

Clark Fork Jr/Sr High School Handbook.....2

 Mission Statement2

 Philosophy and Goals.....2

 Welcome2

 School Administration3

 Library Services3

 Teaching Staff.....3

 Support Staff.....3

 Board of Trustees3

 Calendar for 2008 – 2009.....4

 Regular Bell Schedule4

 Wednesday Bell Schedule (1st Wed of each month).....4

 Assembly Bell Schedule5

 Associated Student Body Officers 2008 - 2009.....5

 Interscholastic Sports5

 School Activities Philosophy.....5

 Equity Issues6

 Compliance Reviews7

 Eligibility Requirements8

 Cooperative Programs.....8

 Activities Transportation Rules9

 Activities Conduct Rules9

 Penalties for Major Rules:.....10

 Penalties for Minor Rules.....10

 Due Process:10

 General Information10

 Guidance and Counseling13

 District Attendance Requirement.....15

 Attendance Policy15

LAKE PEND OREILLE SCHOOL DISTRICT #84 Page 1 of 3.....15

 Home Bound Student18

 Tardy Policy at Clark Fork Jr/Sr High School18

 Truancy Policy – LPOSD 84.....18

 Student Conduct and Discipline Policy at Clark Fork Jr/Sr High School (Reference Board Policy 504.1)20

 Description of General Disciplinary Consequences21

 Weapons Policy – LPOSD 84.....24

 Drug, Alcohol, Tobacco Policy 504.7.....25

THIRD OFFENSE - ALL GRADES28

 Student Harassment Policy 504.8AP29

LAKE PEND OREILLE SCHOOL DISTRICT #84 Page 1 of 2.....29

 Technology30

 Student/Parent Sign Off Sheet – read Handbook32



The Clark Fork JR/SR High School administration may revise this handbook at any time by updating and reposting this web page. You should visit this site from time to time for current updates in school policy and guidelines.

Clark Fork Jr/Sr High School Handbook

Mission Statement

Clark Fork Jr/Sr High School is a caring community of lifelong learners working together towards excellence.

Philosophy and Goals

We Believe:

1. Schools must foster a safe physical and emotional learning environment.
2. Teachers must recognize each student as unique and valued for his/her physical, social, emotional, and intellectual needs.
3. All staff must maintain order and discipline in the classroom and the rest of the campus.
4. Everyone must teach and model the basic values of honesty, self discipline, respect for authority, and a positive work ethic.
5. Students must be taught effective communication skills promoting mutual understanding and growth and, in turn, academic excellence.
6. A curriculum supporting individual academic excellence must be in place in all classrooms.
7. All students must be prepared with the necessary skills to succeed in the changing workforce.
8. Current technology must be implemented throughout the curriculum.
9. The entire school and community of Clark Fork must share the passion and responsibility in the development of producing responsible, productive citizens.

Welcome

Welcome to Clark Fork Jr/Sr High School – Home of Wampus Cat Pride! The teachers and staff are looking forward to an exciting and enjoyable school year. We at Clark Fork Jr/Sr High are dedicated to delivering innovative instruction, supporting academic and extra-curricular activities, and providing opportunities that help our students reach their fullest potential. Check our clubs, activities, and sports events.

We encourage you to be involved. You are an integral part of this school! Please read this student handbook. It is filled with information that will help you to have a successful secondary school career. If you have any questions, please don't hesitate to ask a member of the Clark Fork staff. We'll be happy to help you! Have a wonderful experience.

School Administration

Principal	Phil Kemink
Office Manager	Sherry Witcraft
School Counselor	Sandy Maras
Athletic Director	Brian Arthun

Library Services

Library Technician	Claudya Greig
--------------------------	---------------

Teaching Staff

Band	Ryan Dignan
Business/Economics	Brian Powell
English/Language Arts.....	Delores Matthews
English/Speech/History.....	Bill Schwerin
Government/Social Studies	K.C. MacDonald
Industrial Technology	Gary Quinn
Junior High.....	Adriane Ineck
Junior High.....	Megan Olson
Mathematics	Larry Smith
Physical Education.....	Brian Arthun
Sciences	Martin Jones
Spanish	Mike Turnlund
Special Services	Darlene Harms

Support Staff

Kitchen Manager	Paddy Foote
Custodian	Brenda Haase
Custodian	Ed Foote
Office and Detention Aide	Barb Holub
Special Services Aide	Darlene Wells
Special Services Aide	Debbie Weber

To email any school staff member, type their first name, followed by a period, followed by their surname, followed by the @ symbol, followed by lposd.org. For example, to email Principal Phil Kemink, email to Phil.Kemink@lposd.org.

Board of Trustees

Vicki Pfeifer, Chairman	208-265-5690	vpfeifer@norlight.org
Mindy Cameron, Vice-Chairman	208-263-1157	mindycameron@gmail.com
Melanie Snider, Zone 1 (Hope, CF)	208-255-7323	melaniesnider@dishmail.net
Joan Fish, Zone 3	208-263-9027	Joan.fish@hughes.net
Steve Youngdahl	208-265-0265	sfs@sandpoint.net

Calendar for 2008 – 2009**AUGUST**

August 27-29 Professional Teacher Work Day (Non-Student Day)

SEPTEMBER

September 1 Labor Day (Holiday)

September 2 First Day for Students

OCTOBER

October 2-3 Professional Staff Development Days (Non-Student Days) October 31 End of 1st Quarter (Non-Student Day)

NOVEMBER

November 5 Parent/Teacher Conferences (1 Hour Early Release)

November 6 Parent/Teacher Conferences (Non Student Day)

November 7 Professional Teacher Work Day (Non-Student Day)

November 27-28 Thanksgiving Break

DECEMBER

December 22 Winter Break Begins (No School Dec 22 – Jan 2)

JANUARY

January 5 School Resumes

January 19 Martin Luther King Day (Holiday)

January 26 End of 2nd Quarter/1st Semester (Non-Student Day)

FEBRUARY

February 16 President's Day (Holiday)

MARCH

March 27 End of 3rd Quarter (Non-Student Day)

March 30-April 3 Spring Break (No School)

APRIL

April 6 School Resumes

MAY

May 25 Memorial Day (Holiday)

JUNE

June 5 Graduation

June 9 Last Day of School for Students (2 Hour Early Dismissal)

June 10 End of 4th Quarter/2nd Semester (Professional Teacher Work Day, Non-Student Day)

Regular Bell Schedule

Breakfast Break	7:40 – 7:55
Block 1	8:00 – 9:30
Block 2	9:35 – 11:05
Block 3	11:40 – 1:10
Block 4	1:15 – 2:45

Wednesday Bell Schedule (1st Wed of each month)

Breakfast Break	7:40 – 7:55
Advisory	8:00 – 8:30
Block 1	8:35 - 9:55
Block 2	10:00 – 11:20
Block 3	12:00 – 1:20
Block 4	1:25 – 2:45

Assembly Bell Schedule

Breakfast Break	7:40 – 7:55
Block 1	8:00 – 9:15
Block 2	9:20 – 10:35
Block 3	11:10 – 12:25
Block 4	12:30 – 1:45
Assembly	1:45 – 2:45

Associated Student Body Officers 2008 - 2009

School President	Stetson McElhane	Sophomore Class Vice-President	TBD
School Vice-President	Mackenzie Quiroz	Sophomore Class Sec/Treasurer	TBD
School Secretary	Lacey Buxton	Freshman Class President	Stillman Berkley
School Treasurer	Jessica Cope	Freshman Class Vice-President	Laray Stoffels
Senior Class President	Bailey Hewitt	Freshman Class Sec/Treasurer	TBD
Senior Class Vice-President	Zach Anderson	8th Class President	TBD
Senior Class Secretary	Claire Christy	8th Class Vice-President	TBD
Senior Class Treasurer	Jacob Barber	8th Class Sec/Treasurer	TBD
Junior Class President	TBD	7th Class President	TBD
Junior Class Vice-President	TBD	7th Class Vice-President	TBD
Junior Class Sec/Treasurer	TBD	7th Class Sec/Treasurer	Cierra Piazza
Sophomore Class President	Zara Palmer		

Interscholastic Sports

Varsity Football with Head Coach Brian Arthun and Assistant Coach K.C. MacDonald

Junior Varsity football with Coach K.C. MacDonald

Junior High Football with Coach Randy Heller

Varsity Volleyball with Head Coach Carolyn Speelmon

Junior Varsity Volleyball with Coach Melvin Speelmon

Junior High Volleyball with Coach – TBD

Varsity Girls and Boys Cross Country with Head Coach Megan Olson

Boy's Varsity Basketball with Head Coach Melvin Speelmon

Boy's Junior Varsity Basketball with Coach Corey Vogel

Boy's Junior High Basketball with Coach William Nietman

Girl's Varsity Basketball with Head Coach Dexter Vogel

Girl's Junior Varsity Basketball with Coach – TBD

Girl's Junior High Basketball with Coach Mark Rocha

Varsity Tennis with Head Coach Mary Jo Lambert/Mariah Armstrong

Boy's Varsity Track with Head Coach Frank Hammersley

Girl's Varsity Track with Head Coach Megan Olson

Junior High Track with Coach Brian Arthun

Extra-Curricular Activities (CODE NO: 507.6AP)

School Activities Philosophy

Extra-curricular activities are an important part of the overall educational program. Activities provide additional learning experiences, which are not readily provided in the classroom. The major emphasis shall be on teaching our young people. We do not subscribe to the "win at any cost" theory. Activities shall be primarily for the benefit of the students who participate. The activities and contests shall be psychologically sound and tailored to the physical, mental, and emotional maturity levels of youth participating in them. Participation in activities is a privilege granted to those students who meet the minimum standards of eligibility adopted by the Idaho High School Activities Association and those set by Lake Pend Oreille School District No. 84. The purpose of this Activities Code is to provide for equitable and consistent administration of various programs.

Equity Issues

The Lake Pend Oreille School District is committed to providing quality athletic programs to all interested students on an equal basis. The District believes that gender equity is an integral part of an activities program. The District is aware of the intrinsic value of a properly conducted interscholastic athletic program for both girls and boys.

Listed below are policy statements and specifics related to the nine areas on which compliance reviews may be conducted.

- **Accommodation of Interest and Ability**

The District does show a history of adding sports at the sophomore and junior varsity levels and promoting participation when numbers are not substantially proportionate.

The District conducts a student athletic interest survey each year in grades 7-12.

The District does have a "cut" policy when necessary that is the same for both boys and girls.

- **Equipment and Supplies**

It is the practice of the District to provide safe, quality equipment and supplies to both boys and girls teams on an as needed basis.

Storage space is equitable for both genders.

Access to supplies and equipment and managerial services are provided on an equal basis.

- **Scheduling**

In like sports, an equal number of games are scheduled at all levels for both the boys' and girls'.

Boys and girls teams share prime time slots during contiguous seasons: i.e., football, volleyball and basketball.

Equivalent practice times are offered to both genders at on-campus sites when facilities are available.

- **Travel and Per Diem**

It is understood that in like sports, the mode of transportation to games and tournaments will be equivalent.

Provision for food allowances differ from sport to sport depending on budget and booster support. In like sports, equivalent treatment will be given to both genders regarding meal allowance.

During travel, the housing standard will be equivalent for both genders.

- **Coaches**

The same standards apply when hiring coaches for either boys' or girls' sports.

Like sports have the same number of coaches. Coach to student ratio is the same for both genders.

Coaches of girls' and boys' teams receive equivalent compensation.

- **Locker Rooms, Practice and Game Facilities**

It is the policy of the District to provide locker rooms, practice and game facilities to both boys' and girls' in an equitable fashion.

The competitive facilities for boys' and girls' are equivalent in every sport area except softball. We are working to correct these deficiencies. These deficiencies include:

- Daily monitoring of field conditions by city and school district to remedy any deficiencies - Ongoing
- Wind breaks for open dugouts. Completed April 2010
- Portable Scoreboard at Travers Field Completed April 2010
- Portable Home Run Fence installed at Travers Field during girl's fast pitch season. Completed April 2010
- At the conclusion of each sport season, the district will survey coaches and participants with regard to equivalent facilities to evaluate any deficiencies that may occur. -Ongoing

• **Training Facilities and Service**

It is the policy of the District to provide medical and training facilities and service on an equitable basis to both boys and girls sports.

Athletic Trainers cover boys' and girls' practices and games in an equitable fashion.

Access to weight rooms, strength and conditioning classes are offered to both boys and girls in an equitable fashion.

NATA certified trainers service both boys' and girls' teams in an equitable fashion.

• **Publicity**

It is the policy of the Lake Pend Oreille School District to provide publicity services to boys' and girls' interscholastic teams in an equitable fashion.

All publicity resources at the District or individual school level are available to girls' and boys' teams on an equitable basis.

• **Support Services**

The Lake Pend Oreille School District and individual schools are committed to providing equitable administrative, secretarial and clerical support services to both girls' and boys' interscholastic athletic programs.

Both boys' and girls' coaches have equivalent office space, equipment, access to telephones, and computers.

Compliance Reviews

Compliance reviews will be conducted on all district facilities and address any problems that may result from surveys and/or interested parties' input on a periodic or yearly basis.

Student Athletic Interest Survey: The purpose of the survey is to ensure the total athletic program provides all athletes an equal opportunity to compete in a meaningful way. This survey contains no information that identifies the student athlete and will be conducted on a yearly basis. Students are not required to participate in this survey, but we encourage each student to complete the survey. The degree of student interest or lack of interest in athletic activities will be used to help determine what sports will be offered by the district. It is important that each student answer the questions carefully. A copy of the survey may be obtained for review from the Title IX Coordinator or Activities Director at each middle or high school.

Student/Coach Athletic Facility Survey: The purpose of the survey is to ensure that all student athletes are provided with equivalent treatment, benefits, and opportunities with respect to locker rooms, practice and competitive facilities. This survey contains no information that identifies the student athlete or interested party and will be conducted at the conclusion of each sport season. Respective coaches and student athletes will participate voluntarily, but we encourage each to complete the survey. The degree of interest or lack of interest in the review will allow student athletes and other interested parties to communicate any potential inequities in the provision of the competitive facilities, practice facilities, and locker areas. It is important individuals answer the questions carefully. A copy of the survey may be obtained for review from the Title IX Coordinator or Activities Director at each middle or high school.

Title IX Compliance Review Committee: The purpose of the committee is to ensure the Lake Pend Oreille School District provides quality athletic programs to all interested students on an equal basis. The committee, under the direction of the Title IX Coordinator, usually the superintendent or their designee, will review all information related to equity issues, Title IX compliance and complaints. Members of the committee will consist of:

1. Parents (2)
2. Activities Director
3. Building Administrator
4. District Administrator
5. Club/Sport/Booster Representative
6. Student Athlete Representative rotating among each sport
7. Coach Representative rotating among each sport.

Each member will serve a two year term, and attend three meetings per year at the end of each sports season, fall, winter and spring. Reviews will include on-site visits and review of interest and facility surveys. Recommendations will be made to the Lake Pend Oreille School District Board of Trustees for adoption in the district student athlete handbook.

Eligibility Requirements

1. The participant will maintain passing work in all classes (no F's) and maintain a minimum GPA of 2.167.
 - a. The GPA will be computed based upon the current semester average.
2. Each participant in competitive athletic programs must have proof of insurance. If they do not have private insurance, they **must** purchase insurance through the school program.
3. Each participant must have completed the Interim Questionnaire form in full and have it on file in the Athletic Office. This form is good for one season of sport only. A new form must be turned in each season.
4. Each participant in a competitive athletic program or intramural sport must have passed a physical examination by a doctor of his/her choice upon entering high school and then again prior to the junior year.
5. Each participant in a competitive athletic program or intramural sport is required to purchase a student ASB card for the current year. Note: this means each player must have the card prior to the first game or competition.

Cooperative Programs

An application form must be completed by each school involved in the cooperative agreement and approved by the local School Board and the District One Board of Control before the IHSAA Board of Directors will consider the application. A separate application must be submitted for each activity.

Cooperative programs allow teams or individuals an opportunity to compete in IHSAA sanctioned activities in which they would not otherwise be able to compete. All member schools of the IHSAA are eligible to participate in a cooperative program. Cooperative sponsorship of any activity by two or more member schools is permitted in one of the following categories:

- a. Combined Cooperative Program: Students from more than one school combine to compete as one team. The combined teams' classification is determined by combined enrollments of the member schools involved. This program applies to football, volleyball, soccer, basketball, softball, baseball, competitive cheer, and dance/drill.
- b. Collective Cooperative Program: Students from more than one school share resources, but must compete as representatives of their home school at District and State competition. School classification remains the same. This program applies to cross-country, wrestling, golf, tennis, track, the individual track event of pole vault, drama, debate and speech.

Application Process for Cooperative Programs:

1. Principal or Athletic Director of requesting school must submit their application form to the cooperating school's Athletic Director or Principal for initial approval.
2. A resolution stating the purpose for sponsoring a joint team or activity must be approved by the local School Board or Boards and accompany the application form to the IHSAA board of Directors.
3. The Principal or Athletic Director of the requesting school must request a letter of approval from the IHSAA District 1 Board of Control to accompany the application to the IHSAA Board of Directors. In order to meet the IHSAA Board of Directors deadlines, steps 1-3 must be completed for fall activities by May 1st; for winter activities by September 10th; and for spring activities by November 1st.
4. Approval of the IHSAA Board of Directors.

Requests for cooperative programs shall be submitted to the IHSAA Board of Directors for fall activities by August 1st; for winter activities by October 15th; and for spring activities by January 15th. The IHSAA Board of Directors may, at its discretion, act on applications after these dates.

Activities Transportation Rules

Students shall travel as a group to all school sponsored activities on the school bus, except in extreme circumstances. Requests for any deviation shall be in writing by the parent/guardian of the student and shall be pre-approved by the school principal or designee a minimum of 48 hours prior to the event to be effective. Students are to travel home from all school-sponsored activities on the school bus unless picked up at the event by a parent or guardian. In that event, the parent/guardian **MUST** sign the student out with the coach (teacher) to **VERIFY** that they are taking the student home. Requests for students to be dropped off the bus at specific stops along the route home or to walk home from the school after being let off the bus following the event shall be in writing. The "Extra-Curricular Alternate Transportation Request" form, available from the coach or teacher in charge of the event, shall be completed and signed in its entirety and given to the coach prior to the event. The bus will let students off only at the following designated en-route sites:

Texaco Station at Athol	Shell Station at Pack River	Trout Creek Road
Westmond Store	East Hope Marina	Schweitzer Conoco
Sagle Post Office	Hope Peninsula	

***Parents and/or guardians are strongly urged to pick up students dropped off at these sites rather than have students drive home in a car left at the site. A violation of these transportation rules may result in the student being suspended from further participation in extra-curricular activities. Lake Pend Oreille School District is not responsible for students whose parents or guardians have chosen alternate means of transportation.

Activities Conduct Rules

Conduct Rules:

Violation of the following rules **WILL NOT** be tolerated from the beginning of the fall sports season until the end of the school year in the junior and senior high schools of Lake Pend Oreille School District #84.

Major Rules:

In the event of use, possession, sale, or distribution of drugs, alcohol, and/or tobacco, please refer to Board Policy 504.7BP. Participants shall have no conviction of criminal law and chronic or flagrant violations of civil law. For the purposes of this Policy, conviction shall include an actual conviction, whether or not the same is appealed, an admission of guilt, an Alford Plea, and a plea of guilty with a withheld or suspended sentence. Violations of civil law shall include, but not be limited to, a judgment entered against the alleged offender in civil court for injury or damage to person or property, or an admission of an act constituting a violation of another's rights or property, but shall not include civil infractions as the same are defined by Idaho code.

Minor Rules:

To attend, participate or practice in any activity, each student **must be in attendance for more than half the day (two blocks)** of such practice or contest. Any partial absence in that day must be an excused absence. A participant shall not skip class (truancy). If the student skips, he/she will automatically forfeit the privilege of competing in the next scheduled activity. Suspension (in-school or out-of-school) will result in the participant

automatically forfeiting the privilege of competing in their next scheduled contest after the completion of the suspension, as well as all contests and practices during the suspension. Other minor rules will be specified by individual coaches for their sport season.

Penalties for Major Rules:

First Violation – There shall be two options available for the first violation:

1. Elimination for the remainder of the available sports season.
2. Two (2) weeks suspension from games and the participant will be required to attend all practices but not be allowed to suit up or travel with the team. (The principal, with the advice of the Activities Code Committee, will decide if a more serious penalty is required).

Second Violation – The student athlete who violates the code for the second time in any school year will forfeit the privilege to participate for the remainder of that sport season and the next two consecutive seasons. For example, if a participant falls under this penalty in May, he/she will remain out of the sport until the next spring season.

Major Rules Investigation:

All rumors of suspected violations of the Activities Code will be investigated by the principal of the building involved. The principal will make every effort to arrive at the truth. Information concerning violations can come from many places. Coaches will be required to report all violations or rumored violations of the Activities Code to the school principal. Without parental cooperation, this Activities Code will not be effective. Interested patrons and students are encouraged to report violations or suspected violations of the Activities Code.

Major Rules Enforcement:

The Activities Code committee will be comprised of the building principal, the building athletic director, and a designated coach. The coach will serve on the committee for a full year. This group will review the findings of the investigation. The principal, with the help of the committee, will make a final determination.

Penalties for Minor Rules

The coach will determine all penalties for minor violations except those specifically covered by the Activities Code or School District Policy.

Minor Rules Investigation:

The coach involved will handle investigation of minor rule violations.

Minor Rules Enforcement:

The coach involved will handle enforcement of minor rules violations.

Due Process:

Lake Pend Oreille School District No. 84 herewith reaffirms its commitments to the fundamental principles of justice, due process, equal protection under the law, and redress of grievances. Therefore, no student will be denied these fundamental rights by any statement or rule contained within this activities policy/procedure.

Note: Each Head Coach will hold a meeting and go over this activities code, as well as his/her program rules, with parents and participants in the program.

General Information

Absences

If a student is absent from any class, he/she must approach and obtain missing assignments from missed classes the day he/she returns and not wait until the next scheduled class. (This policy is a result of the block schedule).

- **Any student that is enrolled in an online course MUST be present in the class for the entire block.**

Academic study session requirements

It is a strong belief of Clark Fork Jr/Sr High School that academics are a priority at our school. This belief is shared by both staff and community members. Due to this strong belief any student that is performing below 70% in any class will be required to attend a mandatory study session. This session will be held at school, beginning at 7:30AM and ending at 7:55AM. If at anytime a student can not attend the morning tutorial a make up session will be provided at lunch time that same day. In the event a student fails to attend a daily session it will be considered a level one infraction and appropriate disciplinary actions will be taken.

Assemblies

Assemblies serve to generate school pride and spirit as well as conduct student body and school business. Students will sit with their assigned class. All students are expected to attend the assembly or report to another designated area on campus. No one will be excused without a prior written note or telephone confirmation from a parent/guardian.

Associated Student Body/Student Council

This organization is to give elected representatives an opportunity to learn, understand, and practice leadership principles in those areas of the school program in which students may take action.

Bulletins and Announcements

General information of the day and specific instructions are made available to every classroom via a daily bulletin. It will also be posted daily at the office window. All notices to be placed in the bulletin must be approved by the advisor or an administrator.

Cafeteria

The school cafeteria provides breakfast and lunch. Since the cafeteria is used throughout the day for many students' needs, it is necessary students follow cafeteria rules. Students are responsible for returning trays to the appropriate station and placing all garbage in the trash containers. Students are required to clean up after themselves. Failure to do so may result in extra cafeteria cleaning duties. ***Students MUST eat their meals outside or in the school cafeteria only. Eating is not allowed in the hallways or the front foyer.***

Clubs

School organizations, clubs, and athletic teams may adopt and distribute to their members rules that shall govern student conduct. Infractions of these rules may result in disciplinary action. Rules for school organizations, clubs, and activities will be reviewed and approved by the principal. Students who are suspended out of school are not allowed to participate in any of these activities during their suspension time.

Student Interaction

Students are expected to exercise restraint and show respect when interacting with other students. Students who choose to exhibit inappropriate displays of public affection will be asked to stop. If behavior continues, students will be sent to the office where consequences may be imposed. Harassment of any kind will not be tolerated and is to be reported to counselors or administrators.

Dress

Students are to dress in good taste and cleanliness. All shirts and tops must cover the chest (cleavage) and midriff. Halter tops, Tube tops, Spaghetti straps, etc. are not allowed. Any display of objectionable literary or pictorial materials will not be allowed. This includes drugs, alcohol, tobacco, and/or sexual references. Skirts and shorts must be at least as long as the tip of the student's fingers when hands rest at the sides. Shoes must be worn at all times. **Hats will not be worn in the school building.** Face painting is NOT allowed. Heavy make-up is acceptable; HOWEVER, it may not go beyond the cheekbones and onto the face. Any clothing or appearance of the students that distracts from the normal educational process is considered not appropriate. Teachers will send violators to the office. Administrators will provide an appropriate shirt to the student and/or contact parent/guardian.

Electronic Equipment

Cell phones and pagers must be turned off and put away upon entering the classroom. Violation of this rule will result in the cell phone or pager being taken away from the student and turned into the office. Limit the use of headphones to before or after school or during lunch unless approved by an IEP or individual teacher. Please note: every teacher has different rules regarding electronic equipment. Students: If you bring cell phones, laptops, DVD

players, digital cameras, CD players, CD collections, or other valuables to school, **please understand that you do so at your own risk.** You will be held responsible for the appropriateness of the content of the material or media you bring to school. School administration will not be held responsible in any way for any damage or loss of personal electronic items, CD collections, or media.

Expenses

Students may purchase an ASB card, which gives discounts when attending school activities. School health insurance and yearbooks are available at additional expense. **Various elective classes may charge additional fees.** Students who lose books **must pay** the cost of replacement before they receive a transcript or diploma.

Library

All students using the library, including aides, must have passes with time of arrival and departure. They are to come with a task requirement and show that to the librarian. Remember the library is a quiet place to study and to conduct research. No food or drinks are allowed in the school library **at any time.**

Lockers

Lockers are issued on a first come first serve basis. As property of the school, school officials may inspect lockers at any time per reasonable search and seizure policy. The cost of repairing any damage to a locker may be charged to the student. In the interest of security, sharing lockers is forbidden. You are required to use the lock and locker assigned to you. Please see the office clerk and ask to have your name removed from the locker

assignment sheet if you do not intend to use your locker. **The school is not responsible for lost or stolen items.** Please do not store cash or valuable items in your locker.

Parking Lot

Parking is allowed in designated lined areas only. Parking in a tow away zone, handicapped space, fire lane, staff parking, or any area considered to be hazardous (propane tanks) is not allowed at any time. Unsafe driving of any vehicle is not allowed. Those who do not abide by these rules will be given one warning and then will no longer be allowed to use the school parking lot if problems persist.

Publications

Before any distribution of materials in school or on school property occurs, it must have approval of the building principal. All student publications and other media productions shall be considered an extension of classroom instruction and shall be supervised by assigned teachers. Administration reserves the right of censorship of any materials that would be of a nature that would harass, demean, or threaten the safety of a student or staff or community member.

Security

CFHS has a School Preventative Specialist available to us. The halls are supervised on a regular basis, and the parking lot is monitored. A police officer and his drug dog will randomly check cars and lockers.

Student ID Cards

All students will be issued an ID card. These cards are for safety concerns as well as for use in the cafeteria and the library. Students will need their ID card to purchase lunch in the cafeteria. Students are required to carry them with them at all times and may be asked to show they have one. Students will also be required to show their ID cards when attending school-sponsored functions.

Student Behavior in the Halls

Students in the halls during class time must have a hall pass. The display of the following behaviors will have consequences. 1) **Use of profanity;** 2) **Harassment of any type;** 3) **Littering of any type;** 4) **Vandalism;** 5) **Graffiti;** or 6) **Any other behavior that would interfere with the safety and educational process of students.** The consequences may range from picking up trash, lunch detentions, after school detention to out of school suspensions. Parents will be contacted and in some cases, the police will be contacted as well.

Telephone

Use of the office telephone by students is limited to emergency and/or school business calls. Students may use the office phone on rare occasions as approved by the office staff. Students requesting use of the office phone during class time must have a pass from their classroom instructor and receive permission from the office staff before using the telephone. Messages to students from family should be limited to emergencies only. Messages to students from employers, friends, etc., should be taken care of outside the school. **All messages are posted on the white board outside the office door; however, the staff at CFHS is not responsible for messages to which students do not respond.**

Personal Deliveries

Please keep personal deliveries to a minimum. Flowers, gifts, forgotten items, etc. may be picked up at the office between classes, before or after school, and lunch breaks only.

Textbooks

All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name is written in the book in case it is misplaced. It is recommended that all students cover their textbooks and replace the cover if it becomes worn during the year. If a textbook is misused, a fine will be imposed. Cost for replacement of lost textbooks will be charged to the student who was loaned the book. **Report cards, transcripts and diplomas will be withheld until the book fine is paid.**

Visitors

Clark Fork High School takes pride in providing a friendly atmosphere. We encourage parents and guardians to contact the school frequently. We have a policy concerning visitors on campus. Students may not bring visitors with them to classrooms. All approved guests and visitors must sign in at the office window and receive a visitor badge. **Under no circumstances are parents or others to go uninvited to a classroom.** This disrupts the educational process and is not permissible. Unauthorized people will be asked to leave campus. Failure to do so may result in a citation for trespassing. These measures are necessary to insure the safety and welfare of students and staff. Minors not enrolled at CFHS cannot be on campus except for approved business.

Guidance and Counseling

Sandy Maras – Counselor

Comprehensive guidance is an integral part of Clark Fork Jr/Sr High School's education program. This program is based on the needs of students and is developmental in nature from grades K-12. This comprehensive guidance and counseling program contains sequential activities that have identifiable information that will assist students in making good decisions about high school courses and post high school plans. Students and parents are encouraged to learn about and assume responsibility for understanding graduation requirements; "C" average requirements and attendance regulations. Parents are encouraged to contact their student's counselor regarding any concerns they may have as to their student's needs. Parents are also encouraged to contact teachers directly. Newsletters, notifications of core curriculum deficiencies or attendance problems will be mailed home. Counseling may involve parent contact, individual student contact, student groups, and/or referral to community resources.

Schedule Changes or Withdrawals

Schedule changes will be limited to necessary changes. When a student must drop a class or change his/her schedule, the student must first consult with the guidance counselor. The counselor will initiate a schedule change request form that must be signed by all teachers concerned with the change, administration approved and returned to the counselor as soon as possible. All class changes are subject to final approval by administration. Class schedule changes requested by students or parents may be made during the first two weeks of each semester only, no exceptions. *****Any student who withdraws from a class after the second week deadline will receive an "F" grade for the class.**

Grading Procedures

Credit will be granted on a semester basis. The grade a student earns at the end of an eighteen-week period (semester) will be placed on his/her record. Students receiving incomplete grades for any marking period will have two (2) weeks in which to make up work for which they were given the incomplete. Failure to follow this procedure in the two-week period will result to the incomplete grade being recorded as an "F", no credit.

Extra-Curricular Activities Requirement

All students participating in extra-curricular activities must be enrolled in a minimum of six (6) full credit classes each semester prior to and during the activities season. They must pass all classes as failing grades are not allowed.

***** If a student is absent from any class due to an extra-curricular activity, that student must approach and obtain missing assignments from missed classes the day of return and not wait until the next scheduled class. (this policy is a result of the block schedule)*****

Honors for Graduation

Students may graduate with Honors if they have a **weighted** 3.5 (not rounded) or above cumulative grade point average. There is a High Honors Diploma program. To qualify for the high honors program students must earn a **weighted** 3.75 grade point average or above.

Valedictorian and Salutatorian

The policy of Clark Fork High School is to recognize the academic achievement of the graduating seniors each year. The purpose of this policy is simply to provide a consistency of recognition from year to year. That recognition shall be established as follows:

1. Weighted grade point shall be determined by the average of grades earned during the seven (7) semesters of a student's high school years. (Grades earned during the final semester shall not count for the purpose of this policy.) Grades shall be averaged with the following: A = 4, B = 3, C = 2, D = 1, and F = 0.
2. The student with the highest and second highest weighted average shall be determined to be valedictorian and salutatorian respectively. In the event of ties, such students will share the distinction.
3. Valedictorian and Salutatorian must have resided in Bonner County and have attended Clark Fork High School for two full consecutive school years prior to their intended graduation date and be enrolled as FULL TIME students.

Graduation Requirements for Class of 2009

A total of 46 credits are REQUIRED for graduation.

English (4 years) = 8 credits Mathematics (3 years) = 6 credits

Speech (1 semester) = 1 credit Practical Arts (1 year) = 2 credits

Humanities (1 year) = 2 credits Science (3 years) = 6 credits

U.S. History (2 years) = 4 credits American Government (1 year) = 2 credits

Economics (1 semester) = 1 credit Health (1 semester) = 1 credit

P.E. (1 year) = 2 credits Electives = remaining credits needed

Graduation Requirements for Class of 2010

A total of 52 credits are REQUIRED for graduation. These students will be required to complete the required courses listed above PLUS two additional credits each of Math and Science for a total of 6 Math credits and 6 Science credits. **Please remember that college entrance requirements and high school graduation requirements ARE NOT the same.** Be sure to check a college handbook to find the specific requirements for admission to a college or educational/technical school. Graduation Requirements for Class of 2011 A total of 56 credits are REQUIRED for graduation. These students will be required to complete the required courses listed above PLUS two additional credits each of Math and Science for a total of 6 Math credits and 6 Science credits. Please remember that college entrance requirements and high school graduation requirements ARE NOT the same. Be sure to check a college handbook to find the specific requirements for admission to a college or educational/technical school. Graduation Requirements for Class of 2013 Eight credits of math will be required for Graduation two of which come in the Senior year.

Graduation Requirements for Class of 2011

A total of 56 credits are REQUIRED for graduation. These students will be required to complete the required courses listed above PLUS two additional credits each in the area of math and science for a total of six math and six science credits.

Graduation of Requirements for Class of 2013

Eight credits of Math will be required, two of which are taken during their Senior year.

Please remember that college entrance requirements and high school graduation requirements ARE NOT the same. It is the responsibility of the individual student to check the requirements for admission to a college or technical school.

Graduation Exercises Participation Policy

All seniors expecting to participate in graduation exercises must complete all required credits for graduation at Clark Fork High School. **All Seniors who wish to walk with their class must be enrolled in at least six (6) full credit classes at Clark Fork High School during the first and second semesters - each senior must be enrolled in a minimum of three classes daily. Any deviation from this must be pre-approved by school counselor and administration. No incomplete grades will be allowed.**

Grading Incompletes

Report cards are issued at the end of each quarter. The grade given at the end of the semester is a cumulative grade for that semester and is the one that is recorded on the student's permanent record. Unsatisfactory progress reports and commendation notices are given the fourth week of the quarter. Any student who needs to repeat a class he/she failed once may reschedule that class (after all others signing up for the first time have been scheduled). A student who fails a class the second time will not be allowed to repeat the class in the regular school program. Counselors and administration must first approve any other alternatives chosen by the students and parents. If a student received an incomplete on their report card they have two weeks from the end of the grading period to make-up work. If this work has not been completed within this two week period, the student will receive an "F" for the grading period.

Honor Roll

Scholarship is recognized and encouraged through an academic honor roll. The Honor Roll is compiled at the end of each quarter. Honor Roll designations are earned with a 3.5 GPA average or above. Students in this category may apply for membership in the National (Junior) Honor Society after the semester in which they qualify.

CFHS Homework Policy

Homework is part of the learning process. Assignments are made to complete, supplement, and enrich regular class work; to provide review and maintenance of particular skills or concepts; or to culminate a unit of study. Students must expect homework in academic classes. It is recognized that it is the teacher's responsibility to assign homework and that they have the authority to determine the type and extent of the assignment.

District Attendance Requirement

All students must be enrolled in a minimum of three classes each day in the block schedule.

Attendance Policy

**LAKE PEND OREILLE SCHOOL DISTRICT #84
BOARD POLICY**

Page 1 of 3

Code No.: 501.7

**Series:500 - Student Personnel
Section Title: Attendance
Title: ATTENDANCE REQUIREMENTS**

**Adopted: August 26, 2003
Revised: December 12, 2006
Revised: April 24, 2007**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Elementary and secondary students are expected to attend all assigned classes each day.

In accordance with Policies #501 and #504 Student Rights and Responsibilities: The right to attend school is fundamental and purposeful. Along with this right is the responsibility to attend school faithfully and regularly. This responsibility rests with the student and with the parent or guardian and is basic in order to meet the instructional goals of District #84 and the Compulsory School Attendance Laws of the State of Idaho 33-202.

Although one hundred percent attendance is expected, exceptions do occur. Absences fall under two categories – absences or truanancies. Excessive absenteeism: Absences which exceed 10% of the days in the semester.

ABSENCES:

1. Absence caused by illness, health condition, family emergency, verified illness or medical treatment, death in the family or death of close friends, or medical or dental professional appointments – When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school. A student shall be allowed one (1) makeup day for school work missed for each day of absence.
2. Absence for parental-approved activities – This category of absence shall be counted as excused for purposes agreed upon by the principal and the parent. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. The student may not be able to achieve the objectives of the unit of instruction as a result of absence from the class. In such a case, a parent-approved absence would have an adverse effect on the student's educational progress, which would ultimately be reflected in the grade for such a course. Regardless of administration approval all absences shall be counted towards the 10% of days absent in a semester.
3. Absence resulting from disciplinary actions or short-term suspension – Students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, shall have the right to make up assignments or exams missed during time they were denied entry to the classroom.

Extended illness or health condition – See Policy #501.4 Homebound Student

Absence due to chronic health condition – Students with a verifiable chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request. Absence verified by a medical practitioner may be sufficient justification for home instruction.

TRUANCIES:

Absences which exceed 10% of the days in a semester for each report period without the authorization of a physician, the Public Health Nurse or the principal will be considered truancy. (See Policy #504.5 Truancy). When school officials determine a student has been excessively absent, such official may notify the school board who may under the purview of Idaho Code 33-206 declare such student habitually truant and authorize a representative to notify the prosecutor which may lead to prosecution of student and/or parents through the district court as set forth in Idaho Code 33-206 and 207.

ELEMENTARY AND SECONDARY: K-8TH

K-8th grade students are expected to be in regular attendance at school with a minimum of absences. Excessive absenteeism shall be considered when deciding to retain or promote a student for the next ensuing school year. When school officials determine a student has been excessively absent such official may notify the school board who may under the purview of Idaho Code 33-206 declare such student habitually truant and authorize a representative to notify the prosecutor which may lead to prosecution of student and/or parents through the district court as set forth in Idaho Code 33-206 and 207. Any student who is not in school at least ninety percent (90%) of the days that school is in session may be retained.

At the 6th absence a warning letter will be sent home with a copy of the school district attendance policy.

At the 9th absence a second letter and Truancy Policy will be sent home stating the status of the student's attendance and will provide notification that additional absences may result in truancy. At this time the building administrator

will convene an attendance committee (see below) and may proceed according to the district Truancy Policy and Idaho Code 33-206 and 33-207.

SECONDARY: GRADES 9-12

9-12 students are expected to be in regular attendance at school with a minimum of absences. Excessive absenteeism may be considered when deciding to retain or promote a student for the next ensuing school year. When school officials determine a student has been excessively absent such official may notify the school board who may under the purview of Idaho Code 33-206 declare such student habitually truant and authorize a representative to notify the prosecutor which may lead to prosecution of student and/or parents through the district court as set forth in Idaho Code 33-206 and 207. Any absence beyond the 10% for any SEMESTER (BLOCK SCHEDULE: 5 (A) days and 5 (B) days or STANDARD SCHEDULE: 9 DAYS or LPOHS Night Program: 2 NIGHTS) may mean a loss of credit in those subjects missed. Credits may be denied to any student who is not in school at least ninety percent (90%) of the days that school is in session.

At the 6th absence (or the equivalent of in a block schedule or night program schedule) a warning letter will be sent home with a copy of the school district attendance policy.

At the 9th absence (or the equivalent of in a block schedule or night program schedule) a second letter and Truancy Policy will be sent home stating the status of the student's attendance and will provide notification that additional absences may result in truancy. At this time the building administrator will convene an attendance committee (see below) and may proceed according to the district Truancy Policy and Idaho Code 33-206 and 33-207.

ATTENDANCE COMMITTEE

When the student has reached 10% of the days in any reporting semester, the student, with parental accompaniment, must confer with the Attendance Committee, at an informal hearing, which shall consist of building administrators, the guidance counselor, and any teachers as designated by a building administrator. The Committee will review the absence report to determine if the student will have credit withheld, which will occur unless extenuating circumstances are apparent. The Attendance Committee can, after hearing a student's/parent's appeal for retainment of credit, deny credit or put certain stipulations on a student whose credit will be dependent upon an agreement reached with the student and parents concerning attendance for the remainder of the semester. Such stipulations may include but not be limited to:

1. End of course exams and/or competency exams
2. Proficiency level or above on ISAT or IRI tests (IRI K-3 only)
3. Summer school, community service, research paper, etc.
4. Limited participation in extracurricular activities.

If the stipulations are violated, a loss of credit will result.

After the Attendance Committee's determination, a note from parent/guardian or adult student is not sufficient to excuse any further absences. Written notification from a medical person, legal staff, or other pertinent persons of authority verifying the student's reason for missing school must be obtained by parent/guardian or adult student.

The Attendance Committee's decision is final.

REPORTING OF ABSENCES

Absences must be reported within 48 hours, in writing, to the school by the parent/guardian or adult student.

Failure to report and explain the absence(s) shall result in truancy. The final authority for determining acceptability of the reason for the absence(s) shall rest with the principal.

Legal Reference: Idaho Code 33-202; 33-206; 33-207; Policy #501.4 & 504.5

Home Bound Student**LAKE PEND OREILLE SCHOOL DISTRICT NO. 84****Page 1 of 1****BOARD POLICY****Code No: 501.4BP****Series: 500 - Student Personnel****Approved: September 12, 198****Section Title: Attendance****Revised: July 9, 1996****February 17, 1998****Title: HOME BOUND STUDENT****December 8, 1999**

The Board of Trustees shall provide instruction for regularly enrolled students who may be confined to home or hospital.

A home bound student is defined as being a student enrolled in Lake Pend Oreille School District #84 who would normally and regularly attend school, but is confined to home or hospital because of an illness, accident, for a period of ten (10) or more consecutive days.

Students will receive instructions by a certified instructor.

Home bound instruction may be requested by the attending physician or upon request of parent or guardian.

Request for home bound instruction will be handled through the Special Services Office.

LEGAL REF.: **Idaho Code, §33-1001(6);**

Tardy Policy at Clark Fork Jr/Sr High School

One important purpose of education is to teach responsibility. Students are expected to be in class when the bell rings. Tardiness disrupts the educational process for all students. A student must learn the importance of punctuality if he/she is to be successful in the business world. Students who are not in class when the bell rings will be recorded as absent unless they bring a pass from the office and sign the sign-in sheet. Teachers will not allow tardy students into class without a tardy slip issued by the office. After the third unexcused tardy, students are assigned after school detention. If a student has an excused tardy five times, they will be assigned after school detention as well. Every tardy thereafter will result as an additional detention/suspension. Time missed in class may be considered as a loss to the academic value and may be reflected in the academic grade. Unexcused tardies may result in a "0" for the time missed. Classroom teachers are responsible for disciplinary actions on the first and second tardies in their particular classes. Students are required to cooperate with any rules teachers have concerning the first two (2) tardies. Failure to comply with these rules will result in the students being referred to the administration. The third tardy and any thereafter will be referred to administration (via a Discipline Referral Notice) for disciplinary action. Tardy 1-2: Classroom consequences. Tardy 3+: Referral to Administration for disciplinary action. Such actions will involve one or more of the following:

- Lunch detention.
- In-school suspension, not to exceed two days.
- Any other sanctions necessary to address the tardy problems.

***** Parents are strongly encouraged to support this policy with their children.**

Truancy Policy – LPOSD 84**LAKE PEND OREILLE SCHOOL DISTRICT #84****Page 1 of 2**

BOARD POLICY**Code No.: 504.5**

Series: 500 - Student Personnel
Title: Student Rights and Responsibilities

Approved: September 12, 1989 **Section**
Revised: July 9, 1996
Revised: November 15, 2000

Title: TRUANCY

The Board of Trustees defines the act of truancy as an unacceptable act of conduct and defines truant as any student who is absent from school without permission or who reports to school and then leaves without first receiving permission to leave the school.

Principals will determine when a truancy occurs and will use the following procedures on a case by case basis. Additional site level consequences may be imposed at any procedure step.

1. Procedure for First Truancy:

- a. An attempt shall be made by the school administration or designee to contact the home to verify the truancy. Notification will be given that a student-administrator meeting will be held upon the student's return to school. The policy and procedures regarding any further truanancies will be reviewed. A letter will be sent to the parents summarizing the conference.
- b. In the event of no immediate parental contact, the principal will contact the parents as soon as possible by letter or by personal means, informing them of the truancy and the conference held with the student. Even if a personal contact is made, the principal will send a follow-up letter.

Copies of all written communications with parents will be filed in the student's folder for the current year.

2. Procedure for Second Truancy:

- a. A parent conference with the principal or designee shall be held as soon as possible after the second truancy.
 - 1) The parent will be informed of dates of truancy, previous correspondence will be reviewed; State attendance laws and school district policy relating to attendance will be reviewed. An attempt will be made to solicit parental aid in preventing further truanancies. Parents will be informed of help that is available from other resource agencies.
 - 2) Student and parent will be asked to sign an Attendance Contract. Failure to sign the Contract shall not release student from contract obligation.
 - 3) Failure of parents to cooperate in any of the above procedures shall not impede progression to Step #3.

3. Procedure for Third Truancy:

A meeting shall be held with parents, students and designated site administrator. All parties concerned will be invited to the meeting. The student and parents shall be informed that any further truanancies may be cause for progression to Step #4.

Truancy Policy #504.5 – continued

4. Procedure for Fourth Truancy:

A meeting shall be held with parents, student and designated site administrator to explain the steps that will be taken.

- a. If student is 15 years of age or younger
 - 1) A 5 day in-school suspension will be imposed;
 - 2) Site administrators shall inform the Board;
 - 3) The Board of Trustees shall refer the student to the Prosecuting Attorney as an habitual truant, as required in Idaho Code 33-206;
 - 4) Prior to court intervention, if student continues to be truant, the student may be referred to the Board of Trustees for an expulsion.
- b. If student is 16 years of age or older
 - 1) A 5 day suspension will be imposed. At the time of suspension, the student and/or parent shall choose one of the following options:
 - a. Parents will initiate referral to the Prosecuting Attorney. Upon returning documentation verifying such referral, student may return to school; or
 - b. Student shall withdraw from school.
 - 2) Upon the failure of the parent and/or student to choose either of the above two options, and/or, if the truanancies of the student continue, the student shall be referred to the Board of Trustees for an expulsion hearing.

LEGAL REF.: Idaho Code, §33-206; 20-501 et seq.

Student Conduct and Discipline Policy at Clark Fork Jr/Sr High School (Reference Board Policy 504.1)

Clark Fork High School, along with Lake Pend Oreille School District, recognizes the constitutionally guaranteed rights and freedoms of students. With the exercise of rights come responsibilities and duties. Students are responsible for their own conduct and are expected to contribute positively to the learning environment of the school. Each student has a right to an orderly learning environment. No student may infringe on the rights of other students by choosing to behave in a disruptive way. There are consequences for violating the student conduct and discipline policy. Each consequence will depend on the violation and whether the violation is a first offense or a

repeated act. Depending on the severity of the student's violation of the conduct policy, teachers and school administrators will attempt to solve all problems informally before proceeding to the next level of consequences. It needs to be fully understood that students assigned out-of-school suspension will NOT be allowed to participate in any extracurricular activities (i.e. sports, band, choir, dances, field trips, club activities, etc.) until consequences have been fulfilled.

Description of General Disciplinary Consequences

Detention

(After School): Extra work time under supervision of a staff member. Detention may include duties such as bleacher or campus clean up.

In-School Suspension

In-school suspension is detention time assigned by the administration to be served on school grounds in a designated and supervised room. Any student assigned in-school suspension shall be allowed to make up classroom assignments in accordance with the homework policy.

Long-Term Suspension

A long-term suspension occurs when a student is removed from school for 5 or more days. This occurs when a student's presence at school may interfere with the educational process. Procedures, as outlined in the Lake Pend Oreille School District Policy Manual, will be used for long-term suspension.

Short-Term Suspension

A short-term suspension occurs when a student is removed from school for 1-5 days. The length of suspension is determined by the severity of the student's behavior.

Expulsion

When a student's unacceptable behavior is severe, the superintendent, after consultation with the building principal and guardians, may recommend expulsion to the Board of Trustees. State Board of Education regulations will be followed in cases requiring long-term suspension/expulsion.

Habitual Offenders of School Rules

Any student who has been suspended from school three or more times in a school year for any combination of rule infractions may be referred to the Superintendent to be put on a behavioral contract. Failure to follow that contract may result in a referral to the Board of Trustees with a recommendation for expulsion.

Informal Hearing

A meeting occurs between parents, student, and school administrator held at the school or school district office at which time a determination will be made to: a) Reinstate the student with a signed contractual agreement. This agreement will clearly state guidelines which the student must follow and consequences that will occur if the student fails to abide by the contract; or b) Refer the student's case to the Superintendent for further action.

Referral for Legal Action

This occurs when the unacceptable behavior is in direct violation of state and federal laws. The case is immediately referred to the police.

Restitution

Restitution will be sought from anyone for damage or for the theft of personal or school property. This includes: damage to school facilities (bathrooms, lockers, desks, etc.), damage or loss of school textbooks, materials, and supplies for which students and parents are responsible, for damage to personal property of school employees or students, or facilities and school grounds.

Level 1 (Less Severe)

1st Offense – Teacher/administrator/student conference at administrator's discretion, parent contact, two hours after school detention and possible suspension.

2nd Offense – Same as above with four hours after school detention and possible suspension.

3rd Offense – Same as above with one day out-of-school suspension.

4th Offense – Administrative hearing with a minimum of three days out-of-school suspension.

Level 2 (More Severe)

1st Offense – Parent contact, administrator/parent/student conference at administrator's discretion, suspension (3 day) and restitution. Notification of Law Enforcement officials when appropriate. Possible long-term suspension and/or expulsion depending on severity of behavior.

2nd Offense – Long-term suspension (minimum 5 day)

3rd Offense – Administrative hearing.

Arson: Level 2

Definition: Malicious or willful burning of the school property. The intentional act of setting fire.

Assault: Physical – Level 2; Verbal – Level 1

Definition: Generating fear by threatening of doing physical harm to others. Assault is one-sided violence directed toward another person, and it falls into two categories – physical and verbal.

Battery: Level 2

Definition: Causing bodily harm by hostile contact. Unwanted touching or application of force to another person. A second offense for physical battery will result in immediate long-term suspension and administrative hearing. In cases of batter, school resource officers are notified.

Bullying: Level 1 or 2

Definition: Intimidation, intentionally degrading, or unsolicited physical/verbal abuse of others. **Please Note:** *Idaho State Code now looks upon the act of bullying as a misdemeanor offense punishable by law.*

Cell Phones: Level 1

Definition: Students are not allowed to have Cell phones on their person or within any building on the Clark Fork Jr/Sr High campus.

Cheating/Plagiarism: Level 1 – Consequences Described Below

Definition: Using any other person's work or ideas as your own work without permission. This includes using your notes during a test, looking at someone else's paper.

1st Offense: Teacher discretion, in regards to grades, mandatory parent/teacher/student conference and other consequences. No credit for assignments or tests.

2nd Offense: Administrative hearing – **Removal with a possibility of failing the class.**

Classroom Disruption: Level 1

Definition: Refusing to comply with reasonable demands or requests by school personnel in places or activities where schools have jurisdiction. This includes lying, refusing to give your name when asked, etc. This includes conduct that interferes with the educational process. This includes, but is not limited to, disobedience, insubordination, failure to comply with classroom rules, and failure to come prepared.

Disrespect to Staff: Level 1

Definition: Engaging in any behavior that shows lack of respect for school personnel. At each level of offense, a written apology is required. This also includes, but may not be limited to, disobedience, insubordination and profanity.

Extortion: Level 2

Definition: An attempt to get anything of value from another person by intimidating or threatening them with violence, blackmail, or extortion.

False Fire Alarm/Bomb Threats: Level 2

Definition: Tampering with the fire alarm system to disrupt the education process. Falsely reporting a bomb. (Fire Department is always contacted).

Forgery: Level 1 (or as determined by administration)

Definition: Signing someone else's name to something on which you are supposed to get your parent/guardian's signature. This includes notes from parents, letters, progress reports, and "How Am I Doing" slips.

1st Offense – Administrator's discretion. If the forgery involved schoolwork, action will include input from classroom teacher. Consequences will depend upon the severity of the offense. Usually, one day of detention for each note forged.

General Insubordination: Level 1 Infraction

Failure to follow reasonable demands of school personnel.

Harassment: Physical – Level 2; Verbal – Level 1 (or as to be determined by school administration)

Definition: Verbal and/or physically abusive actions toward another based on ethnicity, gender, style of dress, etc. See District policy.

Inactivity

Definition: Failure to make a reasonable and continuous effort to learn.

Inappropriate Display of Affection: Level 1

Definition: The only acceptable display of affection at CFHS is holding hands. Offenders will be dealt with on an individual basis, which will include, but not limited to, parent contact and proper warning.

Indecent Exposure: Level 2

Definition: Intentional exposure of part of one's body where such exposure is likely to be an offense to accepted standards of decency.

Possession, Use, or Distribution of Alcohol or Controlled Substances

Refer to District Policy 504.7BP

Possession or Use of Tobacco

Refer to District Policy 504.7BP

Possession or Use of Weapons

Refer to District Policy 504.6BP

Possession of Lighters or Matches: Level 1

Definition: Having in your possession lighters or matches.

Profanity: Level 1

Definition: Using non-verbal or verbal expressions that are crude, offensive, irreverent or coarse to demonstrate contempt or disrespect.

School Bus Disruption: Consequences Described Below

Definition: Interfering with the safe operation of a school bus whether it is stopped to gather passengers or whether it is moving.

Consequences: Bus driver's discretion. School bus disruption may result in suspension of school bus privileges. Suspension of School Bus Privileges: When a student has jeopardized the safe operation of a school bus, they will no longer receive the privilege of riding the bus to school. School officials will meet with guardians to discuss the problem. The school officials will determine the length of this suspension. Specific procedures are described in the District's Student Transportation Procedures document, which will be given to each student by the bus driver.

Setting Off a Fire Extinguisher

Definition: Setting off a fire extinguisher. Consequences: This is considered a level 2 infraction and will result in 2 days out-of-school suspension and 5 ½ hours of restitution.

Sexual Harassment: Physical – Level 2; Verbal – Level 1 (as determined by administration)

Definition: Inappropriate or unwelcome behavior or language, which creates a hostile learning environment. No student is to engage in sexual slurs, sexual threats, sexual proposals, or unwanted touching. Examples of sexual harassment include: departing, reference to a person’s sexual orientation, and calling someone a name with sexual connotations. Sexual Harassment could include any type of unwelcome or unwanted conduct of a sexual nature committed by any employee, volunteer, guest, or student of this school district. For consequences see District procedure or talk to school administrator.

Sexual Harassment: Physical

Leads to (5) five days of out-of-school suspension.

Sexual Harassment: Verbal

Leads to (3) three days of out-of-school suspension.

Theft/Robbery: Level 2

Definition: Unauthorized possession of property.

Threat: Level 2

Definition: Threat of bodily harm to others. Will result in 3-day out-of-school suspension. At the discretion of the administration, it may also require a psychological evaluation, at the parents’ expense prior to returning to school.

Truancy

Refer to District Policy 504.5BP listed above.

Consequences: Student will not be allowed to make up missed assignments for the date of the truancy and will receive a zero grade for that absence.

Use of Nuisance Products and Disruptive Materials: Level 1 or 2

Definition: Students in possession, use, or distribution of any product that would be considered a nuisance or a disruption to the normal daily functions of school.

Vandalism: Level 2

Definition: Willful, malicious destruction or defacement of school, employee, or student property located on school district property during school or school sponsored activities. Vandalism is reported to the Sheriff’s department. Charges will be filed, and a student report is filled out.

Withholding Information: Level 1

Definition: Any student who willfully impedes or withholds pertinent information from an authority figure during an investigation.

Weapons Policy – LPOSD 84

LAKE PEND OREILLE SCHOOL DISTRICT #84

BOARD POLICY

Code No.: 504.6BP

Series: 500 - Student Personnel

Adopted: January 12, 1993

Section Title: Student Rights and Responsibilities

Revised: November 28, 1994
 March 14, 1995
 July 9, 1996

Title: WEAPONS

October 27, 1998
 February 28, 2005

It is the policy of Lake Pend Oreille School District #84 that there is zero tolerance for the possession, threat of use, or actual use of weapons on any District property, including transportation equipment (i.e., school

buses), in motor vehicles or other forms of personal storage upon school property, or at any activities sponsored by the District.

ABSOLUTELY NO WEAPONS ARE ALLOWED ON DISTRICT PROPERTY OR AT DISTRICT SPONSORED ACTIVITIES AT ANY TIME UNDER ANY CIRCUMSTANCES.

The definition of a weapon includes, but is not limited to: any weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, as defined by 18 United States Code Section 921/930, or any other object capable of being used as a weapon. The use or threat of use of any normally non-dangerous implement as a weapon also falls within this definition.

Any student who brings a weapon or knowingly assists another person (s) to possess, carry, or use a weapon, on school premises, a school function, or on a school bus, in violation of the Gun-Free Schools Act and Idaho Code 18-3302D or this policy may be expelled for one full calendar year. The Board of Trustees may modify the expulsion requirement on a case-to-case basis.

The Principal or designee will immediately confiscate any item identified as a weapon and contact the Superintendent or designee. Students reasonably believed to be in possession of, have used or have intended to use these items may be suspended from school until an investigation is completed. Students found in possession of a firearm, or dangerous weapon as defined by federal and state law, shall immediately be referred to the appropriate law enforcement agency. Parents or legal guardians shall be notified immediately.

Disciplining students with disabilities as defined by Public Law 94-142, and subsequent amendments, and Section 504 of the 1973 Rehabilitation Act under this policy will follow federal guidelines.

The District shall deny admittance of a student who has been expelled from another district for violating the Gun-Free Schools Act until that student has completed the expulsion period. If a student wishes to challenge the decision, the student is entitled to a due process hearing before the Board of Trustees, pursuant to Idaho Code Section 33-205.

In particular situations, the Board of Trustees is mandated to expel a student for violation of federal and/or state law. The Board of Trustees retains the discretion for expulsion for all other violation of this policy.

LEGAL REF.: Idaho Code, §18-3302D; 33-205; 18USC 921 et seq.

Drug, Alcohol, Tobacco Policy 504.7

LAKE PEND OREILLE SCHOOL DISTRICT #84

Page 1 of 5

BOARD POLICY

Code No.: 504.7

Series: 500 - Student Personnel

Adopted: July 16, 1991

Section Title: Student Rights and Responsibilities

Revised: March 10, 1992

Revised: January 10, 1995

Revised: July 9, 1996

Title: DRUG, ALCOHOL, TOBACCO

Revised: June 9, 1997

Revised: August 26, 1997

Revised: October 27, 1998

Revised: March 28, 2001

Revised: February 27, 2007

INTRODUCTION

It is the Idaho Legislature's intent that parental involvement in all aspects of a child's education in Idaho public schools be part of each school district's policy. Drug prevention programs and counseling for students under the custody and care of the public schools are included in this intent.

Students are prohibited from consumption, delivery of, or being in possession of or under the influence of these substances as herein defined or other intoxicants on school property or at a school function.

PREVENTION

The District believes that prevention is an important key in community responsibility. The District will provide age appropriate, research-based drug and alcohol education for all students K-12. The District will continue to provide parental education on drugs and alcohol, to educate on the effects of uncontrolled substances and to identify symptoms of use within their own home. Parents will also be provided with communication techniques to facilitate further discussion at home.

DEFINITIONS

“Controlled substances” are any drug or chemical substance whose possession and use are controlled by the law. Such drugs include those classified as narcotics, stimulants, depressants, hallucinogens and cannabis.

“Drug” includes any alcohol or malt beverage, any tobacco product, any controlled substance, any illegal substance or mood altering substance, and/or any abused substance.

“Drug paraphernalia” means any equipment, product, or material of any kind which is primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

“Intervention trained” staff members include those district employees and independent contractors who have completed a state accredited course related to illegal drugs, their physical characteristics, physiological effects, and how student behavioral changes typically associated with the use of such products may be evidenced in the classroom. Any district employee or independent contractor who has had a minimum of two (2) years experience as an intervention team member prior to May 31, 1997, is exempt from any additional training requirement.

“Reasonable suspicion” means an act of judgment by an intervention-trained district employee or independent contractor that leads to a reasonable and prudent belief that a student is in violation of “use” or “under the influence” provisions of Idaho Code Section 37-2732C, which defines controlled substances. The fact that a student has previously disclosed use of a controlled substance will not be deemed a factor in determining reasonable suspicion at a later date. An intervention-trained individual will not use reasonable suspicion solely for the purpose of intentional harassment of a difficult student.

“School premises” includes all buildings, facilities and property owned or leased by the district, school buses and other school vehicles, and the location of any school-sponsored activity or function.

POLICY

Students attending school in this district will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises or at a school function.

VOLUNTARY DISCLOSURE

Any student who voluntarily discloses using or being under the influence of any controlled substances before he or she is reasonably suspected to be in violation of the law and this policy will be provided anonymity to the extent that:

1. Disclosure is held confidential on a faculty need-to-know basis;
2. Notification is provided to parent/guardian; and
3. Notification is provided to the district prevention specialist and/or designee.
4. Available counseling is recommended and offered at the school level.

However, it is not the intention of this policy on confidentiality to protect students who are deliberately violating the law by using, possessing, or distributing drugs on school premises or at school functions.

REFERRAL TO LAW ENFORCEMENT

Any student exhibiting inappropriate behavior that suggests “possessing,” “using” or “being under the influence” of controlled substances will be immediately escorted by a district employee to an administrator or designated intervention trained staff member for interviewing and observation. Except in the case of an emergency, the student will not be left unattended and will not be allowed to leave the school premises.

After a student is reasonably suspected of being in violation of the law and this policy, the building administrator or designee will immediately notify the local law enforcement agency. The district employees will cooperate fully with any law enforcement investigation. This includes but is not limited to providing access to lockers, desks, and other school property. Documentation of the incident, including an oral and/or written record will be provided to the law enforcement agent and placed in the student's discipline record.

Any student who is reasonably suspected of being in violation of the law and/or this policy and refuses the building administrator's request to undergo a drug and/or alcohol evaluation by an intervention trained staff member, local law enforcement, or a Nationally Certified Drug Recognition Expert will be considered insubordinate, see Board Policy 504.1, and suspended for up to five days.

ENFORCEMENT PROCEDURES
ALCOHOL AND CONTROLLED SUBSTANCES

FIRST OFFENSE - ALL GRADES

1. Law enforcement will be contacted. The student's parents/guardian will be contacted as soon as possible following violation of this policy. When police are involved, they make the decision if and when parents/guardians are called.
2. Student will be suspended for 5 days pending a re-entry meeting with the District Superintendent, a building administrator or designee, the district prevention specialist, parent/guardian and student.
3. Following the re-entry meeting, the Superintendent shall make a written determination based on the severity of the violation. That determination may include but not be limited to the imposition of restrictions singularly or in combination of any of the following: (1) random drug testing; (2) behavioral contract; (3) denial of participation in extra curricular activities for 2 weeks (507.6); (4) counseling; (5) night school; (6) substance abuse intervention classes, (7) community/school service; or (8) an expulsion from school.
4. The determination of the Superintendent shall be subject to any applicable procedure required by law.

SECOND OFFENSE - ALL GRADES

1. Law enforcement will be contacted. The student's parents/guardian will be contacted as soon as possible following violation of this policy. When police are involved, they make the decision if and when parents/guardians are called.
2. The student shall be referred to the Board of Trustees for expulsion. Student found to be in violation may be expelled for one calendar year.

ENFORCEMENT PROCEDURES
TOBACCO

FIRST OFFENSE - ALL GRADES

1. Law enforcement will be contacted. The student's parents/guardian will be contacted as soon as possible following violation of this policy. When police are involved, they make the decision if and when parents/guardians are called.
2. Student will be suspended, in-house, for two (2) days.
3. Student shall be restricted from any extra-curricular performances/contests/events for a period of two (2) weeks. (507.6)
4. Student will be required to attend a tobacco education program provided by appropriate district staff.

SECOND OFFENSE - ALL GRADES

1. Law enforcement will be contacted. The student's parents/guardian will be contacted as soon as possible following violation of this policy. When police are involved, they make the decision if and when parents/guardians are called.

2. Student shall be suspended, in- house, for four (4) days.
3. Student shall be denied participation in extra curricular activities for 2 weeks (507.6)
4. Student shall research and write an essay (length to be determined by school administration) on the dangers of smoking.

THIRD OFFENSE - ALL GRADES

1. Law enforcement will be contacted. The student's parents/guardian will be contacted as soon as possible following violation of this policy. When police are involved, they make the decision if and when parents/guardians are called.
2. Student will be suspended as provided by law pending a re-entry meeting with the District Superintendent, a building administrator or designee, the district prevention specialist, parent/guardian and student.
3. Following the re-entry meeting, the Superintendent shall make a written determination based on the severity of the violation. That determination may include but not be limited to the imposition of restrictions singularly or in combination of any of the following: (1) random drug testing; (2) behavioral contract; (3) be restricted from any extra-curricular performances/contests/events for the remainder of that season and the next two consecutive seasons or one (1) calendar year; (4) counseling; (5) night school; (6) substance abuse intervention classes, (7) community/school service; or (8) an expulsion from school.
4. The determination of the Superintendent shall be subject to any applicable procedure required by law.

STUDENTS WITH DISABILITIES

Suspensions and expulsions of students with disabilities as defined by Public Law 94-142 and subsequent amendments, (Individuals with Disabilities Education Improvement Act of 2004), Section 504 of the 1973 Rehabilitation Act, and the Americans with Disabilities Act will follow federal guidelines as well as the provisions of this policy.

IMMUNITY FOR GOOD FAITH IMPLEMENTATION

Intervention trained specialists who implement this policy in good faith and with appropriate foundation are immune to the extent provided by law from civil liability.

LEGAL REFERENCE:

Idaho Code Sections

18-1502

33-205

20-516

33-210

37-2701

37-2705

37-2732C

Drug-Free Schools and Communities Act of 1988

PL 100-690 and all subsequent amendments

Individuals with Disabilities Education Improvement Act of 2004

PL 94-142 and subsequent amendments

Section 504 of the 1973 Rehabilitation Act

Americans with Disabilities Act

CROSS REFERENCE: See Policy 505.3

Student Harassment Policy 504.8AP**LAKE PEND OREILLE SCHOOL DISTRICT #84****Page 1 of 2****BOARD POLICY****Code No.: 504.8**

Series: 500 - Student Personnel
Section Title: Student Rights and Responsibilities

Adopted: January 10, 1995
Revised: July 9, 1996
Revised: February 12, 2003

Title: HARASSMENT & INTIMIDATION of STUDENTS

It is the intent of the District to train all administrators, managers and other appropriate personnel in Title IX issues and procedures.

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

1. Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with the student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, opportunities of treatment; or
 - d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The terms "intimidating", "hostile" and "offensive" include conduct, which has the effect of humiliation, embarrassment, or discomfort.

Harassment/bullying/intimidation is defined to include verbal, written, graphic, or physical conduct relating to an individual's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the District's programs that:

1. Has the purpose or effect of creating an intimidating or hostile environment;
2. Unreasonably interferes with an individual's educational performance;
3. Otherwise adversely affects an individual's educational opportunities.

Harassment/bullying/intimidation includes, but is not limited to:

1. Physical acts of aggression or assault, damage to property, or intimidation and implied or overt threats of violence motivated by the victim's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability;
2. Demeaning jokes, taunting, slurs, and derogatory "nicknames," innuendos, or other negative remarks relating to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability;
3. Graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory sentiments related to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability; and
4. Criminal offenses directed at persons because of their sex, race, color, national origin, age, religious beliefs, ethnic background, or disability.

Harassment also includes an act of retaliation taken against (1) any person bringing a complaint

of harassment, (2) any person assisting another person in bringing a complaint of harassment, or (3) any person participating in an investigation of an act of harassment.

Students who believe that they may have been sexually harassed, bullied or intimidated should communicate to the harasser that you expect the behavior to stop. This may be accomplished verbally or in writing. If this is too difficult to be done alone, seek help from a teacher, counselor, building Title IX Coordinator (principal or supervisor) or administrator you trust. If the behavior is repeated, ask the trusted person for a copy of the Uniform Grievance Procedure and the Harassment Reporting Form for Students. Document exactly what happened, and follow the steps on the Procedure Form. If you wish, he/she will assist you in the complaint process.

Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment, bullying, or intimidation, may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment, bullying, or intimidation will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment, bullying, or intimidation will be subject to disciplinary action, including, but not limited to, suspension and/or expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment, bullying, or intimidation will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

The District will make every effort to insure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the Superintendent of Educational Services for the name of the Title IX Coordinator for the District. The Superintendent of Educational Services shall insure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the District's compliance efforts.

An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

LEGAL REF: Title IX of the Educational Amendments, 20 U.S.C. 1681, et seq.
34 CFR Part 106
Idaho Code 67-5909 Acts Prohibited

Technology

Acceptable Use (Technology) by Students

LAKE PEND OREILLE SCHOOL DISTRICT #84

Page 1 of 3

BOARD POLICY

Code No.: 803.5

Series: 800 – Instructional Programs

Adopted: October 10,2001

Section Title: General

Title: **ACCEPTABLE USE (Technology) by STUDENTS**

All use of the Internet/Intranet shall be consistent with the Lake Pend Oreille School District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. These procedures do not attempt to state all required or prescribed behavior by others, however, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action and/or appropriate legal action. An Acceptable Use Agreement Form must be completed and signed by student and parent/guardian prior to use of computer resources.**

This document is the Acceptable Use Policy for your use of District provided computers, hand held personal assistant devices, software, faxes, printers, telephones, networks, and Internet/Intranet (all referred to as the Network). This Network system has been established for educational purposes to include classroom activities, career development, and limited high quality, self-discovery activities. It has not been established as a public access or public forum. The Lake Pend Oreille School District has the right to place reasonable restrictions on the material you access or post, determine the training needed before you are allowed to use the system, and enforce all rules set forth in the school code and the laws of the state of Idaho. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through this school only with permission of the principal or his or her designee and your parents.

The following uses of computers (Network) are unacceptable:

1. **Person Safety**
 - a. You will not post contact information (e.g., address, phone number) about yourself or any other person.
2. **Illegal Activities**
 - a. You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access. You will not use another person's account number or access another person's files.
 - b. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
 - c. You will not use the computers (Network) to engage in any illegal act.
3. **System Security**
 - a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
 - b. You will immediately notify your supervisor or system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
 - c. You are not allowed to download software without authorization from your teacher.
 - d. You are not allowed to gain or attempt to gain unauthorized access to any component of the District network, or any other entity's network. (Often referred to as hacking.)
4. **Inappropriate Language**
 - a. On any and all uses of the Network, whether in application to public or private messages or posted on the Web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption. You may not engage in personal attacks of any nature.
5. **Respect for Privacy**
 - a. You will not re-post a message that was sent to you without permission of the person who sent you the message.
 - b. You will not post private information about yourself or another person.
6. **Plagiarism and Copyright Infringement**
 - a. You will not plagiarize words that you find on the Network. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
 - b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work or load software that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright law to a teacher.
7. **Inappropriate Access to Material**

- a. You will not use the computers (Network) to access material that is profane or obscene, such as pornography.
- b. If you mistakenly access inappropriate or illegal information, exit the site and immediately tell your teacher or other District employee or other person designated by the school. This will protect you against a claim of intentional violation of this policy.
- c. Your parents/guardians should instruct you of additional materials they think would be inappropriate for you to access. The District fully expects that you will follow your parent's/guardian's instruction in this matter.

8. **Your Rights**

- a. **Free Speech** – Your right to free speech, as set forth in the school disciplinary code, applies also to your communication on the Network. The Network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your right to free speech for valid educational reasons. The District will not restrict your right to free speech on the basis of its disagreement with the opinions you express.
- b. **Search and Seizure** – You should expect no privacy of the contents of your personal files on the District system. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, the school code, or the law.
An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.
- c. **Due Process.** The District will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the school district computers. In the event of a claim that you have violated this policy, the school disciplinary code, or the law in your use of the school district computers (Network), you will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on your use of your Network Account.

The District makes no guarantee that the functions or the services provided by or through the District Network will be error-free or without defect. The District will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information attained through or stored on the Network. The District will not be responsible for financial obligations arising from unauthorized use of the Network.

Student/Parent Sign Off Sheet – read Handbook

I acknowledge receiving and have read the Clark Fork Jr./Sr. High 2007-2008 Student Handbook. I also acknowledge that my parent/guardian has read this handbook. I agree to comply with the rules and regulations of the Lake Pend Oreille School District #84 and Clark Fork Jr./Sr. High School.

_____ Student Name (Printed)

_____ Student Signature _____ Date

_____ Parent Signature _____ Date

DIRECTORY INFORMATION

Directory information (name, grade, address, and phone number) is generally public information. If you choose not to have this information released, please sign and date below. This also includes your child's work and or photos to be distributed over the Internet. (Last names of students' will be omitted to protect your child's security and privacy).

I do not want directory information on my student released.

_____ Parent Signature _____ Date

I do not want my child's work and or photos to be published in the school newspaper or Internet.

_____ Parent Signature _____ Date

USER AGREEMENT CONTRACT

As a user of the Lake Pend Oreille School District #84's computers and network, I agree to comply with all the rules of computer etiquette, as noted in the handbook and the District Policy Manual. I understand any violations could result in the loss of access as well as other disciplinary action.

_____ Student Name (Printed)

_____ Student Signature _____ Date

_____ Parent Signature _____ Date