

Garwood Elementary Handbook



**A GUIDE FOR PARENTS,
GUARDIANS, & STUDENTS**

Dear Garwood Families,

I am thrilled and humbled to welcome you and your family to the 2017-2018 school year! I had heard wonderful things about this community, the staff, and the students who attend Garwood Elementary before I ever applied to be principal, and, *wow*, were those rumors true! It is an honor to serve as principal to the amazing staff and students here at Garwood!

Thank you for entrusting your student's education to us. The teachers, staff, and I feel an enormous responsibility to maintain an environment of safety, learning, and belonging so that your child can thrive both in personal and academic growth.

Being new to Garwood, I would like to share a little about myself personally. This is my fifteenth year in education, and my 9th in administration. In prior years I have had the privilege of teaching kindergarten, first and second grades. I also served as vice principal in Coeur d'Alene School District and principal in Plummer-Worley School District. My husband and I were blessed with our first child Hazelle Anne in April, 2016 and celebrated our fifteenth wedding anniversary this past summer. My alma maters are Linfield College and University of Idaho. Our family enjoys camping, traveling and spending time with our dogs, Lilly & Symba.

Through my past experience, I have developed a strong passion for bringing out the best in each individual student and equipping them with the skills necessary to be happy, healthy, productive and critical thinkers who can engage meaningfully and joyfully in the world both inside, and out, of the classroom.

I am truly ecstatic to be at Garwood serving as your new principal! I look forward to working with your child and their teacher to help them reach their highest potential. Thank you for your partnership in educating your child.

Warm Regards,

Monique English

District Administration Office

15506 N. Washington Street
P.O. Box 39
Rathdrum, Idaho 83858
Phone: 208 – 687 – 0431
FAX: 208 – 687 – 1884
www.lakeland272.org

Dr. Becky Meyer, Superintendent
Lisa Sexton, Assistant Superintendent
Brian Wallace, Chief Finance and Operations Officer
Brook Cunningham, Clerk of the Board - Executive Assistant
Susan Morrison, Director of Special Services
Chad Parsons, Instructional Technology Director
Kat Gilmore, Employee Success Advocate
Cindy Happeny, Treasurer
Judy Gerstenberger, School Nurse
Michele Harding, School Nurse
Heather Chatterton, School Nurse

Elementary Schools and Support Services

Athol Elementary	Kathy Thomas, Principal	683-2231
Betty Kiefer Elementary	Lynn Paslay, Principal	687-5206
Garwood Elementary	Monique English, Principal	687-1265
John Brown Elementary	John Asher, Principal	687-0551
Spirit Lake Elementary	Kristie Mitchell, Principal	623-2501
Twin Lakes Elementary	Patty Morrison, Principal	687-5870
Bus Garage	Darrell Rickard, Supervisor	687-0221
Food Service	Kevin Doyle, Manager	687-5451
Maintenance	Mike Ferriola, Supervisor	687-2248

You may also want to visit our District's website at <http://www.lakeland272.org>
LJHS = 687-0661 LHS = 687-0181 District Office = 687-0431



LAKELAND BOARD OF TRUSTEES

Members of the Board of Trustees are elected for a four-year term by the patrons of their respective zones. Board members receive no payment for their services. School district policies are set by the Board, which in turn hires professional educators to carry out these policies. Regular business meetings are held the second Tuesday of each month, beginning at 6 p.m. or the fourth Tuesday of each month if needed. Opportunity is provided at each meeting for citizens to address the Board.

Trustees are:

Rena Olmstead, Zone 1 (Vice Chairman)	651-6281
John Shaffer, Zone 2	691-8834
Tim Skubitz, Zone 3	755-9000
Rob Irons , Zone 4	964-398
Larry Brown, Zone 5 (Chairman)	843-1879

MISSION

The mission of Lakeland Joint School District is to provide a quality education, empowering all students to achieve success.

VISION

A community committed to academic excellence and dedicated to student success!

CORE BELIEFS

ALL STUDENTS CAN LEARN AND EACH IS A VALUED INDIVIDUAL WITH UNIQUE PHYSICAL, SOCIAL, EMOTIONAL, AND INTELLECTUAL NEEDS.

STUDENT LEARNING, IN THE CORE ACADEMIC CURRICULUM, IS THE PRIORITY OF LAKELAND SCHOOLS.

SCHOOLS DEVELOP CONFIDENT, SELF-DIRECTED, LIFELONG LEARNERS WHO WILL BECOME RESPONSIBLE CITIZENS IN TOMORROW'S WORKFORCE AND COMMUNITY.

SCHOOLS TEACH TO, AND MODEL A UNIVERSAL SET OF BASIC VALUES: HONESTY, SELF-DISCIPLINE, RESPONSIBILITY, RESPECT, AND A STRONG WORK ETHIC.

SCHOOLS PROVIDE A SAFE, POSITIVE, ORGANIZED SETTING WITH CLEARLY DEFINED BEHAVIOR EXPECTATIONS.

PARENTS ARE THE FIRST AND PRIMARY TEACHERS. THEY ARE RESPONSIBLE FOR THEIR CHILDREN'S BASIC NEEDS AND VALUES.

ALL LAKELAND EMPLOYEES ARE EDUCATIONAL PROFESSIONALS, RESPECTED FOR THEIR SKILLS AND COMMITTED TO STUDENT LEARNING. THEY ARE ESSENTIAL

TO THE ACHIEVEMENT OF THE DISTRICT'S MISSION.

*THE **COMMUNITY** AND THE SCHOOLS ARE REFLECTED IN EACH OTHER. MUTUAL SUPPORT, PARTICIPATION, AND PARTNERING ARE NECESSARY.*

Lakeland Joint School District #272 does not discriminate or deny services on the basis of age, race, religion, color, national origin, sex, and/or disability.



Garwood Elementary **DAILY BELL SCHEDULE**

8:25 **First Bell**
8:30 **Tardy Bell**

10:00 – 10:15 **4th – 6th Recess**
10:15– 10:30 **K – 3rd Recess**

Lunch Schedule

Grade	Lunch	Recess	Return to class
K	11:20	11:40	12:00
1	11:30	11:50	12:10
2	11:40	12:00	12:20
3	11:50	12:10	12:30
4	12:00	12:20	12:40
5	12:10	12:30	12:50
6	12:20	12:40	1:00

1:50-2:05 **K-3rd Recess**

3:00 **Dismissal Bell**

***Late Start Mondays--first bell 9:25, tardy bell 9:30**

Rev. 8/31/17

Garwood Elementary Staff 2017-18

Office 4400 Principal Ed Assistant Admin Assistants	Monique English Kate Keinert Amy Peterson Tesha Wrotenbery
Kindergarten	Jodie DeVore (am) Gina Cooksey (pm) Jessie Roraback
First	Jan Hoyt Kristi Lawrie
Second	Laura Foster Ann Rotz
Third	Alaina Donart Sara Longstreet
Fourth	Bruce Baker Amy Finnicum (¼) Stephen Von Till
Fifth	Amy Finnicum (¼) Joe Schwalbach Jordan Way
Sixth	William Miles Kacy Williams
BASE GE	Tracie Edwards Tammy Gardner (Cass)
Custodial	Tom Ausburn Sandy Thomas Rena Gould
Counselor	Cassie Martines
Library	Wendy Ziesmer
Lunch	Katie Rau
Nurse	Michelle Harding
Music	Jimmy Morrison

PE	Scott Siebert
Speech (SLP)	Iva Haukenes Jennifer Turner
SWD Students with Disabilities	Molly Johnson (primary) Trish Miles (inter)
Technology	Lucas Hutson
Title	Megan Barron
Paraprofessionals, Title Aides, and Noon Supervisors	Genny Ahrnsbrak Connie Allphin Bridget Axtell Kelly Brown Tracie Edwards Kristi Goncalves Stacy Hammond Loretta Krause Leah McCullough Cassandra Parson Therese (Terri) Rubin Felicia Womble

STARTING SCHOOL

Entrance Age

Idaho State Statutes require that every child registering in kindergarten must be five (5) years of age on or before the first day of September. A child enrolling in first grade must be six (6) years of age on or before the first day of September. Proof of age will be required at the time of registration. Any 5 year old child who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the school age requirement in Idaho shall be allowed to enter the first grade.

Emergency Phone numbers

In case a student becomes ill at school, parents will be contacted so that they may arrange transportation home. It is important that the emergency numbers are complete and filed in the office so we will know how to reach you. Please inform the school office of any changes throughout the year.

Immunization Information

All students in grades Pre-K-12 must show proof of immunization at the time of school entrance. Documentation must include the date and type of each dose administered and must be stamped by the physician or the health department. A copy will be placed in the student's permanent file.

Minimum immunizations required by Idaho law have are not the same for all ages. Please refer to Panhandle Health District for detailed requirements as they pertain to your child's age.

Students will not be able to attend school without one of the following: 1) proof of completed immunizations, 2) verification of an immunization plan in progress, 3) a "certificate of exemption", which must be signed by a parent or guardian. ("Certificate of exemption" forms are available in each of the school offices).

Proof of Identity

Parents of all kindergarten students and new students to the district must present a **certified copy** of a birth certificate and immunization record at the time of registration.

The child's legal name must appear on all registration forms. However, the school will respect the wishes of the parents or guardians as to what name shall be used by the child at school.

Proof of Residency

All students new to the district will be required to verify proof of residency within their attendance zone by providing a current utility bill, property tax receipt, or an affidavit of residence.

SCHOOL GUIDELINES

Animals

Pets or animals will not be allowed at school without permission from the building principal.

Attendance Guidelines

Lakeland School District recognizes that regular school attendance contributes to successful student achievement. Regular and punctual patterns of attendance are expected of each elementary student enrolled in the district. Days lost from school cannot be made up, even if the classwork and homework are done. There is no substitute for uninterrupted personal contact between teacher and student.

Attendance at school is a shared responsibility of the parent(s)/guardian, student, and school personnel. The principal shall be responsible for the implementation and enforcement of the district student attendance policy.

If a student becomes ill at school, parents will be contacted so that they may arrange transportation home. The student's emergency card is used for parent contact. It is important that you inform the school office of any phone or address changes throughout the year.

Please, if your child will be tardy or absent, call the school office by 9:00 a.m.

If possible, have dental and medical appointments before or after school, or on non-school days. If your child has an appointment or must be out of town and you have a question about instructional minutes required to count as a full day please phone the office prior to departure so we can assist.

For attendance recording purposes and for perfect attendance awards including the 6th grade bike incentive, students who arrive after 10:30 a.m. will be considered absent for ½ day for the morning. Students who leave prior to 1:30 p.m. will be counted as absent a half day for the afternoon. Under State guidelines, students must be present for 4 hours of instruction to be recorded as a full day of attendance. Students with 3 or more tardies will be counted as absent for perfect attendance purposes. Only School sponsored events will qualify as an activity absence.

Attendance Recording Procedures

1. A comprehensive record system of student attendance will be maintained by the school. The principal is responsible for submitting attendance information to the Superintendent's office quarterly.
2. The principal may schedule a parent conference to discuss attendance problems.
3. Any student who misses more than a maximum of 18 days during a school year may be considered for non-promotion. Such child shall be referred to the building Attendance Review Committee. This committee shall be comprised of the student's homeroom teacher, the principal, and at least one other staff member (selected by the principal) who knows the student, i.e., the Title 1 teacher, Resource Room teacher, or another classroom teacher. The committee shall meet and review the student's attendance and academic performances and then make a recommendation in writing to the student's parents within 10 calendar days of the meeting. Possible recommendations may include, but are not limited to: retention, probation, home visitations by the school nurse, or referral to the District Court, pursuant to Idaho Code 33-206, which may result in legal action against the parent.

Bicycles/Scooters/Skateboards

A student who rides a bicycle or scooter to school should be old enough to understand the responsibility involved. The student is expected to park and lock the bicycle or scooter in the stands that are provided and leave it there for the duration of the day. Bicycles, scooters and skateboards etc. must be walked on all school sidewalks and campus areas.

Building Regulations

1. Non-bus students and students not eating breakfast provided by the school should arrive at school no earlier than 8:10a.m. Students eating school breakfast should arrive no earlier than 7:50a.m. Supervision is not provided outside at these times.
2. Students are expected to remain outdoors until the first bell rings.
3. During inclement weather, students will be brought in.
4. Students must walk in the halls, talk in a soft voice, and behave in the halls, classrooms, and lavatories.
5. Students are to remain on the school grounds unless they usually go home for lunch, or have a note from parents that is presented at the office for approval.
6. Students must leave premises at the close of the school day. Students shall not loiter in the building or on the school grounds following dismissal of classes unless involved in supervised school-sponsored activity or with the permission of the principal.

Conferences

- Parent/Teacher Conferences are set up for the end of the first grading period. It is our goal to meet with 100% of our student' parents at this time. Selective conferences for some students may also be held through out the year.

Dress and Grooming

The School District reserves the right to insist that the dress and grooming of pupils are within the limits of generally accepted good taste for the activity in which the student is engaged.

Student dress, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the educational environment of the school or tend to diminish instructional effectiveness or the disciplinary control by the teacher or school official.

A general guide would be to follow prevailing styles but to discourage extremes or instances where a student may call attention to himself/herself by unusual or extreme dress or grooming.

When a student's dress or appearance causes undue attention, presents a danger to students or health or safety, or causes a disruption of the educational environment, the student may be asked to change and is subject to disciplinary action. The following regulations have been established to supplement the policy of Lakeland School District:

- Hats, caps, or bandannas may not be worn during the regular school dress days
- Skirts and shorts may not be excessively short.
- No undergarments should be visible.
- Pants may not be excessively baggy and must be worn at the waist.
- Shirts must cover the midriff and must not be excessively low in the front.
- Clothing that promotes, advertises, or displays profanity, vulgarity, racially or sexually offensive expressions, gang related "colors" or markings which advertise products illegal for minors, may not be worn.
- Any items identified as gang related or gang "colors" will not be allowed. This includes the wearing of gang-related tattoos, tagging or marking of books and notebooks, and the use of hand gestures or signing which signifies gang activity.

Field Trips

Field trips shall be permitted providing their purpose supplements and reinforces the objectives and materials of the unit being taught. Only district-approved transportation shall be used on field trips. **Siblings, pre-school students, or others who are not enrolled in the class will not be allowed to attend.** Students who require that medication be administered during the field trip should have a parent accompany him/her if at all possible.

Head Lice Policy

The school district has adopted a “nit free” policy – any student contracting head lice will be excluded from school until the school nurse, and/or principal determines the child is “nit free”.

Health Services and Immunization

1. A school nurse is available at each building weekly.
2. The school nurse will not be offering immunizations prior to school entry or during the school year. They should be taken care of by your family physician or the public health nurse at their immunization clinics.
3. State law and Lakeland Joint School District requires proof of immunizations, which must be presented to the school prior to entry. Minimum immunizations required by Idaho law are:
4. **Children born on or before September 1, 1999** must have a minimum of:
(4) Diphtheria, Tetanus, Pertussis (DTaP) (1) Measles, Mumps, and Rubella (MMR)
(3) Polio (3) Hepatitis B
Children born after September 1, 1999 through September 1, 2005 must have a minimum of:
(5) Diphtheria, Tetanus, Pertussis (DTaP)² (2) Measles, Mumps, and Rubella (MMR)
(3) Polio (3) Hepatitis B
Children born after September 1, 2005¹ must have a minimum of:
(5) Diphtheria, Tetanus, Pertussis (DTaP)² (2) Measles, Mumps, and Rubella (MMR)
(4) Polio³ (3) Hepatitis B
(2) Varicella (Chickenpox)⁴ (2) Hepatitis A
If you have any questions, please feel free to contact the school nurse at the District Office (687-0431).
5. Health records are kept by the school on each student.
6. Medication should be administered at home whenever possible. If it is necessary to administer any medicine during school time, an Authorization for the Administration of Medicines form must be filled out. This form is provided by the school nurse or office secretary. **Prescription or over-the counter medicine is never to be sent to school with a student** with the exception of a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician to be self administered. The prescription must be on file with the school office. *Medicine must*

be brought to the office in the original bottle with the student's name. All medicines are kept in and dispensed from the office.

Homework

Learning is not restricted to the classroom. Homework may be expected to help achieve educational goals. The assignments will be left to the discretion of the teacher. In general, the more mature the students in the class, the more homework that may be assigned.

Internet Use/Computers

In order to use the Internet, students must sign and abide by the districts acceptable use agreement. Inappropriate use of the computer and/or Internet will result in disciplinary measures and loss of computer privileges.

Lost and Found

- All lost and found articles should be brought immediately to the teacher or school office.
- Articles can be claimed by proper identification.
- Clothing and personal items should be marked with a student's name for easy identification.
- Lost items may be claimed until the end of each quarter during the school year. Items not claimed at the end of the school year will be disposed of.

Lunches/Snacks/Treats

1. Milk and lunch may be purchased at school.
2. Students are not allowed to leave the school grounds to buy lunch.
3. While eating breakfast or lunch, students are expected to use courteous table manners
4. Students may bring nutritional snacks to eat in the classroom under the teacher's direction. No eating is allowed on the bus or school grounds. Gum is not allowed at any time.
5. Students are not to share, trade, or exchange food. Students are expected to eat only the snack and lunch provided by their parent/guardian/school.
6. Because peanut oil is used periodically by our food service personnel, we recommend that students with peanut allergies bring lunch from home.
7. Treats for the classroom must be purchased and the contents clearly labeled on the packaging.

Personal Property

Students are not to bring valuables to school (Cell phones, Tablets, expensive jewelry, trading cards, and large sums of money). The school will not be responsible for items that are lost or damaged.

Recess Periods

School policy requires that all children go out for recess except on days of extreme, inclement weather. It is important that parents keep the changing seasons in mind when it comes to clothing. As the colder weather approaches, hats, heavy coats, mittens/gloves, and boots should become a part of every student's wardrobe.

We believe that if children are well enough to attend school, they should go outside during recess. There are rare exceptions to this policy, but we ask that you help us by keeping seriously ill children home. If your child does need to stay in for medical reasons concerning health, please have a note from your physician.

Retention

Students may be required to repeat a grade whenever the teachers, parents, and principal decide that it serves the best interest of the student. Parents will have the opportunity to be actively involved in this process.

School Closure

School closures will be announced on radio stations K103 FM, KXLY 100 FM, KDRK 94 FM, KVNI 1080 AM, and KGAA 1510 AM. Announcements are also made over the local TV stations 2, 4, and 6. You will also be notified via Text message and e-mail.

School Notices

Students will bring home notices to the parents with information about early dismissal, parent/teacher conferences, and other activities. This is our way of communicating with our parents regarding the daily activities of our school. Staff and administration rely on this form of communication to keep parents fully informed and included in our many activities. Please review all notices. Please use the Garwood website as well of any upcoming events.

School Parties

In the elementary schools, class or room parties are permissible during the last hour of the school day. A fall, winter, and spring party may be scheduled.

Parents may be requested to assist teachers with these parties. In order to maximize this opportunity, children not enrolled in our school will not be able to attend school with volunteering parents. Invitations and transportation for private parties should be handled outside of the school environment. If a child wishes to share a birthday treat with her/his class, please contact the teacher for permission. **According to District guidelines, treats must be purchased and the contents clearly labeled on the packaging.**

Student Pictures

Each year a commercial photographer will take individual and/or group pictures. A note will be sent home notifying parents of the day pictures will be taken and any purchasing package that may be available.

Tardies

Tardiness is part of attendance. Dependability and punctuality are virtues. Being on time, whether to class, work, or an appointment is an important habit to establish. We feel it is our job to instill in our students sound work ethics. In school, tardies also result in unnecessary disruptions to class. Tardies are recorded in attendance records. Students are to be considered tardy if they are not in their classroom when the tardy bell rings. Students must check in at the office before going to class if they are tardy. Students with excessive tardiness may be required to make up the time during recess or after school.

Textbooks, Workbooks, Library Books

Books that are checked out to students become their responsibility. Lost or damaged books must be paid for and students will be assessed the cost for repairs or replacements.

Telephones and Cell Phones

Students are welcome to use the office phone for matters relating to school. It is not available for social or personal issues. Because of the potential for disruption and/or distraction, cellular phones are not to be used in halls or classrooms. Cell phones may be used before or after school. The photo options on cell phones are not to be used at

school.

In elementary classrooms cell phones must be turned off and may be stored in a student storage area as directed by staff. The district assumes no responsibility for loss, theft, or destruction while on school property.

Students found to be using any electronic communications device in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

Students who violate the provisions of this policy, are subject to disciplinary action, including losing the privilege of bringing the device onto school property, detention, suspension, or expulsion. In addition, an administrator will confiscate the device, which shall only be returned to the student's parent(s)/guardian(s). Where appropriate, police authorities may be contacted.

Toys of Violence

We ask that **NO** toy weapons be brought to school for any reason. This includes not bringing them for show and tell.

Visiting Children

Students are not allowed to have other children visit them during the school day.

Visitors

Parents are always welcome to visit school. We ask that you contact the principal and classroom teacher in advance. For the security of students, **all visitors** are asked to sign in and out at the main office. A visitor's pass will be given to every visitor to wear while at our school. A government issued picture I.D. (Drivers License) will be required for processing before being admitted into areas of the school where children are present.

Volunteers

Our school welcomes volunteers. They enhance our programs and are a valuable resource. We need volunteers to help in the library, office, classrooms, and to work on special projects and activities. If you are interested in volunteering, please contact your child's teacher. When you volunteer, please sign in at the school office. The same

identification procedure used for visitors will be utilized for all volunteers. You will be provided with a pass that must be worn for proper identification. In order to maximize this opportunity, preschool children will **not** be able to attend school with volunteering parents.

STUDENT BEHAVIOR GUIDELINES

Code of Conduct

In light of Lakeland's philosophy and objectives, the District's code of conduct shall be fair, consistent, nondiscriminatory, and protective of student rights and responsibilities. Lakeland Joint School District #272 does not discriminate or deny services on the basis of age, race, religion, color, national origin, sex, and/or disability.

In order to meet the varied needs of elementary and secondary schools within the Lakeland School District, the Board of Trustees recognize the need for the individual rules and regulations that will supplement the Board's policies. School and classroom disciplinary rules shall have the force of policy when appropriately applied.

While on school property or under the supervision of school authorities, students shall be subject to the direction of school officials and shall at all times be subject to the rules, regulations, and policies of the District, along with the rules of individual schools and classrooms. Student handbooks may contain a synopsis of school district rules, regulations, and policies. Such policies, verbatim, have been reduced to writing and made available at the building principal's office, the district's website, and district administration office for review by students and/or parents.

Chemical and Substance Abuse

Because the district believes that the use of drugs and alcohol is both illegal and harmful, students are prohibited from drinking, delivery of, or being in the possession of, or under the influence of alcoholic beverages, or being in the possession of, delivery of, or under the influence of drugs as herein defined, or other intoxicants on school property or while under the supervision of school authorities. "Drug" means (1) substances recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them; (2) substances intended for use in the diagnosis, care, mitigation, treatment or prevention of disease in man or animals; (3) substances (other than food) intended to affect the

structure of any function of the body of man or animals; and (4) substances intended for use as a component of any article specified in clause (1), (2), or (3), of this subsection. It does not include devices or their components, parts, or accessories. (However, possession of drug paraphernalia may be cause for disciplinary action). A drug shall also include a counterfeit or pseudo drug which shall be defined as any substance which, or the container or labeling of which, without authorization, bears a likeness and is intended by the possessor or deliverer or recipient to represent a drug, whether or not the substance is actually a drug as her-in-above defined.

This policy is progressive for the student's entire school career. Students who violate the drug and alcohol policy may be subject to the following disciplinary actions:

First Offense: An out-of-school suspension of up to five days with a parent conference and zeros for the days missed, and a reporting to the Superintendent that may result in a show cause hearing and/or recommendation for expulsion:

Second Offense: A second offense involves a second event that results in violation of this policy. The first occurrence may have happened previously in a student's school career in this or any School District. Suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

However, any student who knowingly sells delivers or otherwise provides drugs as herein defined or other intoxicants to another student at school or while under supervision of school authorities shall be immediately suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

In all substance abuse cases where a student is reasonably suspicioned to be in violation of this policy, (regardless of any previous voluntary disclosure), the appropriate law enforcement officials shall be notified with a request to have a law enforcement evaluation for possible transfer to custody pursuant to Idaho Code 20-516.

Students are prohibited from using tobacco or being in the possession of tobacco products on the school grounds or while under the supervision of school authorities. Violations of this policy will be punishable as follows:

- (1) the first offense shall result in a one day in-school-suspension;
- (2) the second offense shall result in a three day out-of-school suspension with a parent conference and zeros for the days missed; and
- (3) the third offense shall result in the student being suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

Damage to Property

Our district takes pride in its facilities, furniture, equipment, and the materials that we offer our students. Any pupil who shall cut, deface, or otherwise damage any school building or equipment, or who shall be guilty of theft of school district property, shall be liable for disciplinary action and his/her parents or guardians shall be liable for damages to the amount of the injury or theft to be collected by a school district official for the Board of Trustees.

Dangerous Items/use and/or possession of:

Guns, ammunition, knives, fireworks, and other dangerous items are not to be brought to school by students.

Any student who brings a firearm onto school property shall be subject to expulsion from school for a period of not less than one year from the date of initial suspension for such violation.

Teachers and principals are authorized to confiscate such items immediately and take disciplinary action.

It is our hope that inappropriate behaviors will be few, enabling us to focus on the positive, praiseworthy actions of all students.

Drug Free Environment

No tobacco, drugs or alcohol are permitted on school property. This is in compliance with a State Board of Education regulation. Drug (alcohol and tobacco) advertisements on clothing are not permitted to be worn at school.

Expectations

The Lakeland Elementary Schools' emphasis is on student growth; academic and developmental. We believe all students can behave appropriately while at school. We will allow no students to stop the teacher from teaching or prevent other students from learning.

We believe our emphasis on the rights and safety of all our students will produce a more productive and positive place to learn and grow. To benefit from good discipline, a school must have disciplinary rules: **(1)** that are known to everyone, **(2)** that are consistently enforced by all staff, **(3)** that are clearly understood, and **(4)** that are supported by parents.

We would like to request that you and your child review this discipline philosophy and the school rules. Thank you for taking the time to read and discuss this information with your child.

All students shall:

- A. Follow school/classroom rules and directions.
- B. Be punctual and regular in attendance.
- C. Complete assignments and use time effectively.
- D. Respect the rights and property of others.
- E. Be courteous and polite.
- F. Practice self-control.
- G. Work to the best of his/her ability.

Freedom of Expression and Assembly

Student rights and responsibilities shall be based on the following assumptions:

- That the right to attend school is purposeful.
- Students are free to exercise their constitutionally protected rights but shall not infringe upon the rights of others.
- Fair treatment and due process, where appropriate, shall be guaranteed to all students.
- Students shall be encouraged to exercise their rights and responsibilities by being an active member of the school.
- Students shall have the right to equality of educational opportunity regardless of race, creed, or sex.
- The effective development of a climate for learning requires understanding and good faith on the part of all concerned.

The Board of Trustees and the school administration believe that genuine student involvement in educational programs requires responsible student action. Students shall be expected to act with respect for school regulations, concerns for others, and personal dignity. Students are encouraged to express their beliefs and feelings but not in a manner that is disruptive or degrading to others.

Harassment, Intimidation, Initiations, Hazing, Bullying, Cyber Bullying or Threats

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, initiations, bullying, Cyber Bullying or threats. This means any intentional written, verbal, or physical act, including, but not limited to one, shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics when the intentional written, verbal, or

physical act: a) physically harms a student or damages the student's property; or b) has the effect of substantially interfering with a student's education; or c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or d) has the effect of substantially disrupting the orderly operation of the school is strictly prohibited.

Initiation and/or hazing of students is strictly prohibited.

Written or verbal threats of bodily harm to students and staff or threats of destruction of personal property will be taken very seriously.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). **An act of harassment, intimidation or bullying may be committed through the use of a land line, cell phone, computer, the internet or other electronic means.**

Any student making a threat, regardless of intent, or anyone involved in harassment, intimidation, initiations, or bullying, shall be subject to appropriate disciplinary action, which may include a parent conference, counseling, suspension, reporting to law enforcement authorities, and/or expulsion from school. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment.

Definitions and examples

Bullying

Anyone who repeatedly uses physical, verbal (including spoken and written language) and/or cyber forces in a negative manner toward or in regard to another person.

Physical Bullying

The repeated use of force toward a person's body or personal belongings.

Examples

Hitting, punching, shoving, kicking, tripping, spitting, elbowing, shoulder checking, pinching, flicking, throwing objects, hair pulling, restraining, inappropriate touching, damaging physical property

Verbal Bullying

Repeatedly using negative and/or damaging words (including both spoken and written) toward or in regard to another person (with mal intent).

Examples

Negative comments, name calling, lies, rumors, racial slurs, teasing, cussing, treats, fake complements, using the R word, sexual orientation attacks.

Cyber Bullying

Repeatedly using social media, email or electronic devices in a negative manner toward or in regard to another person.

Examples

Posting negative comments, fake profiles, sexting, making fun of photos, tagging photos, Twitter fights, posting negative videos, texting photos, negative status posts, hate blogs, hate pledges, texting rumors, hacking profiles, nasty emails, sending mean forwards.

Procedural Due Process

A student's right to fair treatment and due process shall be safeguarded through a consistently applied practice of informing the student of any alleged rule violation and the evidence against him or her (notice), and by allowing the student an opportunity to explain his or her version of the facts (hearing) before deciding on or imposing any punishment.

Upon request the hearing process may be extended to a "higher authority". The normal channel for hearing complaints or concerns regarding student discipline shall be from Student to Teacher to Principal to Superintendent to School Board. Neither the Board as a whole nor any individual member will entertain or consider communications or complaints from students or parents until they have first been referred to the building principal or Superintendent of Schools.

Restraint

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with School Board policies. These could occur along with other emergency actions such as calling the police. As soon as possible after any such incident the parents or guardian will be informed when any of these actions have occurred.

Registered Sexual Offenders

The Lakeland Joint School District recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or at school-related activities, the District is implementing this policy. In addition,

software that scans all available state sex offender registries is on-site at elementary and junior high schools. This requires visitors to have state or federal issued identification.

State law prohibits a person who is currently registered or is required to register under the sex offender registration act to:

1. Be on or remain on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present.
2. Loiter on a public way within five hundred (500) feet of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Be in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Reside within five hundred (500) feet of a school, unless the person's residence was established prior to July 1, 2006.

Provided, however, section numbers 1 and 2 immediately above shall not apply when the person:

- A. Is a student in attendance at the school; or
- B. Is attending an academic conference with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the conference; or
- C. Is attending a scheduled school event with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the school event; or
- D. Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or
- E. Is picking up a child or children or dropping off a child or children and the person is the child or children's parent or legal guardian; or
- F. Is temporarily on school grounds, during school hours, for the purposes of making a delivery involving mail, food or other necessary delivery.

Process

Whenever possible all visitors or patrons entering a school campus must produce an ID to be scanned. This includes all deliveries during school hours. Appropriate software will compare the ID with state sexual offender registries. If alerted a registered sex offender will not be allowed in the building unless accompanied by an administrator.

A student attending a school that is a registered sex offender will not be allowed to attend or participate in after hour school activities unless approved by the school administration.

A parent or legal guardian that is a registered sex offender will not be allowed on school property unless attending an academic conference or school event, in which their child is participating, or they are transporting their child to and from school, and then only after notifying the school principal and receiving permission.

Normally, a delivery person that is a registered sexual offender will not be allowed on school property. In exceptional circumstances, they must be accompanied by school personnel.

If a sex offender violates this policy, school officials shall immediately contact law enforcement.

Rocks, Snow, Ice, Woodchips

Throwing rocks, snow, ice or wood chips will not be tolerated. The potential for serious injury is great. Severe consequences will result.

Search and Seizure

In order to maintain discipline and safety for all students or when there is reason to believe that a student may be engaged in an illegal activity, school officials may search a student's person, or any and all areas under his/her immediate control on the school grounds. School lockers, books, equipment, or other items belonging to the school shall be considered on loan to a student and school officials shall have the right to inspect such items at any time. Any dangerous items or illegal material found in the possession of or subject to the immediate control of a student may be confiscated. Other appropriate disciplinary measures may also follow including referral to appropriate law enforcement officials.

Severe Inappropriate Behavior

Disciplinary action may be taken against any student who displays any of the following types of inappropriate behaviors:

- A. Disrespect to adults – refusing to cooperate, swearing, using inappropriate language, talking back, harassment, or;
- B. Hurting someone else – fighting punching, throwing objects (including snow, ice, rocks and woodchips) or;

- C. Destroying school property, destroying property of others, or;
- D. Illegal activity (i.e. alcohol or drug possession, theft, use and/or possession of dangerous items) or;
- E. Threatening the safety of others or;
- F. Bringing harmful objects to school (i.e. pocket knives, bullets, laser pointers) will not be tolerated and will result in the offender receiving consequences. If the activity is illegal, a police officer may be called to come for the child. If property is abused or destroyed, restitution will be expected. In all cases of severe inappropriate behavior, parents will be notified and will be asked to work with the school to help the child make an acceptable, responsible behavior choice.
- G. Initiations/Hazing/Threats of students are strictly prohibited.

Substitute Teachers' Authority

Substitute teachers are employees of the district and should be treated with respect. Students should submit to a substitute's authority and direction.

Suspension and Expulsion

Suspension is the temporary removal of a student from school when circumstances are such that he/she can no longer be kept in school without risk of detriment to the educational program, to himself, to others, or the public property. The primary purposes of suspension are to give the student, his parents, and the school the time needed for resolving a problem and the protection of life and property. The parents must be notified of each suspension. If suspension occurs during school hours, contact with the parent should be made before the student leaves the school grounds.

When a student refuses or fails to submit to reasonable and ordinary rules of order and discipline in such a way that his/her continued attendance may be expected to interfere with the educational program or the safety or welfare of school personnel or other students, such student may be suspended for up to five (5) school days according to suspension procedures as authorized by law.

Expulsion is the removal of a child from enrollment in the District schools by the Board of Trustees.

When deemed appropriate, the principal shall make a recommendation for expulsion in writing to the Superintendent of Schools. This recommendation shall be documented by a history of the student's general behavior, all previous suspensions, if any, a chronological account of the unacceptable behavior, plus the academic and attendance history of the pupil.

If after a study of the case by the Superintendent of Schools it is deemed advisable to expel the student, the Superintendent shall present the study and recommendations to the Board of Trustees for action. Any expulsion hearing that is set before the Board of Trustees shall be conducted in a manner consistent with the procedures outlined in Idaho Code 33-205. (Denial of School Attendance), as now in effect or hereafter amended.

Teachers' Authority

Pupils are required to comply with the regulations of the school, pursue the prescribed course of study, and submit to the teachers' authority. Willful disobedience, open defiance of the teachers' authority, or the use of profane or obscene language are sufficient cause for appropriate disciplinary action.

All students while on the premises of any school, riding any school conveyance, or attending any school sponsored activity shall be responsible to and under the authority of any employee of the school district and shall immediately respond to any reasonable request of said employee.

Threats of violence on school property

Lakeland Jt. School District recognizes the stress and disruption to the educational process that is caused by the threat of violence. To protect students and staff and to maintain a safe and productive educational setting this policy is being implemented.

Any person, including a student, is prohibited from threatening, by word or action, to use a firearm or other dangerous weapon to do violence to any other person on school grounds. The threat would be a statement or act intending to communicate a serious expression of intent to commit unlawful violence on school grounds.

An individual that makes such a threat will be subject to appropriate disciplinary action which may include: reporting to legal authorities and limiting access to school property. Students may receive the same punishment and/or additional school based discipline, up to, and including suspension/expulsion.

SCHOOL BUS GUIDELINES

Safety is the number one concern. Every student shall be responsible for the safety of self and others. Behavior which may cause harm to other students or which results in an unnecessary distraction for the driver shall be deemed sufficient cause for restrictive consequences up to and including expulsion from the bus. Violation of any of the following rules shall result in appropriate disciplinary measures.

1. While riding, students shall keep all parts of the body and any personal objects inside the bus.
2. Students shall not use profanity or obscene language or gestures or cause excessive noise.
3. Students shall avoid “horseplay” at all times by keeping hands, feet, books, or other objects to one’s self.
4. Students shall not use or be in possession of tobacco, alcohol, or drugs.
5. Students shall not throw objects on, from, or into the bus nor litter on the bus.
6. No hazardous materials, weapons, laser pointers, dangerous objects, or animals may be brought onto a bus.
7. Students shall not eat or drink on the bus while riding to and from school routes.
8. Students shall not abuse fellow students or their property nor vandalize school property.
9. Students must promptly respond to a driver’s request or direction.

Riding a Different Bus: Students will not be permitted to ride a bus on which they are not regularly assigned unless parents obtain prior approval from the principal and the transportation supervisor. Without permission, students will be required to go home as usual. Busing is not provided for students for personal business (i.e. scouts, birthday parties, spending the night with friends, etc.).

Removing a Student from the Bus: The bus driver **WILL NOT** release any student from the bus without authorization from the office. Parents must get a bus pass from the office to present to the driver.

It is Unlawful to:

- Enter a school bus with the intent to commit a crime
- Enter a school bus and disrupt or interfere with the driver
- Refuse to disembark after ordered to do so (18-1522; 18-113, Idaho Code)

Kindergarten and young elementary children will not be allowed to exit at isolated stops without a parent, guardian, or pre-approved adult present. Drivers are instructed to return the child to the transportation office if a parent, guardian, or pre-approved adult is not present at the stop.

School Safety

Accidents

Students should report to the office or teacher any accidents occurring from the time the child leaves home in the morning until he/she returns in the afternoon. In case of the necessity of a doctor visit due to an accident at school, parents should notify the school office. Please be sure to complete the emergency card given to you on entry to school and return it to the office so we know whom to contact in case of an emergency.

Change of Address and/or Telephone Number

Please keep the school informed of your correct home address and phone numbers for home, business, and your emergency contact. Changes occurring during the year need to be reported to the school office to insure that we will be able to contact you in an emergency.

Emergency Procedures

Students and staff will practice emergency procedures for dealing with fire, earthquake, local disasters, and intruders.

Please note that in the case of an emergency, students shall only be signed out and released to parents or other authorized persons.

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

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

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

- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?
- If there are instructional aides working with my child, what are their qualifications?

- If my child is or will be taught for 4 or more consecutive weeks this year by a teacher who is not highly qualified, will I be notified in a timely manner?

Lakeland Joint School District No. 272



Lakeland School-wide Title I Elementary Schools

(Elementary Student Registration Materials For Fall 2017)

Lakeland Elementary Schools each receive Federal Title I School-wide Funding, which is used to provide assistance / interventions to all students who can benefit from additional support over the regular classroom.



Title I Interventions

District schools operating under School-wide Title I screen all students in the fall, using state assessments, teacher referrals, and district curriculum benchmark assessments, to determine student needs. Each school creates and provides a differentiated, multi-tiered approach to instruction to meet the needs of all levels of learners. Title I can involve identified students in pull-out, inclusion, and/or one-on-one assistance in addition to instruction received in the regular classroom. Pull-out students can receive added instruction in the Title I classroom. Inclusion students can receive added assistance in the regular classroom. And, other students may benefit from the opportunity of working one-on-one with Title I staff members to support academic gains in the regular classroom. Parents of students needing more strategic or intensive interventions to meet grade level expectations will be notified about any changes and or additions to their child's instruction.

Parent Involvement



Lakeland School District endorses parent involvement and encourages regular participation of parents in all aspects of the Title I program. The education of children is viewed as a cooperative effort among parents, school and community. With this belief in mind, parents will be provided opportunities to discuss their

child's progress with the classroom and/or intervention teacher and receive guidance as to how they can assist at home in the education of their child. (For further reference, see Lakeland School District Board Policy 2420 - Title I Parent Involvement.)

Regarding Right to Receive Teacher Information

Federal law requires that each school district receiving Title I funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested.

As a parent of a student attending a school receiving federal program funds, you have the right to know:

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?
- If there are instructional aides working with my child, what are their qualifications?
- If my child is or will be taught for 4 or more consecutive weeks this year by a teacher who is not highly qualified, will I be notified in a timely manner?

To request the state qualifications for your child's teacher or instructional aide, please contact your building principal, at your earliest convenience.

Home/School Compact



Pursuant to federal law / guidelines, Lakeland School District and its schools have developed jointly with parents of children receiving Title I interventions the following "Parent-Student-Teacher-School Compact":

Parent

1. Go over my child's assignments with him/her.
2. Provide my child with the time to study in a quiet place.
3. Send my child to school regularly and ready to learn.
4. Spend an average of fifteen minutes each day reading with my child.
5. Communicate with your teacher about your student's progress frequently.

Student

1. Spend class time paying attention and doing my work.

2. Be responsible for my own behavior.
3. Take completed work and notes home for my parents.
4. Read for fifteen minutes each day.

Teacher/School

1. Communicate with you about your child's progress frequently.
2. Teach basic concepts and skills to your child to meet state student achievement standards.
3. Motivate and encourage your child to practice academics at home and provide materials for home to enhance literacy and other academic subjects.
4. Hold parent/teacher conferences annually.
5. Provide an environment that permits positive communications between student, parent, and teacher.
6. Provide equal and fair opportunities to access staff and the opportunity to volunteer.
7. Deliver high quality curriculum and instruction.

Lakeland Joint School District No. 272

INSTRUCTION

2420

Title I Parent Involvement Policy

The District endorses the parent involvement goals of Title I and encourages the regular participation of parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. The District is committed to providing coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student achievement and school performance. In this policy the word "parent" also includes guardians and other family members involved in supervising the child's schools.

Pursuant to federal law the District will develop jointly with, agree upon with, and distribute to parents of children participating in the Title I program a written parent involvement policy. Parents with limited English proficiency or disabilities will be provided the necessary resources (including, but not limited to: appropriate language information, interpreters, or other accommodations) to provide full opportunities for participation.

District Title I schools shall convene an annual meeting to which all parents of students in a school-wide program and participating students in a targeted assistance program are invited to inform parents of their school's participation in Title I and to explain Title I requirements and the right of parents to be involved. In addition to the required annual meeting, additional meetings shall be held at various times of the day and/or evening for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to discuss their child's progress and to participate, as appropriate, in decisions relating to the education of their children;
4. Guidance as to how they can assist at home in the education of their children.

Parents and patrons shall be represented on committees which contribute to the process 1) of school review and improvement; 2) an annual evaluation of the effectiveness of the district parent involvement policy; and the LEA Consolidated Plan. (This shall also include the District Curriculum Advisory Committee and Professional Development Committee.)

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings, through payment of transportation and childcare costs.

Each school in the District receiving Title I funds shall develop jointly with parents of children served in the program a “School-Parent Compact” outlining the manner in which parents, school staff, and students share the responsibility for improved student academic achievement in meeting state standards. The “School-Parent Compact” shall:

1. Describe the school’s responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state’s academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their child’s learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child’s education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an ongoing basis with, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

Legal Reference: Title I of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §§ 6301-6514, as implemented by 34 CFR parts 200, 201, 203, 205, and 212
Improving America’s Schools Act, P.L. 103-382, § 1112 Local Education Agency Plans
P.L. 107-110, “No Child Left Behind Act of 2001,” Title I – Improving the Academic Achievement of the Disadvantaged, § 1118

Policy History:

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Revised on: August 2012

Prior Policy: VII(P) – Title 1 Parent Involvement

Rev. 9-1-17

