



CŒUR D'ALENE HIGH SCHOOL
School Handbook
2023-2024
FOR PARENTS AND STUDENTS

2023-2024

“Learning at High Levels... Every student, every day”

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HELPFUL CONTACTS

MAIN OFFICE	(208) 667-4507
PRINCIPAL: Mike Randles	mrandles@cdaschools.org
ASST PRINCIPAL & DEAN OF STUDENTS: Annora Jewell, Assistant Principal Matt Brown, Dean	ajewell@cdaschools.org mbrown@cdaschools.org
ACTIVITIES DIRECTOR: Victoria Honetschlager Beecher	vhonetschlager@cdaschools.org
OFFICE STAFF: Tracy Meyers, <i>Bookkeeper</i> Bettie Hensley, <i>Registrar</i> Lisa Knudtsen, <i>Administrative Secretary</i> Kelly Murray, <i>Attendance Secretary</i> Michele Torres, <i>Front Office Secretary</i>	(208) 667-4507 tracy.meyers@cdaschools.org bhensley@cdaschools.org lknudtsen@cdaschools.org kmurray@cdaschools.org mtorres@cdaschools.org
SCHOOL SAFETY STAFF: Det. Mario Rios, <i>School Resource Officer</i> Chuck Keisel, <i>Campus Safety Officer</i> Caleb West, <i>Campus Safety Officer</i>	(208) 667-4507
ACTIVITIES OFFICE: Norma Alley, <i>Activities Secretary</i>	(208) 667-4500 nalley@cdaschools.org
COLLEGE AND CAREER CENTER: Kari Hynes, <i>College & Career Coordinator</i> Beth Kofmehl, <i>College & Career Assistant</i>	(208) 667-4509 khynes@cdaschools.org elizabeth.kofmehl@cdaschools.org
COUNSELING: Laurie Nordman, <i>Counseling Secretary</i>	(208) 667-4509 laurie.nordman@cdaschools.org
KITCHEN MANAGER Linda May	(208) 667-4507
FACILITY MANAGER Matt Tenneson	(208) 667-4507
SCHOOL FACSIMILE	(208) 664-5785

School Address:
Cœur d'Alene High School
5530 North 4th Street
Cœur d'Alene, ID 83815

Website:
www.cdaschools.org/chs

CALENDAR & SCHEDULES

2023-2024 District Academic Calendar

Find up-to-date event information on the calendar page by [Clicking Here](#)

2023-2024 FAMILY CALENDAR

PLEASE NOTE: School starts 1 hour later on all Mondays for staff collaboration time.

September 4: Labor Day

September 5: First Day of School K-12

October 6: NO SCHOOL K-12 Staff Flex Day *

October 11: PSAT test day, Grades 9-11 early release @ 1 pm. NO SCHOOL Grade 12

October 19: MS P/T Conferences 4-7:30 pm

November 9: HS P/T Conferences 4-7:30 pm

November 10: NO SCHOOL K-12 (Veterans Day)

November 15: MS P/T Conferences 4-7:30 pm

November 16: K-5 P/T Conferences 4-7:30 pm

November 17: NO SCHOOL K-5, K-5 Conferences

November 20-24: NO SCHOOL K-12

(Thanksgiving Break)

December 22: NO SCHOOL K-12 Staff Flex Day *

December 25-January 5: NO SCHOOL K-12

(Winter Break)

January 8: ALL STUDENTS RETURN

January 15: NO SCHOOL K-12 (MLK Day)

January 25: End of First Semester

January 26: NO SCHOOL K-12 Staff Work Day

February 15: MS P/T Conferences 4-7:30 pm

February 16: NO SCHOOL K-12 Staff Flex Day *

February 19: NO SCHOOL K-12 (Presidents Day)

March 14: HS P/T Conferences 4-7:30 pm

March 15: NO SCHOOL K-5 ONLY

March 21: K-5 P/T Conferences 4-7:30 pm

March 22: NO SCHOOL K-8 ONLY

K-5 P/T Conferences

March 25-29: NO SCHOOL K-12 (Spring Break)

April 10: NO SCHOOL Grades 9, 10, 12

SAT Testing for Grade 11

May 27: NO SCHOOL K-12 (Memorial Day)

June 7: Last Day for All Students

Early Release Grades K-5 at 1:25 pm

Early Release Grades 6-8 at 12:35 pm

June 10-11: Possible Make-up Days

SEPTEMBER

MON	TUE	WED	THUR	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER

MON	TUE	WED	THUR	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19★	20
23	24	25	26	27
30	31			

NOVEMBER

MON	TUE	WED	THUR	FRI
		1	2	3
6	7	8	9★	10
13	14	15★	16★	17★
20	21	22	23	24
27	28	29	30	

DECEMBER

MON	TUE	WED	THUR	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY

MON	TUE	WED	THUR	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY

MON	TUE	WED	THUR	FRI
			1	2
5	6	7	8	9
12	13	14	15★	16
19	20	21	22	23
26	27	28	29	

MARCH

MON	TUE	WED	THUR	FRI
				1
4	5	6	7	8
11	12	13	14★	15
18	19	20	21★	22★
25	26	27	28	29

APRIL

MON	TUE	WED	THUR	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY

MON	TUE	WED	THUR	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE

MON	TUE	WED	THUR	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Calendar Legend:

No school for all students	No school for some students	First or Last Day of Year	Stars = P/T Conferences

CDA Early Learning Center & Venture High School have different calendars.

* The Staff Flex Day is a day certified staff have off in trade for extra hours invested in professional development elsewhere during the school year.



Updated 5/30/2023

www.cdaschools.org

Important Dates

End of Semester Final Exams

Final exams will occur within the scheduled class periods. Please refer to your class syllabus and classroom teacher for more detailed information.

End of Semester 1: January 25, 2024

End of Semester 2: June 7, 2024 (9th-11th grade)

End of the School Year

Wednesday, June 5, 2024: Last instructional day for seniors

Thursday, June 6, 2024: No school for seniors, school grades 9-11

Friday, June 7, 2024: Graduation rehearsal for seniors, last day of school for grades 9-11

Daily Bell Schedule

SCHEDULE	MONDAY	DAILY SCHEDULE		PM
	COLLABORATION			ASSEMBLY
	No Zero Hour	Zero Hour: 6:40-7:30 a.m.		Zero Hour: 6:40-7:30 a.m.
	1st Period: 8:35-9:25 a.m.	1st Period: 7:35-8:35 a.m.		1st Period: 7:35-8:25 a.m.
	2nd Period: 9:30-10:20 a.m.	2nd Period: 8:40-9:40 a.m.		2nd Period: 8:30-9:20 a.m.
	3rd Period: 10:25-11:15 a.m.	3rd Period: 9:45-10:45 a.m.		3rd Period: 9:25-10:15 a.m.
	1st Lunch: 11:15-11:45 a.m.	1st Lunch: 10:45-11:15 a.m.		1st Lunch: 10:15-10:45 a.m.
	4th Period: 11:20-12:10 a.m.	4th Period: 10:50-11:50 a.m.		4th Period: 10:20-11:10 a.m.
	2nd Lunch: 12:10-12:40 a.m.	2nd Lunch: 11:50-12:20 p.m.		2nd Lunch: 11:10-11:40 a.m.
	5th Period: 11:50-12:40 p.m.	5th Period: 11:20-12:20 p.m.		5th Period: 10:50-11:40 a.m.
	6th Period: 12:45-1:35 p.m.	6th Period: 12:25-1:25 p.m.		6th Period: 11:45-12:35 p.m.
	7th Period: 1:40-2:30 p.m.	7th Period: 1:30-2:30 p.m.		ASSEMBLY: 12:40-1:35 p.m.
				7th Period: 1:40-2:30 p.m.
				2-HOUR
				EARLY RELEASE
				Zero Hour: 6:30-7:30 a.m.
				1st Period: 7:35-8:20 a.m.
				2nd Period: 8:25-9:10 a.m.
				3rd Period: 9:15-9:55 a.m.
				1st Lunch: 9:55-10:15 a.m.
				4th Period: 10:00-10:40 a.m.
				2nd Lunch: 10:40-11:00 a.m.
				5th Period: 10:20-11:00 a.m.
				6th Period: 11:05-11:45 a.m.
				7th Period: 11:50-12:30 p.m.



STUDENT SUPPORT RESOURCES

The counseling 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 and post-secondary 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. We encourage students and parents to learn and assume responsibility for understanding graduation and attendance requirements. Parents are encouraged to contact their student's counselor regarding any concerns they may have regarding their student.

Counseling Staff

Austyn Araujo , 9th - 12th grade- Last names A-C austyn.gunderson@cdaschools.org
Megan Franklin , 9th - 12th grade- Last names D-H mfranklin@cdaschools.org
Alma Durgutovic , 9th - 12th grade- Last names I-M alma.durgutovic@cdaschools.org
Carrie McGlohon , 9th - 12th grade- Last names N-SH carrie.mcglohon@cdaschools.org
Kristi Zimmerman , 9th - 12th grade- Last names SI-Z kristi.zimmerman@cdaschools.org

College and Career Center

The college and career center assists students and families with: post-secondary academic planning, advanced opportunities funding (scholarships), career and interest assessments, dual credit, college and job searches.

Additionally, students at Coeur d'Alene High School have access to our college/career development software, Xello. This software promotes an interactive process of exploring possible occupations and schools.

ACADEMICS

Graduation Requirements (Board Policy 2700)

Students need **46 credits** in order to receive a diploma from Cœur d'Alene High School. Please see your counselor to ensure that you are on-track to graduate. The following is a list of required subjects and courses.

ENGLISH (9 credits, 4 years)	
English 9 <i>or</i> Honors English 9	2 credits
English 10 <i>or</i> Honors English 10	2 credits
English 11 <i>or</i> English 101/175 (dual credit) <i>or</i> AP Language	2 credits
English 12 <i>or</i> English 201/275 (dual credit) <i>or</i> AP Literature	2 credits
Speech <i>or</i> Communication 101 (dual credit)	1 credit
SOCIAL STUDIES (7 credits, 3 years)	
Western Civilization	2 credits
US History <i>or</i> History 111/112 (dual credit) <i>or</i> AP US History	2 credits
American Government <i>or</i> AP Government	2 credits
Economics	1 credit
MATHEMATICS (6 credits, 3 years)	
SCIENCE (6 credits, 3 years)	
Physical Science <i>or</i> Honors Physical Science	2 credits
Biology <i>or</i> Honors Biology	2 credits
Science of choice (ex: Elective science, Chemistry <i>or</i> Honors Chem <i>or</i> AP Chemistry, Physics <i>or</i> Honors Physics <i>or</i> AP Physics)	2 credits
PHYSICAL EDUCATION (1 credit, 1 semester)	
HEALTH (1 credit, 1 semester)	
HUMANITIES ELECTIVE (2 credits, 1 year)	
TECHNOLOGY ELECTIVE (1 credit, 1 semester)	
SENIOR PROJECT (1 credit, 1 semester)	

Grading

The primary purpose of grading is to communicate the academic achievement of students to the student, their family, employers, and post-secondary institutions. Students should refer to their course syllabus for specific grading procedures such as extra credit, late work, grade calculation and other topics. Student's academic progress can be checked on Skyward Family access. Teachers are required to update Skyward, at a minimum, every two weeks.

Grade Scales

A weighted grade scale has been implemented for the purpose of encouraging and rewarding students for taking an honors or advanced placement (AP) course. The grading scale and corresponding grade point average (GPA) scale are based on the category of course. The grade point average scale is used to determine class rank and valedictorian/salutatorian.

Standard & Weighted Grading

LETTER GRADE	PERCENTAGE	Standard Course	Honors Course	AP Course
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	Less than 60	No points earned (0.0)		

Pass/Fail Grading

Pass/fail grading may be assigned to a student by administration based on extenuating circumstances such as: medical issues, hospitalizations, and other situations deemed appropriate by administration. Students working on a pass/fail basis must continue to meet all classroom expectations, including class attendance. The passing grade for all departments will

be a 'D-' (60%). Students who receive an 'F' under the pass/fail option do fail the course, the 'F' is recorded on their transcript and counts in their GPA calculation.

Incomplete Policy

An incomplete can be given to a student who did not complete coursework due to extenuating circumstances that are beyond their control. If students are missing essential standards and/or summative assessments at the end of the semester, the student grade may be recorded as an 'I' (incomplete) until the student completes those items.

If a student contracts with a teacher to complete the missing work, the teacher stipulates what is to be completed with a clear deadline (typically two weeks after the end of the semester). If at the end of the deadline, the work has not been completed, the grade will be changed to an 'F'.

Schedule Changes & Dropping a Course

All schedule changes must be completed **within the first ten days of the semester** in order to occur without penalty. After this period, schedule changes/drops will incur an 'F' on the transcript. Requests for reasons of teacher preference or lunch preference will not be addressed at any time.

Level Changes

Level changes (ex: from honors to standard level) may take place within the first six weeks of a semester, after communication has occurred between the student, parent, and teacher. The student's attendance and grades will be transferred to the new course.

Repeating a Course

Students who receive an 'F' for a failed or dropped course have the option of retaking the course. If the student then receives a passing grade, the new grade will be recorded. The original 'F' will still remain on the student's transcript and both grades will be used in calculating grade point average (GPA).

Students who repeat a course in which they have previously earned a passing grade will be granted elective credit for the repeated class.

Removal from a Course

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 course. This grade will become part of the student's transcript and will be factored into GPA calculation.

Advanced Opportunities (Board Policy 2435)

The district provides opportunities for students to begin earning credit for college and vocational programs and/or take advanced placement or other college credit-bearing or professional certificate examinations while they attend school in the district. Participation in the district's advanced opportunities programs require parent and student agreement to program requirements and completion of the district's requirements, found in full in Board Policy 2435F.

Dual Enrollment

Please see Ms. Kari Hynes, College and Career Coordinator, for more information.

Advanced Placement (AP)

All students registering for an advanced placement (AP) course shall be required to take the official AP exam in May, which has an associated cost. Students and families will receive information about the exam and payment options in the early fall.

Alternative Credit Pathways (Board Policy 2440)

Online Courses

Online courses from an accredited institution may be counted as credit toward graduation. Though several options exist, many students choose to take courses through Idaho Digital Learning Academy (IDLA). Students interested in taking courses through IDLA should make an appointment with their counselor.

Independent Study

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

- Brief independent study course description with rationale and goals
- Broad statements of purpose or intent
- Textbook and other materials to be used
- Brief content outline, and assessment and performance objectives

The course of study must be approved by administration within the first 10 days of the semester and filed in the Registrar's office. Signatures of approval must be obtained from the student, parent/guardian, counselor, and assistant principal. One semester of independent study will count as one elective credit.

Correspondence Course

A student may receive one semester of credit towards high school graduation through correspondence. Only those correspondence courses which are approved in advance by the counselors and/or administrators will be accepted for credit. Courses must be offered with an institution accredited by the State Board of Education or other regional accrediting associated recognized by the State Board of Education.

Audit Policy (Board Policy 2445)

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

- Students must sign up within the first 10 days of the semester
- Regular school attendance & appropriate classroom behavior is required
- Completion of all work is expected
- With teacher approval, a student who has successfully completed the course may petition to have the audit replaced by the earned grade
- Students who fail to meet class expectations of the audit policy can be dropped from the class, and will receive a grade of "F"
- Valedictorian and Salutatorian candidates must declare their desire to audit a course prior to the 1st day of class and only in their senior year.

ACADEMIC RECOGNITION

Valedictorian & Salutatorian (Board Policy 2700)

Grade point shall be determined by the average of grades during the 7 semesters of a student's high school career. Valedictorians and salutatorians will be given the opportunity to speak at graduation.

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.

Graduation Honors

Academic achievement is recognized at graduation and is based on a cumulative GPA for all 4 years of a student's academic career. 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

Academic Lettering

To be eligible to earn an academic letter at Cœur d'Alene High School, the candidate must meet the following criteria: have two full years of coursework at CHS with a cumulative GPA of 3.75 or higher. Each candidate must have attended the entire previous semester at CHS.

Honor Roll

Scholarship is recognized and encouraged through academic honor roll. The honor roll is compiled at the end of each semester for full-time students. Honor roll designations are as follows:

Distinguished Renaissance Honor Roll	4.00+
Renaissance Honor Roll	3.5-3.99
Honor Roll	3.00-3.49

STUDENT GOVERNMENT

ASB Officers

Student Council

Student Council consists of the elected ASB (associated student body) officers and class officers and representatives, one elected representative per 100 students. Elections take place in the late spring. Student council meets during zero hour, Tuesday through Friday each week. Our student council advisor is Austyn Araujo (austyn.araujo@cdaschools.org)

Position	Class of 2024	Class of 2025	Class of 2026	Class of 2027	ASB
President	Olivia Naccaroto	Payton Conn	Annika Hain	TBD	Andi Jane Howard
Vice President	TBD	Sara Siegler	Fiona Knudson	TBD	Eden Stephens
Representative	Ava Parkinson	Chief Allen	Jonathan Callahan	Alysha Price	Jenny Elliot Secretary
Representative	Jaynie Fagan	Rebecca Thompson	Colton Loisel	Braden Smith	Lillian Lowry Treasurer
Representative	Remi Meiner	Kyle Rohlinger	Lyla Bailey	Noah Wigdahl	Maya Lowder Spirit Leader
Representative	Gabriel Jones	Mya Jones	Jake Hasso	Harley Shaver	
Representative	Grace Breisacher	Bryce Miller	Camden Johnson	Kyrsten Moore	
Representative	Kendall Holecek	Mirhet Washington		Ellia May	
				Jacie Matheson	
				Madelyn Pratt	

STUDENT LIFE

Cafeteria

It is the expectation that students have the responsibility for cleaning their eating area and leaving the cafeteria presentable for the other students. Unacceptable cafeteria area behavior will result in a loss of privileges to the area and/or disciplinary action.

The following are cafeteria and outdoor eating area expectations for all students:

- Each student is to clean up their immediate area
- If students choose to sit at a table with a mess on it, those students become responsible for cleaning up the mess
- Each student is expected to deposit their trash in the proper trash containers
- There will be no throwing of food/beverages/utensils/other objects

Lost & Found

The lost and found is maintained by our Campus Safety Officers. Students who find lost articles are asked to turn them into the office to be claimed by their owners. Items that are not claimed are donated to the community at the end of each semester.

Assemblies

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

Lockers

Lockers are issued on a first-come, first-served basis. The cost of repairing any damage to a locker may be charged to a student. Students may only use lockers assigned to them. Lockers are school district property and under the control of the district at all times; lockers may be inspected by school officials. 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.

Never leave money or valuables in a locker, including a P.E./gym locker.

Driving & Parking

School Attendance & Driving Privileges (Board Policy 3040)

Idaho Code Section 49-303 provides that school attendance shall be required for driving privileges for persons under 18 years of age. Students must be in compliance with the 90% attendance policy in order to be eligible for the Verification of Compliance (VOC) that is required to obtain their instructional permit. VOC's can be requested from the Attendance Office if the student meets attendance criteria.

In the event that 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 students has dropped out of school or failed to comply with the enrollment and attendance requirements.

Student Parking

All student vehicles must have a CHS parking permit displayed. Parking permits may be picked up in the Attendance Office. There is no charge for parking permits. 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 park utilizing

more than one parking space will be subject to tickets/fines, towing, wheel boot, and loss of parking privileges. Driving and parking privileges may also be revoked if students occupying the vehicle litter on district grounds or student-driving practices violate speed limit regulations or endanger persons.

Vehicles parked on school property may be inspected by school officials. 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.

Visitor Parking

Visitor parking is located directly in front of the main office. Students should not park in this area 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

Student Fees

Student Expenses

Throughout the school year, there are many social and 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
Travel Fees for Activities & Athletics \$25/activity	Yearbooks.....\$65 from now until Dec 31st \$75 January 1st through sell out

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 book and replace the book cover if it becomes worn during the school year. If a textbook is damaged or lost, a fine will be imposed.

Unpaid Fines (Idaho Code 33-603)

The Board of Trustees of each school district shall have the power and 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.

If students have unpaid fines on their account, 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 additional textbooks until all fines are paid or a payment plan is arranged.

Returned Check Policy

If your check is returned for any reason, it will incur the original amount plus a service charge as determined by the bank (currently \$9).

SAFETY AND SECURITY

School Resource Officer (Board Policy 4405)

SRO's are local police department officers who are assigned to District schools. They assist the District in providing a safe school environment through education, enforcement and cooperative efforts with school staff, students, parents/guardians, courts and community service organizations.

ID Cards

Students are expected to carry their student ID while in the building. Student ID's are presented when a student is entering the building during school hours. All students receive an ID card when they have their school photo taken at no charge. Students who have lost their ID card can get their photo taken and a replacement made in the Attendance Office. **There is a \$5 charge for replacement ID cards.**

Passes to Leave Campus (Board Policy 3040)

During the academic school day, with the exception of a student's lunch period, students must be in their assigned classroom. All other areas of the school are off-limits unless the student has a pass from CHS staff.

If it is necessary for a student to leave school during school hours because of illness, dental/doctor appointment, or some other emergency, the **student must report to the main office to sign out**. A student must obtain a blue campus pass from the front office prior to leaving campus. Parents will be contacted prior to a student being issued a pass to leave campus. Passes will not be given without parent/guardian communication over the phone or with a note. **Parents cannot retroactively excuse a student who leaves campus without first checking out with the attendance office.** Students who leave campus without first contacting the attendance office will be considered truant and disciplinary consequences will apply.

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. Visitors are required to provide their driver's license when signing in. While in the building, visitors must wear a nametag.

Unauthorized persons loitering in or about any building, or on school grounds shall be asked to leave the premises. Any such person failing to leave the premises shall be considered 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.

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. For safety and security purposes, Coeur d'Alene High School reserves the right to refuse classroom visitors, regardless of prior approval process.

Unsupervised Gym & 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.

Emergency Response Drills (Board Policy 8300)

Emergency response drills will be held monthly throughout the school year. All students will be instructed on correct procedures to follow at the beginning of the school year. It is important for your health and safety to follow directions.

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.

General Policies

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 exists.

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.

Weapons-Free Environment & Gun-Free Schools Act

The policy at Coeur d'Alene Schools is to maintain a safe, positive, learning and working environment. According to Idaho Code 18-3302, it is unlawful and is a misdemeanor for any person to possess a firearm or other deadly or dangerous weapon while on school property or in those portions of any building, stadium, or other structure on school grounds which, at the time of the violation, are being used for an activity sponsored by or through a school in this state or while riding school-provided transportation. This also applies to students of schools while attending or participating in any school sponsored activity, program, or event regardless of location.

Violation of this policy will result in a police report, confiscation of the weapon, and disciplinary measures including suspension from school and possible expulsion from school.

Crisis Management Procedure

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

COMMUNICATION

Bulletins & 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

Student Publications

Before any distribution of materials in school or on school property, it must have approval of 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.

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.

School Closures

Please visit 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.

ACTIVITIES

School Dances

Student Council, in conjunction with administration, will decide dance dates using the school master calendar as a guide. Dances will be held from 7-9 p.m. Students must remain in the dance or the immediate area designated by administration. Any student leaving the dance will not be readmitted.

Students will be required to show a current school ID card for admittance to any school activity and to submit to a breathalyzer test. Coeur d'Alene High School reserves the right to test anyone who attends a function on school premises or at any function hosted by CHS, be it on school grounds or not. Any student attending an extracurricular activity while under the influence or in possession of alcohol, drugs, or possessing drug-related paraphernalia will receive a minimum three-day suspension from school.

CHS students requesting to bring a guest (non-CHS) student to school dances must complete a guest form and return it to the Main Office within specified deadlines. Each CHS student is allowed one guest. Guests must be currently in the 9th grade or higher but not to exceed the age of 20 and should be in good standing at their home school. For safety and security, procedures and protocols for dances will occur on a case-by-case occurrence. Procedures and protocols may limit dance sizes and/or prohibit non-CHS students from attending.

Co-Curricular Activities

CHS offers a variety of activities to contribute to students' overall development and academic success. We are an equal access school district and all co-curricular activities follow the Federal Equal Access Act laws and regulations, 20 U.S.C. All interscholastic activities and competitions in which students of the district participate must comply with the rules of the Idaho High School Activities Association (IHSAA).

The following opportunities for involvement on campus exist:

Fall Activities: <ul style="list-style-type: none">• Cheerleading• Cross country• Football• Golf• Soccer• Swimming• Volleyball	Winter Activities: <ul style="list-style-type: none">• Basketball• Cheerleading• Wrestling
Spring Activities: <ul style="list-style-type: none">• Baseball• Softball• Tennis• Track & Field	Clubs: <ul style="list-style-type: none">• National Honor Society (honorary club)• Pep band/ instrumental music• Bowling• Choir/ vocal music• DECA• Drama club• French club• Gaming club• KEY club• Mathletes/ Scholastic Team• Model United Nations• Skeet & Trap• Student Council• Yearbook

Eligibility for Participation (Board Policy 3400)

Please talk to Victoria Honetschlager, Activities Director, Norma Alley, Activities Secretary, or your coach for more information on eligibility. To be eligible for participation in school activities, students must meet several criteria:

Required Paperwork

Forms are available in the activities office. A student must have a current physical, proof of insurance, contract signature page and an ASB card on file in the activities office. All forms must be completed prior to participation in practices, try-outs, or competition.

Academic Eligibility

Students must be enrolled full-time at CHS, on-track to graduate based on the State Board of Education 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 are based on the following schedule:

Number of Courses Attempted	Number of Courses Passes
5	4
6	5
7	5
8	6

Attendance Requirements

A student must be in school the entire day in order to participate in a practice or activity. Previously approved and excused absences, such as appointment, are an exception to this policy.

Transfer Students

Any student who transfers from another school must see the Activities Director to ensure eligibility and be able to compete. Please contact Victoria Honetschlager, Activities Director, to begin this process.

Voluntary Drug Testing

We encourage all activity participants to enroll in our voluntary drug testing program for the 2023-2024 school year. Forms are available in the office.

Athletic Activities Insurance (Board Policy 3400)

The 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 the 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.

Co/Extra Curricular Awards (Board Policy 3400)

Cœur 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.

Sportsmanship

We promote and expect exemplary sportsmanship from students, athletes, parents, coaches, staff, and all spectators. It is a privilege to wear Viking Blue.

Student Expectations

Students must follow the IEL Sportsmanship Rules & Regulations, 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.

Consequences

Violation of sportsmanship rules may include the following consequences: verbal warning, ejection, one or more game suspensions, or a season long suspension. If ejected from a game, you must leave the site immediately- no loitering in the commons or on school grounds.

Transportation to Extracurricular 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. 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.

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 school sponsored activities must be followed. 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.

STUDENT EXPECTATIONS

Student Rights & Responsibilities (Board Policy 3200)

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students 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.

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.

Attendance

At Cœur d'Alene High School, we feel that regular and prompt attendance in classes is of utmost importance to ensure the quality education of the child. Recognizing the strong relationship between regular attendance for each class and high academic achievement, CHS aims to promote this relationship and hold students accountable for regular attendance. It is essential that CHS students and their families take responsibility for knowing and following the attendance policy.

Responsibilities of Each Student:

1. Attend all classes on a daily basis. Students must remain in their class period for the entire period. If students leave class without permission, or leave class early, they will be marked as an unexcused absence, regardless of their time out of the classroom.
2. Monitor the total number of absences in each course. Report any errors to the attendance office **within 2 days of the absence**; after which, the absence will remain unexcused.
3. Ensure that a parent or guardian submits the absence through Skyward or the attendance office prior to, or within 48 hours after an absence.
4. Attend every course that is considered to be their official and current schedule. Students should not discontinue attending a class if they anticipate changing or dropping that class. Until the class is officially dropped and the counselor has provided a new official schedule, students are expected to attend each of the classes on their schedule. Failure to do so will constitute an unexcused absence.
5. When ill, report to the Nurse's Office. Students choosing to use an alternative, non-approved location when ill, such as their parked vehicle, will constitute an unexcused absence.
6. Follow all building check-in and check-out procedures.
7. When absent, check Schoology and contact teacher to arrange make-up work.
8. Complete disciplinary consequences (detention, in-school suspension, etc.) for unexcused absences.

Make-Up Work Policy

Students will be afforded two days to make up work for each day excused absent—for up to two consecutive days absent. Teachers will determine time allowed for students who are absent for more than two consecutive days.

90% Attendance Rule (Board Policy 3040)

A student who accrues ten 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.

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.

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, Out-of School Suspension, Notification to Prosecutor's office as Habitual Truant, Driver's License Suspension.

Tardy & Late Markings

Tardy: A student is considered tardy if he/she is not in the room and moving expeditiously to their seat when the bell rings, but arrives within the first 10 minutes of class beginning. 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.

Late: A student is considered late when they arrive after the first 10 minutes of the class period.

Excused & Unexcused Absences/Truancy (Board Policy 3040)

Excused Absence (Requires parent/guardian communication via Skyward or Attendance Office)	Unexcused Absence
<ul style="list-style-type: none">• Illness (medical documentation may be required)• Family emergency• Professional appointments that cannot be scheduled outside of the school day• College visits (on/off campus)• Pre-arranged absence for participation in a non-school competition or performance activity• Pre-arranged family vacation	<ul style="list-style-type: none">• Any absence which a student and/or parent fails to comply with CHS attendance procedures• Failing to excuse an absence within 48 hours• Missed bus• Overslept• Skipping class• Absent from classes without the knowledge and consent of parent/guardian• Missing class to study or work on homework, a test, or other schoolwork• Obtaining a pass to go to a certain location but not reporting there• Becoming ill and going home or staying in the restroom instead of reporting to the office

Hall & Bathroom 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. There is to be only one student per pass unless a written note states otherwise and students will be asked to leave their cell phone in the classroom in exchange for the hall pass. Students without valid passes will be asked to return to their class and/or assigned disciplinary consequences.

Dress Code & School Attire

Cœur d'Alene High School encourages students to express their individuality through their attire while dressing in a manner that is appropriate for an effective educational environment. 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.

Prohibitions

The following dress and appearance items are prohibited:

- Clothing or accessories that include words or pictures that are: obscene, vulgar, sexually explicit, convey sexual innuendo, abuse or discrimination, or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- Wearing clothing that reveals a students' breasts, abdomen, undergarments or buttocks.
- Shorts and skirts 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 with less than a 2-1/2 inch strap covering the shoulders. 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.
- Sunglasses are not permitted indoors unless prescribed by a physician.
- Wearing bandanas in school buildings during class hours, except while authorized by a building administrator.

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. Students are required to wear shoes or other footwear in school buildings, unless the building administrator or designee indicates otherwise.

Complete Policy

Please refer to Board Policy 3255. Complete policies can be found on the district website at: www.cdaschools.org.

Academic Honesty & 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 final exams and distributing information for the academic gain of self and/or others may result in loss of credit, suspension and / or expulsion

Electronic Devices

Cœur d'Alene High School holds high expectations for student behavior, academic integrity and responsible use of personal electronic devices. Students who possess or use such devices at school must do so with the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

“Out of Sight, Out of Mind”

Personal electronic devices are to be turned off and kept out of sight during instructional time, unless authorized by the teacher. In the case of medical necessity or emergency, a student should speak to administration to receive advanced permission for cell phone use during the school day.

Consequences

CONSEQUENCES FOR USE OF CELL PHONES OR ELECTRONIC DEVICES		
1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Device confiscated and brought to the main office. Parent/guardian contacted by the student. Parent/guardian must sign for the phone on site and retrieve the phone from the main office.	Device confiscated and brought to main office. Parent/guardian contacted by the student. Parent/guardian must sign for phone on site and retrieve phone from the main office. In addition, escalating disciplinary consequences will result.	Conference with administration, student, and parent/guardian. During the conference, a behavior contract will be created which may include loss of privileges to possess a device at school for a set period of time.

Repeated or severe infraction may also, at the principal's discretion, result in additional disciplinary action. 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.

Right to Privacy

Students shall not use cell phones or other devices to photograph or videotape other individuals at school or at school sponsored events without their knowledge and consent. Students shall not email, post to the Internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent. Use of cell phones or other devices is prohibited in locker rooms and restrooms.

Limit of Liability (Board Policy 3265)

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 easily identified.

Bus Transportation (Board Policy 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. Riding a school bus is not an undeniable right. Each student is responsible for making the choice to follow the safety 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.

Regulation & Conduct

Violation of bus conduct rules will render pupils immediately liable for temporary or permanent disbarment from riding.

1. Students should arrive at the bus stop 5 minutes before bus time.
2. Wait for the bus in an orderly line, at least 10 feet back from the 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 the road, wait for the driver's signal and cross 12 feet in front of the 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 the lap are allowed on the bus without prior arrangements being made with the Transportation Department.
11. Eating, drinking or chewing gum are not permitted on a school bus due to the danger of choking.
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 the 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.

Suspension of Privileges

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.

Chemical Use Policies

Cœur d'Alene High School is dedicated to providing a healthy, comfortable and productive environment for students, staff, and visitors. The purpose of these policies is to assist the school and district in maintaining a safe and healthy environment for all by prohibiting the use, abuse, possession, sale, or transfer of any chemicals.

Drug Free 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 & E-Cigarette Use (Board Policy 3300)

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.

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 schools 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.

Harassment & Violence Policy

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.

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 cyberbullying against another student. Harassment, intimidation, bullying or cyberbullying 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 cyberbullying 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 (3295P).

Assault & 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.

Technology

Student Blogging Agreement & Guidelines (Board Policy 3270F2)

School blogs are not intended to be a forum of expression, but instead 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.

Users are expected to treat 'blog spaces' as classroom spaces. Speech that is inappropriate for class is not appropriate in a blog. 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. 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.

Use & Guidelines

Students are expected to demonstrate digital responsibility and use technology to create, research, communicate and produce in the academic and professional setting.

TECHNOLOGY ETIQUETTE	SEARCH AND SEIZURE	DIGITAL SECURITY
<ul style="list-style-type: none"> • Language appropriate to the school setting is expected. • Demonstrate common courtesy and respect for others in the use of various technologies. • Use technology for ethical purposes and honor the intellectual property of others. • Users are prohibited from doing anything which would degrade the performance of the District's computers or communication equipment, including but not limited to deliberately crashing a computer or the network. 	<ul style="list-style-type: none"> • District staff reserves the right to electronically monitor student devices. • You should expect only limited privacy in the contents of your personal files on the District system. 	<ul style="list-style-type: none"> • You are responsible for your account and should take all reasonable precautions to prevent others from using your account. Under no circumstances should you share your password with anyone. • If you identify a security problem in the building or district networks, notify the system administrator. • Any user identified as a security risk will be denied access to the network and may be liable for disciplinary action or prosecution.

HEALTH POLICIES

Health Records

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

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.

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;
- Referral of 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.

ADDITIONAL INFORMATION

Open Enrollment Students

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
- Was enrolled at the requested school during the prior year;
- Has a sibling enrolled at the requested school;
- Has parents employed by the District

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.

Transportation

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

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.

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

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.

Students 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 or the Director of Special Education, Frank Maier (fmaier@cdaschools.org). The District Office can be reached at 208-664-8241.

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.

Credit Acceptance (Board Policy 2700)

Students transferring from accredited public schools outside the District will receive credit towards high school graduation for those classes taken at the previous school. Transfer credits are evaluated and accepted upon receipt of an official transcript.

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. Students will be required to attend Cœur d'Alene High School for the entire 12th grade year and shall be full-time 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.

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.

Club Eligibility (Board Policy 3400)

All members of the Cœur d'Alene High School student body are eligible to participate in extracurricular activities. No student may be denied the opportunity to join a 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.

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.

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."

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.

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.

Corrective Actions & 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 additional 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)

Parent/Guardian Denial of Permission for Extracurricular 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 extracurricular activity, club or organization. Existing school sponsored extracurricular 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 extracurricular student activity, club, or organization. Ultimately parents are responsible for the affiliation of their children in school or non-school activities.

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.

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.

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: Eric Davis, Human Resource Director, 1400 N Northwood Center Court, CdA, ID 83814. 208-664-824

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

504 District Coordinator

_____ is the district 504 Coordinator. She can be reached at 1400 N Northwood Center Court, CdA, ID 83814. 208-664-8241 or at _____ .

NOTICES

Non-Discrimination Notice (Board Policy 3820)

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, _____, or Eric Davis, Director of Human Resources at the District Administrative Center, 1400 N. Northwood Center Ct., Coeur d'Alene, Idaho 83814-2472, (208) 664-8241.

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

SY 2023-24. 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 to 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 Marianne Southwick, 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 Eric Davis, 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.