

# **John Brown Elementary School**



**Student and Parent  
Handbook  
2019 ~ 2020**

*Home of the Cougars*



## **JOHN BROWN ELEMENTARY**

### **Cougar Pride**

Dear JBE Student and Parent/Guardian,

This handbook will give you the necessary information regarding the policies and procedures at John Brown Elementary School, which are common to all Lakeland elementary schools. Read this handbook carefully and discuss the contents with your JBE Student.

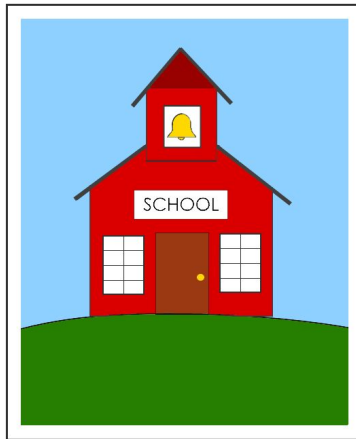
Lakeland Joint School District's daily mission is to maximize student learning and ensure every student is growing academically, socially-emotionally, and behaviorally every day in all environments.

Please visit our school often! We believe student success is a team effort between parents, families, and community. Volunteers are encouraged across all grade levels. Please call if you have questions or concerns or visit our school's website. Emails and text messages will be sent throughout the year to inform parents of JBE activities and celebrations as well as District-wide information. Together we will ensure your child has a positive, successful, and rewarding educational experience!

We look forward to working with each of you as a partner in your child's education.

Respectfully,

John Brown Elementary Principal & Staff



# JBE Bell Schedule

8:30 - (9:30 Mondays)	Breakfast is Served
8:45 - (9:45 Mondays)	Student Supervision Begins
8:57 - (9:57 Mondays)	Students Enter Building
9:00 - (10:00 Mondays)	Tardy Bell Rings
10:30 - 10:45	K, 1, 2 Recess
10:45 - 11:00	3, 4 Recess
11:40 - 12:20	K, 1 Lunch/Recess
12:05 - 12:45	4, 5 Lunch/Recess
12:30 - 1:10	6 Lunch/Recess
12:55 - 1:35	2, 3 Lunch/Recess
1:55 - 2:10	K, 1 Recess
2:10 - 2:25	2, 3, 5 Recess
3:30	End of School Day

***Monday schedule for late start time,  
or due to weather or facility conditions***

# **Lakeland Joint School District No. 272**

## **2019-2020 School Calendar**

September 2	Labor Day - No School
September 3	First day for Students
October 3 & 4	Curriculum Days- No school for students
October 31	End of 1 <sup>st</sup> Quarter
November 1	Professional Day- No school for students
November 6 & 7	K- 12 Parent/Teacher Evening Conferences- School still in session
November 25-29	Thanksgiving Break- No school for students
December 23-Jan. 3	Christmas Break
January 6	School Resumes
January 20	Martin Luther King Jr. Day- No school for students
January 23	End of 2 <sup>nd</sup> Quarter
January 24	Professional Day- No school for students
February 17	Presidents' Day Holiday- No school for students
March 12	Student Led Conferences
March 26	End of 3 <sup>rd</sup> Quarter
March 27	Professional Day - No school for students
March 30 - April 3	Spring Break
April 6	School Resumes
May 25	Memorial Day- No school for students
June 5	End of 4 <sup>th</sup> Quarter, Last Day of School, Early Release - 1:30

**Please mark your calendars with these important dates. It may help you plan family activities or reduce student absences.**

**Reminder: We will have 10:00 late start on Mondays. This regular schedule provides you an opportunity to schedule appointments to help avoid the loss of valuable instruction time for students.**



## **District Administration Office**

15506 N. Washington Street  
P.O. Box 39  
Rathdrum, Idaho 83858  
Phone: 208 – 687 – 0431  
FAX: 208 – 687 – 1884  
<https://www.sd272.org>

Dr. Becky Meyer, Superintendent  
Lisa Sexton, Assistant Superintendent  
Brian Wallace, Chief Finance and Operations Officer  
Kristie Williams, Clerk of the Board - Executive Assistant  
Susan Morrison, Director of Special Services  
Patty Morrison, TLC & Federal Programs Director  
Chad Parsons, Instructional Technology Director  
Kat Gilmore, Employee Success Advocate  
Cindy Happeny, Treasurer  
Brook Cunningham, Director of Human Resources

### **Elementary Schools and Support Services**

<b>Athol Elementary</b>	Kathy Thomas, Principal	683-2231
<b>Betty Kiefer Elementary</b>	Lynn Paslay, Principal	687-5206
<b>Garwood Elementary</b>	Brad Harmon, Principal	687-1265
<b>John Brown Elementary</b>	Ana Schnepf, Principal	687-0551
<b>Spirit Lake Elementary</b>	Kristie Mitchell, Principal	623-2501
<b>Twin Lakes Elementary</b>	Tiffany Melton, Principal	687-5870
<b>Bus Garage</b>	Susie Moore, Supervisor	687-0221
<b>Food Service</b>	Kevin Doyle, Manager	687-5451



## **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, and as needed the fourth Tuesday of each month, beginning at 6 p.m. Opportunity is provided at each meeting for citizens to address the Board.

### **Trustees are:**

Rena Olmstead, Zone 1 (Chairperson)	208-651-6281
John Shaffer, Zone 2	208-691-8834
Tim Skubitz, Zone 3	208-755-9000
Rob Irons , Zone 4	208-964-3981
Larry Brown, Zone 5	208-843-1879

**Lakeland Jt. School District's daily mission is to maximize student learning and ensure every student is growing academically, social-emotionally, and behaviorally every day in all environments!**

# 2019-2020 District Plan of Action

## Goal 1 = Keep our Schools Safe & Secure

- Provide a safe and supportive social-emotional environment for all students
- Refine and further improve the district-wide TLC behavior intervention program
- Ensure all physical proactive measures are in place at all schools
- Ensure Armed Guard program is professional and effective

## Goal 2 = Maintain a Healthy District Climate & Culture

- Celebrate strengths and successes
- Maintain authentic & transparent communication
- Maintain a strong fabric of high character
- Continue to gather staff, student, parent and stakeholder input

## Goal 3 = Build Capacity in all Instructional Leaders to

### Maximize Individual Student Learning & Growth

- Provide purposeful, embedded, and consistent Professional Learning for all Instructional Leaders to support our Focus Areas
  - Staff Mindframes
  - Specific & meaningful Learning Walk feedback
  - Effective & meaningful tech integration
  - Inclusionary model implementation with at-risk/underperforming students
  - Student Ownership of Learning - Student-Led Conferences, K-8
  - Comprehensive supervision/evaluation model
- Maintain accountability measures to ensure Admin follow through
- Maintain data-driven decision making

## Goal 4 = Maintain Financial Stability

- Continue district fiscal responsibility through detailed oversight
- Maintain the Contingency Fund between 8-12% of Fund Balance
- Continue financial accountability to all stakeholders

## Goal 5 = Ensure Facilities Encompass Enrollment Growth

- Maintain Long-Range Facilities Planning Committee & follow 10-year plan
- Smooth Educational Realignment
- Pass Facilities Bond August 27, 2019
- Maintain a proactive & preventative maintenance plan

*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.*

# John Brown Elementary Staff 2019 - 2020

**Principal:**

Mrs. Schnepf

**Principal's Assistant:**

Mrs. Badger

**Administrative Assistant:**

Mrs. Katus

**School Clerical:**

Mrs. Sindt

**Counselor:**

Mrs. Claussen

**Special Education:**

Mrs. Kirby, Mrs. Yde

**Title I:**

Ms. Vanek

**Advanced Learning Program:**

Mrs. Marsh

**Music & Band:**

Mr. Goodwin

**P.E.:****Kindergarten:**

Mrs. Burlingame, Mrs. Frank

**First Grade:**

Mrs. Couch, Mrs. Kiefer

**Second Grade:**

Mrs. Barkley, Mrs. Maloney

**Third Grade:**

Mrs. Eacho, Mrs. Shelton

**Fourth Grade:**

Mrs. Chaney, Mrs. S. Chatterton

**Fifth Grade:**

Mrs. Kimball, Mrs. Harms

**Sixth Grade:**

Mr. Bishop, Mr. Siegford

**Paraprofessionals for Student Services:**

Mrs. Aragon, Mrs. Colee, Mrs. Edwards, Mrs. Fertig, Mrs. Jones, Mrs. Kacso,  
Ms. Lynch, Mrs. Merrifield, Ms. Mertens, Mrs. Miller, Mrs. Worthen

**Librarian:**

Mrs. Smith

**Custodial:**

Mrs. Barnett, Mrs. Raebel, Mrs. Crandall

**Breakfast/Lunch/Playground Assistants:**

Mrs. Barnett, Mrs. Wargi, Mrs. Coy, Mrs. Crandall, Mr. Beckett



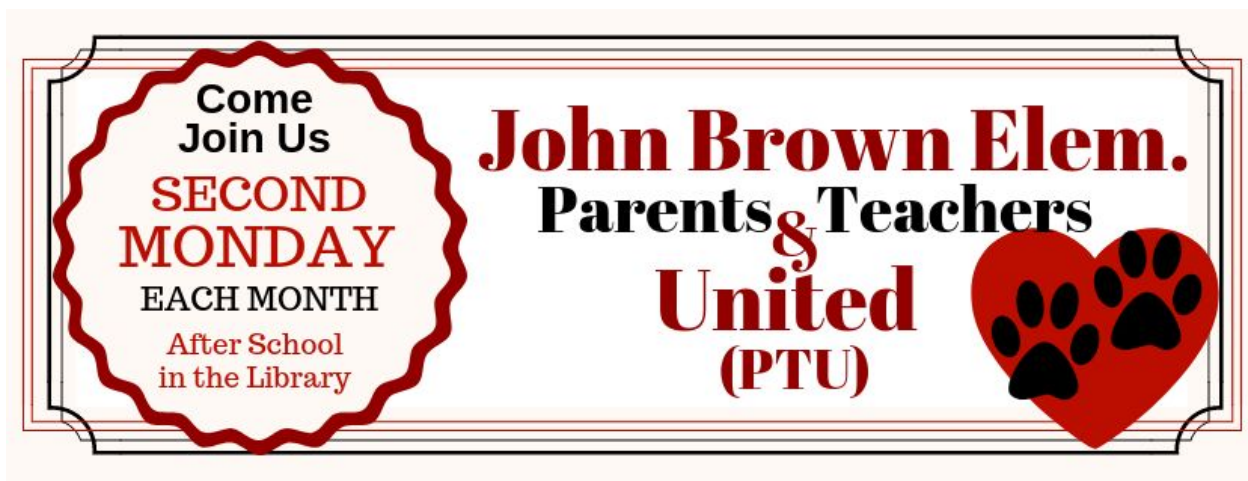
# **John Brown Elementary School Mission Statement**

To instill a positive attitude toward life-long learning by nurturing, guiding, and inspiring our students to meet the challenges of our changing world.

## **John Brown Elementary School Belief Statements**

The following beliefs are powerful components of the quality and productivity of the instructional programs at John Brown Elementary.

- All students can learn and succeed.
- The family is a student's most important influence.
- It is essential that students start school ready to learn.
- Communication, cooperation, and participation between home and school are essential for student success.
- Our school provides a safe environment that enhances student learning.
- Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- Students learn in different ways and will be provided with a variety of instructional approaches to support their learning.
- Awareness of cultural diversity can increase students' understanding of different people and cultures.
- Students will be educated with a common set of values reflecting the respect of self, others, and property.
- Our commitment to continuous improvement will enable students to become confident and self-directed life-long learners.



We are thrilled to be kicking off the 2019– 2020 school year. It promises to be both exciting and rewarding. **PTU meetings are held the second Monday of every month** in the school library after school. Invitations to our meetings are advertised on our school website calendar and PTU Facebook page. We encourage all parents and school staff members to attend. Childcare and snacks are provided at each general meeting. If you have any questions or concerns, please feel free to contact your parent organization at the following address.

[jbeptu@gmail.com](mailto:jbeptu@gmail.com)

Our organization supports many programs for our children. Each year we have a couple large fund raising activities. Parent involvement and support preparing for these events is crucial to their success. We also focus on supporting the many celebrations for our wonderful JBE students and staff every year.

Mark your calendars and plan to attend these fun and informative meetings. There are many opportunities for you to be involved as a partner in the education of your child. At JBE we strive for excellence with the teamwork and partnership of our parents and teachers united.

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Be sure to “Like” John Brown Elementary PTU on Facebook! It’s a great way to stay informed.

# 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 Information**

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 information in Skyward is complete and updated as needed so we will know how to reach you. Please keep it updated if you change employment, homes, or cell phone numbers.

## **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, a lease agreement, property tax receipt, or an affidavit of residence.

# **JOHN BROWN ELEMENTARY'S GUIDELINES FOR SUCCESS**

At JBE we expect all students to make safe choices, be responsible, respectful and kind. All teachers and staff will teach the following guidelines to ensure that your child can learn and play in a safe environment.

	I will make <b>SAFE</b> choices.	I will be <b>RESPONSIBLE</b> for my learning and behavior.	I will speak and act in ways that are <b>RESPECTFUL.</b>
<b>Before School</b>	<ul style="list-style-type: none"> <li>• Stay on campus</li> <li>• Walk bikes/skateboards/etc. on campus</li> <li>• Keep hands, feet, and objects to yourself</li> <li>• No food or drink on playground</li> <li>• Report concerns to adult supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time and do not arrive before assigned times</li> <li>• Line up immediately when bell rings</li> <li>• Enter building when directed</li> </ul>	<ul style="list-style-type: none"> <li>• Follow adult directions the first time given</li> <li>• Use kind words and actions</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self</li> <li>• Walk</li> <li>• Keep your chair legs flat on the floor</li> <li>• Remain in classroom until instructed to leave</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Turn work in completed and on time</li> <li>• Participate</li> <li>• Be on time and prepared</li> <li>• Take care of supplies, books, equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Raise your hand to speak</li> <li>• Use kind words</li> <li>• Include others</li> <li>• Follow teacher directions</li> <li>• Keep your area clean</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself</li> <li>• Face forward</li> <li>• Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Go directly to assigned location</li> <li>• Keep hallway walls and floors clean</li> <li>• Stay in line and with group</li> <li>• Stay to the far right and keep hands and feet away from wall</li> </ul>	<ul style="list-style-type: none"> <li>• Voices off</li> <li>• Use silent greetings when appropriate</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self</li> <li>• Walk</li> <li>• Stay seated until dismissed</li> <li>• Carry food tray with both hands</li> </ul>	<ul style="list-style-type: none"> <li>• Get all utensils</li> <li>• Raise hand to leave seat</li> <li>• Clean up area</li> <li>• Take what you ordered and only what you can eat</li> <li>• Use supplies sparingly</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voice</li> <li>• Use good manners and kind words</li> <li>• Follow adult directions</li> <li>• Eat only your food</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self</li> <li>• Use equipment appropriately</li> <li>• Stay within playground boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• Follow adult directions</li> <li>• Report unsafe behaviors</li> <li>• Exit and enter the school in an orderly manner</li> <li>• Line up immediately when bell rings with all personal belongings</li> <li>• Return equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words</li> <li>• Include others</li> <li>• Take turns and share</li> <li>• Return stray equipment to the owner whenever possible</li> <li>• Stay away from classroom windows</li> </ul>
<b>Music</b>	<ul style="list-style-type: none"> <li>• Sit correctly on chairs</li> <li>• Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of supplies and instruments</li> <li>• Follow adult directions the first time given</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and exit quietly</li> <li>• Use quiet voice</li> <li>• Use assigned equipment as directed</li> <li>• Raise your hand to speak</li> </ul>

	I will make <b>SAFE</b> choices.	I will be <b>RESPONSIBLE</b> for my learning and behavior.	I will speak and act in ways that are <b>RESPECTFUL</b> .
Gym	<ul style="list-style-type: none"> <li>Walk at a safe pace to line up</li> <li>Keep hands, feet, and objects to yourself</li> <li>Use materials and equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Wear appropriate clothing</li> <li>Give your best effort</li> <li>Follow adult directions the first time given</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit gym quietly</li> <li>Use assigned equipment as directed</li> <li>Use good sportsmanship</li> <li>Raise your hand to speak</li> </ul>
Library	<ul style="list-style-type: none"> <li>Keep hands, feet, and shelf markers to self</li> <li>Walk</li> <li>Keep your chair legs flat on the floor</li> </ul>	<ul style="list-style-type: none"> <li>Push in chairs</li> <li>Put books back</li> <li>Return your book on time</li> <li>Take care of yourself</li> <li>Clean up and take all materials when you leave</li> <li>Properly check out books before leaving the library</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voice</li> <li>Wait your turn</li> <li>Handle books carefully</li> <li>Raise your hand to speak</li> </ul>
Labs	<ul style="list-style-type: none"> <li>Sit correctly on chairs</li> <li>Do not touch outlets/hookups</li> <li>Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions the first time given</li> <li>Have all necessary materials ready for use</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit quietly</li> <li>Use quiet voice</li> <li>Raise your hand to speak</li> <li>Use assigned equipment as directed</li> </ul>
Assembly	<ul style="list-style-type: none"> <li>Keep hands and feet to self</li> <li>Sit on bottom</li> <li>Enter and exit in an orderly manner</li> <li>Carry chairs as taught</li> </ul>	<ul style="list-style-type: none"> <li>Follow the directions of the speaker</li> <li>Stay seated until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>Be a good listener</li> <li>Respond appropriately and only when instructed</li> <li>Quiet down quickly</li> <li>No feet stomping, whistling, yelling, etc. unless directed</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> <li>Walk</li> <li>Report problems to teacher</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to and from bathroom</li> <li>Get in and out quickly and quietly</li> <li>Flush the toilet</li> <li>Wash and dry hands, place paper towel in garbage can</li> <li>Use supplies sparingly</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Respect privacy of others</li> <li>Keep bathrooms clean and free from vandalism and graffiti</li> </ul>
Office	<ul style="list-style-type: none"> <li>Sit or stand properly and wait patiently</li> <li>Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to the office when given an office pass by an adult</li> <li>Enter and exit through main entrance</li> <li>Use office phones for emergency purposes only</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Wait quietly</li> <li>Follow office staff directions</li> <li>Do not interrupt staff at work</li> </ul>
Intercom Response	<ul style="list-style-type: none"> <li>Immediately stop and listen</li> <li>Follow directions given</li> </ul>	<ul style="list-style-type: none"> <li>Listen carefully to announcement</li> </ul>	<ul style="list-style-type: none"> <li>Voices off</li> <li>Use quiet voice when appropriate to respond</li> </ul>
Safety Drills	<ul style="list-style-type: none"> <li>Immediately stop and listen</li> <li>Follow adult directions</li> <li>Go directly to assigned area</li> <li>Walk</li> </ul>	<ul style="list-style-type: none"> <li>Listen carefully and follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Voices off</li> <li>Follow adult directions</li> </ul>
Bus	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself and inside the bus</li> </ul>	<ul style="list-style-type: none"> <li>Clean up seating area before leaving</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use quiet voice</li> <li>Do not vandalize the bus</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep aisle clear</li> <li>• Stay seated and face forward</li> <li>• Enter and exit orderly</li> </ul>	<ul style="list-style-type: none"> <li>• Raise hand if you need assistance</li> </ul>	
After School	<ul style="list-style-type: none"> <li>• Immediately do what you were told to do after school by parent</li> <li>• Keep hands, feet, and objects to yourself</li> <li>• Walk bikes/skateboards/etc. until across streets.</li> </ul>	<ul style="list-style-type: none"> <li>• Exit classroom and building when instructed</li> <li>• Walk on the right side of the hallway</li> </ul>	<ul style="list-style-type: none"> <li>• Exit immediately and quietly</li> <li>• Use kind words</li> <li>• Walk</li> </ul>

1. **Use Equipment Properly and Safely**

- A. Swings: One person at a time, no jumping or flipping from swings, swing backward and forward in a sitting position only. No child is to push one another on the swings or do underdogs. Give the next person a turn after 50 full swings are counted.
- B. Slides: Sit on bottoms only, legs stay inside and in front; go down only. Do not hang from the slide.
- C. Bars: No flips off of bars and no standing on bars.
- D. Equipment: Playground equipment is to be returned to its proper place when students are through playing with it or at the end of each recess.
- E. Balls: No hard balls or golf balls. No balls of any kind can be bounced on the building. If a ball leaves the school grounds, a student must get permission from a teacher to retrieve the ball, only one person will be allowed.
- F. Fire Truck: Only K-3 grade students are allowed on this equipment.
- G. Dome: Students in grades 3-6 are allowed to use this equipment. Students must not drop from above the yellow line, hanging from hands only is allowed.
- H. Football, Soccer and Tag: No tackling or grabbing clothes, pushing, tripping. No helmets, pads or cleats.
- I. Basketball Courts: No hanging from the hoop at any time. Courts must be shared.
- J. Jump Ropes: Use only for jumping. Return to storage location when through playing or at the end of recess.
- K. Any mode of transportation other than walking is not to be used on school grounds.
- L. Bicycles: Walk your bike across crosswalks, on pathways leading to our campus from crosswalks, and on school grounds. Riding bikes during the school day is prohibited.
- M. Chicken Fights, Riding Piggyback, Camel Fights, Crack the Whip, Rough Play, or Tackling: will not be allowed so accidental injuries may be avoided.
- N. Sliding on ice patches is not allowed.

2. **Personal Property**
  - A. Students are not to bring valuables to school without permission from their teacher and parents (sports equipment, computers, technology, radios, toys, iPods, hand-held games, cameras, expensive jewelry, trading cards, frisbees, large amounts of money, trinkets, etc.). The risk of loss or damage will not be the responsibility of the school. Items will be confiscated and returned directly to the parent in an agreed upon amount of time.
  - B. Student clothing, lunch bags, etc. must be marked with names for easy identification and immediate return.
  
3. **Follow Directions**
  - A. Do as you are told by school personnel and guest teachers; without arguing, the very first time you are asked.
  - B. Stay in designated areas within the boundaries of our John Brown Elementary playground.
  - C. Passes are required to come back into the building for water, to use the restroom, or return to a classroom during recess times.
  - D. Walk quietly in the hallways at all times.
  - E. Line up quickly and quietly when the recess bell rings.
  - F. Gum chewing will be allowed occasionally with teacher permission only.
  - G. Food and or drink are not to be taken out onto the playground.
  
4. **Respect the Rights, Safety, and Property of Others**
  - A. Use appropriate language (no swearing, disrespectful or foul language).
  - B. Physically show respect to others (no malicious aggressive behavior such as fighting, hitting, kicking, biting, spitting, pushing, pinching, etc.).
  - C. Respect adults and authority (no talking back, refusing to cooperate, challenge, harassment, or by; facial expressions, eyes or sounds of disapproval, etc.).
  - D. Respect for peers (no harassment or threatening the safety of others regardless of intent).
  - E. Rocks, wood chips, snowballs, etc. are not to be thrown or kicked.
  - F. Respect property (no destruction, vandalism, etc. of school or personal property).
  
5. **JBE Campus and Building Expectations**
  - A. Students should arrive at school no earlier than 8:45 a.m. (9:45 on Mondays)  
Students eating a school purchased breakfast may report at 8:30 (9:30 Mondays) to the cafeteria. Playground supervision begins at 8:45 (9:45 on Mondays) and ends at 3:45 each school day.
  - B. Students are expected to remain outdoors until the first bell rings.
  - C. During inclement weather, students will be brought inside.

- D. Students must walk quietly in the hallways, classrooms and bathrooms.
- E. Students must act safely, responsibly, respectfully, and be kind at all times.
- F. Once a student arrives on campus they are to remain on the school grounds throughout the school day unless they have a request from parents that is approved by office personnel.
- G. Students must leave the premises at the close of the school day. Students shall not loiter in the building or on the school grounds following the end of school day dismissal unless involved in a supervised school-sponsored activity.

## **At John Brown Elementary Character Counts!**

John Brown Cougars are:

***SAFE***

***RESPONSIBLE***

***RESPECTFUL***

and

***KIND***

Learners





## Home of the Cougars... Where Kindness is Contagious!

### Cougar Kudos

Our students receive frequent school-wide recognition for making safe, responsible, respectful and kind choices!

- Field Trips
- Academic Achievement
- Academic Improvement
- Ambassadors
- Perfect and Faithful Attendance
- Participation in afterschool activities
- Peer Tutor
- Paw Pride Slips
- Citizen of the Month
- PBIS Recognition
- ODR Free Activities

This list does not include the many motivational programs that teachers do for their students on a daily basis.

### Cougar Kids With Character!

*~ Respect ~ Caring ~ Citizenship ~  
~ Trustworthiness ~ Fairness ~  
~ Responsibility ~ Kindness ~*

## **Procedures for Rules Violations at John Brown Elementary**

The John Brown staff will follow a discipline procedure for rule violations. The following information describes the procedures for the three levels of rule violations:

### **Level I Behaviors**

This includes behaviors that do not require administrator involvement; and do not significantly violate the rights of others; and do not appear chronic.

Examples of Level I Behaviors:

- Not following directions
- Talking and engaging in off task behaviors
- Play that is a violation of the behaviors outlined in the Guidelines For Success
- Minor safety violation
- Using inappropriate language (an isolated incident)
- Making noises that disrupt the learning environment or violates the Guidelines For Success
- Talking in hall

These behaviors require the teacher to reteach expected behavior to the student. This will include a pre-correction, practice, a re-do, and praise.

### **Level II Behaviors**

These types of behaviors significantly violate the rights of others; their right to learn, or to physical and emotional safety. Or, are chronic Level I Behaviors.

Examples of Level II Behaviors:

- Arguing with teacher/talking back
- Being disrespectful towards others
- Throwing inappropriate object
- Talking out on a regular basis
- Not following directions on a regular basis
- Continued use of inappropriate language
- Chronic Level I behaviors

Chronic Level 1 behaviors that the teacher addressed as outlined above in Level I, will result in a warning slip (sometimes called a green slip). Consequences may include; a red-do or practice, a reflection essay, a written or spoken apology, or a time-out.

### **Level III Behaviors**

These types of behaviors are those that violate school policies; violate state policies; are chronic Level II Behaviors; and/or require administrator involvement.

### Examples of Level III Behaviors:

- Bullying
- Profanity (real or implied)
- Fighting
- Defiance
- Vandalism
- Theft
- Purposely hitting others
- Throwing inappropriate objects at others
- Self-inflicting wounds
- Spitting or biting
- Making verbal or written racial, ethnic, religious, violent or sexual slurs
- Possessing a weapon or a look-alike weapon
- Sexually inappropriate behaviors
- Chronic Level II behaviors

The student will receive an ODR (Office Discipline Referral) form. The parent will be contacted and the child may receive Level I or Level II consequences, in-school or out-of-school suspension. The student may be sent to the principal due to the severity or the repeat of the violation.

The classroom teacher may have other procedures in place that will be used in his/her classroom in conjunction with the discipline procedures mentioned above. Other consequences may be used to fit the behavior violation.

Any severe offense may exempt the administration from adhering to the previously mentioned steps. Actions may include detention, suspension, Rathdrum Police involvement, and/or a recommendation to Lakeland Joint School Board of Education for expulsion. The principal may escalate this discipline process if it is determined that the student's behavior warrants it.

All incidents are recorded in the student's discipline file.

**Our preference is to acknowledge the positive behaviors of our students. With our PBIS environment, we have major celebrations for students who make positive choices and remain free of office discipline referrals (ODR) each month and a major celebratory activity in June for students who are ODR free for the year!**

# JBE is a PBIS School!

School-wide Positive Behavior Intervention Supports

# **SCHOOL GUIDELINES**

## **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 class work 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.

In case 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.

If possible, have dental and medical appointments before or after school, or on non-school days.

**If your child will be tardy or absent, please call the school office at 208-687-0551 by 9:30 a.m.**

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 1/2 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

## **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 performance, 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.

## **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.



## **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.

## **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 shorter than the tip of the thumb when relaxed down to the side of their leg.
- 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 or loose around the armpit if sleeveless.
- 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.

### **Toys of Violence**

**NO** toy weapons are permitted at school for any reason. This includes not bringing them for show and tell.

### **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 throughout the year.

### **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, preschool 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.



### **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:

Children **born after September 1, 1999 through September 1, 2005** must have a minimum of:

(5) Diphtheria, Tetanus, Pertussis (DTaP)2 (MMR)	(2) Measles, Mumps, and Rubella
(3) Polio	(3) Hepatitis B

Children **born after September 1, 2005** must have a minimum of:

(5) Diphtheria, Tetanus, Pertussis (DTaP)2 (MMR)	(2) Measles, Mumps, and Rubella
(4) Polio 3	(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).

4. Health records are kept by the school on each student.
5. 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.



### **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.”

### **Homework/Supplemental Learning**

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.

### **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.

### **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 without permission and directly supervised by the teacher granting this permission.
5. Due to food allergies, 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.



### **Nutrition**

Nutritious food and drink is encouraged for students to consume for breakfast, snack and lunch. Our wish is to have students maximize their learning potential while at school. Proper nutrition will support this goal. The consumption of energy drinks or food, soda/pop by a student will not be accepted while on school grounds. Teachers may make an exception to this rule for special classroom events. Products causing such effects will be confiscated or thrown away.

### **School Parties**

In the elementary schools, class parties are permissible during the last hour of the school day.

Parents may be requested to assist teachers with these parties. Children not enrolled in our school will not be able to attend the celebration 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.

## **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 throughout the school year. Items not claimed at the end of the school year will be donated to our Cougar Closet.

## **Cougar Closet**

Our school has a clothing collection and distribution process for our John Brown Children. At the end of each school year, we will collect the clothing items that are never claimed, clean them, and make them available for redistribution to our own students. Our school is sometimes given donations of clothing items for our children as well. These will be included in the Cougar's Closet tubs to be distributed when necessary. The tubs will be marked with labels according to their content and will be accessed by staff members only. They will be kept in a location that will be known to staff. If students are in need of coats, shirts, pants, shoes, or socks, they may receive an item from the Cougar's Closet. A note will be sent home stating that an item has been donated to the child from Cougar's Closet.

## **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, snow pants and boots should become a part of every student's wardrobe (remember to mark items with student identification).

We believe that if children feel well enough to attend school, they should go outside during recess. There are rare exceptions to this practice, 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 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. Email, phone and/or text notices will also be forwarded for those who have provided the school with this alternative contact information. Text "YES" to 67587 to receive text messages.

## **School Notices**

In our venture of going paperless as much as possible, students will bring home a minimal amount of notices on paper to the parents with information about early dismissal, parent/teacher conferences, meetings and other calendar activities. Information will also be released through email and text. This is our way of communication with our parents 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 and respond when requested.

## **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 classroom and office phones for matters relating to school. Phones are not available for social or personal purposes. Because of the potential for disruption and/or distraction, any means of electronic communication are not to be used during school hours. Cell phones may be used before or after school day hours only. Phone use or viewing is for the owner of the phone only. The photo options on cell phones are not to be used at school without teacher permission.

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 phone loss, theft, or damage.

Students found 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, harassment of others, bullying, viewing inappropriate material, 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.

### **Visiting Children**

Students are not allowed to have non-JBE enrolled children visit them during the school day.

### **Animals**

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

### **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. (Driver's License) is required for processing before being admitted into areas of the school where children are present. If you are going to visit regularly, we will make you a permanent i.d. badge, and store it in our office for your convenience.

### **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 plan to attend a Volunteer Orientation in September (a minimum of 2 sessions are planned for September), then 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 your helpful presence, 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. 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.

## **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 here-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 suspected 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 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.

In the event that a knife is found to have been accidentally brought to school and the building administration is able to clearly determine the absence of any intent by the student to harm himself/herself or others, the student may be referred for a Re-Entry Hearing (formally called a Show Cause Hearing) before District Administration. The outcome of this hearing, which will include a signed behavior contract, shall be presented to the Board of Trustees at the next regularly scheduled Board meeting. At that time the Board may hold an expulsion in abeyance and approve the recommended disciplinary action presented by District Office Administration.

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**

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying. The Board of Trustees is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyber bullying, or bullying by students or third parties is strictly prohibited and shall not be tolerated in the District. This includes actions on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists and actions at locations outside of those listed above that can 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.

The Board expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, and for the educational purpose underlying all school activities.

#### **Discipline**

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with the Board's policy on student discipline. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Students or third parties may also be referred to law enforcement officials.

#### **Notification**

Information on the District's bullying policy and relevant procedures shall be provided in writing at the beginning of each school year to school personnel, parents, and students in the District and included in student handbooks.

Information provided to students shall be provided in a manner appropriate to the student's age, grade, and level of academic achievement.

#### **Procedures**

The Superintendent is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, rules for disciplining students who violate this policy,

and provisions to ensure notice of this policy is provided to students, teachers, and third parties.

#### Reporting

The District shall annually report bullying incidents to, and in the manner and on the form provided by, the State Department of Education.

The Board shall review this policy annually.

#### Definitions

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-district and intra-district athletic competitions or other school events.
2. "District" includes District facilities, District property, buses, electronic technology or electronic communication equipment on District computers, networks, or forums and non- District property if the student or employee is at any District-sponsored, District-approved or District-related activity or function, such as field trips or athletic events where students are under the control of the District or where the employee is engaged in District business.
3. "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, such as 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.
4. "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 an actual or perceived characteristic, including but not limited to age, race, religion, color, national origin, disability, gender, gender identity and expression, sexual orientation, physical characteristic, cultural background, socioeconomic status, geographic location, familial status, or weight.

5. "Harassment, intimidation, or bullying" means any act that substantially interferes with or disrupts the educational environment or impinges on the rights of other students at school, a student's opportunities or performance, that takes place on or immediately adjacent to school

grounds, school property, 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; or
- C. Is sufficiently severe, persistent, or pervasive so that it creates an intimidating, threatening, abusive, or hostile educational environment.

5. "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 e-mail messages, 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 or through any private electronic device done when the student is present at school. In the situation that cyber bullying originated from a non-school computer, but has been 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 educational environment of the school or impinge on the rights of other students at school and/or in violation of District policy or state law. The Administration shall, at their discretion, contact local law enforcement.

6. "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, gender identity and expression, or sexual orientation.

### **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.

### **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.

### **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**

Any severe inappropriate behavior such as:

- 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.

## **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.

### **Teacher's Authority**

Pupils are required to comply with the regulations of the school, pursue the prescribed course of study, and submit to the teacher's authority. Willful disobedience, open defiance of the teacher's 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.

### **Substitute / Guest Teacher Authority**

Substitute or guest teachers are employees of the district and should be treated with respect as a classroom teacher. Students should submit to our guests' authority and direction.

### **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 school or 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.

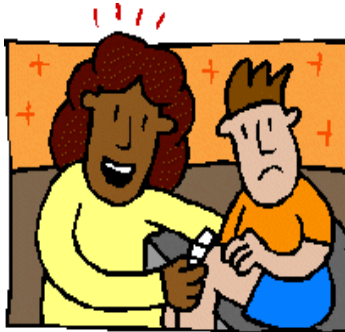
### **Insurance and Student Injuries**

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.





## ***John Brown Elementary***

### **School-wide Title I School**

John Brown Elementary receives Federal Title I School-wide funding, which is used to provide assistance and/or interventions to all students who can benefit from additional support.

John Brown Elementary determines the needs of all students in the fall, and throughout the school year, using state assessments, teacher input, and district curriculum benchmark assessments. Our school provides a differentiated, multi-tiered approach to instruction to meet the needs of all students at all levels of learning. Some students may receive instruction in the Title 1 classrooms. Other students may receive support in the regular classroom. And, other students may benefit from the opportunity of working one-on-one with Title I staff members

## Parent Involvement



John Brown Elementary invites and encourages regular participation of parents in all aspects of our school wide Title I program. The education of children is viewed as a cooperative effort between families, the school and the community. With this belief in mind, parents are provided opportunities to discuss their child's progress with the classroom and/or intervention teachers and receive guidance as to how they can assist at home in the education of their child. In addition, our school seeks to inform and gain input from parents with regard to the implementation of our School Wide Title I program. For further information, see our John Brown Elementary Family and Community Engagement Plan and Calendar on our school website.

## Right to Receive Teacher Information

As a parent of a student attending John Brown Elementary, a Title I funded school, you may request information regarding the professional qualifications of your child's classroom teacher.

You have the right to know the following:

- 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 paraprofessionals 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 paraprofessional, please contact our school principal.



## Home/School Compact

Pursuant to federal law / guidelines, John Brown Elementary has developed jointly with parents the following "Parent-Student-Teacher/School Compact".

### Parent

- Go over my child's assignments with him/her.
- Provide my child with the time to study in a quiet place.
- Send my child to school regularly and ready to learn.
- Spend an average of twenty minutes each day reading with my child.
- Attend scheduled conferences and maintain communication with my child's teacher(s).
- Take advantage of opportunities to volunteer and engage in my child's classroom and school activities.
- Encourage my child to participate in positive extracurricular activities.

### Student

- Spend class time paying attention and doing my work to the best of my ability.
- Seek help from my teacher when needed.
- Be safe, responsible, respectful and kind.
- Take completed work and notes home for my parents.
- Read for twenty minutes each day.

### Teacher/School

- Provide students with effective instruction in a supportive learning environment to enable him/her to meet challenging academic standards.
- Maintain consistent and ongoing communication with parents regarding their child's progress.
- Be available for conferences and questions parents may have.
- Be available to assist families in helping their child at home.
- Provide families opportunities to participate in their child's classroom and school activities.
- Be aware of students' individual needs.

# 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. 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 Consolidated Plan. This includes 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