

LAPWAI MIDDLE-HIGH SCHOOL STUDENT & PARENT HANDBOOK 2020-2021



DRAFT



**WELCOME TO LAPWAI MIDDLE/HIGH SCHOOL
HOME OF THE WILDCATS!**

Dear Students and Parents,

The faculty and staff would like to extend our best wishes to you for a successful school year. We hope that with clear expectations, a strong instructional program, and cooperation, the year will be outstanding for everyone. Please remember that our first and most important priority is to help you further develop your talents in all areas... academics, humanities, athletics, and your relationships with your teachers and classmates. If you need help, make sure that you ask your teachers, parents, or other school personnel for assistance. **School success depends on you.** *Be a communicator! Be a critical thinker! Explain and justify your ideas! Enhance your understanding! Strive for academic success! Create your goals, make a plan, and we will support you! Achieve! Achieve! Achieve! GO WILDCATS!*

Wishing you a successful academic journey,

Dr. D'Lisa Penney
Principal

Dr. David Aiken
Superintendent

GUIDING PRINCIPLES

WE BELIEVE

Students are the center of the educational process.

Education is the foundation for success.

Parents must be engaged in the education of their children

The district and the community must share a passion for education

Emotional & physical safety is necessary in the educational environment.

Learning is lifelong.

LAPWAI SCHOOL DISTRICT MISSION:
Together, we ensure all students reach their full potential.

Phone and E-Mail Directory**Administration/Office Staff**

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High School

Physical: 200 Willow Ave. W.
Mailing: 404 South Main
Lapwai, ID 83540
Phone: 843-2241
Fax: 843-5289

Elementary

170 Agency Road
Phone: 843-2960
Fax: 843-2978

District Office

404 South Main Street
Phone: 843-2622
Fax: 843-7746
David Aiken ext. 1202
Nathan Weeks ext. 1200
Connie Desjarlais ext. 1201

Transportation

Phone: 843-2681
Library ext. 3213

District website

www.lapwai.org

DRAFT**Lapwai Middle/High 2020-2021 Bell Schedule**

Middle School			High School			Friday
21	Ad	8:10-8:36	21	Ad	8:10-8:36	8:15-8:38
56	1	8:39-9:35	56	1	8:39-9:35	8:41-9:15
56	2	9:38-10:34	56	2	9:38-10:34	9:18-9:52
56	3	10:37-11:33	56	3	10:37-11:33	9:55-10:29
30	Lunch	11:33-12:03	56	4	11:36-12:32	10:32-11:06
56	4	12:06-1:02	30	Lunch	12:32-1:02	N/A
56	5	1:05-2:01	56	5	1:05-2:01	11:09-12:03 <i>20 Min Lunch</i>
25	WIN	2:04-2:29	25	WIN	2:04-2:29	N/A
56	6	2:32-3:28	56	6	2:32-3:28	12:06-12:50

NOT UPDATED YET

DISCRIMINATION

The District does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services, or activities. Individuals who need accessible communications or other accommodations in order to participate in programs and services of the District are invited to make their needs and preferences known to the administration at the District Office.

DISABILITIES POLICY

Programs and related services for students with disabilities are available for all eligible students. Compensatory (remedial) services are available in schools designated as target schools under federal guidelines. Teaching for homebound students, psychological testing, counseling, and social work, services are available to all buildings.

Under The Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, the Lapwai School District is prohibited from discriminating against students on the basis of a disability. Lapwai provides a free and appropriate public education to each student within its jurisdiction regardless of the nature or severity of the disability. The school district ensures that students who need or are believed to need special education or related services will be identified, evaluated, and provided with appropriate educational services.

Section 504 also stipulates that students with disabilities have the right to participate in school sponsored extra-curricular programs and activities to the maximum extent appropriate to their needs.

Under Section 504 and IDEA, students with disabilities have the right to be placed in the least restrictive educational environment. To the maximum extent appropriate for the needs of the student, Lapwai will educate students with disabilities within its regular school program.

Students with disabilities and their parents have a number of rights and protections. Questions or requests for assistance or information about services for students with diagnosed or suspected disabilities should be directed to the student's school principal, school counselors, or the Director of Special Services, 843-2622.

STUDENT RECORDS

Student records are maintained in a secure location and are available for review by parents/guardians, students and school staff on a "need-to-know" basis. Federal regulations are in effect governing student records. The regulations are listed in the Federal Register published by the United States Department of Education. If you desire more information about this, please call the superintendent at 843-2622. At times during the school year requests are made by agencies to obtain lists of student names and addresses. Individuals have the right to withhold that information. **Parents who do not want the school to release their child's name and address need to notify the school principal, in writing, each year.**

BUILDING -SCHEDULE

Building Hours

Building hours are from 7:30 am to 4:00 pm. Students are not allowed to enter the building before or after those times unless under the supervision of a staff member. The cafeteria will be open at 7:45 A.M. daily and breakfast will be available until 8:05 am.

Students who are not under the direct supervision of an adult by attending detention, an academic after school program or after school activity, must leave campus by 4:00 pm daily.

ATTENDANCE REGULATIONS

The Board of Directors considers full-time attendance to be an essential element in the student's educational process. Regular attendance fosters a climate conducive to learning, perpetuates effective teaching, protects the integrity of the scholastic day and ensures quality Education. There is a clear connection between student academic success and consistent school attendance. Idaho Code 33-202 stipulates that attendance is compulsory for all children between the ages of seven and sixteen years and those parents/guardians are responsible to ensure that children are in attendance.

Excused Absences

Excused absences shall include approved school activities, personal illness, family emergencies, and pre-arranged absences that are approved by the principal through the office and will be considered on individual merit. Students are expected to make up all graded assignments when possible or practical within a reasonable time after an excused absence. Failure to do so will be reflected in the grade the student will receive for that grading period. Teachers are expected to assist with make-up assignments or activities given in lieu of assignments. In rare instances when neither of the above is possible nor practical, the principal must be consulted and the grade for work missed may not be counted in the final grade computation.

The parent/guardian is asked to call the school (**by 8:00 am**) on the day a student is absent from school. If no call is made, a written statement indicating the reason for the absence should be sent with the student on the day of returning to school.

Pre-Arranged Absences

Pre-arranged absences are those approved by the parents for family trips, hunting, church conventions, etc. A request must be made in advance of the absence with a note signed by the parent or guardian and presented to the office. The request may be made before the absence by telephone, but a written note must follow to enable the student to be excused for the absence.

Arrangements for makeup work are the responsibility of the student, who will be expected to be able to continue with the course work of each class upon return to school after the absence.

Checking in/out of School during the School Day

When a student checks out of school for reasons other than illness (doctor, dental, funerals, etc), a call or note from the parents or guardians to the office requesting the absence is required.

When a student becomes ill while at school, he/she must check out with the office. The office will call home. **Note: A PARENT OR GUARDIAN MUST PICK UP THE STUDENT.**

Students not following this procedure will be considered truant. When a student arrives at school at times other than the regular start of the school day, he/she must check in at the office.

Unexcused Absences

Absences for other reasons shall be considered as unexcused. The student and parent/guardian assume the responsibility for making up the work missed. Work missed during an unexcused absence may be made up for credit based on the administrator's discretion. If student is allowed to make up work missed, full credit will be given.

Suspended Students

On the day of the suspension, teachers will be notified and the assigned work for the student will be sent to the office by 3:00 pm for the parent to pick up the following day. Work missed during an unexcused absence may be made up for full credit based on the administrator's discretion. All work is due upon the return of the student to the classroom.

Tardies

Students are expected to get to class on time. Excessive and habitual tardies are not acceptable and will result in closed campus (HS Only), detention, Saturday School, suspension, or expulsion from school.

Unexcused Tardies (per semester)

3 Tardies in a Week: ½ Hour Friday Detention

4 or More Tardies in a Week: 1 Hour Friday Detention

Truancy

Willful absence of the student without the knowledge of the school or parents/guardians is considered truancy. This includes but not limited to school assemblies and/or field trips during the regular school day. It is unexcused and may lead to Friday Detention, Saturday School, suspension, or expulsion from school. Excessive absenteeism/truancies will result in referral to the Nez Perce Tribal Juvenile Justice Service and Nez Perce Tribal Prosecutor or Nez Perce County Juvenile Court Services and Nez Perce County Prosecuting Attorney. Work can be made up at the discretion of the school administration.

Withdrawal from School

Parents should notify the school if they plan to withdraw their child from this school. Once the withdrawal is validated, the student will be issued a 'Drop Sheet' to be completed by teachers. The 'Drop Sheet' provides the following information: the grade earned by the student at the time of the withdrawal, teacher comments about the student, and an indication of whether or not the student owes any fines. This 'Drop Sheet' is returned to the office and signed by the principal. A copy of the 'Drop Sheet', along with a copy of immunization record if requested, are sent with the student to expedite enrollment in another school.

- Automatic Withdrawal:

Students who don't attend school for 10 consecutive days without parent/guardian notification, will be automatically withdrawn from Lapwai Middle/High School. Parents/Guardians will be given notification prior to this occurring.

Last Day of School

Students are expected to attend the last day of school. Attendance is taken as usual, and routine procedures are followed in terms of attendance regulations, truancy, etc. Final examinations are typically scheduled during the last three (3) days of school. Students are not allowed to take final tests prior to their scheduled time.

Reminder: students are required to clear their lockers and take home personal items prior to the last day of school. Any items left in lockers at the conclusion of locker cleanout will be removed.

ATTENDANCE-BASED CREDIT DENIAL –

Students in grades 6-8 are expected to attend school on a regular basis. Excessive absences, unexcused absences and/or truancies will result in failure of classes and/or required remedial activity. All absences are subject to review.

All students in grades 9-12 are expected to attend school on a regular basis. Credit will be withheld for excessive absences, unexcused absences and/or truancies. All absences are subject to review. Patterns of excessive absences, unexcused absences, or truancies will result in denial of credit in the related class or classes.

Administrative Procedures

- A) Parents/guardians will be notified in writing if a student has accumulated in excess of six (6) absences and (12) absences in one or more classes.
- B) Students with ongoing attendance problems will be referred to the administration to determine action to be taken.
- C) If a student exceeds twelve (12) absences in any class during a semester, credit may be withheld.
- D) Parents will be notified in writing if credit is withheld.
- E) If a determination is made to withhold credit, the student may make an appeal to the Lapwai Attendance Committee.
- F) If an appeal is made, it is the responsibility of the student/parents to provide substantial documentation that:
 - 1) Clears up unverified absences, unexcused absences or truancies.
 - 2) Illustrates extenuating circumstances that led to excessive absences,
 - 3) Health or legal issues preventing the student from attending school.

Appeals Process will be reviewed with students and Parents by Administration when necessary.

ACADEMIC DISHONESTY or ALTERATION OF RECORDS

Any student who knowingly submits any work of others fraudulently represented as his own shall be considered to have cheated. Cheating includes citing and abetting or cheating by others. A student who cheats may be subject to suspension.

A student who falsifies or alters a school record or any communication between school and home shall be guilty of misconduct.

ACCIDENTS/ INJURIES /INSURANCE

If a student is injured during the course of the school day, he/she should report to the office to receive assistance and/or contact parents. An accident report will be filed in the office.

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are available at the school office.

ACTIVITIES AND ATHLETIC PROGRAMS

Students who attend games, music programs, dances, or any other school-sponsored after-school activities are governed under the same rules and regulations set forth in Lapwai School District Rules and Regulations, the Student Handbook, Athletic Handbook and Idaho Code. Students who attend games will represent Lapwai Middle/High School with pride and respect.

Please refer to the Student Athletic Handbook for grades 7-12 for all rules and regulations governing student athletics.

The following Activities and Athletic programs are provided during the school year: **Activity Fee:** ALL students are urged to pay the activity fee at registration. ALL athletes must pay this fee in order to participate in any athletic activity. The proceeds of this payment are used to finance all extracurricular activities. This money is used to pay for uniforms, equipment, supplies, awards, letters, and referees for athletic events. Students who pay this fee will receive an activity card, which will admit them free to all athletic events at our school (except tournaments).

<u>Fall Season</u>	<u>Winter Season</u>	<u>Spring Season</u>
7 & 8 Football (Combined) High School Football	7 & 8 Boys Basketball High School Boys Basketball	6, 7, 8 Boys & Girls Track High School Boys and Girls Track
7, 8 Girls Volleyball High School Volleyball	7 & 8 Girls Basketball High School Girls Basketball	High School Boys Baseball
High School Cheer	High School Cheer	High School Girls Softball

SPORTSMANSHIP: Lapwai Wildcat Sportsmanship

We honor our *Wildcat Pride* and the *"Wip Wip Way"* through our positive and respectful conduct during sporting events.

Rules for sportsmanship come directly from the Idaho High School Activities Association and the Whitepine League, and are very specific. Violations of these rules can result in probationary status, fines or suspension of the season for our school. These rules are not only for students and staff at Lapwai School District, but all for all individuals who participate or spectate any athletic event or activity sponsored by Lapwai Middle/High School, White Pine League, IHSA, or any other NFHS member school. These rules will be strictly enforced.

From the IHSA Manual:

The following sportsmanship rules will be in effect:

1. **Face Painting:** Full or half face painting is not permitted.
 - **Exception:** Partial face painting is permitted (i.e. small markings on cheeks, nose, forehead).
2. **Posters/Banners/Signs:**
 - a. All signs must display only positive support for own team.
 - b. Signs and banners will be limited to the area in front of each school's assigned cheering section.
3. **Artificial Noisemakers:** Artificial noisemakers are prohibited.
4. **Balloons:** Balloons are not permitted per IHSA and WPL rules.
5. **Attire:** Bare chests are not permitted. Shirts must be worn at all times.
6. **Inappropriate Behavior :** any behavior that is used to distract or disrupt any event from its intended purpose.
 - The following are not permitted:
 - o Throwing objects onto (or entering) the playing area before, during, or after a contest.
 - o Verbal harassment or derogatory remarks directed towards a student athlete, coaches, fans, or officials.
 - **Example:** This includes, **but not limited to**, yelling and stomping during foul shots and yelling such things as "Air Ball" and "You got swatted".

Individuals, who continually exhibit un-sportsmanlike behavior, will be subjected to the following actions:

1. Verbal warning by administration.
2. Asked to leave athletic event/activity and not allowed back for 24 hours.
3. Asked to leave athletic event/activity and not allowed back for the remainder of that particular sport's season. If violation occurs during the last game of the season or state, suspension will be held over to the next sport that regularly occurs. (*Example, if it happens at state track, then person/persons will not be allowed to attend fall sporting events.*)
4. Asked to leave athletic event/activity and not allowed back to any Lapwai School District sponsored or participating event. (Notification will be made to the White Pine League, IHSA as well.) A no trespassing order will also be issued.

We want to present the best of Lapwai fans to all other teams and crowds. Please respect all teams and officials in a positive manner.

ACTIVITIES and CLUBS

Available to students of Lapwai Middle/High School (with advisor identified):

- **Activities under IHSA (William Bigman, Athletic Director)**
 - o Baseball, Basketball, Cheer, Football, Softball, Track, Volleyball.
- **Business Professionals of America (BPA) (Georgie Kerby)**
 - o Any student taking business classes is eligible for membership. Students compete at the regional, state and national levels in a variety of business/computer-related events.
- **FFA (Devin Boyer)**
- **GEAR UP**
- **Indian Club (Jenny Williams)**
- **Student Council (Sheryl Bentz)**
 - o Representatives of each grade level compose the Student Council. They meet twice a month on Wednesday at lunch.
- **Upward Bound (Randi Bennett)**
 - o A member program of Bridge Idaho, an organization dedicated to college access and attainment for low-income and first-generation students.
- **Wildcat Booster Club (Taricia Moliga)**

BAGS, BACKPACKS, PURSES, and OTHER PERSONAL ITEMS:

Students are encouraged to use their lockers to store their school supplies and personal items. All bags, backpacks, and purses must be kept in lockers during the school day. Each

- **LOCKERS**

- Each student will be assigned a locker during registration. Students are not allowed to change lockers. Students wishing a locker reassignment will need to check with administration. All lockers are equipped with lock to protect items that are stored within them. However, students are encouraged to not bring any items of value to school for the risk of being lost or stolen. Each student will receive a combination for their locker. It is the student's responsibility to remember their locker combination and to keep it locked at all times when not in use.
- Students are responsible for all textbooks and equipment issued to them and should make certain that their name is in each book. All personal items and books are to be kept in lockers. Neither Lapwai Middle/High School nor the Lapwai School District can be held liable for any lost, stolen or damaged property when left at school.
- Lockers are not to be written on, marked, scratched, or used as bulletin boards. The cost of repairing any damage to lockers will be charged to the student. Periodic locker clean-outs may be scheduled.

The district's policy concerning the inspection of student lockers is as follows:

The school has the right to search a student's personal belongings, a student's vehicle, and/or the student themselves based upon reasonable suspicion, when it is in the best interest of the safety and welfare of other students. Student lockers remain the property of the school, and school officials retain the authority to inspect lockers. Law enforcement and/or security agencies that utilize "drug dogs" may be asked to provide random searches of the school campus (includes, but not limited to, classrooms, lockers, bathrooms and cars). Prohibited material or other items reasonably determined to be a threat to the security and safety of an individual student or others may be removed from the student's possession. A reasonable effort will be made to notify the parent or guardian.

BEHAVIOR EXPECTATIONS

See Student Code of Conduct

CHANGE OF ADDRESS

We must have the correct home address and a telephone number of parents/guardians and where they can be reached during the school day for emergencies. Inform the office immediately if you change your address or telephone number.

COMMUNICATION

Communication between the school and home is an important and integral part of schooling. Please do not hesitate to contact the school at any time a question or concern arises.

Communication will come in multiple forms:

- Bright Arrow Phone System
- Personal Phone Calls from Staff
- Emails
- Announcements on District Website
- Announcements on District Facebook Page
- Announcement on Lapwai Middle/High School Athletic Facebook Page
- Correspondence by Mail
- Local News Papers
- Nez Perce Tribal Message Board (when deemed appropriate by the Superintendent)

COUNSELING SERVICES

The Guidance and Counseling program in the Lapwai School District is an integral part of the total educational process. Counseling services include individual counseling, group counseling, career guidance, testing, and coordinating referral service. Counseling is also available to students to help in class selection to best meet their needs to enter the world of work as a productive citizen. Students are encouraged to talk with their counselor at least once per semester.

Services

- **CLASS TRANSFERS**

- Students will not be permitted to transfer classes after the first week of the semester. Students dropping a class after the third week will receive a failing grade for the semester (except in unusual cases. These cases must be approved by the building principal AND school counselor).

- **COLLEGE ADMISSION AND FINANCIAL AID**

- Students should recognize the importance of their school records for financial aid and admission to college. This record is the accumulation of efforts beginning with the entrance into school and continuing through the senior year. It includes not only grade point average, but also course selections, test results, activity participation, leadership, attendance habits and citizenship.
- All colleges in the State of Idaho are implementing entrance requirements beyond having an Idaho high school diploma. See the guidance counselor for specific information on admission requirements, College Entrance examinations, the American College Test, and general scholarships and financial aid information. Each year the counselor calls special meetings and makes announcements regarding admission scheduling of special entrance test and financial aid. It is essential that students attend sessions and note announcements in order that they might become aware of deadline dates for entrance applications and financial aid applications.

- **SCHEDULING**

- All students in grades 7-12 will be required to carry a full schedule (6 hours per semester).
- Middle School students may only change elective classes at semester. Core classes are assigned and are not flexible.
- High School students may change schedules at semester. All changes will adhere to Idaho graduation requirements. The requirements for making scheduling changes are:
 - Schedule changes must be made prior to the 6th day of the semester in order for the student to receive semester credit for the course.
 - Only the School Counselor or Principal can change a course.
 - All changes require a completed drop/add form.
 - The teacher's signature on the drop/add form confirms the course change.
 - The student must return the drop/add form MUST BE to the school office immediately for validation. Failure to return the form in a timely manner may cause an incorrect class schedule; failure to meet graduation requirements; or lead to loss of core credit needed for high school graduation.
 - Only 10th – 12th grade students in accelerated academic standing with a cumulative 2.8 grade point average, good attendance, and no major violation of school rules, may be a teacher's aide (TA).

- **HIGH SCHOOL CREDITS**

GRADUATION REQUIREMENTS

The board of Directors, Lapwai School District #341, has set the requirements for all students who graduate from Lapwai High School. The minimum graduation requirements of the District shall be as follows:

<u>Course Name</u>	<u>Semester Credits</u>
English	8
Speech Communication	1
Social Studies	5
*Mathematics	6
Science	6
Health	1
Humanities	2
Electives	<u>17</u>
TOTAL	46

*Geometry or equivalent with 2 credits completed during senior year.

Students must take the ACT, SAT or Compass Test and successful completion of Senior Project and Civics Test.

CAMPUS / CLOSED CAMPUS /ELEMENTARY CAMPUSES

Closed Campus

Lapwai Middle/High School is a closed campus. Once students are on campus, they must remain on campus until the end of the day unless permission is granted from the principal or Dean of Students.

- **Middle School Lunch:** Campus for Middle School Students during lunch is closed. Middle School Students are not allowed to leave during lunch without permission from school administration. Parents/guardians may check their middle school student under the following procedures:
- **Student Lunch Time Checkout Procedure:**
 - 1- A parent may sign out his/her child for lunch and must sign them back in upon their return.

- 2- If a parent sends a note for their child to be picked up by another adult on the student contact list, the office staff will contact the parent to confirm the note. Once confirmed, the adult will sign the student out and back in upon return to the school.
- 3- A child will not be released to a noncustodial adult without being on the child's contact list.
- 4- If an adult is not on the contact list, they may be added, by request of the parent.

- **High School Lunch:** ALL High School Students are encouraged to stay on campus for lunch. However, 11th and 12 grade students are allowed to leave campus as long as they are not late back to school. Lunch for 9th and 10th grade students is closed, unless written parent permission is submitted to the front office. Violations will result in a loss of this privilege.
 - o 1st Violation → Warning
 - o 2nd Violation → Loss of privilege for 1 day
 - o 3rd Violation → Loss of privilege for 1 week
 - o 4th Violation → Loss of privilege for Month
 - o 5th Violation → Loss of privilege for semester
 - o 6th Violation → Loss of privilege for rest of the year.

Elementary Campus:

Students are not allowed on the elementary school grounds at any time during the elementary school day. Students who pick up siblings are required to wait in a designated area determined by the elementary principal. Exemplary student behavior must be displayed at all times.

DANCES

- Homecoming → Oct 21st, High School Gym, 9 pm - 12 am
- High School Prom → TBD, TBD, 9 pm – 12 am
- Middle School Dances and Other High School Dances → TBD

ALL school rules and regulations apply. **It is to be noted that Middle School dances are for Lapwai Middle School students only. Homecoming and Prom are for High School students only. Guests must have proper paperwork completed to be allowed admission.**

Dance Guidelines:

- Students must be in "good standing" to attend any school dance.
- Once students have left a dance, they may not return.
- Bags and backpacks will not be permitted to enter the dance.
- Students must adhere to school rules or they will be asked to leave the dance.
- Students must be in compliance with attendance policies and must be in attendance the week prior to the dance in order to attend.

DISCIPLINE POLICY

Students at Lapwai Middle/High School are expected to **behave appropriately** while at school. Students and staff follow the behavior expectations of the **PBIS Behavior Matrix** as well as those listed in the Student Code of Conduct. Those students choosing to misbehave may receive consequences. These consequences will be determined based upon the student's behavior pattern and the severity of the misbehavior.

DRIVER'S EDUCATION

High school students who are at least 14 ½ years old may sign up to take driver's education. All students taking driver's education must be in grade 9-12 when the course begins. This course consists of six hours of practice driving and thirty hours of classroom work. Students should sign up through the front office of the high school and priority will be given relative to age. The oldest students will be given the opportunity to complete driver's education first. The cost is \$100 for in-district students and \$125 for out of district students, with priority given to in-district students.

DRIVERS LICENSE - REVOCATION

Idaho Code 49-303/49-303A states that students who drop out of school prior to the age of 18 will have their driver's license suspended. Personal or family hardships must be documented by the parent/guardian in writing, in order for the student to receive a waiver of this statute. Waivers may only be granted by the school principal or his/her designee. Please review the following guidelines:

- A public school principal or designee shall provide written notification to a minor and the minor's parents, guardian or custodian of the school district's intent to request that the department suspend the minor's driving privileges because the minor has dropped out of school and has failed to comply with Idaho Code 49-303/49-303A.
- The minor or the parent, guardian or custodian of the minor shall have fifteen (15) calendar days from the date of receipt of this notice to request a hearing before the public school principal or the principal's designee for the purpose of reviewing the pending suspension.
- The requested hearing shall be conducted within thirty (30) calendar days after the public school principal or the principal's designee receives the request.

- The public school principal or the principal's designee shall waive the requirements of Idaho Code 49-303/49-303A for any minor under its jurisdiction for whom personal or family hardship requires that the minor have a driver's license for his or her own or his or her Family's employment or medical care. Consideration will be given to recommendations of teachers, guidance, school officials or other academic advisors prior to granting a waiver.
- *Hardship waivers shall be requested if desired by the minor or the minor's parent, guardian or custodian at the initial hearing.*

FIRE DRILLS/EMERGENCY EVACUATION

An emergency evacuation map is posted in each classroom. Students must become familiar with escape routes from each classroom. When the alarm is sounded, students are asked to move quickly and quietly when leaving the building. Students are to stay with their assigned teacher and await further instruction.

The safety of our students is always our first priority in the Lapwai School District. We have clear and practiced procedures in each building in the event of an emergency situation. We would like to thank you for your willingness to check into the office when visiting our schools. All parents, family members, and visitors must report directly to the office upon entering the building. Thank you for your patience when questioned and approached by staff in our schools, as they have been trained to approach and intercept visitors. We have minimized access to our buildings with most doors remaining locked at all times. We welcome and encourage visitors, yet we must enforce safety procedures and precautions to protect our students.

A critical component to our emergency procedures are lockdowns. Securing the building during emergency situations to keep our students safe is a process we practice regularly. In the event of a real emergency, parents would be notified immediately by telephone using our automated phone alert system. We would also communicate through the Nez Perce Tribe and media. Please do not be concerned regarding practice drills. Again, real emergencies will be communicated to parents as immediate as possible. It is critical to keep us informed about changes in your contact information, ensuring we have correct phone numbers on record. Should you have questions or concerns, please do not hesitate to contact Dr. David M. Aiken, Lapwai School District Superintendent, at [\(208\) 843-2622 ext. 1202](tel:(208)843-2622).

School closures and emergencies will also be announced by the following television and radio stations:

Television Channel: KXLY Channel 4

Radio Stations: KATW 101.5 FM KCLK 94.1 FM KRLC 1350 AM ZID 98.5 FM

FOOD / BEVERAGES

Lapwai School District enforces a Food Allergy Policy to keep students safe. Lapwai also abides by a Healthy Food Policy. Lapwai School District provides free breakfast and lunch daily. Students must nourish their bodies to engage their minds. Please eat both a breakfast and lunch daily, either at home or at school. ENERGY DRINKS are not a healthy choice and will not be allowed at school.

Teachers may provide food and/or beverages for students during school time. **No outside food or drinks will be permitted in the hallways or classrooms at any time.** If you choose to leave campus to eat lunch, all food/beverage must be eaten before you return to class. If you are continually tardy after lunch you may be subject to a closed-campus lunch.

FUNDRAISING

The following fundraising procedures are important for all organizations:

- All fundraising activities by clubs must be presented and approved by the principal before the event/activity may be held.
- School groups will not be allowed to use class time to hold fundraising activities.
- All money collected must be deposited and withdrawn from the school bookkeeper in accordance with current accounting procedures.
- Any purchase made by a school class, club, organization or the student body must be on an approved purchase order approved by the advisor of that group and the principal. The school or student body will assume no responsibility for purchases that do not have a proper purchase order.
- Upon graduation, all money remaining in the account of the graduating class will revert to, and become, part of the Student Body fund.

GANG ACTIVITY

Policy Title: GANGS AND GANG ACTIVITY Code: 503.13

The board is committed to ensuring a safe and orderly environment, where learning and teaching may occur without physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals which meet the definition of gangs below shall be restricted from school grounds or school activities.

Definitions: "Gang" shall refer to any group of three or more persons, whether formal or informal, that has a common name or common identifying sign or symbol, and associate together to advocate, conspire, or commit:

1. One or more criminal acts; or
2. Acts which threaten the safety or well-being of property or persons, including, but not limited to, harassment and intimidation.

It also includes gangs as defined in Idaho Code.

Individual students or groups of students on school property or at any school-sponsored activity shall not:

1. Wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang;
2. Display tattoos which may be affiliated with any gang and/or representative of any gang; 3. Engage in any act, whether verbal or nonverbal, including gestures or handshakes, showing membership in or affiliation with any gang and/or that is representative of any gang; or
4. Engage in any act furthering the interest of any gang or gang activity, including, but not limited to:
 - A. Soliciting membership in or affiliation with any gang;
 - B. Soliciting any person to pay for protection or threatening another person,
 - C. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property; or
 - D. Engaging in violence, extortion, or any other illegal act or other violation on school property.

Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police. Reasonable conditions for re-admittance may be prescribed by school administration including counseling.

HALLWAYS

Students are to remain in their classes unless they are given permission from

- Classroom teacher
- Office Secretaries
- Administration

- HALL PASSES

- o Hall passes are required of all students during school hours. The following situations require a hall pass:
 - To leave the classroom for any reason (bathroom, office, etc)
 - To enter the hallway before school or during lunch to access your locker or a teacher.

HEAD LICE

If a student is found to have head lice or any other identified contagious conditions, the parent will be contacted and arrangements will be made for the child to go home. If the school is unable to contact a parent or guardian, the child will be kept in the office. The child may return to class after a check by a school staff member.

HOMEWORK

Homework is academic work intended to be completed during non-teaching hours. Lapwai Middle/High School believes homework is an important part of learning. Teachers and families share the responsibility for motivating students and providing opportunities for homework. The student is ultimately responsible for the completion of homework.

If families have concerns about homework, the concern should be resolved by meeting with the teacher. If the matter is not resolved, the following steps should be taken (1) parent-teacher-building principal, and then (2) parent-teacher-building principal-superintendent.

HONOR ROLL

Students receiving a 3.5 Grade Point Average or better will be recognized as honor roll students. Students with 4.0 Grade Point Average will receive special recognition for their accomplishment at the end of semester assemblies.

LIBRARY

The library is open to students and the public daily from 7:45 am – 3:30 pm except on Fridays and under special circumstances. All materials will be checked out through the VALNet system and all students must have their own card. The first card is free, but replacement cards cost \$1.00. Patrons cannot check out any materials if they are delinquent at any other library in the system. Our school charges a fine of 25 cents per day for overdue books.

Books are checked out for 3 weeks and must be returned or renewed at that time. Any book that is overdue for more than 2 weeks will be listed as "lost". Students will be fined for the cost to replace any lost or damaged books. Books borrowed from other VALNet libraries may incur fines if overdue. Students with fines in excess of \$5.00 will lose check-out privileges. Fine letters are sent out quarterly. Graduating and transferring students must pay fines prior to receiving their diploma or release of records.

LOST AND FOUND

A 'Lost & Found' is located in the office. All articles lost or stolen should be reported to the office. Check for lost articles at the office after checking all other sources.

MEDICATION

There are students with chronic illnesses, long-term health conditions as well as students recovering from temporary illnesses who need to have medication administered at school. When medication must be administered to students at school, the goal is to provide for students' health needs safely. Therefore,

- The parent must provide a written request in order for over-the-counter medication to be administered to students. The School Medication Form must be completed in order for any prescription medication to be administered to students.
- All prescription medication must be in the original container with the student's and the doctor's names and directions clearly marked on a pharmacy label.
- All over-the-counter medication must be in the original container with parent's special instruction in writing for their individual child which includes the time or situations to be given and the dosage.
- For short-term medication, a sufficient amount of medication should be provided for the period during which the medication is to be given.
- A designated staff member should assist students in taking medication except for self-administered medications as described below.
- All medication, except those approved for keeping by students for self-medication, will be kept in secured storage to reduce the potential for accidental loss or misuse.
- Each time a staff member administers medication, a record will be maintained, noting the time, amount, and name of the person administering the medication.
- If a change in dosage for prescription medication occurs, parents must provide written verification from the doctor.
- If the student's AM dosage is forgotten at home, the parent will be called to authorize administration of the missing dose. If the missing dose is administered at school, it will be recorded in the medication log.
- The District will not administer medication in dosages that exceed the maximum dosage guidance of the current *Physicians' Desk Reference*.
- Unused medications must be returned home or destroyed when treatment is complete or at the end of the school year.
- Staff members involved with the administration of medication should be sensitive to and will be aware of issues of confidentiality in carrying out this responsibility.
- Self-administration of medication (prescription and non-prescription) is permitted with written authorization of the parent or guardian and when the student's maturity level is such that he/she could reasonably be expected to appropriately administer the medication on his/her own.
- The Lapwai School District shall incur no liability as a result of an injury arising from the self-administration of medication by the student.
- Student will not be allowed to self-administer narcotics, prescription painkillers, Ritalin, or other medication for emotional disorders.

MOTOR VEHICLES

Middle school students are prohibited from bringing motor vehicles to school. Policy Title: **USE OF MOTOR VEHICLES** Code: 503.2 Only licensed students should be driving to school. A driving permit is NOT a license. The use of motor vehicles during noon hour shall be restricted to conveying students to and from home for lunch. The streets adjacent to the elementary school shall be "off limits" to student motor vehicles between the hours of 8:30 a.m. and 3:30 p.m., including lunch hour. Illegal use of motor vehicles during school hours will be subject to penalties as determined by the board's disciplinary procedures policy. **Students will park on the north side of the gym where buses pull up. Students should not park back at the shop or in the graveled areas.**

PARENTAL COMPLAINT GUIDELINES

In the event a professional employee receives a parental complaint, the employee should attempt to resolve the difficulty by meeting with the parent. In the event that either party feels that the matter cannot or will not be resolved by an employee-parent conference, then the issue should be remitted to the building principal.

In the event an administrator receives a parental complaint about a professional employee, the employee will be notified of the complaint. The employee should attempt to resolve the difficulty by meeting with the parent. In the event a parent, teacher, building principal complaint is not resolved, the Superintendent will become involved in the resolution.

PARENT-TEACHER CONFERENCES

Lapwai Middle/High School believes that parent-teacher conferences are an essential part of the educational process. Conferences will be held November 7-8, 2019 and evening PTC's on January 6, 7, & 8, 2020. Parents are strongly urged to make a special effort to attend. If parents wish to schedule additional conferences during the school year, they may do so by contacting the teachers individually.

GRADES AND REPORT CARDS

Students will receive grade reports every two weeks. Please note that grade reports/report cards will be mailed at the midterm and end of each quarter. Attendance reports are listed on each report card / progress report.

Grades used on the report cards will be as follows:

	<u>Value/GPA</u>	<u>Percent</u>
A - Excellent	4 points	90 - 100
B - Above average	3 points	80 - 89
C - Average	2 points	70 - 79
D - Below Average	1 point	60 - 69
F - Failure	0 points	00 - 59
IN - Incomplete	0 points	
P - Passing	0 points	
W - Withdrawal	0 points -	No Credit
NC - Not in school long enough for grades to be given		

EES grade: A grade with (*) behind it -- Differentiated instruction, passing with credit and recorded GPA.

RESTRICTED AREAS

The following are restricted areas -- and are off-limits during school hours:

- Hallways before school and during lunch time.
- The gym foyer during lunch.
- The front side of the Gymnasium building including auditorium.
- The area to the south of the main building and in between the middle school and high school wings.
- Football field/track/weight room and its immediate areas unless student is participating in class related activities.
- The parking lots.

TEXTBOOKS / FINES

Teachers will issue textbooks to students at the beginning of the year. Each text is identified with a number. Students are to return the same textbook to the teacher at the end of the year. Students are expected to take good care of the books. It is recommended that a book cover be used. Fines are issued to students at the end of the year for missing books, covers or interiors that are damaged, torn pages, writing in the book, etc.

TRANSFER STUDENTS

Credits and records of transfer students from state accredited schools will be accepted upon receipt of an official transcript and medical records from a student's prior school (these records must be in the office before the student can attend classes). Credits of transfer students from non-state accredited high school will not be accepted until proficiency in the subjects claimed has been demonstrated.

Other paper work concerning athletics for transfer students can be found on state athletic website idhsaa.org, or questions can be brought to the Lapwai Middle/High School Athletic Director.

VISITORS

The Lapwai School Board does not allow visitors from other schools to attend classes with students. Parents/guardians and other registered visitors are permitted with administrative approval. All visitors must check in at the office, wear a visitor pass, and should leave when business is completed. Any suspicious person or persons who loiter on campus should immediately be reported to the office and will be reported to authorities.

Student Use of School District Internet

Policy Title: INTERNET ACCEPTABLE USE POLICY Code: 503.12

We are pleased to offer students of Lapwai access to the Internet in the library and in several classrooms. This service will offer vast, diverse and unique resources to both students and teachers. The Internet is an electronic highway connecting thousands of computers all over the world. To gain

access to the Internet, all students must obtain parental permission and must sign and return this form to the Technology Coordinator of each building.

Access to the Internet will enable students to explore thousands of libraries and databases. Families need to be warned that some material accessible via the Internet may contain items that are defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Lapwai School District specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services. We believe the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. To that end, the Lapwai School District supports and respects each family's right to decide whether or not to apply for access.

INTERNET RULES:

- Students are responsible for good behavior on school computers.
- Communications on computers are often public in nature. General school rules for behavior and communications apply.
- The Internet is provided for students to conduct research and communicate with others. Access is given to students who agree to act in a considerate and responsible manner.
- Parent permission is required.
- Access is a privilege, not a right.
- Individual users of the Internet are responsible for their behavior and communications.
- It is presumed that users will comply with district standards and will honor the agreements they have signed.
- Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of students using the Internet.
- Within reason, freedom of speech and access to information will be honored.
- During school, students will be guided toward appropriate materials.

NETWORK ETIQUETTE:

- You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - Be polite. Do not get abusive in your messages to others.
 - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - Do not reveal your personal address or phone number or that of any other person.
 - Note that electronic mail (E-Mail) is not guaranteed to be private.
 - The following behaviors are not permitted:
 - Sending or displaying offensive messages or pictures.
 - Using obscene language.
 - Harassing, insulting or attacking others.
 - Violating copyright laws.
 - Using another person's password.
 - Trespassing in other student's folders.
- Violating the Acceptable Use Policy may result in:
 - Restricted network access.
 - Loss of network access.
 - Disciplinary or legal action, including but not limited to, criminal prosecution under appropriate state and federal laws.

The Internet Acceptable Use Policy was provided and signed by parent/student at registration.

BE RESPONSIBLE WITH YOUR TECHNOLOGY.

Lapwai Middle/High School

404 South Main Street • 200 Willow Avenue, West • Lapwai, ID 83540
(208) 843-2241 • Fax: (208) 843-5289

CELL PHONE/ ELECTRONIC DEVICE POLICY AGREEMENT FORM

I have read through Lapwai Middle/High School's cell phone policy and understand if a cell phone or electronic device is taken during the school day, it will be kept in a secure place in the vault until a parent can pick it up from the office.



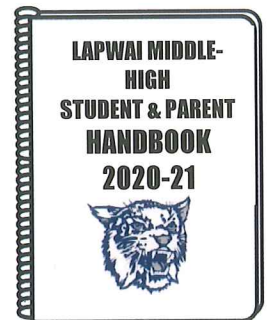
STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE

DATE

STUDENT HANDBOOK AGREEMENT FORM

I have read with my guardian, understand, and will follow the guidelines set forth in the Lapwai Middle/High School Student Handbook to the best of my abilities. Please sign and return to your first period instructor.



STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE

DATE

At Lapwai Schools we VOW to be responsible with our personal devices. We do not disrespect our peers or our staff.

