

Lake City High School School Handbook

FOR PARENTS AND STUDENTS



2023 – 2024

ONE SCHOOL ONE FAMILY UNITED!

Passion / Perseverance / Promise

Our Mission: We develop responsible, caring citizens by providing a safe, inclusive, academically engaging, and equitable learning environment.

Our Vision: We strive to create graduates that are equipped with the knowledge, skills, and dispositions needed to pursue their future.
We endeavor to prepare students for life, college, and diverse careers.

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Student Leadership

The purpose of the Associated Student Body organization is to provide an opportunity for students to express themselves through their elected representatives concerning those phases of the school program on which students may take action. They take an active role in serving as a liaison between the student body and the administration, where the students can assume as much of the responsibility of organizing their high school activities, as they are able to handle.

Student Council consists of the elected ASB officers and class officers and representative, one elected class representative for every 100 students. Elections take place in the late spring and consist of President, Vice-President, Secretary, Treasurer, and Representatives.

ASB

President	Vice President	Secretary	Treasurer
Luke Sharon	Bradley Gilmore	Ashley Kerns	Nathan Edmonds

Student Council

	Class of 2024	Class of 2025	Class of 2026	Class of 2027
President	Marcus Davis	Rowen Lair	Andy Everson	TBD
Vice President	Aspen Boykin	Cooper Yake	Tessa Petersen	TBD
Secretary	Gabbie Henkle	Luke Neary	Madeline Gilmore	TBD
Treasurer	Reese Merk	Savannah Lujan	Scout Brown	TBD
Representative	Ava Angell	Lanie Carter	Taylor Brouse	TBD
Representative	Sam Finley	Elizabeth Cox	Zac Kerns	TBD
Representative	Nolan Jarvis	Josie Hocking	Aidan Smith	TBD
Representative	Danica McCormick	Anne Tenbrink	Asa Sutton	TBD
Representative	Maddy Reed			

Student Advisory Group (SAG)

Every year the district invites students to be part of a district-wide group that meets throughout the school year, discusses issues of interest at all levels, and has a voice in district planning and decision-making. Twelve high school students are chosen each year through an application process to participate.

The students selected for our Student Advisory Group have an opportunity to provide solutions to issues they care about, work with the Superintendent and District administrators, and advise our Board of Trustees. Two representatives of the student team are now attending the monthly School Board meeting.

Students selected to be part of the advisory group will meet regularly during the school year to discuss their interests, priorities and ideas for improving schools and student learning.

Representatives of the group also can provide students in their schools with updates about School Board and District activities.

2023-2024 Lake City Student Representatives

Luke Sharon- Chair		
Other members TBD in October		

Important Contacts

Name	Position	Phone
Deanne Clifford	Principal	208-769-0769
Bryan Kelly	Assistant Principal	208-769-0769
Troy Anderson	Assistant Principal- Activities	208-769-0769
Brandi Johnson	Assistant Principal	208-769-0769
Andrea Duchow	Counselor- Seniors	208-769-0769
McKenzie Harsin	Counselor- Juniors	208-769-0769
Katalina Chacon	Counselor- Sophomores	208-769-0769
Nicole Rader	Counselor- Freshmen (Last Names A-K)	208-769-0769
Taylor Kirschenmann	Counselor- Freshmen (Last Names L-Z)	208-769-0769
Lauryn Georgius	College and Career Counselor	208-769-0769
Nate Petersen	School Resource Officer	208-769-0769
Kim Sutton	Principal's Secretary	208-769-2978
Teri Winger	Assistant Treasurer	208-769-2980
Tarah Tanner	Registrar	208-769-2968
Payge Hutchinson	Front Receptionist	208-769-0769
Holly Morgan	Attendance and Discipline Secretary	208-769-2943
Rachael Petersen	Activities Secretary	208-769-2979
Karina Calderwood	Counseling Secretary	208-769-2942
TBD	Kitchen Manager	208-763-0855
Sunny Graham	Lead Maintenance/Custodial	208-769-0769

The following items may contain only portions of actual Board Policy. Complete policies can be found on the district website at www.cdaschools.org or by clicking on the links provided with each board policy section.

LCHS Bell Schedule

Monday- Late Start

Collaboration 7:00-8:30

A1/B5 8:40-9:55

A2/B6 10:00-11:20

First Lunch
11:25-11:50

A3/B7 Period
11:25-12:40

A3/B7 Period
11:55-1:10

Second Lunch
12:45-1:10

A4/B8 1:15-2:30

Tuesday-Friday

A1/B5 7:40-9:10

A2/B6 9:15-10:50

First Lunch
10:55-11:20

A3/B7 Period
10:55-12:25

A3/B7 Period
11:25-12:55

Second Lunch
12:25-12:55

A4/B8 1:00-2:30

Student Academic Information

Guidance/ Counseling Department

Lake City High School counselors are concerned with the emotional and social as well as educational and career development of all students.

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

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

Graduation Credit Requirements (Board Policy 2700)

Lake City High School students are required to have 58 credits to graduate for class of 2024,2025, and 2026. The class of 2027 will be required to have 60 credits to graduate . To see a complete list of credit requirements for graduation, please click the [link \(2700P1\)](#) provided.

Honor Roll

The Honor Roll is compiled at the end of each semester for full-time students. Honor Roll designations are restricted to "B" average or above. The following are the breakdowns for Honor Roll Designations:

- Highest Honors 4.00 - 5.00 Weighted GPA
- High Honors 3.500 - 3.999 Weighted GPA
- Honors 3.000 - 3.499 Weighted GPA

Grade Scales

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

Grade	Standard Class	Honors Class	Advanced Placement Class
A (93-100%)	4.0	4.5	5.0
A- (90-92%)	3.7	4.2	4.7

B+ (87-89%)	3.3	3.8	4.3
B (83-86%)	3.0	3.5	4.0
B- (80-82%)	2.7	3.2	3.7
C+ (77-79%)	2.3	2.8	3.3
C (73-76%)	2.0	2.5	3.0
C- (70-72%)	1.7	2.2	2.7
D+ (67-69%)	1.3	1.8	2.3
D (63-66%)	1.0	1.5	2.0
D- (60-62%)	0.7	1.2	1.0
F (below 60%) No Points or credit earned			

Valedictorian and Salutatorian ([Board Policy 2700P1](#))

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

Grading/Incompletes

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

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

Academic Opportunities

Lake City offers a variety of educational opportunities including dual credit enrollment, AP courses, honors courses, KTEC enrollment, Idaho Digital Learning Academy (IDLA), and Fine Arts Academy. Please see your counselor for further information regarding these programs.

Schedule Changes/Removal from Class

Students will have limited opportunities to change their assigned schedules at the beginning of a semester. A student may transfer or drop a course within the first five (5) meetings of any one class of either semester without a penalty. If the student transfers to another class his/her absences will be transferred with the student.

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

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

Withdrawal from School

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

Schoology

Students- Schoology will be utilized in the event of an absence and within the classroom at the discretion of the teacher. Please make sure you are logging in regularly and checking the schoology platform for class updates and assignment updates.

Parents- Parents have access to schoology and your child's classes. Please email techhelp@cdaschools.org if you have questions regarding the login process.

Academic Honesty and Plagiarism ([Board Policy 3335](#))

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

Violations include:

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

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

Textbooks/Chromebooks

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

If a student owes textbook or chromebook fines the following will occur:

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

[Technology use agreements](#) and chromebook check out agreements will need to be signed in skyward each year.

Student Attendance Information

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

90% Attendance Rule ([Board Policy 3040](#))

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

If a student takes the EOCA and consequently loses credit, he/she may appeal to an academic committee if said student feels he/she has the minimum competency in the course work, but that was not reflected in the exam, and there are extenuating circumstances for violating the 90% attendance rule. The exam must be taken before any appeals will be granted.

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

Absences will be dealt with through a series of steps that include parent notification and conferences. Disciplinary action will be taken when unexcused absenteeism occurs. These actions may include: Detention, In-School Suspension, Night School, Out-of School Suspension, Notification to Prosecutor's office as Habitual Truant, Driver's License Suspension.

Truancy, (unexcused absence) is defined as:

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

School Attendance and Driving Privileges (Board Policy 3040)

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

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

LCHS Attendance and Discipline Procedures

Saturday School: Saturday School addresses severe attendance and discipline issues. Saturday School will operate from 8:00 am until 11:00 am as need determines in the LCHS Library and will be monitored by a LCHS staff member. Students that are assigned Saturday School will not be admitted after 8:00 am and are expected to quietly study while in attendance. A **One Day In-School Suspension** will result for any student who fails to attend or is asked to leave during Saturday School because of inappropriate behavior.

Lunch Detention: Lunch Detention is an existing attendance and discipline strategy employed for minor offenses. Students assigned to lunch detention are required to spend their lunch period in the ISS Room. Students who fail to attend Lunch Detention are assigned one **Night School** session.

Night School: Night School is an existing attendance and discipline strategy at LCHS. Night School operates from 2:40 pm until 4:10 pm in a designated LCHS classroom on days determined by administration. Students that are assigned Night School will not be admitted after 2:45 pm and are expected to quietly study while in attendance. One session of **Saturday School** will result for any student who fails to attend or is asked to leave during Night School because of inappropriate behavior.

In-School Suspension: In-School Suspension is an existing strategy for students who have had a serious discipline or attendance infraction. Students will spend the entire day in the ISS room, which is located in the Attendance Office. Students will be required to study quietly and work on any school work that has been collected for the day. Students who are disruptive or have behavior issues will be suspended out of school.

Consequences for Attendance Issues:

Unexcused Absence (skipping): One Night School is assigned for each unexcused absence.

Tardies: Tardies are tracked and marked by teacher and parent contact is made after 3 tardies per semester. After 3 tardies, teacher referral to administration will institute further consequence.

Passes to Leave Campus ([Board Policy 3040](#))

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

Interim Periods

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

Safety/Emergency

The following items may contain only portions of actual Board Policy. Complete policies can be found on the district website at www.cdaschools.org or by clicking on the links provided with each board policy section.

Gun Free Schools Act

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

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

Weapons Prohibition ([Board Policy 3330P](#))

LCCHS 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.

Drug Free School Zone ([Board Policy 3300](#))

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

Drug, Alcohol, Tobacco, and E-Cigarette Use ([Board Policy 3300](#))

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

Any student will violate the district’s drug, alcohol, tobacco, and e-cigarette 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.

Assault and Battery

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

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

Searches & Seizure ([Board Policy 3370](#))

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

For health and safety reasons, a general inspection of school properties such as lockers, parking lots, 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.

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.

Visitors ([Board Policy 4140](#))

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

In order to protect the educational processes, health, safety, academic learning and discipline of the pupils, the Board authorizes the administration of the District to screen for possible law violations.

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

School Resource Officer ([Board Policy 4405](#))

SROs are local Police Department officers who are assigned to District schools. They assist the district in providing a safe school environment through education, enforcement and cooperative efforts with school staff, students, parent/guardians, courts and community service organizations. The aim of this program in the schools is to hold juveniles responsible for their actions and prevent individual problems from developing into patterns of delinquency. Nate Petersen is the LCHS School Resource Officer.

Campus Safety Officer (CSO)

The primary functions of the Campus Safety Officer within the Coeur d'Alene School District include assisting with creating a safe and secure learning environment, being prepared to respond to emergency and non-emergency situations, and provide support for students, staff, parents and the community. This is primarily accomplished through proactive patrols of the school campus, both inside the building and outside, as well as establishing relationships with staff and students.

Emergency Response Drills ([Board Policy 8300P](#))

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

Unsupervised Gym and Weight Room Use

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

Student Conduct Expectations

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

No student shall intentionally commit, or conspire to commit, an act of harassment, intimidation, bullying or cyber bullying against another student. Harassment, intimidation, bullying or cyber bullying is prohibited in all forms including, but not limited to, when such conduct is in relation to a student's race, color, religion, sex, gender, sexual orientation, national origin, genetic information, or disability.

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

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.

Cell Phone Use and Search

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

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

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

Conduct on Buses ([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.

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.

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.

Expectations for Dress ([Board Policy 3255](#))

The school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. Student attire impacts the teaching and learning environment. All students are required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive or distracting to the educational climate and process. Student attire that is acceptable for some social settings may not be acceptable for the educational environment of school.

Dress Code Highlights

SHIRTS and BLOUSES:

- Must have shoulder straps on at least 2 1/2 inches.
- No halter tops, strapless tops, spaghetti straps, or bare shoulder tops.
- Shirts and blouses should not expose any portion of the waist, hips, midriff, or breast when worn normally or with arms raised to shoulder level.
- Low cut, see through, backless or tube tops are not appropriate for school. Undergarments should not be visible.

SKIRTS and SHORTS:

- Must be longer than mid-thigh length from the bottom of the knee.
- No undergarments should be visible.

OTHER INFORMATION:

When a student is on school premises regardless of reason, students are prohibited from wearing or carrying, clothing, accessories or jewelry, or displaying piercings or tattoos, which, by picture, symbol, or word, depict or allude to any of the following:

Lake City High School Handbook- Last updated 8/2023

- Wearing clothing which reveals a student’s breasts, abdomen, undergarments or buttocks.
- Drug usage, including alcohol and tobacco;
- Controlled substances of any kind;
- Drug paraphernalia;
- Gangs;
- Violence;
- Sexually explicit, lewd, indecent, or offensive material; or
- Illegal acts.

Regarding the “Expectations for Dress,” not every deviation from the established “rule” would be possible to list. Therefore, “modesty” and “appropriateness” also serve as our guide when applying this policy.

Corrective Actions and Punishment [\(Board Policy 3340\)](#)

The superintendent, principal or designee of Lake City 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. Students are expected to complete assignments during suspension with a mutually-agreeable timeline.

Student Privacy

While at school, students have a reasonable expectation of privacy in certain locations. Videos and pictures taken in places where there are reasonable expectations of privacy (bathrooms/locker rooms) are strictly prohibited and will be subject to disciplinary action.

In addition, video recordings and pictures of student incidents that violate school rules or laws (ex. fights, thefts, vandalism, etc) are prohibited and subject to school discipline. Any student who posts videos or pictures that violate a student’s reasonable expectation of privacy is also subject to school disciplinary action.

There are certain places on campus (ex. a crowded school hallway or lunchroom, the school parking lot, football stadium) where there is no reasonable expectation of privacy. As a general courtesy, any time a picture of a student or groups of students is requested, photographers should get the teacher’s and/or student’s permission and announce their presence in a classroom before taking pictures or videos. It is the expectation of all LCHS students to adhere to the [district technology use agreement](#) which explicitly states that students are permitted to capture, record or transmit the words and/or images of any staff member or student **only** with their express permission.

Student Technology

PEDs and BYOD (Board Policy [3265/3265P](#))

The Coeur d’Alene School District recognizes the need for student communication with parents and families, but creating the best learning environment possible is our first priority. District Policy (3265 & 3265P) states that the use of Personal Electronic Devices (PEDs) will not be allowed within the classroom setting unless for appropriate and intentional educational purposes, under the direction and supervision of school staff. It is also highlighted in District Policy that PEDs should be “turned off and off person” when within the classroom setting. Any student who chooses to bring an electronic device to school is subject to all school rules and expectations concerning that device.

- ❖ Cell phones, earphones (including air pods), and other personal electronic devices are prohibited from being used on school property during instructional school hours (bell-to-bell), not including a student’s assigned lunch or between class periods. During their designated lunch period, these devices may be used in the designated lunch areas only (such as commons) and not in hallways.
- ❖ A student may have a device, but it cannot be seen or heard during school hours. If it is seen, or any type of notification is heard, it will be surrendered to the teacher, staff, or administrator. Electronic devices are prohibited from use in any bathroom or locker rooms. While the student may have their cell phone on their person upon bathroom breaks, if caught using the device during these times, the same rules would apply to surrender the phone and appropriate warning level.

Lake City High School and Lake City High Staff Members are not responsible for any electronic device lost, stolen, or broken on LCHS property. It is against LCHS policy to record images of staff members or other students without their permission. See [student privacy section](#) above

First Warning	Student will voluntarily surrender the device to the teacher. Student will be able to pick up the device at the end of the school day from the office.
Second Warning	Student will voluntarily surrender the device to the teacher. A parent/guardian will have to pick up the device at the end of the school day from the office (only available after school during office hours). If a parent/guardian is not available to pick up the device, the device will be stored in a secure location until the parent/guardian can come to the office.
Additional Offenses	Additional offenses related to electronic devices will result in the student going through the school disciplinary process.
<i>If at any time, a student chooses not to voluntarily turn in a device, it will immediately be referred to an Administrator. Administrator will come to the classroom, and there will be a required meeting with the student and parent / guardian to pick up the device.</i>	

- Students are not allowed to have cell phones or other electronic devices while in the hallways during instructional times (bell-to-bell). Additionally, students will not be allowed to use cell phones within the classroom upon work completion. It is the expectation that students engage in academic learning during all instructional times (bell-to-bell).
- Students who may choose to listen to music will only be allowed to do so at the teacher’s discretion, on District-provided technology, and with wired headphones only.
- In the event of student / family emergency, parents may contact the office at (208) 769-0769

and students will be provided access to a student phone in the office on an as needed basis.

Student Technology Use Guidelines (Board Policy 3270F1)

Students will be responsible for using school and district technology responsibly. All students must sign a [Student Technology Use Agreement](#) (on Skyward) to utilize district technology. For all information regarding the responsible use of district technology, please see full board policy.

Student accounts are monitored with filters and any inappropriate use gets reported to school administration. Students that are found to have filtered material are subject to parent notification and disciplinary action.

Student Activities

Sports / Activities

LCCHS offers the following opportunities to get involved in your four years on campus: (subject to change)

Fall Athletics	Winter Athletics	Spring Athletics
Football	Girls Basketball	Baseball
Girls Soccer	Boys Basketball	Softball
Boys Soccer	Boys/Girls Wrestling	Boys/Girls Track and Field
Swimming	Cheerleading	Boys/Girls Tennis
Volleyball		Lacrosse (Club)
Cross Country		
Cheerleading		
Boys/Girls Golf		

Clubs/Activities	
Art Club	HOPE Club
Book Club	Band/Instrumental Music
Bowling Club	Key Club
Business Professionals of America (BPA)	Lake City Game Creators
Chess Club	National Honor Society
Choir/Vocal Music	Student Council
DECA	Ski/Snowboard Club
Drama Club	Sources of Strength
Environmental Club	Student Advisory Group
FCCLA	Speech/Debate
Gaming Club	Yearbook
Gender and Sexuality Alliance (GSA)	Skeet and Trap Club

Eligibility for Participation ([Board Policy 3400](#))

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

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

Number of Courses Taken	Number Need to Pass
5	4
6	5
7	5
8	6

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

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

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

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

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

The District will provide transportation to all co-curricular/extra-curricular 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/guardian with the coach/advisor in writing ([see form 3400F3](#)-this form is also made available in Aktivite/Register My Athlete). 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.

Sportsmanship Philosophy & Expectations for Spectators

Spectators must follow the IEL and IHSAA Sportsmanship Rules and 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.
- Booming 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.

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

As parents of Lake City High School students, we promote and expect exemplary sportsmanship from students, athletes, parents, coaches, staff, and all spectators.

Violation of sportsmanship rules may include the following consequences: verbal warning, ejection, one or more game suspension, or a season long suspension. If ejected, you must leave the site. At Lake City High School, we require the following for competitions of any kind:

TEAM AND COACH

- ✓ Attitude displayed by players, coaches and bench personnel
- ✓ Respect for the flag, national anthem, opponents and officials

ADMINISTRATORS

- ✓ Appropriate and effective supervision of students

STUDENT SECTIONS (CHEERLEADERS, STUDENTS, PEP BANDS)

- ✓ Respect for the flag, national anthem, opponents, and officials
- ✓ Courtesy towards opponents and tournament management
- ✓ Choice and timing of chants, cheers and songs; crowd control
- ✓ Avoidance of unsportsmanlike behavior (listed below)

ADULT FANS

- ✓ Respect for the flag, national anthem, opponents, and officials
- ✓ Courtesy toward opponents and tournament management
- ✓ Avoidance of inappropriate behavior. (listed below)
- ✓ Following IHSAA Sportsmanship Rules

INAPPROPRIATE BEHAVIOR

- ✓ Displaying signs that are directed toward opponents, negative, vulgar, or display poor sportsmanship
- ✓ Throwing objects onto the playing area; creating distractions during introductions of opponents
- ✓ Derogatory/harassing remarks that are directed towards opponents or officials
- ✓ Pep bands starting a song when opposing band is already playing, or disregarding the “alternating play” etiquette rule

SPORTSMANSHIP

**RESPECT – INTEGRITY – HONESTY – TEAMWORK – LEADERSHIP
PERSONAL RESPONSIBILITY**

General Student Information

Open Campus for Juniors and Seniors ONLY

Junior and Senior students are permitted to leave campus during the lunch period. Freshmen and Sophomores are required to remain on campus during the lunch period. Students are not permitted to sit in their cars and eat. Upon return to campus, students must immediately return to the building. In addition, students are not allowed to be in the academic hallways (A,B,C,D, W, and N) during lunch times. Students found in the hallways during lunch are subject to disciplinary action.

Health Records and Emergency Care

Lake City 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

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.

Medications

The school nurse does not carry and is not allowed to give over the counter medications. To self-carry medication, prescription or OTC, the student must be able to self-administer without any assistance or reminders. The following requirements must be met if medication is to be carried by a student:

1. Only five day's doses may be carried unless, as in the case of inhalers or multi-dose packaging, such a request is impossible.
2. The medication must be in the original labeled container from the pharmacy or manufacturer.
3. The student must have a Self-Administration Authorization Form signed by their parent/guardian in their possession, authorizing them to self-carry. ([FORM](#))
4. The form must contain:
 - Date(s) the student will be carrying medication
 - The name of the medication
 - Parent signature and parent contact information
 - Licensed Healthcare Provider name and contact information
 - One note can be used to cover an entire week/ month/year for medication use "as needed"

- An acknowledgment that the district will not incur any liability as a result of any injury arising from the self-administration of such medication, a waiver of any such liability, and an indemnity and hold harmless agreement.

Hall Passes

Unsupervised student traffic in hallways during class sessions is disruptive to the instructional process. Any student in any location other than their assigned classroom during instructional time must wear the appropriate hall pass from their teacher. Hall passes are color coded based on the desired location. Students will need to wear the lanyard so hall passes are visible. Students without valid passes will be asked to return to their class and/or assigned disciplinary consequences. Passes for the nurse and library will be handwritten with date, time, and location as needed. **There is to be only ONE student per pass unless a written note states otherwise.**

Lost and Found

The lost and found is maintained in the Attendance Office. Students who find lost articles are asked to turn them in to the office to be claimed by the owner. Periodically students are reminded to pick up any lost items. Items that are not claimed are donated to the community weekly.

Telephone/Deliveries

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

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

Dance Policy

To ensure the safety of all students at Lake City High School, it is the policy of Lake City High School that ONLY currently enrolled Coeur d'Alene School District 271 High School Students may attend our school dances. The only exceptions are Junior Prom and Senior Ball. These two dances may be attended by a guest of one of our students as long as the guest is a student enrolled in high school. In order to have a guest from another school district attend Junior Prom or Senior Ball our enrolled students must sign up at the office. Guests may be subject to a background check. In order to enter any Lake City High School dance all students must present their current high school identification. Before admittance, students will be breathalyzed. Students must remain in the dance or the immediate area designated by administration. Any student leaving WILL NOT BE READMITTED.

ID Cards

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

Assemblies

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

Lockers

As property of the school, lockers may be inspected by school officials (Board Policy 3370). The cost of repairing any damage to a locker may be charged to the student. Never leave money or valuable personal property in your locker. This applies to PE lockers as well. Student may only use lockers assigned to them. Students are prohibited from using a locker for the storage of illegal, contraband, or potentially harmful items, including, but not limited to, weapons, drugs, and alcohol.

Bulletins and Announcements

All notices of club meetings, athletic and social events, general information of the day, and specific instructions are printed in the daily bulletin. The announcements are read following the Pledge of Allegiance; announcements are read over the intercom and posted in the case near the front office. Students responsible for putting notice in the bulletin must have their 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 LCHS website - www.cdaschools.org/LCHS

Student Publications

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

Field Trips ([Board Policy 2550P](#))

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

1. Students and their parent/guardian will read and sign the standard code of conduct to be reviewed during the pre-trip meetings.
2. Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian's expense.

Student Expenses

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

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

Yearbooks....\$65 must be purchased by December 15, 2023. No extras are ordered.

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

Student Visitors

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

Student Parking Lot

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

Free parking for students is provided in the northeast lot on the corner of Hanley Avenue and Ramsey Road. Vehicles parked on school property may be inspected by school officials.

Students are required to park in marked stalls only. *Student parking in areas other than those designated for students are subject to a \$20 fine, loss of parking privileges, or any combination of these actions.* Driving and parking privileges on campus may also be revoked if student driving practices violate the speed limit.

Student Resources

Library

The library is open beginning the second week of school and throughout the school year from 7:20 am until 2:50 pm. Up to four books can be checked out at a time by a student for three weeks. Reference books and magazines can be checked out for overnight use only and videos for up to two days. Fines for books are 10 cents a day when overdue, reference and magazines are one dollar a day when overdue. All fines must be paid prior to checking out another book as well as prior to graduation. A computer lab is available for student and teacher use. Signup sheets for the library computer lab are maintained at the library's front desk. The library media specialist is available for individual, small group and class instruction.

Cafeteria

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

Students eligible for free and reduced lunch will receive one lunch per day. They may purchase additional food items. *Finger scans* are used to purchase a student lunch unless you pay with cash.

Driver Education ([Board Policy 2325](#))

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. Contact the District Office 208-664-8241 for more information.

Board Policies

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

If You Need Help:

If you need help with:	Go to the:	If you need help with:	Go to the:
Absences	Attendance Secretary	Graduation Status	Counseling Center
Address/Name Change	Registrar	ID Cards for Students	Library
Athletic Event Times	Activities Secretary	Illness/Health	School Nurse
ACT Test	Counseling Office	Lockers	Attendance Secretary
ASB	Bookkeeper	Lost and Found	Attendance Office
ASVAB (Military Test)	Counseling Center	NCAA Qualification	Counseling Center
Bell Schedules	Daily Bulletin	Parking Passes	Attendance Secretary
Building Use	Activities Secretary	Picture Pick Up	Main Office
Bus Routes	District Transportation	Questions (General)	Main Office
Chromebooks	Library	Records/Files	Registrar
College Applications	College and Career	Safety/Crime Information	Resource Officer
College Information	College and Career	SAT Exams	Counseling Center
Counseling Appointment	Counseling Center	Schedules/ Schedule Changes	Counseling Center
Deliveries (Emergency Only)	Main Office	Scholarships	Counseling Center
Discipline Issues	Assistant Principal	Sports/Insurance	Activities Secretary
Early Dismissal	Attendance Office	Staff Directory	Main Office
Enrollment/Registration	Counseling Center	Tardies	Attendance Secretary
Financial Aid (FAFSA)	Counseling Center	Transcripts	Registrar
Fines/Fees	Bookkeeper	Truancy	Assistant Principal
Free/Reduced Lunches	Main Office	Volunteer/ Community Service	Counseling Center
Graduation Cap/Gown	Registrar	Withdrawal from LCHS	Registrar
Graduation Ceremony	Registrar	Yearbook Purchases	Bookkeeper

