

Priest River Lamanna
High School
Home of the Spartans



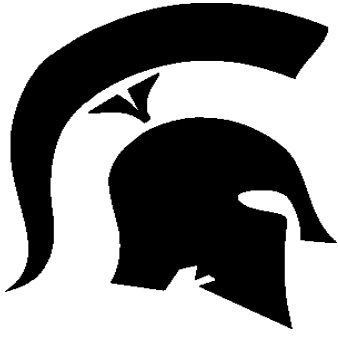
Pride

Student Handbook
2018-2019

Strive for Greatness!

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*Priest River
Lamanna
High
Pride*

PRLHS
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Strive for Greatness!

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MISSION STATEMENT

The mission of PRLHS is to enable *all* students to develop their individual potential by acquiring the knowledge, skills, and values needed to become lifelong responsible, productive members of their community.

STATEMENT OF BELIEFS:

- 🏠 We believe all students can learn and learning is a lifelong process.
- 🏠 Students learn best when they are actively involved and engaged.
- 🏠 Each student is a valuable individual with unique educational, social, and emotional needs.
- 🏠 Individual strengths should be encouraged and developed.
- 🏠 A climate that encourages community and parent involvement is essential to quality education.
- 🏠 Our school must be a place of mutual respect where students can feel physically and emotionally safe.
- 🏠 Teachers are lifelong learners who strive to promote individual student growth.

WELCOME

Welcome to the 2018-2019 school year at Priest River Lamanna High School (PRLHS). We hope you will browse through our pages to 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 has been posted, 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 talented staff that cares deeply about students and student learning. PRLHS supports the West Bonner County School District's mission: *Strive for Greatness!*

“Dedication, Commitment, Renewal and New Beginnings” 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 interest 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 is a community based high school. We value the support of our parents, community members and local businesses. Parents please take the time to review our student handbook and talk to your student often about his/her course schedule, classes and assignments. We welcome your input and appreciate your continuing support and commitment in providing the best educational experience for our students. Please don't hesitate to be involved and share in that PRLHS Spartan Pride.

Our goal is to promote PRLHS students' intellectual, as well as, social development and growth and teach them to *Strive for Greatness!*

Sincerely,

PRLHS Administration, Faculty, and Staff

PRLHS EXPECTATIONS & RESPONSIBILITIES

PARENT-STUDENT SCHOOL RELATIONS

PRLHS believes that each student has the opportunity for success and the right to an education free from disruptive actions and behaviors. The high school will be operated in a caring business-like and responsible manner with both requirements and regulations being attainable, reasonable, and understandable.

A reasonable workload will be established for all students. During the 2018-2019 school year, PRLHS will utilize several systems of Student Behavior Management. PRLHS expects each student to be responsible and personally accountable for his/her behavior. For a successful educational experience, all students must self-manage their behaviors, both academically and socially, and make appropriate choices.

Students are expected to:

- 🏠 Be on time to class.
- 🏠 Follow all school and classroom rules
- 🏠 Bring learning materials to class.
- 🏠 Make every effort to succeed.
- 🏠 Respect the safety of others.
- 🏠 Dress appropriately.
- 🏠 Dispose of all refuse and maintain a clean and neat campus.

Student Responsibilities:

- 🏠 To be informed of and adhere to reasonable rules and regulations established by the Board of Trustees, school administrators, and teachers. The Academic Guide, this Student Handbook, and the Behavior Management Plan are the major references with which students should be familiar.
- 🏠 To respect the rights and individuality of fellow students, teachers, administrators and all other personnel involved in the school community.
- 🏠 To refrain from libel, slander, and obscenities in verbal and written/electronic expression.
- 🏠 To dress and groom one's self in a manner that meets reasonable standards of health, cleanliness and safety (refer to the Student Dress section of the handbook & behavior plan.)
- 🏠 To be punctual and present in the regular or assigned school program.
- 🏠 To strive to meet one's potential.
- 🏠 To respect the reasonable actions and decisions of the authority of school administrators and teachers in maintaining discipline in the school and at school-sponsored activities and events.

Parents Expectations and Responsibilities:

Throughout this handbook, "PARENTS" includes any parent, legal guardian, or person having lawful control of the student. Parents have the responsibility to (not in order of priority):

- 🏠 Take an interest in your child's education, monitor their academic progress.
- 🏠 Require your child's daily attendance to school.
- 🏠 Participate in your child's parent-teacher conferences.
- 🏠 Support your child in school-related activities/organizations;
- 🏠 Discuss report cards and school assignments with your child – hold them accountable.
- 🏠 Maintain up-to-date home, work, and emergency telephone numbers.
- 🏠 Bring complaints to the attention of the appropriate staff member. If the problem is not resolved at that level, it should be taken to the next level – school administration.
- 🏠 Review and understand the school expectations, rules, and guidelines.
- 🏠 Communicate appropriately and as necessary with your child's teachers
- 🏠 Review and understand your child's teacher's established and appropriate classroom rules and procedures and academic expectations.

2018-2019 SCHOOL CALENDAR

For a current calendar, please visit our school website.

SCHOOL BELL SCHEDULES

Regular Day	
Student Arrival	7:35-7:43
Period 1	7:48-8:47
Spartan Time	8:51-9:01
Period 2	9:05-10:04
Period 3	10:08-11:07
Period 4	11:11-12:10
Lunch	12:10-12:40
Period 5	12:44-1:43
Period 6	1:47-2:46

- Breakfast will be handed out during Spartan Time

PLEDGE OF ALLEGIANCE

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, during Spartan Time, 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 TRADITIONS

 **School Colors:** Orange & Black

School Mascot: Spartans

 Members of the student body, faculty, alumni and parents to 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.

BUILDING APPEARANCE

WBCSD #83 and the Board of Trustees have devoted a considerable amount of school revenue to maintain an attractive and presentable school facility. The district desires to have a positive reputation and tradition concerning the appearance of the school building and grounds and the actions and behaviors of its students, personnel and community members. The staff and student body have the responsibility to help maintain this positive image with each member doing their part in keeping rooms, entryways, hallways, lockers, school grounds and parking lots neat and clean. Students are required to use waste baskets and dispose of all litter and trash appropriately; not mark or write on walls, lockers, desks or furniture; and refrain from willful destruction of school property. A good rule of thumb is “if you make the mess, then you clean it up”. All students and staff must do our part in keeping their building and grounds litter and graffiti free – Show our Spartan Pride!

BULLETIN BOARDS

The bulletin boards in the building are for approved materials. If a student or outside organization has an item that they wish to post, it must be submitted to the principal for approval. Non-school individuals are not permitted to use these bulletin boards unless the material is connected to the educational mission of our school.

CHECK ACCEPTANCE POLICY

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address and telephone number. When paying by check you authorize the recovery of unpaid checks and the recovery of the state allowed fee by means of electronic re-presentation.

All checks for payment of fees, lunch, fines etc. must include the following: *Correct and current contact and physical address information (telephone number, address and name.)

*Return check Policy: Any and all checks returned for insufficient funds will be assessed a bank fee in addition to the amount of the amount tender. Individuals who have issued a check on insufficient account are liable and should contact the district business office immediately.

DAILY BULLETIN

All notices of club meetings, athletic and social events, general information for the day and specific instructions are printed in the bulletin which is distributed daily and read each day and available by 7:50 A.M.

GRIEVANCE/FORMAL COMPLAINT PROCEDURE

All individuals should review and follow the school district grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitution, State or federal statute, or Board policy. The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. Refer to WBCSD Board Policy #3210.

LIBRARY

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

LOCKERS

Each PRLHS student is issued a lock and locker prior to the first day of school. There is a \$10 Locker Fee. 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 MAY BE INSPECTED INSIDE AND OUT AT ANY TIME (ANNOUNCED OR UN-ANNOUNCED) 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 locker is damaged in any way during the school year, the student should report the damage immediately to the office. If the student is at fault, reimbursement by the student of the cost of time and materials associated with the repair of the locker is required.

LOST AND FOUND

Students who find articles should turn them in at the office. Lost articles may be claimed at the office. Articles not claimed within a reasonable time will be donated to a charitable organization.

SCHOOL PICTURES

Each student is required to have his/her picture taken for identification purposes. Purchase of photo packets is optional for anyone having his/her picture taken. Senior pictures must adhere to the guidelines established by the yearbook teacher.

FOOD IN CLASSROOMS

Unless otherwise approved by the building administration, food will not be allowed in classrooms at any time during the school day.

ACADEMICS

ACADEMIC CURRICULUM GUIDE

The PRLHS *Course Description Guide* is designed to provide students with information about the academic program of PRLHS. The guide contains information about academic policies, courses, course requirements, and special programs. Copies of the guide are available at pre-registration, in the office, the counselor's office and on line at the PRLHS website, Counseling and Guidance page.

West Bonner County School District No. 83 graduation requirement: All students must participate in the Idaho Standards Achievement Tests (ISAT 2.0). Current testing requirements are listed at the Idaho State Department of Education website (www.sde.idaho.gov). Students must also meet all state and local graduation requirements as listed in WBCSD Policy #2700, and outlined below:

Class Of:	2017 and Beyond
Subject Area:	
English	8
Communications	1
Math	6 (2 Algebra) (2 Geometry) (2 in Senior Year)
Science	6 (4 must be in lab Science)
Social Studies	6 (1 Early US History) (2 Modern US History) (2 US Government) (1 Economics)
Health	1
PE	1
Humanities	2
Professional Technical	1
Electives	14
TOTAL CREDITS:	46
Senior Project	1
State Testing (required to participate, not pass)	ISAT, EOC in Biology or Chemistry
College Entrance Testing	ACT, SAT or

- 🏠 Students desiring to waive P.E. must have verified medical documentation and must be approved by the School Administration.
- 🏠 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 signature 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.
- 🏠 Students are required take the SAT Test during their Junior Year of High School in order to graduate, as directed by the State of Idaho. SAT test taking will be provided for all students by the State of Idaho.
- 🏠 All graduating students shall complete a Senior Project.
- 🏠 All graduating Seniors shall pass a Civics Test.

- ☞ Students enrolled in yearlong 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.
- ☞ PRLHS offers dual credit enrollment through IDLA. Other Dual Credit 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 courses. Coursework must be approved by the Counselor.
- ☞ **Repeated Courses** - A course which has been passed with a grade of “C” or better cannot be repeated. Some classes may be repeated with prior approval by the Counselor and Administration. The grade received in a repeated class will replace the prior “D” or “F” grade on the permanent record if it is higher; however, the following rules apply:
 1. These students will not be eligible for certain academic honors at graduation (i.e. valedictorian, salutatorian, honors recognition, top ten, etc.).
 2. Only one credit may be earned.
 3. Credit recovery classes completed in the Plato Curriculum program may receive a Pass/Fail grade and/or a letter grade depending on the course and content. Grades earned in a course completed in a district accepted program (i.e. IDLA or university correspondence course) will be accepted as provided by the institute registrar.
 4. 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 PRLHS principal.)

LITERACY/READING/MATH SKILLS CLASS

Students who enter PRLHS may be placed in Intervention classes if it is determined appropriate as a result of achievement or assessments. These classes are structured to address areas of deficiency in reading, writing, and/or math and to help students improve scores on the Idaho State Assessment Test (ISAT 2.0). These classes are designed for students to improve academically in areas they are struggling in and to assist the student in being successful at the next level. Credits earned in some such classes will be elective credits. This determination of credit designation will be made together by the high school Counselor and Principal.

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 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), not giving appropriate credit to authors, 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, 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).

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 student and administration.
5. Second offense will result in no credit for the assignment and removal from the course with a failing grade.

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 and/or the alternative school (PREP.) 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.

FOREIGN EXCHANGE PROGRAMS

Core requirement and elective credit may be earned while a student is on an approved foreign exchange program (Board Policy Students Studying in Foreign Countries) providing that the student produces documentation that addresses curriculum and accreditation concerns. Students considering an exchange are encouraged to meet with a high school counselor during their ninth grade year so that they may be advised to enroll in U.S. History I during Grade 10 to allow earning World History credit during the exchange. At no time will more than fourteen (14) credits be accepted for an academic year.

GRADES

Grade Reports are issued and distributed to the students eight times during the school year. Progress Reports (mid-quarter) are distributed between the 4th or 5th week of each quarter to parents/guardian of all students. Report cards are mailed to the student's address listed in Skyward and also given to the student during instructional time.

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.

FINAL EXAMS


Final summative exams will be administered in all classes at the completion of first and second semester. The type of exam will be determined by the teacher. Finals will administered according to the schedule below. There will be no early final exams allowed. Parents are advised to plan accordingly.


1st Semester Finals: January 23-24, 2019

2nd Semester Finals June 3-4, 2019

GRADE LEVELS

Students will not be classified as a member of a class based on age, but rather on the number of credits that are earned. The number of credits that must be earned by the start of a school year to determine the class a student is a member of is as follows:

 Senior Class Status = 35 credits or more

 Junior Class Status = 23-34 credits or more

 Sophomore Class Status = 11-22 credits

 Freshmen Class Status = 0 to 10 credits

Students not meeting these credit requirements will be subject to retention at the discretion of the Principal, Counselor and Teacher Team.

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 turned in 48 hours prior to the graduation date. PRLHS will further interpret this to mean students who have not met the above listed graduation requirements by the time commencement practice is scheduled to begin the day prior to the graduation ceremony will not participate in the graduation ceremony. Students must attend graduation practice to participate in the ceremony.

GRADUATION REQUIREMENTS

Please refer to WBCSD No. 83 Policy No. 2700 for local school district graduation requirements. 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.

HIGHER EDUCATION REQUIREMENTS

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.

HOMEWORK POLICY

This policy statement, developed with the faculty at PRLHS, is designed to clarify school expectations concerning homework assignments for students. Homework is part of the learning process at PRLHS and is seen as an extension of the classroom learning and practice of the day’s learning. The expectation in this policy statement is to raise student achievement, increase student attitudes toward the value of learning, and more directly involved in their learning. The recommended amount of homework assigned by classes should be 20-30 minutes. However, some advance courses might require students to budget additional time for Homework. Homework can be requested from the Office, once an absence is excused. To allow time for the teacher to assemble the day’s work please call by 9:00 am. Homework will not be requested for a single day absence.

HONORS RECOGNITION PROGRAM

1. A student may pursue a Honors Recognition by completing the following: maintain an unweighted, cumulative GPA of 3.5, and have completed 12 Honors Course credits.

2. A student may pursue a High honors Honors Recognition by completing the following: maintain an unweighted, cumulative GPA of 3.8 and completed 16 Honors Course credits.
3. Honors and High Honors recognition will be determined and based on the completion of the 7th semester for all students.
4. Approved honors courses for the graduating class of 2018 and beyond include: Honors English 9,10,11,12, Honors Early US History, Honors Modern US History, Honors Government, Pre-Calculus, Calculus, Anatomy and Physiology, Physics, Chemistry, Tutoring Practicum, All Dual Credit and Advanced Placement Courses, and Foreign Language (3rd and 4th year).

HONOR ROLL

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

3.8 – 4.0 (unweighted)	High Honors
3.5 – 3.79 (unweighted)	Honors
3.0 - 3.49 (unweighted)	Honor Roll

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

- 📌 Receive 6 full credits per semester
- 📌 Have earned a minimum 3.0 grade point average or grades consisting of A's and B's.

MAKING UP SCHOOL WORK

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

- 📌 Students with excused absences and/or suspensions may make up all homework, school work, tests, etc. using the following schedule:
 - a. The sum of the number of days absent plus two days without point loss;
 - b. After that number of days, points may be reduced for assignments turned in late.
- 📌 It is the student's responsibility to obtain the makeup work and to have it completed on time and turned in to the teacher.
- 📌 Make up work that is not completed or turned in on time may not receive credit.
- 📌 Students may have to complete a make-up test immediately upon returning to school if they have not missed any significant review.
- 📌 Deadlines on projects or assignments set prior to student's absence may still have the same due date.

TEXTBOOKS

Textbooks are furnished by the school district. If books 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 in 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 records are transferred to another school or a diploma is issued. The office secretary maintains a list of student fines.

VALEDICTORIAN AND 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). To be considered, students will need to have satisfied the requirements of the Honor's Recognition Program. 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. The Valedictorian and Salutatorian must be selected from students eligible to receive high honors recognition. To be considered for selection as Valedictorian or Salutatorian, students must have completed 2/3 of the credits while attending PRLHS and have shown evidence of good citizenship.

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 correct 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.

IDENTITY & BIRTH INFORMATION VERIFICATION

Idaho legislation requires that we verify the identity and birth information on 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

Any child attending grades preschool through grade twelve of any public, private or parochial school shall be immunized. Current dosages are: four or more doses of DTP, or Td vaccine (1 dose given after age 4); three or more doses of polio vaccine (1 dose given after age 4); 1 dose each of measles/mumps/rubella vaccine given after 1 year of age; and children born after 11/22/91 must have 3 doses HBV (Hepatitis B).

- 🐾 Parents shall provide school personnel with a certificate signed by a physician or his/her representatives that their child has received, or is in the process of receiving the required immunizations.
- 🐾 Parents may provide laboratory proof of immunity in lieu of receiving any/all of the immunizations listed.
- 🐾 Parents may claim an exemption to any or all of the required immunizations for medical, religious, or personal reasons by providing a signed copy of DHW form 270878 (or similar information) to school officials.
- 🐾 Contact your family physician or Panhandle Health Department (263-5159) for information concerning immunization service.

INSURANCE – SCHOOL/ACTIVITY

The school district does not carry health and accident insurance for students. At the beginning of the school year, insurance packets are made available that offer plans ranging from school-time insurance to twenty-four hour insurance. Student insurance is an option. 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:

- 🔒 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.
- 🔒 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.
- 🔒 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.
- 🔒 The parent or student shall be provided an opportunity to challenge or rebut information contained in the student's records.
- 🔒 The school shall provide appropriately trained educational personnel to assist the parent or student in understanding school records.

REGISTRATION

All students will register for courses during the spring of each year. The master schedule is built on the basis of student registration requests, as well as teacher, counselor and administrative input. Budgets are developed and books are ordered on the basis of the master schedule and student enrollment numbers. Some courses may be dropped due to limited numbers of students registering for that course. Students should take **EXTREME CARE** in selecting classes each spring for the following year as schedule changes at the start of each semester will be limited. Students are responsible for knowing and selecting their courses required for graduation. Students should also register for "alternative" elective courses so that if a course scheduling conflict occurs they will receive an alternate course they selected. Information on courses and the educational program is available in the PRLHS Course Description Guide. Schedules for each following semester are available for viewing on Skyward. Students have ample time to discuss schedules for the following semester with their Counselor prior to the start of the next semester.

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 withdraw 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. Check out with Cafeteria Staff, pay for all outstanding meals and have a staff member sign withdrawal form.
5. Check out with Library; return all library materials and books and have media specialist sign withdrawal form.
6. Check out with Athletic Director, return all sport equipment and uniforms and have AD sign withdrawal form.
7. Check out with Counselor and have counselor complete counseling section of form and sign the withdraw form.
8. Pay all outstanding fees and fines owed; all fees and fines must be paid before building principal signs withdrawal form.
9. Return form to main office and school secretary to complete process and withdraw from PRLHS.

ATTENDANCE

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 be in attendance at 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. The attendance committee will consist of a school administrator, school counselor, two or more teachers, a support staff member, and will meet towards the end of each semester. The student in jeopardy of losing credit is required to complete the Waiver Application and provide written legible documentation to determine waiver status. 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.)**

ABSENCES: A telephone call 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

- 📌 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) day to make up work for each day missed, upon returning to school.
- 📌 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 early. If notification is not received, student may receive a zero "0" on the final.
- 📌 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**).

- 🏠 Illness
- 🏠 Bereavement
- 🏠 College Visits
- 🏠 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.
- 🏠 The Principal may grant an exception due to extenuating circumstances.

90% Policy

Students can accumulate nine (9) absences 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.

DRIVER'S LICENSE SUSPENSION/DROP-OUT RULE (Idaho Code 49-303A): 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.

SIGNING IN AND OUT OF SCHOOL: All students who arrive to 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.

TARDY PROCEDURES: 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. Any student arriving late to school must report to the Main Office and sign in. A student who is tardy to 1st period must have a pass when entering the classroom from the Main Office. 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. When a student has excessive tardies per semester, it is reported to the Attendance Secretary and office of the Assistant Principal for further action. Teachers are to document tardies and make written report to the attendance secretary. Absences due to tardies will not be considered by the attendance appeal committee.

TRUANCY: Truancy is an unexcused absence. Truancy means willful absence of the student without the knowledge of the school or parents/guardians. It is unexcused and the building principal shall have the authority to determine the appropriate penalty for any student up to and including suspension or expulsion. 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."

VISITORS: 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. Because of the after school program, this policy extends until after the school day.

ACTIVITIES

ACTIVITIES, SCHOOL SPONSORED

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.

LEADERS OF TOMORROW

Student Government consists of an Associated Student Body President, Vice-President, Secretary, Sergeant of Arms, and four (4) Council Persons-at-large – Representatives of each grade level. These officers, elected each spring, along with each of the four class presidents, make up the executive council. The student council is comprised of selected/elected student representatives who are class officers or students desiring to work in leadership role. Students selected for Student Government must enroll in the Leadership Class offered at PRLHS.

ACTIVITY CARD

Students are urged to purchase a student activity card. It can be used for admittance to games and other school events at less or no cost. Proceeds are used to help support student activities and services. All student body officers, representatives, and students who participate in any extracurricular activity provided by the school and supported by IHSAA are **required** to have an activity card. Cards are available for \$35.00.

ACTIVITIES/ATHLETICS

(Refer to the WBCSD Athletic Handbook)

PRLHS students are eligible to participate in athletics if they have passed all their classes during the previous semester, have a 2.0 GPA, are on track to graduate, have signed and abided the athletic code, and have a current physical exam card on file. **In order to participate in any and all extracurricular activities, including practice and attending activities, students must be in school for all 6 class periods of the school day, not to include "Zero Hour" on the date of the event, unless an absence has been PREAPPROVED before 7:30**

am on the day of the absence. Any student in ISS (In School Suspension) or OSS (Out of School Suspension) will not be allowed to participate in any activity during the days they are serving that ISS or OSS suspension.

ASSEMBLY AND CONCERT EXPECTATIONS

Different types of assemblies will be presented to the student body during the school year. Assemblies are part of our educational program. An effort has been made to provide PRLHS students with interesting and valuable programs and students must act appropriately and respectfully. Students displaying disruptive/disrespectful behavior at an assembly will be subject to disciplinary action. Students, by law, are under the jurisdiction of the school for the entire school day; therefore, are required to attend scheduled assemblies. Students not attending will be truant unless properly excused in advance. The following criteria are to be followed for all assemblies:

- 🚫 Students enter the gym walking and talking quietly.
- 🚫 All students are required to attend assemblies unless excused by administration or parent permission to be excused prior to the beginning of the school day on the day of the assembly.
- 🚫 All PRLHS students are to show guests and presenters respect, good manners, appreciation and consideration of giving of their time to enhance PRLHS students' learning.
- 🚫 No food/drink in the gym during assemblies. This includes candy.
- 🚫 Students will remain seated throughout the assembly (i.e. sit up and be attentive.)
- 🚫 Mocking presenters or making a joke of the presentation is not acceptable. Whistling or booing is not acceptable at any time.

Showing appreciation in the form of applause and cheering when appropriate is expected.

DANCES

School dances are for currently enrolled students of PRLHS, present for all 6 class periods the day of a dance or the day before a dance if the dance occurs on a non-instructional day unless an absence has been PREAPPROVED before 7:30 am on the day of the absence or is an excused medical absence.

- 🚫 Dances will usually start at 8:00 p.m. and end by 11:00 p.m.
- 🚫 Students below the 9th grade will not be allowed at high school dances.
- 🚫 Current PRLHS students may, after receiving permission from the school administration, invite PRLHS alumni to a dance.
- 🚫 Invited guests must be registered in the office and approved by the administration three days before the dance. No one 21 years old or older will be admitted.
- 🚫 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.
- 🚫 All dances (except Junior-Senior Prom and Sadie Hawkins or other special event dances) are casual dances.
- 🚫 Chaperones: A dance cannot begin until all chaperones are present.
- 🚫 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.
- 🚫 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.
- 🚫 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.
- 🚫 ASB will post specific dance rules in the bulletin before each dance.

FIELD TRIPS

Students must adhere to and follow all school and district rules, guidelines, and expectations while participating in school sponsored activities and field trips. Students represent PRLHS and the Priest River communities and must hold themselves to an acceptable standard that does not reflect back on the aforementioned negatively. Any student who violates district or school rules and guidelines while on a school sponsored field/activity trip will receive discipline action and be denied future participation for one year. Students must be passing all classes/subjects they will miss while on the field trip or activity and notification must be given to the teachers 72 hours prior to the trip. Students who are failing a class/subject must have prior permission from that teacher and the principal or his/her designee. Obtaining teacher permission to miss a class is the responsibility of the student not teachers. Students who are not passing or who have not completed and turned in the field/activity trip permission form may not be allowed to participate or attend the field trip.

FUND RAISING ACTIVITIES & OTHER STUDENT EVENTS

All fund raising activities must follow the following process: Presented to the Building Athletic Director Secretary to determine open date for event and possible conflicts; Presented to School Student Council/Leadership and then to the building Principal for approval; Fundraising form must be submitted and have Principal approval 2 weeks prior to date of event. Fund raising items need to meet the Nutritional requirements. Please consult with the principal.

STUDENT SERVICES

CAFETERIA/FOOD SERVICES

MEAL PRICES: Breakfast – FREE-student (Adult price - \$2.50); Lunch - \$3.00 student (\$.40 reduced rate), \$3.85 adult.

BREAKFAST AND LUNCH: Breakfast and lunch are available each school day. We offer a variety of choices each day. Breakfast is served in the classroom during Spartan time and is free to all students. 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 Meal Time account which is used for breakfast, lunch or milk purchases. For your convenience, money can and should be deposited into the student account.

- ☛ 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 of funds. Charging to the meal account is strongly discouraged and only allowed in special circumstances.
- ☛ 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 on 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 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.

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.

COUNSELING SERVICES

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:

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

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.

ORGANIZATIONS

Being involved in school clubs and organizations can be one of the most memorable and enjoyable ingredients of the high school experience. Many former students look back over the years to realize that, because of their involvements in co-curricular activities, the high school years had become some of their most precious. Don't have regrets years from now...get involved!

DRINKS/VENDING MACHINES

Unless otherwise allowed by a teacher, all beverages with the exception of water are not to be allowed in classroom during instructional time. PRLHS is not responsible for lost money/change but students are asked to report to the main office when a vending machine is not operating correctly.

HEALTH AND SAFETY

ACCIDENTS/STUDENT INJURIES

The safety and well-being of all members of the PRLHS community is a top priority. Even with the greatest precautions and the closest supervision, accidents can and do happen at school. All accidents must be reported immediately to the personnel in charge, administration or school office. Students who are injured or become ill during the course of the school day should report to their teacher and **must check out in the office before leaving school.** In the event of an accident, injury, or illness the school will make a conscientious effort to contact parent/guardian. *Parents/Guardians are required to keep contact information updated. In compliance with state law, school personnel will not dispense to any student any over-the-counter medication including Tylenol, non-aspirin and/or cold medications without parental permission. It is reasonable to understand that these incidents of injury/illness occasionally arise throughout the growing-up process. Parents, therefore, need to be aware of this and be prepared for possible medical expenses that may occur during school. The school district does not purchase medical insurance for individual students who are injured at school. This is the responsibility of the parents or legal guardians. The district does, however, provide information to families who wish to purchase school insurance. Brochures outlining the coverage and premiums are available at the school office or outside the counseling center.

CAMPUS SECURITY

Idaho State Code authorizes officers and school officials "...to prohibit entrance to each schoolhouse or school grounds, to prohibit loitering in schoolhouses or on school grounds, and to provide for removal from each schoolhouse or school grounds...any person(s)...who loiters in schoolhouses or on school grounds..." Such a violation is a misdemeanor and may result in referral to law enforcement for further action." PRLHS uses 24 hour video surveillance to monitor the school grounds.

DRIVING AND PARKING

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. Once students enter the parking lot before school, during school time, school activities or events, and at lunch times, they should park their cars and leave the parking lot. Cars should be parked reasonably to take only one space and should not block other vehicles. It is recommended that vehicles be locked. Driving must be in a reasonable and in a safe manner. The speed limit on campus is 10 mph. Failure to comply with the before mentioned expectations may result in loss of parking privileges, a \$5.00 fine, or having your vehicle towed off school property. Students are not to frequent the parking lot or visit their vehicle or other vehicles during school time. Students who need to visit a vehicle during school hours must have permission of the SRO or administration before doing so.

DRUGS/ALCOHOL/TOBACCO

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. Students found under the influence, using, or having in possession any such substances or devices to use such, will be subject to:

1. Referral to law enforcement agency
2. Parent conference
3. Immediate suspension from school not to exceed five (5) days with possible recommendation to the superintendent of schools for additional suspension or to the board of trustees for possible expulsion.

EMERGENCY CLOSURES

On days when it is necessary to close school due to bad weather or emergencies, students will be notified through the Skylert Now automated phone system. It is essential that the school always have your current contact number for such Emergency notifications. If students have not left for school and there is any question as to whether school will be open, they should listen to radio station KUBS 91.5 FM or television stations KREM channel 2, KXLY channel 4, or KHQ channel 6. A closure announcement may also be heard by calling 448-1874.

EVACUATION DRILLS

Emergency evacuation drills are required by law and constitute an important safety precaution. An evacuation plan is posted in each room. Students should study the plan and become familiar with it and are expected to respond immediately to drills in an orderly fashion. Students are not to go to their lockers or deviate from the evacuation plan. Students not cooperating during an emergency drill will be subject to disciplinary action.

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.

SCHOOL SAFETY

All doors are locked for the safety of students and staff during the school day. Every person who enters the building must do so through the single entry door at the main entrance at all times. Periodic drills to practice safety measures will be announced during the year. Students are requested not to open doors for entry even if the person(s) is recognized. Students doing so will receive disciplined. Backpacks/bags shall be stored in lockers during the school day. Students will not be allowed to carry backpacks/bags to class or the lunchroom – exceptions made per approval of Administration.

WELLNESS

According to WBCSD Policy, PRLHS will provide nutrition education, physical activity and other school-based activities that are designed to promote student wellness. Guidelines for nutrition and healthy snacks, rewards, and activities for PRLHS will be based on Secondary School Standards published by the State Department of Education.

STANDARD RESPONSE PROTOCOL

West Bonner County School District uses the standard response protocol recommended by the Bonner County Sheriff's office (<http://iloveguys.org/srp.html>). This protocol provides a common language across the county and within our district schools. The protocol defines four (4) actions and provides flexibility for response to specific incidents.



LOCKOUT is followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within the building. This will be used if there was a perceived or known threat outside of the school.

LOCKDOWN is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place. This will be used if there is a threat within the building.

EVACUATE is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building. This will be used if students can safely move to another site to avoid a threat within the building.

SHELTER is always followed by a type and a method and is the protocol for group and self-protection. This will be used for a response to situations such as a tornado.

Parents and guardians will be notified if a school site has gone into lockdown or evacuated using our Skylert system.

BEHAVIOR

FREEDOM OF EXPRESSION

Students are guaranteed freedom of expression 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 Expression 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.

BUS CONDUCT

In West Bonner County School District No. 83, most 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, District Transportation 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:

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

DETENTION

Failure to show up will result in additional time assigned to be served consecutively. Detention time may be assigned by teachers and administration and earned by the student for the following reasons:

- 🚫 Failure to turn in class assignments or homework
- 🚫 Excessive tardies
- 🚫 Failure to follow school rules
- 🚫 Disruption to classroom and the learning of other students

Detentions are and will be served the day assigned or per the teacher and/or principal's determined time period. Failure to show for assigned detention will result in three (2) additional days of detention plus serve the remaining detentions. Students must pick up a hot lunch or ala carte lunch and turn in their detention notice to cafeteria staff. Students may take a cold lunch to detention but no outside food may be delivered. Lunch detention begins promptly 5 minutes after the lunch bell. A No-show for lunch detention will result in progressive discipline consequences (refer to PRLHS Behavior Management Plan in handbook appendix.)

Student Behavior Expectation for detention:

- 🔊 Bring school work (books, assignments, pen, notebook etc.) to the detention room.
- 🔊 Take assigned seat and eat lunch quietly and complete any and all assignments.
- 🔊 Do not distract or disrupt the detention room.
- 🔊 No excessive talking or asking questions of detention monitors.

DRESS CODE

The school dress code is based on the principle that the student's attire is the responsibility of each student's parents. Styles or manner of dress that are extreme will be addressed individually and the student will be asked to change the article of clothing. Failure to comply with a reasonable request by any staff member will result in discipline action. 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.

The following are PRLHS guidelines and expectations:

- No hats or head coverings, except those worn for religious purposes are permitted in the building or are otherwise allowed by the building principal/designee.*
- Leggings shall not show underwear or allow physical access to flesh above the knee
- Shorts and skirts shall cover all aspects of a student's posterior and underwear while sitting or standing
- Holes in jeans and pants shall not expose any aspect of a student's posterior or underwear.
- Shirts shall reach the waistline of pants when arms are at rest and cover underwear and bras, excluding bra straps.
- Students are allowed to wear strapless tops/dresses at school dances as long as such clothing covers all aspects of a student's posterior or breasts.
- Students are not allowed to wear strapless dresses and tops to school.
- Students must wear footwear at all times.
- Underwear and bras shall not be exposed, excluding bra straps.

*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.

STUDENT-OWNED ELECTRONIC COMMUNICATIONS DEVICES – (BP 3265)

Use of student devices shall be limited to the period between classes, before classes begin in the morning, during the student's lunch period, and after the student's last class in the afternoon.

Access to the devices is a privilege and not a right. Each student will be required to follow the Acceptable Use of Electronic Networks Policy and the Internet Access Conduct Agreement. Students may only access the internet through the filtered District connection, regardless of whether they are using their personal device or a District-issued device. District staff will not provide software or technical assistance for student-owned devices.

The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms, and classrooms unless *a certified District employee authorizes the student to do otherwise*. Where students are allowed to use electronic devices, they are required to obtain permission before taking a photograph or video of

any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or other internet site.

Students may only use or have their electronic communication devices out when directed by a teacher. Students found to be disrupting the educational process by using any electronic communications device in any way that includes but is not limited to sending or receiving personal messages, data, or information that would contribute to or constitute cheating on any student assessment, project, or assignment shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students found to have their electronic communication device out or using their device without direct permission from the teacher will have the phone confiscated and the device will be returned to the student at the end of the day. Blatant disregard for the above policy will result in disciplinary action by the administration.

The controls on electronic communication devices contained in this policy do not apply to special education or Section 504 students or students with an Individualized Education Plan when any of these or other such similar plans conflict with uses outlined herein.

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

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 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.

INTERNET ACCEPTABLE USE POLICY

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 librarian. 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.

PUBLIC DISPLAY OF AFFECTION (PDA)

Excessive physical contact and public display of affection are not acceptable on school grounds, on school buses, or at school activities. "Excessive" contact will be required to stop and further displays may result in discipline. Displays of affection for students on campus or at school activities will be limited to holding hands and a casual hug. Kissing is not appropriate. PDA will result in earning progressive discipline as outlined in the Behavior Management Plan and parent/student conference.

SUSPENSION

The purpose of suspension is to prohibit disruption of learning and to protect the general welfare of students and school personnel. Temporary out of school suspension by the principal will not exceed five (5) school days. Suspended students are not allowed to attend extracurricular activities and are not allowed to be on school district property during periods of suspension unless given permission by the principal. Students are required to make arrangements to pick up any and all assignments and complete class assignments and turn in to teachers.

In School Suspension(s) shall be assigned by the school administration.

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