

**POTLATCH SCHOOL DISTRICT #285**  
**POTLATCH ELEMENTARY SCHOOL**



**Small Town, Big Hearts, Bright Futures**

**Little Logger Leaders**  
**Parent/Student Handbook**  
**2022-2023**

Approved by Board of Trustees

POTLATCH SCHOOL DISTRICT #285

POTLATCH ELEMENTARY SCHOOL



### **What We Believe**

The Potlatch School District Community believes that every child deserves a safe, nurturing environment that prepares life-long learners to contribute to our global society.

### **Our Vision**

We envision a community where the best available tools are used to educate our children in the most efficient and effective way.

### **Our Mission**

Our goal is to help children become responsible, academically competitive, technologically literate, motivated and engaged in the learning process.

### **District Motto**

Small Town, Big Hearts, Bright Futures



POTLATCH ELEMENTARY SCHOOL

## **PRINCIPAL'S MESSAGE**

Dear Parents/ Guardians and Students:

Welcome to Potlatch Elementary School!

The faculty and staff join me in saying we're happy to have you as part of the Potlatch Elementary team. We are eager to partner with you and your student(s) to make this school year a successful and satisfying educational experience.

The pages of the handbook are filled with important information regarding school policy and procedures. We highly encourage parents/guardians to review the contents together with their students. We feel that the handbook will serve as a helpful reference for parents/guardians as they seek to provide academic support at home. If you have questions that remain unanswered after reading the handbook, please call the school office.

Open and clear communication between school and home is important to the success of your student's educational program. Potlatch Elementary parents are our partners in the important job of educating the children of this community.

We welcome your participation and support during the school year. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Sincerely,

Mrs. Jill Diamond

# Potlatch School District No. 285 ACADEMIC CALENDAR FOR 2022-2023

Drafted 3/4/2022

Board Approved 04/13/2022

**July**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Fourth of July Holiday  
No Work Day- All Staff

**August**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9 Administrators/Secretaries Report  
25 Certified Staff Reports  
25-29 Teacher Inservice and work days  
30 First Day of School  
Semester 1 Begins

**September**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Labor Day  
No School - Students/All Staff  
15 Staff Professional Development  
No School - Students  
16 No School - Students/All Staff

**October**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

27 End of 1st Quarter (40 days)  
28 1/2 Work Day/1/2 PD Day  
No School - Students/Para  
31 2nd Quarter Begins

**November**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

31-3 Parent/Teacher Conferences  
\*Check with buildings for schedule  
4 No School - Students/All staff  
23-25 Thanksgiving Break  
No School - Students/Paras/Cert/Admin

**December**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9 Teacher Professional Development  
20 Early Release 1:30 dismissal  
21-30 Christmas Break  
No School - Students/Paras/CertStaff

**January**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 Christmas Break  
No School - Students/All Staff  
3 School Resumes  
13 End of 2nd Quarter (42 days)  
16 Martin Luther King Jr Day  
No School - Students/All Staff  
17 1/2 Work Day/1/2 PD Day  
No School - Students/Para  
18 2nd Semester/3rd Quarter Begins

**February**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

17 Teacher Professional Development  
20 Presidents' Day  
No School - Students/All Staff

**March**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

23 End of 3rd Quarter (45 days)  
24 1/2 Work Day/1/2 PD Day  
No School - Students/Paras  
27-31 Spring Break  
No School - Students/Paras/CertStaff

**April**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 School Resumes 4th Quarter Begins  
21 Teacher Professional Development  
No School - Students

**May**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12 Teacher Professional Development  
29 Memorial Day  
No Work Day- All Staff

**June**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 End of 4th Quarter (41 days)  
End of 2nd Semester - 1:30 release  
Last Day of School  
3 Graduation  
6 Teacher Check Out  
14 Administrator Check Out

# Potlatch Elementary

## Home and School Compact

**Student: It is important that I do my best. I know my parents and teachers want to help me, but I am the one who has to do the work. So, I will:**

- Believe that I can and will learn.
- Be responsible for my behavior.
- Give work and school papers to my parent/caregiver.
- Pay attention and ask for help when needed.
- Complete class work on time and to the best of my ability.

**Parent/Caregiver: I want my child to succeed. I will encourage him/her by doing the following:**

- Encourage positive attitudes about school.
- Support the school discipline policy and school policies
- Make sure my child attends school regularly.
- Encourage my child to get enough sleep and to eat nutritious meals.
- Establish with my child a place and time to study and a daily reading time.

**Classroom Teacher: I understand the importance of the school experience to every student and my position as a teacher and a role model. I agree to:**

- Be aware of your child's needs.
- Communicate with you about your child's progress frequently.
- Teach basic concepts and skills to your child to meet state student achievement standards.
- Motivate and encourage your child to practice academics at home.
- Hold parent/teacher conferences annually.
- Deliver high quality curriculum and instruction.
- Provide materials for home to enhance literacy and other academic subjects.

**School Principal/Building Administrator: I support and encourage student/parent/teacher compacts and partnerships. I will:**

- Provide an environment that permits positive communication between the student, parent and teacher.
- Encourage teachers and parents to provide regular opportunities for practicing academics at school and at home.
- Provide equal and fair opportunities to access staff and the opportunity to volunteer.

## School-wide Assessments

As per Idaho Code, all Idaho students in grades kindergarten through third grade take a reading assessment three times per year. This test gives the teachers an indicator as to which students may need extra support in the area of reading. Idaho's districts are using a software program called iStation to give these reading assessments. With the adoption of the Idaho Standards for ELA/Literacy, students in grades 3-5 will be taking an assessment called the ISAT (Idaho Standards Achievement Test) as delivered by the Smarter Balanced Assessment Consortium (SBAC). Fifth graders across the state also take the ISAT in Science.

### Schedule:

<b>Assessment Name</b>	<b>Idaho Reading Indicator (IRI)</b>	<b>Idaho Standard Assessment Test (ISAT)</b>
<b>Grade level</b>	K-3	3-6
<b>Testing window</b>	<i>Fall:</i> August-September <i>Winter:</i> December <i>Spring:</i> April-May	<i>Spring:</i> April-May Math ELA/Literacy Science: Grade 5 Only

# **Potlatch School District #285 and Potlatch Elementary School Policies/Information**

## **ATTENDANCE**

It is the desire of our staff to have every child in the classroom every school day. We are asking that you, the parents/guardians monitor the attendance of our students, trying to have them here for the entire day to maximize their opportunities to learn.

If a child is going to be absent from school, a parent/guardian will need to call the school office before 9:00 AM to let the school know that the child will not be attending. If we don't hear from you by 9:00 AM, you will receive a "safety call" in an effort to pinpoint the whereabouts of your child.

Our school district has a 90% attendance policy. Students who miss more than 9 days per semester may not be eligible for promotion, based on attendance alone.

When it is determined that a student is habitually absent or truant, the following procedure will be followed.

- A letter is sent to the student's parent/guardian indicating the number of days of absence during the current semester.
- If the student does not return to school and attend regularly a second letter will be sent to the parent/guardian indicating the total days of absences. The letter will also state that a copy of the attendance record, with a copy of this letter, will be forwarded to the Prosecuting Attorney's Office if the absences continue.
- If the student does not return to school and attend regularly a third letter will be sent to the parent indicating the total days of absences. The letter will also state that a copy of the attendance record is being forwarded to the Prosecuting Attorney's Office.

## **MEDICATION (District Policy #3416)**

Potlatch Elementary School's Staff is discouraged from providing or administering any medication, including aspirin, to any student. No non-prescription medication will be administered without parent/guardian approval.

Students needing occasional medications, such as penicillin, etc., for colds, earaches, and sore throats, are to take these medications at home if possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school and again at bedtime. However, if medication **MUST** be given at school, it must be personally delivered to the school office by the parent/guardian and accompanied by written authorization from a

physician that includes the name of the medication and instructions for its administration (time and dosage).

## **SCHOOL VISITORS**

### **At Potlatch School District No. 285, WE BELIEVE:**

- That the safety of our children is a foremost responsibility of the school district and its employees.
- That to ensure the safety of our children the district shall require that all visitors to our campus must be there for a specific reason, which shall be approved by the school administration.
- That a system of visitor identification and registration shall be implemented in each school building.
- That every employee shares in the responsibility to ensure that all visitors have been identified and registered.

### **Identification and Registration System (District Policy #4301)**

Each building shall record visitors (during normal school hours) in a log kept at the principal's office. Such log shall include the name of the visitor and a brief description of the business the visitor has on campus. Each visitor shall wear a visible "visitors" badge. The visitor shall return the badge to the office prior to leaving the campus.

All employees shall direct visitors to the office if a visible badge is not in plain sight. Visitors who are uncooperative with this policy shall be considered loiterers under the terms of Idaho Code 33-512.

The Board of Trustees hereby authorizes the Superintendent, the principal and the principal's designee to report those who are in violation of Idaho Code 33-512 to law enforcement and to file a complaint with law enforcement and the Prosecuting Attorney's office on behalf of the Board of Trustees.

## **VOLUNTEERS (District Policy #5430)**

At Potlatch Elementary we recognize the valuable contribution made to the total school program by members of the community who act as volunteers.

School employees who work with volunteers shall clearly explain duties for supervising children in school, on the playground and on field trips. An appropriate degree of training and/or supervision of each volunteer shall be administered commensurate with the responsibility undertaken.

All volunteers must sign a privacy/confidentiality agreement (5430F) before performing any actions involving student grades and/or medical checks.



## **DRESS CODE**

No hats allowed in the building

Shorts will be allowed during the entire year.

1. Shorts must be:
  - a. When standing, the shorts must be longer than middle finger tip length
  - b. No running shorts
  - c. No tights or skins (spandex)
  - d. Shorts must be hemmed or rolled
  - e. The administration reserves the right to prohibit any clothing that would disrupt the learning environment of the school or classroom
  - f. No pants will be worn below the hips
  - g. Waist bands may not be rolled down

Shirts:

1. No shirts with sexual innuendos
2. No high waist shirts (boys or girls)
3. All shirts must touch the top of waistband when standing
4. No halter-tops
5. No tube tops
6. No spaghetti tops unless worn over another shirt
7. No shirts with alcohol/drug logos
8. No low-cut shirts or tops which shows cleavage
9. Tank tops will be allowed if the strap is no less than two finger widths

Skirts/Dress Length:

Skirts or dresses must be longer than four inches above the knee

Foot Wear:

To keep our children free from injury and active in their play we ask that you send your child in “sensible” footwear. Recess activity is important to student growth and maturation and can be hindered with certain types of footwear such as flip flops and high heels. We see an increase in student injury with the wearing of flip flops/high heels and we also observe a decrease in active play time during recess. As our grounds are used by the public at large, closed or attached foot wear is preferred as there may be items we are unaware of in the grass that could present injury to a student’s foot in open style/loose fitting footwear. If a student comes to school in flip flops/high heels, and the flip flops/high heels reasonably hinder the educational process (become classroom distractions), present hygiene issues, or hinders their active and needed development, the student may be asked by a staff member to wear their gym shoes for the day.

**Violation:** If for any reason a staff member finds a piece of clothing either unacceptable or offensive, the student will be asked to change the article of clothing immediately or be sent home. Each violation thereafter may result in a one day suspension.

## **PERSONAL COMMUNICATION DEVICES**

Students are not to use personal communication devices on school property during the school day unless as provided for by Potlatch School District Policy #3260, Bring Your Own Technology Program (BYOT). BYOT Policy #3260 allows for personal devices to be used in the classrooms at the teacher's discretion for academic purposes. BYOT Policy#3260 requires forms 3260F and 3270F to be completed and on file with the teacher prior to device use. When device is not in use per Policy #3260, the device will remain in the off position.

In no case will any personal communication device be allowed that provides for wireless unfiltered connection to the internet.

Cell phones that are seen or heard during the school day outside of Policy #3260 may be confiscated and returned to the parent or legal guardian. A repeat offense may result in a referral to the Superintendent. Repeat violations may result in detention and or suspension.

## **RECESS**

School policy requires that all children go out for recess except on days of extreme inclement weather. It is important that parents/guardians keep the changing seasons in mind when it comes to clothing. As the colder weather approaches, hats, heavy coats, mittens/gloves, umbrellas, 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 reasons concerning health, **FOR MORE THAN TWO DAYS**, please contact the school at 875-1331. At that time you will be asked to produce a letter from your doctor, stating that your child is required to be in during recess for more than two days.

## **STUDENT SCHEDULE CHANGE**

If for any reason your child's daily schedule is changed, we need to be informed of the change **prior to 2:00 p.m.** so that a message can be given to your child to let him/her know of the change in a normal routine. A note or a phone call will take care of this important information.

## **EMERGENCY CLOSURE**

In the event it becomes necessary to close school due to extreme weather conditions, electrical failure, etc., students and parents are advised to listen to the radio and television stations listed below. Information will also be posted on the website at [www.PSD285.org](http://www.PSD285.org) as well as on the websites of the television stations listed below. We have also recently added the Lewiston Tribune web site to our list of contacts.

The decision to close will generally be made by 7:00 a.m. It should be assumed that school will operate as usual.

KREM TV (Channel 2)	KRPL 1400 AM	KZFN 106.1 FM	KHTR 104.3 FM
KXLY TV (Channel 4)	KCLX 1450 AM	KMOK 106.9 FM	KZZL 99.5 FM
KHQ TV (Channel 6)	KRLC 1350 AM	KRAO 102.5 FM	KVTY 105.1 FM
	KMAX 840 AM		
	KQQQ 1150 AM		

School Closure information can also be found on our website: [www.psd285.org](http://www.psd285.org)

School Point App Available for download on website. App provides text alerts and communication from the district.

The decision to close school will generally be made by 7:00 a.m. Please **DO NOT CALL THE SCHOOL FOR SCHOOL CLOSURE INFORMATION.**

## **SCHOOL BREAKFAST / LUNCH PROGRAM**

Our school cafeteria is one of the best in the state. We offer free breakfast at 7:50 a.m. each school day, and the regular lunch program during the lunch recess break. The cafeteria personnel strive to serve nutritious, balanced, and tasty meals. In an effort to provide a safe and healthy lunchroom environment for all students and visitors, the sharing of food is prohibited.

In order to have an accurate count of people eating, please communicate with the school office by 9:00 a.m. if you will be visiting the school to enjoy lunch with your student.

Free and reduced price lunches are provided for students whose families meet the income requirements. Applications are available upon request in the school office.

## **PARENT / TEACHER CONFERENCES**

Parent / Teacher Conferences are scheduled for the end of the first and third grading periods. All parents will be scheduled for the first P/T Conference. This conference takes the place of a report card. The second conference is scheduled at the request of either the teacher or the parent.

Report cards are issued for the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grading periods. Please feel free to contact your child's teacher anytime throughout the school year.

## **HEALTH**

The school nurse is at the school three days a week to promote the health of Potlatch School students. You may leave a message for her in the office. If your student is unable to attend PE class for more than two days please provide a medical doctor's request.

### **Head Injury Protocols**

Whenever a head injury occurs with a student, the staff member sending the student to the office will contact the office. The office will check the student and call their parent/guardian to let them know of the student's injury. The classroom teacher will be notified as well. The office will check in with the student at a later time to follow up and if needed, parent/guardian will be notified a second time. If at a later time, a staff member is aware of irregularities with the student, the office will be contacted again for follow through. Process and student information will be kept on record with the office.

### **Head Lice (Pediculosis) Policy**

Pediculosis is the infestation of the hair, skin or pubic area with adult lice, larvae or nits (eggs). The psychological, social and economical impact of head lice infestations can create a problem in the community. Every attempt will be made to educate students and parents on the prevention and eradication of head lice before and after an infestation is detected.

To avoid embarrassment and to contain the infestation, whole classrooms will be checked for head lice upon the report of possible infestation by a classroom teacher. The principal, his/her designee, school nurse or another qualified professional will examine the child in question and their classmates. Siblings of students found with lice and their classmates will also be checked if there is the suspicion that infestation may exist.

Any student found to have head lice will be removed from the classroom with their belongings. The parent/guardian and/or listed emergency contact will be contacted so they can pick up the student and begin treatment immediately. A student suspected of infestation will not ride the bus, unless absolutely necessary. If possible, the student will be held in the front office or the nurse's office until the parent/guardian arrives in order to avoid further infestation.

Parents/guardians should be provided with printed educational information on head lice treatment. The educational material should include details explaining the problem, lists the procedures for treatment and requirements for reentering school.

The student may return to school after being successfully treated so that no live lice are detected by the school nurse or a designated school official. With the presence of live lice at the time of recheck, the student will continue to be excluded from school.

## **Head Lice (Pediculosis) Policy (Continued)**

In the interest of the health and welfare of students enrolled in the District, no student will be permitted to attend classes if they are infested with live lice or untreated nits.

All other children in the classroom where lice or nits have been reported will be checked and reminders will be sent home to parents to inspect their children's hair completely and thoroughly. Any child who is suspected of having lice will be treated with the utmost discretion.

Legal Reference: I.C. § 33-512 Governance of Schools

Policy History: Adopted on: July 9, 2010 Revised on: December 21, 2011

## **Immunization Requirements**

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child who does not provide an immunization record to the school regarding the child's immunity to certain childhood diseases. Immunity requirements are met if the child has received or is in the process of receiving immunization as specified by the Board of Health and Welfare or has previously contracted the disease. The parent or legal guardian of the child must comply with the immunization requirements at the time of admission and before attendance for the child.

<b>Summary of Immunization Requirements</b>			
Immunization Requirement	Child born after September 1, 2005	Child born after September 1, 1999 through September 1, 2005	Child born on or before September 1, 1999
Measles, Mumps, and Rubella (MMR)	2 doses	2 doses	1 dose
Diphtheria, Tetanus, Pertussis	5 doses	5 doses	4 doses
Polio	4 doses	3 doses	3 doses
Hepatitis B	3 doses	3 doses	3 doses <sup>‡</sup>
Hepatitis A	2 doses	0 doses	0 doses
Varicella	2 doses	0 doses	0 doses

<b>Summary of Seventh Grade Immunization Requirements</b>		
Immunization Requirement	Child admitted to 7 <sup>th</sup> grade prior to the 2011-2012 school year	Child admitted to the 7 <sup>th</sup> grade during the 2011-2012 school year and each year thereafter
Diphtheria, Tetanus, Pertussis	0 doses	1 dose
Meningococcal	0 doses	1 dose

**(Immunization Requirements continued)**

**Immunization Certification**

The immunization record must be signed by a physician or physician's representative or another licensed healthcare professional including osteopaths, nurse practitioners, physicians' assistants, licensed professional nurses, registered nurses, and pharmacists stating the type, number, and dates of the immunizations received.

**Intended Immunization Schedule**

The schedule of intended immunizations statement must be provided by the parent or legal guardian of a child who is in the process of receiving or has been scheduled to receive the required immunizations. A form is provided by the Department of Health and Welfare or a similar one may be used provided it includes the following information:

1. Name and date of birth of child;
2. School and grade child is enrolling in and attending;
3. Types, numbers, and dates of immunizations to be administered;
4. Signature of the parent, custodian, or legal guardian; and
5. Signature of a licensed health care professional providing care to the child.

Children admitted to school and failing to continue the schedule of intended immunizations will be excluded from school until documentation of administration of the required immunizations is provided by the child's parent, custodian, or legal guardian.

**Exemptions**

1. Any child who submits a certificate signed by a physician licensed by the State Board of Medicine stating the physical condition of the child is such that all or any of the required immunization would endanger the life or health of the child is exempt from the immunization requirements.
2. Any minor child whose parent or guardian submits a signed statement to school officials stating their objections on religious or other grounds is exempt from the immunization requirements.
3. A child who has laboratory proof of immunity to any of the childhood diseases listed above will not be required to be immunized for that disease.
4. A child who has had varicella (chickenpox) diagnosed by a licensed physician upon personal examination will not be required to be immunized for the disease provided they submit a signed statement from the diagnosing physician.

A child exempted under one of the above requirements may be excluded by the District in the event of a disease outbreak.

**(Immunization Requirements continued)**

**Reporting**

The District shall submit a report of each school's immunization status to the State Department of Education on or before the first day of November of each year. The report shall include:

1. Inclusive dates of the reporting period;
2. Name and address of the school, school district, and county;
3. Grade being reported and total number of children enrolled in the grade;
4. Name and title of the person completing the report form;
5. Number of children who meet all of the required immunizations listed in the tables above;
6. Number of children who do not meet all of the required immunizations listed in the tables above, but are in the process of receiving the required immunizations; and
7. Number of children who claimed exemption to the required immunizations listed in the tables above.

**Legal Reference:**

I.C. § 39-4801 Immunization Required

I.C. § 39-4802 Exemptions

IDAPA 16.02.15 Immunization Requirements for Idaho School Children

**Policy History:**

Adopted on: July 9, 2010

Revised on: August 9, 2012

## **WORKING TOGETHER FOR CHILDREN**

Children sometimes experience academic or behavioral difficulty in school. When that happens, there is assistance that is readily available. Potlatch Elementary has the vast experience of teachers, administrators and counselors upon which to draw. We also have access to specially trained professionals, such as special education teachers, school psychologist, speech pathologist, occupational therapist, and Title I paraprofessionals. At present Potlatch Elementary has undertaken a process called the Results Based Model (RBM), which provides a format for including such professionals in a problem-solving approach to help students in need as well as support for teachers and parents. Our specific approach uses sound educational practices that are research based. They are also good for children.

Potlatch Elementary's Results Based Team focuses on how to resolve the difficulty a child is experiencing. To understand how best to help a student, information is collected from teachers, parents and others who best know the child. Time is spent determining what the child needs and how best to assist the child. Informal assessments (the process of collecting data in order to make decisions), may be given to any student for the purpose of understanding how best to meet his/her educational needs. Student progress is measured frequently to determine what is most effective for each student and decisions are based on the results. The goal is to address student concerns in the most effective manner immediately without delay. Both teachers and parents alike may refer a student to the team for review. If you have concerns about your student, please reach out so that we can begin this process of problem-solving to better support your student.

## **ASBESTOS**

Potlatch Elementary School does have small amounts of asbestos. Most of the asbestos is located in areas not accessible by the students or teachers. The school board has adopted a management plan, which outlines how to handle the asbestos to prevent any contact with students or staff. There is a copy of the management plan in the office of the Elementary School, which any patron is free to review.

All rooms in the school were wiped down during the summer of 1989. The asbestos was inspected in July of 1988 and again in July of 1989 and was found to be in compliance with the management plan. Anyone with concerns may contact the Superintendent of Schools, Mrs. Janet Avery.



# Potlatch Elementary School Procedures

## Potlatch Elementary Drop-off and Pick-up Procedures

### Arrival

Students should not arrive at school until 7:50 a.m. when playground supervision and breakfast service begins. Parents should drop off their child on Elm Street above 6<sup>th</sup> street near the crosswalk. The guard will then escort children across 6<sup>th</sup> Street to the school campus. The welcome bell will ring at 8:15 a.m. At that time, students should enter the building and go to their classrooms.

### Departure

Students will be dismissed at the 2:50 bell and should follow the guidelines for being bused, picked up or for walking. For the safety of all students, parents picking up their children should park in the lot next to the pool. The children being picked up will be held in a line until the buses depart and will then be escorted across the road to their waiting parents. Supervision of the busing, pick-up and walking areas ends at 3:05, so students should depart the school grounds for home by this time. Pick-up students whose parents are late will wait at the office. For other arrangements, please call the school office.

Please keep in mind that school buses are required to have their stop arms and red flashers active during pick-up or drop-off. This requires overtaking or oncoming vehicles to stop and proceed ONLY when flashers and arms are turned off. Using Ponderosa Drive could cause drivers to be delayed as that is where buses load our students.

### Schedule Changes

Please contact the school office **no later than 2:00 p.m.** if there is a change in your child's schedule. Notes are delivered at that time and calls for changes received after 2:00 are difficult to coordinate.

### Visitor Parking

Patrons and parents should park on the south side of Ponderosa Drive or in the designated parking on Elm in front of the school when visiting. Individuals with handicapped parking permits can park in designated spots located at the northeast corner of the school.

If you have any questions, concerns or comments about safety issues at Potlatch Elementary, please call the school office and set up an appointment with the principal.

Thank you for your support and commitment to the safety of all our students!

## **Potlatch Elementary Field Trip Protocols**

As outlined in Potlatch School District Policy 2320 Field trips, Excursions and Outdoor Education, the Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. The Board also recognizes that field trips may result in lost learning opportunities in missed classes. Therefore, the Board endorses the use of field trips when the educational objectives achieved by the trip clearly outweigh any lost in-class learning opportunities. Field trips which take students out of the state beyond a radius of 40 miles from Potlatch must be approved in advance by the Board. Building principals have the authority to approve all other field trips. In order to maintain the safety of all students and adults involved with a field trip, the following procedures shall be adhered to.

1. Rosters must be submitted by the organizing teacher to the building principal and transportation director prior to departure.
2. Chaperones will be required for every 10 students participating in the field trip.
3. Each student participating in the field trip shall be assigned to a chaperone or adult staff member.
4. No individual student will be allowed to leave the supervision of the chaperone they are assigned to by themselves. Each student is to have an assigned buddy with them assigned by the organizing teacher.
5. Roll call will be taken on the bus prior to leaving. The organizing teacher shall be responsible for ensuring each student has been visually verified when the student's name is called.
6. Upon completion of roll call and visually verifying that every student is present or accounted for, the organizing teacher will reconcile the roll call list with the bus manifest that was generated when the transportation request was submitted to insure the correct students are leaving school grounds.
7. Before departing back to school, the teacher shall use the same procedures outlined in number 5 and 6 above.
8. Students must ride to and from the field trip with the group and on district provided school buses. Any exception to this must be prearranged through the building principal. Be advised, there will be no exception to this rule for Music field trips as all students will be required to ride to and from school on District provided School buses.

**Potlatch Elementary will provide an orderly, clean and safe environment for students and staff**

- Move safely
- Speak quietly
- Eating candy/chewing gum is not allowed
- Stop, listen and respond to staff members
- Use the restroom appropriately and leave it clean.

**BEFORE AND AFTER SCHOOL**

**Students will arrive and depart school in a safe and orderly manner**

- Students who walk will cross Highway 6 using the **required crosswalk on Elm Street** where a crossing guard is located to assist them. The crossing guard is to be obeyed at all times.
- Students will regulate the time they leave home in the morning in order to arrive at school no earlier than 7:50. Any exceptions are to go through the Principal.
- The only students allowed in the building from 7:50-8:15 are those eating breakfast or conducting business at the office. All other students are to be at their supervised playground areas.
- During periods of rain or adverse weather, primary students will go to the gym and intermediate students will wait in their rooms under the supervision of the duty personnel.

**Before School**

- Primary students will exit the bus at the primary playground and remain there until the 8:15 bell.
- Intermediate students will exit the bus at the intermediate playground and remain there until the 8:15 bell.
- **ALL STUDENTS** planning to eat breakfast or conducting business with the office will leave the bus at the primary playground.

**After School**

- All students will exit according to their teacher's procedure.
- All students will wait quietly in their bus or pick-up lines.
- All students will save candy, pop and gum until they arrive at home.

## **PLAYGROUND**

**Students will play safely on the playground; exhibit respectful behavior, and good sportsmanship.**

- Go to and from the playground in an orderly and timely manner using designated walkways.
- Keep the playground free of litter.
- Eating candy/chewing gum is not allowed.
- Stay within the perimeters of the designated play area.
- Use playground equipment appropriately.
- Settle differences without hitting, pushing or hurting others. Stop, think, and plan a strategy to avoid such confrontations. Potlatch School District has a zero tolerance policy when it comes to fighting.

### **Consequences**

- Verbal Redirection
- Time Out
- Referral to classroom teacher from supervising staff
  - At this time the student can receive detention during the next recess from the classroom teacher.
- Referral to principal and parent notified

### **Severe Misbehavior**

Most misbehavior will be dealt with as indicated above. Three categories of severe misbehavior will result in the student being immediately sent to the office, parent notification and detention, “in-school” isolation or “out of school” suspension. Each offense will result in graduated consequences which may lead to extended suspensions and possible expulsion.

**Dangerous Behavior:**           **Fighting, Assault, Intimidation and Harassment**

**Insubordinate Behavior:**   **Insubordinate behavior is defined as the direct and immediate refusal to comply with reasonable staff instruction within a specified period of time.**

**Illegal Acts:**                   **If a staff member is aware that a student has done or is doing something illegal, the staff member is obliged to refer the situation to the office. The principal must make all decisions regarding whether or not to contact relevant authorities**

## **SCHOOL BUS**

### **Students will exhibit safe and orderly behavior while riding the school bus.**

- Be on time.
- Seats will be assigned and each student is responsible for their seat.
- Only necessary conversation with the bus driver is allowed.
- All student conversation is to be quiet and respectful.
- Rubbish, of any kind, will be put in the trash can.
- Arms and head will be kept inside the bus.
- Pupils will stay seated while the bus is in motion.
- Drivers are in full charge of their buses and students.
- Damage to a bus is to be reported at once to the driver.

### **Student Conduct on Buses (School District Policy #8120)**

Appropriate conduct on school buses is mandatory. The District holds safety of its students as the priority above all else. Students who act out endanger themselves and others. Riding the bus is a privilege which will be revoked by the District for individuals whose conduct constitutes a danger to other bus riders.

The bus driver shall be responsible for enforcing the rules and shall work closely with the parent and building principal to modify a student's behavior. A student who violates one or more rules will be noted on the bus driver's log. The student will be reminded of the rule and directed to follow the rule.

Upon the third violation of the School Bus Rules as documented on the bus driver's logs, the bus driver will notify the parent of the developing problem. The bus driver will inform them that the next violation will result in referral to the principal and a three-day suspension of bus riding privileges. In cases of serious violations, the bus driver may skip to principal referral and three-day suspension immediately.

Prior to the first day of resuming the use of bus transportation, the parent and student must meet with the principal and the rules of conduct will be reviewed again. A further violation of the School Bus Rules will result in the principal suspending bus privileges, pending Board action on a recommendation for permanent removal from the bus (for the remainder of the school year).

## **Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing**

The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying, cyber bullying, and menacing.

### **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 premises 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, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.
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, marital status, gender, gender identity, sexual orientation, physical characteristic, cultural background, socioeconomic status, geographic location, familial status, or expression, or weight.
5. “Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:
  - a. Physically harming a student or damaging a student’s property;
  - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
  - c. Creating a hostile educational environment.

“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 schools 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 severely disruptive of the educational process and/or in violation of District policy or state law. The Administration shall, in their discretion, contact local law enforcement.

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

“Menacing” includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

### **Retaliation/False Charges**

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

### **Confidentiality**

It is recognized that harassment is often very distressing for the victim and those who suffer harassment may be reluctant to make their concerns known. All reasonable steps will be taken to ensure that all inquiries and/or complaints are dealt with allowing for as much confidentiality as can be provided while at the same time allowing for a thorough and appropriate investigation and reporting, where appropriate.

### **Policy Distribution**

Information about this policy must be distributed to the school community. Faculty and staff will be reminded annually about the policy. Information about the policy will be included in student orientation material and in the student handbook. All new faculty and staff members will be given a copy of the policy as part of their orientation program. Policy information will include a discussion of cyber bullying.

## Complaint Procedures

Building principals and the Superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying, cyber-bullying or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, cyber bullying or menacing in violation of this policy is encouraged to immediately report his/her concerns.

All complaints will be promptly investigated in accordance with the following procedures:

Step I Any hazing, harassment, intimidation, bullying, cyber-bullying or menacing information (complaints, rumors, etc.) shall be presented to the building principal or Superintendent. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board Chairman. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step II The District official receiving the complaint shall promptly investigate or refer the complaint to an appropriate colleague or outside party for investigation. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official(s) conducting the investigation shall notify the complainant and parents as appropriate, [in writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. Due to the requirements of the Family Educational Rights and Privacy Act, it will often not be possible to provide complainants and parents with detailed information on disciplinary actions taken against another student. A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

Step III If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the Superintendent or designee. Such appeal must be filed within [10] working days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within [10] working days.

Step IV If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within [10] working days after receipt of the Step III decision. The Board shall, within [20] working days, conduct an informal review at which time the complainant shall be given an opportunity to present the complaint and the District's administration to respond if they so desire.

The course and conduct of this proceeding shall be informal and shall be at the sole discretion of the Board. The Board shall provide a written decision to the complainant within [10] working days following completion of the informal review.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Idaho Department of Commerce & Labor, or the U.S. Department of Labor, Equal Employment Opportunities Commission.



Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file. Additionally, a copy of all hazing, harassment, intimidation, bullying or menacing complaints and documentation will be maintained as a confidential file in the District office.

Cross Reference: 3210 Uniform Grievance Procedure

Legal References: 20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments  
34 CFR Part 106  
I.C. § 18-917A Student Harassment – Intimidation - Bullying

## **Federal Programs Title I Compliance**

### **Potlatch Elementary School-wide Title I Program**

Q: What is Title I? How does it help our school?

A: Title I is a federally funded program under the Elementary and Secondary Education Act of 1965. The purpose of this title is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments. This purpose can be accomplished by:

- (1) ensuring that high-quality academic assessments, accountability systems, teacher preparation and training, curriculum, and instructional materials are aligned with challenging State academic standards so that students, teachers, parents, and administrators can measure progress against common expectations for student academic achievement;
- (2) meeting the educational needs of low-achieving children in our Nation's highest-poverty schools, limited English proficient children, migratory children, children with disabilities, Indian children, neglected or delinquent children, and young children in need of reading assistance;
- (3) closing the achievement gap between high- and low-performing children, especially the achievement gaps between minority and nonminority students, and between disadvantaged children and their more advantaged peers;
- (4) holding schools, local educational agencies, and States accountable for improving the academic achievement of all students, and identifying and turning around low-performing schools that have failed to provide a high-quality education to their students, while providing alternatives to students in such schools to enable the students to receive a high-quality education;
- (5) distributing and targeting resources sufficiently to make a difference to local educational agencies and schools where needs are greatest;
- (6) improving and strengthening accountability, teaching, and learning by using State assessment systems designed to ensure that students are meeting challenging State academic achievement and content standards and increasing achievement overall, but especially for the disadvantaged;
- (7) providing greater decision making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance;
- (8) providing children an enriched and accelerated educational program, including the use of schoolwide programs or additional services that increase the amount and quality of instructional time;
- (9) promoting schoolwide reform and ensuring the access of children to effective, scientifically based instructional strategies and challenging academic content;
- (10) significantly elevating the quality of instruction by providing staff in participating schools with substantial opportunities for professional development;
- (11) coordinating services under all parts of this title with each other, with other educational services, and, to the extent feasible, with other agencies providing services to youth, children, and families; and
- (12) affording parents substantial and meaningful opportunities to participate in the education of their children.

# **Title I Compliance**

## **Regarding Right to Receive Teacher Information**

Dear Parent:

Federal law requires that each school district receiving Title 1 funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested.

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

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?
- If there are instructional aides working with my child, what are their qualifications?

To request the state qualifications for your child's teacher or instructional aide, please contact Jill Diamond at 875-1331.

If you would like more information about Potlatch Elementary, please feel free to call Jill Diamond at 875-1331.