

**Strive...
Achieve...
Succeed...
Go Beyond!**

Webster

Camelot

Whitman

Orchards

McGhee

McSorley

Centennial



LEWISTON SCHOOL DISTRICT ELEMENTARY HANDBOOK

Independent School District No. 1
3317 12th Street
Lewiston, ID 83501
208-748-3000

Elementary School Handbook
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Dear Parents/Guardians,

Welcome to a new school year. Whether your child is returning for another year in the Lewiston School District or they are beginning their experiences with us, we look forward to working with you. Regardless, your child's education can only be enhanced by working together with building and district staff members and to that end, we encourage your involvement.

The handbook provides a consistent guide for district staff, parents/guardians and students to follow. If you have any questions or concerns, please contact your building administrator or myself. We look forward to working with you to provide the best possible educational experience for each and every child.

Have a great year!

Lance R. Hansen, Assistant Superintendent

HISTORICAL POINTS ABOUT THE LEWISTON PUBLIC SCHOOLS

Although the records indicate that Lewiston had a school as early as 1863, it was not until December 30, 1880, that the District was granted a charter by the Legislative Assembly of the territory of Idaho. This is one of three such charters now in operation in the State of Idaho that gives certain special privileges to the trustees of the District that other districts do not enjoy. In 1881, the newly established school board hired J. A. Gardiner as principal, and he reported on November 5, that the 113 students enrolled had completed reading and a grade-level system had been established. By 1899 when R. N. Wright was hired as superintendent, there were 11 teachers and the enrollment had more than doubled to 331. Now there are over 4,800 students and a teaching staff of more than 300.

Since 1948, seven new elementary schools and two junior high schools have been constructed. On July 1, 1994, Tammany School District was annexed. Since 1995, Camelot, Centennial, McGhee, Orchards, Webster, and Whitman Elementary Schools have gone through major reconstruction. The Alternative High School moved to the old Tammany School site and was renamed the Tammany Alternative Center. All construction since 1964 has been done with School Plant Facility Reserve Funds, which is a pay-as-you-build program that eliminates interest charges. The School District serves a population living in an area of approximately 135 square miles.

Lewiston Elementary Schools Directory

Camelot Elementary

Karla Carper, Principal
Twila Bieker, Secretary
1903 Grelle Avenue
748-3500

McGhee Elementary

Stacy Monk, Principal
Ann Marie Patchen, Secretary
636 Warner Avenue
748-3600

Orchards Elementary

Kristina Brinkerhoff, Principal
Barb Thompson, Secretary
3429 12th Street
748-3700

Whitman Elementary

Tim Sperber, Principal
Rhanda Bowen, Secretary
1840 9th Avenue
748-3850

Centennial Elementary

Ron Rees, Principal
Delia Acord, Secretary
815 Burrell Avenue
748-3550

McSorley Elementary

Kevin Graffis, Principal
Laurel Gariglio, Secretary
2020 15th Street
748-3650

Webster Elementary

Alex Church, Principal
Cathy Armstrong, Secretary
1409 8th Street
748-3800

Central Services

3317 12th Street

748-3000

Board of Directors

Brad Rice, President
Sheri Allen, Vice President
Brenda Forge
Brad Cuddy
Dale Yochum

Central Services Administration

Dr. Robert Donaldson, Superintendent
Lance R. Hansen, Assistant Superintendent
Travis Poulsen, Director of Special Services
Elisabeth Fenter, Director of Curriculum
Katharine McPherson, Director of Business Services



GUIDING PHILOSOPHY

Purpose: To educate and inspire learners for life

Vision: To achieve the highest individual potential

Guiding Principles:

- Students are the Center of the educational process
- Education is the foundation for success
- Parents must be engaged in the education of their children
- The district and the community must share a passion for education
- Emotional and physical safety is necessary in the education environment
- Learning is lifelong



SCHOOL HOURS

All students in grades 1-6 will receive a minimum of 900 instructional hours during the school year. Students in kindergarten will receive a minimum of 450 instructional hours. Each elementary school has a slightly different daily schedule based on when school starts in the morning, length of a.m. and p.m. recesses, and lunch and dismissal times. Please check with the building administration for start and dismissal times.



YOUR CHILD'S SCHOOL HEALTH

Student Health Requirements: The school sends health information forms home yearly so that the school records can be kept up to date. The North Central Health Department recommends that students with a temperature of 100° or more be sent home.

Unique Health Problems: The school needs also to be informed of any allergies, reactions, chronic illnesses, serious physical problems, epilepsy, or chronic diabetes, so that proper measures can be taken if something happens at school. If a child is taking medication, the school needs this information.

The following immunizations are required of school children in Idaho:

1. Two (2) doses of measles, rubella, and mumps vaccine administered to the child after his first birthday.*
2. Five (5) doses of DTP (diphtheria, tetanus, pertussis), unless fewer doses are medically recommended.
3. Three (3) or more doses of polio (TOPV) vaccine, unless fewer doses are medically recommended.
4. Three (3) doses of Hepatitis B vaccine administered to children born after November 22, 1991, unless fewer doses are medically recommended.

Children born September 1, 2005 (effective 4-7-11) are required to have the following:

1. Two (2) Varicella (Chickenpox) History of chickenpox disease documented by a physician meet the requirement.
2. Two (2) Hepatitis A

**The American Academy of Pediatrics recommends that booster measles, mumps, rubella vaccine (MMR) be given sometime after five years of age.*

Children admitted to 7th grade during or after the 2011-12 school year must meet the following:

1. One (1) Tetanus, Diphtheria, Pertussis (Tdap)
2. One (1) Meningococcal

Immunizations are done by appointment only at the North Central Health Department. All the state-required immunizations can be provided by the clinic or by your family doctor.

Communicable Diseases: In an effort to keep our students healthy, any child having a contagious disease or symptoms of same may be excluded from school. The school administration reserves the right, in some cases, to require a note from the doctor before the child returns to school.

Head Lice: The Lewiston School District adheres to a no head lice/no-nit policy. If your child has evidence of either head lice or nits, you must keep him/her home until all signs are gone. Information on head lice is available in each elementary school office. Parent or Guardian must accompany student upon re-admittance to school.



REQUIREMENTS FOR ENROLLMENT

In accordance with Idaho Code §33-201, your children are eligible to enter kindergarten if they will attain the age of five years on or before September 1 of the current school year. Your children may enter first grade if they will be six on or before September 1 of the current school year or have completed an accredited out-of-state kindergarten program.

Idaho Code §18-4511 subsection 2 states “upon enrollment of a student for the first time in an elementary or secondary school, the school shall notify in writing the person enrolling the student that within thirty (30) days he must provide either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and birth date may include a passport, visa, or other governmental documentation of the child's identity.

- (a) Upon the failure of a person enrolling a student to comply with this subsection, the school shall immediately notify the department of law enforcement or local law enforcement agency of such failure, and shall notify the person enrolling the student, in writing, that he has ten (10) additional days to comply.
- (b) The school shall immediately report to the department of law enforcement any documentation or affidavit received pursuant to this subsection which appears inaccurate or suspicious in form or content.”

Idaho Code §39-4801. Immunization required. Except as provided in section §39-4802, Idaho Code, any child in Idaho of school age may attend grades preschool and kindergarten through twelve of any public, private, or parochial school operating in this state if otherwise eligible, provided that **upon admission** the parent or guardian shall provide a statement to the school authorities regarding the child's immunity to certain childhood diseases. This statement shall provide a certificate signed by a physician or his representative that such child has received, or is in the process of receiving, immunizations as

specified by the Board of Health and Welfare; or can effectively demonstrate, through verification in a form approved by the department of health and welfare, immunity gained through prior contraction of the disease.

NORTH CENTRAL DISTRICT HEALTH DEPARTMENT

Your local health department provides health benefits to children in school by:

- ❖ Helping teachers recognize signs of illness and other unusual conditions in their students;
- ❖ Providing public health nurses that visit each school weekly;
- ❖ Conferencing with parents/guardians and teachers regarding the health of school children, including home visits;
- ❖ Screening programs in schools to locate hearing, vision, posture, and nutritional defects, and notifying parents/guardians and the child's physician when symptoms are found; and
- ❖ Cooperating with the School Board in promoting healthful school environments



STUDENT MEDICATION PROCEDURES



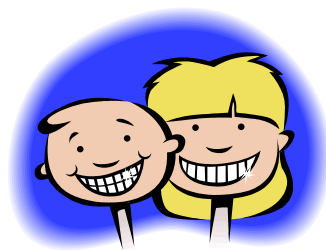
Administering medication to students is a responsibility we take very seriously. To provide for students' health needs safely and in following with District Policy 5425 Medication, we request that you follow these procedures:

1. The *School Medication Form* (Appendix A) must be completed in order for any prescription or over-the-counter medication to be administered to students.
2. All prescription medications must be in the original containers with the student's and the doctor's names and directions clearly marked on a pharmacy label.
3. All over-the-counter medication must be in the original container with parent's special instructions in writing, for their individual child that includes the time to be given and the dosage.
4. For short-term medication, a sufficient amount of medication should be provided for the period during which the medication is to be given.
5. A designated staff member should assist students in taking medication except for self-administered medications as described below.
6. All medication, except those approved for keeping by students for self-medication, will be kept in secured storage to reduce the potential for accidental loss or misuse. The building principal will retain the authority in all cases of medication and self-medication.
7. Each time a staff member administers medication, a record will be maintained, noting the time, amount, and name of the staff administering the medication.

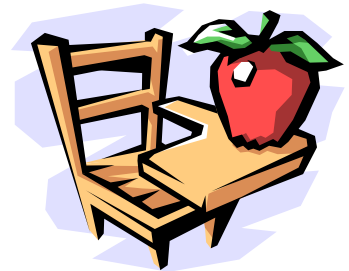
Medication Procedures: (Continued)

8. If a change in dosage for prescription medication occurs, parents must provide written verification from the doctor.
9. If the students AM dose is forgotten at home, the parent will be called to authorize administration of the missing dose. If the missing dose is administered at school, it will be recorded in the medication log.
10. The District may not administer medication in dosages that exceed the maximum dosage guidance of the current *Physicians' Desk Reference*.
11. Unused medications must be returned home or destroyed when treatment is complete or at the end of the school year.
12. Staff members involved with the administration of medication should be sensitive to and will be aware of issues of confidentiality in carrying out this responsibility.
13. Self-administration of medication (prescription and non-prescription) is permitted with written authorization of the parent or guardian and when the student's maturity level is such that he/she could reasonably be expected to appropriately administer the medication on his/her own.
14. The Lewiston School District shall incur no liability as a result of an injury arising from the self-administration of medication by the student.
15. Students will not be allowed to self-administer narcotics, prescription painkillers, Ritalin or other medication for emotional disorders.

See Appendix A - School Medication Form, P. 26



ATTENDANCE



1. Compulsory Attendance Law - Idaho Code §33-202.

"The parent or guardian of any child resident in this State who has attained the age of seven (7) years at the time of commencement of school in his district, but not the age of sixteen (16) years, shall cause the child to be instructed in subjects commonly and usually taught in the public schools of the State of Idaho. Unless the child is otherwise comparably instructed, the parent or guardian shall cause the child to attend a public, private, or parochial school during a period in each year equal to that in which the public schools are in session; there to conform to the attendance policies and regulations established by the board of trustees or other governing body operating the school attended."

2. Lewiston School District Policy – Rules & Regulations 5010.

A. Definitions

1. Excused Absences

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

The parent/guardian is asked to call on the day a student is absent from school. If no call is made, a written excuse should be sent with the absent student on the day of return to school. The excuse should describe the reason for the absence indicating a personal illness or family emergency. When a student checks out from school for reasons other than illness, a note from the student's parent/guardian requesting the absence will be presented to the office one day before the absence.

2. Unverified Absences

Absence for other reasons shall be considered as unverified. The student and parent/guardian assume the responsibility for making up the work missed. Work missed during an unverified absence may not be made up for credit, but should be made up for the student's own benefit. Unverified absences do not include suspensions.

3. Truancy

Willful absence of the student without the knowledge of the school or parents/guardians is considered truancy. It is unexcused and may lead to suspension or expulsion from school.

4. Habitual Truant defined in Idaho Code 33-206

A habitual truant is:

- A. Any public school pupil who, in the judgment of the board of trustees, repeatedly has violated the attendance regulations established by the board; or
- B. Any child whose parents or guardians, or any of them, have failed or refused to cause such child to be instructed as provided in section 33-202, Idaho Code.

B. Elementary Attendance

1. Students in grades K-6 are expected to attend school on a regular basis. Regular attendance is a critical factor in the establishment of a good scholastic record. Work missed through absence from school is difficult to make up. There is no substitute for the actual participation in the daily classroom discussion and work.
2. A letter will be sent to the parent/guardian of a student who has accumulated in excess of six (6) absences per semester.
3. A designated staff member, including teachers, counselors, social workers, School Resource Officers, School Community Resource Workers, or administrators, will personally speak to the parent/guardian regarding the attendance policy, explain the ramifications of being absent or tardy, stress the importance of attendance and discuss appropriate intervention strategies when a student has accumulated ten (10) absences per semester.
4. The administrator may request a conference with the parent/guardian of a student who has accumulated twelve (12) absences per semester. Other designated personnel may attend in order to resolve concerns regarding attendance.
5. A *Truancy Petition* may be filed with the Nez Perce County Prosecuting Attorney's Office at the discretion of the principal.
6. Students will be considered for retention for absences of more than twenty (20) days during any one school year.
7. At the beginning of each school year, the administrator will send an awareness letter to parents/guardians of students who missed fifteen (15) or more days the previous school year.

SCHOOL ARRIVAL & DEPARTURE

1. The Lewiston School District is committed to safe schools. In order to maintain a safe environment, we request that your child not arrive more than ***ten minutes*** before the start of the school day. Students eating breakfast at school should arrive at least twenty minutes before school begins.
2. Afternoon kindergarten students should use the same guidelines of arriving no more than ***ten minutes*** before the afternoon session starts. Students should be out of the building and on their way home no later than ***ten minutes*** after school is out.
3. Students are expected to leave the school grounds at the end of the school day unless arrangements have been made with a staff member.



DISTRICT TRANSPORTATION INFORMATION

Idaho code §33-1501 requires that students living in excess of one and one-half miles from the school they attend are eligible for bus transportation. Regulations governing students riding school buses are as follows:

1. Students being transported are under the authority of the bus driver. Drivers are instructed to load only those students listed as eligible for their route.
2. Students will walk on the left side of the road facing oncoming traffic when coming to meet the bus.
3. The bus driver may assign seats to the students.
4. The bus driver will instruct students how and when to cross the road.
5. No skateboards or scooters allowed on buses.
6. Principals may issue permits to allow other students to ride the bus **when it is due to a family emergency**. These permits are issued to students in advance and are limited to the duration of such emergency.
7. Improper conduct on a bus may lead to the loss of the riding privilege. Principals may suspend students from riding. Parents will be informed if possible. Drivers may remove unruly students from buses only when their behavior places the health and welfare of the remaining students in jeopardy.
8. To assist in student safety, the Lewiston School District will randomly videotape the student's behavior and activity on the bus ride.
9. Daycare Busing -- Parents may request in writing to the principal not to release a student at his/her stop until a responsible adult is visible to meet them. Otherwise the student will be released at his/her designated stop without further supervision. Should an adult not be present to meet a child when it has been requested, the student will be returned to his/her school.

All students are expected to follow the “Bus Conduct Rules” as stated in Appendix B – Bus Conduct Regulation, P. 27 of this handbook.

DAYCARE

If parents use a daycare facility out of their attendance area, the following information is important:

- ❖ If parents use a daycare facility out of their home school area, the address of the daycare may be used for placement of your child. Your child will attend school in the area of the daycare if space is available.
- ❖ If the school within the daycare area is full, then your child will be transported by bus to a school that has an opening. The daycare must be at least one and one-half miles from the school for a child to be bused.

- ❖ There is no guarantee that your child will stay at the daycare school each year. The daycare busing form must be filled out and approved every year.
- ❖ If your child no longer uses the daycare, he/she would return to the home school, provided there is room. The home school will be determined using the child's home address.
- ❖ Placement will be determined before the first day of school.

Daycare Transportation Criteria:

- A. Idaho code, State Board of Education regulations, State Department of Education policy, and Lewiston School District policy will apply to all children bused to or from daycare facilities in virtually the same manner as if they were at their place of residence.
- B. Requests for childcare facility transportation must be made in advance at the school nearest the childcare facility.
- C. Transportation of students to and from daycare facilities must be provided on a consistent five-day per week schedule. It cannot be provided on an intermittent basis.
- D. Provision of bus transportation to and from daycare facilities cannot result in the addition or modification of existing bus routes.
- E. The parent of a child rather than the daycare facility has the primary responsibility and decision-making role in all aspects of the child's public school enrollment.
- F. In the absence of the parents, daycare center personnel will have some responsibility for assuring that requirements are complied with regarding school bus routing, bus loading and unloading, stops, child supervision, and other provisions of the district's transportation regulations.
- G. In case of emergencies, when students must be transported from school, the student will be bused to the daycare facility or childcare home. A daycare facility assumes responsibility for the child prior to boarding the bus and again when the child leaves the bus.
- H. All other applicable rules and regulations governing the transportation of students in the District to and from school will apply.

COURTESY BUSING

Independent School District No. 1, in an effort to provide the best possible transportation service for children, will be offering a courtesy busing program. The program will provide limited bus service to children residing within the 1½ mile limit. This program provides a choice for students to either continue walking to school or walk to an established, existing bus stop and ride a bus to school. This service will be based upon space available on the buses. Courtesy busing will be an a.m. and p.m. service.

Please see Appendix C – Courtesy Busing Regulations, P. 28 of this handbook.



COMMUNICATIONS WITH THE SCHOOL

Please keep the school informed of address and phone number and notify of any changes.

- The school should be notified when a change is made in the address or phone number of the child's place of residence. **It is important that such information is current at all times to ensure that you can be reached in the case of an emergency.** It is critical schools have alternative phone numbers for emergencies -- such as sickness or injuries.
- Please notify the school if different arrangements have been made for transporting your child to and from school or if someone different will be picking them up as early as possible.
- Please notify the school if your child will require additional time away from school.
- Any pertinent information you feel the school personnel should know.

The school should have the correct telephone numbers for the home and the places of employment of the parent(s)/guardian(s). The name of a neighbor or relative who might be contacted if your child is ill and you cannot be reached should also be given to the school. It is the responsibility of the parent(s)/guardian(s) to report changes in phone numbers or names of persons to be contacted.

USE OF SCHOOL TELEPHONE



The schools are served by business phones, for this reason, children will be permitted to use the school phone only for emergencies. After school activity plans should be made at home before the child comes to school for the day.

Parents/guardians should feel free to call the school anytime and messages will be delivered to the child or teacher. **Please do not ask teachers or children to come to the phone during the time that school is in session except in an emergency.**

Cell Phones

As with all personal electronic devices, the school will not be responsible for lost, stolen or damaged items. Therefore, parents are discouraged from sending a cell phone to school. If a child brings a cell phone to school, it must be turned off when he/she arrives at school and stored in a backpack or left with a designated adult. Please check with your child's teacher or principal regarding specific building procedures.



SCHOOL MEALS

The Lewiston School District offers daily hot lunch and breakfast at each school. Meals are on a cash basis or may be purchased in advance. A free or reduced-priced meal is available to students whose families meet eligibility requirements. Applications are available at each school office or the Central Services office.

Energy/Monster Drinks

Independent School District No.1 has enacted Wellness policies in effort to create an environment where students are exposed to foods and curriculum that espouse a healthy lifestyle. Exposure to high fat, sodium, and/or sugar added foods in the school dietary plan is discouraged by policy. Many energy/monster drinks contain ingredients that fall outside our established guidelines. Parents are therefore discouraged from sending these products to school with your child.

REPORTING STUDENT PROGRESS

Report cards are provided quarterly.

Conferences are scheduled for students in grade 1 through grade 6 at the end of the **(first)** grading period. Kindergarten conferences are scheduled at the end of 1st quarter and on a limited basis at the end of the 3rd quarter.

Conferences may be held when the parent/guardian or teacher feels it is advisable to discuss and share information about the child or the program. **Conferences should be prearranged.** Special conferences involving other staff members will be arranged through the building principal. Cooperation between parent/guardian and teacher in arranging and holding these conferences is important.

Scheduled conferences give both you and your child's teacher an opportunity for exploration of progress, behavior, and reasons for your child's successes and failures. Make certain your child understands that you and the teacher are working together in her/his interest.



CO-CURRICULAR ACTIVITIES



Choir is available for intermediate students, to be offered either before or after school hours. Morning Band is available for intermediate students, offered before school hours. Fifth and Sixth Grade Bands are available as a pull-out class during the school day.

CLASSROOM VISITS

Classroom visits by parents/guardians are encouraged. Preschool children may not accompany parents/guardians on a classroom visit. **Please schedule your visitation with the classroom teacher or building administrator.** **In order to keep our students safe, it is required for you to always stop by the office, check in and receive a pass before visiting the classroom.** We appreciate your cooperation.

Unless approved by the building principal, children visiting the Lewiston area may not attend or visit school.

RETENTION

It is the belief of the Lewiston School District that students should progress each year from grade to grade. We are dedicated to providing our students with the best possible educational opportunities. However, the Lewiston School District reserves the right to classify and place all students under its jurisdiction. Students may be required to repeat a grade whenever the teachers, principal, and parent(s)/guardian(s) consider that this serves the best interest of the child.



DRESS CODE



Lewiston School District Rule & Regulation §5020.6.B.4 states: 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.

Maintaining high expectations is linked to the district's long-standing philosophy of responsibility for the total development of each child enrolled in its schools. That development includes good dress and grooming standards. There is a direct relationship between the way students dress and the way students behave. Students who have pride in their appearance have pride in their work. It is just another step in teaching students the responsibilities of adulthood.

- ❖ Hats may not be worn in the school building. The principal may make exceptions for “Hat Days” and for medical or religious reasons.
- ❖ Clothes, apparel, or attire must be sufficient to conceal undergarments at all times. Clothing must provide adequate coverage of the body e.g., revealing tank tops, crop tops, and spaghetti straps should not be worn at school. Skirts and shorts must be at least mid-thigh in length.

The dress code will be in effect during all school related activities--both on and off campus. This includes riding the bus, field trips, athletic events, music events, etc.

FIELD TRIPS & VOLUNTEERING IN THE CLASSROOM

Parents/guardians may be requested to chaperone students on field trips. **Only adult chaperones, age 18 or over, are allowed to accompany students on field trips.** All students are to be transported on school buses. A field trip is an extension of the school setting and part of the district curriculum. Therefore, all school rules apply. All field trip participants must follow district dress code standards.

Parents/guardians are encouraged to be an active participant in their child’s education. Should you choose to volunteer in your child’s classroom please contact your child’s classroom teacher in advance. We ask that all adults assist us by modeling and encouraging positive behavior. **Due to liability considerations, non school age children are not allowed to accompany volunteers on field trips or in classrooms.**



STUDENT BIRTHDAYS

If you would like to recognize your child’s birthday by bringing treats, please make arrangements with the teacher. Scheduling treats will be left to the discretion of the teacher. Birthday announcements for private parties may be distributed at school if all students in the classroom are included. Arrangements must be made with the classroom teacher. In order to protect each child’s privacy, home numbers and/or addresses will not be available from the classroom teacher or the office. Floral displays and balloons may be delivered at the end of the school day.

MONEY AND VALUABLES

Schools are not responsible for money, lost articles of clothing, musical instruments, bicycles, or other personal items. Because loss or damage can occur, it is strongly recommended that large amounts of money or valuables not be brought to school.

PERSONAL ITEMS

- ♦ **Marking of Personal Items:** It is helpful to mark items such as coats and hats with the child's name.
- ♦ **Lost Articles:** A lost and found department is maintained in each school. Children are encouraged to check there for lost articles or to bring in articles they have found. Before considering an article permanently lost, please check with the school.

Each school has procedures on handling electronic devices that are brought to school. Please contact your school for those procedures.

HOMEWORK

Homework is varied assignments to be completed during non-teaching hours. Homework is an important part of learning. It enhances learning outside the classroom and beyond the school day.

Homework should be directly related to the curriculum, clearly explained, and assessed. Homework should increase as the student progresses through school.

Teachers and parents/guardians share the responsibility for motivating and providing opportunities for homework. The student has the ultimate responsibility for the successful completion of homework. The ultimate goal of homework is to enhance learning. To accomplish this goal, assignments typically address one or more of these purposes:

- ★ 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.

PARENT-TEACHER ASSOCIATION

The elementary schools of the District have been fortunate in having the support of an active and helpful Parent-Teacher Association (PTA). Membership in this organization is inexpensive, but the rewards are great.

It operates under five principles:

1. To promote the welfare of children,
2. To raise the standards of home life,
3. To secure adequate laws for the care and protection of children and youth,
4. To bring into closer relation the home and the school, and
5. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, and social education.

SUBSTANCE ABUSE 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.
- (3) Suspension

Appeals

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

SMOKE FREE SCHOOLS POLICY

The State of Idaho prohibits smoking and the use of smoke-free tobacco in all buildings and on all property owned by public school districts.

STUDENT INJURIES

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through.

Parents/guardians need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.



STUDENT INSURANCE

The School District does not provide medical insurance to pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The District carries insurance only for cases of legally proven negligence.

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.

If your child has school insurance and an accident occurs which requires a doctor's care or hospitalization, you should contact the school principal for a claim form and verification of the accident. Students must notify school staff members on the day of the injury.

Parents/guardians, please be prepared to pay your child's possible medical expenses by purchasing student medical insurance, or by utilizing your family's health insurance, or other family resources.

REMINDER: Please keep home phone, work phone, and emergency phone numbers current in the event of an emergency.

CHILD ABUSE AND NEGLECT

Under the Child Protective Act, Idaho Code §16-1605, (a) *“Any physician, resident on a hospital staff, intern, nurse, coroner, school teacher, daycare personnel, social worker, or other person having reason to believe that a child under the age of eighteen (18) years has been abused, abandoned or neglected or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse, abandonment or neglect shall report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the department.”* The building principal will assist in making sure that the necessary actions as covered under the law are carried out.

SEXUAL HARASSMENT

If a parent/guardian believes that their child has been a victim of sexual harassment, as defined in Board Policy No. 5020.5.H, by a staff member or a student (on school grounds during the school day or off school grounds at a school activity/event) the building principal will assist in making sure that the necessary actions are carried out as covered by the law.

BULLYING

Any act that substantially interferes with a student's educational benefits, opportunities or performance that takes place on school grounds, at any school-sponsored activity, at any bus stop or on any school bus, and has the effect of:

- Physically harming a student or damaging a student's property
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
- Creating a hostile educational environment

constitutes a disruptive action subject to disciplinary action. Board Policy No. 5020.6

GENERAL HARASSMENT -- HARASSMENT OF STAFF

As provided in Idaho Code §18-916, Employees of every school district shall be free from abuse by parents or other adults. Therefore, employees of the District must be respected as they perform and direct their assigned roles. Students are expected to display respect for teachers and others at all times.

SCHOOL SAFETY

Safety instruction and safety measures are reviewed and practiced in the school and on the playground. Please help your child develop good safety habits by providing instruction at home.

Weapons and weapon look-a-likes should not be brought to school. Bringing a weapon to school is a criminal offense.

1. If Children Walk to School:

- **Help your child learn the safest route to and from school.**
- Encourage your child to use the intersection rather than the middle of the block when crossing a street. Where crosswalks are provided, he/she should stay between the lines. Where they are not, try to think where crosswalk lines might be and encourage your child to cross in that area. Encourage your children to cross where there is a crossing guard if they are available.
- **If there is not a sidewalk available, the child should walk on the left side of the street facing oncoming traffic.**
- Encourage your child to come home immediately after school is dismissed.



- The child should obey traffic lights and look both ways before crossing a street.



Please remind your child never to accept rides or gifts from strangers. Talk to your child about what to do if a stranger approaches, how to get help, and when to call the police. Thank you.

2. If Children Ride a Bicycle to School:

- **The child should ride on the right side of the street.** Bicycles are vehicles and should be operated as such. They must obey traffic signs, signals, and laws to help ensure their own safety.
- It is illegal to ride double on a bicycle built for one person.
- The bicycle should be registered with the Lewiston Police Department and properly equipped for night riding with a white headlight, red taillight or reflector, and reflective tape for additional visibility.
- It should be in good working condition including tires, steering, brakes, and drive mechanism.
- The rider should be courteous. A bicycle can inflict injury if it is mishandled.
- Riders should ride in single file when there is a group and not more than two should be abreast on clear, unoccupied streets.
- Bicycles are not to be ridden on school grounds at anytime during regular school hours. It is recommended that bicycles be locked when stored at school.
- Students are strongly encouraged to wear bicycle safety helmets.
- The District is not responsible for lost, damaged, or stolen bicycles, **locks are recommended.**

COMMUNITY SERVICE

School patrols are organized to promote safety for students crossing streets and highways at intersections. For their own safety, children should do as the patrol people ask them.

Crossing guards, both students and adults, are periodically trained by school personnel or the Lewiston Police Department.

Each elementary school encourages building community within our schools and in Lewiston. Teaching responsibility and learning the importance of community are core values of our elementary school program. Student participation in activities such as patrol, kitchen duty, study buddies and other activities designed to provide opportunities for learning outside the classroom are an expectation.

FIRE/EMERGENCY DRILLS

Instruction regarding evacuation of the school building in case of a fire or another emergency is provided in all elementary schools. Every effort is made to help students realize the seriousness of fires. Warning signals, proper exits, and evacuation routines are planned and made known to the children. Fire drills are held each month.

EMERGENCIES AT SCHOOL

If your child becomes ill or has a serious accident at school, you will be notified. If you or another person designated by you cannot be located and informed your child will be referred to his/her physician. If the physician cannot be located, your child may be transported to the nearest hospital emergency room. **It is important, therefore, that the school be kept informed as to the name of your child's physician and current phone numbers where you can be contacted. It is very important we have the most current contact information available.**

SPECIAL EDUCATIONAL SERVICES AND TITLE I

Programs and related services for students with disabilities are available for all eligible students. Title I services are available in schools designated as target schools under federal guidelines. Teaching for homebound students, psychological services, counseling, social work, Indian education services, and gifted/talented are available to all students who qualify.

Consult your student's principal for information about referrals, eligibility, and service procedures for any of the above special services.

NO CHILD LEFT BEHIND

Under "No Child Left Behind," every school receiving Title I money is required to notify parents of their option to request and receive the following information about the staff teaching their child or children. The information you may request and receive is:

1. Professional qualifications of your child's teacher(s), including degrees and certifications, and if the teacher is certified in the area he or she is teaching.
2. Qualifications of a paraprofessional(s) working with your child and whether the paraprofessional is qualified by Idaho Paraprofessional Standards.
3. If your child has been assigned or is taught for at least four consecutive weeks by a teacher who does not meet Idaho qualifications. In such a case, the Lewiston School District must notify you.

If you wish such information, please make your request through the Central Office, 3317 12th Street, Lewiston, ID 83501, or 208-748-3000.

DISABILITIES POLICY - 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 IDEA, students with disabilities have the right to be placed in the least restrictive educational environment. To the maximum extent appropriate for the needs of the student, Lewiston will educate students with disabilities within their regular school program.

Students with disabilities and their parents have a number of rights and protections. Questions or requests for assistance or information about services for students with diagnosed or suspected disabilities should be directed to the student's school principal or Travis Poulsen, Director of Special Services, 748-3000, or 3317 12th Street, Lewiston, ID 83501.

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:

1. student's name,
2. address,
3. date and place of birth,
4. telephone number,
5. participation in officially recognized activities and sports,
6. weight and height as a member of an athletic team,

7. class designation,
8. dates (but not a day-to-day record) of enrollment,
9. diploma and awards received,
10. school or school district where the student was previously in attendance,
11. official activities,
12. 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 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.

**SCHOOL MEDICATION FORM
APPENDIX A**

**BUS CONDUCT REGULATION
APPENDIX B**

**COURTESY BUSING REGULATIONS
APPENDIX C**

**STUDENT DISCIPLINE CODE
APPENDIX D**

**INTERNET USE AGREEMENT
AND
NETWORK USE RULE AND REGULATION
APPENDIX E**

**AFFIRMATIVE ACTION
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APPENDIX F**

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

**Lance R. Hansen, Assistant Superintendent
Travis W. Poulsen, Director of Special Services
Central Services Office
3317 12th Street
Lewiston, ID 83501
(208) 748-3000**

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