

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

Camelot



McGhee



Orchards



Webster



Centennial



McSorley



Whitman



**LEWISTON SCHOOL DISTRICT  
ELEMENTARY HANDBOOK**

Independent School District No. 1  
3317 12th Street  
Lewiston ID 83501

Elementary Handbook  
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Dear Parents/Guardians:

Welcome to a new school year in the Independent School District No. 1 (Lewiston School District).

As this school year presents a new normal, our highly qualified and devoted educators are extensively working to ensure students will be presented with learning opportunities that will allow students to thrive and grow. During these unprecedented times, we are committed to maintaining the highest standards so that there will be no shortage of opportunities for your student(s) to feel challenged on a daily basis with high quality instruction, and have a wide variety of options to stay connected to their school community and peers.

This handbook contains important information regarding policies and protocols established for the safety of all students and staff and the smooth operation of our schools. Please read this information carefully and keep it for future reference.

Please feel free to contact student's teacher, administration or Office of Student Services if you have any questions or concerns. We encourage a close proactive relationship with our parents and look forward to working with you.

The Lewiston School District is a wonderful environment for developing young minds and we hope to create lasting memories for your student. Please remember that our door is always open for questions, comments or concerns.



Kimberly Eimers, Ed.D.  
Director of Student Services



## HISTORICAL POINTS ABOUT LEWISTON SCHOOL DISTRICT

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

Since 1948, seven new elementary schools and two junior high schools have been constructed. On July 1, 1994, Tammany School District was annexed. Since 1995, Elementary Schools Camelot, Centennial, McGhee, Orchards, Webster, Whitman and Jenifer and Sacajawea Junior High Schools have gone through major reconstruction. The Alternative High School moved to the old Tammany School site and was renamed the Tammany Alternative Center.

In the Fall of 2020, the District opened the new Lewiston High School, located in the Orchards area. In addition, the District implemented a complete grade reconfiguration. The seven elementary schools now serve grades K-5, Jenifer and Sacajawea transitioned from a junior high school model to a middle school model, serving grades 6-8, and the high school went from a three-year school to a four-year comprehensive high school, serving grades 9-12.

## LEWISTON ELEMENTARY SCHOOL DIRECTORY

### **Camelot Elementary**

Karla Carper, Principal  
Linda Hesse, Secretary  
1903 Grelle Avenue  
208.748-3500

### **McGhee Elementary**

Mary Wells, Principal  
Amanda Gill, Secretary  
636 Warner Avenue  
208.748-3600

### **Orchards Elementary**

Jennifer Gomez, Principal  
Jennifer Knudsen, Secretary  
3429 12th Street  
208.748-3700

### **Whitman Elementary**

Travis Poulsen, Principal  
Rhanda Bowen, Secretary  
1840 9th Avenue  
748-3850

### **Board of Directors**

Brad Rice, President  
Brad Cuddy, Vice President  
Staci Baldwin  
Charlotte Kremer  
John Rudolph

### **Centennial Elementary**

Courtney Kolb, Principal  
Jana Fryer, Secretary  
815 Burrell Avenue  
208.748-3550

### **McSorley Elementary**

David Kronemann, Principal  
Heather Knight, Secretary  
2020 15th Street  
208.748-3650

### **Webster Elementary**

Brandy Taylor, Principal  
Susan Weiner, Secretary  
1409 8th Street  
208.748-3800

### **Central Services Administration**

Lance R. Hansen, Superintendent  
Dr. Kimberly Eimers, Student Services, Dir.  
Peggy Flerchinger, Special Services Dir.  
Elisabeth Fenter, Curriculum Dir.  
Leann Hubbard, Business Services Dir.  
3317 12<sup>th</sup> St  
208.748.3000



## **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 K-5 will receive a minimum of 810 instructional hours during the school year. 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, lunch and dismissal times. Please check with the building administration for start and dismissal times.

## SCHOOL ARRIVAL & DEPARTURE

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.

Students are expected to leave the school grounds at the end of the school day unless arrangements have been made with a staff member.



## HEALTH INFORMATION

**Student Health Requirements:** Lewiston School District adheres to a sick child protocol screening for students. If a student has any symptom(s) that may indicate a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others, they are to report to the school office. Parents will be notified by the school should the student need to be taken home for any illness.

**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. Four (4) doses of polio (TOPV) vaccine, unless fewer doses are medically recommended.
4. Three (3) doses of Hepatitis B vaccine administered to children born after November 22, 1991, unless fewer doses are medically recommended.

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

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

All the state-required immunizations can be given by the North Central Health Department or your family doctor.

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

**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 5420. 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 are the age of five years on or before September 1 of the current school year. Your children may enter first grade if they are the age of 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”*



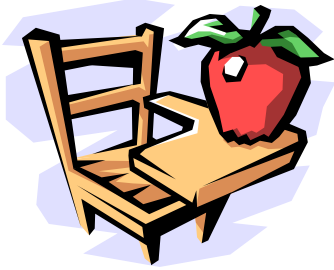


## STUDENT MEDICATION PROCEDURES

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

1. The School Medication Form (*Appendix A*) must be completed in order for any prescription or over-the-counter medication to be administered to students.
2. All prescription medications must be in the original containers with the student's and the doctor's names and directions clearly marked on a pharmacy label.
3. All over-the-counter medication must be in the original container with parent's special instructions in writing, for their individual child that includes the time to be given and the dosage.
4. For short-term medication, a sufficient amount of medication should be provided for the period during which the medication is to be given.
5. A designated staff member should assist students in taking medication except for self-administered medications as described below.
6. All medication, except those approved for keeping by students for self-medication, will be kept in secured storage to reduce the potential for accidental loss or misuse. The building principal will retain the authority in all cases of medication and self-medication.
7. Each time a staff member administers medication, a record will be maintained, noting the time, amount, and name of the staff administering the medication.
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 Lewiston School 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. 25-27**



## ATTENDANCE

A. **Idaho Code §33-202:** Compulsory Attendance states *"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."*

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

### 1. Definitions

#### a. 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.

#### b. 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.

#### c. 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.

#### d. Habitual Truant defined in Idaho Code 33-206 - A habitual truant is:

- Any public school pupil who, in the judgment of the board of trustees, repeatedly has violated the attendance regulations established by the board; or
- 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.

## 2. Elementary Attendance

- a. Students in grades K-5 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.
- b. A letter will be sent to the parent/guardian of a student who has accumulated in excess of six (6) absences per semester.
- c. 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.
- d. 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.
- e. A *Truancy Petition* may be filed with the Nez Perce County Prosecuting Attorney's Office at the discretion of the principal.
- f. 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.



## LEWISTON SCHOOL DISTRICT TRANSPORTATION

According to **Idaho code §33-1501** students living in excess of one and one-half (1.5) 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 and aides. Drivers are instructed to load only those students listed as eligible for their route.
2. Students will walk on the left side of the road facing oncoming traffic when coming to meet the bus.
3. The bus driver may assign seats to the students.
4. The bus driver will instruct students how and when to cross the road.
5. No skateboards or scooters allowed on buses.
6. Principals may issue permits to allow other students to ride the bus **when it is due to a family emergency**. These permits are issued to students in advance and are limited to the duration of such emergency.
7. Improper conduct on a bus may lead to the loss of the riding privilege. Principals may suspend students from riding. Parents will be informed of loss of riding privileges and suspensions. Drivers may remove unruly students from buses only when their behavior places the health and welfare of the remaining students in jeopardy.
8. To assist in student safety, the Lewiston School District uses cameras to monitor student's behavior and activity on the bus ride.
9. 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 Policy 5040” as stated in Appendix B – Bus Conduct Regulation, P.28-29**

## **DAYCARE TRANSPORTATION**

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.

1. Requests for childcare facility transportation must be made annually.
2. 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.
3. Provision of bus transportation to and from daycare facilities cannot result in the addition or modification of existing bus routes.
4. In the absence of the parents, daycare center personnel assume 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.
5. In case of emergencies, when students must be transported from school, the student will be bused to the daycare facility or childcare home.

## **COURTESY BUSING**

Lewiston School District, in an effort to provide the best possible transportation service for children, may offer 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. Requests for courtesy busing must be made annually. Approval of courtesy busing may not exceed bus ridership capacity.

**Please see Appendix C – Courtesy Busing Policy 5050, P.30**



## COMMUNICATION WITH THE SCHOOL

The school must be notified when a change is made in the address or phone number of the child's place of residence. **It is important that such information is current at all times to ensure that you can be reached in the case of an emergency.** It is critical schools have alternative phone numbers for emergencies such as sickness or injuries.

- Please notify the school if different arrangements have been made for transporting your child to and from school or if someone different will be picking them up as early as possible.
- Please notify the school if your child will require additional time away from school.
- Please notify the school of any other pertinent information you feel the school personnel should know.

**The school must have the correct telephone numbers for the home and the places of employment of the parent(s)/guardian(s). Please provide any other contact information for those who may be contacted if your child is ill and you cannot be reached. 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.**

## ELECTRONIC COMMUNICATION AND COMPUTING DEVICES (ECCD)

The Lewiston School District recognizes that technologies and networks are important tools for student learning and conducting District business. The District provides these tools to staff as a means to plan and deliver more effective, personalized instruction and to facilitate immediate and efficient communication with parents, staff, and students. While technologies serve many important functions in school activities, the District also recognizes that the implementation of technologies must be conducted responsibly within an environment that conscientiously strives to ensure that technologies are used only for legal purposes and the advancement of the District mission. Moreover, the safety and privacy of District students and staff and their information shall be protected and maintained.

To these ends, Users will abide by all District Rules and Regulations 4063, and local, state and federal laws. The District must cooperate fully with local, state or federal officials in any investigation concerning or relating to violations of the law.

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



## CO-CURRICULAR ACTIVITIES

Choir, Orchestra and Band may be offered to all 5<sup>th</sup> grade students before or during school.



## NUTRITION SERVICES

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

The Lewiston School District has enacted Wellness policies in effort to create an environment where students are exposed to foods and curriculum that espouse a healthy lifestyle. Exposure to high fat, sodium, and/or sugar added foods in the school dietary plan is discouraged by policy. Many energy/monster drinks contain ingredients that fall outside our established guidelines. Parents are therefore discouraged from sending these products to school with your child.



## REPORTING STUDENT PROGRESS

Report cards are provided quarterly. Conferences are scheduled for students K-5 at the end of the **(first)** quarter. Conferences may be held when the parent/guardian or teacher feels it is advisable to discuss and share information about the child or the program. **Conferences should be prearranged.** Special conferences involving other staff members will be arranged through the building principal. Cooperation between parent/guardian and teacher in arranging and holding these conferences is important.

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



## CLASSROOM VISITS

Classroom visits by parents/guardians are encouraged. Due to liability considerations, non-school age children are not permitted on classroom visits. **Please schedule your visitation with the classroom teacher or building administrator.** **In order to keep our students safe, you are required to check in at the school office and receive a visitor pass entering a classroom.** We appreciate your cooperation.

Children visiting the Lewiston area may not attend or visit schools without prior approval by the building principal.

## 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 §5020.5 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.”*

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.

- Hats may not be worn in the school building. The principal may make exceptions for “Hat Days” and for medical or religious reasons.
- Students shall dress in a manner that does not disrupt the educational process. Clothes must be clean and shoes must be worn at all times. Exposed undergarments and midriffs are not acceptable. Buttocks, upper thigh, chest, and midriff must be covered when walking, sitting, and bending or reaching (applies to males and females alike). Clothing that refers to gangs, drugs, alcohol/tobacco, sex, violence or that contains innuendoes referring to obscene behavior, shall not be permitted. Clothing and other apparel with hate speech/symbols including but not limited to images of the Confederate flag, swastikas, Nazi symbols, use of derogatory remarks or any other forms of hate speech/symbol as recognized by the Anti-Defamation League ([www.adl.org](http://www.adl.org)) shall not be permitted. Any clothing that obstructs visual identification of students will not be allowed, such as “hoodies” or masks.





## FIELD TRIPS & VOLUNTEERING IN THE CLASSROOM

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

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



## STUDENT BIRTHDAYS

If you would like to recognize your child's birthday by bringing treats, please make arrangements with the teacher. For the health consideration, all treats must be pre-packaged. 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.

## 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.

## **HOMEWORK**

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-director of student services.



## **PARENT-TEACHER ASSOCIATION**

The elementary schools of the Lewiston School 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. To be involved in the PTA, please reach out to your school.



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 include faculty 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 “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**

- 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.”
  - An administrator or designee will notify the student’s parent/guardian 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.
  - The school’s SARP will gather data from other school staff members who work with the referred student. The school’s Student Assistance Resource Team (SART) may meet to consider possibilities for further action.
- (1) SART 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) SART will meet to determine if the current information constitutes “reasonable cause/suspicion” of substance abuse.
  - (3) Principal or a member of the SART 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. SART 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
- (d) Other interventions deemed appropriate by SART

#### Third Office

- 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. SART will be notified of all tobacco offenses and will determine if it is appropriate to convene the team for further action.
- 3. Suspension.

#### Appeals

Parents may appeal, first to the SART, then the principal, Director of Student Services, and the Superintendent.

**Please see Appendix D– Student Discipline Code Policy 5020 P.31-46**

## 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 Lewiston 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 Lewiston School District provides student medical insurance 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.

**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 followed.

## **SEXUAL HARASSMENT**

If a parent/guardian believes that their child has been a victim of sexual harassment, as defined in Board Policy No. 5020.4.J, 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. The Lewiston School District uses “See Tell Now” anonymous reporting system for staff and faculty. (<https://schoolsafety.dbs.idaho.gov/see-tell-now>).

## **HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBER-BULLYING, HATE SPEECH/SYMBOLS**

As defined in policy 5020.B.(3) - The Board of Directors is committed to providing a safe school environment for students, employees and visitors while attending school, riding the school bus and attending District-sponsored activities on school premises or at other location where the activity is sanctioned by the District. It will be a violation of this policy for any student, employee or visitor to bully, haze, intimidate, use hate speech/symbols, or harass another individual. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The Lewiston School District uses “See Tell Now” anonymous reporting system for staff and faculty. (<https://schoolsafety.dbs.idaho.gov/see-tell-now>).

### **a. DEFINITIONS**

#### **i. HAZING**

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District-sponsored activity or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.

#### **ii. HARASSMENT**

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, electronic or physical nature on the basis of age, race, religion, color, national origin, disability, gender, gender identity and expression, sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location, familial status or weight.

#### **iii. BULLYING**

“Bullying” refers to any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on school property or immediately adjacent to school property or grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- a. Harming a student or damaging a student’s property;
- b. Knowingly placing a student in reasonable fear of harm to the student or damage to the student’s property;
- c. Is sufficiently severe, persistent, or pervasive so as to create an intimidating threatening, abusive, or hostile educational environment.

#### **iv. CYBER-BULLYING**

“Cyber-bullying” includes, but is not limited to, the following misuses of technology: Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email message, instant messages, text messages, digital pictures or images, or website postings, including blogs

through the District’s computer network and the Internet, whether accessed on campus or off campus, during or after school hours. In the situation that cyber-bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school or impinge on the rights of other students at school, and/or be in violation of a school policy or state law. Administration shall, in their discretion, contact local law enforcement.

**v. INTIMIDATION**

“Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

**vi. HATE SPEECH/SYMBOLS**

Hate speech includes, but is not limited to, any form of expression or symbol intended to vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, or national origin.

The Lewiston District uses “See Tell Now” anonymous reporting system for staff and faculty (<https://schoolsafety.dbs.idaho.gov/see-tell-now>).

**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.**

## 2. If children ride a bicycle to school:

- Bicycles are vehicles and are to be operated as such. Bicycles can inflict injuries if they are mishandled. Riders should be courteous by obeying traffic signs, signals, and laws to help ensure their own safety
- It is illegal to ride double on a bicycle built for one person. Riders ought to ride in a single file while there is a group and not more than two should be abreast on clear, unoccupied streets.
- Bicycles can be registered with the Lewiston Police Department.
- Bicycles are not to be ridden on school grounds at any time during regular school hours. It is recommended that bicycles be locked when stored at school.
- Students are strongly encouraged to wear bicycle safety helmets, in good working condition including tires, steering, brakes, drive mechanism, equipped for night riding with a white headlight, red taillight or reflector, and a reflective tape for additions visibility.
- The Lewiston School District is not responsible for lost, damaged, or stolen bicycles.

## 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. A parent permission authorization form is required for all students participating in school patrol or school cafeteria activities.

## 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 and lock down drills are held two (2) times a year. The Lewiston School district adheres to The Standard Response Protocol from The "I Love You Guys" Foundation - <https://iloveguys.org/>.

## 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.

## **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 School District provides a free and appropriate public education to each student within its jurisdiction regardless of the nature or severity of the disability. The Lewiston 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 the Director of Special Services, 208-748-3000, or 3317 12<sup>th</sup> Street, Lewiston, ID 83501.



## **DIRECTORY INFORMATION DISCLOSURE**

Lewiston School District, 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. Lewiston School District 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, on other District's or school's website or social medial platforms.

The Lewiston School 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.

The Lewiston School District may disclose directory information about former students without notice.

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:

Lance R. Hansen, 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.

INDEPENDENT SCHOOL DISTRICT NO. 1  
3317 12<sup>th</sup> Street  
Lewiston, Idaho 83501

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-administer<sup>1</sup>, 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:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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

**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



Book	District Rules and Regulations
Section	5000 - STUDENTS
Title	Medication
Code	5425
Status	Active
Adopted	January 8, 1996
Last Revised	July 23, 2012

1. 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,
2. 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.
3. 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.
4. 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.
5. For short-term medication, a sufficient amount of medication should be provided for the period during which the medication is to be given.
6. A designated staff member should assist students in taking medication except for self-administered medications as described below.
7. 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.
8. Each time a staff member administers medication, a record will be maintained, noting the time, amount, and name of the staff administering the medication.
9. If a change in dosage for prescription medication occurs, parents must provide written verification from the doctor.
10. 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.
11. The District may not administer medication in dosages that exceed the maximum dosage guidance of the current Physicians' Desk Reference.
12. Medications unclaimed by parent/guardian by the last day of the current school year will be disposed of in a proper manner as determined by the school administration. The same disposal procedure will be followed for medications left at school beyond the date that the treatment is complete.

13. 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.
14. 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.
15. The Lewiston School District shall incur no liability as a result of an injury arising from the self-administration of medication by the student.
16. Students will not be allowed to self-administer narcotics, prescription painkillers, Ritalin or other medication for emotional disorders.



Book	District Rules and Regulations
Section	5000 - STUDENTS
Title	Bus Conduct Regulations
Code	5040
Status	Active
Last Revised	September 22, 2014

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, electronic smoking devices, 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.





Book	District Rules and Regulations
Section	5000 - STUDENTS
Title	Courtesy Busing
Code	5050
Status	Active
Adopted	July 14, 2008
Last Revised	August 24, 2015

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 Standards for Idaho School Buses and Operation. 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.

## APPENDIX D



Book	District Rules and Regulations
Section	5000 – Students
Title	Student Discipline Code
Code	5020
Status	Active
Adopted	April 9, 1984
Last Revised	August 10, 2020
Last Reviewed	August 10, 2020

### 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. 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.

## **4. 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**

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 gender 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. CANINE NARCOTIC DETECTION TEAM**

- (1) The District may elect to use the Lewiston Police Department's Canine Narcotic Detection Team to conduct a sniff to detect the presence of controlled substances

at the discretion of the superintendent or designee. The use of the Canine Narcotic Detection Team shall comply with District policy and applicable law.

(2) The District will work in partnership with the City of Lewiston Police Department to allow the Canine Narcotic Detection Team to participate in educational programs in District schools designed to bring awareness of the capabilities of the Canine Narcotic Detection Team.

#### **E. FREEDOM FROM DISCRIMINATION**

No student shall be discriminated against by reason of race, religion, gender, sexual orientation and gender identity or expression, 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 reporting procedures.

#### **F. EQUITY**

The District recognizes the importance of diversity within the educational system and will incorporate best practices which lead to reducing disparities in order to enhance a culture of equity among all its academic community members.

- Schools will include within their practices, protocols and programs equity, fairness and inclusion language. Incorporate culturally relevant curriculum that is responsive to the diversity of the District's school community.
- Continue to incorporate ongoing professional development in anti-racism, implicit bias, cultural competency, and inclusive practices for all district employees.

#### **G. 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.

#### **H. 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.

## **I. DUE PROCESS**

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.

## **J. 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 gender 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).

## **5. 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. [Student Substance Abuse Policy]
- b. FIGHTING** – Fighting or aggressive behavior directed toward another person in a threatening manner constitutes a disruptive action subject to disciplinary action.
- c. GAMBLING** – Gambling or possessing gambling devices on school premises or during school activities constitutes a disruptive action subject to disciplinary action. 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. INCORRIGIBILITY** – Unmanageable or unruly behavior shall constitute a disruptive action subject to disciplinary action.
- e. INSUBORDINATION** – Failing to comply with reasonable directions of teachers, administrators, or supervisory personnel shall constitute a disruptive action subject to disciplinary action.
- f. LASCIVIOUS LITERATURE** – Possessing or distributing lascivious literature or materials on school premises or during school activities shall constitute a disruptive action subject to disciplinary action.
- g. PROFANITY** – Cursing, using profane or vulgar language shall constitute a disruptive action subject to disciplinary action.
- h. TARDINESS** – Habitual lateness to classes constitutes a disruptive action subject to disciplinary action.
- i. TOBACCO** – The possession or use of tobacco or electronic smoking devices by students is not permitted on school property.
- j. UNSAFE BEHAVIOR** – Not observing rules of good conduct and safety on school buses, school grounds, in classrooms, in lunchrooms, and at school activities shall constitute disruptive actions subject to disciplinary action.

**(3) HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBER-BULLYING, HATE SPEECH/SYMBOLS** – The Board of Directors is committed to providing a safe school environment for students, employees and visitors while attending school, riding the school bus and attending District sponsored activities on school premises or at other location where the activity is sanctioned by the District. It will be a violation of this policy for any student, employee or visitor to bully, haze, intimidate, use hate speech/symbols, or harass another individual. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion.

a. **DEFINITIONS**

i. **HAZING**

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District-sponsored activity or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.

ii. **HARASSMENT**

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, electronic or physical nature on the basis of age, race, religion, color, national origin, disability, gender, gender identity and expression, sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location, familial status or weight.

iii. **BULLYING**

“Bullying” refers to any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on school property or immediately adjacent to school property or grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- a. Harming a student or damaging a student’s property;
- b. Knowingly placing a student in reasonable fear of harm to the student or damage to the student’s property;

- c. Is sufficiently severe, persistent, or pervasive so as to create an intimidating, threatening, abusive, or hostile educational environment.

#### **iv. CYBER-BULLYING**

“Cyber-bullying” includes, but is not limited to, the following misuses of technology: Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email message, instant messages, text messages, digital pictures or images, or website postings, including blogs through the District’s computer network and the Internet, whether accessed on campus or off campus, during or after school hours. In the situation that cyber-bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school or impinge on the rights of other students at school, and/or be in violation of a school policy or state law. Administration shall, in their discretion, contact local law enforcement.

#### **v. INTIMIDATION**

“Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

#### **vi. HATE SPEECH/SYMBOLS**

Hate speech includes, but is not limited to, any form of expression or symbol intended to vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, or national origin.

#### **b. RETALIATION/FALSE CHARGES**

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

#### **c. CONFIDENTIALITY**

It is recognized that harassment, hazing, intimidation, bullying, use of hate speech/symbols, and cyber-bullying is often very distressing for the victim and those who suffer as a result of such actions may be reluctant to make their concerns known. All reasonable steps will be taken to ensure that all inquiries and/or complaints are dealt with in confidence. In instances where the allegation involves

suspected child abuse, harm to self or others, the District official must report the case to the proper authorities as required by law.

#### **d. REPORTING PROCEDURES**

- i. Any student, and/or parent/guardian of a student who believe the student is being harassed, intimidated, hazed, bullied, cyber-bullied, and/or subject to hate speech/symbols, should immediately report the situation to school personnel.
- ii. Any District employee who receives a direct report from a student, becomes aware of an incident, or in good faith believes that a student is being subjected to harassment, intimidation, hazing, bullying, cyber-bullying, and/or hate speech/symbols from another student(s) is required to report the matter to the building principal immediately. In the event the complaint involves the principal, the matter must be reported to the superintendent or designee.
- iii. Any District employee who witnesses harassment, intimidation, hazing, bullying, cyber-bullying, and/or use of hate speech/symbols of/toward a student shall take immediate action to intervene and subsequently report to the building principal.
- iv. Any student who becomes aware that a fellow student is being subjected to harassment, intimidation, hazing, bullying, cyber-bullying, and/or hate speech/symbols should immediately report to school personnel.
- v. Parents will be notified of the nature of any complaint involving their child(ren) and the outcome of any investigation.

#### **e. INVESTIGATION**

When a report of harassment, intimidation, hazing and/or bullying is received by the principal or superintendent/designee, immediate steps will be taken to do the following:

- i. Obtain a written statement from the complainant regarding the allegations;
- ii. Obtain a written statement from the accused;
- iii. Obtain a written statement from witness/es, if any; and,
- iv. Prepare a written report detailing the investigation and any disciplinary action taken by the administration.

Documentation related to the incident may be maintained as a part of the student's education record. Additionally, all hazing, harassment, intimidation, bullying, cyber-bullying, use of hate speech/symbol complaints will be reported as required by the State Department of Education. However, if there is insufficient evidence to support the allegations, no report of the allegation shall be placed in an accused or complaining student's permanent record.

**(4) 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.

**(5) 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.

**(6) 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.

**(7) 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 constitutes a criminal act subject to disciplinary action.

**(2) ASSAULT** – Physical threats or violence constitute criminal acts subject to disciplinary action.

**(3) BURGLARY OR THEFT** – Stealing of school or personal property constitutes a criminal act subject to disciplinary action.

- (4) EXPLOSIVES, POSSESSION OF** – Possession of explosives, including firecrackers constitutes a criminal act subject to disciplinary action.
- (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 constitutes a criminal act subject to disciplinary action.
- (6) FALSE ALARMS OR BOMB THREAT** – Instigating or taking part in false alarms or a bomb threat constitutes a criminal act subject to disciplinary action.
- (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 constitutes a criminal act subject to disciplinary action.
- (10) RECKLESS DRIVING** – Driving vehicles in a dangerous manner on or near school grounds or during school activities constitutes a criminal act subject to disciplinary action.
- (11) RIOTING** – A disturbance of the peace by two or more persons assembled together constitutes a criminal act subject to disciplinary action.
- (12) LARCENY/THEFT** – The unlawful taking of property from the possession of another person constitutes a criminal act and is subject to disciplinary action.
- (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 constitutes a criminal act and is subject to disciplinary action.
- (14) SUBSTANCE ABUSE** – Sale, use, or possession of alcoholic beverages or illegal drugs constitutes a criminal act and is subject to disciplinary action. (Drug-Free Schools Policy & Procedures.)
- (15) TRESPASS** – Being present in an unauthorized place or refusing to leave when ordered to do so constitutes a criminal act and is subject to disciplinary action.
- (16) UNLAWFUL INTERFERENCE WITH SCHOOL AUTHORITIES** – Interference with school personnel by threats, force, or violence constitutes a criminal act and is subject to disciplinary action.

**(17) WEAPONS, POSSESSION OF** – Possessing, handling, or transmitting any object which may be considered a weapon at any educational function or school event constitutes a criminal act and is subject to disciplinary action.

**(18) VANDALISM** – Willfully or maliciously destroying, damaging, defacing, or otherwise injuring real or personal property constitutes a criminal act subject to disciplinary action. Graffiti is a form of vandalism.

**(19) THREATENING VIOLENCE ON SCHOOL GROUNDS** – Willfully threatening on school grounds, by word or act, to use a firearm or other deadly or dangerous weapon to do violence to any other person on school grounds constitutes a criminal act and is subject to disciplinary action.

## **6. 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 is a form of discipline that can be used under the parameters of this policy. 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 is a form of discipline that can be used under the parameters of this policy. 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 is a form of discipline that can be used under the parameters of this policy.

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) TIME TO TEACH/AFTER SCHOOL ACADEMY** – Requiring that an elementary student remain after school to participate in a behavioral and academic academy not to exceed one time per week or ninety (90) minutes is a form of discipline that can be used under the parameters of this policy.

**(5) SCHOOL CLEANUP** – Requiring a student to clean up certain areas of the school is a form of discipline that can be used under the parameters of this policy.

**(6) 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 is a form of discipline that can be used under the parameters of this policy.

**(7) RESTRICTION OF EXTRACURRICULAR ACTIVITIES** – **Informing a student that he/she cannot** participate in certain activities because of his/her past or present behavior is a form of discipline that can be used under the parameters of this policy.

**(8) SATURDAY SCHOOL** – Requiring that a student spend time at school on a designated Saturday is a form of discipline that can be used under the parameters of this policy. Prior arrangements will be made.

**(9) 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 is a form of discipline that may be used under the parameters of this policy.

**(10) CORPORAL PUNISHMENT** – Corporal punishment is in violation of District policy.

**(11) 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 re-admittance 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 consideration as outlined in the Special Education Rules and Regulations.

**AFFIRMATIVE ACTION INDEX**

**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.**

**Dr. Kimberly Eimers, Director of Student Services**

**Peggy Flerchinger, Director of Special Services**

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