

Lapwai Middle-High School



Student & Parent Handbook 2026-27

Mission

Together, we ensure all students will reach their full potential.

Vision Statements

We believe that exceptional education is achieved when the community (students, family, tribe, school, and youth organizations) embraces learning and creates an integrated supportive environment. A culture of hard work and resilience will empower and encourage students to reach any goal.

This handbook belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

ZIP/POSTAL CODE _____ PHONE _____

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Welcome from the Principal

Welcome to Lapwai Middle-High School!

It is an honor to serve our students, families, and community as principal. Lapwai is a special place, and our school is strengthened by the relationships, culture, and community that surround our students.

At Lapwai Middle-High School, we want every student to know that they belong, that they are valued, and that there are people here who believe in them. We will work to provide a safe, welcoming, and supportive school while also encouraging our students to work hard, grow, and take pride in who they are and what they can accomplish.

Our students are most successful when school, families, the Nez Perce Tribe, and community work together. We value those partnerships and welcome your involvement, communication, and support throughout the school year.

I am proud to be part of the Lapwai community and look forward to a positive year of learning, growth, and opportunities for our students.

Georgia Sobotta
Principal
Lapwai Middle-High School

BELL 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 8:07 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.

LAPWAI MIDDLE-HIGH SCHOOL 2026-27 BELL SCHEDULE

MONDAY – THURSDAY		
PERIOD/EVENT	START TIME	END TIME
P1	8:07 AM	9:03 AM
P2	9:06 AM	10:02 AM
P3	10:05 AM	11:01 AM
HS BUB / MS LUNCH	11:04 AM	11:36 AM
MS BUB / HS LUNCH	11:39 AM	12:11 PM
P4	12:14 PM	1:10 PM
P5	1:13 PM	2:09 PM
P6	2:12 PM	3:08 PM

FRIDAY		
PERIOD	START TIME	END TIME
P1	8:10 AM	8:55 AM
P2	8:58 AM	9:43 AM
P3	9:46 AM	10:31 AM
P4	10:34 AM	11:19 AM
P5	11:22 AM	12:07 PM
P6	12:10 PM	12:55 PM

School Calendar



LAPWAI SCHOOL DISTRICT 2026-2027

AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

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OCTOBER

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NOVEMBER

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29	30					

DECEMBER

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JANUARY

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FEBRUARY

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28						

MARCH

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APRIL

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MAY

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30	31					

JUNE

Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30	31		

First & Last day of School	Parent/Teacher Conferences
Holiday/No School	Early Release/School Improvement
Quarter Ends/Grading Day	Professional Development

Q1	Q2	S1	Q3	Q4	S2
45	44	89	45	37	82

FRIDAY EARLY RELEASE
ELEMENTARY 1:05 PM
MIDDLE/HIGH 12:59 PM

Aug 20, 2026	Teachers return
Aug 26, 2026	First day of school
Sep 7, 2026	Labor Day
Oct 12, 2026	Indigenous Peoples Day
Oct 30, 2026	Grading day
NOV 5 & 6	PT Conferences
Nov 25-27	Thanksgiving break
Dec 21-31	Christmas break
Jan 1, 2027	New Years Day Holiday
Jan 18, 2027	Martin Luther King Holiday
Jan 25, 2027	Grading day
Feb 15, 2027	Presidents Day
Mar 11 & Mar 12	Parent/Teacher Conferences
Apr 2, 2027	Q3/Grading day
Apr 5-Apr 9	Spring Break
May 10, 2027	Cultural Awareness Day
May 31, 2027	Memorial Day
May 27, 2027	Seniors Last day
May 28, 2027	Graduation
Jun 3, 2027	Last day of School
Jun 4, 2027	Teachers last day

WWW.LAPWAI.ORG

BOARD APPROVED: _04/20/26_



SCHOOL SONG

**Cheer, cheer for old Lapwai High
Cheer til the echoes reply
Make those hills resound and ring
As for the Wildcats fame we sing
We're gonna fight, fight, fight until the end
Fight til our glories defend
Circle in and out that court (field)
For a basket (touchdown) for Lapwai High**

**Go Team
Fight Tonight
LHS Is Alright
Victory, Victory
Ours Tonight!**

SUGGESTED SCHOOL SUPPLY LIST

- | | | |
|---|--------------------------------------|----------------------------|
| 6 Spiral notebooks (college ruled) | 4 Package #2 pencils (or mechanical) | |
| 1 3-ring binder (zip up Trapper Keeper) | 1 Package colored pencils | 1 Pair of scissors |
| 3 Packs loose leaf paper | 2 Package pens (blue, black) | 5 Folders (3-hole punched) |
| 4 Composition notebooks | 1 Ruler with inches and centimeters | 2 Erasers large |
| 1 Pencil bag with 3-hole punch | 1 Package glue sticks | 1 Package highlighters |
| 1 Package Expo dry erase markers | 1 Package sticky-notes | |

ATTENDANCE POLICY

Please call the Attendance Office directly at 208-843-2241, X3203

or email sleighton@lapwai.org or kbrown@lapwai.org

When leaving a message, please give the following information:

- Your name, student's name, and reason for absence
- If a student is missing because of an appointment (doctor, dentist, counseling, etc.), it is recommended they bring a note from the appointment back to school upon return.

Idaho Code 33-202 stipulates that attendance is compulsory for all children between the ages of seven and sixteen years and that parents/guardians are responsible to ensure that children are in attendance.

The Board of Trustees 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. It is the belief of the LMHS administration, faculty and staff that regular school attendance is an essential prerequisite to a successful learning environment.

A. Communication:

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.

Students with ongoing attendance problems will be referred to the administration to determine action to be taken.

If a student exceeds twelve (12) absences in any class during a semester, credit will be withheld.

Parents will be notified in writing if credit is withheld.

If a determination is made to withhold credit, the student may make an appeal to the Lapwai Attendance Committee.

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 trancies.
- 2) Illustrates extenuating circumstances that led to excessive absences,
- 3) Health or legal issues preventing the student from attending school.

B. Credit Denial Notification

Students in grades 6-8 are expected to attend school on a regular basis. Excessive absences, unexcused absences and/or trancies will result in failure of classes and/or required remedial activity. Students who miss 40% of instructional minutes during the school year, may be retained. 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 (more than 12 in one class), unexcused absences and/or trancies. All absences are subject to review. Patterns of excessive absences, unexcused absences, or trancies will result in denial of credit in the related class or classes.

C. Appeals Procedure

The Appeals Process will be reviewed with students and parents by administration when necessary.

D. Appeals Process

ABSENCES

Absence from school will be documented under three categories: (1) excused, (2) unexcused, or (3) truancy.

A. 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. Excused absences still count against the total of 12 allowed absences per semester for high school students.

The parent/guardian is asked to call the school (**by 8:30 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.

B. 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.

C. 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 a student is allowed to make up work missed, full credit will be given.

D. 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, not returning to school after lunch and/or field trips during the regular school day. It is unexcused and may lead to Friday detention, suspension, or expulsion from school. Excessive absenteeism/truancies will result in referral to the SRO, 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.

CHECKING IN/OUT OF SCHOOL

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.

HOMEWORK MAKE-UP DUE TO ABSENCE

- Students are to get the missed work from their instructor the day they return to school whether or not they have class with that instructor the day of return. For example, if a student is gone on Monday and they return on Tuesday, they are to get the missed work on Tuesday and have it completed by Wednesday.
- Students who have unforeseen excused absences from class will have the number of school days missed to make-up the work. For example, if a student is absent on Monday and Tuesday, they would get Wednesday and Thursday to make up the work and have it completed and submitted to their instructors by Friday.
- Students who miss at least one class up to one day of school due to a scheduled event (school activity, scheduled appointment, etc.) are to get the material in advance of the absence and have it completed upon return to class.
- Students who have planned absences in excess of one day for any activity are to make arrangements with their instructors prior to leaving.
- Assignments (portfolios, Senior Project, etc.) that have long term deadlines are due on or before the deadline.

Assessments are to be taken on their scheduled day regardless of absences unless prior arrangements have been made with the instructor.

TARDIES

Students are expected to get to class on time. Attendance is taken each period of the day, including power up block and build up block. There are 7 opportunities each day to get to class on time. There is a 3 minute passing period between each class. Excessive and habitual tardies are not acceptable and may result in closed campus (HS Only), detention, and parent conferences. If a student has received a detention for excessive tardies, they must serve this time or they will be ineligible and remain ineligible for extracurricular/athletic activities and participation until the time is earned back. Attendance marks of NIC (not in class) are considered truancies and will be an hour of detention.

Unexcused Tardies and Not In Class (per week)

3 Tardies in a Week: ½ Hour Detention

4 or More Tardies in a Week: 1 Hour Detention

1 NIC: 1 hour Detention

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.

GENERAL INFORMATION

DANCES

- HoCo Dance is the Saturday after the Homecoming game at the Lapwai High School Gym.
- High School Prom is in the spring.
- Middle School Dances and Other High School Dances may be scheduled

ALL school rules and regulations apply. It is to be noted that middle school dances are for Lapwai Middle School students only with no guest dance forms accepted. Homecoming and prom are for high school students only. Guests must be a current high school student and have proper paperwork completed and approved from their school administration 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 and personal drinks 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.

LOST AND FOUND

A 'Lost & Found' area 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.

BUS SERVICE

Appropriate behavior is expected of all students while riding school buses as per Lapwai School District Discipline Code (refer to enclosed 5020 Discipline Code). Students riding the bus to school must obey posted rules, regulations and the authority of the bus driver. Students not abiding by these rules will be subject to disciplinary action determined by the school administrators. Only students living outside the city limits of Lapwai (with the exception of Sundown Heights) may ride buses. Once students arrive at school on the bus, they are required to stay on the school grounds.

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.

STUDENT PARKING/DRIVING

Middle school students are prohibited from bringing motor vehicles to school. Only valid driver's licensed students can drive 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. Students will not park back at the shop or in the graveled areas.

Students driving and parking on school grounds must possess a valid Idaho Driver's License and meet the following conditions:

- Register any vehicle being driven to the school office. Perhaps having some type of paper to place on the dash, signifying that it is registered with the school office
- Park in designated area, i.e. north side of gym only
- Proof of insurance with current dates on the vehicle and acknowledgement that he/she will assume full responsibility for any comprehensive or collision claims that may occur while on school property.
- Students may not go to or occupy a vehicle (without permission) during the school day.
- In terms of student conduct rules, "possession of alcoholic beverages, illegal chemical substances or opiates, firearms or dangerous weapons shall also extend to a student's vehicle" Principal and/or designee may search the vehicle if reasonable suspicion of these items is reported.
- Students who do not follow the School District's policy/procedure may lose their ability to drive/park at school and are subject to Tribal or Nez Perce County fines for failure to follow the policy/procedure.

Electric Scooters, Electric Bikes, and Motorized Devices

For the safety of all students, the use or possession of electronic scooters and other personal motorized transportation devices is strongly discouraged on school grounds. These devices present significant safety concerns due to limited supervision, the age of students, and increased traffic around school entrances and dismissal areas. On arrival to school grounds, personal motorized transportation devices must be walked or carried. This expectation is in place to help ensure safe arrival and dismissal procedures and to protect all students, staff, and family. Personal transportation devices are not permitted inside the school building and must be stored outside in an appropriate location. The school is not responsible for devices that are lost, stolen, or damaged while on school property.

Students who operate electronic scooters or other personal motorized transportation in an unsafe or inappropriate manner will be prohibited from bringing these devices onto school grounds.

BAG, 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.

LOCKERS

- o 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 locks 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.
- o 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.
- o 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.

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 Newspapers
- Nez Perce Tribal Message Board (when deemed appropriate by the Superintendent)

BUILDING SAFETY

All doors of the building shall remain locked at all times. The right front door has a camera and intercom system in which all visitors will use. The front office staff will buzz the door to unlock and allow visitors to enter and check in at the front office. There will be signage at the front door that reads "Please use the intercom for school safety."

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.

- **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. If checked out during lunch, students are required to return on time to 5th hour. If excessively tardy or absent from the next class it can result in loss of credit per attendance policy.
 - 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 tardy to their next class. 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.

FIRE DRILLS/EMERGENCY EVALUATION

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 immediately 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:2088432622).

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

Television Channel:	KREM Channel 2, KXLY Channel 4, KHQ Channel 6	
Radio Stations:	KIYE	
Social Media:	Lapwai School District Facebook Page	Daily Fly Facebook Page
BrightArrow	Email and Phone Call	

FOOD AND BEVERAGES

Lapwai School District enforces a Food Allergy Policy (link policy) to keep students safe. Lapwai also abides by a Healthy Food Policy (link policy). Lapwai School District provides free breakfast and lunch daily. Students must nourish their bodies to engage their minds. Please eat both breakfast and lunch daily, either at home or at school. Teachers may provide food and/or beverages for students during school time, and may confiscate food or drink at any time in the classroom, for any reason deemed necessary to promote a healthy learning environment. To minimize learning distractions, no outside food may be delivered to a student at any time during the school day. If food/drink is delivered to a student in the morning when they are in class, they can come get it at lunch, and if food/drink is delivered to a student after lunch when they are in class, the student can get it after school. **No outside food or drinks will be permitted in the hallways or classrooms at any time.**

If a student chooses to leave campus to eat lunch, all food/beverages must be eaten before returning to class. A student who is continually tardy may be subject to a closed-campus lunch.

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.
 - Sign in and out of class with a date and time of departure and return

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.

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 a 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 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. Students may self-administer medication only when authorized in accordance with District policy and applicable law. Medications that require staff supervision, secure storage, or controlled administration must be kept in the school office or other designated location and administered according to established school procedures. Any exception for emergency or self-carry medication, including medication required through a health plan, 504 Plan, or IEP, will be handled in accordance with District policy and applicable law.

PARENT 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.

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 the auditorium.
- The area to the south of the main building and in between the middle school and high school wings (library hallway).
- Football field/track/weight room and its immediate areas unless the student is participating in class related activities.
- The parking lots.

SCHOOL BUS POLICIES

Appropriate behavior is expected of all students while riding school buses as per Lapwai School District Discipline Code (refer to 5020 Discipline Code). Students riding the bus to school must obey posted rules, regulations and the authority of the bus driver. Students not abiding by these rules will be subject to disciplinary action determined by the school administrators. Only students living outside the city limits of Lapwai (with the exception of Sundown Heights) may ride buses. Once students arrive at school on the bus, they are required to stay on the school grounds.

STUDENT INJURIES

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.

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.**

TEXTBOOKS

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.

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.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

The board of Trustees, 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.

HOMEWORK REGULATIONS

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.

PARENT TEACHER CONFERENCES

District wide Parent Teacher Conferences are held twice a year in November and March. There is no school for students these four days. The Lapwai Middle-High School encourages students to attend conferences with their parents and teachers.

This year's Fall Parent Teacher Conferences are November 5th and 6th and Spring Parent Teacher Conferences are March 11th & 12th.

Students that are failing first semester classes will be contacted in January for a Parent Teacher Conference to improve grades for the semester, as they are at risk of no credit. This includes being assigned to credit recovery opportunities, identifying ineligible athletics, and creating learning plans for the next semester.

PROGRESS REPORTS & GRADING FOR LEARNING POLICY

REPORT CARDS AND GRADING

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
INC - 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.

SCHEDULE CHANGES

- o All students in grades 6-12 will be required to carry a full schedule (6 hours per semester). Any other schedule will be parent and principal approved.
- o Middle School students may only change elective classes at semester. Core classes are assigned and are not flexible.
- o 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 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).

ADD/DROP CLASS

Signed add/drop picked up at the office and returned to the Counseling Office

LMHS COUNSELING GUIDELINES

NEW STUDENTS

Start of the school year - All new students attending registration during the 2 day registration window - 8/10 and 8/11.

HONOR ROLL

Students receiving a 3.0 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.

TEACHER ASSISTANT/ELEMENTARY AIDE

A high school student can apply to be a teacher aide if they are in good standing, have teacher approval, have a completed TA application, and have written pre-approval from the principal and written parent permission.

WORK EXPERIENCE

When available, work experience can be offered if a student is 1) in good standing, 2) has principal approval. This is offered to juniors and seniors only.

EARLY GRADUATION

Must follow the district graduation guidelines and be approved by the principal. (See policy)

REPEATING CLASSES

Any student needing to retake a failed course will complete the registration in the Empowerment Classroom. Online and live options are available.

GOOD STANDING

This means on track for graduation and maintaining a positive behavior and attendance record.

TRANSFER STUDENTS/CREDITS

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 schools will not be accepted until proficiency in the subjects claimed has been demonstrated.

Other paperwork 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.

DUAL CREDIT

All online and live dual credits must have a completed application, rigor contract and parent signature

TRANSFER STUDENTS/CREDITS

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 schools will not be accepted until proficiency in the subjects claimed has been demonstrated.

Other paperwork 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.

WITHDRAWAL

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.*

DISCIPLINE POLICIES

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**. 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.

GENERAL EXPECTATION

See Student Code of Conduct <http://www.lapwai.org/board/policy/500/500.php>

The **PBIS Plan** emphasizes teaching students to behave in ways that contribute to academic achievement, school success, and support a school environment where students and school staff are responsible and respectful.

The PBIS Plan will include: teaching school rules, reinforcing appropriate student behavior, using effective classroom management and positive behavior support strategies by providing early intervention for misconduct and appropriate use of consequences.

The educational purposes of the schools are accomplished best in a positive school climate that teaches, models, and reinforces student behavior that is socially acceptable and conducive to the learning and teaching process. There must also be a consistent continuum of consequences for ongoing student misconduct across the Lapwai School District.

One of our school improvement goals is to improve student behavior through **Positive Behavior Interventions and Supports (PBIS)**. To achieve this goal, three overarching rules have been adapted for our school: **Be Respectful, Be Responsible, and Be Safe**.

Below are the Lapwai Middle-High School PBIS behavior expectations. This matrix describes the expected behavior for every location on our school grounds. These behavior expectations will be taught explicitly, modeled, practiced, and positively reinforced. Students will be acknowledged for successfully managing these behaviors.

	<u>Be Respectful</u> <u>Qa'annin'</u>	<u>Be Responsible</u> <u>Timmíyunin'</u>	<u>Be Safe</u> <u>Namá'iyenin'</u>	Digital Citizenship
<u>All Areas</u>	*Follow directions quickly *Respect others and self (including property, clothing and language choices) *Treat others as you want to be treated	*Be here every day *Be on time *Leave personal items in locker (phones, iPods, iPads, mp3 player, all electronic devices)	*Make smart choices *Be bully-free in words and actions *Keep hands, feet, and objects to yourself * Inform an adult about Dangerous objects behaviors and substances	*Personal electronic devices (i.e. cell phones, headphones, smart watches, etc.) are turned off and left at home or in your assigned hallway lockers *Use social media off school grounds only

<u>Classrooms</u>	*Kind words and actions *Use quiet voices *Follow directions quickly - Use listening active listening skills	*Make smart choices *Do your best *come to class prepared *Listen respectfully - Use break times responsibly - Leave backpacks, purses, makeup bags etc....	*Follow class rules *Leave class with permission *Stay in assigned area *Leave chair and desk legs on floor.	*Personal electronic devices are turned off and left at home or in lockers *Class work is completed on school devices only
<u>Passing Areas</u> (Hallways, stairs, foyer, sidewalks, breezeway)	*Use quiet voices *Hands & feet to self *Use kind and appropriate language	*Go directly to destination & back	*Walk safety with purpose	* Personal electronic devices remain turned off and in lockers except during lunch break
<u>Cafeteria/Lunch Break</u>	*Follow instructions of staff *Touch and eat your own food *Stay in line/ keep your place in line	*Food & drink in cafeteria only *Clean up your area *Stack up chairs (high school only)	*Drive safe(high school) *Stay in designated areas only	*Get your Personal electronic device out of your locker before going to the cafeteria *Follow school-wide technology use expectations during breakfast and lunch *Remember digital consent
<u>Outside Activities</u>	*Follow directions quickly *Play fair *Take turns and share equipment * use Positive behavior and language	*Respect, use and return equipment properly - Take care of facilities	*Follow same rules at lunch break *inform an adult about dangerous objects and behavior *Play safely *Stay in assigned areas	*Follow school-wide technology use expectations during recess and free-time *Remember digital consent
<u>Bathrooms</u>	*Respect privacy *Use quiet voices	*Flush the toilet *Wash your hands *Return to class quickly - Use sign out sheet - Report and inform safety/maintenance issues	*Walk *Throw trash away *Keep water & soap in sink	*Leave all technology outside of the bathroom areas (including cell phones)
<u>Gym</u>	*Follow adult instructions *Encourage others *Share equipment	- Respect, use and return equipment. *Follow Gym rules - Leave all food and drinks outside gym	*Play safely *Only in gym with adult supervision	*Leave technology outside the gym *Remember that all events in the gym are technology free
<u>Library</u>	*use quiet voices *Follow directions *Respect other's space	*Use star/bookmarker when picking out book *Respect, use, and return books and computers - Return books on time *Take care of books and computers	*Walk *Follow library rules *Supervised by adult	*Use technology appropriately, staying on assigned programs *Ask permission to visit sites *Handle technology with care *Responsibly log in and out of devices
<u>Bus/Pick-Up Zone</u>	*Follow bus drivers' and staff's directions *Respect others' space - Use quiet voices	*Carry your own things on and off the bus *Throw away your trash *Remain seated until it is time to get off	*Keep head and arms inside the windows *Keep feet and backpacks out of the aisle *Walk to and from the bus	*Respect others' digital privacy * Use headphones so that the bus driver can drive safely with no noise distractions

<u>Assemblies</u>	*Remain respectful to the presenter *Keep all electronic devices in locker during assemblies	*Enter and exit quietly *Pick up trash on way out *Follow gym rules	*Remain seated *Walk with class *Stay with class	*Devices in lockers *Still in school, so assemblies are treated as a classroom
<u>Emergencies</u>	*Listen and follow directions quickly * use quiet voices	*Be alert *Provide assistance if asked	*remain calm *Stay quiet *Walk with class	*Follow Emergency Procedures *Do not stop at lockers *Devices stay in lockers
<u>Technology</u>	*Stay on right sites *Do not take photos or videos of others	*Safe searches only *School appropriate images only	*Make smart choices *Follow rules at all times *Inform adults of any inappropriate technology use	*Every Student know and follow Student Handbook Policies

CELL PHONES

Idaho has a “phone-free learning” act. Lapwai School District has an updated policy for cell phone use and other electronic devices- Student-owned Electronic Devices 503.14 (link here: <http://www.lapwai.org/board/policy/500/503.14%20Student-Owned%20Electronic%20Devices.pdf>).

By placing limits on the permissible use of such electronic devices, the Board intends to: Adopt policy in alignment with State Department of Education guidance on cell phones;

1. Promote student safety;
2. Support staff in maintaining an environment that encourages learning;
3. Reduce distractions in the learning environment;
4. Improve academic focus;
5. Promote responsible technology use;
6. Prevent cyberbullying;
7. Mitigate the privacy concerns posed by personal electronic devices

This policy shall apply to any electronic device not issued by the District that is capable of accessing the internet or sending an electronic message to another device, such as smart phones, other cell phones, tablets, laptops, e-readers, and smart watches.

Any use of an electronic device required by a student’s 504 Plan or Individualized Education Plan (IEP) shall be permitted regardless of whether it would otherwise violate this policy.

Students may use a personal electronic device in the case of an emergency to contact help. In this policy, an emergency is an event that poses an immediate threat to the health or safety of any person or a risk of damage to property. If a student needs to use a personal electronic device in such an emergency, they should ensure they are in as safe a location as is feasible.

If a student’s parent/guardian or their designee needs to contact a student in the case of an emergency at a time when student cell phone use is not permitted, the parent/guardian or designee should call the school office and ask staff to relay the message or bring the student to the office to speak with the parent/guardian or designee by phone or in-person.

Restrictions on Time and Location of Use

Students are prohibited from using cell phones in the following times and places:

1. During class time;
2. During passing periods;
3. In bathrooms, locker rooms, or changing rooms

Students are permitted to use cell phones in the following times and places:

1. Before and after the school day;
2. During lunch;

All forms of social media during school hours are strictly prohibited

Containment of Devices- When use of personal electronic devices is not permitted, such devices must be:

1. Stored in the student's locker;
 2. Students on a cell phone contract are required to turn their phone into the school office
- The Superintendent may set further procedures and schools may set additional rules to ensure this policy is followed. Students are responsible for safeguarding devices they bring to school. The District shall not be responsible for loss, theft, damages, or destruction of student owned devices brought onto school property.

Use of Devices

Any use of personal electronic devices at school or at school events shall comply with Policy

503.12 Internet Acceptable Use and 503.12.1 District Provided Access to Electronic Information, Services and Networks. Student-owned electronic devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.

Access to the devices is a privilege and not a right. Each student will be required to follow the Acceptable Use of Electronic Networks Policy and the Internet Access Conduct Agreement.

The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms, and classrooms. Where students are allowed to use electronic devices, they are required to obtain permission before taking a photograph or video of any individual.

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on any student assessment, project, or assignment shall be subject to discipline.

Disciplinary Action

Students violating the provisions of this policy are subject to disciplinary action, which may include losing the privilege of bringing the device onto school property, detention, and/or confiscation of the device until it is retrieved by the student's parent/guardian. If a student or a parent/guardian wishes to appeal such disciplinary action, they can do so by submitting a written request for appeal to the building principal within 5 school days. If the decision being appealed was made by the building principal, the appeal may instead be made to the Superintendent.

Violation of this policy may also result in suspension or expulsion.

Implementation & Review of Policy

The Board directs the Superintendent or their designee to inform staff, students, and parents/guardians about this policy and how it will be implemented. The Board also directs the Superintendent or their designee to develop practices that reinforce the importance of and ways of addressing:

1. Digital literacy lessons;
2. The effects of cyberbullying;
3. Privacy concerns; and
4. Online disinformation.

The Superintendent shall report to the Board each year about the effectiveness of this policy and shall recommend changes to it as needed.

DRESS CODE

The purpose of a dress code is for students to be dressed appropriately to encourage learning. Good judgment should be used in choosing clothing to be worn to school. We will also teach all students to treat each other with respect.

- No clothing, hats or equipment that promotes drugs, alcohol, tobacco, violent acts, lewd or sexual themes which are offensive, degrading or demeaning. Such clothing may be confiscated or you'll be asked to change clothing. Example: No cookies, backwoods, or playboy.
- No gang or hate group attire (hats, bandanas, rags, colors, shoelaces, chains-except one wallet chain of 12 inches or less) and any other clothing that is deemed gang related by the SRO or school administration.

- No articles of clothing showing midriffs, bare backs or spaghetti straps.
- No undergarments should be visible.
- Shorts and skirts need to be an appropriate length (fingertip length).
- No clothing or accessories that are potentially dangerous (spikes, etc.)
- Tube tops, sheer fabrics and halter tops are not considered appropriate dress for school.
- Inappropriate tattoos must be covered.
- Hoods and ski masks are not permitted at school.
- No face paint is allowed as attire.

Dress Code Violation Consequences:

Step 1. The student will be directed to the office to change to appropriate dress.

Step 2. Parents will be notified.

Step 3. After repeated violations, students will be subject to disciplinary action.

BULLYING/HARASSMENT

Bullying is when one or more people cause physical, verbal, or emotional harm to another. To help all students feel safe at school, we have a concerted effort to stop bullying.

Lapwai Middle-High School does not tolerate bullying or harassment, and is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, cyber bullying, or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated.

Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, cyber bullying or menacing in violation of this policy is encouraged to immediately report his/her concerns to a teacher; his/her immediate supervisor; to the building principal; or to the superintendent.

Discriminatory Bullying and Harassment is defined as communication which can be verbal or nonverbal, physical conduct, and/or communication occurring through media/electronic devices which has the purpose of substantially and unreasonably interfering with an individual's education, or of creating an intimidating, hostile, or offensive educational environment.

Students and staff are guaranteed protection from harassment based on:

Race	Gender identity
Color	Sex
National origin	Pregnancy
Culture	Sexual orientation
Age	Religion
Creed	Disability
Familial status	Status with regard to public assistance
Other status protected by applicable law	

Examples of harassment include, but are not limited to:

-Verbal abuse, offensive language, derogatory words, slurs

-Threats or intimidation

-Negative stereotyping

-Jokes and comments

-Gossip about someone's protected class status.

-Obscene gestures or leering

-Written or graphic materials or objects, pictures, or other media placed on or circulated within the school premises that are offensive, insulting, or demeaning.

-Cyber or electronic harassment.

Freedom of expression does not include the right to intentionally and maliciously aggravate, intimidate, ridicule or humiliate another person.

RESPECTFUL LANGUAGE

In addition to the above policy, students and staff are expected to use respectful language which honors the professional atmosphere of the school. Respectful language excludes expletives, obscene gestures and foul language used to shock or upset students and staff. At all times, students and staff are expected to maintain a professional, safe environment.

WILDCAT CARES REPORTING: The email wildcatcares@lapwai.org is for students and guardians to email any concerns at any time. The email goes to a select group of staff who can coordinate supports and investigations. If an incident is reported after hours, this email can be utilized to give the school information.

<http://www.lapwai.org/board/policy/500/506.12%20Bullying%20Awareness.pdf>

<http://www.lapwai.org/board/policy/500/506.13%20Hazing,%20Harassment,%20Intimidation,%20Bullying,%20Cyber%20Bullying,%20Menacing.pdf>

<http://www.lapwai.org/board/policy/500/506.13F%20Hazing,%20Harassment,%20Intimidation,%20Bullying,%20Cyber%20Bullying%20Menacing%20Form.pdf>

COMPLIANCE WITH RULES

CRIMINAL ACTS

The following acts are among those defined as criminal under the law in the State of Idaho. Police may be involved in addressing any of these concerns:

1. **Assault-** Physical threat or violence toward staff or students
2. **Bomb Threats-** Student(s) calling in a bomb threat may be convicted of a felony and subject to penalty in the state penitentiary.
3. **Extortion or Coercion-** Obtaining money or property by violence or threat of violence, or forcing a person to do something against his/her will by force or threat of force
4. **Possession** of firearms, weapons, or explosives
5. **Sale, use or possession of alcohol or drugs**
 - a. Lapwai Middle/High School is committed to a drug-free environment. Students suspected of being under the influence of any drug during school, on school property, or at any school function will be isolated, based on "reasonable suspicion." If students are determined to be "under the influence," parents/guardians will be contacted, along with law enforcement.
 - b. It is the policy of the Lapwai School District that a student shall not possess, use, sell, transmit, traffic in, or be under the influence of illegal/controlled substances on the school grounds or while attending a school activity. It is the policy that any student who uses, sells, transmits, or traffics in any substance that is subject to this policy shall receive professional assistance. Lapwai Schools will follow Idaho law and Board Policy when assisting students with drug/alcohol concerns. A student who brings drugs and/or alcohol to school or who is under the influence of drugs and/or alcohol may be subject to the following discipline and/or suspension or expulsion at the discretion of the School Board.
 - i. 1st Offense: 5 days out-of-school suspension and may be required to appear before the Board for possible expulsion.
 - ii. 2nd Offense: 10 days out-of-school suspension and may be required to appear before the Board for possible expulsion.
 - iii. 3rd Offense: Recommendation for expulsion.
6. **Sexual harassment/abuse-** Unwanted, inappropriate touching, teasing, and/or threatening. An incident report will be filed; parents will be notified
7. **Tampering with security systems and/or fire alarms**
8. **Theft-** Stealing property of the school or of another person or aiding or abetting such stealing
9. **Trespass by Students-** Being in an unauthorized place under school jurisdiction and/or refusing to leave when ordered to do so
10. **Unauthorized use of Firearms, Dangerous Weapons, or Explosives**
11. **Vandalism, arson, malicious destruction of school property**

-Students are responsible for the proper care of all school property. Students who damage school property will be expected to pay for the damages. The amount owed will be the costs to repair or replace damaged property. Disciplinary action may be taken by the school and/or law enforcement.

DISCIPLINARY ACTIONS

A universal consequence system will be a clear and observable system of behavior checks. By having a physical, step-by-step consequence system students will be held accountable for their actions and teachers will be accountable to give consistent and fair consequences. This universal consequence system will provide adequate documentation necessary for discussion with parents and problem-solving on a school level. With a consistent system among staff, it will be easier to prioritize large-scale improvements at the school.

1. Each teacher will have a system of **THREE warnings for behavior**. Each warning will produce a leveled consequence.
2. Each teacher will have a **PHYSICAL display** of the consequence system.
3. All warnings and leveled consequences (whether administered by teachers or administration) must be **expected and consistent**.

Warning 1: Verbal Warning

Warning 2: Verbal Warning PLUS Corrective Teacher Intervention

Warning 3: Verbal Warning PLUS Corrective Teacher Intervention

Write Up 4: Write-Up with Corrective Teacher Interventions noted

SEARCH AND SEIZURE

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.

ACADEMIC HONESTY

Academic honesty is a fundamental value in our school community. It ensures that students' grades reflect their own learning and abilities, and helps build integrity and trust among students, teachers, and families. Academic dishonesty undermines the purpose of education and denies students the opportunity to develop true knowledge and skills.

Definition of Academic Honesty

Academic honesty means producing and submitting work that is entirely your own, acknowledging the ideas and words of others, and following all rules for assignments and assessments. It includes:

- Doing your own work on assignments, tests, and projects
- Properly crediting sources when using someone else's ideas, words, or work
- Following teacher instructions about when collaboration is allowed

Key Responsibilities and Expectations

Student handbooks typically outline the following responsibilities and expectations regarding academic honesty:

- Complete original work and avoid any form of misrepresentation or falsification of data.
- Use appropriate citation and referencing methods when incorporating ideas or words from others.
- Seek clarification from instructors when expectations are unclear.
- Collaborate only when permitted and acknowledge the contributions of others.
- Prevent others from using your work, such as by protecting digital files.
- Follow all examination protocols and regulations, including the use of authorized aids only.

Examples of Academic Dishonesty

Academic dishonesty includes, but is not limited to:

- Copying another student's answers on tests, quizzes, or homework, or supplying them to others
- Plagiarizing—using someone else's words, ideas, or work without proper acknowledgment
- Securing or sharing copies of tests or quiz questions in advance
- Using unauthorized aids during exams (notes, cell phones, devices, etc.)
- Falsifying data or documents (such as signatures, research, or attendance)
- Allowing another student to copy your work
- Submitting the same work for credit in more than one class without teacher permission

Student Responsibilities

- Complete all work honestly and independently unless collaboration is specifically allowed
- Ask teachers for clarification if unsure whether help or collaboration is permitted
- Properly cite all sources of information, including text, images, and ideas from others
- Report any observed academic dishonesty to a teacher or administrator

Consequences for Violations

Consequences for violating the academic honesty policy may include:

- Damage to reputation, loss of trust from instructors and peers, and diminished opportunities for future employment or academic advancement.

- Further disciplinary action for repeated or severe offenses, which may include failing the course, loss of awards or honors, and ineligibility for recommendations
- Receiving a zero on the assignment or exam in question.
- Failing the course, which can negatively impact GPA and delay graduation.
- Academic probation for repeated offenses.
- Beyond formal penalties, academic dishonesty may also have long-term ethical and social consequences, such as developing a habit of dishonesty and undermining personal integrity.

Be Proactive:

- Ask for academic support or advice if facing difficulties that might tempt you to cheat.
- Use available resources, such as citation guides and plagiarism prevention tools, to uphold integrity.
- Understand that upholding academic honesty is essential for authentic learning and long-term success.

PHONE-FREE LEARNING ACT

A phone-free learning environment in middle and high schools offers several key benefits in the classroom:

1. Increased Focus and Academic Performance-Banning cell phones reduces distractions, helping students concentrate better on lessons. Research from the London School of Economics found that schools with phone bans saw a 6.4% improvement in test scores, especially benefiting low-achieving students who are more easily distracted. Teachers also report more engaging conversations and classroom participation when phones are not present.
2. Reduction in Cyberbullying and Discipline Issues-Cell phone bans limit opportunities for cyberbullying during school hours, which is common among middle and high school students. This leads to fewer discipline problems and violent behaviors linked to social media conflicts. Schools with no-phone policies have observed improved student behavior and safety.
3. Encouragement of Social Interaction-Without phones, students interact more face-to-face during breaks and class time, fostering social skills and deeper peer relationships. This is important for adolescent social development and helps build communication and emotional intelligence.
4. Improved Mental Health and Well-being-Excessive phone use is linked to anxiety, depression, and stress in adolescents. Removing phones during school hours gives students a break from social media pressures and unhealthy comparisons, reducing anxiety and promoting mindfulness.
5. Support for a Positive School Culture-Schools implementing no-phone policies report a more positive overall school culture, with students engaging more in extracurricular activities and real-life interactions rather than withdrawing into their devices.

INTERSCHOLASTIC ACTIVITIES

ATHLETICS

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 6-12 for all rules and regulations governing student athletics.

<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
HS Wrestling		MS Wrestling		High School Golf

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).

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, IHSAA, or any other NFHS member school. These rules will be strictly enforced.

From the IHSAA 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 IHSAA 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 unsportsmanlike behavior will be subjected to the following actions:

1. Verbal warning by administration.
2. Asked to leave an athletic event/activity and not allowed back for 24 hours.
3. Asked to leave athletic events/activities 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. *(For example, if it happens at the state track, then person/persons will not be allowed to attend fall sporting events.)*
4. Asked to leave athletic events/activities and not allowed back to any Lapwai School District sponsored or participating event. (Notification will be made to the White Pine League, IHSAA 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.

CLUBS

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

- **Activities under IHSAA**
- **Lapwai Athletic Leadership Team includes: Dr. Aiken, Superintendent; Ms. Sobotta, Principal; & Athletic Director, Ms. Grunenfelder**
- **Business Professionals of America (BPA) (Bradley Peterson)**
 - 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 (Tena McKim)**
- **Indian Club (Jenny Williams)**
- **Student Council**
 - o Representatives of each grade level compose the Student Council. They meet twice a month on Wednesday at lunch.
- **Upward Bound (Wyatt Calkins)**
 - 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**

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.
- Any staff who will fundraise will go through a training with the bookkeeper with directions on appropriate processes, procedures, and filling out reconciliation forms correctly.
- 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.

SUPPORT SERVICES

EMPOWERMENT ROOM

The Empowerment Room serves as a restorative, academic, and social-emotional support space designed to meet the diverse needs of all students. It empowers students to make positive life decisions, set and achieve personal goals, and develop the confidence and resilience needed for lifelong success. Academically, the room provides access to college dual credit courses, credit recovery, online coursework, and Zoom conferences, allowing students to engage in advanced learning opportunities while receiving personalized support. Whether used as a quiet place to decompress, a workspace for high achievers, or a supportive space for students navigating personal challenges, the Empowerment Room offers a flexible, student-centered environment. It is a key component of Lapwai School District's commitment to meeting the full range of student needs—academic, social, emotional, and behavioral. This space helps ensure every student has the tools and opportunities to reach their full potential and become positive leaders in their communities.

Academic Support Space

This space is designed to help students thrive academically. It offers access to:

- College dual credit courses
- Credit recovery programs
- Online coursework and virtual instruction
- Zoom conferences for academic support- Students work alongside peers and staff to meet rigorous academic goals, gain college readiness skills, and earn credit toward graduation- all while receiving the individualized support they need to succeed.

Social-Emotional Support Space

The Empowerment Room promotes personal growth by teaching students to make positive decisions, build self-respect, and set goals for their future. It is a safe and supportive space where students can receive guidance, reflect on their strengths, and learn how to manage challenges in healthy, productive ways.

Empowering Every Aspect of the Student

As part of Lapwai School District's commitment to serving the whole child, the Empowerment Room is supported by strong partnerships with the Nez Perce Tribe and local health providers. Whether students need academic help, a quiet place to reflect, or personal support, the Empowerment Room is designed to meet the full range of their needs—ensuring they are empowered to grow into confident, successful leaders in their communities.

DRIVERS 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.

AFTER SCHOOL PROGRAM

The After School Program is held weekly, Monday through Thursday from 3:15 to 5:15 PM. Students can attend and have extra time to work on assignments and to get tutoring help. Students who have attendance goals, are failing a class, are at risk of losing credit due to attendance, or are not eligible for athletics due to grades are highly encouraged to attend the ASP. Some students may sign a learning contract and be required to attend the ASB.

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.

SCHOOL RESOURCE OFFICER

To help facilitate a safe, drug-free school, a School Resource Officer (SRO) with the Nez Perce Tribal Police Department will be on campus daily. The SRO program deals with crime, crime prevention, and young people. It is administered on a cooperative basis between the school district and the Nez Perce Tribe Police Department.

MINUTE OF SILENCE

Idaho Code requires 60 seconds of silence for all grade levels in all schools at or near the beginning of each school day. 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. Staff shall not direct students regarding the nature of any reflection the students may choose to engage in during this time.

APPENDIX B Internet Use Agreement

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:
 - o Be polite. Do not get abusive in your messages to others.
 - o Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - o Do not reveal your personal address or phone number or that of any other person.
 - o Note that electronic mail (E-Mail) is not guaranteed to be private.
 - o 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:

- o Restricted network access.
- o Loss of network access.
- o 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.

APPENDIX F Digital Citizenship

Lapwai Middle/High School

500 Willow Ave, 230 Main Street, Lapwai, ID 83540

(208) 843-2241 · Fax: (208) 843-5289

DIGITAL CITIZENSHIP RESPONSIBILITIES & EXPECTATIONS



Hello Lapwai Parents and Students,

Lapwai Middle/High School Year 2026-27 no student cell phones or earbuds, air pods, or Bluetooth headphones will be allowed to be in use in classrooms during the school day, for ANY reason.

Cell phones must be on silent and stored inside lockers. Phones may only be accessed before and after school and at lunch. Earphones that are wired and plugged into the laptop, may be used if needed for coursework upon approval of the classroom teacher.

During class, students may NOT use their phones for calculators, to check the time, music, to read a book, to check their grades, or for any other reason. If there is a medical reason to use a cell phone, that will be allowed per a 504 or health plan.

Thank you for your support in eliminating recent cell phone concerns including bullying, harassment, and distractions from learning.

-Lapwai Middle-High School Administration and Staff

I have read and understand the cell phone policy.

Student Signature/Date

Guardian Signature/Date

APPENDIX G Student Handbook Agreement

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