

Twin Lakes Elementary
Parent/Student
Handbook



2021/2022

Welcome to the 2021-2022 school year! I am proud to be the Principal of Twin Lakes Elementary and a team member of the Lakeland Jt. School District. This will be my 22nd year in education. As your principal, I will work hard to provide a school environment which allows every student to grow academically and socially to their fullest potential.

The staff at TLE is dedicated to providing a quality education. We focus on where our students are academically, social-emotionally, and behaviorally. From there we commit to ensuring every child grows every day in every way.

I am passionate about meeting students' needs and helping them grow in all aspects of their lives. I am committed to continuing to provide a safe, nurturing, and welcoming environment for your children. I believe in partnering with you in your child's education. Your involvement in your child's schooling is very important to their success.

We look forward to partnering with you through this year. By working together, we can make a significant impact on our TLE children and community.



Mrs. Melton, Principal



District Administration Office

15506 N. Washington Street
Rathdrum, Idaho 83858
Phone: 208 – 687 – 0431
FAX: 208 – 687 – 1884
www.sd272.org

Dr. Becky Meyer, Superintendent
Brian Wallace, Chief Finance & Operations Officer
Kristie Williams, Clerk/Exec. Assistant to the Supt.
Rebekah Davis, Administrative Assistant
Annette Beaton, Accounts/Payable Specialist

Lisa Sexton, Assistant Superintendent
Brook Cunningham, Director of Human Resources
Cindy Happeny, Treasurer
Kristi Graves, Payroll Specialist
Kelsie Badger, Special Services Director

District Schools

Athol Elementary , Kathy Thomas, Principal	683-2231	Lakeland Middle School , Keri Murphy, Principal	687-0661
Betty Kiefer Elementary , Lynn Paslay, Principal	687-5206	Timberlake Middle School , Chris McDougall, Principal	623-2582
Garwood Elementary , Jake Massey, Principal	687-1265	Lakeland Senior High , Trent Derrick, Principal	687-0181
John Brown Elementary , Anna Schnepf, Principal	687-0551	Timberlake Senior High , Ryne Eberlin, Principal	623-6303
Spirit Lake Elementary , Shynne Price, Principal	623-2501	Mt. View Alt. High School , Paul Uzzi, Principal	687-0025
Twin Lakes Elementary , Tiffany Melton, Principal	687-5870		

Support Services

Bus Transportation , Susie Moore, Director	687-0221
Nutrition Services , Kevin Doyle, Director	687-5451
Facilities & Maintenance , Mike Ferriola, Director	687-2248

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 Thursday of each month, beginning at 6 p.m. Opportunity is provided at each meeting for citizens to address the Board. Board policies can be found [here](#).

Trustees

- Randi Bain - Zone 1
Randi.bain@lakeland272.org
- Ramona Grissom - Zone 2
Ramona.grissom@lakeland272.org
- Michelle Thompson - Zone 3 - Chair
Michelle.thompson@lakeland272.org
- Rob Irons - Zone 4 - Vice-Chair
Rob.irons@lakeland272.org
- Debbie Major - Zone 5
Debbie.major@lakeland272.org

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!

Twin Lakes Elementary Mission Statement

The mission of Twin Lakes Elementary is to provide an excellent education in a safe, respectful, responsible environment that empowers our students to achieve success.

WE BELIEVE:

- Every child is our child and needs to be accepted as an individual.
- All students can become life-long learners by developing individual strengths.
- All students are capable of becoming problem solvers and responsible members in the community.
- All staff and students will demonstrate respect, responsibility and safety.
- All staff will teach and model good character that builds self-worth and helps each child meet his/her potential.
- Our school provides a safe place to learn and cultivates positive relationships with others.
- Our school environment includes tolerance, caring and support for the whole child.
- Parent involvement and support is critical to the education, development and success of each child

Twin Lakes Elementary Staff

Tiffany Melton, Principal

Lesley Dunbar-Runyan, Principal Assistant

Lindsey McCuaig, Preschool

Jeri McDevitt, 2nd Grade

Doug Baker, 3rd Grade

Michele McCormick, 4th Grade

Honey-Jean Tinsley, School Psych

Joann Coffey, Music & Physical Education

Melanie Spicer, RBIS & Art

Tracy Dickinson, Instructional Para

Emily Ward, SWD Support Coordinator

Joyce Wilhite, Instructional Para

Pamela Davaz, Admin Assistant

Justine Litzko, Counselor

Erica Bowden, Kindergarten

Lani Ghirarduzzi, 1st Grade

Debbie Derrick, 3rd Grade

Rob Edelblute, 5th Grade

Geri Quillin, Librarian

Heather Jezek, SWD

Maria Mulligan, Instructional Para

Bailey Andrews, Instructional Para

Karen Brooks, Instructional Para

Becca Coleman, BASE

Ashley Barr, Noon Duty

Marianne Thornton, Office Assistant

Jennifer Clauson, Kindergarten

Kayleigh Frederick, 1st Grade

Heather Ogden, 2nd Grade

Lisa Mashburn, 4th Grade

Deanna Watkins, 5th Grade

April Mueller, Computer Tech

Jennifer Rude, Reading

Linda Masterson, Instructional Para

Ashley Stainbrook, Instructional Para

Terri Sjoblom, Instructional Para

Bridget Leonard, Head Custodian



Twin Lakes Schedule
(THIS SCHEDULE IS SUBJECT TO CHANGE)

Please do not drop off your child before 8:40 a.m. as there is no student supervision available before this time.

Breakfast begins at 8:40 am

Monday - Friday Warning Bell 8:52 a.m. Class Begins: 8:55 a.m.

Dismissal: 3:00 pm

Lunch & Recess

5th Grade	11:30-12:10
Kindergarten	11:45-12:25
3rd Grade	12:00-12:40
1st Grade	12:15-12:55
2nd Grade	12:30-1:10
4thGrade	12:45-1:25

Morning Recess

Monday-Friday
10:45-11:00 K - 4th

Afternoon Recess

Monday - Friday
2:00-2:15 K-3rd & 5th



Twin Lakes Elementary Progressive Discipline Policy

MINOR INFRACTIONS

(Inappropriate language, physical contact, defiance, disrespect, noncompliance, property misuse, dress code violation, technology violation or other minor violation of school wide expectations)

1. School employee gives minor behavior notification to student and classroom teacher.
2. Classroom teacher issues consequences.
3. Parents/Guardians are notified by the teacher.

MAJOR INFRACTIONS

(Abusive language/profanity, fight or physical aggression, severe noncompliance/disrespect, disruption, property damage, theft, lying/cheating, harassment/bullying or other major violation of school wide expectations such as legal violations including bringing harmful objects to school or threatening others)

The following behavior will result in the students(s) being sent directly to the Principal or Principal Assistant.

Major infractions or students going through final homeroom discipline plan will progress through the following steps but not limited to:

- Principal or Principal Assistant talks with student(s) using restorative practices
 - Parents will be notified
 - Principal or Principal Assistant records incident in students electronic file and actions taken
- *Actions may include but are not limited to warning, loss of recess, reflection writing, apology letter, lunch detention, restorative work in the building, community service, in or out of school suspension, parent conference and behavior contract developed.

ILLEGAL BEHAVIORS

Parents will be notified, and District Policy will be followed with regards to in or out of school suspension. Student and parents will visit with Principal and possibly Assistant Superintendent to set conditional re-entry into school.

STARTING SCHOOL

Entrance Age - [Policy 3000](#)

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.

Immunization Information - [Policy 3525](#)

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 are not the same for all ages. Please refer to health services and immunization section below 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 - [Policy 3000](#)

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 - [Policy 3020P](#)

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

Service animals will follow district [Policy 2375 - Service Animals in Schools](#). Any other animal will not be allowed at school without permission from the building principal.

Attendance Guidelines - [Policy 3050](#)

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 information 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.

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

Attendance Recording Procedures - [Policy 3020](#)

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 children shall be referred to the building Attendance Review Committee. This committee shall be composed 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 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.

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.

B.A.S.E

BASE stands for: Before & After School Enrichment. BASE offers on-site childcare at all schools before and after school, Monday - Friday.

BASE is a sustainable program which is funded, supported, and maintained by family fees. BASE accepts eligible ICCP recipients; we are an Idaho State licensed childcare provider. BASE is designed to provide quality and affordable care in a safe and familiar school setting. We open and accept children at 6:30am until the school day begins. After school, we are open until 6:00pm. Hours are strictly enforced.

BASE provides opportunities for each student to have fun experiences conducive to his or her academic, social, and physical development in a format that is more casual than the regular school day. In order to attend BASE, children must independently take care of his or her toileting, grooming, and eating. Every child must be able to function in a group setting without additional adult supervision.

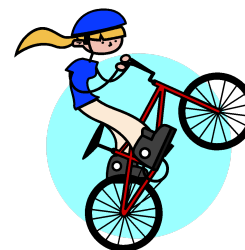
All staff members receive an enhanced criminal background check and are CPR/First Aid certified. BASE professionals come to us from varied backgrounds. They have experience as teachers in childcare centers, classroom aides, coaches, leaders of youth groups and more. BASE staff has ongoing professional development through training that covers specialized topics such as child development, organizational skills, safety issues, activity planning, first aid, legal issues, and other topics that enhance their already stellar childcare skills. We hire those who have a passion for seeing children succeed and grow. Your child matters to each of our staff members.

BASE is open on all regular school days. BASE PLUS is an option on many teacher in-service & conference days, as well as on most school vacation days, for an additional charge. Be sure to watch for information regarding BASE Plus at your child's site. We also have a BASE Facebook page you can follow for pictures and more information regarding the BASE program.

- Twin Lakes Elementary: Becca Coleman - 208.712.8412 x4618

Bicycles/Scooters/Skateboards/Wheeled Shoes

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. Students are not allowed to wear "wheeled shoes" (such as Heelys) on school grounds. Wheels must be taken out of the shoes in order to wear on school property.**



Building Regulations

1. Non-bus students and students not eating breakfast provided by the school should arrive at school no earlier than **8:40 a.m.** Students eating school breakfast should arrive no earlier than **8:40 a.m.** Supervision is not provided before this time.
2. Students are expected to remain outdoors until the first bell ring.
3. During extreme inclement weather, students will be brought inside.
4. Students must walk in the halls, talk in a soft voice, and behave in the halls, classrooms, and bathrooms.
5. Students are to remain on the school grounds unless they are checked out by an approved adult.
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 a supervised, school-sponsored activity, or with the permission of the principal.

Conferences

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

Student-Led Conferences will be held in March of each school year. It is our goal to present student progress to all parents/guardians during this conference period. Parent/guardian involvement is critical to the success of our students.

Dress and Grooming - [Policy 3255](#)

The School District reserves the right to insist that the dress and grooming of students 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 clothing is **prohibited** as they are not conducive to a positive learning environment:

Prohibited Clothing:

- Shirts, tops, or any other type of clothing designed to act as a shirt or top must fall at least to the waistline and be free of holes, rips, or tears.
- Tank tops must have wide straps, fall at least to the waistline, and be free of holes, rips, or tears.
- Tube tops are not allowed.
- Pants, jeans, or any other type of leg coverings with any holes or tears must be below mid-thigh.
- Pants, jeans, or any other type of leg coverings must be worn at the waistline, undergarments must not be exposed.
- Shorts must extend to the mid-thigh without any holes or other openings. Skirts must be worn at knee length or longer, without any holes or other openings.
- Skirts that are part of a district required uniform are not subject to the length requirement; however, the skirt is only permissible to be worn at approved school functions, events, or activities.
- All undergarments must be covered at all times and not visible to any person during any class or activity.
- If wearing flip flops, please bring shoes appropriate for use in P.E.



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.

Field Trips - [Policy 2550](#)

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. Students who have exhibited unsafe behavior at school may be required to be chaperoned by a parent in order to attend the field trip.

Gifts

Bringing birthday gifts (balloons, flowers etc.) to school is highly discouraged. These gifts are a distraction to instruction, and will not be delivered to classrooms or allowed on school buses.

Head Lice - [Policy 3520](#)

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 - [Policy 3525](#)

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: **Pre-School, Kindergarten, and First grade students, 5 doses DTP, 4 doses Polio, 2 doses MMR and 3 doses Hepatitis B. Second through Twelfth grade requirements are: 5 doses DTP, 4 doses oral Polio, 2 dose MMR; Three doses of Hepatitis B are required for all children born after November 22, 1991.** 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.



Homework - [Policy 2630](#)

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 - [Policy 3270P](#)

In order to use the Internet, students must sign and abide by the district's 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 each quarter will be donated.

Lunches/Snacks - [Policy 8200](#)

- Milk and lunch may be purchased at school.
- Students are not allowed to leave the school grounds to buy lunch.
- While eating breakfast or lunch, students are expected to use courteous table manners.



- Students may bring nutritional snacks to eat in the classroom under the teacher's direction. We encourage nutritious food and drink for students to consume for breakfast, snack and lunch. Our wish is for our students to 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.
- No eating is allowed on the bus or school grounds. Gum is allowed at teacher's discretion.
- 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.
- Because peanut oil is used periodically by our food service personnel, we recommend that students with peanut allergies bring lunch from home.
- 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 (cameras, expensive jewelry, trading cards, and large sums of money). The school will not be responsible for items that are lost or damaged.

Recess Periods - [Policy 3504](#)

School policy allows all children an opportunity to participate in recess except on days of extreme, inclement weather. Modifications may be implemented. 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.

School Closure - [Policy 2210](#)

School closures will be announced through a district-wide communication on phones or email. They are also found on the district website, Facebook, and Instagram. Announcements are also made over the local TV stations KREM, KXLY and KHQ. Be aware that Lakeland School District may issue a 2-hour delay due to extreme road or weather conditions.

School Notices

Parents may receive information through school communication apps regarding notices about early dismissal, parent/teacher conferences, and other activities. Communication information may also be communicated through online means including the district website, email and phone. Staff and administration rely on these forms of communication to keep parents fully informed and included in our many activities. Please review all notices.

School Parties

In the elementary schools, class or room parties are permissible during the last hour of the school day. Three parties may be scheduled throughout the year to minimize loss of instructional time.

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.

Technology

Chromebooks will not be checked out to students to take home, unless granted permission by the building principal. The Lakeland Joint School District Student Technology Damage Replacement Program has been established to give parents the ability to purchase coverage for the 1:1 Technology Implementation Initiative for the current school year. This is a voluntary program. Families are encouraged but not required to participate. Please visit your child's school for more information.

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 - [Policy 3265](#)

Students are welcome to use the classroom or 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, electronic devices including cell phones are not to be used on school campuses and should be turned off and stored in backpacks during the school day. The photo options on cell phones are not to be used at school. The school is not responsible for lost or stolen cell phones.

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.

Visitors - [Policy 4140](#)

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) will be required for processing before being admitted into areas of the school where children are present. Students are not allowed to have other children visit them during the school day.

Volunteers - [Policy 4600](#)

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 - [Policy 3280](#)

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 - [Policy 3300](#)

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. A report to the Superintendent 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: [Policy 3330](#)

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

Any student who brings a weapon as defined by federal law 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 - [Policy 3300](#)

No tobacco, drugs or alcohol are permitted on school property. This is in compliance with a State Board of Education regulation. Clothing with drug (alcohol and tobacco) advertisements is 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:

- Follow school/classroom rules and directions.
- Be punctual and regular in attendance.
- Complete assignments and use time effectively.
- Respect the rights and property of others.
- Be courteous and polite.
- Practice self-control.
- 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.

Hazing, Harassment, Intimidation, Bullying and Cyberbullying - [Policy 3295](#)

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.

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

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.

6. **“Cyberbullying”** 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.

7. **“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 Sex Offenders - [Policy 4420](#)

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 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.

Restraint - [Policy 3345](#)

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.

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 - [Policy 3370](#)

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 - [Policy 3330](#)

Any severe inappropriate behavior such as the following will be subject to progressive disciplinary action:

- 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 wood chips) 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 - [Policy 3340](#)

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 to 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

Students 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.

Guest Teachers' Authority

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

Threats of Violence on School Property - [Policy 3330](#)

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

[Policy 8140](#)

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 contact information at registration and update as needed so we know whom to contact in case of an emergency.**

Emergency Procedures - [Policy 8300](#)

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 - [Policy 3540](#)

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.





2021-2022 District Calendar

This Calendar is Subject to Change

September 6	Labor Day - No School
September 7	First Day of School
September 30	Curriculum Day - No School for Students
October 1	Curriculum Day - No School for Students
November 5	End of Quarter - Teacher Workday - No School for Students
November 10, 11	K-6 th Evening Parent/Teacher Conferences – School In Session
November 22-26	Thanksgiving Break - No School
November 29	School Resumes
Dec 20-January 2	Christmas Break - No School
January 3	School Resumes
January 17	Martin Luther King Jr. Day - No School
January 28	End of Quarter - Teacher Workday - No School for Students
February 21	Presidents' Day - No School
March 10	Student Lead Conferences for Elementary – No School for Students
March 25	End of Quarter - Teacher Workday - No School for Students
Mar 28 – Apr 3	Spring Break - No School
April 4	School Resumes
May 20	Non Contract Day - No students
May 30	Memorial Day - No School
June 10	Last Day of School

Required Annual Notices:

The following policies, procedures, and forms shall be distributed to students and their parent(s)/or guardian(s) on an annual basis. This requirement may be met by distribution in the District’s student handbook. In some cases, additional notices may be necessary to reach staff, applicants, or others.

2140, 2140F	Student and Family Privacy Rights
2425	Parental Rights
3280	Equal Education, Nondiscrimination, and Sex Equity
3295P	Hazing, Harassment, Intimidation, Bullying, and CyberBullying
3320	Substance and Alcohol Abuse
3330	Student Discipline
3335	Academic Honesty
3500	Student Health/Physical Screenings/Examinations
3570F1	Student Records
3275	Student Data Privacy and Security
4160	Parent Right-to-Know Notices - *policy will be added when approved by LJSD Board of Trustees
5120	Equal Employment Opportunity and Non-Discrimination

5265	Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying - *policy will be added when approved by LJSD Board of Trustees
8200	Local School Wellness
8245	Unpaid School Meal Charges