

# LEWISTON SENIOR HIGH SCHOOL



## MISSION STATEMENT

Lewiston High School is a dynamic, supportive learning community with diverse opportunities for all.

- Dynamic
- Supportive
- Diverse Opportunities

*Believe in the Possibilities*

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

ZIP/POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

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## **WELCOME TO LEWISTON HIGH SCHOOL**

Lewiston High School is rich in tradition and is one of the premier high schools in the State of Idaho. We are proud of our curricular offerings, activities program, staff and students. You are encouraged to continue our strong tradition by participating in student activities and getting the most out of your classes through regular attendance and diligent study.

The policies contained in this handbook are the result of years of work by the staff and students of Lewiston High School and are intended to help create a positive learning climate so that you might get the most out of your high school years. Our handbook contains answers to many questions that may arise during the school year. If you have a question, do not hesitate to contact a staff member, a counselor, or any administrator.

The purpose of education is to provide you with the academic skills necessary to help you achieve your goals in life, and to help prepare you as a productive citizen. We encourage you to participate in the many activities and clubs that are offered in our school. Your high school life and the successes that you find will be directly proportionate to the effort you put into it.

We are proud of the many accomplishments of Lewiston High School and its graduates. We hope you will have a successful and productive year. If we can be of assistance at any time, please don't hesitate to contact us. Have a great year!

The Administration



## **LEWISTON HIGH SCHOOL BELIEF STATEMENTS**

The faculty and staff of LHS believe that schools should:

- ◆ Provide a variety of challenging academic, professional, technical, extracurricular, and social experiences to allow students to reach their full potential.
- ◆ Establish a safe and comfortable environment free from emotional and physical harm.
- ◆ Develop socially responsible students.
- ◆ Enhance students' skills and abilities by providing diverse, interesting, stimulating, and productive learning opportunities.
- ◆ Promote a shared sense of responsibility, integrity, and accountability among faculty, students, and parents for learning and task completion.
- ◆ Encourage critical thinking and problem solving to enhance life experiences.
- ◆ Nurture growth in positive, progressive, adaptive, and challenging ways.
- ◆ Provide an environment promoting physical, mental, and social wellness.

## **TRADITIONS**

- The Star Spangled Banner is played at the opening of each athletic event.
- The flag is saluted before each assembly.
- Everyone stands when the school song is played.
- The Winter Ball is in January.
- The Prom is held in the spring of each year.
- The Bengal is the symbol and mascot of Lewiston High School.
- The Seniors have a luncheon in the spring.
- Purple and Gold are the school's colors.
- Homecoming is held each year. A queen and four princesses are chosen by the football team. A pep rally, Bengal Olympics, a football game, a dance and the crowning of the royalty constitute the festivities.
- The Seniors redesign and paint the Senior lot each August.

# 2017-2018 BELL SCHEDULE

## M, T, Th, F

|                     |               |
|---------------------|---------------|
| <b>Period 1</b>     | 7:55 – 9:23   |
| <b>Period 2</b>     | 9:30 – 10:55  |
| <i>First Lunch</i>  | 10:55 – 11:25 |
| <b>Period 3 (1)</b> | 11:00 – 12:25 |
| <i>Second Lunch</i> | 12:25 – 12:55 |
| <b>Period 3 (2)</b> | 11:30 – 12:55 |
| <b>Period 4</b>     | 1:00 – 2:25   |

## Wednesday (Access Day\*, 77 min. block)

|                     |               |
|---------------------|---------------|
| <b>Period 1</b>     | 7:55 – 9:14   |
| Access:             | 9:19 – 9:49   |
| <b>Period 2</b>     | 9:54 – 11:11  |
| <i>First Lunch</i>  | 11:11 – 11:41 |
| <b>Period 3 (1)</b> | 11:16 – 12:33 |
| <i>Second Lunch</i> | 12:33 – 1:03  |
| <b>Period 3 (2)</b> | 11:46 – 1:03  |
| <b>Period 4</b>     | 1:08 – 2:25   |

\***Access Time** is an academic intervention opportunity for students so they are able to access their teachers. Students will be assigned an Advisory teacher who they will report to for Access. During access time you may:

- Receive extra help in all areas – including senior project
- Collect make up class work from absences
- Discuss grades with teachers
- Complete homework
- Pick up pre-arranged assignments
- Review notes from a class

Other expectations regarding Access Time:

- ♦ Teachers are expected to be in their classroom and available to students.
- ♦ All students will have a blue Access pass filled out before they transition.
- ♦ Teachers may require students to attend their class through Access invitations.
- ♦ Students cannot leave campus.
- ♦ Students must be in a classroom according to their blue Access pass.
- ♦ Students must stay a minimum duration of ten (10) minutes at each site they visit, no more than three (3) transitions.
- ♦ There are no transitions during the first five minutes and last five minutes of Access.
- ♦ All students will remain in the classroom after hearing the five minute warning bell to end Access.

## 2017-2018 SCHOOL CALENDAR

|   |                |
|---|----------------|
| 1 <sup>st</sup> Day of School .....             | Aug. 23        |
| Labor Day .....                                 | Sept. 4        |
| School Improvement* .....                       | Oct. 5         |
| October Vacation .....                          | Oct. 6         |
| End of 1 <sup>st</sup> Qtr/Early Release* ..... | Nov. 2         |
| Parent Conferences .....                        | Nov. 2 - 3     |
| Thanksgiving Vacation .....                     | Nov. 22-24     |
| Christmas Vacation .....                        | Dec. 18-Jan. 1 |
| Idaho Human Rights Day/MLK .....                | Jan. 15        |
| End of 1 <sup>st</sup> Sem/Early Release* ..... | Jan. 19        |
| Presidents' Day .....                           | Feb. 19        |
| End of 3 <sup>rd</sup> Qtr/Early Release* ..... | Mar. 23        |
| Spring Vacation .....                           | Mar. 26- 30    |
| Memorial Day .....                              | May 28         |
| School Ends .....                               | June 1         |
| LHS Graduation .....                            | June 2         |

\*Early Release time 12:00

\*School Improvement Day – No School

**(SCHOOL SONG)**

(Tune – Notre Dame Fight Song)

Cheer, Cheer for old Lewiston High,  
Wake up the spirit, don't let it die,  
Send a roaring cheer on high,  
Shake down the thunder from the sky,  
What though the odds be great or small,  
Old Lewiston High will win over all  
While her loyal sons are marching  
Onward to victory. Rah! Rah! Rah!

(Repeat faster)

**(ALMA MATER)**

(Tune – Halls of Ivy)

Oh, we love our Alma Mater  
And we pledge ourselves to thee  
You place before us glory  
For the whole world to see  
Oh, beyond the halls familiar  
Lie the pages of our past.  
And Lewiston High we won't forget thee  
Long may you last.  
We sing our cheers aloud  
Our voices strong, and proud  
Your fame will e'er remain  
Throughout your years;  
We hold our banners high,  
Our spirits never die,  
Through thee, dear Lewiston High,  
We conquer fear.  
So to thee, our Alma Mater,  
Do we sing our songs in praise,  
With mem'ries of the past  
And dreams of future days.

## **ATTENDANCE POLICY**

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

The Board of Directors considers full-time attendance to be an essential element in the student's educational process. Regular attendance fosters a climate conducive to learning, perpetuates effective teaching, protects the integrity of the scholastic day and ensures quality education. There is a clear connection between student academic success and consistent school attendance. It is the belief of the LHS administration, faculty and staff that regular school attendance is an essential prerequisite to a successful learning environment.

We believe that the student's presence in the classroom and regular contact with the classroom teacher is a necessary part of the learning experience. Even when students achieve an acceptable level of academic performance coincidental with irregular attendance, a significant aspect of their learning experience is missed.

Irregular attendance can create unreasonable demands on the learning experience of all students by disrupting the pace and organization of classroom instruction. Irregular attendance can shift the work demands of the classroom teacher making less time available to direct the learning experiences of students who attend regularly.

Student attendance is a prerequisite to academic credit. In order to receive academic credit for a class a student must meet the academic standard determined by the classroom teacher and the attendance standard as follows:

### **A. Communication Procedure**

Parents/guardians will be notified in writing when their student accumulates three (3) absences AND six (6) absences during the semester.

Students with ongoing attendance problems will be referred to the administration to determine action to be taken. If a student exceeds six (6) absences in any class during the semester, credit may be withheld.

### **B. Credit Denial Notification**

Parents/guardians will be notified in writing if credit was or will be withheld.



### C. Appeals Procedure

If a determination is made to withhold credit, the student and parent/guardian may make an appeal.

If an appeal is made, it is the responsibility of the student/parents to provide substantial documentation that:

- (1) Clears up unverified absences, unexcused absences or trancies.
- (2) Illustrates extenuating circumstances that led to excessive absences.
- (3) Defines health or legal issues preventing the student from attending school.

### D. Appeals Process

The two following steps are established to guide students and parents through the appeals process.

1. An attendance/appeals committee will review the records and the circumstances and determine whether or not the student will receive credit. Each secondary building will have an attendance/appeal committee.
2. The decision of the attendance/appeals committee may be appealed to the superintendent or designee. The appeal must be submitted to the superintendent within ten (10) working days after receiving the decision from the attendance/appeals committee. The decision of the superintendent or designee is final.

## ABSENCES

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

Excused Absences: Excused absences are personal illness, and family emergencies.

#### Prearranged Absences(Excused)

Whenever students are aware beforehand that they will be absent, they must obtain a prearranged absence form from the attendance office. The request must come from a parent. Upon their return, students will be expected to be able to continue with the course work of each class.

Unexcused Absences: Absence for other reasons shall be considered unexcused. Work missed during an unexcused absence may be made up for credit. Students who have unexcused absences may receive Administrative disciplinary action.

Parents/Guardians are encouraged to provide 3<sup>rd</sup> party verification (doctor, dentist, etc.) as soon as possible when the student is absent and when applicable.

**NOTE: Student employment (work) will not be considered an excused absence under any circumstances**

Truancy: Willful absence of the student without the knowledge of the school or parents is considered truancy. It is unexcused and may lead to expulsion from school. Purposely missing one class to complete work for that class or another is considered truancy as well. Assignments missed due to a truancy will not receive credit. Students who are truant will receive Administrative disciplinary action.

#### Parent Communication Procedure

The parent or guardian is required to call on the day a student is absent from school. If no call is made, a written note should be sent with the student on the day of return to school. The note should describe the reason for the absence.

Absences **must** be cleared within two (2) school days after the student returns to school. If no contact from the parent or guardian is made, the absences will be coded as **truant**.

**IT IS THE RESPONSIBILITY OF THE STUDENT/PARENT TO CLEAR THE ABSENCES.**

**Please call the Attendance Office directly at 748-3107.**

#### **CHECKING IN/OUT OF SCHOOL**

When a student arrives at school at times other than the regular start of his or her school day, he/she must sign in at the attendance office.

When a student checks out of school, a phone call or note from the parents or guardians requesting the absence will be presented to the attendance office.

**When a student becomes ill at school, he/she must check out at the attendance office.** The attendance office will call home and release the student with parent/guardian permission. If a guardian is not available to excuse the student, an **administrator** may sign the student out. The absence will be unexcused until their parent confirms the checkout with a call or note.

**If a student leaves school and does not check out at the attendance office, the absence will be defined as TRUANT.**

#### **HOMEWORK MAKE-UP POLICY**

- Students are to get the missed work from their instructor the day they return to school whether or not they have class with that instructor the day of return. For example if a student is gone on Monday and they return on Tuesday, they are to get the missed work on Tuesday and have it completed by Wednesday.
- Students who have unforeseen excused absences from class will have the number of school days missed to make-up the work. For example if a student is absent on Monday and Tuesday, they would get Wednesday and Thursday to make up the work and have it completed and submitted to their instructors by Friday.
- Students who miss at least one class up to one day of school due to a scheduled event such as a school activity, scheduled appointment etc., are to get the material in advance of the absence and have it completed upon return to class.

- Students who have planned absences in excess of one day for any activity are to make arrangements with their instructors prior to leaving.
- Assignments (portfolio's, Senior Project, etc.) that have long term deadlines are due on or before the deadline.

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

### **TARDY POLICY**

One important purpose of education is to teach responsibility and respect. Punctuality is an important skill to learn and it is the intent of Lewiston High School to emphasize being on time. Tardiness disrupts the educational process for all students. Students are expected to be on time to class. **All tardies are unexcused unless medical documentation is provided.**

1<sup>st</sup> Tardy- Teacher disciplinary action

2<sup>nd</sup> Tardy-Teacher disciplinary action

3<sup>rd</sup> Tardy- Teacher disciplinary action

4<sup>th</sup> and subsequent Tardies-Administrative disciplinary action in addition to any teacher disciplinary action

Teacher disciplinary action ranges from a reprimand to detention. Detention could be served with the teacher before or after school or assigned to be served during lunch with the detention monitor.

### **ACADEMIC TARDY**

A tardy is considered an Academic tardy when the student is tardy by more than 15 minutes to any class. If a student is academically tardy, then they are required to sign in at the attendance office and receive Administrative disciplinary action.

Administrative disciplinary action may include a reprimand, detention, Saturday School, suspension, or removal from class for continued disruption.

## **GENERAL INFORMATION**

### **DANCES**

LHS dances are considered extra-curricular and therefore subject to school extra-curricular policies. Attendance is limited to currently enrolled Lewiston High School students. Students may bring out of school guests who have been approved by the Administration. Guest approval dance forms are available in the main office. Deadline for submitting requests for approval is three days prior to the dance.

Guests must be no older than 20 years of age and have appropriate I.D. with them at the time of the dance.

Dance Guidelines:

- All students must show student activity card.
- Front to back dancing is not allowed. Any violators will be dismissed from the dance and may be subject to additional disciplinary consequences.
- LHS dances are “Good Night” dances...once a student leaves the facility; they are not permitted to return.

### **ENROLLMENT GUIDE**

Immunization Records are required by State Law before enrolling. A Birth Certificate is required by State Law within thirty (30) days of registering.

Out-of-state students may be admitted only under the guidelines provided through the open enrollment policy. (See enrollment and placement requirements section.)

Independent School District No. 1, Lewiston, Idaho is an equal opportunity educational agency. In accordance with all applicable laws and regulations concerning delivery of services, all courses at Lewiston Senior High School are open to students of both sexes.

### **HALLWAYS & STAIRS**

There will be no one on the 2<sup>nd</sup> or 3<sup>rd</sup> floors during lunches. There will be no eating on the stairs during either lunch. Cell phones are not allowed out in the hallways during class time.

### **LOCKERS**

Students may choose to use a locker. Students are not allowed to change lockers or use more than one locker. Students are encouraged to keep their lockers locked at all times. Students are advised not to keep money or other valuables in their lockers. Neither Lewiston High School nor Independent School District No. 1 can be held liable for any lost, stolen or damaged property when left at the school.

Lockers are not to be written on, marked, scratched or used as bulletin boards. The cost of repairing any damage to lockers will be charged to the student. Periodic locker clean-outs may be scheduled.

## **LOST AND FOUND ARTICLES**

If you find a library book, it should be returned to the library, all other articles should be turned in at the office. Report all articles lost or stolen to the office. You are responsible for all textbooks and equipment issued to you and you should make certain that your name and the name of the teacher is in each book.

## **PARENT PERMISSION FORMS**

Parent permission forms must be filed before going on any trips in which the school furnishes the supervision or transportation, unless the students involved are members of an organized team. Students may not drive their cars to any activity or field trip, unless prior approval from administration.

## **REGISTRATION**

During registration students pay \$35 which entitles them to a student planner and activity card. This card will admit the student to all activities and assemblies sponsored by the student body. This includes all home athletic events except play-off games or tournaments. Retakes for lost or damaged Student Activity Cards are \$5.00.

Student Activity..... \$ 35.00

## **SCHOOL BUS POLICIES**

School buses are furnished to transport students to and from school and for other school-related purposes. They are not furnished for personal transportation. Students may not ride buses to: (a) work; (b) youth organizations; (c) piano lessons; or (d) to spend the evening with friends. Students whose names do not appear on the bus route list will not be allowed to ride the bus without written permission from the principal. (See Bus Conduct Regulations)

- Principals may issue permits to allow other students to ride the bus when a family emergency exists. These permits must be issued to students in advance and will be limited to the duration of such emergency.
- Once a student passenger has entered a bus, the bus driver has full responsibility for his/her behavior. The driver will not release the student to anyone without written permission from the principal.
- Students are to load and unload at their assigned bus stop. They must have written permission from the principal to leave the bus other than at their normal school bus stop.

## **STUDENT INJURIES**

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance.

The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year,

and are available at the district office.

### **STUDENT PARKING**

Parking on campus at Lewiston High School is a privilege. In order to park on campus, student vehicles must have an LHS parking permit displayed in the front driver's side window. Excessive dirty vehicles are not allowed on school property. Permits may be picked up in the Main Office. The first permit is free. Replacement or additional permits are \$3.00. **Continued parking violations may result in a fine and/or disciplinary action from Administration such as detentions or loss of on campus parking privileges.**

### **SUPPLIES**

Students will be required to furnish personal items such as notebooks, paper, pencils, erasers, etc. Students enrolled in certain classes such as art, home economics, photography and shop will be required to purchase materials and supplies used in any projects that become the personal property of the student. Some of these items will be available through the school while other items will be purchased personally by the student.

### **TEXTBOOKS**

Students are responsible for textbooks assigned to them. Texts that are lost, stolen or show excessive wear or damage are charged to the pupil. It is recommended that students keep all texts covered with heavy wrapping paper or a commercial cover.

### **VISITORS**

The school policy is NO student visitors. The exceptions to this policy are when the visitor is actually participating in the class as a guest speaker or when the principal has approved a special curriculum request. Parents are always welcome. Visitors are required to check in at the office, wear a visitor pass, and expected to leave when their business is completed. Persons who loiter about the school will be treated as trespassers and will be reported to the police. Any suspicious person/s on or near campus should be reported immediately to the office.

## ACADEMIC INFORMATION

### CORRESPONDENCE and ONLINE CLASSES

Lewiston High School accepts correspondence credit from any accredited institution.

### EARLY GRADUATION

- The two math credits may be earned during the Summer/Fall or two during the Fall
- Senior project will be completed during the Fall semester
- If a student chooses to not graduate early, they must be enrolled as a full-time student through their final semester

### GRADUATION REQUIREMENTS

|                               | <u>Semester Credits</u> |
|-------------------------------|-------------------------|
| English                       | 8                       |
| Reading                       | 1                       |
| Speech                        | 1                       |
| Math                          | 6                       |
| Algebra I (or equivalent)     | 2                       |
| Geometry                      | 2                       |
| Math taken in the senior year | 2                       |
| Science                       | 6                       |
| US History 10                 | 1                       |
| United States History         | 2                       |
| World History                 | 1                       |
| Economics                     | 1                       |
| Social Science Elective       | 1                       |
| US Government                 | 2                       |
| Physical Education            | 3                       |
| Health                        | 1                       |
| Humanities                    | 2                       |
| Prof Tech                     | 2                       |
| Technology                    | 1                       |
| Electives                     | <u>15</u>               |
| <b>TOTAL</b>                  | <b>54</b>               |

**Student must have the 54 credits and completion of one of the following test (ACT, SAT, Compass, Accuplacer) and successful completion of the Senior Project in order to graduate.**

To participate in graduation the student must:

- Be enrolled as a full time LHS student.
- Have courses completed and credits earned by 11:00am the Thursday before graduation.
- Be in good standing in academics, attendance and discipline.
- Be present for all graduation practices

## **ED CENTER GRADUATION**

- Must meet LHS graduation requirements
- Must earn 4 credits at LHS during each semester of their Senior year
- Ed Center must notify LHS of the request to graduate by January 1<sup>st</sup> of Senior year
- Student must be 21 years old or younger at the time of graduation

## **HOMEWORK REGULATIONS**

Homework is varied assignments intended to be carried out during non-teaching hours. Homework is an important part of learning. The ultimate goal of homework is to enhance learning outside the classroom and beyond the school day.

Teachers and parents/guardians share the responsibilities for motivating and providing opportunities for homework. The student has the ultimate responsibility for the successful completion of homework.

- Develop regular study habits and teach responsibility
- Foster communication between the school and home
- Provide a different learning environment
- Provide information about lesson effectiveness, student knowledge, and student effort
- Provide independent practice and/or reinforce skills
- Extend classroom learning
- Improve academic achievement
- Prepare the student for future lessons

In the event that a parent/guardian is concerned about homework, the concern should be resolved by meeting with the teacher. If the matter is not resolved, the following conference steps should be followed: (1) parent-teacher-building principal, and then (2) parent-teacher-building principal-superintendent.

## **NUMBER OF CLASSES**

All students are required to enroll in eight (8) classes. Students will be accountable for all eight class periods. They must be in attendance for their scheduled study hall, teacher aide, field experience, and/or college class.

## **UPWARD BOUND TRANSCRIPTS**

- If student earned 60-70 hours in one content area, the student's grade will be transcribed in the content area in which the grade was earned
- If hours must be combined in separate content areas, the grade will be transcribed as a P with elective credit

## **HOMESCHOOLED STUDENTS**

- Must enroll in at least one class on LHS campus
- Must be scheduled for 4 blocks, not necessarily 4 classes (Study Hall is not an option)



## **ONLINE COURSES (IDLA)**

- If the online course is during the school day, the student is expected to be in attendance at school.
- Only available as overload if the class is offered at LHS
- Flex classes may not be taken by students who are planning on early graduation

## **ADVANCED OPPORTUNITIES**

- See your LHS counselor for up to date information.

## **EARLY GRADUATION**

- The two math credits may be earned Summer/Fall or 2 in the Fall
- Senior Project will be completed Fall semester (student is responsible for knowing all deadlines for Senior Project)
- If student chooses to not graduate early, they must be enrolled as a full-time student

## **STUDY HALL**

- Limited to students who are in rigorous coursework, have struggled academically or enrolled in online course work.
- Students cannot choose Study Hall as a class
- Counselors will work with parents and students for correct placement

## **LCSC- on campus courses**

- Open to Juniors and Seniors, exceptions will ONLY be made on a case by case basis
- Student must either have a cumulative LHS GPA of 3.0 or meet the College Ready Benchmarks on their college admission test
- Student is responsible for transportation, fees, and monitoring academic progress
- Every 2 college credits will be transcribed as 1 high school credit
- If student is full-time on LCSC campus, they must take at least 12 credits per semester
- If student is part-time at LCSC, they must take at least 10 credits per semester from LCSC
- All college credits taken while enrolled in high school will be transcribed by LHS
- If the student fails a course on LCSC's campus, they cannot take another on campus class the following semester

## **MATH**

- 2 credits of Algebra 1 or higher (does not include Geometry)
- 2 credits of Geometry
- 2 credits during Senior year
- Math courses need to be taken sequentially
- 8<sup>th</sup> grade math is not transcribed

### **WORK EXPERIENCE (non-IEP students)**

- Limited to Seniors
- Student must be currently employed and the job must provide pay stubs (copies of paystubs will be turned in for documentation)
- 50 hours per credit (average of 3 hours per week per credit)
- Only offered during 1<sup>st</sup>, 4<sup>th</sup>, and 5<sup>th</sup> blocks
- Max of one block per day
- Student must have the work experience form signed by parent and employer before they are placed in the class
- If the student quits or is no longer employed at any time during the semester, they will fail the class and be placed into an alternative class

### **MARKETING EXPERIENCE**

- Limited to Seniors
- 1 hour, enrolled in a Professional Technical Class and approved by field experience staff

### **TEACHER/OFFICE AIDE POLICY**

- Open to Juniors and Seniors
- May be denied due to poor academic performance
- 1 credit per semester

### **ELEMENTARY AIDE**

- Open to Juniors and Seniors with a minimum 2.0 GPA
- May be denied due to poor attendance, academic performance and/or behavior
- 1 credit per semester

### **REPEATING CLASSES**

- Repeating a course disqualifies a student from being a valedictorian or salutatorian
- Previous grade is transcribed as a No Credit (NC) and not computed in GPA or class rank
- Students earning a D will have the opportunity to retake the class for a better grade
- Students earning a C will be looked at on an individual basis
- Flex classes taken through IDLA may not be used to replace a grade

### **PARENT-TEACHER CONFERENCES**

Parents will be notified of conference dates and times by the school. Parents are strongly urged to make a special effort to attend. If parents wish to schedule additional conferences during the school year, they may do so by contacting the counselors.

### **PROGRESS REPORTS**

Parents will be able to access current grades on-line through the Power School program two weeks after the start of each semester. Progress reports will be emailed out every two weeks (current email

needs to be on file).

### **TRANSFER CREDITS**

Will be transcribed as No Credit (NC) with value to make each semester's credits the same as LHS

### **STUDENTS IN GOOD STANDING WILL HAVE THE FOLLOWING # OF CREDITS AT THE END OF EACH SEMESTER**

- Sophomore – Fall Semester 15 / Spring Semester 22 credits
- Junior – Fall Semester 30 / Spring Semester 38 credits
- Senior – Fall Semester 46 / Spring Semester 54 credits

### **REPORT CARDS AND GRADING**

Report cards will be issued at the end of each nine-week period. Grade point averages will be calculated on the following basis:

- 90-100 = A - Excellent
- 80-89 = B - Above average
- 70-79 = C - Average
- 60-69 = D - Passing
- 0-59 = F - Failure
- I - Incomplete
- P – Passing - receives credit but does not count in grade point average
- W – Withdrawal, no credit
- NC – No credit
- \* - Asterisked letter grades indicate modified curriculum.

### **SCHEDULE CHANGES**

1. ALL changes require a parent signature.
2. Changes will only be allowed before or after school or during lunch after the first day.
3. Schedules changes must be made prior to the 5<sup>th</sup> day of the semester.
4. Students must complete the Request to Change Form and submit it to their counselor for a schedule change to be considered. Students will only receive one Form.

Schedule changes will be considered based upon the following criteria:

1. The student has been miss-assigned in a course.
2. The student has previously completed the course.
3. The student has taken the course from the same teacher and failed.
4. Schedule changes will only be considered based on availability of space in the class.

A withdrawal requires parent and teacher signatures and on the availability of Study Hall. For the first four weeks of each semester, a withdrawal will result in a "W" on their transcript and they receive no credit for the class. After the fourth week, students who withdraw from a class receive an "F" on their transcript and no credit for the class.

## DISCIPLINE POLICIES

Students are expected to adhere to all guidelines and regulations stipulated in the Student Discipline Code adopted by the Board of Directors of Independent School District No. 1, Lewiston, Idaho. The school district and each school within the district constitute an academic community composed of all students, teachers, administrators, parents and the community-at-large. The rules and regulations of a school are the laws of that academic community.

All those enjoying the rights of citizenship in the school community must accept the corresponding responsibilities of school citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the school community and the rights of the other members of that academic community. What must be emphasized is that education is, not only a right, it is a privilege which must be guarded by appropriate conduct.

### GENERAL EXPECTATIONS

1. Smoking, E-cigarettes, Vapor pens (devices) and chewing tobacco are against the law for people under 18 years old and are undesirable social habits with long-term health risks. **Therefore, the carrying and use of any of these are prohibited on school property at all times, including after school, evening and weekend events.** Violators are subject to suspension and to penalties of the law.
2. No student will be allowed to possess, use or be under the influence of alcohol, illegal drugs or narcotics at any time within school buildings, on any school district property or at any school activity whether on or off school property. Violations will result in suspension and could lead to expulsion from school, along with a referral to the Substance Abuse Resource Team. (See substance abuse policy.)
3. Sexual harassment is defined as inappropriate interactions of physical or verbal nature, characterized as sexually offensive or promiscuous, which place a student in an embarrassing or humiliating situation in a school setting. Violators face disciplinary action.
4. Students attending school functions such as games, music programs or other activities at home or away, are under the same regulations as if they were at school. By league and school rule no face painting is allowed.
5. Parking on campus at Lewiston High School is a privilege. Cars and motorcycles are to be driven with caution on or near the school grounds. Campers, motorhomes, or nuisance vehicles will not be allowed. In addition:
  - a. Cars are not to be parked in areas designated by yellow curbs, restricted signs, on lawns or handicapped areas. Vehicles shall not back into parking spaces adjacent to fence lines. School citations will be issued with accompanying fines; 1<sup>st</sup> \$5, 2<sup>nd</sup> \$10, 3<sup>rd</sup> \$10 + disciplinary action. Cars may be towed at the owner's expense.
  - b. Do not pass school buses while loading or unloading if their lights are flashing and stop arms

are extended.

- c. Blocking entrance and exit driveways to public parking is unlawful and vehicles will be towed at owner's expense.
  - d. Drivers and/or vehicles that create hazards, messes, or distractions may be banned from campus and any cleanup will be the responsibility of the driver.
  - e. **Parking privileges can be revoked at any time.**
6. Safety and good judgment determine the basic standard for dress and grooming at LHS. Students shall dress in a manner that does not disrupt the educational process. Clothes must be clean and shoes must be worn at all times. Exposed undergarments and midriffs are not acceptable. Buttocks, upper thigh and chest, and midriff must be covered when walking; sitting, and bending or reaching (applies to males and females alike). Clothing that refers to gangs, drugs, alcohol/tobacco, sex, violence or that contains innuendoes referring to obscene behavior shall not be permitted. Bandanas will not be permitted.
7. In order to provide maximum non-disruptive learning opportunities for all students, cell phones are discouraged at school. However if they are in possession, they are to be turned off, put away and remain out of sight during instructional time. This includes the classrooms, hallways and outside areas.

Any student who chooses to disrupt class by having a cell phone on or visible may receive disciplinary action as well as possible confiscation of the device. All confiscated phones will be turned into the office.

Cell phones are strictly prohibited in any location where there is an expectation of privacy such as restrooms and locker rooms. All phones seen in these areas will be confiscated.

Cell phones are strictly prohibited at all times in the library and auditorium.

A student who has his/her phone turned into the office will have to contact parents for the release of the phone. Repeat offenders will receive administrative disciplinary action.

8. No radios, CD players, I pod-type devices, cell phones or pagers are permitted to be used during classes or school assemblies. If in use, the aforementioned items will be confiscated and kept in the office. A second offense will be considered a disciplinary violation. Also, students may not wear headphones or ear pieces during class time.
9. Public Display of Affection: Excessive physical contact and public display of affection are not acceptable at school.
10. Students are expected to be polite and respectful to staff and fellow students, the school buildings and the grounds. Appropriate behavior is also expected by all students in classrooms, on campus, while on the bus or at bus stops. Students who disrupt the educational process with inappropriate behavior may be suspended from school. Chronic misbehavior may result in referral to the Board of Directors with a recommendation for expulsion from the Lewiston School District.

11. Skateboarding and other wheeled activity is prohibited in any school building and where posted on the school campus. We must honor pedestrians first.
12. Weapons of any kind are prohibited on campus. Knives are also prohibited and may qualify as a weapon under federal guidelines. Possession of a firearm will result in a one-year expulsion from school.
13. Cheating-The mission of LHS is to provide opportunities for our students to develop into healthy, responsible, thinking citizens within a safe and enriching learning environment. Maintaining academic honesty is essential to the success of this mission. Therefore, there is a clear expectation that all students will perform assignments with honor and integrity. Cheating at LHS will not be tolerated.

Cheating Includes, but not limited to the following:

- **Copy, fax, or duplicate assignments**
- **Exchange assignments in any fashion**
- **Write formulas, codes, keys on your person or objects for use in a test**
- **Use hidden reference sheets during a test**
- **Use programmed material in watches, calculators, or cell phones**
- **Exchange answers with others**
- **Submit another assignment as your own**
- **Submit material (written or designed by someone else) without giving the name of the author/artist and/or source**
- **Not following specific guidelines on cheating as established by department, class, or a particular teacher**

**Consequences for cheating:**

1. A grade reduction on the assignment in question.
2. A grade of zero (0) for the assignment in question with no opportunity to make up that work in any way, including, extra credit work.
3. If the severity of the situation merits, the student shall be given a grade of F for the quarter of the course in which the cheating occurred.
4. For any subsequent occurrence in any course at Lewiston High School the student shall immediately be dropped from the course and receive an F for a final grade.

## **COMPLIANCE WITH RULES**

Students shall comply with all Rules and Regulations adopted by the District. The following rules identify, but do not limit, the types of activities covered by District regulations:

1. Alteration of School Records – A student shall not falsify or alter a school record or any communication between the home and the school.
2. Disruptive Actions – Immediate disciplinary action will be taken against individuals

participating in disruptive activities. The Board considers the following as examples of disruptive action:

- a. Alcohol, Drugs, and Narcotics- No student will be allowed to possess, use, or be under the influence of alcohol, illegal drugs, or narcotics at any time within school buildings, on any District property, or at any school activity whether on or off school property. (Drug-Free School Policy & Procedures)
  - b. Fighting- Fighting or aggressive behavior directed toward another person in a threatening manner.
  - c. Gambling- Gambling or possession of gambling devices on school premises or during school activities. Gambling is defined as risking something of value in the hopes of winning something of value and includes such things as dice, cards, pitching coins, or betting.
  - d. Hazing- Requiring another student to perform humiliation or unnecessary tasks by coercion of any type.
  - e. Incurability- Unmanageable or unruly behavior.
  - f. Insubordination- Failing to comply with reasonable directions of teachers, administrators, or supervisory personnel.
  - g. Lascivious Literature- Possessing or distributing lascivious literature or materials on school premises or during school activities.
  - h. Profanity- Cursing, using profane or vulgar language.
  - i. Tardiness- Habitual lateness to classes.
  - j. Tobacco- The possession or use of tobacco by students is not permitted on school property.
  - k. Unsafe Behavior- Not observing rules of good conduct and safety on school buses, school grounds, in classrooms, in lunchrooms, and at school activities.
3. Off-Campus Events- Students attending school-sponsored functions such as games, music programs, or other activities at home or away are under the same regulations as if they were at school.
  4. Dress and Appearance- Dress and appearance must not present health or safety problems, or pose potential disruption of the educational process as adjudged by school personnel. When a student's attire is found to be in violation of this policy, the student may be required to modify his/her attire in such a manner so that it no longer violates this policy.
  5. Refusal to Identify Self- All persons must, upon request, correctly identify themselves to

school authorities in the school building, on school grounds, or at school-sponsored events.

6. Cooperation with District Personnel- Students must obey the lawful instructions of District personnel.

## **CRIMINAL ACTS**

The following activities are among those defined as “criminal” under the laws of the State of Idaho and the City of Lewiston. In addition to serving as grounds for suspension or expulsion from District attendance, students should also know that these activities carry a potential for arrest and court action if remanded to civil proceedings.

Any perpetrator of a criminal act will be referred to the appropriate legal authority. The list is partial only and “criminal acts” are not necessarily limited to the following:

1. Arson- the intentional setting of fire.
2. Assault- Physical threats or violence.
3. Burglary or Theft- Stealing of school or personal property.
4. Explosives, Possession of explosives, including firecrackers.
5. Extortion, Blackmail, or Coercion- Obtaining money or property by violence or threat of violence or forcing someone to do something against his will by force or threat of force.
6. False Alarms or Bomb Threat- Instigating or taking part in false alarms or a bomb threat.
7. Firearms, Possession of Firearms are prohibited on school property or at school sponsored events.
8. Loitering- “A person who disrupts the educational process or whose presence is detrimental to the morals, health, safety, academic learning, or discipline of the pupils...” (Section 33-512, Idaho Code)
9. Malicious Mischief- Property damage.
10. Reckless Driving- Driving vehicles in a dangerous manner on or near school grounds or during school activities.
11. Rioting- A disturbance of the peace by two or more persons assembled together.
12. Larceny/Theft- The unlawful taking of property from the possession of another person.
13. Robbery- The unlawful taking of anything of value by force or threat of force or violence and/or by putting the victim in fear of immediate harm.



14. Substance Abuse- Sale, use, or possession of alcoholic beverages or illegal drugs.  
(Drug Free Policy & Procedures)
15. Trespass- Being present in an unauthorized place or refusing to leave when ordered to do so.
16. Unlawful Interference with School Authorities- Interference with school personnel by threats, force, or violence.
17. Weapons, Possession of- Possessing, handling, or transmitting any object which may be considered a weapon at any school or school event.
18. Vandalism- Willfully, or maliciously destroy, damage, deface, or otherwise injure real or personal property. Graffiti is a form of vandalism.
19. Intimidation- Using threatening words or other conduct that places another person in fear of bodily harm. Such threats can be made in person or in writing.

### **DISCIPLINARY ACTIONS**

The following is a partial list of disciplinary actions that may be taken by the teacher and/or building principal or designee:

1. Guidance- A conversation between the student and school personnel. The purpose of this form of meeting is to inform the student that his/her behavior needs to change so that he/she does not violate the rights of others or to help the student improve his/her learning capabilities.
2. Conference- A meeting of student's parent(s)/legal guardian(s) and school personnel to discuss the student's behavior or learning process. The school will seek the assistance of the student's parent(s)/legal guardian(s) in helping the student.
3. Detention- Requiring that a student remain after school for a period of time. Students may be detained up to sixty (60) minutes at the secondary level after the regular hour of dismissal. Detention times may be longer with parent/guardian permission.

Lunch Detention- Requiring a student to serve detention at lunch. The student will serve a minimum of 15 minutes on consecutive days until the assigned amount is served. Students who are assigned lunch detention have closed campus.

Prior arrangements will be made when a bus student is detained after school.

4. School Cleanup- Requiring a student to clean up certain areas of the school.
5. Rearrangement of School Schedule- Assigning a student a new schedule of classes and/or teachers when the behavior of a student is such that the student cannot conduct

himself/herself in an acceptable manner.

6. Restriction of Extracurricular Activities- Informing a student that he/she cannot participate in certain activities because of his/her past or present behavior.
7. Saturday School- Requiring that a student spends time at school on a designated Saturday. Prior arrangements will be made with parents/guardians.
8. Corporal Punishment is in violation of District policy.
9. District Guidelines- The individual circumstances of the student and the severity of the incident will determine the nature of the disciplinary action. **The disciplinary actions are listed as guidelines, and the District may resort to immediate suspension or expulsion for severe misconduct even if it is first-time offense.** The administrator in charge will determine the appropriate disciplinary action.
10. Suspension- This means a denial of attendance at any single subject, class, or activity, or any full schedule of subjects, classes, or activities for stated period of time not to exceed five (5) school calendar days for any given suspension. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the District. Makeup work is at the discretion of the administration.

Students may be suspended from school by the principal for flagrant misconduct, gross disobedience, or truancy pending a satisfactory adjustment with the parent/guardian. Due process procedures will be followed in all suspensions. Student suspension notices will become part of the student's permanent record. Students who consistently violate various school policies, rules, and regulations will be subject to suspension regardless of the seriousness of the violation.

11. Expulsion-This means a denial of attendance at any single subject, class, or activity, or any full schedule of subjects, classes, or activities for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the District.

In compliance with the **Gun-Free Schools Act**, a student who is determined to have brought a firearm to school or to places under school jurisdiction will be expelled from school for a period of not less than one year. The Superintendent or designee may modify the expulsion requirement on a case-by-case basis. (Firearm is defined in Section 91 of Title 18, United States Code.)

The District will not admit a student who has been expelled from another district for violating the **Gun-Free Schools Act** until that student has completed the expulsion period of not less than one year. The date of re-admittance will be based on written confirmation from the district that initially expelled the student. A student who wished to challenge this decision is entitled to a due process hearing.

The Board may deny attendance at any of its schools by expulsion for just cause.

“No pupil shall be expelled without the board of trustees having first given written notice to the parent or guardian of the pupil, which notice shall state the grounds for the proposed expulsion and the time and place where such parent or guardian may appear to contest the action of the board to deny school attendance, and which notice shall also state the rights of the pupil to be represented by counsel, to produce witnesses, and submit evidence on its own behalf, and to cross-examine any adult witnesses who may appear against him.” (Section 33-205, Idaho Code)

Due process procedures will be followed in all expulsions. Student expulsion notices will become part of the student’s permanent record.

The disability(ies) of an identified student requires additional consideration as outlined in the Special Education Rules and Regulations.

## **SEARCHES**

### Authorized Personnel

School administrators may authorize a “reasonable” search of students, lockers, desks, vehicles, and electronic devices when such persons and/or objects are located on school property are within school jurisdiction.

## **SEIZURE**

### Illegal Items

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the students’ safety or to others’ safety and security can be seized by school officials. All illegal items will be turned over to law enforcement for disposition.

### Other Items

Other items that may be used to disrupt or interfere with the educational process may be removed from the student’s possession by a staff member. Such items may be returned to the student by the staff member or through the Administrative offices.

## **INTERSCHOLASTIC ACTIVITIES**

All students are encouraged to participate in the activity program. All students involved in activities are expected to abide by the behavior standards in the Activities Code. A grade point of 2.00 is required of all students holding offices in classes and clubs. Student body officers are required to have a grade point average of 2.50 and must have been in attendance at Lewiston High School during their junior year. These requirements are part of the Lewiston High School Constitution.

In order to participate in any activity at Lewiston High School controlled by the Idaho High School Activities Association (IHSAA), a student must:

- ◆ Be under twenty (20) years of age. If a student turns twenty years of age during a sport season, he/she may finish the season.
- ◆ Have been in school no longer than eight (8) consecutive semesters in grades nine through twelve.
- ◆ Not play on any other than a school team, in the same sport, during the season (a season starts with the first practice session in that sport and ends with the last game).
- ◆ Be an amateur (having never been paid to play).
- ◆ Have established residency requirements as required by IHSAA.
- ◆ Abide by all rules set down by the coach, athletic/activities department and the IHSAA.

Other regulations and guidelines governing participation in the secondary athletic program (Grades 7-12) of the Lewiston School District can be found in the Handbook for Student Athletes available in the Activity Director's office.

**Activities and clubs available to students of Lewiston Senior High School include the following (with advisor identified).**

**Activities under IHSAA** (Corey Williams - cwilliams@lewistonschools.net)

Baseball, Basketball, Cheer, Cross-Country, Football, Golf, Softball, Swimming, Tennis, Track, Soccer, Volleyball, Wrestling.

**Art Club** (John Patterson - jpatterson@lewistonschools.net)

Art Club is open to all students at Lewiston High School. The Art Club operates under an open studio format, which provides all students with the opportunity to experiment with painting, drawing, and sculpture. Art Club meets weekly after school.

**Automotive Technology Club** (Jim Cooper - jcooper@lewistonschools.net)

Club meetings are one Saturday per month, from 9 AM to 3 PM. This allows the student enough time to complete a sizeable repair on their own or a friend's car. We encourage students to help each other and we participate in a number of community service activities. Members must either be taking a course in Auto Technology or have completed such a course.

**The Bengal** (Jenifer Stubbers - jstubbers@lewistonschools.net)

The Bengal, the high school yearbook, is published by volunteer students. Delivered in May, the yearbook includes hundreds of pictures of all school activities, sports events, musical concerts and individual photographs. Members learn the elements of publishing a book from the original idea through all phases includes picture taking, page design, write-ups, typography and finances. The group is largely composed of seniors with some juniors and sophomores of demonstrated ability.

**The Bengal's Purr** (Charity Egland - cegland@lewistonschools.net)

The Bengal's Purr is the award-winning student newspaper published periodically during the school term and keeps students and community informed of the latest school activities, fashions, sports,

with a minimum of gossip thrown in for interest. First year students are trained in journalistic writing and design in Introduction to Journalism. They go on to Journalism Production in their second and third years, where they create publications and manage Purr operations.

**Bowling Club** (Randy Buttenhoff – [randy@buttenhoff.com](mailto:randy@buttenhoff.com))

**Business Professionals of America (BPA)** (Jenifer Stubbers - [jstubbers@lewistonschools.net](mailto:jstubbers@lewistonschools.net))  
Any student taking business classes is eligible for membership. Students compete at the regional, state, and national levels in a variety of business/computer-related events.

**Debate Club** (Jim Silvestri - [jsilvestri@lewistonschools.net](mailto:jsilvestri@lewistonschools.net))  
Debate club is open to all LHS students. The goal of the club is to provide the members with the techniques of organized debate for the purpose of intramural and interscholastic competition. Meetings are weekly, with practices on a more frequent basis in preparation for a competition.

**Distributive Education Clubs of America-DECA** (John Potter - [jpotter@lewistonschools.net](mailto:jpotter@lewistonschools.net))  
This activity is open to students enrolled in MARKETING EDUCATION and functions as a co-curricular school club. Its purpose is to promote skills learned in the vocational marketing classes.

**Drama/Thespians** (Mel Syverson - [msyverson@lewistonschools.net](mailto:msyverson@lewistonschools.net))  
The Drama department provides theatrical opportunities for students on and off stage. The annual season usually includes a non-musical in the fall, a student-written and directed Christmas play that tours the elementary and junior high schools, a musical in March, Shakespeare Festival in April.

Thespians, is an international drama society and the title given to those who letter in Drama. Lewiston High School has been with the society since 1931. The Thespians' emblem is a large "T" with the mask of comedy and tragedy on either side. The motto, "Play well your part, therein all honor lies." Eligibility is determined by the number of points a person earns for performing in plays and production work.

**Health Occupations Students of America-HOSA** (Debbie Wassmuth - [dwassmuth@lewistonschools.net](mailto:dwassmuth@lewistonschools.net))

**Fantasy Club** (Scott Funk - [sfunk@lewistonschools.net](mailto:sfunk@lewistonschools.net))

**Family, Career & Community Leaders of America-FCCLA** (Mindy Pals - [mpals@lewistonschools.net](mailto:mpals@lewistonschools.net))

**French Club** (Cynthia Yarno - [carno@lewistonschools.net](mailto:carno@lewistonschools.net))

**German Club** (Christel Breckon - [cbreckon@lewistonschools.net](mailto:cbreckon@lewistonschools.net))

**International Club** (Kelly Carper - [kjcarper@lewistonschools.net](mailto:kjcarper@lewistonschools.net))

**Juggling Club** (Scott Funk - [sfunk@lewistonschools.net](mailto:sfunk@lewistonschools.net))

**Key Club** (TBD)

Key Club is an international student led organization which provides its members with opportunities to provide services, build character and develop leadership.

**Kindness Klub** (Christina Cahill – [ccahill@lewistonschools.net](mailto:ccahill@lewistonschools.net))

The mission of Kindness Klub is to empower club members to improve the climate of our school and make it a positive place to be for all students and staff of LHS.

**Machinists' Club/VICA** (Pat Schmidt - [pschmidt@lewistonschools.net](mailto:pschmidt@lewistonschools.net))

Members must either be taking a course in Machine Shop or have completed such a course.

**National Honor Society** (Rachel Evans - [revan@lewistonschools.net](mailto:revan@lewistonschools.net))

Membership is limited to the top fifteen (15) percent of the Senior Class and ten (10) percent of the highest juniors in their second semester. Scholarship is the most important qualification. Character, service to school and leadership are the other necessary attributes. The minimum grade point average is 3.40. The emblem is a lighted torch on a shield.

**Poetry Club** (Jamie Bakker - [jbakker@lewistonschools.net](mailto:jbakker@lewistonschools.net))

**Purple & Gold Club** (TBD)

An organization that provides opportunities for LHS students to contribute to their community and school. Purple & Gold members strive to come up with new projects every year. Join Purple & Gold and make a difference!

**Rodeo Club** (Tracy Carpenter - [tcarpenter@lewistonschools.net](mailto:tcarpenter@lewistonschools.net))

**Science (SAVE) Club** (Kristen Delp - [kdelp@lewistonschools.net](mailto:kdelp@lewistonschools.net))

The Lewiston High School Science Club is an honorary club, which recognizes LHS students who have earned at least a “B” average or better in any two sciences taken in high school. All students who are interested in science and who have earned at least a “B” average in their class are encouraged to join.

**Sign Language Club** (William Autrey - [wautrey@lewistonschools.net](mailto:wautrey@lewistonschools.net))

**Skills USA Club** (Terri Varnado & Stuart Johnson - [tvarnado@lewistonschools.net](mailto:tvarnado@lewistonschools.net) and [jstuart@lewistonschools.net](mailto:jstuart@lewistonschools.net))

**Spanish Club** (Ricky Guzman - [rguzman@lewistonschools.net](mailto:rguzman@lewistonschools.net))

**Student Council** (Jim Silvestri)

Representatives of each homeroom and executive council compose the Student Council. They meet twice a month, or as necessary, and discuss school problems. One meeting is during school time and the other before school in the morning. The emblem consists of an open book with “Student Council” written on it. The Principal, or his/her representative, sponsors the Council.

**Ultimate Frisbee** (Shannon VanBuren)

**Other Activities**

|               |  |
|---------------|--|
| Gold Voices   | Julie Burke - jburke@lewistonschools.net       |
| Concert Choir | Julie Burke                                    |
| Band          | Brendan Burns - bburns@lewistonschools.net     |
| Jazz Band     | Brendan Burns                                  |
| Mock Trial    | Jim Silvestri - jsilvestri@lewistonschools.net |

**Student Support Groups**

LHS student support groups are designed for students desiring support in specific areas. These groups are professionally designed to address the needs of the participants by providing feedback, techniques, and support for the challenges they are facing. Groups meet weekly for one class period. Confidentiality is a priority for students who participate. Groups available include Healthy Lifestyles, Tobacco Cessation, Anger Management, New Students, and Families in Transition, Substance Abuse, Grief & Loss and Relationships. If you would like more information see your counselor.

**SUPPORT SERVICES****CAREER COUNSELING CENTER**

The Career Counseling Center has been developed to enable students to explore careers that interest them with the aid of their counselors. The center has a great deal of career information and is a part of the Career Information System of the State of Idaho. In addition, the center contains information on financial aid and college entrance materials. Students are encouraged to visit the center to explore possibilities for their future, and to obtain the necessary scholarship and financial information for their college years.

**COUNSELORS**

School counselors deliver a comprehensive school-counseling program encouraging all students' academic, career and personal/social development and helping all students in maximizing their individual student achievement. Services provided by the school counseling department include: individual student planning; individual and group counseling; consultation with staff members and parents; community referrals; and classroom guidance presentations. Counselors maintain "confidentiality" except in the following situations: disclosure of abuse, abandonment, neglect; disclosure about intent to harm self or others; to comply with a court order or subpoena; or disclosure of the commission of a crime.

| <u>Counselor</u> | <u>Last Names</u>                |
|------------------|----------------------------------|
| Neil Williams    | A – G                            |
| Christina Cahill | H – O                            |
| Tammy Hasenoehrl | P – Z                            |
| Leslie Halliday  | Professional Technical Counselor |

## **EVENING ACADEMY 6:00-8:00 pm**

Evening Academy is an extended opportunity for students to make up missed work, access school technology and resources, get additional instructional help and make up exams. Students who are making-up exams on these nights must bring a photo ID. Attendance is kept at all Evening Academy sessions.

It is held in the library every Tuesday and Thursday.  
Extra help is available in Science and Math on Tuesdays.

## **LIBRARY**

The library hours are Monday - Friday: 7:00 AM - 4:00 PM

The LHS Library website is found at <http://www.lewistonschools.net/schools/lhs/library/>. The LHS Library web page provides links to several research databases, newspapers, periodicals, reading recommendations, a testing and education reference link that allows students to practice several tests including ACT, PSAT, SAT and all of the Advanced Placement Exams. You will also see the VALNet Catalog which shows available books, audio, video, and downloadable resources, including eBooks for you and your student.

## **RESOURCE OFFICER**

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

# **APPENDIX A**

## **SUBSTANCE ABUSE**

### **1. Forward**

The District recognizes that student substance abuse is detrimental to educational, emotional, physical, and social development. Furthermore, such abuse results in behavior that adversely interferes with one's performance at school, adversely affects one's health, and may endanger the safety and wellbeing of others. The District and community resources are committed to actively confronting this problem and shall take positive, encouraging, and supportive action through education, training, counseling, peer support, family involvement, and appropriate referrals to community support groups.

Because of the pervasive nature of substance abuse, it is essential that it be viewed as a total community problem, one in which the school, family, local law enforcement, and treatment agencies share in the responsibility for prevention and intervention.

### **2. Definition**

Substance abuse is defined as the use of a substance, lawful or illicit, which results in a student's educational, emotional, social, and/or physical impairment.



### 3. Policy Statement

Prevention is the first step in deterring harmful involvement with substances. The District will implement an integrated curriculum approach to prevention directed toward providing students with appropriate information and developmental experiences, which will enable them to make responsible decisions regarding substance usage.

While student substance abuse will not be tolerated, the school will assist the harmfully involved student in seeking supportive and rehabilitative services within and outside the school setting, every effort will be made to ensure a successful continuation in/or re-entry into the school program.

The administration is charged with implementation of this policy through procedures that provide for prevention, identification of the substance-abusing student, facilitating intervention with provisions for appropriate support services, and continuation of staff training.

#### **Legal Consequences**

Manufacture, distribution, dispensing, possession, or use of illicit drugs is against Lewiston School District policy and is against the law! Legal consequences can be severe, including loss of driving privileges and/or monetary fines and/or imprisonment.

#### **Lewiston School District Sanctions**

Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed on students and employees who violate the standards of conduct. Any student who violates the standards of conduct will be dealt with according to the Student Discipline Code.

#### **Procedures**

##### A. Self-Referral and Voluntary Disclosures

Students who have problems with substance abuse may seek assistance from a student assistance resource person (SARP). SARPs may include both faculty and students specially trained to discuss substance abuse and locally available options for assessment and treatment

Any student who voluntarily discloses using or being under the influence of alcohol or any controlled substance **WHILE ON SCHOOL PROPERTY OR AT A SCHOOL FUNCTION** before he/she is reasonably suspected to be in violation will be provided anonymity to the extent that disclosure is held confidential on a faculty "need to know" basis. Notification will be provided to the parents(s)/legal guardian(s). Counseling at the school level and appropriate referral for additional community services will be offered. . In the case of an unsafe situation, District personnel may call law enforcement or medical personnel.

B. Identification-Intervention

1. Student exhibits behavior(s) of concern--substance abuse suspected

- a. Definition of "Reasonable Cause/Suspicion" as defined in Idaho Code 33-210 "means an act of judgment based upon training in recognizing signs and symptoms of alcohol and controlled substance abuse, which leads to a reasonable and prudent belief that a violation has occurred." The fact that a student has previously disclosed use of a controlled substance or alcohol shall not be deemed a factor in determining a reasonable suspicion at a later date.
- b. An administrator or designee will notify the student's parent, guardian, or custodian when the student is reasonably suspected of using or being under the influence of alcohol or a controlled substance. Additionally, the administrator or designee will report the incident to law enforcement.
- c. The school's SARP will gather data from other school staff members who work with the referred student.
- d. The school's student assistance resource team (SART) may meet to consider possibilities for further action.
  - (1) SARP may gather data from other school members who work with the referred student (and will conduct a pre-assessment interview with the referred student).
  - (2) Student Assistance Resource Team (SART) will meet to determine if the current information constitutes "reasonable cause/suspicion" of substance abuse.
  - (3) Principal or SARP contacts parent(s) to gather additional data and share concerns about suspected substance abuse.
  - (4) If substance abuse is confirmed or if it is determined that there is reasonable cause/suspicion that there is substance abuse, other possible interventions may include:
    - (a) Referral for formal substance abuse evaluation (at parent expense).
    - (b) Attendance at awareness sessions addressing substance abuse/dependency.
    - (c) Referral to supervised treatment program, residential or outpatient (at parent expense).
    - (d) Referral of student and/or family to appropriate school or community support groups.
    - (e) Referral for medical and/or psychological assessment (at parent expense).

If the student has violated the Student Discipline Code, established procedures will be followed.

2. Substance abuse witnessed

A violation occurs when a student uses, is under the influence of, possesses, or distributes alcohol or a controlled substance on school grounds or at school-sponsored events wherever held.

a. Staff member will attempt to obtain student's identity and, if appropriate, inform student of observed violation.

(1) If incident occurs during the instructional day, the student should be asked to accompany staff member to the office or a reasonable attempt should be made to detain student until school official can assume responsibility.

(2) If incident occurs outside the instructional day, a reasonable attempt should be made to detain student until an administrator or law enforcement official can assume responsibility for further action. Given the potential volatility of a confrontation, a "reasonable attempt to detain" may consist of nothing more than a verbal directive.

In either event, it is important that staff member obtains identity of any other witnesses and/or confiscates substance or evidence substantiating its abuse.

b. Staff member will immediately report incidents of substance abuse to the principal along with details relating to incident.

c. If principal can corroborate that a substance abuse incident has occurred, the following steps should be taken. In addition, actions should be considered in accordance with the Student Discipline Code.

All Offenses

(1) A conference with the student and the parent(s)/guardian(s) will be conducted.

(2) Law enforcement liaison will be contacted, who will initiate or conduct Law Enforcement Evaluation.

(3) SARP/SART (substance abuse resource team) will conduct a pre-assessment interview.

(4) Parent(s)/guardian(s) must accompany student for conference with administrator and/or SART prior to return from suspension.

(5) Failure to comply with mandates will result in further disciplinary action designed to bring about compliance with mandates.

### First Offense

- (1) Student will be suspended for a minimum of three (3) days.
- (2) SART will be convened to determine course of action. Mandates may include:
  - (a) Participation in school counseling
  - (b) Formal substance abuse evaluation (at parent's expense)
  - (c) Referral to supervised treatment program (residential or outpatient)
  - (d) Referral of student/family to appropriate community support groups
  - (e) Attendance at awareness sessions addressing substance abuse/dependency
  - (f) Other interventions deemed appropriate by SART

### Second Offense

- (1) Student will be suspended for five (5) days.
- (2) SART will be convened to determine course of action. Mandates will include:
  - (a) Attendance at awareness sessions addressing substance abuse/dependency or professional counseling services (at parent's expense)
  - (b) A formal substance abuse evaluation and referral for treatment programming will be initiated based on recommendation of student assistance team/resource person
  - (c) Other as determined by the SART and stated on the SARP Form

### Third Offense

- (1) Student will be suspended for a minimum of five (5) days.
- (2) Student will be recommended to the Board for expulsion, the duration of which will be determined by the Board. The student with disabilities may be referred to the Child Study Team for consideration of a more restrictive environment.
- (3) Student must present evidence that he/she has participated in substance abuse evaluation and a professional treatment program (at parent's expense) prior to consideration for reinstatement.

### Tobacco Offenses

- (1) Law enforcement liaison will be contacted.
- (2) SARP will be notified of all tobacco offenses and will determine if it is appropriate to convene the SART for further action.

### Appeals

Parents may appeal, first to the SART, then the principal, the superintendent, and the board.

## **APPENDIX B**

### **INTERNET USE AGREEMENT**

The District recognizes that the Internet resources are integral to the learning environment. Students are offered supervised access to the networking and the Internet for education purposes. School technologies, including access to the Internet, are to be used in a responsible, efficient, ethical and legal manner in accordance with the mission of the school. All students using the Lewiston School District Network are to understand and abide by district policy (4065) and the prescribed Internet Use Agreement.

## **APPENDIX C**

### **DIRECTORY INFORMATION DISCLOSURE**

Independent School District No. 1, Lewiston, may disclose "directory information" from the education record without prior parental consent after giving notice of its intention to do so. "Directory information" is information in a student's education records that is not generally considered harmful, and its release is not considered an invasion of the student's privacy. A critical distinction exists between directory information and all other information present in school files. Independent School District No. 1 may determine how much directory information from education records will be disclosed. Directory information includes, but is not limited to, the following data about the student:

- a. student's name,
- b. address,
- c. date and place of birth,
- d. telephone number,
- e. participation in officially recognized activities and sports,
- f. weight and height as a member of an athletic team,
- g. class designation,
- h. dates (but not a day-to-day record) of enrollment,
- i. diploma and awards received,
- j. school or school district where the student was previously in attendance,
- k. official activities,
- l. photographs or video productions of students used by the District for recognition of student achievement and community relations, including, but not limited to, publications in the District's or school's newsletters, in the school setting and on the District's or school's website.

This District shall provide, on the request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings unless a parent or secondary student requests, in writing, that the student's name, address, and telephone listing not be released without prior written parental consent.

This District may disclose directory information about former students without notice.

Independent School District No. 1 considers these items to be directory information. In most instances, disclosure is helpful to both the institution and the student. In addition, two (2) federal laws require Independent School District No. 1 to provide military recruiters, upon request, with three (3) directory information categories: names, addresses and telephone listings. Parents can, however, retain the right to consent to the disclosure of directory information. Parents who wish to retain this right must so advise the District by sending a written notice to:

Dr. Robert M. Donaldson, Superintendent  
Lewiston School District  
3317 12th Street  
Lewiston, ID 83501

Please be sure to include the name of the student, school the student attends, and provide signature of the parent/guardian or adult student.

## **APPENDIX D**

### **Educational Rights And Privacy Act Requirements (FERPA) Notice of Compliance**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

(1) The right to inspect and review the student’s educational records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Independent School District No. 1, Lewiston, to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## **APPENDIX E**

### **STUDENTS WITH DISABILITIES**

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

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

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

Students with disabilities and their parent have number of rights and protections. Questions or requests for assistance or information about services for students with diagnosed or suspected disabilities should be directed to the student's school principal or the director of special services at (208) 748-3048 or 33127 12<sup>th</sup> Street, Lewiston ID 83501.