

POST FALLS HIGH SCHOOL



**Student Handbook
2026-2027**

**POST FALLS SCHOOL DISTRICT
2026-27 CALENDAR**

Secretaries and Principals Return	August 10
New Teachers Return	August 27
All Teachers Return	August 31
Labor Day (No School Students & Staff)	September 7
First Day with Students	September 8
End of First Quarter	October 29
Parent Teacher Conferences	November 20 Evening
Parent Teacher Conferences	November 21 Morning
Thanksgiving Break (No School K-12 Students & Staff)	November 25-29
Christmas Break (No School K-12 Students & Staff)	December 18 - Jan 3
MLK Day (No School K-12 Students & Staff)	January 18
End of First Semester	January 28
President's Day (No School K-12 Students & Staff)	February 15
Parent Teacher Conferences	March 18 Evening
Parent Teacher Conferences	March 19 Morning
End of Third Quarter	March 25
Spring Break (No School K-12 Students & Staff)	March 26-Apr 4
Memorial Day (No School K-12 Students & Staff)	May 31
End of Second Semester (Last Day with Students)	June 17
Last Day for Teachers	June 18
Last Day for Secretaries and Principals	June 24

Table of Contents

I.	Academics	1-3
	a. Class Changes	
	b. Grading Scale	
	c. Weighted Grades	
	d. Graduation Requirements	
	e. Make Up Work	
	f. Honors Classes, Dual Credit, CTE	
	g. Plagiarism	
	h. Progress Reports	
	i. Report Cards	
	j. Selection of Valedictorian & Salutatorian	
II.	Activities	3-5
	a. Activity Surcharge	
	b. Fees	
	c. Activity Calendar	
	d. Assemblies	
	e. Eligibility Requirements for Activities	
	f. Extracurricular Code of Conduct	
	g. Fundraising	
	h. School Dances	
	i. School Clubs	
III.	Attendance	5-6
	a. Attendance Policy	
	b. Attendance Codes	
	c. Absences	
	d. Hall Passes	
IV.	Discipline	6-7
	a. Disciplinary Action	
	b. Detention	
	c. Detention & In-House Suspension Guidelines	
	d. Friday School	
	e. Suspensions	

V.	Personal Property	7-8
	a. Hall/P.E./Athletic Lockers	
	b. Portable Electronic Devices (cell phones)	
	c. Search & Seizure	
VI.	Safety / Security	8-9
	a. Closed Campus	
	b. Visitors	
	c. Doors & Entrances	
	d. Identification	
	e. Harassment/Bullying	
	f. Hazing/Initiation	
	g. Verbal/Written Threats	
	h. Weapons Policy	
	i. Incitement to Disorder	
	j. Drug/Tobacco/Alcohol Policy	
	k. Public Displays of Affection	
	l. Nondiscrimination Policy	
	m. Freedom of Expression	
	n. Student Dress	
VII.	Student Services	10
	a. Library/Media Center	
	b. Food Service/ Commons	
	c. Food & Drink	
	d. Counseling	
	e. Computer & Internet Use	
	f. Lost & Found	
VIII.	Transportation	10
	a. Bus Conduct	
	b. Parking Lot	

Post Falls High School
2026-2027
Phone 208-773-0581 Fax 208-773-0587
<http://www.pfsd.com>

Administration

Mark Mason, Principal
Mike McLean, Assistant Principal
Katharine Frank, Assistant Principal
Chris Asbury, Assistant Principal
Craig Christensen, Activities Director

Counselors 208-773-5411

Jack Johnson A - E
Katie Anderson F - L
Kristin Hagadone M - R
Kacy Sines S - Z

Secretaries

Trissha Siler - School Secretary
Kelly Campbell, Student Accounts
Jennifer Leaming, Attendance
Kylie Berg, Activities Secretary
Gwen Dahlin, Registrar
Mary Triana, Counseling Secretary

This handbook provides a summarized version of the disciplinary policy and rules adopted by the Board of Trustees of the Post Falls School District. More complete information, rules and policies are set forth in the Post Falls School District policy manual. Students have the responsibility to know, respect, and abide by the rules, policies, and regulations of the school district.

Web Address: <https://www.pfsd.com/board-of-trustees/board-of-trustees-policy-manual> Please see series 500 Student Personnel.

The PFHS administration and staff believe in a partnership between school and home. Ultimately, responsibility for a student's behavior rests with the student. The school hopes that parents will be concerned and cooperative in reinforcing behavioral expectations with the student in an effort to foster a culture of mutual respect.

COMPLAINTS AND GRIEVANCES

Problems are best resolved at the building level. Parents and students have the right to an informal conference with the building principal or designee for the purpose of resolving the problem. If the differences are not resolved, parents and students have the right to present their grievance orally or in writing to the assistant superintendent. If the grievance is still not resolved, parents have the right to present their grievance to the superintendent.

ACADEMICS

CLASS CHANGES

Student-initiated class changes are discouraged. Students who drop a class after nine days will receive an "F" in that class.

*******GRADING SCALE*******

The grading scale for Post Falls students is as follows.

A	93-100	C	73-75
A-	90-92	C-	70-72
B+	86-89	D+	66-69
B	83-85	D	63-65
B-	80-82	D-	60-62
C+	76-79	F	Below 60

WEIGHTED GRADES

A weighted grading scale has been implemented for the purpose of encouraging and rewarding students for taking Honors and Advanced Placement courses.

	Standard Class	Honors Class
A	4.0	4.5
A-	3.7	4.2
B+	3.3	3.8
B	3.0	3.5
B-	2.7	3.2
C+	2.3	2.8
C	2.0	2.5
C-	1.7	2.2
D+	1.3	1.8
D	1.0	1.5
D-	0.7	1.2

GRADUATION REQUIREMENTS

Forty-six credits are required to graduate.

The following is a list of required subjects and credits.

Speech	1
English	8
Digital Literacy	1
US History	2
Government	2
Economics	1
Science	6
Mathematics	6
Health	1
P.E.	1
Humanities	2
<u>Electives</u>	<u>15</u>
Total	46

Other Requirements:

ISAT:

Language Arts, Math, Science

Senior Project:

Research Paper, Project, & Oral Presentation

Pass Civics Test

MAKE-UP WORK

It is the student's responsibility to check with the teacher and to complete the required make-up work (normally outside of class time) within the allowable make-up period following the student's return to school: (1 day absence = 1 day make-up period, etc.) Major projects with a due date known in advance are exempt from this make-up time allowance. **Unexcused absences and/or truancies will result in a zero for assignments and tests given on the day of the absence.** Grades may not be lowered as a result of excused absences, but if a student who was absent is given a reasonable opportunity to make up missed work and fails to do so, this non-performance may be reflected in grading. Work missed due to out-of-school suspension may be made up.

HONOR CLASSES, ADVANCED PLACEMENT, DUAL CREDIT

Honor classes are offered in the areas of English, Math, Social Studies, Spanish, Science, Band, Ceramics, and Microsoft. Selection for these classes is based on teacher recommendations, ISAT scores, and entrance tests.

PLAGIARISM

Plagiarism is defined as the act of presenting other people's ideas and writings as one's own and/or not giving credit to the original source(s). Students who cheat on tests and/or assignments, or aid another who is, will receive a zero. Consequences of plagiarism: 1st offense, student receives a zero on the assignment. 2nd offense, student receives an 'F' in the course. This rule applies to all classes providing credit for graduation.

PROGRESS REPORTS

Parents/guardians will receive an online weekly report emailed to them through Skyward. Grades and attendance can be accessed anytime through Skyward. Contact the counseling office for login and password information.

REPORT CARDS

Report cards are issued by each teacher every semester for grades earned by each student. Students and parents may expect report cards within a week after the grading period. Semester grades go on the permanent record. Nine-week grades show a student's progress in his/her classes.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

The counselors, administrators, and teachers of junior and senior classes shall form the selection committee for valedictorian and salutatorian. Primary criteria shall be the highest weighted and unweighted G.P.A. through the end of 1st semester of senior year in academic classes and the performance, type, number, and difficulty of courses taken, with particular emphasis on honors classes during all 4 years. Honors classes and academic courses dropped during the senior year will affect the final selection. Early graduates and transfers after the first semester of grade 11 cannot be considered. The committee will avoid naming more than one valedictorian and one salutatorian, unless there is an almost identical record on all criteria.

ACTIVITIES

ACTIVITY SURCHARGE

The activity surcharge is a one-time \$75.00 per school year fee. This will be assessed to each student participating in a sport or activity. This allows students to participate in any activity during the school year. The activity surcharge helps offset the cost of travel, equipment, and officiating. Activities included in this are all **sport teams, quiz bowl, cheerleading, dance team, competition drama, choir, and band, BPA and DECA.**

FEES

ACTIVITY STICKER (ASB) \$40 – This allows students to attend all home athletic events free, except tournaments. All students in extracurricular activities must purchase a card.

REPLACEMENT CARD \$5 – Lost, stolen, or damaged ID cards can be obtained in the main office.

YEARBOOK - Yearbooks may be purchased online or at the business office. If purchased before January 15th, the yearbook will be sold for \$65. Yearbooks sold after January 15th will increase in price to \$80. Senior photos for the yearbook are due by October 1st. Senior ads are due before December 1st.

ACTIVITY CALENDAR

The school's master activity calendar is located in the main office and www.pftrojanathletics.com. Any proposed activity must be cleared with the Activities Director (this includes fundraisers, dances, etc.).

Students are permitted to park their automobiles, motorcycles, or other vehicles on the school premises as a matter of privilege, not of right. The school retains the right to conduct routine sweeps, patrols, and inspections of school property and premises, parking lots, and exteriors of vehicles on school premises. The interiors of vehicles on school property may be inspected whenever an authorized school official has reasonable cause to believe that unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

ASSEMBLIES

All school assemblies (9-12) are held in the Arena. All students are to attend. The assembly bell schedule to be used will be in the daily bulletin. The seating arrangements in the Arena are as follows: Freshmen will sit on the West lower bleachers. Sophomores will sit on the West lower bleachers and the East lower bleachers, Juniors will sit on the East lower bleachers and Seniors will sit on the South bleachers. Appropriate respect will be shown during any flag salute or playing of the national anthem. Student discipline rules are enforced at assemblies and games.

ELIGIBILITY REQUIREMENTS FOR ACTIVITIES

Students in extracurricular school activities **must pass 5 full credit classes** to be eligible to play in the semester **before** participation **and** be enrolled in at least 5 full credit classes in the current semester of participation. Students in activities must maintain a 2.0 cumulative GPA in order to participate. Those who fall below 2.0 cumulative will be placed on an academic assistance plan, Study Table. In order to participate, students must attend the Study Table sessions to remain eligible. Teacher aides do not receive a full credit.

EXTRACURRICULAR CODE OF CONDUCT

All students participating in school-sponsored activities must meet the rules and regulations stated in the Post Falls High Activities Code of Conduct. This includes athletes, cheerleaders, dance team, ASB, and others deemed appropriate.

FUNDRAISING

Any Post Falls High School group or club wishing to raise funds for its activity must do the following:

1. Fill out a form online and confirm the date with the activity director.
2. Plan fundraising event with class/club advisor.
3. Present form and proposal to student government for approval.

Each class, club, or athletic team is limited to one community fundraiser per year. All money collected as a result of a school activity will be turned in to the high school student accounts secretary and receipted to the proper activity. Prior to spending any school funds, permission must be obtained from the class/club advisor and/or the administration on a purchase order. Soliciting cash contributions from students is prohibited.

SCHOOL DANCES

1. There will be at least two dances during the school year. All other dances must be requested on a fundraising form.
2. Dances must be sponsored by a recognized organization of the high school.
3. Ten school days prior to the dance, the sponsoring organization will submit a Student Activity Application to the Student Activities Director. Failure to follow procedures will result in a loss of dance request privileges for the following year.
4. Dances will be held from 7:00 p.m. to 10:00 p.m. (except for Prom).
5. A Post Falls High School student body card is required to enter the dance. Guests from other schools will be permitted only at Prom and must be 20 years of age or younger to attend. A mandatory permission form is available in the office for guests from other schools.
6. Doors will be locked forty-five minutes after the start of the dance. Students will not be admitted after that time.
7. Students who leave the dance will not be readmitted.
8. All students will be breathalyzed at dances, including Prom guests from other schools.
9. The school or school organization is not responsible for the personal belongings of those attending the dance.
10. Student discipline codes applicable during the normal school day also apply at all school-sponsored activities, including all school dances.
11. Moshing or suggestive dancing is not allowed.
 - a. 1st offense – warning
 - b. 2nd offense – asked to leave and escorted out of the dance
12. All of the above rules also apply to dances held off school grounds.

SCHOOL CLUBS

Alive	FFA	Knowledge Bowl	Ski/Snowboard Club
ASB/Student Council	Forestry	Math Club	Sources of Strength
Book Club	HOSA	National Honor Society (NHS)	Spanish Club
Ceramics	Horticulture	Needlework Club	Spirit Club
Chess Club	Improv	Outdoor Club	Table Top Gaming
Club America	International Club	Pickleball	Theatre Club
DECA	JAMS	ProStart	Young Life
Fellowship of Christian Athletes	Key Club	SADD	Writing Club

If an elected officer receives a police citation, he or she will be removed from office. Traffic violations are exempt.

ATTENDANCE POLICY

Regular attendance is essential for student achievement; therefore, students may not miss more than 9 days. All non-school-related absences **(including excused absences)** count against the 90% attendance requirement. **In order for an absence to be excused, oral or written communication from the student's parent/guardian should be received within 48 hours of the last day of the absence.** Failure to notify school officials will result in the absence remaining unexcused. Parents are encouraged to submit medical verification of absences. **Students who arrive late or leave campus during the school day must check in or out at the attendance window.** Students who exceed the policy may appeal to the Principal or designee. A web absence is an unexcused absence that is marked by the classroom teacher. The teacher's attendance is the school's official attendance record.

ATTENDANCE CODES

UA - Unexcused Absence
 EA - Excused Absence
 W – Web Absence
 D – Web Tardy
 TR - Truancy
 SA - School Activity Excused Absence
 UT - Unexcused Tardy
 ET - Excused Tardy
 AP - Alternative Placement
 IH - In-House Suspension
 S - Out-of-School Suspension
 NO – Nurses office
 LB – Late Bus
 TA – Testing
 DN – Doctor's Note
 PA – Pre Arranged Absence
 IB – In Building

ABSENCES

After three (3) unexcused absences or truanies in a class, the parent will be notified and the student will be assigned a Friday School. Parents are encouraged to maintain contact with the school in order to keep track of how many absences have occurred.

If a student is going to be absent from school, we ask the parent to call the school office before 9:00 a.m. on the day of the absence.

Parents are encouraged to schedule doctor and dentist appointments before or after normal school hours or on Fridays.

Please note that for your convenience, you may call the school at any time regarding your student's absence. Please call 773-3839, or call 773-0581 at ext. 6312 and leave the following information:

- | | | |
|-------------------------------|--------------------------------------|------------------------------|
| 1. Name of the student | 2. Date(s) of absence | 3. Reason for absence |
| 4. Grade in school | 5. Expected length of absence | |

If your son/daughter has an unexcused absence for one or more periods, you will receive an automated call at your home. If there is a question as to why your student is absent, call Ms. Leaming (the attendance secretary) at 773-3839 or 773-0581 ext. 6312.

PREARRANGED ABSENCES – The following should be prearranged in the office: **Parental request for trips, vacations, medical/dental appointments, funerals, court appearances, and other planned absences.** Students are to complete a prearranged absence form one week prior to the absence.

UNEXCUSED ABSENCES – If the attendance office is not notified within two days, the absence remains unexcused. All students must check out of school after having attended any part of a class. If a student does not check out through the office, the absence will become a truancy.

TRUANCY – A student is truant whenever he/she is absent from school or class without consent of the student's parent/guardian or school officials. Examples of truancy include but are not limited to: extended restroom breaks, wandering the halls, sitting in the library while class is in session, etc. Students will be considered truant if they do not check in with the attendance secretary when arriving late. Students must check out with the attendance secretary **prior** to leaving to avoid being marked truant. **Parents cannot excuse trancies.**

TARDIES – A student is tardy if he/she is not in his/her seat when the tardy bell rings. Teachers will record each tardy on their attendance records. Students who do not check in will be marked truant.

Tardies will be handled as follows:

- 2 unexcused tardies – Detention
- 4 unexcused tardies – In-House suspension w/ call home
- 6 unexcused tardies – Friday school

Additional tardies will result in continued Friday school. Failure to attend Friday school will result in an out-of-school suspension. Tardies accumulate through the semester and do not start over after an in-house suspension or Friday school.

HALL PASSES – Students should have a hall pass in their possession to be out in the halls or on school grounds during class time. It is the student's responsibility to get the pass from the teacher. Students who abuse hall privileges will have those privileges revoked and be subject to administrative discipline.

DISCIPLINE

DISCIPLINARY ACTION

Disciplinary action is the term used for all forms of corrective action. Disciplinary action includes, but is not limited to:

- | | |
|-----------------------------------|--------------------------------|
| • ATS (Alternative to Suspension) | • Work Detail (parent consent) |
| • Counseling | • Detention |
| • Parent Conferences | • Friday School |
| • Home Visitation (if applicable) | • Suspension |
| • Substance Abuse Education | • In-House Suspension |
| • Referral to Special Services | • Emergency Removal Suspension |
| • Referral to other agencies | • Expulsion |

DETENTION

Detention is assigned to students for tardies, disruptive behavior, etc. Failure to attend detention will result in further disciplinary action.

DETENTION AND IN-HOUSE SUSPENSION GUIDELINES

1. Student must be on time.
2. Student must be working.
3. No sleeping, talking, food or drink.
4. All lunches will be eaten in In-House suspension.
5. In-House suspension breaks are for restroom use only.
6. Three in-school suspensions in a semester may result in further disciplinary action.
7. Toys, games, phone and headphones are not allowed.
8. Student is responsible for tests and assignments in his/her classes the day he/she returns from In-House. Student does not get extra time to make up work. Students should get his/her assignments in advance and work on them in In-House.

FRIDAY SCHOOL (7:30 - 10:30 a.m.)

1. Student must be on time.
2. Student must be working.
3. No sleeping, talking, food, drink, games, toys, phones, or headphones.
4. Friday School breaks are for restroom use only.
5. Failure to attend Friday School will result in out-of-school suspension.

SUSPENSIONS

Suspension from school is assigned by the Principal, Assistant Principal or designee. When a student is suspended from school, he/she is not to be on school grounds during the school day or extracurricular activities after school. School district policy and Idaho Code provide a process for appeal.

PERSONAL PROPERTY

HALL/P.E./ ATHLETIC LOCKERS

Lockers are the property of the school and may be inspected by school personnel. Having a locker is optional. Students are **not** to trade lockers without office approval and should not give locker combinations to anyone. Students should not keep valuables in their lockers.

The school is not responsible for lost or stolen items. Students are responsible for the locker assigned to them, both its cleanliness and its security, as well as for its general physical condition and appearance. Inappropriate pictures posted in lockers will not be allowed. Any writing, graffiti or stickers on the outside of a locker is the student's responsibility to remove, regardless of how it got there. Students who abuse locker privileges will be disciplined.

For added security, students may place an additional lock on their P.E./athletic locker. Locks will be made available to students from coaches or their PE teacher.

PORTABLE ELECTRONIC DEVICES/CELL PHONES

Students who choose to bring portable electronic devices to school do so at their own risk. Students are prohibited from using these items during class time unless specifically instructed by their teacher to do so. Students who use electronic devices at inappropriate times or without instructor approval will have the item confiscated. The item will be held in the office until a parent/guardian picks it up. Students who refuse to surrender the device will be referred to the office. If a student refuses to surrender the device, suspension will result. Repeat offenses will result in further disciplinary action. School personnel will not investigate the theft or loss of electronic devices. For further information on portable electronic devices, please see the district Internet agreement policy and/or Bring Your Own Device policy.

SEARCH AND SEIZURE

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by students without notice or consent of the student. This applies to student vehicles parked on school property.

School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable grounds for suspecting the search will produce evidence the particular student has violated or is violating the law or the district's policies or rules.

Students are permitted to park their automobiles, motorcycles, or other vehicles on the school premises as a matter of privilege, not of right. The school retains the right to conduct routine sweeps, patrols, and inspections of school property and

SAFETY/SECURITY

CLOSED CAMPUS

Post Falls High School is a closed campus. Once students arrive on school grounds, they will not be permitted to leave without following proper check-out procedures in the main office. Students leaving school grounds without prior authorization will be subject to discipline.

VISITORS

All visitors and patrons must check in at the office immediately upon arrival at the school. Visitors are to pick up and display a visitor's pass. **Students are not to have visitors during the instructional day.**

For the safety and security of our students and staff, and in collaboration with the Post Falls Police Department, the Post Falls School District does not allow deliveries from outside businesses, including services such as Uber Eats, DoorDash, flower deliveries, and similar vendors. Parents and family members are always welcome to drop off items for their students at the school office.

DOORS AND ENTRANCES

Doors will be locked at 7:25 AM. Exterior doors should not be propped open.

IDENTIFICATION

If asked, all students are obligated to give their name, class schedule, and student ID. A student ID card (to be carried at all times) is issued free of charge. The card is used for meals and library services. A current ID is required for all school functions. Replacement ID cards cost \$5.00.

HARASSMENT/BULLYING

Harassment, whether sexual, ethnic, racial, age, religious or handicap-related, will not be tolerated at Post Falls High School. Bullying will not be tolerated. Students subjected to bullying need to report incidents to the office. Students who observe bullying should report it to the office immediately.

HAZING OR INITIATION OF STUDENTS

The administration and staff believe that students, whether at school or an extracurricular activity, should feel welcome and positive about the school and its activities.

Hazing, hazardous, degrading conduct is not allowed. Violators shall be subject to disciplinary action.

Consequences for offending students may include disciplinary proceedings up to and including removal from the school's extracurricular program indefinitely, suspension, or expulsion from school.

VERBAL & WRITTEN THREATS

Written and/or verbal threats of bodily harm to students or staff will be taken very seriously. Any student making a threat regardless of intent, whether jokingly or not, may be subject to suspension. Depending on the severity of the incident, further disciplinary action may be taken, which includes:

- Parent Conference
- Counseling
- Further Suspension
- Notification of Law Enforcement/Citation/Charges
- Expulsion

WEAPONS POLICY

Students who bring guns, knives, or objects construed as weapons onto school property or school-provided transportation or to school-sponsored activities will be subject to expulsion per Post Falls School District Policy and Idaho Code 33-205 and 18-3302D.

INCITEMENT TO DISORDER

Any student who incites an individual or group to commit or engage in disruptive or unsafe behavior is subject to discipline. Fighting on school grounds or at school activities will result in suspension and possible law enforcement action.

DRUG, TOBACCO, AND ALCOHOL POLICY

In compliance with the Drug Free School and Communities Act Amendments of 1989 (PL100-690) Post Falls School District # 273 recognizes its responsibility to maintain a school environment free of drugs, tobacco, nicotine and alcohol. Drug dogs will be used periodically to search school grounds.

Possession of alcohol and/or being under the influence of alcohol, tobacco products, nicotine, electronic cigarettes, illegal or illicit drugs, or drug paraphernalia while on or in sight of district property during school hours or at a school-sponsored activity is in violation of this policy.

Violation of the above policy may result in suspension, action by law enforcement, notification of parents/ guardians, substance abuse education, other consequences as outlined in the Post Falls District policies, or a combination of the above.

PUBLIC DISPLAY OF AFFECTION

Post Falls High School is a professional work environment; therefore, students are to refrain from public displays of affection while on school grounds, including the school building, parking lot, and athletic events. Repeated violations will be considered insubordination, and students will be subject to disciplinary action. Displays of affection beyond holding hands and hugs are not permitted at Post Falls High School.

NONDISCRIMINATION POLICY

The Board of Education is committed to a policy of nondiscrimination in relation to race, religion, sex, age, national origin, handicap, and other human differences. This policy will prevail in all matters concerning staff, students, the public, educational programs, and employment practices.

FREEDOM OF EXPRESSION

State law charges school personnel with maintaining order and discipline among students. Therefore, a student's individual freedom of expression must not interfere with the educational process.

STUDENT DRESS

Post Falls High School is concerned with the health, safety, and wellbeing of students and the avoidance of distractions to learning. Students should adhere to personal cleanliness and neatness. Students are expected to dress in a manner that is conducive to a positive learning environment. The following guidelines are requirements for student dress from the time a student arrives at school until the end of the school day.

- Skirts, shorts, and "skorts" are to be worn just above the knee.
- Sleeveless tops for boys & girls must have 2 1/2 inch straps and not be low cut on the sides.
- Shirt/top necklines that expose cleavage are inappropriate for school and are not acceptable.
- All clothing must remain in place to cover the belly and the buttocks during normal activity.*
- No male or female undergarments should show during normal activity.*
**Normal activity consists of walking, sitting, standing, bending, and/or stretching.*
- Spike collars or bracelets, as well as spikes on backpacks or clothing, are prohibited.
- Hats, caps, visors, hoods, bandanas, sweatbands, and other such items are not to be worn in the building.
Hats worn in the building will be confiscated and not returned until the end of the school day, unless a parent/guardian picks it up.
- Face paint/face masks/ costumes/ onesies are prohibited.
- Clothing and jewelry bearing drawings or words related to violence, drugs, tobacco, alcohol, profanity, sexual innuendo, or weapons are not to be worn.

Styles change, and the administration reserves the right to deem any attire inappropriate. If any students are unsure about any article of clothing, they should inquire before they wear it. Students who violate the dress code will remain in the office until appropriate clothing is delivered to them. Repeated violation of the student dress code may result in further disciplinary actions.

STUDENT SERVICES

LIBRARY MEDIA CENTER

Hours 7:15 - 3:15

The library media center has over 12,000 books and 30 computers with databases that provide access to more than 1500 magazines and newspapers, online encyclopedias, and the internet. These resources may be used for student research. Library materials are checked out for three weeks. They may be renewed for another three weeks. Overdue notices will be emailed to the student monthly. The librarian, Mrs. Jarvis, always welcomes additional book suggestions. Trojan Table (study table) is also available for all students Monday – Thursday from 3:00 - 4:00 in the library.

FOOD SERVICE/COMMONS AREA

The food service department sells a complete breakfast and hot lunch daily. Students **must** use their student ID cards to purchase food. Food service personnel can deposit money into a student's food account.

High School	Breakfast \$2.40	Lunch \$3.80
Adult/Second Meal	Breakfast \$3.10	Lunch \$5.30
Reduced Price	Breakfast \$0.30	Lunch \$0.40
Milk	Breakfast \$0.65	Lunch \$0.65

FOOD AND DRINK

Consumption of food in the classroom is not allowed during academic time.

GUIDANCE (COUNSELING) SERVICES

Guidance services are open to all students to help them with their academic, career, and personal/social development. Student records and transcripts are maintained and forwarded from the counseling office.

If students wish to see a counselor, they may sign up online or between classes. Their counselor will send for them as soon as possible. A school psychologist is also available to help students. Check with the Guidance Office for information.

COMPUTER AND INTERNET USE

Computers are available for student use for any school-assigned project. If a student's parent/guardian wishes for the student to **not** have internet access they need to sign an acceptable computer use agreement form and turn it into the library.

Students who do not adhere to the guidelines set forth in the internet agreement will lose their computer privileges.

LOST & FOUND

The lost & found is located in the main office. Students are encouraged to also check with a custodian or the PE offices for lost items.

TRANSPORTATION

BUS CONDUCT

District buses are provided for transportation to and from school and for activities. Students are reminded that riding the bus is a privilege. School bus infractions are handled by the transportation department, but discipline from the school may also be assigned.

General Rules:

1. Stay in assigned seats (if applicable).
2. Keep hands, feet, books, and objects to yourself.
3. No swearing, rude gestures, cruel teasing, putdowns, or harassment.
4. Keep voices low.
5. Follow the driver's directions.

PARKING LOT

Students are required to park in designated student parking, which is located at the west side of the building. The student parking pass must be visible in the vehicle. Do not block driveways, other cars, or the fire lanes, and do not park around the fire hydrant. Students are not to park in the staff parking area. Any student parked illegally will be towed at the owners' expense. Repeat violators will lose their parking privileges. Students are not allowed to spend time or eat in our parking lot or cars during lunch or academic time.