

Priest River Lamanna
High School



Pride

Student Handbook
2023-2024

Excellence in all we do!

Home of the **SPARTANS**

596 HWY 57, Priest River, Idaho 83856

Matt George, Principal
Alex Zepeda, PRLHS Activities Director
Ryan Carruth, District Activities Director
Janice Mitchell, Counselor

Front Office	(208) 448-1211	Library	(208)448-1211 ext. 5
Attendance	(208) 448-1211 ext. 1	Gear Up/ Near Peer	(208) 448-1211 ext. 6
Activities/Athletics	(208) 448-1211 ext. 2	Registrar	(208) 448-1211 ext. 8
Dean of Students	(208) 448-1211 ext. 3	Fax	(208) 448-1212
Counselor	(208) 448 1211 ext. 4		

<http://www.lam.sd83.org>

*****The Priest River Lamanna High School administration may update or revise this handbook at any time by updating and reposting it on our website. Please visit our website for the most current information regarding school policy/guidelines.**

WELCOME

Welcome to Priest River Lamanna High School (PRLHS). We hope you learn more about what makes up Priest River Lamanna High Spartan Pride and what services we offer for our student body. A significant amount of information is contained within these pages, and we hope you will find answers and forms of communications to any of your questions.

Our students, faculty, support staff, and administration strive to create a positive school climate by demonstrating mutual respect for everyone that enters our building. PRLHS has a staff that cares deeply about students and student learning. PRLHS supports the West Bonner County School District's mission: *Strive for Greatness!*

“Respect, hard work, and grit” is the theme at PRLHS. Students are constantly encouraged to make educated decisions that will have a positive impact on their future. Students are asked to explore personal interests and to get involved at school. By making good choices and setting goals in their learning and in their personal lives, our students will succeed and excel both in the classroom and in their extra-curricular activities.

PRLHS MISSION

Enable *all* students to develop their individual potential by acquiring the knowledge, skills, and values needed to become lifelong responsible, active, and productive members of their community.

PRLHS VISION

PRLHS is one of our community's most important investments. By building “better Spartans”, we are providing generations of future leaders with the skills and mindset necessary to lead our community. Excellence in all we do.

PRLHS BELIEFS

- Our school must be a place of mutual respect where staff and students can feel physically and emotionally safe.
- A climate of mutual respect is critical to building a positive learning environment.
- A climate that encourages open communication is important to student learning.
- We believe all students can learn and learning is a lifelong process.
- Students learn best when they are actively involved and engaged.
- Individual strengths should be encouraged and developed.
- Every person at PRLHS is important. Students and staff are equally important.

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SCHOOL TRADITIONS

PLEDGE OF ALLEGIANCE/NATIONAL ANTHEM

State code (IC#-1602) requires all elementary and secondary schools to provide for instruction in the proper use, display, history of, and respect for the American Flag. Each school day, the entire school is asked to join in saying the Pledge of Allegiance to the Flag of the United States of America. Students are expected to exhibit the proper conduct, by standing, reciting the pledge or being silent. Students will not be compelled to recite the pledge, sing the national anthem or stand for either, but they will be expected to show respect.

SCHOOL SPIRIT

School Colors: Orange & Black

School Mascot: Spartans

Members of the student body, faculty, alumni and parents stand during the school song.

SCHOOL FIGHT SONG

Priest River High, Priest River High

We're the Kind that never Die!

As the Spartans go Marching Along;

As the Spartans go Marching Along.

Up and Down; through the town, we're the toughest Gang around

As the Spartans go Marching along.

For it is High, High Hee – On to Victory!

Shout out your Colors Loud & Strong – Orange and Black!

Priest River High, Priest River High

We're the Kind that never Die!

As the Spartans go Marching Along

As the Spartans go Marching Along.

GOOOOO SPARTANS!!!!

ASSOCIATED STUDENT BODY STUDENT COUNCIL

Student council is the student governing body of elected representatives responsible for leading student activities and governing the general affairs of the student body. They work closely with the administration of PRLHS to develop policies and practices impacting the daily life of the students. It is the student voice of PRLHS and is vital to the successful operation of the school and training of our future leaders.

Presidents and Vice-Presidents :

- Λ ASB President**
 - β Marley Burgess-Duquette
- Λ ASB Vice President**
 - β Jayda Storro

- Λ Senior Class President**
 - β Allyson Barton
- Λ Senior Class Vice President**
 - β Laney Rhine

- Λ Sophomore Class President**
 - β Gracee Jones
- Λ Sophomore Class Vice President**
 - β Henry White

- Λ Junior Class President**
 - β Desarai Humphrey
- Λ Junior Class Vice President**
 - β Elizabeth McCracken

- Λ Freshman Class President**
 - β Alexis Scott
- Λ Freshman Class Vice President**
 - β Chloe Butler

SCHOOL EVENTS CALENDAR

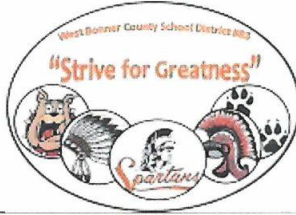
Events are subject to change due to cancellations or rescheduling.

All events are posted and updated on the following website:

<https://priestdriverspartans.bigteams.com/main/calendar/>

DISTRICT CALENDAR

**West Bonner County
School District**



2023-2024

August 2023							September 2023							October 2023							November 2023						
S	M	T	W	T	FR	S	S	M	T	W	T	FR	S	S	M	T	W	T	FR	S	S	M	T	W	T	FR	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				26	27	28	29	30			
December 2023							January 2024							February 2024							March 2024						
S	M	T	W	T	FR	S	S	M	T	W	T	FR	S	S	M	T	W	T	FR	S	S	M	T	W	T	FR	S
					1	2		1	2	3	4	5	6					1	2	3							2
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
31																					31						
April 2024							May 2024							June 2024							July 2024						
S	M	T	W	T	FR	S	S	M	T	W	T	FR	S	S	M	T	W	T	FR	S	S	M	T	W	T	FR	S
	1	2	3	4	5	6				1	2	3	4							1		1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

	Student Days
	PRLHS Students Only
	Staff Days
	Holidays

Approximate start and end times:

- PRLHS- 7:50am-3:50pm
- PRJH- 8:00am-3:35pm
- PRE- 7:55am-3:20pm
- IDH- 7:50am-3:20pm
- PLE- 7:55am-3:20pm

- Aug 28-Sept 1: Quantum Learning Inservice
- Sept 4: Labor Day
- Sept 5: Student 1st Day
- Nov 2: End of 1st Quarter-- EVENING P/T CONFERENCES GR. 9-12
- Nov. 20 & 21: P/T Conferences DAYTIME GR. K-8. PRLHS STUDENTS IN SCHOOL
- Nov 22-24: Thanksgiving Break
- Dec 25-Jan 4: Winter Break
- Jan 15: MLK Day
- Jan 25: End of 2nd Quarter
- Feb 19: Presidents Day
- Mar 28: End of 3rd Quarter. EVENING P/T CONFERENCES GR. 9-12
- Apr 1-5: Spring Break
- May 27: Memorial Day
- June 6: End of 4th Quarter (minimum day)
- June 8: PRLHS Graduation

BELL SCHEDULES

Regular Daily Schedule			Assembly Schedule	
Period 1	7:45-8:50		Period 1	7:45-8:40
Period 2	8:55-9:55		Period 2	8:45-9:35
Period 3	10:00-11:00		Period 3	9:40-10:30
Period 4	11:05-12:05		Period 4	10:35-11:25
1st lunch	12:05-12:35		1st lunch	11:25-11:55
Period 5b	12:40-1:40		Period 5b	11:55-12:45
Period 5a	12:10-1:10		Period 5a	11:30-12:20
2nd lunch	1:10-1:40		2nd lunch	12:20-12:50
Period 6	1:45-2:45		Period 6	12:50-1:40
Period 7	2:50-3:50		Assembly	1:45-2:45
			Period 7	2:50-3:50

Athletic practices will begin at 2:50 (7th period) and end at approximately 5:00. Due to gym availability, basketball practices may alternate between starting during 7th period and starting at 5:00.

FREEDOM OF SPEECH

Students are guaranteed freedom of speech as long as they do not disrupt the educational process, are compliant with rules and expectations (dress code/offensive language) of PRLHS and WBCSD #83, or ***do not interfere with the property or the constitutional rights of others.*** Freedom of speech at PRLHS should be for the enhancement of learning and not actions that are harmful or inciting, profane or offensive, prejudice or lack of tolerance.

GENERAL INFORMATION/CAMPUS EXPECTATIONS

SPARTAN WAY

Student Expectations

- Λ Be Responsible-take ownership of their actions
- Λ Be Respectful-to self, others, and community
- Λ Be Reflective-strive to improve by learning from mistakes
- Λ Be Risk takers-embrace mistakes as part of learning
- Λ Be Relentless-***NEVER*** give up!!

Parent Expectations

Throughout this handbook, "PARENTS" includes any parent, legal guardian, or person having lawful control of the student. Parents have the responsibility to:

- Λ Ensure their student is appropriately dressed for school each day
- Λ Ensure their student has all required materials
- Λ Ensure their student is on time to school each day
- Λ Follow student progress by periodically checking grades and homework completion
- Λ Communicate with teachers/school in a respectful and professional manner
- Λ Work with the teachers/school to develop a professional relationship that best supports the student

School Expectations (teachers, administrators, staff)

- Λ Provide a safe environment that is conducive to learning
- Λ Provide a viable and rigorous curriculum aligned to state standards
- Λ Provide clear and relevant instruction for all students
- Λ Post all grades in a timely manner
- Λ Be professional and respectful in all interactions with students and parents
- Λ Communicate with students and parents when any issues arise with a student

Classroom Norms

- Λ Students must ask for permission to leave their seats, for any reason, and only outside of instructional time.
- Λ Students must ask permission to use the restroom outside of instructional time and not during the 1st or last 10 minutes of class. (request may be denied if work is not completed)
- Λ Students must ask permission to talk to the counselor, administration, resource officer, or office staff outside of instructional time AFTER ALL their work is completed.
- Λ Late homework will not be accepted after the unit/chapter test over the material that was covered by the assigned homework.
- Λ Students must place cell phones in the provided cell phone holder upon entering each classroom.

STUDENT PARKING/PARKING LOT

All Student vehicles must have a school issued Parking Permit. These permits (\$2) are required for safety and security and may be purchased at the School Office. Student vehicles found to not have the proper school parking pass displayed while parking on school property will be issued a parking ticket which carries a \$5.00 fine. Lost permits can be replaced at the cost of \$5.00. Driving must be in a reasonable and safe manner. The speed limit on campus is 10 mph. Students who need to visit a vehicle during school hours must have permission from the front office before doing so.

For the safety and protection of all students and staff, students are prohibited from loitering in the parking lot during school hours from 7:45 am-4:00 pm daily. This includes, but is not limited to sitting in vehicles, standing around in the parking lot, and hanging out in the parking lot during the school day, including lunch. Students taking advantage of open campus for lunch will need to remain off campus or enter the building immediately upon returning from lunch. Failure to comply may result in restriction of parking privileges and/or other disciplinary actions.

OPEN CAMPUS/CLOSED CAMPUS AT LUNCH

PRLHS allows for students meeting a certain criteria to leave campus at lunch (open campus). This privilege is limited to students who have shown they can act responsibly in the community by showing responsible behavior in the classroom and hallways while in school. Students must maintain a 2.5 cumulative GPA, not have major disciplinary issues, and be a Sophomore, Junior, or Senior. (Freshmen are not eligible for open campus). Each semester, students may appeal to the principal to receive a pass to leave campus at lunch. The off campus pass will be signed by a

parent, returned to the principal, laminated, then given to the student. The pass is revocable at any time if the student fails to meet the above criteria or shows they are not responsible enough to leave campus at lunch. The open campus pass does NOT allow students to loiter or sit in their vehicles in the parking lot during lunch.

Students may utilize the outside eating areas during lunch without an open campus pass. Students must remain in the area on or between the sidewalk directly in front of the school to the building itself where they can be supervised by “line of sight” by staff on lunch duty.

VISITORS AND GUESTS

Parents and patrons are welcome to visit the school. In order to maintain order and safety, all visitors MUST enter the school through the main entrance and register in the school office where they will be issued a visitor badge. Student visitation is not allowed except with special permission of the principal.

CELL PHONE/STUDENT-OWNED DEVICES POLICY

Responsible use of cell phones/electronic devices is encouraged. Cell phones may be used before school, after school, between classes, and at lunch. Use in classrooms for instructional purposes is at the discretion of each teacher.

Use of electronic devices for video or photos is prohibited in private areas such as locker rooms, restrooms, and dressing areas. It is a violation of law to take pictures or videos of others without their permission. Doing so may result in disciplinary action and/or referral to law enforcement.

Consequences:

First Offense: teacher initiated corrective action. Will include, but not limited to:

- Λ Verbal warning and
- Λ Confiscation of phone for remainder of class

Second Offense:

- Λ Phone turned into office
- Λ Returned at end of the day
- Λ Parent notified

Third Offense:

- Λ Phone privileges revoked for 1 week
- Λ Phone is turned into the office every day once student arrives on campus
- Λ Parent notified

Fourth Offense:

- Λ Phone privileges revoked for remainder of the year
- Λ Phone is turned into the office every day once student arrives on campus
- Λ Parent notified

The school administration reserves the right to suspend the use of all personal electronic devices at any time.

DRESS CODE

Parents are ultimately responsible for ensuring their students are appropriately dressed for school.

Since schools are a somewhat formal setting, business casual should be the guiding principle when determining if clothing is appropriate to wear to school.

Styles or manner of dress that are extreme will be addressed individually and the student will be asked to change the article of clothing.

Any kind of dress or grooming that presents a distraction or disrupts the educational process will not be allowed during the school day or school activities.

PRLHS Dress Code allows for student expression without a disruption or counter to the educational mission of the school.

Failure to comply with a reasonable request by any staff member will result in disciplinary action.

The following are PRLHS guidelines and expectations:

- Λ School appropriate clothing shall not contain images, logos, symbols, words, etc., that are alcohol/drug related, sexually explicit or implicit, racially or religiously offensive, gang related, or deemed inappropriate by the administration.
- Λ It is up to the individual teacher whether hats are allowed inside a classroom.
- Λ Hoods of any kind will not be allowed in the hallways or classroom.
- Λ Follow the guidelines of “business casual” regarding covering of the body

Lower Body

- Λ tears in pants, jeans, or any type of leg covering must be below mid thigh, or have leggings or shorts under pants
- Λ shorts, skirts, kilts, and dresses must not be more than **2 inches above the knee** (this should be below the fingertips when standing at rest)

Upper Body

- Λ neckline/back must not expose skin below the line of armpits
- Λ all tops must have a minimum top of **shoulder covering of at least 1 inch wide**
- Λ tops must meet waistline of pants when standing and arms are at rest

Undergarments

- Λ should not be showing at any time

All Clothing

- Λ must be of opaque material
- Λ must not allow skin to be seen (sheer material) when stretched

*Exception to the rules: At the discretion of the building principal for such days as dress up days, i.e. Homecoming, school spirit week and other days as agreed upon with student leadership.

The school administration reserves the right to interpret the dress code as they see fit at any time.

BEHAVIOR FOR SUBSTITUTE TEACHERS

Substitute teachers are guests in our building and must be treated with the utmost respect. Any student behavior that results in a referral to administration by a substitute teacher will automatically result in 1 day in-school suspension.

TARDY POLICY

Punctuality is important. When a student is late for a class, he/she misses important information and disrupts the class. Being on time, which is a personal responsibility of the student, is an important element in life and school and will be expected of ALL PRLHS students.

Tardy to school or from lunch

Any student arriving late to school must report to the Main Office and sign in. A student who is tardy to 1st period or after lunch must have a pass from the main office when entering the classroom.

Classroom Tardies

Attendance will be taken at the beginning of each class period. A student reporting late for any class will be considered tardy. Each teacher will document their classroom tardies and follow their classroom tardy policy.

Students who have amassed *five (5) tardies in one class period per semester will receive one (1) absence for that class*. Students will receive an additional absence for every five (5) tardies thereafter. Number of tardies related to a student's attendance is reset at the beginning of each semester. Students having received an absence due to tardiness will be notified by the school Administration. If necessary, absences due to tardiness will be considered by the attendance appeal committee.

LOCKERS

Each PRLHS student is issued a lock and locker prior to the first day of school. Students should not share lockers with friends and should not let others know their combination. Students may not use lockers that have not been assigned to them. Security is the responsibility of the student; the school is not responsible for stolen or lost items from lockers. **LOCK YOUR LOCKER!** The same locker policy applies to the athletic and PE lockers. Students should not put anything in their lockers or carry anything in their possession that they would not want the authorities to know about. Discovery of illegal items will result in discipline action and/or referral to appropriate authorities.

- 1. LOCKERS ARE THE PROPERTY OF THE WBCSD AND NO EXPECTATION OF PRIVACY IS CONNECTED TO THEM. PRLHS LOCKERS MAY BE INSPECTED INSIDE AND OUT AT ANY TIME (ANNOUNCED OR UNANNOUNCED) BY SCHOOL PERSONNEL.**
2. Placing a lock on a locker is required. Students are required to use school issued locks unless exceptions have been approved by school administration. Securing student school lockers is the responsibility of the students to assure safety on locker contents and

personal property. It is recommended that students do not keep large sums of money or other valuable items in their lockers. PRLHS is not responsible for lost or stolen items from student lockers.

3. If a student's lock is lost, or the locker is damaged in any way during the school year, or identified at the end of the year check out, the student should report the damage immediately to the office. If the student is at fault, reimbursement by the student of the cost of the lock along with time and materials associated with the repair of the locker is required. Replacement of a lock is \$5.00.

BATHROOMS

Bathroom stalls are designed and should be used for single occupancy only! ***Loitering, sitting on the floor or counter, or hanging out in bathrooms is strictly prohibited.*** Students in violation will face disciplinary action.

HARASSMENT/BULLYING

The West Bonner County School District Board of Trustees is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, bullying, cyber bullying, or menacing by Students or third parties is strictly prohibited and shall not be tolerated in the District. It is the policy of the West Bonner County Schools that all students should be able to attend and learn in a school setting that is free from all forms of discrimination, including sexual and racial harassment. This includes actions on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists and actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school or impinge on the rights of other students. WBCSD and PRLHS strive to maintain a learning and working environment that is free from harassment.

The Board expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. The Board expects students to conduct themselves in keeping with their age appropriateness, with a proper regard for the rights and welfare of other students, for school personnel, and for the educational purpose underlying all school activities.

Per WBCSD Board Policy #3295 students attending schools in this district are prohibited from engaging in the following behaviors:

1. Physical abuse against a student, including but not limited to, hitting, pushing, tripping, kicking, or restraining another's movements; sexual misconduct; causing damage to another's clothing or possessions; and taking another's belongings.
2. Verbal comments or threats against a student, including but not limited to, name calling, threatening, sexual comments, taunting, and malicious teasing.
3. Psychological abuse against a student, including but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures, or writing inappropriate statements regarding another, and intentionally excluding another from groups, or similar activities.

Law Enforcement may also be notified, as Harassment and Bullying are against the law per Idaho State Code 18-917A. Students may anonymously report Harassment and/or Bullying by submitting a form to the Principal, Counselor or Dean. Forms on which to report harassment are available in the main office.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection should be limited to holding hands and a quick hug. School is a public and a professional workplace, not appropriate for displays of affection beyond what is listed above. Anything beyond this may result in disciplinary action.

DANCES/DANCE GUIDELINES

School dances are for currently enrolled students of PRLHS, present for all class periods in which a student is enrolled the day of a dance.

- Λ Dances will usually start at 8:00 p.m. and end by 11:00 p.m.
- Λ All school regulations and policies are in effect during school dances.
- Λ Students are prohibited from dancing in a manner that is considered lewd or vulgar by the chaperones present. This includes “grinding” from the front or behind another student, sexually explicit movements, and inappropriate touching.
- Λ Students below the 9th grade will not be allowed at high school dances.
- Λ Invited guests must be registered in the office and approved by the administration three days before the dance. No one 20 years old or older will be admitted.
- Λ ***Invited guests must be currently enrolled in a high school and get their school’s administrator signature regarding them being a student in good standing.***
- Λ One hour after the dance begins, the doors will be closed. A student who leaves the dance will not be readmitted. Parents are not notified.
- Λ Chaperones: A dance cannot begin until all chaperones are present.
- Λ Five chaperones are required for all dances and may include a combination of faculty and/or parents, but must include school resource officer, administrator or his/her designee and four approved and validated adults. At least one Staff member of the Sponsoring Organization for the dance must be present for the entire time.
- Λ An activity request to sponsor a dance will be considered for approval by school administration and PRLHS Student Council only when the request is made in writing at least two (2) weeks prior to the date proposed for the dance.
- Λ Any and all students may be requested to take a breathalyzer test upon admittance into the dance or activity. Refusal may result in non-admission to the dance.

HOMEWORK POLICY/LATE WORK

Homework is an essential part of student learning. Students should expect daily homework assignments that are due the next class meeting. Having a designated time and place at home to complete homework is an important step to ensuring student success.

Students with excused absences will be allowed to make up school work and use the following guidelines:

- Λ Students with excused absences and/or suspensions may make up all homework, school work, tests, etc. using the following schedule:
 - β Upon returning to school, students will have one class day to make up work;
 - β After that, work may not be accepted by a teacher or points may be reduced for assignments turned in late.
- Λ ***It is the student's responsibility to obtain the makeup work and to have it completed on time and turned in to the teacher.***
- Λ Make up work that is not completed or turned in on time may not receive credit.
- Λ Students may have to complete a make-up test immediately upon returning to school if they have not missed any significant review.
- Λ Deadlines on projects or assignments set prior to a student's absence may still have the same due date.

TEXTBOOKS/LAPTOPS

Textbooks, laptops and other materials that are furnished by the school district that are lost or damaged in excess of reasonable wear, the student is assessed a fee to cover the damages or loss.

Upon receipt of a textbook, the student is responsible for writing his/her name, school year, room number, class period and teacher's name in ink on the inside of the front cover. This information will be used in returning lost books to the owner.

Fees for lost or damaged books, including library books should be paid at the end of each semester.

Fees will be paid before any diploma is issued or students will be allowed to participate in graduation ceremonies.

The office secretary maintains a list of student fines.

MEDICATIONS

A student will only be given medication at school after the parents have properly filled out a district Student Medication Form. This form provides the school with all the information that is needed to properly dispense the medication. Students are not to have any medication at school until this form has been received in the office. All medication will be kept in the school main office. Tylenol and Ibuprofen products will only be administered by the school nurse or office personnel with a written permission slip from the parent/guardian. These procedures are required to protect the safety of all students at PRLHS.

WEAPONS/ILLEGAL SUBSTANCES

Weapons, alcohol, tobacco, or other illegal substances are not allowed on campus or at school activities. Violation of this rule by individuals regardless of age is strictly prohibited. The School Resource officer will periodically schedule the use of drug dogs as a deterrent.

STUDENT SERVICES

COUNSELING CENTER

The goal of the PRLHS Counseling Department and Advisory is to *support* students in having a successful educational experience, provide equal access to Counseling Services to ALL PRLHS students, and to assist students in the transition from high school to post-secondary pathways. The Counseling office is open from 7:30 am to 3:00 pm daily. Parents desiring to meet with Counselors should call the Main Office or Counseling office for an appointment.

The following is a list of services provided by the counseling department:

- Λ Assistance with proper course selection to meet graduation requirements
- Λ Career guidance
- Λ Guidance for preparation for entrance into four-year colleges and universities, vocational-technical programs, community colleges, workforce and military
- Λ Advice and assistance with academic problems
- Λ Credit check and monitor student progress towards graduation
- Λ Schedule and registering for individual testing (PSAT, SAT, ACT, ASVAB)
- Λ Interpretation of test scores
- Λ Information about credit recovery, remediation for State Testing, enrichment programs, and alternative schooling (i.e., correspondence courses, IDLA, homeschooling programs and vocational training)
- Λ Confidential counseling and Referral to agencies to assist students with personal problems

Counselor-student communications and records are privileged and confidential and shall not be disclosed except under the following circumstances: Threat of harm to self or others; reported or suspected child abuse/neglect; court order.

FOOD SERVICE

BREAKFAST AND LUNCH

Breakfast and lunch are available each school day. We offer a variety of choices each day. Lunch is served in the cafeteria. All money for meal purchases should be given to the Cafeteria Staff in the cafeteria. Each student has a MealTime account which is used for breakfast, lunch or milk purchases. For your convenience, money can and should be deposited into the student account.

- Λ In the meal line, students access their account using their Meal Time number. The cashier will inform the student when the meal account is running low on funds. Charging to the meal account is strongly discouraged and only allowed in special circumstances.
- Λ Application forms for the Free and Reduced Meal Program are given to each student upon registration and are available at the school cafeteria, school office, district office and issued upon request throughout the school year. Free and reduced lunch may be

applied for during the school year. This confidential federal program is based on household size and income.

- ⚠ Lunch is an open campus for PRLHS sophomores, juniors, and seniors. These students may leave the campus during their lunch period but must be in class prior to the tardy bell for the next class. Open campus is a privilege that can be revoked at the discretion of the administration.
- ⚠ All food/drinks purchased and brought in from the outside will be consumed in the cafeteria or in designated areas of the school building and school grounds.

LUNCH AND CAFETERIA EXPECTATIONS

Priest River Lamanna has an open campus for students in grades 10-12. Open Campus privileges can be revoked due to Academic or Behavior reasons. All 9th Graders will eat lunch and stay on campus. A cumulative grade point average of 2.5 must be met before 10th graders will be allowed to leave campus.

- ⚠ Lunch line is based on a first come, first-served basis. No Cuts or Saving Places allowed. *Teachers step to the head of line.*
- ⚠ Students are expected to deposit all trash in proper receptacles provided.
- ⚠ Students are to be in the designated areas during lunch time (cafeteria 600 hall, gymnasium or outside areas). Students can go to the classroom areas with permission from the office and teacher.
- ⚠ No charging for meals or ala carte items.
- ⚠ Charges will not be allowed the last two weeks of school.
- ⚠ Checks are to be made out to PRLHS Cafeteria ONLY; no change or check cashing will be allowed.

HEALTH SERVICES

The school district employs a full-time nurse for the entire district. They are available to come to the school and check on a student's health.

INSURANCE

Student insurance is available through a 3rd party provider for PRLHS students. Options are available to cover students participating in athletics as well as football. The insurance is intended to cover the student during the school day and when participating in school events.

INTERNET/TECHNOLOGY

We are pleased to offer students of the West Bonner County Public Schools access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return the form to the office. Students 18 and over may sign their own forms.

Access to e-mail and the Internet will enable students to explore thousands of libraries and databases while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. WBCSD will consistently maintain a filtering system to limit inappropriate access and use of the District systems and computers.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately a partnership between parents/guardians of minors, students, and the school to responsibly set, convey, and maintain the standards that their children should follow when using media and information sources is the goal. To that end, the West Bonner County District and Schools support and respect each family's right to decide whether to apply for access.

LIBRARY

- Λ Students should familiarize themselves with book/magazine check-out procedures early in the school year.
- Λ Students coming to the library from class during the day without a teacher must have a student pass from their assigned teacher at that time.
- Λ Students are expected to replace library materials that are lost or damaged.
- Λ Unless prearranged by a teacher there will be a small fee for printing and making of copies in the library.

SKYWARD

The West Bonner School District uses Skyward as a student information system to track grades, attendance, and other information about students and family contact information. Every student and parent is given access to Skyward to view grades and attendance. It is highly recommended that parents frequently check student grades to ensure accuracy.

Parents may update contact information at any time through Skyward.

BUSING

Many students ride buses to school. It is important that proper discipline is maintained on buses for safety. All school rules and regulations apply to bus conduct. Misconduct may result in suspension of bus riding privileges. All school rules apply on the bus and at the bus stop. Any questions related to bus misconduct should be directed to the specific route bus driver, Operations Director and/or the building principal. Cameras installed and activated on district buses are used randomly to monitor behavior.

*Please review and be familiar with the following Expectations and Guidelines:

- Λ Students are under the authority of the bus driver and must follow his/her rules.
- Λ Students shall remain seated while the bus is in motion.
- Λ Students will not extend their arms, hands, head, feet, etc. through the bus windows.
- Λ Students will converse in normal tones; loud or vulgar language is prohibited.
- Λ Students will not open or close windows without permission of the bus driver.
- Λ Students will help keep the bus clean.
- Λ Each student must go directly to a seat upon entering the bus (drivers may assign seats).
- Λ Students must not throw objects in the bus or out through the windows.
- Λ Students will remain on their homeward side of the road until the bus stops and the driver signals them to cross in front of the bus.
- Λ The driver is to dismiss the students only at the school buildings or at their homes (exception: permission of parent or guardian).
- Λ Food or drink should not be carried onto buses unless drivers/sponsors have given permission.
- Λ Student insubordination to district bus drivers will not be tolerated and will result in loss of bus privileges for a period of time.

VENDING MACHINES

Vending machines are not operated by PRLHS. Any issues with vending machines should be reported to the vending company, NOT THE SCHOOL OFFICE.

COLLEGE VISITATIONS

Students in grade twelve (12) who are on track to graduate and have a 2.0 grade point average in their CORE classes are allowed two (2) college visitation days during their senior year. Students in grade eleven (11) are allowed one (1) college visitation in the spring of their 11th grade school year if they are on track to graduate and have a 2.0 grade point average in CORE classes. It is the student's responsibility to provide the attendance office with documentation from the respective college they are planning to visit. If a student requests A third (3) College visitation day for seniors may be waived if arrangements are made with the attendance officer and administration prior to the visit. If prior notification and permission is not given the absence will count as one of the student's allowable absences for the semester.

MILITARY RECRUITMENT

Section 9528 of the Elementary and Secondary Education Act of 1965 as amended by the No Child Left Behind Act of 2001 requires school districts to provide the United States Military Recruiting Command with a list which includes the name, address, and telephone number of all high school students registered in the district. **Individual students and/or their parents may request that their names be withheld from this list. To facilitate such requests, we have prepared an "Opt-Out" form for your use. This form may be picked up at the High School office.**

DISCIPLINE GUIDELINES AND PROCEDURES

BEHAVIORS AND CONSEQUENCES

Every student at PRLHS is guaranteed the right to learn in a safe, supportive, and professional environment. No student has the right to infringe on the rights of others to that end. Students engaging in behaviors that in any way interfere with the rights of others to learn in a safe, supportive, and professional environment are subject to disciplinary actions outlined below.

Due process rights will exist at every step of the disciplinary process.

Priest River Lamanna High School Behavior Management Plan

<p><u>General Classroom Disruption</u> (Handled by the Classroom Teacher)</p> <p>Including, but not limited to: Unacceptable Language Excessive Talking General Disruption/Disturbance Inappropriate Assembly Behavior Inappropriate Hall Behavior Public Display of Affection</p> <p style="padding-left: 40px;">1st Offense= Warning 2nd Offense=30 Minute Detention 3rd Offense=60 Minute Detention 4th Offense= Referral to Office (possible ISS)</p>	<p><u>Dress Code Violation</u> All staff members are expected to address students in violation of the PRLHS Dress Code.</p> <ol style="list-style-type: none"> 1. Student will be instructed to correct the violation or change clothes and may return to class. 2. If violation cannot be corrected at school, the student will need to call home for a change of clothes to be brought to school. Once changed, the student will return to class. 3. If no clothes can be brought from home, the student will spend the remainder of the day in ISS. <p>Habitual dress code violations may be subject to further disciplinary action.</p>
<p><u>Cell Phone Violation</u> All staff members are expected to address students in violation of the PRLHS Cell Phone Policy.</p> <p>1st Offense Verbal Warning Confiscation of Phone for Remainder of Class</p> <p>2nd Offense Phone turned into office to be returned at the end of the day Parent notified</p> <p>3rd Offense Phone privileges revoked for 1 week Phone turned into office upon entering the building each day Parent notified</p> <p>4th Offense Phone privileges revoked for remainder of year Phone turned into office upon entering the building each day Parent notified</p>	<p><u>Medium Offenses</u> Staff will refer students to the office for disciplinary action for behaviors including, but not limited to:</p> <p>Vandalism/Theft under \$25 Field Trip/Activity Behavior No Show for Detention Disrespect to Staff Insubordination Truancy (Unexcused Absence) Possession of a pocket knife or box cutter</p> <p style="text-align: center;">PARENTS WILL BE NOTIFIED 1st Offense= 1 day ISS 2nd Offense=3 days ISS 3rd Offense=High Offense (1 day OSS)</p>

<p><u>High Offenses</u> Staff will refer students to the office for disciplinary action for behaviors including, but not limited to:</p> <p>Out of control/Severe Bad Behavior Vandalism/Theft between \$25 and \$50 Fighting Bullying/Harassment Intimidation/Menacing Extortion Possession or use Alcohol, Nicotine, or other Controlled Substance Possession of a Non-Gun weapon (knife with blade over 2 inches, etc)</p> <p>PARENTS WILL BE NOTIFIED LAW ENFORCEMENT WILL BE NOTIFIED</p> <p>1st Offense= 3 days OSS 2nd Offense=5 days OSS 3rd Offense=Extreme Offense</p>	<p><u>Extreme Offenses</u> Staff will refer students to the office for disciplinary action for behaviors including, but not limited to:</p> <p>Vandalism/Theft over \$50 Fighting with medical attention required Physical Attack of Staff Threat of Force or Harm to Person or Property Distribution or Sale of Alcohol, Nicotine, or other Controlled Substance Possession of a Gun</p> <p>PARENTS WILL BE NOTIFIED LAW ENFORCEMENT WILL BE NOTIFIED RECOMMENDATION FOR EXPULSION</p>
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ADMINISTRATION, OR IT'S DESIGNEE RESERVES THE RIGHT FOR ALTERATIONS OR ADDITIONS TO THE ABOVE CONSEQUENCES DEPENDENT UPON THE SPECIFICS OF A GIVEN SITUATION.

DETENTION

Staff may assign detention to be served with the teacher or with our behavioral interventionist. Detentions may be assigned during lunch, before school, or after school. Detention time CANNOT be served during regularly scheduled classes.

Detentions assigned before or after school should be arranged with a parent 24 hours in advance to ensure the student has a ride home.

IN-SCHOOL SUSPENSION

In-school suspension (ISS) is served all day with our behavioral interventionist. Students in ISS are not allowed to have access to their phones, will not be allowed in the halls during passing periods, and will not be allowed to attend lunch with other students. They will be required to work on any assigned work for that day from all of their classes, bring all necessary materials to complete their work, and behave appropriately.

The behavioral interventionist will work with administration to determine any deviations from the above mentioned expectations.

Athletes in ISS are not allowed to participate in practices or games scheduled for that day.

OUT OF SCHOOL SUSPENSION

Students given out of school suspension (OSS) are not allowed on school property during their suspension. This includes, but is not limited to any school events, home or away.

Homework can be made up as if the absence were “excused”.

Athletes given OSS are not allowed to participate in practices or games scheduled for that day.

EXPULSION

Expulsion is determined by the Board of Trustees. The school principal can recommend expulsion, but a hearing in front of The Board occurs before a decision is made.

Parents and students retain the right to due process through all expulsion proceedings.

ATTENDANCE REQUIREMENTS AND PROCEDURES

ATTENDANCE EXPECTATIONS

It is the expectation of PRLHS and West Bonner County School District #83 that students' attendance at school be regular and punctual. All PRLHS students are expected to follow the attendance procedures and attendance will be taken in each class. Makeup work granted to a student after an absence, at the very best, is a poor replacement for the actual class experience. Learning and meeting the high academic expectations of the district and state are maximized when students are in attendance and actively engaged in the learning.

ATTENDANCE POLICY

The district recognizes that daily student attendance and time on task are essential to student learning. Students are required to attend school at least ninety percent (90%) of the time that school is in session each school term. The board may deny a promotion to the next grade or deny credit to any student who is not in school at least ninety percent (90%) of the days that school is in session. Absence from class for any reason, including family convenience, will be counted when the percentage of attendance and consequent eligibility for promotion or credit is being considered. Absence due to school-approved activities will not be counted. ***Except in extraordinary cases, and as approved by the principal, students are expected to be present at school and in their assigned grade or subject.***

Students not meeting the attendance requirement will ***not receive credit even though they may have passing grades.*** Those students who have valid reason to believe that all, or part, of their absences are the result of extraordinary circumstances may request a review of their case by the building attendance committee. The building attendance committee will review the records and the circumstances and determine whether the student will receive credit. Attendance Committee decisions may be appealed to the Superintendent. The decision of the Superintendent is final. (Further detailed information is provided below under the 90% Policy section.)

Students simultaneously attending classes on campus at Priest River Lamanna High School (PRLHS), and North Idaho College (NIC), shall manage their schedules so there are no conflicts between scheduled classes at either location. Attendance for a class on campus at NIC shall not be an excuse for missing or being tardy to a scheduled class at PRLHS.

ABSENCES

A telephone call, email, or a note from either parent or guardian is required to excuse any and all absences and when late for any reason. Notes must be given immediately to the attendance secretary. When a student arrives late or returns after an absence, the student is required to report directly to the attendance office. All absences and each tardy will be recorded on the report card.

Activities or Preplanned Absences

- Λ It is the student's responsibility to notify the administration, Attendance Office, and all assigned teachers prior to being absent. Teachers may require the work to be completed and turned in prior to departure. If not requested by a teacher, students will have one (1) class day to make up work.
- Λ In the event a student must be absent during scheduled finals, written notification by parent must be provided at least one (1) week in advance to administration for approval to take finals late. If notification is not received, students may receive a zero "0" on the final.
- Λ Absences for school-sponsored activities are excused, but students are held responsible for the work missed and are expected to either complete class assignments prior to activity or before the next scheduled class period. Failure to stay in good standing with assignment completion may result in lunch detention.

Excused Absences

An absence shall be excused upon written or verbal documentation from parent/guardian when the absence is due to the following (please note that absences may be excused but still count against the student under the 90% Policy).

- Λ Illness
- Λ Bereavement
- Λ College Visits
- Λ Other reasons prescribed by the policies of the Board, including medical or legal appointments or family emergencies. Verification should be available when requesting an admit slip. ****School work missed during an excused absence can be made up for full credit.***
- Λ The Principal may grant an exception due to extenuating circumstances.

90% Policy

Students can accumulate seven (7) absences per class each semester. This includes excused and unexcused (truancy), but does not include extracurricular absences. The student has the responsibility within three (3) school days after the absence to provide supporting documentation that the absence was due to medical, legal, bereavement, school activities, or other acceptable reasons as approved by the building administrator. After each absence, parent/guardian should call or provide appropriate documentation such as a doctor's note for the absences. When the attendance office receives the proper documentation, the absence will be changed to a waived absence.

Students may appeal a loss of credit to the Attendance Committee. The decision of the Attendance Committee may be appealed to the Superintendent. The appeal must be submitted to the superintendent within ten (10) working days after receiving the decision from the attendance/appeals committee. The decision of the Superintendent is final.

Extraordinary Reasons for Absences

Extraordinary absences are missed class time or school days for reasons other than parent/guardian excused or school extra-curricular activities. If such extraordinary circumstances

occur that result in excessive absences, written verification and notification to the building principal will be reviewed on a case-by-case basis. The primary consideration whether an absence is extraordinary and warrants being exempted shall include only those situations in which the student had no reasonable alternative to the absence.

Upon receiving written documentation from parent/guardian, state agency, healthcare provider, or agent of the court, the principal or designee have the authority to exempt the absence and request the assignments, grades and credit be awarded on the date of those absence(s). It is in the best interest of the student whenever possible for all absences to be pre-arranged.

Example of Extraordinary Absences are but not limited to: Extended illness/accident and recovery time for student or immediate member of family; court appearances except for traffic fines and tobacco violations; bereavement for immediate family including grandparents, aunt, uncles, cousins with limited number of days in consideration of travel time necessary; and other presented for consideration by building principal and should be pre-arranged when possible.

SIGNING IN AND OUT OF SCHOOL

All students who arrive at school late MUST sign in with Student Services in the Office, no exceptions. Parent contact via telephone or note is required to excuse ALL absences. Prior to a student leaving during the day, parents must telephone the office if a student is supposed to leave school during any period of the day on short-notice, stating the time the student is to leave and the reason for leaving. Students must sign-out at the front office before leaving the building.

DRIVER'S LICENSE SUSPENSION/DROP-OUT RULE

When a student fails to meet the enrollment and attendance policy of PRLHS, the Administration is required to report the student's non-attendance to the Idaho Transportation Department (ITD) with a request that the student's driving license be suspended (whether or not the student is licensed.) When the ITD suspends driving privileges, it suspends the driver's license and/or privilege from applying for a license, instruction permit, or driver-training permit. For a complete copy of the Code and the procedures contact the high school office.

TRUANCY

ALL unexcused absences are considered truant and may result in disciplinary action.

When the absence is unexcused, the student will not be given the opportunity to earn credit for the work missed (this includes tests and final exams).

Habitual Truancy – Idaho Code 33-206 and 207

Idaho Code 33-206 – Habitual Truant Defined

(1) A habitual truant is:

- (a) Any public school pupil who, in the judgment of the board of trustees, repeatedly has violated the attendance regulations established by the board; or
- (b) Any child whose parents or guardians, or any of them, have failed or refused to cause such child to be instructed as provided in section 33-202 Idaho Code

(2) A child who is a habitual truant shall come under the purview of the juvenile corrections act if he or she is within the age of compulsory attendance.

Idaho Code 33-207 - Proceedings against parents or guardians

“Whenever the parents or guardians of any child between the ages of seven (7) years, as qualified in section 33-202, Idaho Code, and sixteen (16) years, have failed, neglected or refused to place the child in school as provided in this chapter or to have the child comparably instructed, or knowingly have allowed a pupil to become an habitual truant, proceedings shall be brought against such parent or guardian under the provisions of the juvenile corrections act or as otherwise provided in subsection (2) of this section.

(2) Whenever it is determined by the board of trustees of any school district that a child enrolled in public school is a habitual truant, as defined in section 33-206, Idaho Code, an authorized representative of the board shall notify in writing the prosecuting attorney in the county of the child’s residence. Proceedings may be brought directly against any parent or guardian of a public school pupil who is found to have knowingly allowed such pupil to become a habitual truant, and such parent or guardian shall be guilty of a misdemeanor.

(3) Whenever it is determined by the board under provisions providing due process of law for the student and his or her parents that the parents or guardians of any child not enrolled in a public school are failing to meet the requirements of section 33-202, Idaho Code, an authorized representative of the board shall notify in writing the prosecuting attorney in the county of the pupil’s residence and recommend that a petition shall be filed in the magistrates division of the district court of the county of the pupil’s residence, in such form as the court may require under the provisions of section 20-510 Idaho Code.”

ACADEMICS/GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS

Please refer to WBCSD No. 83 Policy No. 2700 for local school district graduation requirements. (also listed below)

All credit-bearing classes will be aligned with the state high school standards in the content areas for which standards exist. Students who desire to receive a PRLHS Diploma and participate in the graduation ceremony must earn a minimum number of credits as outlined in board policy. In addition, ***any student who is suspended (whether in school or out of school during the time of graduation) will not be allowed to participate in the commencement ceremony.*** Recommended classes for graduation are listed in the PRLHS Course Description Guide.

- Λ All High School Students are required to have a 4-year learning plan when entering 9th grade. Reasonable attempts must be made to acquire parent signatures of the Learning Plan. The learning plan outlines a student's program of study, which will include a rigorous academic core and a related sequence of electives in academic, professional-technical education (PTE), or humanities aligned with the student's post-graduation goals and aspirations.
- Λ SAT test taking will be provided for all students by the State of Idaho.
- Λ Students enrolled in year long classes will not be allowed to transfer out of these classes. Exceptions can be made with teacher and principal approval. Classes being transferred into must be of equal or greater rigor.
- Λ PRLHS offers dual credit enrollment through IDLA. Other Dual Credit/AP courses are available on-site by PRLHS teachers who also serve as North Idaho College professors. Because of the potential impact of college credit bearing classes, ALL students must meet with their Counselor before registering in ANY Dual Credit/AP courses. Coursework must be approved by the Counselor.
- Λ **Credit Recovery/Repeated Courses**--A course which has been passed with a grade of "D" or better cannot be repeated. Some classes may be repeated for credit recovery with prior approval by the Counselor and Administration. The grade received in a repeated class will be transcribed along with the prior "F" grade on the permanent record. The following restrictions may apply:
 1. These students will not be eligible for certain academic honors at graduation (i.e. valedictorian, salutatorian, honors recognition, top ten, etc.).
 2. Credit recovery classes completed in an approved credit recovery program may receive a Pass/Fail grade and/or a letter grade depending on the course and content.
 3. Students will be allowed to take two credit recovery classes during the same semester through either/or Plato Curriculum, IDLA, or other district accepted correspondence courses. (Exceptions may be made by the PRLHS principal.)

PRLHS GRADUATION REQUIREMENTS

Class of 2024 and beyond

52 Credits as follows:

English	8 credits	2 each year for 4 years
Communications	1 credit	
Math	8 credits	2 Algebra
		2 Geometry
		4 Elective Math
Science	8 credits	2 Earth Science
		2 Biology
		2 Physical Science
		2 Elective Science
Social Studies	7 credits	2 US History
		2 US Government
		3 Elective Social Studies
Economics/Personal Finance	1 credit	
Physical Education	2 credits	PE, Weights, or completion of athletic season
Health	1 credit	
Career Technical (CTE)	3 credits	Shop, business, or computer courses
Humanities	2 credits	Art or music courses
Electives	11 credits	Courses outside those listed above
Senior Project	Pass/Fail	Completed in Senior English class
College Entrance Exams	PSAT (10th grade)	
	SAT (11th grade)	
Civics Test	Pass/Fail	Completed in Government class

Dual Credit engineering and computer science courses aligned to the state standards for grades 9 through 12, including AP Computer Science and dual credit computer Science courses may be counted as a mathematics credit if the student has completed Algebra II (or equivalent integrated mathematics) standards.

**** Up to 2 credits in dual credit engineering and computer science courses aligned to the state standards for grades 9 through 12, including AP Computer Science, Dual Credit Computer Science, may be used as science credits.

Students who choose to take Computer Science and Dual Credit Engineering may not concurrently count such courses as both a mathematics and science credit.

(Elective credit includes but is not limited to any additional courses in a particular subject area beyond the number of required credits)

GRADUATION COMMENCEMENT CEREMONY PARTICIPATION

Participation in the graduation ceremony provided by the Trustees of WBCSD No. 83 is a privilege. Graduates' participation is conditional upon their display of good citizenship, responsible behavior, and proper attire to contribute to a dignified ceremony. As per School District Policy 2720A, in order to participate in the commencement ceremony at PRLHS all credits/graduation requirements must be completed before the date of the ceremony. PRLHS will interpret this to mean ***verification of completion of all credits, graduation requirements, correspondence and credit recovery courses must be completed by 3:00pm on the last day seniors are scheduled for classes.*** PRLHS will further interpret this to mean students who have not met the above listed graduation requirements will not participate in the graduation ceremony. Students must attend graduation practice to participate in the ceremony.

FAILURE TO COMPLETE CREDITS

Students and parents are ultimately responsible for keeping track of meeting State and School District graduation requirements, with the assistance of the Counselor. Students who fail to complete required credits by their planned graduation date should see the counselor and/or principal to make arrangements to earn their diploma. This may involve correspondence courses or enrollment in a comprehensive credit recovery program. Each case will be dealt with on an individual basis. A resident student does not participate in graduation ceremonies unless all requirements have been met.

ACADEMIC HONESTY

Students are expected to adhere to the moral values of honesty and responsibility. Academic dishonesty or academic misconduct is any type of cheating for academic gain such as for grade improvement. Students are expected to do their own work with the highest standards of honesty. Academic dishonesty, cheating and plagiarizing of any form cannot be tolerated in the school environment.

Academic Dishonesty/cheating/plagiarism includes, but is not limited to the following: copying answers, sharing answers via electronic devices, use of non-authorized electronic devices, or passing assignment over to another student for them copy answers, working together without specific permission from teacher(s), using prohibited written and/or oral information during tests, quizzes, or examinations, buying or selling answers to or the test exam or quiz itself, stealing answers, stealing or buying essays or research papers, plagiarizing in any form by not giving

appropriate credit to authors, including inappropriate use or misuse of the Internet programs and the school's computer network to obtain answers or written material.

Cheating

Giving or receiving unauthorized help on an academic assignment/quiz/test such as sharing information on an assignment/quiz/test, looking at someone else's answers during a quiz/test, using some sort of "cheat sheet" or an electronic device to share or provide answers.

Plagiarism

Copying and using in an assignment or report any word(s), phrase(s), statement(s), idea(s), thought(s) of someone else without citing the source and documenting properly according to APA or MLA form (i.e., taking material from Internet websites without proper acknowledgement and documentation). This includes copying artificial intelligence (AI).

Deception

Giving a teacher/instructor false information about an academic assignment such as providing a false excuse for a missed deadline or being less than truthful about having turned in work.

If academic dishonesty is detected, the teacher(s) will confiscate the evidence, document the circumstances, and submit a report to the building administrator. Depending upon the circumstances, the consequences for academic dishonesty/cheating may include, but are not limited to, the following:

1. The student will receive a "0" for the assignment, test/exam.
2. A notice of the offense will be placed in the file in the Administration Office.
3. The student will not be allowed to make up that grade by extra credit or any other method.
4. The parent/guardian will be notified, and, if necessary, a conference will be held with the student and administration.
5. Second offense will result in no credit for the assignment and removal from the course with a failing grade.

VALEDICTORIAN/SALUTATORIAN

The Valedictorian and Salutatorian will be determined by the Principal after the seventh semester of high school and on the basis of the grade point average (GPA). The GPA is calculated on a weighted scale and carried out to three (3) decimal places. There may be co-valedictorians if two or more students have identical GPAs. To be considered for selection as Valedictorian or Salutatorian, students must have enrolled at PRLHS by the end of the 1st quarter of their junior year, have all transfer credits earned from an accredited institution, and maintain "full-time" enrollment as defined by Idaho code through the completion of their 1st semester of their senior year.

ACADEMIC RECOGNITION

- Λ A student may pursue an Honors Recognition by completing the following: maintain an unweighted cumulative GPA of 3.5, and have completed 10 Honors Course credits.
- Λ A student may pursue a High Honors Recognition by completing the following: maintain an unweighted, cumulative GPA of 3.8 and completed 14 Honors Course credits.
- Λ A student may pursue an Academic Recognition by completing the following: maintain an unweighted cumulative GPA of 3.0 and completed 10 Honors Course credits.
- Λ Honors, High Honors, and Academic recognition will be determined and based on the completion of the 7th semester for all students.
- Λ Approved honors courses for the graduating class of 2018 and beyond include: Honors English 9,10,11, Honors US History, Honors Government, Pre-Calculus, Calculus, Anatomy and Physiology, Physics, Chemistry, All Dual Credit and Advanced Placement Courses, and Foreign Language (3rd and 4th year).
- Λ Industry Certification recognition can be obtained by obtaining an industry specific certification offered at PRLHS (examples include: welding, Adobe Suite, and Microsoft)

GRADES

Report cards are mailed to the student's address listed in Skyward after 1st and 2nd semester only. Quarterly report cards will not be mailed home. Parents are asked to review grades through their student's Skyward page.

PRLHS uses weighted grades for determining Valedictorian and Salutatorian honors recognition requirements. Weighted grades will not be used on transcripts. Weighted grading systems of 5.0, 4.5 and 4.0 means that the point value for grades are based upon a "weighted scale" of difficulty when a student GPA is to be calculated. An academic course considered to be more challenging (AP or Honors courses for example) will be given "heavier" point value. The definition of advanced courses will include courses listed on the Idaho State Department of Education website. A student grade point average (GPA) of 4.0 means the student has earned A's in all courses taken to date. A 3.0 GPA means a B average and a 2.0 GPA is equivalent to a C average. However, students taking academically challenging courses may have a GPA exceeding 4.0 due to the weighted value (difficulty) of their selected courses. A list of approved weighted courses will be published each year as part of the student forecasting process.

Students receiving an "I" representing an incomplete in place of a grade are required to complete the necessary work and submit it within a two week period. In exceptional situations and with approval based on the situation, this timeline may be modified. Grades of Pass/Fail require special consideration and permission.

GRADING SCALE:

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 0-59

Credit is awarded only at the end of the semester when a semester grade is given. Courses where a D or better were earned will receive credit. Letter grades are used to designate academic grades at PRLHS.

HONOR ROLL

At the end of each semester an Honor Roll list will be completed using the guidelines below for eligibility.

4.0	Principal's Honor Roll
3.5 –3.99 (unweighted)	High Honors
3.0 - 3.50 (unweighted)	Honor Roll

Students named to the PRLHS Honor Roll must meet the following requirements each semester:

- Λ Receive 7 full credits per semester
- Λ Have earned a minimum 3.0 grade point average or grades consisting of A's and B's.

REGISTRATION/SCHEDULING

In the Spring of each year, all students will request courses for the following school year. A few weeks prior to the start of school, students will need to register for the school year by verifying their information in Skyward. This can be done online once registration opens.

Once students register, class sizes are balanced, and the school has an accurate estimate of the number of students attending students and parents will be able to see schedules in Skyward.

FINALS

Final summative exams will be administered in all classes the last few days of first and second semester. The type of exam will be determined by the teacher. ***There will be no early final exams allowed*** without administrative approval. Parents are advised to plan accordingly.

ADVANCED OPPORTUNITIES

“Students attending public school in Idaho will be eligible for \$4,125.00 to use towards overload courses, dual credits, college credit-bearing examinations, workforce training courses and professional certification examinations.” (Idaho Code 33-4602)

Students are required to complete a Fast Forward Participation Form in order to participate in the Fast Forward program through the Idaho State Department of Education as authorized by Idaho Code 33, Chapter 46: Advanced Opportunities. By signing this form, the student and parent/guardian agree to the conditions and provisions of the program.

If a student fails to earn credit for a course paid for by Fast Forward, the student must subsequently pay for a “like” course on their own before he/she is eligible for further Fast Forward funding. If a student performs inadequately on an examination paid for by Fast Forward, the local school district will decide whether the student may continue utilizing Fast Forward funding, or if she/he must pay for the cost of a “like” examination before using further funds. Fast Forward funds may not be used for repeated or remedial course work.

Students simultaneously attending classes on campus at Priest River Lamanna High School (PRLHS), and North Idaho College (NIC), shall manage their schedules so there are no conflicts between scheduled classes at either location. Attendance for a class on campus at NIC shall not be an excuse for missing or being tardy to a scheduled class at PRLHS.

Statewide Minimum Standards for Admission to Higher Education

Admission requirements vary with each higher education institution in Idaho. Consult the high school counselor or refer to the “Higher Education in Idaho” booklet for details. For the most detailed, updated admissions information students should refer directly to the website of the college they are considering. PRLHS and/or the high school counselor cannot be held responsible for knowing current admissions requirements for ALL colleges.

Parents and students take note: If a PRLHS student has a desire to participate in NCAA sports at a Division I or II college or university the student and parent/guardian should visit the NCAA Eligibility Standards at <https://web1.ncaa.org/eligibilitycenter/common/>. Students should meet with their high school counselor in 9th grade to review necessary coursework that is NCAA approved.

ENROLLMENT

CHANGE OF ADDRESS

Each student's correct mailing and physical address and telephone (parent/legal guardian) contact number(s) where parent/legal guardian can be reached at all times must be on file and corrected in the main office. Please inform the school office whenever there is a change of address and/or telephone number(s). PRLHS must have a contact and an emergency number for each student.

Contact information can be updated at any time in Skyward.

IDENTITY & BIRTH INFORMATION VERIFICATION

Idaho legislation requires that we verify the identity and birth information of every student in our district. In order to do so, a certified copy of the student's birth certificate or other reliable proof of birth date is required to be presented upon enrollment. Documents that are acceptable as an alternative to a birth certificate are a passport, visa, or other governmental documentation of the child's identity. These documents must be accompanied by an affidavit explaining the inability to present a copy of the birth certificate.

IMMUNIZATIONS

Per Idaho Code 33-4801, no child shall enter a private or public school in Idaho without documentation or immunization status.

Minimum requirements are available on the Idaho Department of Health & Welfare website.

INSURANCE – SCHOOL/ACTIVITY

The school district does not carry health and accident insurance for students. At the beginning of the school year, insurance information is made available that offer plans ranging from school-time insurance to twenty-four-hour insurance. School time insurance also will cover your child in all sports but football. To be covered in football beyond the 9th grade, a student must take the football option.

RECORDS

As a result of federal legislation guaranteeing an individual's right to privacy (FERPA), attention has been focused on school records and the content of those records. The following is a summary of the basic provisions contained in the laws and regulations which the school is obliged to follow:

- Λ Parents of children under the age of 18 (including the non-custodial parent in the case of divorced parents) must be granted access to all official records maintained in any form by the school pertaining to their children.
- Λ Students under the age of 18 (with parental consent) shall also have access to their records. If a student is eighteen (18) years of age or older, only that student has access to

his/her records. Students and parents who wish to review records shall contact the registrar and make an appointment.

- Λ The student's records, or information contained in those records, shall not be released to anyone other than school or educational officials without the informed written consent of the student's parents. If a student is eighteen (18) years of age or older, only that student may grant such a release.
- Λ The parent or student shall be provided an opportunity to challenge or rebut information contained in the student's records.
- Λ The school shall provide appropriately trained educational personnel to assist the parent or student in understanding school records.

REGISTRATION

In the Spring of each year, all students will request courses for the following school year. A few weeks prior to the start of school, parents will need to register their student for the school year by verifying their information in Skyward. This can be done online once registration opens.

Once students register, class sizes are balanced, and the school has an accurate estimate of the number of students attending students and parents will be able to see schedules in Skyward.

STUDENT DIRECTORY INFORMATION

Directory information may be released without parental consent if parents do not object in writing to the release of directory information within fifteen (15) days following the first day of school. Directory information means a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and degrees and awards received – including honor roll listings. PRLHS students have the right to request in writing that personal information be withheld from military recruitment and other solicitations.

TRANSCRIPTS

All grades, activities, and special test results are kept on a permanent student record file in the office. Institutions of higher learning, potential employers, and military services may request student transcripts and/or records. Students and parents are free to examine all materials contained in the student record. However, student records are confidential and will not be released without prior consent from the student or the parent if the student has not reached the age of eighteen (18). Students requesting transcripts to be sent to colleges after graduation should put the request *IN WRITING prior to the last day of school.*

TRANSFER STUDENTS

Students transferring from accredited public schools outside this district will receive credit toward high school graduation for those classes taken at the previous public school as provided by official school records.

Students transferring from nonpublic schools, including parochial and home study, will receive credit toward high school graduation for courses taken at the nonpublic school as follows:

1. If the nonpublic school is accredited by the Idaho State Board of Education or other regional accreditation agency, the student will receive credit as awarded by the nonpublic school for all non-secular courses.
2. If the nonpublic school is not accredited, the student's official transcript and description of course content will be evaluated by the school district. The student may receive credit as follows:
 - a. Credit awarded by the nonpublic school for courses determined by the building principal as consistent in content with approved State Board of Education curriculum guides.
 - b. Credit for other courses as determined by the school district.
3. The school district may assess a student's knowledge of the subject matter by requiring he/she pass a comprehensive examination and/or other demonstration of competency.
4. A student transferring from a nonpublic school may receive credit by examination for no more than one-half (1/2) of the total credits required for graduation and for no more than one-half (1/2) of the core credits required for graduation by this district.
5. Students transferring from parochial schools will, in no case, receive more than one-half (1/2) credit per semester credit awarded by the parochial school for courses in Old Testament/Bible Literature and New Testament/Bible History.

STUDENT WITHDRAWAL OR TRANSFER

Students who find it necessary to withdraw from PRLHS and transfer to another school or educational program must do the following:

1. Parent contact the school office to verify withdrawal and/or transfer.
2. Pick up a withdrawal form from the office.
3. Return all books and school materials to appropriate teachers and have teachers sign the withdrawal form and provide a grade in progress for that class.
4. Pay all outstanding fees and fines owed; all fees and fines must be paid before building principal signs withdrawal form.
5. Return form to the main office and school secretary to complete the process and withdraw from PRLHS.

ACTIVITIES

MISSION

The Board of Trustees believes that a dynamic program of student activities is vital to the development of all students. Activity programs should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society. Activity programs should function as an integral part of the total curriculum. They should offer opportunities for the student to develop all-around growth, to learn the qualities of good citizenship, and to develop positive self-esteem.

PROVIDED ACTIVITIES

Fall	Winter	Spring	Year Round
Boys/Girls Soccer Cheer Boys/Girls Cross Country Football Volleyball	Boys/Girls Basketball Boys/Girls Wrestling Cheer	Boys/Girls Track Boys/Girls Golf Softball Baseball	Band Choir Academic Decathlon Drama/Theater Student Council National Honor Society

ATTENDANCE AT EVENTS

All school rules and School Board Policies are in effect and apply to all students that participate or attend activities which involve PRLHS. This includes any and all activities & events, home or away, or any event such as, but not limited to, athletic contests or field trips.

ATHLETIC RULES/GUIDELINES

Please Refer to the WBCSD Athletic Handbook

The PRLHS Student and Athletic Handbooks are approved policy and is identified under WBCSD #83 Policy & Idaho Code.