

Lake City High School

School Handbook

FOR PARENTS AND STUDENTS



2026 – 2027

FIND YOUR PACK! BUILD YOUR PATH!

Passion / Perseverance / Promise

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

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

6101 Ramsey Road, Coeur d'Alene, ID 83815 • (208) 769-0769 • www.cdaschools.org/lchs

History of Changes

Change Made	Date Changed	Pages Affected
Changed logo on cover and fonts	8/11/26	All
CO - Updated Technology sections, updated policy list	8/12/26	10-12, 29
Whole document review - formatting and language consistency	8/12/26	All
Added school specific information	8/21/26-8/24/26	29-47

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Student Leadership

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

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

ASB

President	Vice President	Secretary	Treasurer
Jami Williams	Chloe Crowley	Sam Smith	Sophia Muehlhausen

Student Council

	Class of 2027	Class of 2028	Class of 2029	Class of 2030
President	Andy Wisdom	Noah Childress	Ellie Griffin	TBD
Vice President	Madison Meek	Tayla Ruchti	Caleb Brumbach	TBD
Secretary	Olivia Smith	Tatum Miller	Liam Cargo	TBD
Treasurer	Sophia Beyer	Sailor Brown	Trent Lilyquist	TBD
Representative	Colton Slife	Brynna Miller	Willow Morlan	TBD
Representative	Ella Pearson	Mack Rawlins	Sierra Ellingson	TBD
Representative	Jackson Anderson	Finley Wright	Willow Morlan	TBD
Spirit Leader	Savannah Spencer	Julian Jones	Frian Labesto	TBD

Student Advisory Group (SAG)

Every year the district invites students to be part of a district-wide group that meets throughout the school year, discusses issues of interest at all levels, and has a voice in district planning and decision-making. Twelve high school students are chosen each year through an application process to participate. The students selected for our Student Advisory Group have an opportunity to provide solutions to issues they care about, work with the Superintendent and District administrators, and advise our Board of Trustees. Students selected to be part of the advisory group will meet regularly during the school year to discuss their interests, priorities and ideas for improving schools and student learning.

LCHS Bell Schedule

Lunches are based on A3/B7 classes. 1st lunch - C, D, W halls 2nd lunch-A, B N, PE/Weights

Monday - Thursday

A1/B5 7:35-9:07 (92)

A2/B6 9:12-10:46 (94)

First Lunch
10:46-11:16 (30)

A3/B7 Period
10:51-12:23 (92)

A3/B7 Period
11:21-12:53 (92)

Second Lunch
12:23-12:53 (30)

A4/B8 12:58-2:30 (92)

Friday

A1/B5 7:35- 8:28 (53)

T-Wolf Time 8:33- 9:03 (30)

A2/B6 9:08-10:00 (52)

A3/B7 10:05- 10:57 (52)

A4/B8 11:02-11:55 (53)

Lunch 11:55-12:25 (30)

Teacher Collaboration 12:35-2:35

Important Contacts

Name	Position	Phone
Bryan Kelly	Principal	208-769-0769
Chad Arlint	Assistant Principal	208-769-0769
Troy Anderson	Assistant Principal- Activities	208-769-0769
Brandi Johnson	Assistant Principal	208-769-0769
Karina Calderwood	Counselor-D-H	208-769-0769
Katalina Chacon	Counselor- A-C	208-769-0769
Casi Lupinacci	Counselor- Si-Z	208-769-0769
Nicole Rader	Counselor- N-Sh	208-769-0769
Kelsey Lee	Counselor- I-M	208-769-0769
Lauryn Georgius	College and Career Counselor	208-769-0769
Craig Wade	School Resource Officer	208-769-0769
Kim Sutton	Principal's Secretary	208-769-2978
Teri Winger	Assistant Treasurer	208-769-2980
Rachael Petersen	Registrar	208-769-2968
Payge Hutchinson	Front Receptionist	208-769-0769
Holly Morgan	Attendance and Discipline Secretary	208-769-2943
Betsy Kovatch	Activities Secretary	208-769-2979
Brittney Manley	Counseling Secretary	208-769-2942
Mary Struzik	Kitchen Manager	208-769-0855
Sunny Graham	Lead Maintenance/Custodial	208-769-0769

Student Academic Information

Guidance/ Counseling Department

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

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

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

Honor Roll

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

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

Grade Scales

Unweighted grade scale:

A	4.0
B	3.0
C	2.0
D	1.0
F	0

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

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

Valedictorian and Salutatorian (Board Policy 2700P1)

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

Academic Lettering

To be eligible to earn a letter at Lake City High School, each candidate must meet the following criteria: The student must have two (2) full years of work in grades 9, 10, 11, and 12, with a cumulative GPA of 3.75 or higher. Each candidate must have attended the entire previous semester at Lake City High School.

Grading/Incompletes

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

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

Academic Opportunities

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

IDLA CLASSES- Only available as overload if the class is offered at LCHS, except with admin approval

Schedule Changes/Removal from Class

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

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

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

Withdrawal from School

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

Schoology

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

Parents- Parents have access to schoology and your child's classes.

Textbooks/Chromebooks

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

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

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

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

Student Attendance Information

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

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

School Attendance and Driving Privileges (Board Policy 3040)

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

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

LCHS Attendance and Discipline Procedures

Friday School: Friday School addresses severe attendance and discipline issues. Friday School will operate from 12:00 pm until 2:30 pm as need determines in the ISS room and will be monitored by a LCCHS staff member. A One Day In-School Suspension will typically result for any student who fails to attend or is asked to leave during Friday School because of inappropriate behavior.

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

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

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

Consequences for Attendance Issues:

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

Tardies: Tardies are tracked on a weekly basis. Students receiving two or more tardies during a school-week will receive disciplinary consequences.

Passes to Leave Campus (Board Policy 3040)

If a student finds it necessary to leave school during school hours (not including lunch) because of illness, dental/doctor appointments, or some other emergency, the student needs to report to the attendance office to sign out. A student must obtain a Campus Pass from the attendance office prior to leaving

campus for illness and/or appointments or emergencies. Parents will be contacted prior to a student being issued a pass to leave campus. Release passes will not be given without parent/guardian communication over the phone or by note. Parents cannot retroactively excuse a student who leaves campus without first checking-in with the attendance office. Students that leave campus without first contacting the attendance office will be considered truant and disciplinary consequences will apply.

Safety/Emergency

School Resource Officer (Board Policy 4405)

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

Campus Safety Officer (CSO)

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

Emergency Response Drills (Board Policy 8300P)

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

Unsupervised Gym and Weight Room Use

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

Student Conduct Expectations

Dress Code Highlights

The Coeur d'Alene School District (the district) recognizes that students and their parents/guardians are primarily responsible for determining student attire. Schools are responsible for ensuring that student attire does not interfere with the health or safety of any student and does not disrupt the learning environment for any student. The district prioritizes in class learning time, student achievement, and positive relationships within the professional learning community.

Students Must Not Wear:

1. Clothing that displays vulgarity, pornographic images, threats, illegal/violent conduct (i.e. unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia), or gang association/affiliation.
2. Clothing that promotes hate group association/affiliation and/or hate speech (defined as targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups as referenced in [Board Policy 3295](#)).
3. Costumes.
4. Masks that cover the majority of the student's face (see exceptions below).
5. Swimsuits or tube tops.
6. Clothing with see-through material.

Students Must Wear:

1. Clothing that covers private regions of the body.
2. Undergarments shall be worn and shall not be visible.
3. Shirts with sleeves or straps that cover the front, back, and sides of the body and under the arms (shirt, blouse, sweater, sweatshirt, tank top).
4. Pants, shorts, skirt, or a dress.
5. Footwear.
6. Students may be required to wear course-specific garments.

Exceptions:

1. This policy permits schools with a uniform policy to continue having a uniform policy.
2. Clothing/headgear worn for religious or medical reasons is not subject to this policy.
3. The hood portion of hooded apparel may not be worn during class time.
4. Clothing associated with a school activity requirement through physical education, science, CTE courses, swimming, wrestling, cheerleading, etc. is not subject to this policy.
5. To allow appropriate attire for a particular educational or school activity, the building principal or designee has the authority to grant temporary exceptions to specific provisions of this policy, such as if a special school event requires a group of students to dress unusually on a particular day.
6. Regarding formal/semi-formal attire for school events, strapless dresses shall be allowed, while remaining policy provisions will be enforced.

Enforcement:

The enforcement of this policy is the responsibility of building administrators and school staff, and it is expected that they use professional judgment in interpreting and implementing the provisions of this policy. If a conflict arises in the interpretation of this policy, the decision of the building principal or designee shall be final. Principals, administrators, and teachers shall use reasonable discretion in enforcing this policy.

Student Privacy

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

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

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

Cell Phone Policy Violation:

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

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

Student Activities

Sports / Activities

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

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

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

Eligibility for Participation (Board Policy 3400)

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

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

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

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

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

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

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

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

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

If a student participant wishes to ride home with his/her parent/guardian, arrangements must be made by the parent/guardian with the coach/advisor in writing using the travel release form. Under no circumstances will student participants be allowed to transport themselves or other students from the activity, except in the presence of his or her parent/guardian.

Sportsmanship Philosophy & Expectations for Spectators

Spectators must follow the IEL and IHSAA Sportsmanship Rules and Regulations, including:

- Understand that profanity, obscene language, suggestive gestures, chanting and obnoxious behavior directed at opposing players, coaches, or fans will not be tolerated.
- Treat opposing players, coaches, and fans with courtesy and respect.
- Booing is not an acceptable behavior, particularly during player introductions.
- Only signs encouraging your team are permitted.
- Students, players, coaches, parents, and all spectators are asked to maintain total silence through the completion of the National Anthem per IEL Regulations.

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

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

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

TEAM AND COACH

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

ADMINISTRATORS

- ✓ Appropriate and effective supervision of students

STUDENT SECTIONS (CHEERLEADERS, STUDENTS, PEP BANDS)

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

ADULT FANS

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

INAPPROPRIATE BEHAVIOR

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

General Student Information

Open Campus

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

Health Records and Emergency Care

Lake City High School maintains the following health records for students indicating:

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

All employees of this district will protect the health of the public school students and will take reasonable measures to provide for the emergency care of any student that becomes ill or is injured on school property, during school hours, or at a school sponsored event.

Hall Passes

Unsupervised student traffic in hallways during class sessions is disruptive to the instructional process. Any student in any location other than their assigned classroom during instructional time must carry the appropriate hall pass from their teacher. Students without valid passes will be asked to return to their class and/or assigned disciplinary consequences. Passes for the bathroom will be laminated with the teacher's name on it. Passes for any other area will be handwritten with date, time, and location as needed. There is to be only ONE student per pass unless a written note states otherwise.

Lost and Found

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

Telephone/Deliveries

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

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

Dance Policy

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

ID Cards

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

Assemblies

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

Lockers

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

Bulletins and Announcements

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

Student Publications

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

Field Trips (Board Policy 2550P)

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

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

Student Expenses

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

ASB Card.... \$50

Transcripts... \$3

Yearbooks....\$65 must be purchased by December 15, 2026. No extras are ordered.

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

Student Parking Lot

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

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

Seniors are allowed to purchase and paint a parking spot in the North lot.

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

Student Resources

Library

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

Cafeteria

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

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

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

If You Need Help:

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

Resources for Families

Students benefit and thrive when families are active and engaged. We encourage our parents to stay connected. To find more communication tools available at your school, please contact the front office staff.

Mobile App

Download our Coeur d'Alene Public Schools App for student, school, and District information. Available free from the App Store and Google Play. Search *Coeur d'Alene Public Schools*.

District Website

Find important information for families, District news, updates, and alerts on our website at:

www.cdaschools.org

Social Media

Find us on your favorite social media platform:

[Facebook.com/cdaschools](https://www.facebook.com/cdaschools)

[Instagram.com/cdaschools](https://www.instagram.com/cdaschools)

[YouTube.com/cdaschools](https://www.youtube.com/cdaschools)

Text Alerts

Our families are urged to keep their information up-to-date, so we can quickly and easily alert you in the event of an emergency. Confirm you will receive text alerts to your cell phone by logging into Skyward and checking the number listed under "Third Phone." Even if listed elsewhere, your cell number must appear there to receive text alerts. Need assistance? Visit the office at your student's school or click the [Contact Us](#) button on the District's homepage at www.cdaschools.org or mobile app.

Peachjar

We use a service called Peachjar to distribute information from non-profit organizations in our community to families. Peachjar sends flyers to your email address. You may also view flyers using the [Peachjar](#) button in the top right corner of the District and/or school websites. You may change how often you receive Peachjar emails, or opt out of the service by logging into your Peachjar account using the username and password provided by Peachjar.

District Newsletters

We regularly send District news to families using the email address you provide us in Skyward Family Access. You can view the [In the Loop](#) family newsletters on our District website.

Policies Regarding Classroom Instruction

Student and Family Privacy Rights - [Policy 2140/2140-F.1](#)

Notification of Rights Under the [Protection of Pupil Rights Amendment \(PPRA\)](#)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: *Consent before students are required to submit to a survey that concerns one or more of the following protected areas listed below ("protected information survey") if the survey is funded in whole, or in part, by a program of the U.S.*

Department of Education:

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

School administrators and staff shall not request nor disclose the identity of any student who completes ANY survey containing one or more of the following:

1. Political affiliations or beliefs of the student or the student's parent/guardian
2. Mental or psychological problems of the student or the student's family
3. Behavior or attitudes about sex

4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of other individuals with whom students have close family relationships
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Minute of Silence - [Policy 2352](#)

At or near the beginning of each school day, all grade levels in all schools shall observe at least 60 seconds of silence as required by [Idaho Code 33-1639](#). During this minute, students may sit quietly or engage in any silent activity permitted by school rules and District policy, provided the activity does not distract or interfere with other students. Engaging in noisy or disruptive activities during this time is prohibited and may result in disciplinary action.

Parent and Family Engagement - [Policy 2420](#)

Coeur d'Alene Public Schools recognizes that the education of each student is a responsibility shared by the school and the student's family. In order to achieve the level of parent and family engagement outlined in District [Policy 2420](#) and [Procedure 2420-P](#) each school will annually develop a parental involvement plan designed to foster a cooperative effort among parents, school, and community.

Parental Rights - [Policy 2425](#)

The District acknowledges parents/guardians as the primary decision-makers in their child's education and encourages active involvement in school life. Under Board Policy 2425, Parental Rights, parents may request reasonable academic accommodations that do not substantially disrupt school operations or staff responsibilities. They may also withdraw their student(s) from specific activities or curriculum that conflict with firmly held beliefs, as long as a suitable alternative is provided at no cost to the District. Parents are entitled to review classroom and instructional materials during regular school hours by contacting school administration. Concerns should be addressed first with the school principal, then with District administrators. If the issue remains unresolved, parents may bring their concerns to the Board of Trustees during the public comment period at a regular monthly meeting, following [Board Policy 4105](#). Parents are also encouraged to inform the school of any student health concerns that could impact learning. If a parent/guardian believes their rights have been violated, they may file a formal complaint under [Board Policy 4120](#) – Uniform Grievance Policy.

If a parent has an objection to their child's participation in the District's adopted curriculum, they may withdraw their child from the activity, class, or program. Parents will be responsible for identifying and providing non-disruptive alternative educational activities for their child at no cost to the District. There is more information about this in Controversial Issues and Academic Freedom below. The District will make the final decision regarding any alternative educational activity.

If a parent has an objection to the District's implementation of various mandates through the District's practices, policies and procedures, or if a parent/guardian would like to request reasonable academic accommodation, the appropriate avenue for the parent/guardian is to first seek to address such concerns through communication with the school's administrative team (principal, etc.). Parents/guardians are entitled to review all learning materials, instructional materials, and other teaching aids used in their student's classroom.

Board Policies

The following items may contain only portions of actual required Board Policies. Complete policies can be found on the [District website](#) at www.cdaschools.org > District Leadership > [Board of Trustees](#). Policies listed below may be subject to change due to current Board policy review.

Learning Materials Review - [Policy 2530](#)

Parents/guardians have the right to guide the reading, viewing, and listening of their own children, but must likewise give the same right to other parents/guardians. The Board has a constitutional obligation not to remove materials simply because it disagrees with the subject matter unless such ideas are in violation of [Idaho Code 18-1514](#). The First Amendment to the U.S. Constitution encompasses not only the freedom to share one's views but also the freedom to receive information.

The major criterion for deciding whether to keep or remove challenged resources is the appropriateness of the resource for its intended educational use. This may include:

1. The appropriateness of the material for the instructional objectives it is used to teach;
2. The appropriateness of the material's level of difficulty;
3. The appropriateness of the material for the age group(s) with which it is used. Library and classroom materials shall be considered in light of their appropriateness for the oldest students who will have access to them; and
4. Whether the material meets the definition of "harmful to minors" provided by Idaho Code.

To request a review of materials, please use the [Request for Review of Instructional Materials Form](#).

Controversial Issues and Academic Freedom - [Policy 2340](#)

The District supports students' rights to access information, explore differing viewpoints, and form and express their own opinions in an environment of dignity and respect. Controversial issues may be addressed when appropriate to the curriculum and students' age and maturity and must be presented objectively, fairly, and without promoting personal, political, or religious viewpoints. Students are encouraged to examine facts, consider multiple perspectives, and exercise independent judgment. Parents/guardians may request that their student be excused from instruction that conflicts with their religious or moral values in accordance with District policy using this form: [2340-F.1](#)

Selection, Adoption and Removal of Curricular Materials - [Policy 2540](#)

The Board is responsible for adopting primary instructional materials used in the District. These materials shall be selected to support and enrich the curriculum, taking into consideration the varied instructional needs, abilities, interests, and maturity levels of the students served.

High School Graduation Requirements - [Policy 2700](#) / [2700-P.1](#)

Prior to registering for high school, each student will be provided with a copy of current graduation requirements. Seniors must complete the graduation requirements before receiving a high school diploma.

The Board shall award a regular high school diploma to every student enrolled in the District who meets the graduation requirements established by the District. The official transcript will indicate the specific courses taken and the level of achievement.

Students are expected to earn 46 semester credits at Coeur d'Alene High School; 47 credits at Venture Academy; and 60 credits at Lake City High School, (change in graduation requirements effective beginning with the class of 2028), to satisfy graduation requirements. Special education students who have successfully completed their IEP leading to completion of high school requirements will receive a diploma. Full graduation requirements as listed in [Procedure 2700-P.1](#) and can be found on the District website.

[Policies Regarding Students](#)

Enrollment Qualifications - [Policy 3001](#)

[Idaho Code 33-201](#) defines school age as including all students that reside in Idaho between the ages of five and 21. The age of five years shall be attained when the fifth anniversary of birth occurs on or before the first day of September of the school year in which the child is to enroll in kindergarten. For a child enrolling in first grade, the age of six years must be reached on or before the first day of September of the school year in which the child is to enroll.

Prior to being admitted, a student's parent/guardian must provide the following:

1. Proof of residency (i.e. utility bill, lease/rental/purchase agreement with current address). Verification of residency is required annually.
2. Up-to-date immunization records (Idaho law states that children will not be permitted into school until their immunizations are current or parents/guardians have signed an exemption form).
3. Original state-certified birth certificate (valid passport or notarized affidavit accepted). Parents/guardians have 30 days from the date the child enrolls to provide the birth certificate, or the District must report the failure to obtain a birth certificate to the Kootenai County Sheriff's Office.

All students will be enrolled under the legal name given on their state-certified birth certificate or under the student's legal name given on a certified copy of a court order changing the student's name. Parents have the option to provide in writing a preferred first and/or last name for their student(s) if the legal name differs from their preferred name. All legal documentation (i.e. diploma, report card, state assessments, etc.) will be under the student's legal name.

An attendance zone is an area within the District boundary within which a single elementary school, middle school, or high school exists. A student identifies their home school by locating their primary residence on the [attendance zone map](http://www.cdaschools.org) (available at www.cdaschools.org > Departments > Transportation) and identifying the corresponding school within that attendance zone.

Although the District tries to honor the enrollment of a student at their Attendance Zone School, the District reserves the right to assign a student to any school within its boundaries. This is an extreme measure and will be used sparingly to help alleviate situations, including without limitation, the lack of space and/or staff at a school, grade level or class, the availability of programs and services, and/or other relevant factors.

Transportation

Bus transportation is provided for students who live beyond 1.5 miles from their Attendance Zone School. Students who live under or at 1.5 miles will walk to their Attendance Zone School. Some areas within the 1.5 mile walk zone may qualify for safety busing if they meet the appropriate [safety busing](#) cut off score and qualify for transportation. Contact Transportation at (208) 667-3451 for bus stop locations.

Attendance - [Policy 3040](#)

The right to attend school is fundamental and purposeful. Along with this right is the responsibility to attend school faithfully and regularly. This responsibility rests with the student and with the parent/legal guardian, and is basic in order to meet the instructional goals of our District.

The District's instructional program is based on regular daily instruction and interaction between the student and teacher. Poor attendance is a disruption to the instructional programs of students who attend school on a regular basis.

The following attendance procedures information applies to all students in grades K-12:

Absence and Excuse Procedures for grades K-8

1. A student who is absent 10 or more days during a grading period may be referred to the Board for determination as a habitual truant.
2. To ensure the safety of the student, it is required that parent/guardian contact the school regarding each day or portion thereof that their child is absent.
3. If a student will be out of school for an approved extended absence, it is the parent/guardian's responsibility to make arrangements for assignments with the teacher prior to the absence, understanding that many assignments can only be made up after returning to school. In all absentee cases, class assignments must be completed within the specified time frame for the student to receive credit.
4. Inadequate and unacceptable academic progress due to absences may result in loss of credit and/or retention in the current grade, if appropriate to that particular student.
5. Documented notification will be sent to parents from the school when a student has accrued four, seven, and 10 excused and/or unexcused absences in a grading period.

Absence and Excuse Procedures for Grades 9-12

1. A student who accrues 10 or more periods of absence or truancy at a traditional schedule high school, or five at a block schedule high school, in any class shall lose credit for the semester. Certain absences may be waived at the discretion of administration. Credit will be reinstated when the student passes a competency assessment representing the standards covered in the courses in which the student has lost credit, and the student has a passing grade for the course. The student may also be referred to the Board for determination as a habitual truant.
2. If a student takes an exam and consequently loses credit, he/she may appeal to an academic committee if the student feels he/she has the minimum competency in the course work, but that was not reflected in the exam. The exam must be taken before any appeals will be granted.
3. Courses that are performance-based (i.e. music, drama, technology, P.E., professional technical, aide positions or Youth Volunteers in Action), may choose to evaluate students through performance or presentation of a portfolio of the semester's work. The work will be judged by the teacher and/or the department.
4. Work missed due to excused absences will be made up at a time arranged by the teacher/department. If, under unusual circumstances, a student takes advantage of the opportunity to make up work and abuses the responsibility of being at school, make-up work may be given less credit at administrative discretion.
5. Documented notification will be sent to parents from the school when a student has accrued 4, 7, 8, 9 and 10 absences in a traditional schedule high school semester, or 2, 4 and 5 absences for a block schedule high school semester.

Unexcused Absences Defined

1. Absent without the knowledge and consent of the parent/guardian.
2. Absent from school after arriving on campus, and without knowledge and consent of the school. Repeated unexcused absences may be cause for disciplinary action, suspension, expulsion or referral to the Board for determination as a habitual truant.

An unexcused absence results if the following occur, but is not limited to any one listed below:

1. Leaves school without signing out in the office.
2. Is absent from class without permission.
3. Obtains a pass to go to a certain place and does not report there.
4. Becomes ill and goes home or stays in the restroom instead of reporting to the office.
5. Has permission to walk home for lunch, becomes ill and remains home without having a parent/guardian call.
6. Comes to school but does not attend class.
7. Fails to excuse all absences within two school days of returning to school.

Self-Directed Learner - [Policy 2470](#)

Students who anticipate absences due to participation in clubs, athletics, career exploration, family obligations, etc. may apply to be designated as self-directed learners, allowing greater flexibility in meeting attendance and graduation requirements while pursuing individualized learning goals developed with a teacher and parent/guardian. Flexible learning may include virtual attendance, extended learning opportunities, acceleration, credit by examination, or other approved learning experiences in or out of the classroom. Students must meet the requirements of their approved learning plan to maintain self-directed learner status. See Procedure 2470-P for eligibility, application, and participation requirements.

Administration Procedure for Habitual Truants

Parent/guardian contact should include:

1. Phone contact
2. Truancy letters
3. Parent/administrator/student conference
4. After-school detention, lunch detention and/or in-school suspension

5. In/out of school suspension may result (up to five days)
6. Driver's license prevention or suspension for high school students
7. Referral to the Board for determination as a habitual truant or a case of educational neglect
8. Request for expulsion may be made in cases of habitual truancy

Student Rights and Responsibilities - [Policy 3200/3200-P](#)

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

Rules established by a school principal (not in policy) will be published in the school's student handbook or otherwise communicated to provide adequate notice to all students.

Student Dress Code - [Policy 3255](#)

It is District policy that students dress in a manner appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, schools are responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students are, therefore, required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive of the educational climate and process. Students are reminded that their appearance, clothing, and grooming, significantly affect the way others respond to them. The school administrator or designee may identify additional dress code requirements to address specific needs within a school or for a specific activity.

Personal Electronic Devices/Cell Phones - [Policy 3265](#) / [Policy 3265-P](#) / [Policy 3265-P.1](#)

Personal Electronic Devices (PEDs) are defined as communication devices, personally owned wireless and/or portable electronic, wearable, or hand-held equipment that include but are not limited to existing and emerging mobile communication systems and smart technologies with digital audio, photo or video capability, Internet access (cell phones, smartphones, etc.), and hand-held entertainment systems or portable information technology systems. This policy also applies to new technology that may be developed for similar purposes.

The Board recognizes the potential disruption student PED use can cause when not used for a specific educational purpose. Therefore, student use of PEDs will not be allowed in the classroom unless for appropriate and intentional educational purposes, under the direction and supervision of school staff. Devices should be powered off and stored in the classroom unless use is authorized by school staff for a specific educational purpose. Students may use PEDs before and after school.

Students in grades K-5 may choose to participate in the Coeur d'Alene Public Schools Bring Your Own Device (BYOD) program (see [Policy 3265-P](#)). K-5 students may have PEDs in school, on school property, during after-school activities (i.e. extra-curricular activities) and at school-related functions, provided that during school hours the PEDs are powered completely off (not just placed in vibrate/silent mode), and not on their person (i.e. placed in a backpack or locker) unless being used for a specific educational purpose with administrator permission. Students may not use PEDs outside the classroom, during lunch, or in hallways during school hours.

Secondary Students (grades 6–12)

Student-owned PEDs are no longer required for in-class instruction because the District issues a dedicated, managed Chromebook to all enrolled secondary students in grades 6–12. District-issued Chromebooks are provided for students to securely access academic software, digital textbooks, and school-provided tools. Restricting student-owned computing devices minimizes classroom distractions, ensures equitable tech access, prevents cybersecurity vulnerabilities on the school network, and ensures all students are utilizing identical learning platforms under teacher management.

Classroom Restrictions and Rules

1. Strict Classroom Prohibition: Student-owned PEDs (laptops, tablets, iPads, etc.) are strictly forbidden from use during instructional time, inside classrooms, libraries, or any designated learning environments. Note: Cell phone and smart device restrictions are governed under the standard sections of Procedure 3265-P.
2. "Out of Sight" Standard: Upon entering the classroom, all student-owned PEDs must be turned off or silenced and stored entirely out of sight inside the student's backpack or locker. They may not be placed on desks, laps, or charging stations.
3. Mandatory Use of District Chromebooks During the School Day: For any assignment, assessment, or activity requiring digital access, secondary students must exclusively use their school-issued Chromebooks. Teachers will not grant permission for students to complete coursework on a personal laptop or iPad.
4. Network Access Restrictions for "BYOD" During the School Day: Without explicit permission from building administrators and direct coordination through the District's Technology Department, student-owned PEDs are prohibited from connecting to the District BYOD network or other district networks.

All students are responsible for the safety and security of their PED. The District will assume no responsibility in any circumstance for the loss/destruction/damage or theft of PED.

After-Hours Internet Access on District-Assigned Devices

To support healthy technology use and age-appropriate boundaries, the District implements scheduled internet restrictions on District-provided student devices during late evening and early morning hours. These limits apply only when the device is used outside school hours and on home or non-District networks:

1. Elementary Students (K-5): Internet access is disabled from 9:00 p.m. to 7:00 a.m.
2. Middle School Students (6-8): Internet access is disabled from 10:00 p.m. to 6:00 a.m.
3. High School Students (9-12): No time-based internet restrictions.

These measures are intended to promote balance between academic responsibilities, family time, and rest. Restrictions are managed automatically through the District's content filtering system and cannot be overridden on student accounts.

Student Tracking Safety Devices - [Policy 3266](#)

Due to student privacy concerns, the District requires that automatic listen-in technology be disabled while any student tracking device is at school, on District-provided transportation, and at school events. This does not include cell phones which are addressed in [Policy 3265](#).

Parent/Guardian School Communication

Parents/guardians with concerns should first speak with the teacher involved, then the principal, before seeking assistance at the District Office level. Parents/guardians need to contact their school office for student transcripts and/or records.

Parent/Teacher Conferences

Please feel free to contact your child's teacher anytime. You should expect a response within 48 business hours. If you have any immediate concerns, please call or email to schedule a time to talk with your child's teacher. There are two regularly scheduled Parent/Teacher Conferences during the school year, usually near the end of November and March of each year. You will receive specific information from your child's teacher(s). Time may be set aside for evening conferences.

District Provided Access to Electronic Information, Services and Networks - [Policy 3270 / 3270-P](#)

Internet safety is important to us. You will find procedures regarding the enforcement of [Policy 3270](#) on the District's website. Internet access and interconnected computer systems are available to District students and faculty. Electronic networks, including the Internet, are a part of the District's instructional program to promote educational excellence by facilitating resource-sharing, innovation, and communication. Students will be provided with access to the Internet unless a parent/guardian requests otherwise.

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

Student and parent/guardian signatures are required on the [Student Technology Use Agreement Form \(3270-F\)](#) before students are allowed to use district-provided devices or services.

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Procedures do not attempt to state all required or proscribed user behaviors. Failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Technology users must demonstrate common courtesy and respect for others in the use of various technologies, and;

- not send/display offensive mail or pictures
- not participate in cyber-bullying, send or share hateful messages/images/videos, , harass, insult, or attack others
- not use obscene or inappropriate language
- not access inappropriate websites or attempt to disable the District Internet filters

Technology users must demonstrate ethical behavior and honor the intellectual property of others, and;

- not engage in plagiarism (copying someone else's work and pretending it's their own)
- not violate copyright (copying someone else's work without their permission) regarding the use of electronic resources, internet resources, or software licenses
- not delete, examine, copy, or modify files and/or data belonging to other users without their prior consent
- not attempt to access restricted/confidential information
- report knowledge of any unauthorized access to restricted/confidential information by others
- not use Generative Artificial Intelligence (AI) tools to complete assignments without proper attribution or teacher authorization

Technology users must demonstrate respect for District computers, the computer networks, and;

- not allow or introduce computer viruses to infect the school computers
- not use facilities and/or services for commercial, political, or religious purposes
- not alter computer settings
- not hack into the network by "breaking" passwords or gaining access to secure areas
- not possess "hacking software" or visit "hacking websites"
- not use anyone else's log-in, user ID, or password, or share a user ID with anyone
- not intentionally cause damage to school technology
- not execute any program received in an email or found on a web page without permission from a teacher or District technology personnel
- not download or install any program without permission from a teacher or District personnel
- not attempt to defeat or bypass the District's Internet filters on a personal laptop, tablet or District-owned computer
- not send email SPAM (junk/unsolicited message sent to unwilling recipients)

Technology users must demonstrate the importance of internet safety and not divulge personal information, including student identification number, home address and phone number, about themselves or others inappropriately on websites, blogs, podcasts, videos, wikis, email, or as content on any other electronic medium.

Student blogs or online classroom environments are intended to be forums for expression, but they are provided as learning tools and will be subject to school and/or classroom guidelines. Users are expected to treat online classroom environments as classroom spaces. Speech that is inappropriate for class is not appropriate in a blog or online classroom environment. Users should demonstrate ethical behavior and honor the intellectual property of others by avoiding plagiarism, following copyright law, and citing sources or linking to online references. Users are reminded that inappropriate use may result in disciplinary action as determined by school administration, including suspension of technology privileges, conduct referral, or other disciplinary action.

Equal Education, Nondiscrimination, and Sex Equity - [Policy 3280 / 3280-P](#)

The District complies with all applicable laws and does not discriminate on the basis of race, color, religion, sex, national origin, age (40 or older), genetic information, veteran status or disability in any educational programs or activities receiving federal financial assistance or in employment practices. The District provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding compliance with this nondiscrimination policy may be directed to the Section 504 Program Coordinator or Executive Director of Human Resources at the District Office, 1400 N. Northwood Center Ct., Coeur d'Alene, Idaho 83814-2472, (208) 664-8241.

Anyone who believes they have been discriminated against in violation of this policy may file a Civil Rights Grievance as outlined in the associated [Procedure 3280-P](#). See also [Policy 5120 / 5120-P.1 / 5120-P.2](#) regarding employment-related grievances.

Relationship Abuse and Sexual Assault Prevention and Response - [Policy 3285 / 3285-P](#)

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

Sexual Harassment/Intimidation of Students - [Policy 3290](#)

Sexual harassment is a form of sex discrimination and is prohibited by the District. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature.

Students (or their parents/guardians) who believe they may have been sexually harassed or intimidated should contact a trusted adult. This may include, but is not limited to, a parent, counselor, teacher, Title IX coordinator or administrator who will assist them in the complaint process.

Bias-based Disrespectful Conduct, Harassment, Intimidation or Bullying, Hazing; or Cyberbullying- [Policy 3295 / 3295-P](#)

The District is committed to creating a supportive environment where all students and staff feel safe, secure, valued, and empowered to thrive. The Board of Trustees expects all students to treat one another with civility; avoid behavior that is harmful to another student or their property; conduct themselves in keeping with their level of maturity; and respect the rights and welfare of other students, school staff, and the educational purpose.

Students who engage in bias-based disrespectful conduct; harassment, intimidation, or bullying; hazing; or cyberbullying may be disciplined as determined appropriate and in accordance with District Policies 3330 and 3340, up to and including suspension and/or expulsion.

Definitions

The following definitions and procedures shall be used for reporting, investigating, and resolving complaints of bias-based disrespectful conduct; harassment, intimidation or bullying; hazing; or cyberbullying:

"Bias-based Disrespectful Conduct" is any singular expression, conduct, or speech that has the effect of intimidating, degrading, or threatening a person or group due to their identity and personal characteristics.

Bias-Based Disrespectful Conduct differs from general disrespectful conduct in that it is an expression directed toward an individual or group based on personal characteristics that are inherent, immutable, or fundamental to identity - these are characteristics about an individual person that cannot be changed.

This includes any conduct – verbal, physical, written, or electronic – that demonstrates conscious or unconscious bias and targets, demeans, or causes harm to individuals or groups, such as their race, color, sex, age, gender, gender identity, religion, physical or emotional disability, or national origin.

The following are examples of behavior that may constitute Bias-Based Disrespectful Conduct. This list is not exhaustive:

1. Using slurs, derogatory language, or demeaning comments directed at an individual or group based on race, religion, gender identity, sexual orientation, disability, or national origin.
2. Mocking, taunting, or making jokes about an individual's or group's accent, appearance, cultural practices, religious beliefs, or disability.
3. Displaying or circulating symbols, images, or messages that demean or threaten an individual or group based on protected characteristics.

The following examples may still violate the Student Code of Conduct or expectations for respectful behavior but do not, by themselves, constitute Bias-Based Disrespectful Conduct:

1. General name-calling or insults that are not tied to a protected characteristic (e.g., calling someone "stupid" or "annoying").
2. Conflicts or disagreements between individuals that do not involve identity-based targeting.
3. Disrespectful language or behavior directed at a peer or staff member based on personal disagreement, frustration, or anger rather than bias.
4. Single, isolated statements that are rude or inappropriate but not connected to an individual's identity.
5. Classroom discussions, academic content, or expression of viewpoints that are presented respectfully and without targeting or demeaning an individual or group.

What is the difference between a bias-based incident and a hate crime?

Only law enforcement can determine whether an action is a hate crime. Hate crimes are motivated by bias, but they also include violence, threats, or the destruction of property. Please report possible hate crimes to the police, or ask school personnel to assist you in contacting the police.

When determining the nature and impact of such conduct, consideration should also be given to the student's developmental stage and capacity for understanding the implications of their behavior.

1. "Harassment, intimidation, or bullying" is any act that occurs on school property; at any school-sponsored activity; on school-provided transportation; at any official school bus stop; or off school grounds (if the act is sufficiently severe and/or targets individual students and/or staff) that substantially interferes with or disrupts the educational environment or impinges on the rights of other students at school or with a student's opportunities or performance, and that act has the effect of:
 - a. Harming a student or damaging a student's property;
 - b. Knowingly placing a student in reasonable fear of harm to the student or damage to the student's property; or
 - c. Is sufficiently severe, persistent, or pervasive so that it creates an intimidating, threatening, abusive, or hostile educational environment and is repeated, intentional, and includes an imbalance of power.

Notwithstanding the foregoing, the District can regulate bias-based disrespectful conduct; harassment, intimidation or bullying; hazing; or cyberbullying that occurs off school campus if it is sufficiently severe and/or targets individual students and/or staff.

2. "Hazing" includes any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation, membership, or as a condition of participating in any District-sponsored activity or grade level attainment. This includes forced consumption of any drink, alcoholic beverage, drug, or controlled substance; forced exposure to the elements; forced prolonged exclusion from social contact; sleep deprivation; or any other forced activity that could adversely affect a student's mental or physical health or safety. Hazing also includes requiring, encouraging, authorizing,

or permitting another to wear or carry any obscene or physically burdensome article, perform pranks, or participate in any activity intended to degrade or humiliate.

3. "Cyberbullying" includes, but is not limited to, the misuse of technology for the purpose of harassing, teasing, intimidating, threatening, or terrorizing another individual. Such conduct may occur through the sending, posting, or creation of inappropriate or harmful content, including but not limited to:
 - a. Email messages
 - b. Instant messages
 - c. Text messages
 - d. Digital pictures or images
 - e. Website postings, including blogs and social media platforms
 - f. Content generated or disseminated through the use of Generative Artificial Intelligence (AI) tools or applications

Cyberbullying may occur through the District's computer network or the internet, whether accessed on or off campus, during or outside of school hours, or through any private electronic device when the student is present at school.

When cyberbullying originates from a non-school computer or device but is brought to the attention of school officials, disciplinary action may be taken if the conduct is reasonably determined to:

- Materially and substantially interfere with or disrupt the educational environment of the school;
- Impair or infringe upon the rights of other students at school; and/or
- Constitute a violation of District policy or applicable state law.

District administration, at its discretion, may refer such matters to local law enforcement authorities.

If cyberbullying originates from a non-school electronic device, but has been brought to the attention of school officials, any disciplinary action shall be based on whether the conduct is determined to be disruptive to the impacted student's educational environment, the educational process, and/or is in violation of District policy or state law.

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

In accordance with federal law, the Board of Trustees hereby establishes a "Drug-Free School Zone" that extends 1,000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event.

If anyone is involved in distributing controlled substances on school grounds or within a Drug Free School Zone or at any school-sponsored function, law enforcement official(s) will be asked to intervene. For students, there shall be a mandatory referral made by a school administrator to the Superintendent and the Board for expulsion. Furthermore, the Superintendent shall take the necessary steps to ensure that an individual 18 years old or older who knowingly delivers or distributes controlled substances so designated and prohibited by Idaho law within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law. Law enforcement officials will be notified of non-students on school property using, possessing, or distributing controlled substances.

Prohibition of Tobacco/Nicotine Possession and Use - [Policy 3305](#)

The Board prohibits any use and possession of tobacco/nicotine by anyone at any time in a school building or on any school property, buses, vans, or vehicles that are owned, leased, or controlled by the District. Tobacco/nicotine use and possession by students is also prohibited at school-sponsored activities that are held off school property. Tobacco/nicotine use shall be defined as the use and/or possession of a lighted or unlighted cigarette, cigar, pipe, smokeless tobacco in any form, and other smoking products, specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices. The District may initiate discipline according to the District's Student Discipline [Policy 3330](#) and/or prosecution of a student who possesses or uses tobacco/nicotine in violation of this policy.

Substance and Alcohol Abuse - [Policy 3320](#)

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

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

Student Discipline - [Policy 3330/3330-P](#)

The District is committed to protecting the morals, health, safety, and academic learning environment for the students of the District. Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

1. Habitual truancy
2. Incurability
3. Willful disobedience
4. Academic dishonesty
5. Harassment, intimidation, bullying or cyberbullying
6. Conduct continuously disruptive of school discipline or of the instructional effectiveness of the District
7. Conduct or presence of a student when the same is detrimental to the health and safety of other pupils
8. Using, possessing, distributing, purchasing, or selling tobacco/nicotine products
9. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession
10. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession
11. Assembly or public expression that advocates the use of substances that are illegal to minors or otherwise prohibited within this policy
12. Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons in a School Building" section of this policy
13. Knowingly assisting another person in possessing, carrying, or using a "weapon"
14. Using, threatening to use, possessing, controlling, or transferring any object or substances which are manufactured, used, intended for use as, or could be reasonably considered to be a weapon
15. Possessing, carrying, using, or threatening to use any normally non-dangerous object or substance with the threat, intent, or result of causing harm to another person or property
16. Disobeying directives from staff members or school officials or rules and regulations governing student conduct
17. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct
18. Causing or attempting to cause damage to, defacing, stealing, or attempting to steal, school property or another person's property including by arson
19. Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function, or any disruptive activity
20. Falsely reporting a fire or other emergency to emergency responders and/or improperly triggering a fire alarm, a school lock-down and/or other safety response that has the purpose or effect of disrupting normal school functions or activities

21. Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants
22. Hazing – for purposes of this policy, the term “hazing” shall have the meaning set forth in I.C. § 18-917
23. Initiations
24. The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school
25. Displays of affection beyond holding hands and hugs
26. Vulgar, obscene, profane, or disrespectful gestures or language, written or spoken
27. Gambling
28. Extortion
29. Operation of any motorized vehicle in a dangerous manner on or near school property
30. Throwing snow, ice, or dangerous items
31. Fighting
32. Any other acts affecting the health, morals and safety of others

Disciplinary measures include, but are not limited to:

1. Expulsion
2. Suspension (in or out of school)
3. Detention, as needed
4. Clean-up duty
5. Loss of student privileges
6. Loss of bus privileges
7. Notification to juvenile authorities and/or police
8. Restitution for damages to school property
9. Student behavior contracts
10. Other individualized disciplinary measures

Possession of a Weapon on School Property

The District is committed to providing a safe environment for all students and staff. As a result, there is a zero tolerance policy for anyone who brings a weapon or other objects/substances to school that are a threat to the health and safety of other students, staff, or visitors, or are a disruption to the educational process. Possession of any dangerous item while attending school is prohibited. School staff are authorized to confiscate such items immediately and to take disciplinary action, which may include suspension and/or expulsion. Dangerous weapons are defined as any article capable of being used as a weapon.

Students Attending District Schools are Prohibited From:

1. Possessing, carrying, using, and/or threatening to use objects/substances which are manufactured, used, or intended for use as a weapon, or facsimiles thereof, at school, on a school bus, or at any school sponsored activity whether on school owned/leased property or facilities used by the District but not owned or leased by the District, without prior permission of school officials.
2. Possessing, carrying, using, and/or threatening to use, any normally non-dangerous object or substance with the threat, intent or result of causing harm to another person or property at school, on a school bus, or at any school sponsored activity, whether or not such activity is on school owned/leased property or property used for school related purposes.
3. Knowingly assisting another person(s) to possess, carry, or use a weapon at school, on a school bus or at any school-sponsored activity, whether or not such activity is on school-owned/leased property or property used for school-related purposes.

Assault and Battery

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

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

Academic Honesty/Plagiarism - [Policy 3335](#)

The District places a high priority on the development of responsible citizenship. Plagiarism, in any form, is unethical and unacceptable.

Academic dishonesty includes, but is not limited to:

1. Cheating on a quiz or test
2. Attempting to locate, obtain, improperly use and/or steal material/information belonging to the instructor including (but not limited to) assignments, quizzes, tests or answer keys
3. Distributing information for the academic gain of self and/or others
4. Using another person's work (including material from the Internet) and presenting it as his/her own
5. The use of AI-generated content to complete assignments without proper attribution, as it undermines the integrity of independent thought and original work
6. Allowing another student to copy his/her work in order to deceive
7. Unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software

Repeat offenses may be subject to one or more serious consequences: suspension, course failure, removal from the course, removal of or suspension from academic honors, and/or leadership roles.

School Emergencies and Communications

The Board recognizes the importance of being prepared for various types of emergencies, both natural and human-caused, that could occur while school is in session. This necessitates the development of appropriate plans and procedures to deal with such emergencies at school facilities or involving school transport. It is important that students, employees, and parents/guardians be knowledgeable about the various emergency plans and procedures and be prepared should such an emergency occur.

In the event of a school emergency or lockdown, the District will begin communicating with parents/guardians about the issue as soon as we confirm factual information from school officials, law enforcement, or emergency responders. Our goal is to provide credible, accurate, and useful information to families and the public as soon as possible. Please be aware that information received from sources other than a school administrator or Coeur d'Alene Public Schools may be inaccurate or outdated.

In the event of an emergency, look for updates on the District's [Facebook Page](#) (@cdaschools) and [Instagram feed](#) (@cdaschools). We may also post an onscreen alert on our [website](#) (www.cdaschools.org). In addition, we will communicate directly with parents/guardians via email and text. Parents/guardians should be sure their emergency contact information is up-to-date in their child's [Skyward account](#). The number listed in the No. 3 phone contact in Skyward should be the parent's/guardian's cell number (T-Mobile customers may need to contact the wireless carrier to opt in to receive bulk text messages.)

The District will provide updates to local news media as appropriate, but emergency situations can change rapidly. When multiple agencies are involved, communication is coordinated through a lead agency, which may cause a delay in notification. Please help us control the spread of rumors and unconfirmed details. Information shared by others on social media may be inaccurate and could prove harmful.

In the event of a school evacuation, the District will communicate with parents/guardians about where, when, and how they can reunite with their student(s). The District will reunify parents and students according to the District Reunification Plan. Once students have reached the evacuation location, parents/guardians will be notified where the reunification will take place and asked to respond to that location to pick up their student(s). Parents/guardians must bring photo identification to the reunification site in order to pick up their student(s). Our student release plan requires that students be released only to a parent, legal guardian, or designated emergency contact with proper photo ID.

Students who self-evacuate, or who are not on campus at the time of an evacuation for any reason, must report themselves as “safe” by contacting the SeeTellNow tipline at (888) 593-2835 or through the online portal at www.seetellnow.org.

Safety and Security Overview

School security and student safety are vitally important in our community. District staff work continuously to evaluate and strengthen our safety programs. We welcome families to engage with us on this important topic. All district staff, parents, students, and community members are encouraged to report anything they see, hear, or are made aware of that may disrupt or threaten a school or school program. Anyone who sees or hears something should say something. Call 911 or the non-emergency line at (208) 446-1854. A report can also be made through the District’s website online portal at www.seetellnow.org, through the See Tell Now mobile app, or through the toll-free number (888)-593-2835.

Parents/guardians and students can play a vital role in helping our school administrators, Campus Safety staff, and law enforcement efficiently and effectively respond to, and resolve, reports of threats or other potentially dangerous behavior. If parents/guardians or students see threatening and other inappropriate or potentially illegal content shared online, please follow one simple guideline: *Report it, don’t repost it*.

Each school in our District has a carefully developed Emergency Response Plan. If an emergency occurs at a school, students and parents/guardians can help us respond more quickly and effectively:

1. As tempting as it may be to rush to the scene of a school emergency, our partners in law enforcement advise that this can seriously complicate their efforts to secure the scene and confront any threats as well as posing additional safety risks to staff, students, and parents/guardians. Leaving a secured location may slow the response of emergency vehicles and could distract police from ensuring the school is secure and put others in danger. The District will communicate with parents/guardians about how and when to reunite with students. The reunification site may not be at the school.
2. Students should refrain from calling/texting/messaging others while an emergency or lockdown is in progress. School staff will be busy working with law enforcement to secure the school and make sure everyone is safe. Please do not tie up phone lines at this critical time.
3. If students receive calls or texts from parents/guardians, we encourage all to remain calm. School staff know what to do in an emergency situation and will work to keep everyone safe. Students are safest if phones remain silent during a threat. Our law enforcement partners advise all people in a lockdown to stay off their phones.

The District will regularly share these protocols and encourage students and families to discuss safety matters together. Planning ahead will help alleviate concern during emergencies. Please visit the District’s website for more information: <https://www.cdaschools.org/safety>

Corrective Actions - Policy 3340

All students shall submit to the reasonable rules of the District. Refusal to comply with written rules and regulations established for the governing of the school and any other conduct disruptive of good order or the instructional effectiveness of the school shall constitute sufficient cause for discipline, suspension, or expulsion.

A temporary suspension is the exclusion of a student from school or individual classes for a determined length of time. The superintendent or the principal of any school may temporarily suspend any pupil for disciplinary reasons, including student harassment, intimidation or bullying, or for other conduct disruptive of good order or of the instructional effectiveness of the school.

Expulsion is the exclusion of a student from school. Only the Board of Trustees has the authority to expel or deny enrollment to any student who is habitually truant, whose conduct is continuously disruptive of school discipline or of the instructional effectiveness of the school, whose presence is detrimental to the health and safety of other students, or who has been expelled from another school district in Idaho or any other state.

Searches and Seizure - [Policy 3370](#)

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

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

The District may request law enforcement assistance to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, and other illegal or dangerous substances or material, including searches by specially trained dogs. A drug dog's alert constitutes reasonable suspicion for District officials to search lockers, personal items, or vehicles.

For health and safety reasons, a general inspection of school property (i.e. lockers and desks) may be conducted on a regular basis or when reasonable suspicion indicates that the search will disclose evidence of illegal possession or activity.

School authorities may search a student and/or personal effects in a student's possession when there is reasonable grounds to suspect a search will produce evidence that a particular student has violated, or is violating, the law or the District's student conduct rules, that a student is in possession of illegal or contraband materials, or a student is secreting evidence of a crime or violation of District policy.

The search must be conducted in a reasonable manner and not excessively intrusive in light of a student's age and gender, the circumstances of the search, and the nature of the infraction.

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

Student Health/Physical Screenings/Exam - [Policy 3500](#)

The Board recognizes that the District plays a critical role in providing health services, fostering positive mental health, and preventing the spread of communicable diseases. The District will continue to offer limited School Health Services to students, and where appropriate, in the professional judgment of the District's Health Services staff, provide referrals to more robust care available in the community.

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

1. Developing procedures at each school to isolate and temporarily care for students who become ill during the school day.
2. The services of a Registered Nurse (RN), or trained Health Aide
3. Vision and hearing screening

Parents/guardians will receive written notice of any screening result that indicates a condition might interfere, or tend to interfere, with a student's progress.

The District will not conduct physical examinations of a student without parental consent or by court order, unless the health or safety of a student or others is in question. Parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the District is conducted which is:

1. Required as a condition of attendance
2. Administered by the school and scheduled by the school in advance
3. Not necessary to protect the immediate health and safety of the student or other students

Parents or eligible students will have the opportunity to opt out of the above-described non-emergency, invasive physical examination or screening.

Medication at School - [Policy 3510](#)

The District's role regarding administering medication is to protect the health and safety of all students. Whenever possible, medication should be dispensed to students before and/or after school hours under the supervision of a parent/guardian. The District recognizes that students attending school may be required to take medication while at school, either on a short-term or long-term basis. Medications should be dispensed at school only when necessary to meet the health needs of the student.

Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent/guardian, designated school staff may administer medication to students. The medication authorization form must specify directions for administering the medication and include the parent/guardian signature. This form must be received before any medication is given to the student.

Medications must be brought to the school in the original, labeled container by a parent or responsible adult. Students should not bring medications to school themselves unless they have a completed and signed Self-Administration Authorization Form from the parent/guardian and are deemed responsible and able to self-administer the medication without assistance.

Students may carry and self-administer emergency medications such as epinephrine auto-injectors, inhalers, and diabetes supplies without having to store them with school staff, provided the parent/guardian and healthcare provider have given written authorization.

Naloxone Administration Report Form - [3510-F.5](#)

In an effort to ensure the health and safety of students and staff, the District may maintain an opioid antagonist in its schools and may administer the same during emergencies to any person experiencing a shown or suspected opioid overdose. Students should be encouraged to immediately report suspected drug overdoses to school officials to ensure medical assistance can be immediately provided.

Student Conduct

Students are expected to conduct themselves so they don't interfere with the orderly operation of the educational program. All students are expected to obey all school rules. Schools will not tolerate the use of alcohol beverages, use of tobacco, use of e-cigarettes, use of prohibited drugs, acts of violent behavior, vandalism, and acts of insubordination including use of profane language to teachers, administrators, or non-certified staff in the school building, on the school grounds, or at school sponsored events/activities. Violation of any of the above will result in suspension, notification of parents/guardians and/or referral to the police.

Suicide Prevention - [Policy 3530](#)

Protecting the health and well-being of all students is of utmost importance to the District. The Board has adopted a suicide prevention policy to help to protect all students. Details are below:

1. Students will learn about recognizing and responding to suicide warning signs in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes, but the encouragement of help-seeking behavior should be promoted at all levels of school leadership and stakeholders.
2. Students are strongly encouraged to share concerns they have for a friend. Suicidal talk or actions should not be held in confidence but shared with a trusted adult who can help support and intervene.
3. Each school will designate a suicide prevention team to serve as a point of contact for students in crisis and to refer students to appropriate resources.
4. When a student is identified as being at risk, they will be assessed by a member of the school suicide prevention team who will work with the student and help connect them to appropriate local mental health resources.

5. Students will have access to Idaho resources if they need additional support, such as the Idaho Suicide Prevention Hotline at (208) 398-4357, that students can call or text. Students can also call 988 or access the suicide prevention website: www.idahosuicideprevention.org.
6. All students are expected to help create a school culture of respect and support where students feel comfortable seeking help for themselves or others. Students are encouraged to tell any staff member if they or someone else is feeling suicidal or needs help.
7. Because of the life or death nature of these matters, confidentiality and privacy concerns are secondary to seeking help for students in crisis.
8. Duty to warn includes school or District staff responsibility to make a reasonable effort to communicate in a timely manner, the suicidal tendencies of the student. School or District staff must make an effort to notify the student's parent/guardian. If the principal, designee, or member of the school's suicide prevention team believes that contacting the parent/guardian would endanger the health or well-being of the student, they may delay contact as appropriate while identifying appropriate resources for the student (i.e. law enforcement or child protective services).

For a more detailed review of policy, please see the suicide prevention [Policy 3530](#).

Emergency Treatment- [Policy 3540](#)

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent/guardian. The District is not responsible for the cost of any medical care provided to a student by a health care provider or the cost of transporting a student to obtain medical care. All District employees will protect student health and will take reasonable measures to provide for emergency care of students who become ill or injured on school property during school hours or at school-sponsored events.

Each parent/guardian must authorize their child's school to provide basic first aid and provide an emergency phone number where the parent/guardian or their designee can be reached.

Payment of Fees or Returning Property - Idaho Code 33-603

The Board requires as a condition of graduation, issuance of a diploma or certificate, or issuance of transcript, that any/all indebtedness incurred by a person when he/she was a student be satisfied or that all books or other instructional materials, uniforms, athletic equipment, advances on loans, or other personal property of the District borrowed by the person when he/she was a student of the District be returned.

Student Breakfast/Lunch Information

Through our partnership with Southwest Food Service Excellence (SFE), the District serves students nutritious breakfast and lunch in all of our schools. Nutrition services staff at each school prepare meals for students providing fresh fruits and vegetables, hot meals, and individualized attention. All meals meet federal nutrition requirements. Parents/guardians may prepay in advance by placing money in a student's meal account. Checks should be made out to your child's school with the child's full name on the memo line. Please make arrangements with your child's school if you would like to join your child for breakfast or lunch. Nutrition Services also offers online payments for school meals. This information can be found on the [Nutrition Services](#) page of the District's website. If you have any questions or need assistance, please call (208) 667-7469.

Free and reduced price meals are provided for children whose family size and monthly gross income meet USDA Child Nutrition Program Income Guidelines. Parents may enroll their children at any time during the school year. Applications are available at each school office.

On-Site Child Care (School PLUS)

School PLUS is the District's on-site childcare program. This program is available before and after school for students, as well as during weather-related delayed start days. This adult-supervised program begins at 6:30 a.m. and is available after school from 3:30 to 6:00 p.m. School PLUS is available at all of our elementary schools and is a self-supporting program funded through fees paid by parents/guardians rather than District revenue. For information regarding fees and registration, please contact the School PLUS office at (208) 769-0700 or visit the [School PLUS](#) page of the District's website.

Preparing for Inclement Weather

Please be prepared for North Idaho weather/temperature conditions during the school year. Outdoor recess for elementary students is suspended only in the case of severe weather conditions. Notes requesting that a student stay in at recess will not be accepted unless special arrangements have been made with the school principal in advance.

Classes may occasionally be canceled or delayed due to severe weather or road conditions. In the event of a school closure or delay, the District will notify parents/guardians by/before 5:30 a.m. the day of a potential schedule change via email and text (please be sure your contact information is current in Skyward). Closure updates will be available on the District's homepage, school websites, on the District's Facebook and Instagram, and via our closure hotline at (208) 667-0784. Closures are also announced on TV stations (KREM 2, KXLY4 and KHQ6). If school-sponsored events are scheduled on an emergency closure day, the District or school will communicate about event cancellations.

School PLUS childcare is available during closures for students who have enrolled in advance. Locations vary by year. For more information go to <https://www.cdaschools.org/page/school-plus>.

More information about closures and weather alerts can be found on the District website at <https://www.cdaschools.org/page/school-closures-alerts>.

Skyward Student Information System

The [Skyward Family Access](#) system provides parents or guardians with access to real-time student information, including grades, attendance and student fees. Another feature is the Message Center, which allows teachers and administrators to send you notices concerning your child, the school or upcoming events.

Student Records - [Policy 3570](#) / [3570-E](#) / [3570-P](#)

School student records, including medical records, are confidential, and information from them shall not be released other than as provided by law. Federal and state laws grant certain rights to parents and students, including the right to inspect, copy, and challenge school records.

The information contained in school student records shall be kept current, accurate, clear, and relevant. All information the District maintains concerning students receiving special education services is directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents/guardians have the right to object to the release of information regarding their child/children. Military recruiters and higher education institutions may request and receive the names, addresses, and telephone numbers of all high school students, unless a parent/guardian notifies the school not to release this information.

Student Records Form - [3570-E](#)

The [Family Educational Rights and Privacy Act](#) (FERPA) affords parents/guardians and eligible students (18 or older) certain rights with respect to a student's education records. The District maintains a file for each student which includes rights outlined in [Policy 3570-E](#). This policy outlines the following rights:

1. The right to inspect and copy a student's education records at a reasonable time of day once the District receives a request for access.
2. The right to request an amendment to a student's education records if a parent/guardian or eligible student believes information in the records is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosing personally identifiable information contained in a student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning a parent/guardian's child.
6. The right to request that information not be released to military recruiters and/or institutions of higher education.

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parents/guardians or eligible students may request that the District not release this information and the District will comply with the request.

Directory Information

In accordance with FERPA, Coeur d'Alene Public Schools hereby gives notice to all parents, legal guardians, and students 18 years of age or older who attend a school in our District that the following information is being categorized as directory information: the student's name, District email address, mailing address, telephone listing, graduation year (grade level), participation in officially recognized activities, height and weight of members of athletic teams, and degrees and awards received by the student.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington, DC 20202-4605

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

Student Data Privacy and Security - [Policy 3575](#)

Efficiently collecting, analyzing, and storing student information is essential to improving our students' education. As the use of student data has increased and technology has advanced, the need to exercise care in how we handle confidential student information has intensified.

Student privacy and using confidential student information is protected by federal and state law, including the [Family Educational Rights and Privacy Act](#) (FERPA) and the [Idaho Student Data Accessibility, Transparency, and Accountability Act \(Idaho Code § 33-133\)](#).

Student information is compiled and used to evaluate and improve Idaho's educational system and improve transitions from high school to postsecondary education or the workforce. The Data Management Council (DMC) was established by the Idaho State Board of Education to make recommendations on the proper collection, protection, storage and use of confidential student information stored within the Statewide Longitudinal Data System (SLDS). The DMC includes representatives from K-12, higher education institutions and the Department of Labor.

The District shall follow applicable state and federal laws related to student privacy in the collection of student data.

Policies Regarding Community Relations

Visitors to the Schools - [Policy 4140](#)

Visitors to a District school are required to check in with the school's office upon entering any District building. We expect visitors to arrange their visitations with school officials ahead of time.

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

Unauthorized people who loiter in or around any school building or on school grounds will be asked to leave the premises. Any such person who fails to leave the premises will be considered in probable violation of disorderly conduct or trespassing statutes. Law enforcement will be notified and asked to remove the individual from the building or grounds.

Accommodating Individuals with Disabilities - Policy 4150

Under the [Individuals with Disabilities Education Act](#) (IDEA) and [Section 504 of the Rehabilitation Act](#), Coeur d'Alene Public Schools is prohibited from discriminating against students on the basis of disability. Our schools provide a free and appropriate public education to each student within our jurisdiction regardless of the nature or severity of a disability. The District ensures that students who need, or are believed to need, special education or related services are identified, evaluated, and provided with appropriate educational services. Due process rights will be enforced.

This District makes a good faith effort to provide reasonable accommodations for persons with disabilities, whether they are employees or non-employees. The District is also required to provide reasonable accommodations for persons with disabilities who wish to attend District-sponsored meetings. Requested accommodations should be submitted at least three working days prior to the meeting.

Pursuant to [Public Law 92-318](#), notice is hereby given that the [Title IX](#) Officer for the District is the Executive Director of Human Resources. Inquiries, complaints and information regarding Title IX should be directed to the Title IX Officer at 1400 N. Northwood Center Ct., Coeur d'Alene, ID 83814.

Volunteer Assistance - Policy 4600/Policy 4600-P

The District supports and encourages volunteers in our schools. Volunteers work in cooperation with schools to help meet the needs of students and school staff. All school visitors, including volunteers entering during a school day, are subject to a visitor background check and must submit proof of identification.

Volunteers in our schools may not assume District staff responsibilities but may provide assistance when under the direction of a staff member and with the permission of the school administrator; may not administer student discipline; shall not (except in life-threatening emergencies) administer first aid or medicine; may not operate any District-owned vehicle; and may not transport students as part of any District program or activity. All volunteers are required to maintain absolute confidentiality while working with students, staff, and all privileged information.

All volunteers should read and be familiar with [Volunteer Assistance Policy 4600](#) and [Volunteer Assistance Procedure 4600-P](#), as set forth by the Board.

Policies Regarding Personnel

Equal Employment Opportunity and Non-Discrimination - Policy 5120

Coeur d'Alene Public Schools complies with all applicable laws and does not discriminate in the terms and conditions of employment based on race, color, religion, sex, national origin, age (40 or older), genetic information, veteran status, or disability.

Any person who believes they have been discriminated against in violation of this policy may file a Civil Rights Grievance as outlined in the associated [Procedure 3280-P](#). See also [Policy 5120/5120-P.1/5120-P.2](#) regarding employment-related grievances.

Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying - 5265-P

The personal safety and welfare of each student is of paramount concern to the Board, District employees, and patrons. It is particularly important that our staff thoroughly understand their legal and ethical responsibilities regarding intervention and reporting student harassment, intimidation, and bullying. District employees are authorized and expected to intervene, or facilitate intervention, on behalf of students facing harassment, intimidation, and/or bullying. Intervention will be designed to:

1. Correct problem behavior
2. Prevent another occurrence of the problem
3. Protect and provide support for the target of the problem behavior
4. Take corrective action for documented systemic problems related to harassment, intimidation, and/or bullying

When disciplinary action is necessary for students engaging in harassment, intimidation and/or bullying, employees shall follow relevant District [Policy 3330](#) and [Policy 3340](#).

Any District employee who witnesses or has reliable information that a student has been subject to harassment, intimidation and/or bullying, must report the incident to the designated school official in accordance with District [Policy 3295](#) and [Policy 3295-P](#).

Policies Regarding Non-Instructional Operations

Conduct on School Buses - 8140-P

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

The Director of Transportation is authorized by the Board to suspend bus-riding privileges to students who are disruptive or who present a danger to safe bus operation. Temporary suspension of bus-riding privileges shall not exceed 10 days per occurrence. The Director will provide the reason for suspension to the suspended student's parent/guardian in writing. The Director may delegate the duty of notice to bus drivers. In cases of continued or serious violations, a student may be permanently suspended from riding the school bus.

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

Student Safety Regulations and Conduct

1. Students should arrive at the bus stop five minutes before bus time.
2. Wait for the bus in an orderly line, at least 10 feet back from the road/street.
3. Respect the rights and property of others at the bus stop. Students causing problems at a bus stop may be denied bus privileges.
4. If students have to cross a road, they should wait for the bus driver's signal and cross 12 feet in front of the bus.
5. Go directly to an available seat, or if a seat has been assigned, go to that seat.
6. Buckle seat belt when available.
7. Remain seated while riding the bus, facing forward, using a quiet voice, and keeping hands to themselves. The school bus aisles must not be blocked with feet, personal belongings, etc.
8. Respect the rights, property, and personal space of others on the bus. Students are responsible for the area in which they sit. Any damage a student causes to the bus will be paid for by the student(s) responsible for the damage.
9. Throwing, spitting, kicking, or shooting items inside the bus or out the windows is hazardous and prohibited.
10. Only items that can be held on the student's lap are allowed on the bus without prior arrangements made with the Transportation Department.
11. Eating, drinking, or chewing gum are not permitted on a school bus.
12. Students shall refrain from using profane, abusive, or vulgar language. Tobacco/nicotine, alcohol, illegal drugs, use of flame or spark-producing devices, including but not limited to matches, lighters, etc., are prohibited on the bus.
13. Animals, hazardous materials, water devices, skate boards, skis, ski poles, or any potentially hazardous items are not allowed on the bus.
14. Keep all body parts and objects inside the bus at all times.
15. All items brought on the bus (book bags, athletic and musical equipment) must be placed on a student's lap during transportation.
16. In the event that a student has a temporary mobility challenge (i.e. crutches), district transportation may provide specialized services. A family representative should contact the student's school or the transportation office to make temporary arrangements.
17. Students must present their bus pass at pick-up and drop-off.
18. Students are not allowed to randomly change bus stops. They must stay at their assigned stop unless they have prior permission from the transportation office to change to a different stop.

19. Students are not allowed to get off the bus at a different location from the pick-up location unless the transportation department has a written note signed by a parent/guardian or authorization from the student's school office.
20. The bus driver is in charge of the bus and student management on the bus. The driver has the right to assign seats at any time. Students shall follow driver's directions promptly.

Riding a school bus is not an undeniable right. Each student is responsible for following the safety rules. If a student doesn't follow the rules, the student may lose his/her bus riding privileges.

Wellness Policy - [Policy 8200](#)

The goal of this policy is to promote healthy schools by supporting wellness, good nutrition, and regular physical activity. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. The District shall review and consider evidence-based approaches to establish goals for school-based activities to promote student wellness.

Pertinent Policies and Procedures Reference

To find the policies, procedures and forms below, go to the [Board of Trustees page](#) on the District's website:

Student

3001/3001-P.1	Enrollment Qualifications; Entrance, Placement and Credit Acceptance
3010	Open Enrollment
3010-P	Open Enrollment Procedures and Form
3012	Magnet School Enrollment Standards
3012-P	Currently Enrolled Magnet Students
3031	Extracurricular Activities – Eligibility for Students not enrolled for Academic Activities
3235	Minute of Silence
3265	Personal Electronic Devices
3265-P	Personal Electronic Devices
3265-P.1	Personal Electronic Devices for Secondary Students
3266	Student Tracking Devices
3270	District Provided Access to Electronic Information, Services, and Networks
3270-F	Student Technology Use Agreement Form
3270-P	Acceptable Use of Electronic Networks
3275	District Provided Mobile Computing Devices
3275-F	Mobile Computing Device Agreement
3275-P	District Provided Mobile Computing Devices
3440	Student Fees, Fines and Charges/Return of Property
3445	Student School Supplies
3240/3040-P	Student Publications/Student Publication Procedures
4135	Website Accessibility and Non-discrimination
4135-P/4135-F	Website Accessibility and Non-discrimination/Website Accessibility
	Complaint/Request Form
4175	Required Annual Notices

Safety/Discipline

3305	Prohibition of Tobacco/Nicotine Possession and Use
3310	Gangs & Gang Activities
3360	Discipline of Students with Disabilities
4405	School Resource Officers

Medical

3525	Immunization Requirements
3520/3520-P	Communicable and Infectious Diseases/Communicable and Infectious Diseases Procedures

Activities

3400/3400-P	Curricular/Extra Curricular Student Activities
3400-E	Activity Contract
3400-F.1	Interim Questionnaire IHSA

Instruction

2220	Prekindergarten Programs and Kindergarten Jump Start Program
2300	Guidance and Counseling
2325/2325-F/2325-P	Driver Education/Driver Education Course Application/Drivers Education
2340	Controversial Issues and Academic Freedom
2375/2375-F	Service Animals in Schools/Service Animals Plan for School District Students
2400	Special Education Programs
2430/2430-P	Gifted and Talented Program/Advanced Learning Program
2430-F.1	Advanced Learning Program Teacher Referral Form
2430-F.2	Advanced Learning Program Parent Referral Form
2435	Advanced Opportunities
2440	Online Courses and Alternative Credit Options
2441	Post-Secondary Developed Courses
2442	Professional Technical Schools
2445	Audit (rules for students to audit classes)
2550/2550-P	Field Trips, Excursions and Outdoor Education/Travel - Field Trips Procedure
2585	Use of Facility Dogs in the District
2585-F.1	Facility Dog Plan Form
2585-F.2	Student Permission for Exposure to Animals Form
2585-F.3	Facility Dog Program Opt Out Form
2600/2600-P	Promotion Retention/Promotion and Retention Procedure
2620/2620-P.1	Grading and Progress Reports/Grading System
2700	High School Graduation Requirements
2700-P.1	Credits, Advanced Opportunities, College Entrance, State Requirements, Learning Plans, Middle School Credit, Outstanding Debts, Senior Project, Honor Roll, Class Ranking, Val Sal Procedure
2700-P.2	Early Graduation, Mastery Advanced Program (MAP), Testing Out of Courses, Exempt Courses
2700-E	Technology Graduation Requirements

Personnel

5120	Equal Employment Opportunity and Non-Discrimination
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