

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



LEWISTON SCHOOL DISTRICT ELEMENTARY HANDBOOK

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

Elementary School Handbook
TABLE OF CONTENTS

	Page No.
Director of Student Services Message	1
Historical Points	2
Elementary Schools Directory	2
Central Services Office	2
Board of Directors.....	2
Statement of Philosophy and Mission.....	3
School Hours.....	4
School Health.....	4
Student Health Requirements	4
Unique Health Problems	4
Communicable Diseases	5
Head Lice.....	5
Requirements for Enrollment.....	5
North Central District Health Department	6
Student Medication	6
Medication Policy	6-7
Attendance	7-9
School Bussing / Daycare	10
Daycare Transportation Criteria.....	10
Courtesy Busing.....	11
Student Address and Phone Number	12
Use of School Telephone/ Cell Phones.....	12
School Meals/ Energy Drinks	13
Reporting Progress Reports	13
Extracurricular Activities	14
Classroom Visits	14
Retention	14
Dress Code.....	15
Field Trips & Volunteering in the Classroom.....	15
Student Birthdays.....	15

Elementary School Handbook
TABLE OF CONTENTS

	Page No.
Money and Valuables	15
Personal Items	16
Homework.....	16
Parent-Teacher Association	17
Substance Abuse Procedures.....	17-20
Smoke Free Schools Policy.....	20
Student Injuries	20
Student Insurance	20
Child Abuse and Neglect	22
Sexual Harassment	22
General Harassment - Harassment of Staff.....	22
School Safety	22-23
Community Services	23
Fire/Emergency Drills.....	24
Emergencies at School.....	24
Special Educational Services and Title I.....	24
No Child Left Behind.....	24
Disabilities Policy	25
Communication with the School.....	25
Directory Information Disclosure	25-26
School Medication Form Appendix A.....	27
Bus Conduct Regulation Appendix B.....	28
Courtesy Busing Regulation Appendix C	29
Student Discipline Code Appendix D.....	30
Internet Use Agreement and Network Use Rule and Regulation Appendix E	31
Affirmative Action.....	32
Index	33

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!

Craig Lenzmeier
Director of Student Services

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 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

Centennial Elementary

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

McGhee Elementary

Greg Kramasz, Principal
Ann Marie Patchen, Secretary
636 Warner Avenue
748-3600

McSorley Elementary

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

Orchards Elementary

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

Webster Elementary

Hugh Maxwell, Principal
Cathy Armstrong, Secretary
1409 8th Street
748-3800

Whitman Elementary

J. D. Baser, Principal
Barb Potts, Secretary
1840 9th Avenue
748-3850

Central Services

3317 12th Street

748-3000

Board of Directors

Dan Rudolph, President
Brenda Forge, Vice President
Bill Davis
Sheri Allen
Gary Arndt

Central Services Administration

Dr. Joy Rapp, Superintendent
Craig Lenzmeier, Director of Student Services
Mike Haberman, Director of Special Services
Dr. Ellen Perconti, Director of Curriculum
Mark Walton, Director of Personnel
Katharine McPherson, Business Manager



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.

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.

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

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



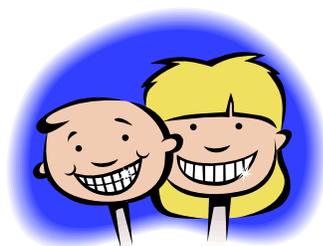
Administering medication to students is a responsibility we take very seriously. To provide for students' health needs safely and in following with District Policy 5425 Medication, we request that you follow these procedures:

1. The parent must provide a written request in order for over-the-counter medication to be administered to students. The *School Medication Form* (Appendix A) must be completed in order for any prescription medication to be administered to students.
2. All prescription medication must be in the original container with the student's and the doctor's names and directions clearly marked on a pharmacy label.
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. Unexcused Absences

Absence for other reasons shall be considered as unexcused. The student and parent/guardian assume the responsibility for making up the work missed. Work missed during an unexcused absence may not be made up for credit, but should be made up for the student's own benefit. Unexcused 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. Principals may issue permits to allow other students to ride the bus when due to a family emergency. These permits are issued to students in advance and are limited to the duration of such emergency.
6. 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.
7. To assist in student safety, the Lewiston School District will randomly videotape the student's behavior and activity on the bus ride.
8. 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.



ADDRESS AND PHONES ARE IMPORTANT

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.

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.



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. Each building has developed a process for working with energy/monster drinks. Please contact your child's building principal for specific information pertaining to your school's energy/monster drink program.

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 and second quarter)** grading period. Kindergarten conferences are scheduled at the end of 1st, 2nd, and 3rd quarters.

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



School chorus and band programs are available for intermediate students.

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 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.

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. **Please do not bring younger siblings with you while you are volunteering in the classroom.**



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 will not be formally distributed at school.** In order to protect each child's privacy, class lists of any form (child's names and/or parent/guardian phone 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.

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.**

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 Mike Haberman, Director of Special Services, 748-3000, or 3317 12th Street, Lewiston, ID 83501.

COMMUNICATION WITH THE SCHOOL

- Please notify the school of any changes.
- 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.
- Please notify the school if your child will require additional time away from school.

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. Joy C. Rapp, 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**

5425. MEDICATION

There are students with chronic illnesses, long-term health conditions as well as students recovering from temporary illnesses who need to have medication administered at school. When medication must be administered to students at school, the goal is to provide for students' health needs safely. Therefore,

1. The parent must provide a written request in order for over-the-counter medication to be administered to students. The *School Medication Form* must be completed in order for any prescription medication to be administered to students.
2. All prescription medication must be in the original container with the student's and the doctor's names and directions clearly marked on a pharmacy label.
3. All over-the-counter medication must be in the original container with parent's special instructions in writing for their individual child which includes the time or situations 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.
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.
8. If a change in dosage for prescription medication occurs, parents must provide written verification from the doctor.
9. If the student's 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.

SCHOOL MEDICATION FORM

Student _____

School _____ Grade _____

Address _____

Parents _____

Home Phone _____ Work Phone _____

TO AUTHORIZE SCHOOL PERSONNEL:

I hereby request and authorize ___ my child to self-administer¹, or ___ school staff to administer the following ___ prescription medication, or ___ over-the-counter medication.

Medication name: _____

Instructions: _____

(Dose)

(Time)

and I release the school from liability should reactions result from medications. In case of emergency, follow-up care and transportation are to be as follows:

¹ Self-administration of some medications is not allowed. See the back of this form #15.

Parent's signature

A physician's authorization is not required for over-the-counter medications.

Date

TO AUTHORIZE SCHOOL PERSONNEL:

I prescribe (medication name) _____

to be given to _____ by school personnel during school hours for the reason stated:

Possible side effects to be observed by school personnel: _____

Physician's signature

Date

See "Medication Policy" on the back of this form.

**BUS CONDUCT REGULATION
APPENDIX B**

(Revised 8/10/98)

5040. Bus Conduct Regulations

1. Students are under the supervision and control of the driver while loading, unloading, or riding a bus.
2. Students shall be orderly at bus stops and shall form a line to facilitate boarding.
3. Students shall take a seat on the bus and remain seated while the bus is moving.
4. Students shall not extend their heads, arms, legs, or feet through open bus windows.
5. Students shall not throw any object or material around the interior or exterior of the bus or out of its windows.
6. Students shall not mar, damage, or destroy the interior or exterior of the buses.
7. Students shall not create unnecessary noise or confusion which might distract the driver's attention.
8. Students shall meet the buses on time.
9. Students shall observe classroom conduct and obey the driver promptly and respectfully.
10. Students are permitted to carry only objects that can be held on their laps.
11. Students shall not use profane language, tobacco, alcohol, drugs, or any other controlled substance on the bus.
12. Students shall not eat or drink on the bus.
13. Students shall not carry hazardous materials, nuisance items, or animals (other than trained service animals) onto the bus, including glass containers.
14. Students shall respect the rights and safety of others.
15. Students shall refrain from leaving or boarding the bus at locations other than the assigned stops at home or school.
16. Students shall not hitch rides via the rear bumper or other parts of the bus.
17. Students shall not be permitted to ride a school bus for personal transportation (i.e., birthday party, overnight stay, friend's house).
18. Reporting Violations of Student Bus Regulations
 - A. The bus driver shall report all violations to the principal and to the Transportation Supervisor.
 - B. The principal shall discuss violations by students with their parents/guardians in an effort to prevent recurrences.
 - C. Principals may suspend a student from bus-riding privileges when a violation has been reported by a driver. Prior to such a suspension, it is the

\responsibility of the principals to confer with the parents/guardians. Only administrators have this authority.

- D. Additional violations may result in suspension for longer periods of time to be determined by the principal.
- E. Suspensions for damaging or destroying transportation equipment shall be immediate and shall continue until restitution for damages is made.
- F. The disability(ies) of an identified student requires additional considerations as outlined in the Special Education Rules and Regulations.
- G. Students who have bus riding privileges suspended are required to attend school. Absences resulting from such a suspension will be regarded as truancy.
- H. Only in dire cases, when the immediate health and welfare of the students on the bus are in imminent danger, may a driver require a student to leave the bus prior to the student's destination.

**COURTESY BUSING REGULATIONS
APPENDIX C**

5050. COURTESY BUSING

The Board of Trustees hereby authorizes the Central Services Administration in conjunction with the District's Transportation Department the latitude to provide limited bus service to students residing within the established 1½ mile limit provision of Idaho Code 33-1501, 33-1502 and the November 1, 2006 *Standards for Idaho School Buses and Operation*, page 74. The District may allow a student to ride a bus if the approval does not cause the number of assigned and/or expected riders to exceed the capacity of the bus.

Parents and students participating in this program must adhere to the following conditions and regulations:

1. Each year, prior to this program being implemented, the Transportation Department will develop an "eligible rider" list for each bus route. The eligible rider list will be checked against average and maximum number of students who have ridden the bus to determine the number of courtesy busing variances that might be approved.
2. Parents/guardians will be notified of the opportunity in school newsletters that are sent home with students as well as locating information on the District's web page.
3. District officials will develop a system of selection for when there are more applications than spaces available on a bus. The developed list will be maintained for those children who could not participate in the courtesy busing program due to space available.
4. The parents/guardians of the student will be informed when the student is approved or denied authorization to ride the bus based upon the number of students eligible to ride the bus, the number actually riding the bus, and the capacity of the bus.
5. Should an overload occur after the approval is granted due to an increase in the number of eligible riders wanting bus service, the parents/guardians will be informed that the student is no longer allowed to ride the bus and the parents/guardians will be responsible for getting their child(ren) to and from school. Those displaced student(s) will be placed at the top of the waiting list.
6. Parents/guardians will be required to sign a form stating that they understand the conditions of approval prior to the time the student is allowed to ride the bus.
7. Parents/guardians of students who are denied authorization to ride a bus or who are removed from a bus during the school year due to overloading may request in writing no later than one week prior to the end of each nine-week period that their child be reinstated on the bus. Reinstatement will occur only if it is determined by the Central Services Office Administration that the reinstatement would not cause the number of assigned students to exceed the bus capacity.

In making a determination as to which students will be approved/denied/removed, the District official will utilize the criteria established when the variance was approved at the beginning of the school year. Parents/guardians who request a variance after decisions for the school year have been made will be placed at the bottom of the priority list.

**STUDENT DISCIPLINE CODE
APPENDIX D**

(Adopted 4/9/84; Revised 11/8/99)

5020. Discipline Code, Student

1. Preface

A. Authority Vested in Board of Directors

The Board has broad powers in establishing and enforcing rules regarding student activities insofar as the rules relate to the educational process.

The powers and duties of the Board of Directors are described in Section 33-512, Idaho Code, and Section 20, CHARTER, Independent School District No. 1, Nez Perce County, Lewiston, Idaho.

School discipline is central to the educational process. Effective learning cannot occur in an unsafe environment. Schools in which discipline is emphasized have an inherent order and sense of safety. Every student shall have the responsibility to respect the rights of all students to learn and all teachers to teach.

B. Freedom from Abuse

"Certificated employees of every school district shall be free from abuse by parents or other adults, as provided in Section 18-916, Idaho Code." (Section 33-1222, Idaho Code). All employees must be respected as they perform and direct their assigned roles. Students are expected to display respect for teachers and others at all times.

C. Statutory Authority

Idaho Code establishes the teacher's right to control students as follows:

"Powers and duties of teachers. - In absence of any statute or rule or regulation of the board of trustees, any teacher employed by a school district shall have the right to direct how and when each pupil shall attend to his appropriate duties, and the manner in which a pupil shall demean himself while in attendance at the school. It is the duty of a teacher to carry out the **Rules and Regulations** of the board of trustees in controlling and maintaining discipline, and a teacher shall have the power to adopt any reasonable rule or regulation to control and maintain discipline in, and otherwise govern, the classroom, not inconsistent with any statute or rule or regulation of the board of trustees." (Section 33-1224, Idaho Code.)

2. Philosophy

The Board of Directors is committed to providing all students an equal educational opportunity. Furthermore, every student has those rights of citizenship granted by the Constitution of the United States and the State of Idaho. Moreover, citizenship rights may not be abridged, obstructed, or in other ways altered except in accordance with due process of law. Education is one of these citizenship rights.

A primary responsibility of the District and its employees shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby changes are brought about.

Independent School District No. 1 and each school within that system is an academic community composed of all students, teachers, administrators, parents/guardians, 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. As cited in the preface to this policy, 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 also a privilege which must be guarded by appropriate conduct.

3. Definition

Appropriate conduct is defined as the absence of distractions, frictions, and disturbances which interfere with the optimum functioning of the student, the class, and the school. It is ordered behavior that leads to better learning. It is also the presence of a friendly, yet businesslike, rapport in which students, parents/guardians, and District personnel work cooperatively.

4. General Policy

It shall be the policy and goal of the District to encourage appropriate student conduct that will promote good health, reasonable standards of behavior, effective citizenship, and a positive atmosphere for learning. Students on school grounds or in places under school jurisdiction will abide by the rules which are established by that school to achieve these objectives.

Admission to the schools of the District carries with it the presumption that the student will conduct himself/herself as a responsible member of the school community. This includes the expectation that the student will obey the law, adhere to the policies of the District, and comply with **Rules and Regulations** implementing these policies. In addition, the student will safeguard the property of the school and will respect the rights and privileges of others in the school community.

Each student will accept responsibility for his/her conduct. In order to accomplish the educational purposes of this District in an effective school environment, the Board has approved a set of rules covering students' rights and responsibilities. When violations of these rules occur, the school is authorized to take appropriate action designed to ensure more responsible behavior on the part of the student. When violations of the laws of the United States, the State of Idaho, and/or its subdivisions are also involved, the school may also refer such matters to parents, legal guardians, or appropriate civil authorities.

5. Student Rights

A. Student Expression

Freedom of student expression is an inherent constitutional right and is provided for in the school program. The right of free speech does not include the right to disrupt or violate the educational process. Freedom of student expression applies also to the students' dress and appearance, provided that they do not cause disruption to the educational process or present health or safety problems. When such disruption or violation occurs, as determined by the teacher and/or building principal, the student shall be subject to disciplinary action. Orderly procedures for student expression include the following:

1. Students are entitled to present their personal opinions insofar as

these expressions do not disrupt the educational process.

2. Non-school sponsored materials must bear identification as to the author, the publishing agency, and the distributing organization. The student who broadcasts, publishes, and/or distributes written or duplicated material on the school premises is responsible for its content.
3. Official school publications or broadcasts, including the school newspaper, yearbook, and radio station, should reflect the policy and judgment of the student editors, broadcasters, and advisors. They have the responsibility to refrain from libel and obscenity. Final responsibility in these matters shall rest with the building principal.
4. Radio broadcasts and/or the distribution of such material as specified in sections 2 and 3 above must take place at a reasonable time and location approved by the principal or designee and must not interfere with the educational process.
5. Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. Such expressions must be free of libel, slander, obscenity, and inflammatory statements.
6. A student shall not use written, oral, or visual expression to advocate or encourage the commission of a crime.
7. Commercial solicitation is not student expression. It may be conducted only as authorized by Board policy and District **Rules and Regulations**.

B. Assembly

Students have the right to peaceful assembly in school facilities generally available to the public at convenient hours that do not conflict with school functions, regulations, or require staff on duty beyond regular hours, provided that such assembly shall:

1. Be conducted in an orderly manner.
2. Not interfere with the educational process.
3. Not impede the free movement of traffic. If any assembly is not so conducted, students participating shall be subject to disciplinary actions.

When students participate as members of approved student body organizations, they shall assemble as authorized by the principal or designee.

C. Search and Seizure (Adopted 5/14/84)

All students have the right to be secure in their persons and effects against unreasonable searches and seizure. Therefore, to assure that the rights of the student are balanced with the total needs of the school community, the following rules will apply to the search of school property assigned to a specific student and the seizure of items in his/her possession.

1. School administrators may authorize a "reasonable" search of

students, lockers, desks, and vehicles when such persons and/or objects are located on school property are within school jurisdiction.

- a. There must be reasonable grounds for suspecting that the search will turn up evidence that the student has violated, or is violating, either the law or rules of the school.
- b. The scope of the search must be reasonably related to the objectives of the search and not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- c. A student will be asked to consent to the search; however, failure of the student to consent will not necessarily halt the search by school officials.
- d. Strip searches are considered **excessively intrusive** and may be conducted only when based on probable cause and only when it is believed that a student possesses a deadly weapon or other such item that constitutes an immediate danger to the lives of other students or staff.

2. Parents/guardians of a student should be notified as soon as possible following a search. A student who has been searched will not be released by school authorities before the school officials have spoken to the parent/guardian or have made a reasonable effort to contact the parent/guardian, except if arrested by police.
3. Police may conduct a search in a school when the officer who is conducting the search has a warrant. A search warrant shall specify the place to be searched and the item(s) to be seized.
4. Unauthorized or illegal items may be taken into custody by school authorities.
5. Items considered potentially dangerous, disruptive, or that can interfere with the educational process may be removed from a student's possession. A reasonable effort will be made to notify parents/guardians.

D. Freedom from Discrimination

No student shall be discriminated against by reason of race, religion, sex, economic status, ethnic origin, physical or mental disability, pregnancy, marital status, previous arrest, or incarceration. A student claiming such discrimination shall file a complaint as outlined under due process.

E. Parking

At those schools where off-street parking lots are provided, students have the right to utilize space as authorized by the building principal. Students are subject to the laws of the community, which include respecting handicapped parking and fire lanes.

F. Interview/Interrogation by Police or other Law Enforcement Officials

In the event that a member of a law enforcement agency requests an interview with a student during school hours and/or on school property, the

following procedures shall be followed (except in cases of alleged child abuse/neglect):

1. When law enforcement authorities want to interview a student, the law enforcement authority will fully and completely explain the situation to the principal or designee. The school official will determine the appropriateness of conducting the interview on school premises.
2. The principal or designee shall contact the parents/ guardians of the student to be interviewed and advise them of the circumstances. The principal shall request a parent/guardian to be present at the interview. No child will be interviewed without the consent of the parent/guardian.
3. The building principal or designee shall be present whenever a student is being interviewed.
4. School authorities shall not permit a student to leave the school with an officer of the law unless the student's parent/guardian is present and consents or unless an arrest is made. If an arrest is made, a reasonable effort will be made to notify the parent/ guardian.
5. Students may be interviewed at school by law enforcement or family services personnel without parent/guardian consent when an abuse or neglect incident is being investigated.

G. Due Process

All students will be accorded rights as guaranteed under the Constitution of the United States. When an incident of misconduct occurs, a student shall be given written or oral notice of any charges against him/her; and said student shall have the opportunity to defend himself/herself against these charges prior to a disciplinary action. When a major incident or prolonged series occurs, a parent/legal guardian shall be given written or oral notice.

Students are hereby advised of their right to appeal and are instructed as to who represents the next level of appeal. Generally, the line of authority will be the teacher, principal, the Superintendent and, finally, the Board of Directors.

H. Sexual Harassment -- Sexual harassment is defined as unwelcome or uninvited sexual advances, requests for sexual favors, sexual comments, or innuendo. Uninvited or unwelcome verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- (1) Submission to such conduct is either explicitly or implicitly a term or condition of an individual's education;
- (2) Submission to or rejection of such conduct by an individual is used as a basis for educational decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.

General Information

- (1) It is the policy of the Lewiston School District that the educational environment for students be free from sexual harassment.

Harassment on the basis of sex is prohibited. The School District will investigate complaints of sexual harassment whether the complaint is formal, informal, written, or verbal.

- (2) All complaints regarding sexual harassment alleged to have occurred as a result of a staff member's action or a student's action on school grounds during the school day or off school grounds at a school activity/event will be expeditiously investigated and appropriate action will be taken based on the School District's findings.
- (3) The School District will not coerce, discriminate, or retaliate against any persons filing complaints or persons acting as witnesses to complaints.
- (4) Due to the damage that could result to the career and/or reputation of any person falsely accused of sexual harassment, all investigations and hearings surrounding such matters will be designed -- to the maximum extent possible - to protect the privacy of and to minimize suspicion toward the accused as well as the complainant.
- (5) A staff member or student found by the District to have made false accusations of sexual harassment will be subject to appropriate disciplinary sanctions including discharge (staff member) or suspension or expulsion (student).
- (6) School officials are expected to comply with the reporting requirements of Idaho Code 16-1619 (abuse of children).

6. Student Responsibilities

A. Respect for the Law and Rights of Others

The student is responsible as a citizen to observe the laws of the United States, the State of Idaho, and/or its subdivisions.

All student conduct in the District is based on respect and consideration for the rights of others. Students have the responsibility to know, respect, and abide by all school rules and regulations. Students have the further responsibility to conduct themselves in such a manner that would reflect honor and dignity upon the individual, the school, and the community.

B. 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 - The building principal may deny attendance through suspension for any disruptive action. The principal may recommend to the Superintendent, and subsequently to the Board, the expulsion of a student for just cause.

Idaho law provides for denial of school attendance in Idaho Code, Section 33-205:

"Denial of school attendance - The board of trustees may deny attendance at any of its schools by expulsion to any pupil who is an habitual truant, or who is incorrigible, or whose conduct, in the judgment of the board, is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils. Any pupil having been expelled may be readmitted to the school by the board of trustees upon such reasonable conditions as may be prescribed by the board; but such readmission shall not prevent the board from again expelling such pupil for cause."

Immediate disciplinary action will be taken against individuals participating in disruptive activities. The Board considers the following as examples of disruptive actions:

- 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 Schools Policy & Procedures]
 - b. Fighting - Fighting or aggressive behavior directed toward another person in a threatening manner.
 - c. Gambling - Gambling or possessing 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 humiliating or unnecessary tasks by using coercion of any type.
 - e. Incorrigibility - 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.

C. 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 Schools 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 educational function 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.

7. Procedural Rules and Regulations

A. Disciplinary Actions

This means all forms of correction other than suspension or expulsion. No form of discipline, other than suspension or expulsion, or the penalties prescribed for absenteeism, shall be enforced in such a manner as to prevent the student from accomplishing specific academic grade, grade level, or graduation requirements. The following is a partial list of disciplinary actions which may be taken by the teacher and/or the 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 thirty (30) minutes at the elementary level or sixty (60) minutes at the secondary level after the regular hour of dismissal. Detention times may be longer with parent/guardian permission.

Prior arrangements will be made when a bus student is detained.
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.
8. In-School Isolation/Intervention Rooms - Requiring that a student leave the regular classroom setting due to continued disruptive behavior to spend time in a designated area within the school that is supervised by an adult.
9. Corporal Punishment is in violation of District policy.
10. 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 a first-time offense. Determination of the appropriate disciplinary action shall be made by the administrator in charge.

B. Suspension

This means a denial of attendance at any single subject, class, or activity, or any full schedule of subjects, classes, or activities for a stated period of time not to exceed five (5) school calendar days for any given suspension authorized by a building administrator. 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.

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.

The decision to allow a student to make up the work missed during a suspension will be made at the discretion of the administrator. If a student is allowed to make up the work missed, credit will be given. The student and the parent assume the responsibility for making up any schoolwork missed due to the suspension.

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

C. 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 921 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 readmittance will be based on written confirmation from the district that initially expelled the student. A student who wishes 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 considerations as outlined in the Special Education Rules and Regulations.

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

Lewiston Independent School District No. 1
INTERNET USE AGREEMENT

Please read this document and the attached Lewiston School District Rule and Regulation.

Internet access is now available to students and teachers in the Lewiston School District.

We are very pleased to bring this access to the Lewiston School District and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Through the Internet, students and teachers have access to:

1. Electronic mail communication with people all over the world;
2. Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions;
3. Public domain software and shareware of all types;
4. Discussion groups on a plethora of topics ranging from Chinese culture to the environment, to music, to politics; and
5. Access to many university library catalogs, the Library of Congress, and ERIC.

With access to computers and people all over the world, also comes the availability of material that may not be considered of educational value in the context of the school setting. The Lewiston School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. We, the Lewiston School District, firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complete association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Lewiston School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) this significance.

INTERNET - TERMS AND CONDITIONS:

1. Acceptable Use - The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Lewiston School District. Use of another organizations network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisements or political lobbying is also prohibited.
2. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will receive instruction from a Lewiston School District faculty member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of the Lewiston School District may request the system administrator to deny, revoke, or suspend specific user accounts.
3. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - a. Be polite. Do not be abusive in your messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - c. Do not reveal your personal address or phone numbers of students or colleagues.
 - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - f. All communications and information accessible via the network should be assumed to be private property.
4. Warranty - The Lewiston School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Lewiston School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The Lewiston School District specifically denies any responsibility for the accuracy of quality of information obtained through its services.
5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individuals account without written permission from that individual.

Attempts to log onto the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

- 6. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the NSFNET, Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

**Lewiston Independent School District No. 1
INTERNET USE AGREEMENT**

I _____ (Please Print) understand and will abide by the above stated Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. School disciplinary action may be taken, and/or appropriate legal action taken.

Users Signature: _____ Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. The Lewiston School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the Lewiston School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardians Name (Please Print): _____

Signature: _____ Date: _____

SPONSORING TEACHER - (Must be signed if the applicant is a student.)

I have read the Internet Use Agreement and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher, I do agree to instruct the student on acceptable use of the network and proper network etiquette.

Teachers Name (Please Print): _____

Signature: _____ Date: _____

**AFFIRMATIVE ACTION
INDEX
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.

Craig Lenzmeier, Director of Student Services

Mike Haberman, Director of Special Services

Central Services Office

3317 12th Street

Lewiston, ID 83501

(208) 748-3000

INDEX

- Absences - 8
- Affirmative Action - 33
- Attendance - 7-9
- Arrival-Dismissal Guidelines - 9

- Birthday Celebrations, Student - 15
- Birth Certificates - 5
- Board of Directors - 2
- Bussing, School - 10
- Bus Conduct Regulations Appendix B - 28

- Cell Phone - 12
- Central Services - 2
- Change of Address or Phone #'s - 12
- Child Abuse and Neglect - 21
- Classroom Visits - 14
- Communicable Diseases - 5
- Communication with School -25
- Community Services -23
- Conferences, Scheduled - 13
- Conferences, General – 13
- Courtesy Busing – 11
- Courtesy Busing Regulation Appendix C - 29

- Daycare
 - Procedures - 10-11
 - Bus Policy – 10-11
 - Bus Safety - 10
 - Transportation Criteria - 11
- Directory, Elementary Schools - 2
- Directory Information Disclosure – 25-26
- Disabilities Policy - 25
- Discipline Code Appendix D - 30
- District Mission - 3
- District Philosophy - 3
- Dress Code - 15

- Elementary Schools Directory - 2
- Emergencies at School – 24
- Energy Drinks -13
- Enrollment Requirements - 5
- Excused Absences - 8
- Extracurricular Activities - 14

- Field Trips - 15
- Fire/Emergency Drills - 24

- Harassment of Staff - 22
- Harassment, Sexual - 22
- Head Lice - 5

- Health Problems, Unique - 4
- Health, School - 4-5
- Homework -16
- Hours, School - 4
- Immunizations - 4
- Injuries - 19
- Insurance, Student -21
- Internet Use Agreement Appendix E - 31

- Meals, School - 13
- Medication, Student - 6
 - Medication Policy - 6-7
 - Medication Form Appendix A - 27
- Mission, School District - 3
- Money and Valuables - 15

- Network Use Rule and Regulation
 - Appendix D - 29
- No Child Left Behind - 24
- North Central District Health Dept. - 6

- Parent-Teacher Association - 17
- Personal Items - 16
- Points of Interest - 2
- Progress Reports - 13

- Retention - 14

- Safety, School – 22-23
- School Bussing - 10
- Sexual Harassment - 22
- Smoke Free Schools Policy - 19
- Special Educational Services and Title I - 24
- Statement of Philosophy - 3
- Staff, Harassment of - 21
- Substance Abuse Procedures – 17-20
- Substance Abuse Policy Appendix D - 28
- Superintendent - 2

- Telephone, Use of - 12
- Truancy - 8

- Visits, Classroom - 13

- Weapons - 21