attend a scheduled assembly
9. Fails to excuse all absences within **two (2) school days** of returning to school.

## STUDENTS LEAVING CAMPUS DURING SCHOOL HOURS

If a student finds it necessary to leave during school hours because of illness, dental/doctor appointments, or some other emergency, the student needs to report to the teacher who will direct them to the office to sign out. **A student must obtain a release pass from the Attendance office prior to leaving campus for illness and/or appointments or emergencies. Parents will be contacted prior to a student being issued a pass to leave campus unless they have a written note.** Release passes will not be given without parent/guardian communication over the phone or by note. If illness occurs during the school lunch hours, a student must check out or phone home

from the office. Failure to comply with the above rules will be treated as an unexcused absence. Violations are subject to discipline through the office.

### TARDIES

**A student in considered tardy if he/she is not in the room and in their seat when the bell rings.** The individual instructor will enter “tardy” in Skyward for any student considered tardy. An excused tardy can only be entered by the attendance secretary. Each student is allowed two unexcused tardies per month. On the third unexcused tardy administration will assign **one night class**. Further incidents of “tardy” will result in **additional detention, in-school suspension or other consequences**, to be determined by the Administration. **A Teacher may also have their own tardy policy.**

### District Incentive for School Attendance

Success begins with attendance. The Coeur d’Alene School District will be hosting another back to school attendance campaign this year, encouraging students and families to make attendance at school a priority all year long. Prizes will be given away to students with perfect attendance each week, for the first 10 weeks of school. (Examples of weekly prizes are: \$50 gift cards to various local stores, gas cards, gift certificates). Students who earn 100% attendance for the first 10 weeks of the school year will be entered into a drawing for a free iPad or iPad mini.

**Guiding Principle**

One of the fundamental purposes of school is to provide the foundation for the creation and development of a proper attitude toward education. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment, or it can disrupt the educational climate and process. All students are required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive or distracting to the educational climate and process. Student attire that is acceptable for some social settings may not be acceptable for the educational environment of school. Students are reminded that their appearance, clothing, and grooming, significantly affect the way others respond to them. Matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians. Nevertheless, since it is the duty of the Board of Trustees to provide an educational atmosphere conducive to learning, minimizing disruptions or distractions, and to protect the health, safety, and morals of students all students will adhere to the following certain minimum standards of dress when the student is on any school premises or at any school sponsored activity, regardless of location.

**PROHIBITIONS**

The following prohibitions will be enforced when the student is on school premises and may be enforced at any school sponsored event, regardless of location:

1. Students are prohibited from wearing or carrying clothing, accessories or jewelry, or displaying piercings or tattoos, which, by picture, symbol, or word, depict or allude to any of the following:
  - a. Drug usage, including alcohol and tobacco;
  - b. Controlled substances of any kind;
  - c. Drug paraphernalia;
  - d. Gangs;
  - e. Violence;
  - f. Sexually explicit, lewd, indecent, or offensive material; or
  - g. Illegal acts.
2. If the building administrator or designee has a reasonable belief that gang activity is or may be present in the school, students are prohibited from wearing, using, or carrying, any clothing, jewelry, or other attire or accessories, or displaying tattoos, emblems, symbols, signs, or codes, which are evidence of membership or affiliation in any gang.



**3. Shirts/Blouses/Tops/T-shirts** – Blouses/shirts should be constructed so that the tops of the

shoulders are covered (e.g. no halter tops, strapless tops, spaghetti straps, or bare shoulder

tops of any type will be allowed). Blouses/shirts that expose any portion of the waist, hips,

midriff or breast are not allowed. (If you raise your arms to shoulder level and the stomach

shows, the top is unacceptable.) Other blouses/shirts that are not appropriate for school

include, but are not limited to, low cut, breast revealing, see through, backless, or tube

tops. Undergarments (bras, tank undershirts, etc.) will not be visible. Bedroom clothing,

pajamas or sleepwear is not allowed.

**4. Shorts/skirts/Pants** – All shorts and skirts must be no shorter than mid-thigh from the

bottom of the knee. Nylon tights, biker pants or boxer shorts worn as an outer garment are

strictly prohibited. Slits in the skirts cannot be above mid-thigh. Waistline of

shorts/skirts/pants must be on or above the hips with no underwear showing. Bedroom

clothing, pajamas or sleepwear is not allowed. All belts must be properly fastened around

the waist. The belt will not be excessive in length and will not be hanging from either side

of the body.

**5. Headwear** – **Certain types of headwear will not be worn in the school building.** This

includes, but is not limited to hoods, bandanas and bandana headbands, and sunglasses, or

any other head covering as determined by building administration. Exceptions may be granted by the principal.

**6. Jewelry and other accessories** - For safety reasons, any clothing that may be used as a

weapon is strictly prohibited. For example: sharp object jewelry, dog collars with spikes, and any other spiked clothing. Wallet chains are not permitted.

**7. Shoes** – Health regulations and safety factors require that shoes be worn at all times at

school (bedroom shoes are not allowed).

### **8. Interpretation and Implementation of Policy**

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

## HAZING/HARASSMENT (

***Students and/or school employees who feel subjected to any threats or intimidating behaviors from others shall immediately report the incident to the administration or others in authority. Threats of any nature, visual, oral and/or written comments regarding violent acts or events and/or aggressive behaviors will not be tolerated.***

It is the policy of this school district to maintain a learning environment that is free from harassment, intimidation, bullying and/or threats or violent acts. Each student has the right to attend school in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. This policy applies to all conduct on the district's premises and at school-sponsored events, conduct during transportation to and from school, to and from school-sponsored events, and conduct off the district's premises that has an adverse affect upon a student's educational environment. Students involved in any of the above behaviors may be subject to suspension and/or expulsion.

Students attending district schools are:

1. Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex, including sexual orientation, race, color, national origin, age, religious beliefs, ethnic background or disability;
2. Prohibited from sexually harassing other students, and;
3. Required to report, to the school principal or designee, harassment of which the student becomes aware.

### **DEFINITION OF HARASSMENT, INTIMIDATION AND BULLYING**

Harassment, intimidation, and/or bullying is defined to include verbal, written, graphic, or physical conduct relating to but not limited to an individual's sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the district's programs that:

1. Has the purpose or effect of creating an intimidating or hostile environment
2. Unreasonably interferes with an individual's educational performance
3. Otherwise adversely affects an individual's educational opportunities

Harassment, intimidation and/or bullying can occur between and among individuals where no protected class issues are present.

Harassment includes, but is not limited to:

1. Physical acts of aggression or assault, damage to property; or intimidation and implied or overt threats of violence motivated by the victim's sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability;
2. Demeaning jokes, taunting, slurs, and derogatory "nicknames," innuendos, or other negative remarks relating to the victim's sex or sexual orientation, race, color, national origin, age religious beliefs, ethnic background, or disability;
3. Graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory sentiments related to the victim's sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability; and
4. Criminal offenses directed at persons because of their sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability.
5. Cyberbullying can be defined as "the use of information and communications technologies such as e-mail, cell phone and pager messages, instant messaging, defamatory personal web sites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others".

Harassment, intimidation and/or bullying include those intentional gestures or any intentional written, verbal or physical acts or threats by a student that:

(a) A reasonable person under the circumstances should know will have the effect of:

- i. Harming a student; or
- ii. Damaging a student's property; or
- iii. Placing a student in reasonable fear of harm to his/her person; or
- iv. Placing a student in reasonable fear of damage to his or her property; or

(b) Is sufficiently severe, persistent or pervasive that it creates an intimidating, hostile, offensive, or abusive educational environment for a student.

Harassment also includes an act of retaliation taken against (1) any person bringing a complaint of harassment, (2) any person assisting another person in bringing a complaint of harassment, or (3) any person participating in an investigation of an act of

harassment. Harassment, intimidation and/or bullying may also be committed through the use of land line, or wireless (cell) telephone or through the use of data or computer software that is accessed through a computer, computer system, or computer network.

## STUDENT CONDUCT

Students are expected to conduct themselves in such a manner as not to interfere with the orderly operation of the educational program. All students are expected to obey all school rules. The school will not tolerate the use of alcoholic beverages, use of tobacco, use of prohibited drugs, acts of violent behavior, vandalism, and acts of insubordination including use of profane language to teachers, administrators, or non-certified staff in the school building, on the school grounds, or off the school grounds at school-sponsored activities. Violation of any of the above will result in suspension, notification of parents, and referral to the police.

## VIOLENCE (

Violence is not tolerated on Lake City High School campus. It could result in a *five (5)* day suspension or expulsion from school and being charged with battery and/or disturbing the peace.

## SCHOOL RESOURCE OFFICERS      Detective Nate Petersen

SRO's are local police department officers who are assigned to district schools. They assist the district in providing a safe school environment through education, enforcement and cooperative efforts with school staff, students, parent/guardians, courts and community service organizations. The aim of this program in the schools is to hold juveniles responsible for their actions and prevent individual problems from developing into patterns of delinquency.

## **LCHS SPORTSMANSHIP EXPECTATIONS**

Students, players, coaches, parents, and all spectators are asked to maintain total silence through the completion of the National Anthem. (IEL Regulations)

### **SPORTSMANSHIP RULES IEL Sportsmanship Rules and Regulations Student Section #4 & #7 (Strict Enforcement)**

4. Understand that profanity, obscene language, suggestive gestures, chanting and obnoxious behavior directed at opposing players, coaches, or fans will not be tolerated.

7. Treat opposing players, coaches, and fans with courtesy and respect.

### **IEL Sportsmanship Rules and Regulations Sportsmanship Section #7**

7. Permit only those signs that are encouraging to your team.

Booing is not an acceptable behavior, particularly during player introductions.

## **PEDs and BYOD**

### **(Board Policy 3265/3265P)**

Students may elect to participate in District #271 Bring Your Own Device (BYOD) program. Students may possess PEDs in school, on school property, during after school activities, and at school-related functions, provided that during school hours and on school vehicles the **PEDs are on vibrate or silent mode unless being used for an educational or instructional purpose with teacher permission.**

In order to participate in this program, students and their parent (s) must read, sign and submit the District BYOD Agreement. With a signed agreement, students may use PEDs for an educational or instructional purpose with the teacher's explicit permission and supervision.

**The use of any communication functionality of the PED is expressly prohibited during the school day.**

**Students are prohibited from using PEDs to capture, record or transmit the words and/or images of any student, staff member or other person in the school without express prior notice and explicit consent.**

Without teacher explicit permission the use of a PED to exchange information, access wireless resources or the Internet during assessments will be considered cheating. The use of a PED for the purpose of cheating and/ or plagiarism will result in a grade of zero for the work and confiscation of the device. Repeated violations may result in removal from class, loss of credit, suspension and /or expulsion.

No expectation of confidentiality will exist in the use of PEDs on school premises/ property.

Students are responsible for the safety and security of their PED. LCHS is not liable for any device stolen or damaged while on campus or elsewhere. Please take care of your device and customize it so that it can be identified from others.

### **Disciplinary action:**

Any student who violates this rule is subject to have their phone taken and turned in to the office.

**First offense:** Parent/Guardian must be contacted by student. Parent/Guardian must communicate with administration or designee, sign for phone on site and retrieve phone from office.

**Second offense:** Parent/Guardian must be contacted by student. Parent / Guardian must communicate with administration or designee, sign for phone on site and retrieve phone from office. In addition, escalating disciplinary consequences will result for disrupting the educational environment.

When cell phones are used for cheating and/or distributing information for the academic gain of self and/or others, consequences may include loss of credit in the class, suspension and/or expulsion.

**Read and sign Technology Agreements**

In Summary

## STUDENT CONDUCT EXPECTATIONS

Remember the basics:

Attend class

Be on time

Be respectful

Devices may only be used with explicit teacher instruction

Devices must use LCHS network

Devices are not to be used for communication during the school day

Closed campus for Freshman and Sophomores

Parking for students in student lot only

Vehicles must have permit

Clean up after yourself

Be Kind

Work Hard

Have a Fun Great Year