



COEUR d'ALENE HIGH SCHOOL  
**School Handbook**

FOR PARENT AND STUDENTS

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2020 – 2021

5530 N 4<sup>th</sup> St., Coeur d'Alene, ID 83815  
(208) 664-4507 • [www.cdaschools.org/chs](http://www.cdaschools.org/chs)

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# Our Mission

Learning at High Levels, Every Student, Every Day

## Coeur d'Alene High School 5 R Philosophy

### WE BELIEVE:

**It is our responsibility to:**

**Our Students:** To create an environment that encourages each individual to reach his/her academic, social, physical, technical and emotional potential;

**Our Parents:** To create an environment that ensures safe guardianship of our children and a cooperative effort to work towards attaining an excellent education;

**Our staff:** To create an environment with quality learning resources and an open, caring accountable partnership;

**Our Community:** To incorporate our common interests in excellent education into the development of good citizens;

**Our Future Generations:** To consider their interests and desires to leave a better place in which to live and grow.

### AT OUR SCHOOL WE COMMIT TO:

**EXPECTING** students to demonstrate achievement in accordance with nationally recognized standards;

**FUNCTIONING** as a transitional experience for each student's next stage of life, with the understanding that ultimately each student must earn a living;

**PROVIDING** students with multiple options;

**PREPARING** each student to be a lifelong learner;

**CONTRIBUTING** to a foundation building good citizenship while learning to participate in our democracy;

**PLAYING** a role in the personal development of young people as social beings, who have needs beyond those that are strictly academic;

**LAYING** a foundation for participation in an increasingly technological society;

**EQUIPPING** young people for life in a country and a world in which interdependency links their destiny to that of others, no matter how diverse those others may be;

**SUSTAINING** an attitude that advocates for young people without reservation.



# Once a Viking, Always a Viking!

## **Vikings Show Respect**

Value yourself, others and property

Be honest, honorable, and trustworthy

Think before you speak or act

## **Vikings Choose Success**

Set high goals

Be prepared to learn  
harassment

Be an active participant in your education

## **Vikings Accept Responsibility**

Consider all your options

Choose wisely

Realize your choices have  
consequences

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

Treat everyone with respect and kindness

Stand up against bullying, teasing,

## Student Government

The Student Council consists of the elected ASB officers and class officers and representatives, one elected class representative for every 100 students. Elections take place in the late spring

Student Council meets during Zero Hour, Tuesday-Friday each week. The instructor/advisor is Mrs. Jaime Bright.

### **2020-2021 ASB OFFICERS:**

ASB President: Holly Hudson

ASB Vice President: Mckenzie Mattis

ASB Secretary: Lexie Hildreth

ASB Treasurer: Alexi Wilson

### **2020-2021 CLASS OFFICERS**

Senior President: Lillian Smith

Senior VP: Chris Swider

Junior President: Amy Corette

Junior VP: Madi Cleave

Sophomore President: Nate Bullock

Sophomore VP: Jack Adams

### **FRESHMAN CLASS:**

Freshman class elections will be held early in the school year to identify officers. All students are invited to attend the Student Council meetings Tuesday mornings beginning at 7:00AM. Check with the main office for meeting location.

# CHS Bell Schedule

## WEDNESDAY SCHEDULE

1st Period	8:35AM – 9:25AM	(47)
2nd Period	9:30AM – 10:20AM	(48)
3rd Period	10:25AM – 11:15AM	(47)
1st Lunch	11:15AM – 11:45AM	(30)
4th Period	11:20AM – 12:10PM	(47)
2nd Lunch	12:10PM – 12:40PM	(30)
5th Period	11:50AM – 12:40PM	(47)
6th Period	12:45PM – 1:35PM	(47)
7th Period	1:40PM – 2:30PM	(47)

## MONDAY -TUESDAY — THURSDAY- FRIDAY SCHEDULE

Zero Hour	6:40AM – 7:30AM	(55)
1st Period	7:35AM – 8:35AM	(59)
2nd Period	8:40 AM – 9:40AM	(59)
3rd Period	9:45AM – 10:45AM	(59)
1st Lunch	10:45AM – 11:15AM	(30)
4th Period	10:50AM – 11:50AM	(59)
2nd Lunch	11:50AM – 12:20PM	(30)
5th Period	11:20AM – 12:20PM	(59)
6th Period	12:25PM – 1:25PM	(59)
7th Period	1:30PM – 2:30PM	(59)

# Contacts

## **Principal**

Mrs. Libbi Barrett

## **Assistant Principals**

Mr. Bill White

Mrs. Annora Jewell

## **Activities Director**

Mr. Mike Randles

## **Counselors**

Mr. Rick Jones

Mrs. Jessica Kraudel

Mr. Joey James

Mrs. Brook Hutchins

Mrs. Kelly Reynolds

## **School Resource Officer**

Mr. Mario Rios

## **Safety Officers**

Mr Chuck.Keisel

Mr. Edwin Couoh

## **Office Personnel**

Mrs. Tracy Meyers

Bookkeeper

(208) 667-4507

[tracy.meyers@cdaschools.org](mailto:tracy.meyers@cdaschools.org)

Mrs. Bettie Hensley

Registrar

(208) 667-4507

[bhensley@cdaschools.org](mailto:bhensley@cdaschools.org)

Mrs. Diane Nagel

Administrative Secretary

(208) 667-4507

[dnagel@cdaschools.org](mailto:dnagel@cdaschools.org)

Mrs. Kelly Murray

Attendance Secretary

(208) 765-6409

[kmurray@cdaschools.org](mailto:kmurray@cdaschools.org)

Mrs. Norma Alley

Activities Secretary

(208) 667-4500  
[nalley@cdaschools.org](mailto:nalley@cdaschools.org)

Mrs. Lori Humphries  
Counseling Secretary  
(208) 667-4509  
[lhumphries@cdaschools.org](mailto:lhumphries@cdaschools.org)

**College and Career Center**  
208 667-4507 ext 40022  
[khynes@cdaschools.org](mailto:khynes@cdaschools.org)

**Kitchen Manager**  
Mr. Richard Dean  
(208) 667-4507

**Facility Manager**  
Mr. Larry Hughes  
(208) 667-4507

**CHS Facsimile**  
(208) 664-5785

**Website**  
[www.cdaschools.org/CHS](http://www.cdaschools.org/CHS)

**Office Hours**  
7:00 pm to 3:00 pm



The following items may contain only portions of actual Board Policy. Complete policies can be found on the district website at [www.cdaschools.org](http://www.cdaschools.org).

# If You Need Help

<b>YOU NEED HELP...</b>	<b>GO TO THE...</b>
Absences	Attendance Secretary
Address/ name changes	Registrar
Athletic Events Times	Activities Secretary
ACT Test	Counseling Office
ASB	Bookkeeper
ASVAB (Military Test)	Counseling Center
Bell Schedules	Daily Bulletin
Building Use	Activities Secretary
Bus Routes	Dist. Transportation
College Applications	College and Career
College Information	College and Career
Community Service	Counseling Center
Counseling Appointment	Counseling Office
Deliveries (Emergency Only)	Main Office
Discipline Issues	Assistant Principals
Early Dismissal	Attendance Office
Electronic Devices	Attendance Office
Enrollment / Registration	Counseling Center
Financial Aid (FAFSA)	Counseling or Collage and Career Center
Fines/ Fees	Bookkeeper
Free/ Reduced Lunches	Main Office
Graduation Cap / Gown	Registrar
Graduation Ceremony	Registrar
Graduation Status	Counseling Center
ID Cards for Students	Attendance Secretary
Illness/ Health	School Nurse
Lockers	Attendance Secretary
Lost and Found	Attendance Office
NCAA Qualification	Counseling Center
Parking Passes	Attendance Secretary
Picture Pick-up	Attendance Office
Questions (General)	Main Office
Records / Files	Registrar
Safety / Crime Info.	Resource Officer
SAT Exam	Counseling Center
Schedules / All Changes	Counseling Center
Scholarships	College and Career Center
Social Security	Registrar
Sports / Insurance	Activities Secretary
Staff Directory	Main Office / Web
Tardies	Attendance Secretary
Transcripts (\$3.00)	Registrar
Truancy	Assistant Principals
Volunteer / Service	Counseling Center
Withdrawal from CHS	Registrar
Yearbook Purchases	Bookkeeper

## 2019-2020 Information

### Lost and Found

The lost and found is maintained by our Campus Safety Officers. Students who find lost articles are

asked to turn them in to the office to be claimed by the owner. Items that are not claimed are donated to the community at the end of each semester.

## Telephone/Deliveries

There is a free telephone in the Attendance Office and Main Office for students' emergency use. Students using this phone during class time must have a note / pass from their classroom instructor and permission from the secretary before using. Use of the office telephone by students is limited to emergency calls and/or school-related business calls only.

Every attempt is made to deliver messages and deliveries to students from family. However, we will not be responsible for messages/ deliveries that are not responded to by students.

## Dance Policy

Student Council, in conjunction with the sponsoring group and the CHS administration, will decide the dates using the school master calendar as a guide.

Dances will be held from 7:00 pm to 10:00 pm

Students must remain in the dance or the immediate area designated by administration. Any student leaving WILL NOT BE RE-ADMITTED.

**Students will be required to show a current school I.D. card** for admittance to any school activity and will be required to submit to a **Breathalyzer** test. Coeur d'Alene High School reserves the right to breath test anyone who attends a function on school premises or at any function provided by Coeur d'Alene High School, be it on school property or not.

Any student attending an extracurricular activity while under the influence of or in possession of alcohol or drugs or drug related paraphernalia will receive a minimum three-day suspension from school.

No adults over the age of 20 will be admitted to a school dance.

## ID Cards

All students receive an ID card when they have their school photos taken at no charge. New students who enroll after the first of the school year or students who have lost their ID card can get their photo taken or a replacement made in the Attendance Office. **There is a \$5 charge for replacement ID cards.**

## Assemblies

Assemblies serve to generate school pride and spirit, as well as conduct student body and school business. **All students are expected to attend all assemblies.** Exceptions must be cleared through administration.

## Lockers

Lockers are issued on a first come first serve basis - As property of the school, lockers may be inspect by school officials (Board Policy 3370). 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 applies to PE lockers as well.**

Students may only use lockers assigned to them. Lockers are property of the School District and remain under the control of the District at all times. Students are prohibited from using a locker for the storage of

illegal, contraband, or potentially harmful items, including, but not limited to, weapons, drugs, and alcohol.

## Bulletins and Announcements

All notices of club meetings, athletic and social events, general information of the day, and specific instructions are printed in the daily bulletin. The announcements are read following the Pledge of Allegiance; announcements are read over the intercom and posted in the case near the front office. Students responsible for placing a notice in the bulletin must have that notice approved by the advisor or an administrator. Bulletin notices must be in the main office by 11 am the day before it is to be announced. The Daily Bulletin is posted on the CHS website - [www.cdaschools.org/CHS](http://www.cdaschools.org/CHS)

## Visitors (Board Policy 4140)

All visitors are required to report to the school office upon entering any District building and it is expected that such visitors will arrange their visitations with school officials ahead of time.

In order to protect the educational processes, health, safety, academic learning and discipline of the pupils, the Board authorizes the administration of the District to screen for possible law violations. Visitors to all elementary schools will submit to verification through approved offender screening software. Visitors to other District buildings may also be subject to offender screening. The principal or other building administrator shall determine the appropriateness of the visitation.

Unauthorized persons loitering in or about any school building, or on school grounds shall be asked to leave the premises. Any such person failing to leave the premises shall be considered to be in probable violation of disorderly conduct or trespassing statutes. Law enforcement shall be notified and requested to remove the individual from the building or grounds.

## Passes to Leave Campus (Board Policy 3040)

If a student finds it necessary to leave school during school hours (not including lunch) because of illness, dental/doctor appointments, or some other emergency, the **student needs to report to the front office to sign out**. A student must obtain a blue Campus Pass from the front 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. Release passes will not be given without parent/guardian communication over the phone or by note. Parents cannot retroactively excuse a student who leaves campus without first checking-in with the attendance office. **Students that leave campus without first contacting the attendance office will be considered truant and disciplinary consequences will apply.**

## Student Publications

Before any distribution of materials in school or on school property, it must have approval of the Superintendent of Schools and /or the building principal. All student publications and other media productions shall be considered an extension of classroom instruction and shall be supervised by assigned teachers. These are not a public forum. School administrators and classroom teachers are entitled to regulate the contents of school publications in any reasonable manner.

## Field Trips

Students are expected to be knowledgeable about the rules governing student conduct. Extended trips are considered an extension of the classroom and all rules pertaining to a school-sponsored activity must be followed.

1. Students and their parent/guardian will read and sign the standard code of conduct to be reviewed during the pre-trip meetings.

2. Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian's expense.

## Cafeteria

The cafeteria serves breakfast and lunch each school day, unless otherwise noted for holidays, vacations, and special schedules. Student use of this facility is dependent upon conduct. Misuse may result in disciplinary action or privileges in this area being withdrawn. It is expected that all students will clean up after themselves and return their trays to the cafeteria or other designated location. **Lunch trays are not permitted to be removed from the cafeteria area.**

Students eligible for free and reduced lunch will receive one lunch per day. They may purchase additional food items.

**Finger scans** are used to purchase a student lunch unless you pay with cash.

## School Resource Officer (Board Policy 4405)

SROs 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.

Mario Rios is the CHS School Resource Officer.

## Textbooks

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name is written in the book in case it is misplaced. It is recommended that all students cover their textbooks and replace the book cover if it becomes worn during the school year. If a textbook is misused (damaged) or lost, a fine will be imposed.

If a student owes textbook fines the following will occur:

- Official transcripts will not be sent out.
- Students will be unable to participate in graduation ceremonies.
- Yearbook will be unavailable until the last day of school.
- Students will be ineligible to participate in an activity that requires an ASB card.
- Students will not be issued any textbooks until all fines are paid or a payment plan has been arranged.

## Returned Check Policy

If your check is returned for any reason it will be present to your account electronically plus a Service Charge of \$20 or legal limit. (Business Solutions Unlimited)

## Student Expenses

Throughout the school year there are many social/ athletic events where an admission fee is charged. The purchase of an ASB card will give students free or reduced admission at these events.

ASB Card.... \$40                      Transcripts... \$3

**Yearbooks....\$65 must be purchased by December 11, 2019. No extras are ordered.**

Travel Fees for Activities/ Athletics .... \$25 per activity.

## **Emergency Response Drills (Board Policy 514/8320)**

Emergency response drills will be held monthly throughout the school year. All students will be instructed on correct procedures to follow in the event of a fire, bomb threat, intruder or natural disaster, at the beginning of the school year. It is important for your health and safety to follow directions.

## **Payment Fees or Returning Property (Idaho Code 33-603)**

The Board of Trustees of each school district shall have the power and the ability to require as a condition of graduation, as a condition of issuance of a diploma or certificate, or as a condition for issuance of transcript, that any or all indebtedness incurred by the person when he/she was a student be satisfied, or that all books or other instructional materials, uniforms, athletic equipment, advances on loans, or other personal property of the school district borrowed by the person when he/she was a student of the district be returned.

## **Student Visitors**

Students must obtain permission from all their teachers for a visitor pass to class a day prior to the visitation. The CHS 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 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.

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students are expected to conduct themselves in such a manner as not to interfere with the orderly operation of the educational program. The building principals are directed to establish reasonable and age-appropriate rules necessary to maintain orderly conduct in the school. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

## **Unsupervised Gym and Weight Room Use**

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

# **Expectations for Dress (Board Policy 3255)**

## **Dress for Success (Keep it Classy People)**

Q: What can I wear at CHS?

A: It is the policy of this school district that students shall dress in a manner that is appropriate for an effective educational environment. 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. All students are, therefore, required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive of the educational climate and process. Please refer to **Board Policy 3255. Complete policies can be found on the district website at [www.cdaschools.org](http://www.cdaschools.org).**

## Dress Code Prohibitions

- When a student is on school premises regardless of reason, 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: Wearing clothing which reveals a student's breasts, abdomen, undergarments or buttocks. Drug usage, including alcohol and tobacco; Controlled substances of any kind; Drug paraphernalia; Gangs; Violence; Sexually explicit, lewd, indecent, or offensive material; or Illegal acts.
- 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 of any gang.
- Sunglasses are not permitted indoors unless they are prescribed by a doctor.
- Students are prohibited from wearing bandanas in school buildings during class hours, except while authorized by a building administrator.
- All shorts and skirts must be worn no shorter than mid-thigh from the bottom of the knee. Nylon tights, biker pants, or boxer shorts may not be worn as outer garments. Slits in skirts above mid-thigh are not permitted. Waistlines of shorts, skirts, and pants must be on or above the hips with no underwear showing. All belts must be properly fastened around the waist. Belts may not be excessive in length and may not hang from either side of the body.
- Shirts and blouses should be constructed so that the tops of the shoulders are covered with no less than a 2-1/2 inch strap. No halter tops, strapless tops, spaghetti straps, or bare shoulder tops of any type will be allowed. Shirts and blouses that expose any portion of the waist, hips, midriff, or breast when worn normally or with arms raised to shoulder level are not allowed.
- Students are required to wear shoes or other footwear in school buildings, unless the building administrator or designee indicates

# 2019-2020 Student Conduct Expectations

## Student Rights & Responsibilities (Board Policy 3200)

(PDA, Respectful Lang, Disciplinary Action)

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students are expected to conduct themselves in such a manner as not to interfere with the orderly operation of the educational program. The building principals are directed to establish reasonable, and age-appropriate, rules necessary to maintain orderly conduct in the school. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

## 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 e-cigarettes, 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 at school sponsored events/ activities. Violation of any of the above will result in suspension, notification of parents, and /or referral to the police.

## **Hall Passes**

Unsupervised student traffic in hallways during class sessions is disruptive to the instructional process. Any student in any hallway during class time must wear the appropriate hall pass from their teacher. Students without valid passes will be asked to return to their class and/or assigned disciplinary consequences. There is to be only one student per pass unless a written note states otherwise.

## **Unsupervised Gym and Weight Room Use**

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

## **Drug Free School Zone (Board Policy 3300)**

In accordance with Federal law, the Board hereby establishes a “Drug-Free School Zone” that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event. If a student is involved in distributing controlled substances on school grounds or within a Drug Free School Zone or at any school sponsored function, law enforcement official(s) will be asked to intervene. There shall be a mandatory referral made by the school administrator to the Superintendent and the Board of Trustees for expulsion. Furthermore, the Superintendent shall take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Idaho law within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law. Law enforcement officials will be notified of non-students on school property using, possessing or distributing controlled substances.

## **Drug, Alcohol, Tobacco, and E Cigarette Use (Board Policy 3300)**

Coeur d’Alene High School recognizes that student use of chemical substances, including alcohol, is a serious problem of utmost concern in our society. Drug, alcohol and tobacco including e- cigarette use is detrimental to a state of wellbeing and undermines the aim of education, which is to enable individuals to develop to their full potential. The district seeks to ensure the highest standards of learning in the classroom and recognizes that use of chemical substances—including alcohol, tobacco and controlled substances—creates educational, economic and legal problems.

It is the policy of the Board of Trustees, and a resolution of the Idaho State Board of Education, dated March 18, 1994, that smoking or any use of tobacco or e- cigarettes is prohibited in all buildings, and on all property owned, leased or used by School District 271. Any use of tobacco is prohibited.

Additionally, in accordance with Idaho law, each school shall provide education designed to foster an understanding of the hazards of smoking and use of tobacco products. Students attending school in this district will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises or at school sponsored activities. Any student will violate the district’s drug, alcohol and tobacco use policy when:

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



5. He or she is found to knowingly attempt, conspire, or participate to use, sell, buy, or distribute drugs or related paraphernalia on school premises.

Such violations are subject to consideration for suspension and/or expulsion.

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

### **Substance & Alcohol Abuse (Board Policy 3320)**

The Board recognizes that use of alcohol and drugs is a serious problem and that the presence of drugs in school is detrimental to the educational environment and harmful to the health, safety, and welfare of students and staff. It is the desire of the District to help those in need of alcohol and drug intervention and at the same time to protect others that are affected by the presence of alcohol and drugs and to enforce the policies of the District relating to use, possession or being under the influence of alcohol or controlled substances, as that term is defined in Idaho Code. It is the philosophy of the District that the District will help those who desire to help themselves.

If the student or parents/guardian refuses counseling and/or assessment, they will be reminded that use, possession, distribution, and being under the influence of alcohol or controlled or dangerous substances at school, in a drug-free school zone, or at a school function, shall be subject to school disciplinary measures and/or citations issued by law enforcement officials.

### **Gang Activities Prohibition (Board Policy 3310)**

This school district has a legitimate educational objective of curtailing gangs and gang activities. In furtherance of this educational objective, all gangs and gang activities, including, but not limited to, wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, gestures, codes, or other things which evidence membership or affiliation in any gang is prohibited in any of the public schools in this district and at all school functions.

It will be unlawful for any person, group or organization to establish a fraternity, sorority or other secret society whose membership is comprised in whole or in part of students enrolled in this district's public schools, or to solicit a student in any of this district's schools to become a member of such organization; and no student enrolled in this school district will be or become a member, or pledge him/herself to become a member of any such organization.

### **Gun Free Schools Act**

A student is found by district personnel or by law enforcement personnel to have carried a dangerous weapon as defined by 18 United States Code Section 921 on school property. The definition of weapon for purposes of expulsion under this provision includes firearms or destructive devices, which may be readily converted to and expel a projectile by action of an explosive or other propellant. Antique firearms and rifles that the owner intends to use solely for sporting recreational or cultural purposes are specifically excluded from the definition.

The expulsion shall be a period of not less than on (1) year (twelve (12) calendar months). The board may modify the expulsion on a case-by-case basis.

### **Drug Paraphernalia**

Students are prohibited from bringing any drug paraphernalia to school. Reasonable suspicion: In 1996, the Idaho State Legislature passed two laws concerning the use of controlled substances and how school will handle violations. Idaho Code 37-2732C makes it a misdemeanor for anyone to be "under the influence" of a controlled substance in places open to the public. Idaho Code 33-210 sets up guidelines to determine reasonable suspicion of a student violating Code 37-2732C.

A school can establish reasonable suspicion of a student under the influence by a teacher documenting the student's abnormal behavior and observations from an intervention-trained teacher or an administrator. If it is then determined that a student is "under the influence" of a controlled substance, the school notifies the police. It is the responsibility of the police to notify the parents. The school district's substance policy will be followed concerning suspension from school, obtaining an assessment and counseling.

### **Hazing, Harassment, Intimidation, Bullying, Cyber Bullying (Board Policy 3295)**

No student shall intentionally commit, or conspire to commit, an act of harassment, intimidation, bullying or cyber bullying against another student. Harassment, intimidation, bullying or cyber bullying is prohibited in all forms including, but not limited to, when such conduct is in relation to a student's race, color, religion, sex, gender, sexual orientation, national origin, genetic information, or disability. Such behaviors foster a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims, create conditions that negatively affect learning, and undermine the ability of students to achieve their full potential.

It is the policy of this district to maintain a safe school environment for all students while on school grounds; walking or busing directly to or from school; and attending district-sponsored activities, events, or functions on school premises or at other locations. Harassment, intimidation, bullying and cyber bullying are disruptive to a safe school environment and will not be tolerated.

Any person that believes they have been treated in a manner that is in violation of this policy may file a report as outlined in the associated procedure.

### **Sexual Harassment (Board Policy 3290)**

Sexual harassment is a form of sex discrimination and is prohibited by the District. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature. Students (or their parents/guardians) who believe that they may have been sexually harassed or intimidated should contact a trusted adult. This may include but is not limited to a parent, counselor, teacher, Title IX coordinator or administrator who will assist them in the complaint process.

### **Assault and Battery**

This district policy prohibits students from committing acts of violence against other students, district personnel, or other persons. Any assault or battery by a student on an employee of this district, another student, or other person, occurring on or near the school grounds or at a school sponsored event will result in the student being disciplined.

Further, any person, including a student, who, while on school grounds, willfully threatens, by word or act to do violence to any other person on school grounds may be referred to law enforcement for prosecution. This expressly includes anyone who willfully threatens, by word or act, to use a firearm or other deadly or dangerous weapon.

### **Searches & Seizure (Board Policy 3370)**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects when the student is on school property or at a school-sponsored event

Students are prohibited from using a locker for the storage of illegal, contraband, or potentially harmful items, including, but not limited to, weapons, drugs, and alcohol. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by students, without notice or consent of the student. This applies to student vehicles parked on school property.

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

specially trained dogs. A drug dog's alert constitutes reasonable suspicion for the District officials to search the lockers, personal items, or vehicles.

For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular basis or when reasonable suspicion reveals that the search will disclose evidence of illegal possession or activity.

School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules, that the student is in possession of illegal or contraband materials, or the student is secreting evidence of a crime or violation of District policy. The search itself must be conducted in a manner that is reasonable in scope, reasonably related to its objectives, and not excessively intrusive in light of the age and sex of the student, the circumstances of the search, and the nature of the infraction.

If a search produces evidence that the student has violated or is violating the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

### **Random Searches**

In the interest of maintaining safe and drug-free schools, school officials may conduct random or "blanket" searches of student lockers, student belongings, desks, and the school parking lot. School officials will conduct such searches in a random and systematic manner that is minimally intrusive, and it is not required that reasonable suspicion exist.

The superintendent or designee will develop and implement a "lottery" system by which lockers, desks, student belongings, and vehicles will be randomly selected to be searched. Random searches may be conducted for any reason at any time without notice, without student consent, and without a search warrant. Random searches may involve the use of drug dogs, metal detectors, or surveillance cameras.

### **Cellular Communication Devices (Cell Phones)**

In order to maintain a safe school environment, the unauthorized use of a cell phone during the school day may warrant the cell phone to be confiscated and searched by a school administrator who has reasonable cause that the search will provide evidence that the student is in violation of school policy or by a law enforcement official who has probable cause that a crime has been committed.

1. The scope of such a search should be related to the objective of the search.
2. When a cell phone is searched for reasonable cause, the student shall be notified and given an opportunity to be present.
3. If there is a reason to suspect that the cell phone contains materials that pose a threat to the health, safety or welfare of students or staff, the cell phone may be searched by law enforcement officials with prior warning or presence of the student.

When a cell phone is searched for reasonable cause, the student's parents shall be notified: a record outlining the manner in which the search occurred, witnesses present, and the result of the search shall be created.

### **Corrective Actions and Punishment (Board Policy 3340)**

The superintendent, principal or designee of Coeur d'Alene High School may temporarily suspend a student for disciplinary reasons or for any other conduct disruptive of good order or the instructional effectiveness of the school.

The temporary suspension by the principal will not exceed five school days in length. The superintendent may extend the suspension an additional ten school days.

If the board finds that immediate return to school attendance by the temporarily suspended student would be detrimental to other students' health, welfare, or safety, the board may extend the temporary suspension for an addition five (5) school days.

Prior to suspending any student, the superintendent or principal will grant an informal hearing on the reason for the suspension and the opportunity to challenge.

Any student who has been suspended may be readmitted to the school by the superintendent or the principal who suspended him or her upon such reasonable conditions as the superintendent or principal may prescribe. Students are expected to complete assignments during suspension with a mutually-agreeable timeline.

Board Policy and District rules and regulations list the following causes, but are not limited to,

- Willful disobedience
- Disruptive behavior
- Vandalism, including arson
- Irregular attendance
- Vulgarity or profanity
- The use or possession of tobacco
- The illegal use, sale, distribution of or the possession of narcotics, dangerous drugs, controlled substance, alcoholic beverages, or any substance which endangers the student's health
- Attending school under the influence of narcotics, dangerous drugs, controlled substance, alcohol, or any substance which endangers the student's health and welfare
- Theft
- The carrying of a deadly weapon(s) or dangerous object
- Gambling
- Extortion
- The operation of any motorized vehicle in a dangerous manner on or near school property
- Throwing snow, ice or dangerous items
- Acts affecting health and safety
- Student to student hazing/harassment/bullying
- Fighting
- Using electronic communication devices
- Using the internet in violation of internet contract, (see curriculum and instruction).
- Threats, (direct, indirect, written. oral and/or visual)
- Violation of cellular communication devices (cell phones)

### **Weapons Prohibition (Board Policy 3300P)**

CHS is committed to providing a safe environment for all students and staff. As a result, this district has a policy of "zero tolerance" for students who bring weapons or other objects /substances to school which are a threat to the health and safety of other students, staff members or visitors, or are a disruption to the educational process.

The superintendent or designee will immediately confiscate any item identified as a weapon. Students reasonably believed to be in possession of, have used or have intended to use these items may be suspended from school until an investigation is completed. Any conduct, which is determined to violate this policy, may result in disciplinary action, up to and including formal suspension and expulsion. Students attending district schools are prohibited from:

- possessing, carrying, using, and/or threatening to use objects/substances which are manufactured, used, or intended for use as a "weapon", or facsimiles thereof, at school, on a school bus, or at any school-sponsored activity whether on school-owned/leased property or facilities used by the District but not owned or leased by the District, without prior permission of school officials. This can also include any normally non-dangerous object or substance use threateningly.

- knowingly assisting another person(s) to possess, carry, or use a “weapon” at school, on a school bus or at any school- sponsored activity, whether or not such activity is on school- owned/leased property or property used for related purposes.

“Possession” is defined as actual or constructive possession. A student is deemed to possess a weapon when the item is found to be in any of the following locations: On a student’s person, in the student’s personal property, including but not limited to the student’s clothing, backpack, purse or any other item the student transports or carries and/or causes to be transported or carried to school, a vehicle the student drives and/or is transported in and is parked on school property, the student’s locker or any school-related location.

### **Academic Honesty and Plagiarism (Board Policy 3335)**

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

Violations include:

- Cheating on a quiz or test
- Attempting to locate, obtain, improperly use and/or steal material/information belonging to the instructor including (but not limited to) assignments, quizzes, tests, answer keys or EOCAs.
- Distributing information for the academic gain of self and/or others.
- Using another person’s work (including material from the internet) and presenting it as his/her own.
- Allowing another student to copy his/her work in order to deceive.

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

An act of stealing assignments, quizzes, tests, answer keys or EOCAs and distributing information for the academic gain of self and/or others may result in loss of credit, suspension and / or expulsion.

## **Student Conduct Expectations on Buses**

### **Conduct on Buses (Board Policy 540/8140)**

The school bus is an extension of the classroom, and students are required to observe safety regulations and standards of conduct which provide for their safety and welfare, and the safety and welfare of others.

The Director of Transportation is authorized by the Board of Trustees to suspend bus riding privileges to students who are disruptive or who present a danger to the safe operation of the bus. Temporary suspension of riding privileges shall not exceed ten (10) days per occurrence. The Director shall give cause to the parents or guardian of the suspended student, in writing for such suspension. The Director of Transportation may delegate the duty of notice to bus drivers. In cases of continued or serious violations, a student may be permanently suspended from riding the school bus.

The Director of Transportation is authorized to install and use video cameras on school buses to monitor conduct.

### **Student Safety Regulations and Conduct**

1. Students should arrive at the bus stop 5 minutes before bus time.
2. Wait for bus in an orderly line, at least 10 feet back from road/street.
3. Respect the rights and property of others at the bus stop. Students causing problems at a bus stop may be denied bus privileges.
4. If students have to cross road, wait for driver's signal and cross 12 feet in front of bus.

5. Go directly to an available seat.
6. Remain seated while riding the bus, facing forward, using a quiet voice, and keeping hands to self. The school bus aisles must not be blocked with feet, personal belongings, etc...
7. Respect the rights and property of others on the bus.
8. Students are responsible for the area in which they sit. Any damage inflicted to the bus will be paid for by the students responsible.
9. Throwing, spitting, kicking or shooting items inside the bus or out the windows is hazardous and prohibited.
10. Only items that can be held on lap are allowed on bus without prior arrangements being made with the Transportation Department.
11. Eating, drinking or chewing gum are not permitted on a school bus. (Danger of choking is present.)
12. Students shall refrain from the use of profane, abusive, or vulgar language. Tobacco, alcohol, illegal drugs, use of flame or spark-producing devices, including but not limited to matches, lighters, etc., is prohibited on the bus.
13. Animals, hazardous materials, water devices, skate boards, skis, ski poles or any potentially hazardous items are not allowed on school buses.
14. Keep all body parts and objects inside the bus at all times.
15. Students will not be allowed to randomly change bus stops. They must stay at their assigned bus stop unless they have prior permission from the transportation office to change to a different stop.
16. Students will not be allowed to depart bus at a location different than the pick-up location unless the transportation department has a written note signed by a parent/guardian or authorization from the school.
17. The driver is in charge of the bus and student management on the bus. The driver has the right to assign seats at any time. Students shall follow driver's directions promptly.

**Riding a school bus is not an undeniable right. Each student is responsible for making the choice to follow the safe-ty rules and have a pleasant ride to school or choosing not to follow the safety rules and take the chance of losing his/her bus riding privileges.**

Penalty: Violation of the above rules will render pupils immediately liable for temporary or permanent disbarment from riding.

## Attendance and Tardy Policies

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

The Board of Trustees hereby establishes the following attendance policy governing absences and excuses for the students of the district:

In accordance with Policy 3040, the right to attend school is fundamental and purposeful. Along with this right is the responsibility to attend school faithfully and regularly. This responsibility rests with the student and with the parent or guardian, and is basic in order to meet the instructional goals of District 271 and the Compulsory School Attendance Laws of the State of Idaho.

The instructional program of the District is based upon regular daily instruction and interaction between the student and teacher. Therefore, poor attendance is a disruption to the instructional programs of students who attend school on a regular basis. Many teachers have daily points that can only be earned by participating in class activities.

Each school shall keep accurate records and establish procedures for monitoring and holding students accountable for unexcused absences.

The following Attendance Policy information applies to all students in grades 9-12.

### **Tardies**

A student is considered tardy if he/she is not in the room and moving expeditiously to their seat when the bell rings. The individual instructor will deal with the first and second tardies. The third tardy will also result in lunch detention assigned. Subsequent tardies will result in additional and increased discipline steps.

### **90% Attendance Rule (Board Policy 3040)**

A student who accrues five or more days of absences 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.

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, and there are extenuating circumstances for violating the 90% attendance rule. The exam must be taken before any appeals will be granted.

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 semester work.

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

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. These actions may include: Detention, In-School Suspension, Night School, Out-of School Suspension, Notification to Prosecutor's office as Habitual Truant, Driver's License Suspension.

### **Truancy (Board Policy 3040)**

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, (unexcused absence) is defined as:

- absent without the knowledge and consent of parent/guardian, or instructor
- absent from classes after once arriving on the campus, and without consent of the school.
- leaving campus without signing out in the office.
- obtaining a pass to go to certain place and does not report there.
- becoming ill and going home or staying in the restroom instead of reporting to the office.
- failing to excuse all absences within two (2) school days of returning to school.

# Technology

## **PEDs and BYOD (Board Policy 3265/3265P)**

The Board recognizes the potential disruption to the learning environment caused by student PERSONAL ELECTRONIC DEVICES (PED)s when not utilized for a specific educational purpose: therefore, the use of PEDs will not be allowed within the classroom setting unless for appropriate and intentional educational purposes, under the direction and supervision of school staff. Devices should be powered off and off their person in a classroom setting unless use is authorized by school staff for a specific educational purpose. Students may possess and utilize PEDs outside of the classroom as authorized by school administration and according to the grade level procedures. Students with disabilities who have a documented accommodation as stated on their 504 or IEP may be allowed to possess a PED for specific purposes, as listed in their plans.

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. CHS 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.

## **Student Technology Use Guidelines (Board Policy 3270F1)**

**Technology users must: Demonstrate common courtesy, respect for others in the use of various technologies and...**

- not send / display offensive mail or pictures.
- not participate in cyber-bullying, hate mail, harass, insult, or attack others.
- not use obscene or inappropriate language.
- not access inappropriate web sites or attempt to disable the district Internet filter.

**Demonstrate ethical behavior and honor the intellectual property of others and...**

- not engage in plagiarism (copying someone else's work, then pretending it's your own).
- cite sources appropriately and not violate copyright (copying someone else's work without their permission) in regards to any use of electronic resources, Internet resources, or software licenses.
- not delete, examine, copy, or modify files and/or data belonging to other users without their prior consent.
- • not attempt to access restricted/confidential information; report knowledge of any unauthorized access to restricted/confidential information by others

**Demonstrate respect for District computers, the computer network, and...**

- not allow or introduce computer viruses to infect the school computers.
- not use facilities and/or services for commercial, political, or religious purposes.
- not alter computer settings.
- not waste system or network resources.
- not hack into the network by "breaking" passwords or gaining access to secure areas.



- not possess “hacking software” or visit “hacking websites”.
- not use anyone else’s log-in, user ID, or password or share a user ID with anyone
- not intentionally cause damage to school technology.
- not execute any program received in an email or found on a web page without permission from a teacher or district technology personnel.
- not download or install any program without permission from a teacher or district personnel.
- not attempt to defeat or bypass the district’s Internet filter on a personal laptop, tablet or District owned computer.
- not send email SPAM

**Demonstrate the importance of Internet safety and ...**

not divulge personal information, including home address and phone number, about themselves or others inappropriately on web sites, blogs, podcasts, videos, wikis, email, or as content on any other electronic medium.

**Student Blogging Agreement Blogging Guidelines (Board Policy 3270F2)**

1. School blogs are intended to be a forum for expression, but they are provided as a tool for learning and will be subject to school and/or classroom guidelines. Content should comply with local policy, state, and federal laws.
2. Users are expected to treat “blog spaces” as classroom spaces. Speech that is inappropriate for class is not appropriate in a blog.
3. Users are required to identify themselves, should demonstrate ethical behavior, and honor the intellectual property of others by avoiding plagiarism, following copyright law, and citing sources or linking to online references.
4. Users are reminded that inappropriate use may result in disciplinary action as determined by the school administration including suspension of technology privileges, conduct referral, or other disciplinary action as described in the student handbook.

## Driving Privileges and Parking at CHS

**School Attendance and Driving Privileges (Board Policy 3040)**

Idaho Cody Section 49-303 provides that school attendance shall be required for driving privileges for persons under eighteen years of age. Students must be in compliance with the 90% attendance policy in order to be eligible for the Verification of Compliance that is required in order to obtain their instruction permit. Verifications of Compliance can be requested from the Attendance Office if the student meets the attendance criteria.

In the event a student fails to meet the enrollment and attendance requirements of this policy, the principal or designee will provide written notification on a form provided by the Idaho Department of Education to the student and parent of the school’s intent to request that the Idaho Department of Transportation suspend the student’s driving privileges because the student has dropped out of school or has failed to comply with the enrollment and attendance requirements.

**Student Parking Lot**

All student vehicles must have a CHS parking permit displayed. Permits may be picked up in the Attendance Office. **There is no charge for permits.** Students are permitted to park on school premises as a matter of privilege, not of right. Students are **required to park in designated student parking areas** unless otherwise authorized by school administration. Students that choose to park in staff parking, handicap parking, visitor parking or other areas not specifically designated for students will be subject to tickets / fines, towing, wheel boot (wheel lock) and also loss of parking privileges. Driving and parking privileges on campus may also be revoked if student-driving practices violate speed limit regulations or

endangers persons.

## Visitor Parking

Visitor parking is located directly in front of the main entrance. Visitors are required to get a visitors pass from the Office if they are planning on being on campus. **STUDENTS SHOULD NOT PARK IN THESE AREAS AT ANY TIME AND ARE SUBJECT TO BEING FINED or TICKETED.**

## Driver Education (Board Policy 2325)

Recognizing the importance of fostering an understanding and respect for safe automobile operation, the Board directs the Superintendent or designee to facilitate and maintain a driver education program in concert with financial capabilities and regulations of the State Drivers' Education Program. The District may offer such a program when staffing and funding are available.

Anyone residing in the District between the ages of fourteen and one-half (14 1/2) through twenty-one (21) years of age, irrespective of whether they are enrolled in the District, are eligible to enroll in the District's driver education program. Such program, at the discretion of the Board, may be conducted after school hours, on Saturdays or during regular school vacation periods.

Students are required to pay an enrollment fee and purchase their own permit. No charge or enrollment fee shall be required of a student not enrolled in the District, unless public school students are required to pay such enrollment fees or charges.

The purpose of the program is to introduce students to a course of study that leads to the eventual development of skills appropriate for a licensed driver. The traffic education program is designed to meet the criteria established by the Idaho State Department of Education.

Contact District Office 208-664-8241

## Vehicles parked on school property may be inspected by school officials (Board Policy 542)

School officials are authorized to conduct routine patrols of school parking lots, inspecting the exteriors of vehicles parked on school property. The interiors of vehicles on school property may be searched whenever an authorized school official has reasonable suspicion to believe that illegal or contraband materials, other evidence of a crime or violation of district policy, or items which may be a threat to safety or security, are contained inside. Such patrols and searches may be conducted without notice, without consent, and without a search warrant.

**PLEASE NOTE: Senior Parking is not available in the entire lot directly north of classroom 505 (Mr. Helm). Students choosing to park in that lot during school hours may be ticketed.**

## Activities

CHS offers the following opportunities to get involved in your four years on campus:

### FALL ACTIVITIES

Cheerleading  
Cross Country  
Dance  
Football  
Girls Soccer  
Boys Soccer  
Swimming  
Volleyball

## WINTER ACTIVITIES

Girls Basketball  
Boys Basketball  
Cheerleading  
Wrestling

## SPRING ACTIVITIES

Baseball  
Golf  
Softball  
Tennis  
Track and Field

## HONORARY CLUBS

National Honor Society

## SCHOOL CLUBS

Band / Instrumental Music  
Bowling Club  
Choir / Vocal Music  
Debate  
DECA  
Drama Club  
French Club  
Green Dot  
Gaming Club  
Human Rights Club  
INEEL Scholastic Team  
KEY Club  
Mentor Program  
Matheletes  
Skeet & Trap  
Student Council  
Viking Yearbook

## Eligibility for Participation (Board Policy 3400)

Coeur d'Alene High School will develop a well-rounded and age-appropriate activities program that provides opportunities for students to voluntarily participate in activities which may include, but are not limited to, journalism and yearbook, music, speech and drama, and interscholastic athletics.

Please talk to Mr. Winger, Holly Morgan, or your coach for further information.

To be eligible to take part in school activities the student must meet the following requirements:

**ACADEMIC:** The student must be enrolled full-time at CHS, on target to graduate based on State Board of Education graduation requirements, and have received passing grades and earned credit in the required number of courses during the previous reporting period. The number of courses needed to pass shall be based on the following schedule:

# of courses taken	# need to pass
5	4
6	5
7	5
8	6

**ATTENDANCE:** A student must be in school the entire day in order to participate in a practice or activity that day. An exception would be if the student had an approved appointment (or other acceptable excused absence) that prevented attendance.

**CONTRACT:** If you are involved with co/extra-curricular activities you will be on contract the entire calendar year. The contract is available in board policies 3400E.

**REQUIRED FORMS:** Forms are available in the activities office. A student must have on file a current physical, proof of insurance, contract signature page, and an ASB Card. **ALL FORMS MUST BE COMPLETED PRIOR TO PARTICIPATION - INCLUDING PRACTICES.**

We are an equal/access school district and all Co/Extra-Curricular student activities follow the Federal Equal Access Act laws and regulations, 20 U.S.C.

## **Sportsmanship Rules**

Students must follow the IEL Sportsmanship Rules and Regulations Student Section, including:

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

\*Treat opposing players, coaches, and fans with courtesy and respect.

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

\**Only signs encouraging your team are permitted.*

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

## **Adult Expectations**

Coaches, staff, administration, parents, and all spectators are adult role models and should exhibit high levels of sportsmanship and spirit.

## **CHS Parent Philosophy**

As parents of Coeur d'Alene High School students, we promote and expect exemplary sportsmanship from students, athletes, parents, coaches, staff, and all spectators. It's a privilege to wear "the blue".

## **Consequences**

Violation of sportsmanship rules may include the following consequences: verbal warning, ejection, one or more game suspension, or a season long suspension.

No loitering in the commons or school grounds if ejected, you must leave the site.

## **Interscholastic Activities (Board Policy 3400)**

All interscholastic activities and competitions in which the students of the district participate, must comply with the rules of the Idaho High School Activities Association.

## **Voluntary Drug Testing for Activities**

We encourage parents and all activity participants to enroll in our voluntary drug testing program for the 2015—2016 school year - forms are available in the office.

## **Transfer Students:**

Any student who transfers from another school must see the Activity Director to be eligible to compete. Please contact Mike Randles, Activities Director, at Coeur d' Alene High School with questions.

## **Parent/ Guardian Denial of Permission for Extra-Curricular School- Sponsored Student Activities (Board Policy 3400)**

The school district will provide an opportunity for parents/ guardians to indicate that they do not want their student to join or participate in a school-sponsored extra-curricular activity, club or organization. Existing school sponsored extra-curricular activities, clubs and organizations are listed in the handbook.

Upon request, a form will be available at the school for parents to deny permission for students to participate in a school-sponsored extra-curricular student activity, club, or organization. Ultimately parents are responsible for the affiliation of their children in school or non-school

## **Club Eligibility (Board Policy 3400)**

All members of the Coeur d'Alene High School student body are eligible to participate in extra-curricular activities. No student may be denied the opportunity to join any club if he/she can meet the requirements of the club, and no club shall be allowed to choose its new membership by merely the consent of the current members.

## **Transportation to Co/Extra Curricular School Sponsored Activities (Board Policy 3400P)**

The district will provide transportation to all co- /extra- curricular school-sponsored activities for students participating as individuals or team members representing the district that are scheduled at a location outside this district. All student participants are required to ride district approved transportation to and from these scheduled events.

If a student participant wishes to ride home with his/her parent/guardian, arrangements must be made by the parent with the coach/ advisor in writing (see form 3400F4 in board policies).

Under no circumstances will student participants be allowed to transport themselves or other students from the activity, except in the presence of his or her parent/guardian.

This policy does not apply to activities such as proms, or other school sponsored dances in

## **Co/Extra Curricular Awards (Board Policy 3400)**

Coeur d'Alene High School may recognize students who participate in activities by awarding letters or certificates of participation. Each coach and advisor will inform student participants of the requirements and standards for earning an award in the activity.

## **Athletic Activities Insurance (Board Policy 3400)**

This district will not allow student athletes to participate in any interscholastic athletic program without insurance coverage and the written permission of the parent. Before engaging in practice sessions or athletic events, the following must occur:

1. Each student must participate in the blanket insurance program opportunity approved by this district, or provide proof of insurance.
2. The parent/ guardian must give permission for the student athlete to participate in the athletic program.

The district does not assume any financial responsibility for medical or hospital expenses incurred because of athletic injuries. Athletes participate at their own risk.

## **Academic Lettering Policy**

To be eligible to earn a letter at Coeur d'Alene City High School, each candidate must meet the following criteria:

The student must have two (2) full years of work in grades 9, 10, 11, and 12, with a cumulative GPA of 3.75 or higher. Each candidate must have attended the entire previous semester at Coeur d'Alene City High School.

### **Requesting Additional Sports**

Students or parents who wish to request the addition of interscholastic sports will notify Mr. Randles in writing.

## **Health Policies**

### **Health Records and Emergency Care**

Coeur d'Alene High School maintains the following health records for students indicating:

- Medical conditions that may require care by school health services
- Pertinent information related to immunizations
- Name of family doctor
- Name of emergency contact person
- Authorization to obtain emergency medical attention if needed
- An individualized health plan, if deemed necessary by district health services

### **Emergency Care**

All employees of this district will protect the health of the public school students and will take reasonable measures to provide for the emergency care of any student that becomes ill or is injured on school property, during school hours, or at a school sponsored event. Appropriate precautions must be taken by all first responders to avoid contact with blood and bodily fluids.

### **Administering Medications**

The role of the school is to protect the health and safety of all students.

School personnel are not to administer any medications to students without written instructions from a parent or primary care provider. Medication must be in the original container with matching instructions clearly-marked on the container. This includes aspirin, cough medicine, and all over the counter and prescription drugs.

Misuse or abuse of any medication may result in disciplinary action.

High school students may keep and administer their own medication, but they may only bring one day's supply of medication to school.

Please refer to [www.cdaschools.org/boardpolicies](http://www.cdaschools.org/boardpolicies) for more details.

### **Student Health/Physical Screenings/Exams (Board Policy 3500)**

The District may arrange each year for health services to be provided to all students. Such services may include, but not be limited to:

The development of procedures at each building for the isolation and temporary care of students who become ill during the school day;

Refer the consulting services of a qualified specialist for staff, students, and parents;

Vision and hearing screening;

Scoliosis screening; and  
Immunization as provided by the Department of Health and Human Services.  
Parents/guardians will receive a written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress.  
The District will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question. Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the District is conducted which is:  
Required as a condition of attendance;  
Administered by the school and scheduled by the school in advance; and  
Not necessary to protect the immediate health and safety of the student or other students.  
Parents or eligible students will be given the opportunity to opt out of the above-described non-emergency, invasive physical examination or screening.

## **Student Data Privacy and Security (Board Policy 3575)**

The efficient collection, analysis, and storage of student information is essential to improve the education of our students. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. The privacy of students and the use of confidential student information is protected by federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and the Idaho Student Data Accessibility, Transparency, and Accountability Act of 2014 (Idaho Data Accountability Act).  
Student information is compiled and used to evaluate and improve Idaho's educational system and improve transitions from high school to postsecondary education or the workforce. The Data Management Council (DMC) was established by the Idaho State Board of Education to make recommendations on the proper collection, protection, storage and use of confidential student information stored within the Statewide Longitudinal Data System (SLDS). The DMC includes representatives from K-12, higher education institutions and the Department of Labor.  
The District shall follow applicable state and federal laws related to student privacy in the collection of student data.

## **Guidance**

### **Message from Guidance/ Counseling Department:**

*The guidance program is an integral part of the Coeur d'Alene High School educational program. The program is committed to helping students develop their personalities, intellect and talents. Coeur d'Alene High School counselors are concerned with the emotional and social as well as educational and career development of all students.*

*The counseling department provides information to assist students in making decisions about current high school and post high school plans. This is done by meeting with students individually and in groups. The CHS counseling center provides support in helping students work through problems to make good decisions. Counseling may involve parent contact and participation and is sometimes followed by referrals to community resources or outside agencies.*

*At CHS the counselors encourage students and parents to learn about and assume responsibility for understanding graduation requirements and attendance regulations. Parents are encouraged to contact their student's counselor regarding any concerns they may have as to their students'.*

### **Honor Roll**

Scholarship is recognized and encouraged through an Academic Honor Roll. The Honor Roll is compiled at the end of each semester for full-time students. Honor Roll designations are restricted to "B" average or above. The following are the breakdowns for Honor Roll Designations.

3.00-3.49—Honor Roll

3.5-3.99—Renaissance Honor Roll

4.00 + —Distinguished Renaissance Honor Roll

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## Academic Honors for Graduation

Academic achievement is recognized at graduation and is based on cumulative GPA for all 4 years. The honor designations are as follows:

Highest Honors Valedictorian & Salutatorian— Red/White Stole & Gold Cord

Highest Honors 4.00+ — Gold/White Stole & Gold Cord

Highest Honors 3.75-3.99 — Teal/White Stole & Gold Cord

High Honors 3.50-3.74 — Navy/White Stole & Gold Cord

Honors 3.20-3.49 — Gold Cord

## Grade Scales

A weighted grade scale has been implemented for the purpose of encouraging and rewarding students for taking Honors an Advanced Placement courses. The grading scale is calculated on the 5.00 system. This scale is used to determine the class rank as well as the Valedictorian and Salutatorian.

Standard Honors Adv. Placement

	Class	/	Class	/	Class
A (93 -100 %)	4.0		4.5		5.0
A-(90 - 92 %)	3.7		4.2		4.7
B+ (87 - 89%)	3.3		3.8		4.3
B (83 - 86%)	3.0		3.5		4.0
B-(80 - 82%)	2.7		3.2		3.7
C+ (77 -79%)	2.3		2.8		3.3
C (73 - 76%)	2.0		2.5		3.0
C-(70 - 72%)	1.7		2.2		2.7
D+ (67 - 69%)	1.3		1.8		2.3
D (63 - 66%)	1.0		1.5		2.0
D-(60 - 62%)	0.7		1.2		1.0
F (below 60)	No points earned				

## Graduation Credit Requirements (Board Policy 2700)

The following is a list of required subjects and credits:

Freshman English 2

Sophomore English 2

Junior English 2

Senior English 2

Speech Arts 1

World History 2

US History 2

American Government 2

Economics 1

Mathematics 6

Physical Education 1

Health 1

Science 6

Humanities 2

Computer Applications 1

Senior Project 1

Additional Electives 12

Total: 46

Please see your counselor to ensure you are on track to graduate.



# Counseling

## **Advanced Learning Education (Board Policy 2700)**

The Coeur d'Alene School District seeks to provide educational experiences appropriate to meet the needs of all children, including those who are advanced learners. In order to develop exceptionally high ability to its fullest potential, teachers, parents, and the community will work together to ensure that each student receives the skills and academic preparation necessary to challenge and enrich themselves and to exercise the rights and responsibilities of citizenship.

## **AP Courses (Board Policy 2700)**

All students registering for an Advanced Placement (AP) class shall be required to take the official AP exam in May, which has an associated cost. Students / parents / guardians will receive information about the exam and payment options.

## **Correspondence Study (Board Policy 2440)**

A student may receive one semester of credits toward high school graduation through correspondence. Only those correspondence courses which are approved in advance by counselors and /or administrators will be accepted for credit.

The correspondence courses must be offered by an institution accredited by the Idaho State Board of Education or other regional accrediting association recognized by the State Board of Education, and registered with the State Board of Education.

## **Dual Enrollment (Board Policy 2440)**

Please see your counselor for information

CHS is committed to providing educational opportunities both traditional & non-traditional for the school-age students residing within its boundaries. Taking into account the legislative intent and language of the dual enrollment statute, this board adopts the following policy.

Please refer to [www.cdaschools.org/boardpolicies](http://www.cdaschools.org/boardpolicies) for all of the specifics.

## **Definitions**

**Dual Enrollment:** A dually enrolled student residing within the boundaries of this district who is legitimately enrolled in a private, parochial, or home school, charter school or other alternative public school program, and who is also enrolled in a traditional public school in this district and has not graduated from high school.

**Primary Education Provider:** The person or entity providing the enrolled student's educational instruction outside the traditional public school programs or activities, such as the private, parochial, or home school or other alternative public school program, charter school.

## **Graduation**

Dually enrolled students must meet all graduation requirements of the state and this district to graduate, to take part in the graduation ceremony, and to obtain a diploma from this district. Dually enrolled students must be enrolled in a program approved by the school during their last semester.

## **Transportation**

A dually enrolled student may ride a school bus on a regularly scheduled route so long as the student is eligible for transportation and space is available. No alterations of routes or new bus stops will be

established. If a dually enrolled student attends part time, the student may receive transportation at the regularly scheduled time closest to the time period for which the student is enrolled.

### **Interim Periods**

**Dually enrolled students are not allowed to be present on the school premises other than when the program or activity for which the student is enrolled is taking place.** The district will not be responsible for the care or supervision of the student in any form for periods before, in between, or after the programs or activities for which the student is properly enrolled. Any transportation needs for such students not provided for otherwise under this policy during the school day will be the sole responsibility of the student and his or her parent / guardian.

### **Extracurricular Activities**

A dually enrolled student involved in an extracurricular activity is subject to the same eligibility standards and participation requirements as a regular full-time student.

Oversight of academic standards relating to participation in nonacademic public school activities is the responsibility of the Primary Education Provider of each student.

## **More Information**

### **Credit Acceptance (Board Policy 2700)**

Credits are accepted from any accredited school on receipt of an official transcript.

### **Public School Transfer Students**

Students transferring from accredited public schools outside this district will receive credit toward high school graduation for those classes taken at the previous accredited public school. Transfer credits will be evaluated for acceptance upon receipt of an official transcript.

### **Non Accredited School Students**

Students transferring from non-accredited or private schools will receive credit toward high school graduation for courses taken at the non-accredited school as follows:

1. Student will be required to attend Coeur d'Alene City High School for the entire 12th grade year and shall be a full-time student both semesters.
2. For students wanting to transfer as sophomores and juniors, credits shall be accepted based upon an affidavit of content signed by the parents, and signed off by the counselor. Placement in classes will be based upon this affidavit. NO grades will be accepted from non-accredited institutions including homeschool.
3. Credits for religious courses cannot be accepted.

### **IDLA – Idaho Digital Learning Academy**

Students interested in taking classes through IDLA should make an appointment with their counselor.

### **Senior Honors Breakfast**

To be eligible to be invited to attend the Senior Honors Breakfast, a senior must be ranked as one of the top ten students in his/ her class who have earned a minimum of 40 Val/ Sal credits.

### **Valedictorian and Salutatorian (Board Policy 2700P1)**

Grade point shall be determined by the average of grades during the seven semesters of a student's high school career. Refer to [www.cdaschools.org/boardpolicies](http://www.cdaschools.org/boardpolicies). And seek assistance from your counselor. Valedictorians and Salutatorians will be given the opportunity to speak at graduation.

## **Grading/Incompletes**

A student's progress can be checked on Skyward Family Access. Teachers are required to update Skyward every two weeks. The letter grade given at the end of the semester is a cumulative grade for that semester and is the one which is recorded on the student's permanent record.

If a grade is an "I" for incomplete, the work must be completed within two week or the grade will be changed to an "F".

## **Repeating Classes**

A student may repeat any class. Any course taken at the high school level will remain on a student's transcript with the grade earned. Students who repeat a class in which they had previously earned a passing grade will be granted elective credit for the repeated class.

## **Independent Study (Board Policy 2445)**

The student and supervising teacher will jointly design a "Course of Independent Study" that addresses the following:

Brief Independent Study Course Description with Rationale, Goals. Broad Statements of purpose or intent. Textbook and other materials to be used. Brief content outline, Assessment and Performance Objectives.

The Course of Study must be approved by the acedmic Vice Principal no later than the tenth day of the semester and filed in the Registrar's Office.

The student must physically be in class with the teacher present and meet the attendance requirements. The class may not be scheduled during a teacher's prep period. One semester of independent study will count as one elective credit.

Signatures of approval must be obtained from the student, teacher, parent/guardian, counselor and academic vice principal.

## **Audit Policy (Board Policy 2445)**

When selecting courses the semester before the student enrolls, the student must declare their intent to audit a class. Within two weeks of the semester, students may add or delete audited class with counselor and teacher and parent approval. Once an audit is agreed upon, the following rules must be followed:

1. Student must sign up within the first ten days of the semester.
2. Regular school attendance is required.
3. Appropriate classroom behavior is expected.
4. Completion of all work is expected.
5. With teacher approval, a student who has successfully completed the course may petition to have the audit replaced by the earned grade.
6. Students who fail to meet class expectations of the audit policy can be dropped from the class, and will receive an "F".
7. Valedictorian/ Salutatorian candidates must declare their desire to audit a course prior to the 1st day of class and only in their senior year.

***The above Audit Procedure does not apply to courses retaken to raise a grade - see repeating classes.***

## **Schedule Changes**

Students will have limited opportunities to change their assigned schedules at the beginning of a semester. After the set time, students will not be allowed to change their schedule without an 'F' on their transcript.

### **Removal from Class**

If at any time a student is withdrawn from a class for discipline or attendance reasons, the student will receive an 'F' regardless of current academic status in that class. This grade will become part of the student permanent academic record.

### **Withdrawal from Class**

A student may transfer or drop a course within the first five (5) meeting of any one class of either semester without a penalty. If the student transfers to another class his/her absences will be transferred with the student.

Any student who drops a class after the first six (6) weeks of the semester will receive a grade of "F" on his/her permanent academic record.

### **Withdrawal from School**

If a student finds it necessary to withdraw from school, parental consent must be given to the registrar before the student receives the withdrawal form. The student must complete all steps required on the checkout form.

### **Supervised Alternative to the Classroom**

Supervised Alternative to the Classroom may be scheduled through the Counseling Office with administrative permission. Students are expected to bring books and other materials to study.

Ask your counselor any questions 208-769-2942

### **Student Records (Board Policy 3570)**

School student records, including medical records, are confidential, and information from them shall not be released other than as provided by law. Federal and state laws grant certain rights to parents and students, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, *unless* the parent(s) notifies the school not to release this information

### **Reasonable Accommodations for Persons with Disabilities (Board Policy 1510)**

The district makes a good faith effort to provide reasonable accommodations for persons with disabilities.

### **Disciplining Students with Disabilities (Board Policy 1510)**

A student with a disability, as defined by Section 504 of the 1973 Rehabilitation Act, may be suspended for ten school days. Whenever a school considers suspending a student with a disability for more than 10 school days under this section, a Multi-Disciplinary Team (MDT) will be convened to determine if the cumulative suspension constitutes a significant change in placement by reviewing the following facts:

1. The length of each suspension.
2. The proximity of the suspension to one another.
3. The total amount of time the student is excluded from school.
4. If the MDT determines that the exclusion constitutes a significant change in placement, the school will conduct a manifestation determination.

### **Enrollment**

In situations where class size is limited, the Superintendent may give priority to certain students. Priorities may include, but are not limited to where a student:

- Resides in the attendance area of another school within our District (521)
- Was enrolled at the requested school during the prior year;
- Has a sibling enrolled at the requested school;
- Has parents employed by the District, or
- The above criteria are listed in order of priority and then on a “first-come, first-served basis”.

The Superintendent may deny open enrollment including an intra-district transfer request when such enrollment would negatively impact the efficient use of District resources. The Superintendent may also deny enrollment if the student has been suspended or expelled from school or has a history of disciplinary infractions. The Superintendent may set numerical limits defining hardship for schools, grade levels, or programs to provide for appropriate and efficient use of facilities and staff. The student-to-teacher ratios shall not exceed the established hardship class/teacher standards due to transfers. The decision of the Superintendent / designee is final and cannot be appealed.

### **Student Assistance Team**

Coeur d’Alene City High School has a system in place for assessing the severity of a substance abuse problem and assisting in getting the problem under control before more damage is done to the individual or those involved with them. Therefore, we encourage students and/or parents to contact the Student Assistance Team at the high school whenever they are concerned about the substance abuse patterns of anyone they care about, including themselves. We will try to help!  
For further information please contact any counselor.

### **Crisis Management Procedure**

Coeur d’Alene City High School has an organized response procedure including team leaders and system support in the event that a tragedy occurs that may have a major impact of the school population.

### **Foreign Students**

The Board, administration and staff believe there are benefits to students, schools, and to the community when foreign students are allowed to attend high school in the United States. In order to make their visits profitable and enjoyable to themselves and to other students, the staff, and community, these students will be permitted to enroll in the school system. The administration will develop rules and regulations governing foreign students. In compliance with the Illegal Immigration Reform and Immigrant Responsibilities Act of 1996, this district will cooperate with the Bureau of Citizenship and Immigration Service (BCIS) in tracking foreign students and foreign exchange visitors, and, when required, will collect fees. The foreign student will be required to follow all of the rules, regulations, and policies of the district and pay fees as required.

This district reserves the right to deny admittance to any foreign student or exchange student program sponsors.

### **Relationship Abuse & Assault Prevention & Response**

#### **Board Policy 3285**

The District has developed administrative procedures to implement this policy. Procedures include descriptions of prohibited conduct, the definition of abuse pursuant to the Child Protective Act, reporting and investigative procedures, prevention and response procedures.

### **Homeless Students**

The Board of Trustees of this District recognizes the right of all students residing within the district boundaries, including those who are homeless, to immediately enroll in, and participate in, the district’s educational and support programs following district procedures.

An open enrollment application must be submitted annually for admission to a specific school. Applications will be accepted from January 1 to February 1 of each year for enrollment in the subsequent school year. The application acceptance period may be waived with the mutual agreement of the Coeur d'Alene School District and the district in which the student's parents or guardian resides or between principals for an in-district transfer. It is the School Board's intent to allow waiver of the application acceptance period for continuous acceptance of open enrollment applications when classroom space is available.

### **Transportation for Open Enrollment Students**

Parents or legal guardians of a student accepted under this open enrollment policy will be responsible for transporting their child or ward to and from school or to an appropriate bus stop identified by the school district.

### **Co-Curricular Activities with Open Enrollment**

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

## **More Policies**

### **Notification of Rights under the Protection of Pupil Rights Amendment (PPRA) (Board Policy 2140)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

### **Title I Parent Involvement (Board Policy 2420)**

The Coeur d'Alene School District recognizes that the education of each student is a responsibility shared by the school and the student's family. The District endorses the parent involvement goals of Title I of 20 USC 6318 and Title III of 20 USC 7012 and encourages the regular participation of parents of Title I eligible children and Limited English Proficient students in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community.

### **Instructional Materials Review (Board Policy 2530)**

An Opt-Out/Alternative Novel Request form will be available for parents and students that for any reason do not approve of a required novel selection. Parents and teachers would then work together to determine a suitable alternative.

*Form: 2530F2 can be found on district website*

### **Selection Adoption & Use of Instructional Materials (Board Policy 2540)**

The Board of Trustees is responsible for the adoption of primary instructional materials used in the School District. These materials shall be selected to support and enrich the curriculum, taking into consideration the varied instructional needs, abilities, interests, and maturity levels of the students served. The primary instructional materials are intended to be aligned with the state adoption cycle.

### **Instruction 2140F**

#### **Student and Family Privacy Rights – Consent Form**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student surveys, analyses, or evaluations that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings (except those permitted under state law without parental notification). The following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

## **District Information**

### **Title IX Officer**

Pursuant to Idaho Code 92-318, notice is hereby given that the Title IX Officer for the Coeur d'Alene School District is: Kelly Ostrum, Human Resource Director, 1400 N Northwood Center Court, CdA, ID 83814. 208-664-8241

Inquiries, complaints and information regarding Title IX should be directed to the Title IX Officer at the address above.

## 504 District Coordinator

Kate Keinert is the district 504 Coordinator. She can be reached at 1400 N Northwood Center Court, CdA, ID 83814. 208-664-8241 or at [kkeinert@cdaschools.org](mailto:kkeinert@cdaschools.org).

## Discrimination

It is the policy of the Coeur d'Alene School District Board not to discriminate on the basis of race, color, creed, national origin, religion, age, disability or sex in its educational programs or employment practices.

## Student with Disabilities (Board Policy 1510)

Under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, the Coeur d'Alene School District is prohibited from discriminating against students on the basis of a disability. To the maximum extent appropriate for the needs of the student, the District will educate students with disabilities within their regular school program.

Students with disabilities and their parents have a number of rights and protections. Questions or requests for assistance or information should be directed to the school's principal, the district Director of Special Education - Frank Maier [fmaier@cdaschools.org](mailto:fmaier@cdaschools.org) or Director of Equity and Federal Programs\_ Kate Keinert, [kkeinert@cdaschools.org](mailto:kkeinert@cdaschools.org). The District Office can be reached at 208-664-8241.

## Snow Days

Please visit [www.cdaschools.org](http://www.cdaschools.org) for latest school closure updates or contact the hot line number for emergency closure information at 667-0784.

The number will be updated before 6:00 am if there is a school closure. This information is also broadcast on KVNI Radio AM 1080, KREM 2 TV, KXLY TV and KHQ TV.

## District Provided Access to Electronic Info, Services & Networks (Board Policy 3270)

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

Internet safety is important to us and you will find procedures regarding enforcement of policy 3270 on the main District webpage.

The following message will appear on all District computers reminding users of technology use expectations: "District computers are provided for educational purposes. Users agree to follow Board Policy and Idaho State Law. Computer actions may be monitored. Inappropriate use may result in disciplinary actions."

## Board Policies

The complete Board Policies with updates and changes can be accessed online at: [www.cdaschools.org/boardpolicies](http://www.cdaschools.org/boardpolicies)

# Notices

## Non-Discrimination Notice (Board Policy 3280)

The Coeur d'Alene School District complies with all applicable laws and does not discriminate on the basis of race, color, religion, sex, national origin, age (40 or older), genetic information, veteran status or disability in any educational programs or activities



receiving federal financial assistance or in employment practices. The District provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding compliance with this nondiscrimination policy may be directed to the Section 504 Program Coordinator, Anna Wilson, or Kelly Ostrum, Director of Human Resources at the District Administrative Center, 1400 N. Northwood Center Ct., Coeur d'Alene, Idaho 83814-2472, (208) 664-8241. Revised 8/2015

## **Coeur d'Alene Public School District #271, Notification of Rights and Notice of Compliance**

### **SY 2015-2016 In Accordance With the Family Rights and Privacy Act as amended 2012 FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1)The right to inspect and review the student's education records within 45 days of the day the *Coeur d'Alene School District 271* receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2)The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or eligible students who wish to ask the *Coeur d'Alene School District 271* to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3)The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel, or a person serving on the School Board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4)The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended in 1997 and 2012, the Coeur d'Alene School District 271 of Coeur d'Alene, Idaho, hereby gives notice to all parents, legal guardians, and students eighteen years of age attending the Coeur d'Alene School District schools that the following information is being categorized as directory information: the students name, address, telephone listing, graduation year (grade level), participation in officially recognized activities such as sports, weight and height of members of athletic teams; and, degrees and awards received.

Directory information may be published and released by the District without prior consent of the legal guardian or student 18 years of age or older, unless the parent, legal guardian or student 18 years of age or older notifies the District that the above mentioned directory information should not be released without prior written consent of the parents, legal guardian or student 18 years of age or older. Such notification should be in writing and addressed to Lynn Towne, Clerk of the Board of Trustees, 1400 N. Northwood Center Ct., Coeur d'Alene, Idaho 83814, and to the principal of the school where the student attends.

Pursuant to Idaho Code 92-318, notice is hereby given that the Title IX Officer for the Coeur d'Alene School District is Kelly Ostrum, Human Resources Director. Inquiries, complaints and information regarding Title IX should be directed to the Title IX Officer at 1400 N. Northwood Center Ct. Coeur d'Alene, Idaho.