Lakeland Jt. SD 272
Student Handbook
2025-2026

LJSD District Administration Office
15506 N. Washington Street
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www.sd272.org

Rusty Taylor, Superintendent
Jake Massey, Assistant Superintendent
Kelsie Badger, Director of Special Services/Federal Programs
Rebekah Davis, Exec. Asst. to the Superintendent.
Jessica Grantham, Chief Finance & Operations Officer, Treasurer
Chad Parson, Instructional Technology Director
Brook Cunningham, Human Resources Director
Olivia Jones, Human Resources Assistant
Morgan Speer, Payroll
Judy Gerstenberger, Head School Nurse

SCHOOLS AND SUPPORT SERVICES

Athol Elementary	Kathy Thomas, Principal	683-2231
Betty Kiefer Elementary	Lisa Hoffman, Principal	687-5206
Garwood Elementary	Gabrielle Hensyel, Principal	687-1265
John Brown Elementary	Shannon Rider**,** Principal	687-0551
Spirit Lake Elementary	Shynne Price, Principal	623-2501
Twin Lakes Elementary	Tiffany Melton, Principal	687-5870
Lakeland Middle School	Laura Spurway, Principal	687-0661
Timberlake Middle School	Chris McDougall, Principal	623-2582
Lakeland High School	Jimmy Hoffman, Principal	687-0181
Timberlake High School	Ryne Eberlin, Principal	623-6303
Mountain View	Paul Uzzi, Principal	687-0025
Transportation	Jessica Dehnert, Director	687-0221
Nutrition Services	Chaar Boyd, Director	687-5451
Facilities	Tim Haag, Director	687-2248

2025-2026 District Calendar

Lakeland Joint School District #272 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. The lack of English skills will not be a barrier for participation in District programs, including CTE programs (i.e. welding, health services, diesel mechanics, industrial mechanics, etc.). Inquiries about Title IX or Section 504 may be referred to the respective coordinators for each program. Title IX Coordinator [Brook Cunningham, HR Director, 15506 N Washington St. Rathdrum, ID 83858, titleix@lakeland272.org, 208-687-0431], or the Section 504 Coordinator Kelsie Badger, Federal Programs Director, 15506 N Washington St. Rathdrum, ID 83858, kbadger@lakeland272.org, 208-687-0431], or the U.S. Department of Education's Office for Civil Rights.

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 Wednesday 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- Vice-Chair**	Ramona.grissom@lakeland272.org
• **Michelle Thompson - Zone 3 - Chair**	Michelle.thompson@lakeland272.org
• David Quimby - Zone 4	David.quimby@lakeland272.org
• Robert Jones - Zone 5	Robert.jones@lakeland272.org
• Sierra Schrader, Clerk of the Board	clerk@lakeland272.org

Lakeland Jt. School District's daily mission is to maximize student learning and ensure every student is growing every day in all environments!

Below you will find a link to each school's Student Handbook, which includes pertinent information such as bell schedules, contact information, etc.

- Athol Elementary
- Betty Kiefer Elementary
- Garwood Elementary
- John Brown Elementary
- Spirit Lake Elementary
- Twin Lakes Elementary
- Lakeland Middle
- Timberlake Middle
- Lakeland High School
- Timberlake High School
- Mountain View

Student and Family Privacy Rights - Policy 2140 and Policy 2140F

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.

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. (Regardless of opting-in or out of the program, all students are expected to uphold the expectations outlined in our District's Acceptable Use Policy.)

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.

Animals-Policy 2375

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.

Parental Rights- Policy 2425
If a parent has an objection to the District's implementation of various mandates through the District's practices, policies and procedures, the appropriate avenue for the parent is to first seek to address such concerns through communication with the school's administration. Should that avenue not resolve the situation, a parent is free to address such concerns with the Board of Trustees in conformance with Board policy regarding public participation at Board meetings.

Advanced Opportunities - Policy 2435

To update curriculum and align with Lakeland High School, Timberlake High School will discontinue the advanced diploma option for students who graduate after the class of 2019. Advanced opportunities pathways will be implemented in the fall of 2019. Advanced opportunities allocates $4,625.00 to each student to use toward dual credit/IDLA courses/AP Exams/CTE Certification Exams. Students who complete the following credits will be recognized at graduation.

1. College/University pathway: College level courses which satisfy both high school and college requirements are available to qualifying juniors and seniors choosing this pathway. Students have access to numerous college credits on our campus paid for by the state of Idaho. Seniors completing 12 college credits will be given a silver cord to wear at graduation. Seniors completing 26 college credits will be given silver and maroon intertwined cords to wear at graduation.
2. Career/technical pathway. Students can choose to access coursework to earn industry certification in several career fields through KTEC(Kootenai Technical Education Consortium). Students can also earn technical competency credits in classes offered on our campus. Seniors completing 700 hours of coursework with an 80% average or higher and passed the industry certification exam will be given an intertwined black and silver cord to wear at graduation.

Selection of Valedictorian and Salutatorian

The honor of valedictorian and salutatorian is awarded to the top academic students at each high school who have met the required criteria. Please see the individual high school handbooks and curriculum guide for the required coursework and criteria for this honor.

Honor Roll

There will be an honor roll and high honor roll for each semester grading period. High honors require a GPA of 3.75 and honors require a GPA of 3.5 in academic subjects. Any student receiving any grade of "F" or "D" will be excluded from the honor roll.

Weighted Grades

The weighted grading system is intended to encourage students to pursue a more rigorous high school curriculum, therefore becoming better prepared to be successful in college. By placing weight on Honors and Dual Credit classes there is added incentive to take Honors and Dual Credit classes as taking these classes could result in a potentially higher grade point average. The weighted system will be implemented as outlined below:

Weighting	Traditional Class	Honors/Dual Enrolled Class
"A" Grade	4.0 Grade Points	4.5 Grade Points
"B" Grade	3.0 Grade Points	3.5 Grade Points
"C" Grade	2.0 Grade Points	2.5 Grade Points
"D" Grade	1.0 Grade Points	1.5 Grade Points

Classes that would qualify for weighting:

- Honors Classes
- AP
- All "Non Activity" based Dual Enrollment Classes

Academic Letter

A full time student will receive an academic letter or pin after each semester when your semester GPA is 3.75 or above based on a minimum of six classes. The first time that you qualify for the academic letter you will receive the actual letter. For each semester you qualify for this award after the initial semester you will receive an academic pin.

SCHEDULING INFORMATION

Refer to the graduation list of requirements on the following page to help you in planning your coursework toward graduation, and more importantly, your future career. We encourage you to include your parents/guardians in your decision making process. Counselors, teachers, and administrators are available to assist you, do not hesitate to ask them questions.

Instructional Materials- Policy 2520

1. Curriculum - is the standards adopted by the State Board of Education that mandate what students are required to learn.
2. 2. "Curricular materials" is defined as textbook and instructional media including software, audio/visual media and internet resources.
3. 3. Supplemental materials - are any instructional materials used in place of curricular materials including instructional media and software, applications, platforms, documents or material obtained from sites through the internet, library materials, novels and novel sets, or any materials used for sole or primary student instruction that have been approved by the Board of Trustees.
4. 4. Learning materials - are not curricular materials but are used to complement, enrich, or extend the content of curricular materials and have not been approved by the Board of

Trustees. Examples include worksheets, presentations, current event materials, and long standing documents, etc..

Learning materials that are required to be used as part of the pacing guide shall be considered supplemental materials and will require Board approval.

Supplemental Materials Approval Process

The process of approving supplemental materials is as follows:

- Teachers submit materials for approval to the Assistant Superintendent
- Requested material list is electronically shared with the Supplemental Materials Committee to solicit feedback
- All feedback is provided to the school board for consideration
- The LJSD Board of Trustees approves/denies the requests presented
- The Assistant Superintendent will notify the teachers and principals of the result of their request

Use of Board Approved Novel Sets Protocol

- In the fall ELA teachers (K-12) will send home a syllabus outlining the novels that may be used during the course of the school year.
- Parents will sign the syllabus to opt their student(s) in for the use of the novels listed.
- If, during the course of the school year the teacher chooses to add a different novel, permission slips will be sent home to parents.

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.

Grade Status - Policy 2610

Each high school student will be identified with grade status. Students wishing to be recognized as Sophomores, Juniors or Seniors must successfully complete the minimum coursework to be advanced. The grade status of each student may be adjusted with principal approval.

- Sophomore grade status must have earned a minimum of 10 credits
- Junior grade status must have earned a minimum of 20 credits

- Senior grade status must have earned a minimum of 32 credits

Grading Periods - Policy 2620

Only semester grades become a part of a student's permanent record. Semester report cards will be issued on the Friday following the end of each semester. Marking systems vary with individual teachers; however, letter grades are used in all classes and have the following numerical values:

A = 90 – 100	D = 60 –69
B = 80 – 89	F = below 59
C = 70 – 79	P = passing

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.

YOU ARE RESPONSIBLE FOR MEETING ALL GRADUATION REQUIREMENTS - Policy 2700P

It is the responsibility of every student to be certain that he/she has met all Idaho and Lakeland School district graduation requirements. Each student will receive registration materials when pre-registering in the spring. Counselors are here to help and advise students in meeting these standards. Information about graduation requirements and course offerings are available in the counseling center and on the high school website.

The Idaho State Board of Education has set the standards for students, requiring a minimum of 46 credits for the classes of 2026 and 2027 and 47 credits for the class of 2028 and beyond to meet graduation requirements. Lakeland Joint School District exceeds the state standards and has provided an opportunity for 48 credits for graduation. The following expectations are identified in this procedure.

Students who reside in our district and are seeking a Lakeland or Timberlake High School Diploma are expected to enroll as full-time students at LHS or THS. If a student is dual enrolled, they are considered a non-diploma seeking student, unless they are taking classes from an outside educational provider for credit recovery. The non diploma seeking student could decide at any time from their freshman year up until the start of their senior year to move from non-diploma seeking to diploma seeking by enrolling as a full-time student at LHS or THS. If a student continues to dual enroll as stated above, past the start of their senior year, they will be categorized as a non-diploma seeking student at LHS or THS even if they enroll full-time the spring semester of their senior year.

You cannot receive your diploma or go through the graduation ceremony until you have met all the requirements. Carefully check the entrance requirements for the university of your choice and talk to your counselor or College and Career Advisor if you have a question. In addition, if you plan on playing college athletics, make sure you are in compliance with NCAA clearinghouse regulations.

Athletes and students involved in other IHSAA extracurricular activities are reminded that in order to be eligible, passing grades must be received in five full credit subjects. Students attempting to regain eligibility for sports must have completed the required 5 credits by the beginning of the semester during which the sport occurs. Students who participate in sports at the high school level will be granted up to two semesters or two credits of PE, one credit for each completed sports season. PE may still be taken for elective credit.

Idaho State Requirements include that all students:

The Idaho State Board of Education has set standards for Idaho students graduating from an Idaho public school. The local school district may establish graduation requirement beyond the state minimum. For the most accurate information please consult your school.

Lakeland School District requirements include that all students:

- Earn a minimum of 46 high school credits for the classes of 2026 and 2027 and 47 high school credits for the class of 2028 and beyond.
- Complete a Senior Project (classes of 2026 and 2027) or Future Readiness Project (class of 2028 and beyond)
- Complete a Government and Civics Proficiency
- Earn six (6) credits of Math
- Earn six (6) credits of Science
- Earn nine (9) credits of Language Arts/Communications
- Earn six (6) credits of Social Studies
- Earn two (2) credits of Fine Arts or World Languages
- Earn one (1) credit of Health/Wellness
- Earn one (1) credit of Digital Literacy (class of 2028 and beyond)
- Complete the required number of elective credits to meet the overall credit requirement of 46 (classes of 2026 and 2027) or 47 (class of 2028 and beyond)
- The rule also requires school districts to offer students at least one advanced opportunity, such as Dual Credit, Advanced Placement, micro-credentials, or International Baccalaureate.

ACTIVITIES

Academic Eligibility For Extracurricular Activities - IHSAA

To be academically eligible for athletics and activities, a student must be enrolled full-time in his/her school, on target to graduate based on State Board of Education graduation

requirements, and have received passing grades and earned credits in the required number of courses during the previous reporting period. Equivalency is determined by the following: criteria:

- 6 classes available, students must pass at least five

A. Students participating with a cumulative GPA below 2.0 must have an academic improvement plan in place as developed by the local school district. This plan must include monitoring, additional assistance, time provided for assistance, and an appropriate timeline. The list of students that fall within this category will be provided to the counselors for aid in the development and monitoring of this plan. (The number of students with an academic improvement plan will be reported on the Eligibility Verification Report)

B. Clarify that being "on target to graduate by State Board of Education requirements" means: a student not having the necessary number of credits to graduate with their class through the normal school day program, must have a graduation plan that provides for receiving a diploma by the end of the summer following their senior year in order to be eligible for activity participation. Effective for the class of 2010. (The number of students with a graduation plan will be reported on the Eligibility Verification Report.)

C. Student athletes that are off campus full time (NIC or IDLA) must be registered for the equivalent full time credit amount. If a student withdraws from classes that make their schedule less than full time at any, they will be ineligible to participate.

D. Schools may adopt stricter academic eligibility policies.

E. All student athletes participating in IHSAA athletic activities are required to purchase an ASB card.

Extracurricular activities are a part of our total school program, but a student's first responsibility should be to keep up with his/her regular class work. Participation in student activities is a privilege and is subject to the following academic guidelines:

- Students must meet Idaho High School Activity Association academic eligibility standards before the start date of the sports season in order to participate in that sport.
    1. Students must earn five academic credits the previous academic semester.
    2. Students with a cumulative grade point average under 2.0 must participate in an academic improvement plan.

During the sport season, students must be passing all classes to compete in extracurricular activities. For the purpose of extracurricular eligibility student grades will be checked every Monday morning. If an athlete is failing, that athlete will be ineligible for competition until the grade is passing.

Entrance, Placement, and Transfer - 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.

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 and a current mortgage/rental/lease statement.

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 lunch or after school.

Attendance Guidelines - Elementary Policy 3050, Secondary 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 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 8:00 a.m.

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.**

Dress and Grooming - Policy 3255

The Board of Trustees provides an educational atmosphere conducive to learning while minimizing disruptions and/or distractions; to protect the health, safety, and morals of our students.
Matters of dress remain primarily the responsibility of students, in consultation with their parent(s) or legal guardian(s). All students are required to adhere to the standards of dress when the student is on any school premises or at any school sponsored activity, regardless of location. Students are not to wear or carry items of apparel which depict or allude to: alcohol and tobacco; controlled substances; drug paraphernalia; gangs; violence; sexually explicit and pornographic images; or illegal acts. The wearing, using, or displaying of evidence supporting membership or affiliation with any gang is prohibited on any school premises or at any school sponsored activity.
The wearing of head coverings are inappropriate during the Pledge of Allegiance, National Anthem, and Veteran's Day Assembly.

The minimum standards for dress include, but are not limited to, the following:
➔ Undergarments must be worn and shall not be visible.

➔ Tube tops are not allowed.
➔ Tank top straps must be two (2) finger width.
➔ Midriffs must not be exposed.
➔ Skirts and dresses must be at a minimum length of mid-thigh.
➔ Shorts must be at a minimum length of mid-thigh.
➔ Leg coverings (jeans, pants, etc.) with holes above mid-thigh must not show skin.
➔ Leg coverings, (jeans, pants, etc.) must be worn at the waistline.
➔ Shoes should be worn at all times.
➔ Flags shall not be worn as capes.
Cheerleading, sports, and other school directed uniforms are allowed to be worn at school, for spirit days, pep rallies, approved school functions, events, and other district sponsored activities..

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.

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.

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.

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.

Equal Education, Nondiscrimination, and sex equity - Policy 3280

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, gender identity, sexual orientation, ethnicity, age, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child. Any student may file a discrimination grievance. No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

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.

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.

Harassment, Intimidation, Initiations, Hazing, Bullying or Threats - Policy 3295 and Policy 3295P - **Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying**

The Board of Trustees is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyber bullying, or bullying by students or third parties is strictly prohibited and shall not be tolerated in the District. This includes actions on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists and actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school or impinge on the rights of other students at school.
The Board expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, and for the educational purpose underlying all school activities. Discipline Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with the Board's policy on student discipline.

Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board. Students or third parties may also be referred to law enforcement officials. Notification Information on the District's bullying policy and relevant procedures shall be provided in writing at the beginning of each school year to school personnel, parents, and students in the District and included in student handbooks. Information provided to students shall be provided in a manner appropriate to the student's age, grade, and level of academic achievement.

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.

Drug Free Environment /Chemical and Substance Abuse - 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.

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.

Chemical and Substance Abuse - Policy 3320

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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.

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.

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.

Severe/Inappropriate Behavior -

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.

Threats of Violence on School Property -

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

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

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

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.

Academic Honesty - Policy 3335

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is 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.

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.

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.

Philosophy And Code For Interscholastic Activities

Discipline Regarding Interscholastic Activities - Policy 3380

The interscholastic activities program of Lakeland School District is designed to:
- involve students in wholesome, healthy competition
- teach respect for rules and authority
- teach respect for the property and person of others
- develop self discipline through rigorous training
- develop sportsmanship through competition
- teach the fundamentals of each activity
- develop the individual participant to his/her potential
- teach the value of working with others as a team
- build physical and mental capacities
- develop the attributes of cooperation and social adjustment, stressing high moral character

Participation in interscholastic activities programs is a privilege granted to those students willing to agree to and abide by the rules and guidelines established by the coaches or advisors, the administration, the Board of Trustees, and the Idaho High School Interscholastic Activities Association. To implement and teach the philosophy, the following rules are established for participants to observe and follow. The student shall:
1. Attend classes regularly, strive for academic achievement, and set positive examples in the school and community with his/her personal conduct.

2. Attend school the entire day before practicing or competing inter scholastically unless special permission for an absence has been granted in advance by the principal. Students will not be released from class to attend an activity (including district or state tournaments) if they are failing or in danger of failing the class.
3. Conform with the instructions, guidelines and training rules established by the coach or advisor with reference to but not limited to the practice schedule, equipment use, physical conditioning and practice activities. 3380-1 (ISBA 1/04 UPDATE)
4. Do not use profanity or obscene language.
5. Maintain standards of dress set by the school and the coach or advisor.
6. Not be involved in the willful destruction and/or theft of school or personal property.
7. Maintain standards of scholastic eligibility established by IHSAA and/or the school.
8. Not use or possess illegal drugs, alcohol, or tobacco during the school year as outlined in "A" under definitions or be knowingly present while such activity is taking place.

Association With IHSAA - Policy 3380

Upon payment of annual dues, Lakeland Jt. School district assumes membership in the Idaho High School Interscholastic Activities Association and thereby recognizes and accepts the constitution, bylaws, rules, and regulations of the association as currently adopted, or thereafter amended (IHSAA "rules"), for the governing of all high school (grades 9-12) inter-scholastic activities for Lakeland schools, which IHSAA "rules" are incorporated herein as a part of this Philosophy/Code. Said rules as appropriate for grades 7 and 8 shall by this policy also govern interscholastic activities and student participants in grades seven and eight.

All school policies are followed at assemblies and dances. Infractions are dealt with in the usual manner. Student behavior at these events is subject to the same guidelines as during the school day. Students will be expected to sit in their assigned areas during assemblies.

Dances

- Doors and admittance to the dance will be closed one half hour after the start of the dance. Once you leave the dance you will not be allowed to re-enter.
- One guest per high school student will be allowed with prior approval from an administrator. Guests must be registered in the office no later than Wednesday the week of the dance.
- Junior High students are not allowed to attend high school dances under any circumstances.
- To attend the Junior/Senior Prom you must be a Timberlake junior or senior or be invited as a guest of a Timberlake junior or senior.

Drug/alcohol Testing for Students in Activities - Policy 3400

A program of deterrence is hereby instituted as a proactive approach to a drug free school. Through participation in extracurricular activities, students using illegal drugs pose a threat to

their own and other persons health and safety while sending a negative message to the student body, patrons of the district, and the public. The purpose of this program is three fold: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Students involved in extracurricular activities as ambassadors of the District need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from participating in extracurricular activities while drug residues are in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse, and toward a healthy and drug free lifestyle. The drug testing program is designed to create a safe, drug free lifestyle for students and to assist them in getting help when needed. No student shall be expelled or suspended from school as result of any verified "positive" test conducted by his/her school under this program other than stated herein.

Student Health/Physical Screenings/Examinations - Policy 3500

Expectations

The Timberlake High School 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.

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 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. (Regardless of opting-in or out of the program, all students are expected to uphold the expectations outlined in our District's Acceptable Use Policy.)

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.

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.

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".

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 the 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).

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.

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.

Student Records - Policy 3570F1

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.

Parent Right-to-Know Notices - Policy 4160

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.
1. 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.

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.

Equal Employment Opportunity and Non-Discrimination- Policy 5120

Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying- Policy 5265

Safety- 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)

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.**

Lunches/Snacks - Policy 8200

- Ensure that celebrations that involve food during the school day be limited to no more than one party per class per month and that each party include no more than one food or beverage that does not meet nutrition standards for Smart Snacks in Schools. The District will disseminate a list of healthy party ideas to parents and teachers.

- [Note: The USDA has no role in regulating foods brought from home, but school districts are required to set nutrition guidelines for foods served at school other than those that are sold. The Smart Snacks in Schools regulations only affect foods that are sold on school grounds during the school day. Time honored traditions like treats for birthdays, or foods at an after school sporting event, are not subject to those standards.];

Unpaid School Meal Charges - Policy 8245

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.

B.A.S.E

BASE stands for: Before & After School Enrichment. BASE offers on-site childcare at Garwood and Athol 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.

BASE CONTACTS

- Athol Elementary: 208.712.8390 x4106
- Garwood Elementary: 208.712.8402 x4407
- John Brown Elementary: 208 687-0551 x

Special Education Services

Director of Special Education: Kelsie Badger- 208-687-0431 ex 1113
Special Education Assistant: Kelsey Hull- 208-687-0431 ex 1604

Special Education:
Process Referral Process: A school staff member, parent, or a student may refer a student (ages 3-21) to the special education team to consider evaluation for special education services. Pre-referral strategies are recommended by the State Department of Education prior to the referral to special education.

If you believe your child may be eligible for and in need of special education services, please contact the school office where the child attends. A school office staff member will assist you in making contact with the special education personnel at that building. This person will assist you with the referral process.

Evaluation Process:
The parent is invited to attend a meeting to determine if an evaluation for special education should be conducted. If it is determined that an evaluation needs to be conducted, the parent must provide written permission for the evaluation. A determination of eligibility for special

education will be made within 60 days of receipt of the signed parental consent for evaluation. If the child is determined to be eligible for special education an Individualized Education Plan (IEP) will be developed within 30 days of eligibility determination. According to the need and the concern for each individual student, the following is a list of areas that may be considered in the evaluation:

- File review of the student's academic grades
- Assessment scores
- Behavior referrals
- Academic assessments
- Intellectual assessment
- Receptive and expressive language assessment
- Assessment of the student's ability to function in daily routines at school
- Developmental history of the child
- Fine and gross motor abilities

This is not an exhaustive list; these are just some examples of assessments that the special education team may determine are appropriate to evaluate a student for special education services. The evaluation team may need information provided by the student's physician as well.

Eligibility Process:
A meeting is scheduled with the parent to review the evaluation results. The team may determine that the student meets eligibility requirements for special education, and that the student requires specially designed instruction. Special education services are provided for students meeting IDEA eligibility criteria in the following areas:

- Autism
- Intellectual Disability
- Deaf-Blindness
- Deafness
- Developmental Delay
- Emotional Disturbance
- Health Impairment
- Hearing Impairment
- Specific Learning Disability
- Multiple Disabilities
- Orthopedic Impairment
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment Including Blindness

School-Parent Compact

2024-2025

What is a School-Parent Compact?

We at the Lakeland School District, view the education of children as a cooperative effort among the parents, school, and community.

The School-Parent compact was created, following federal law and guidelines, to outline how parents, the entire school staff, and students will share the responsibility for student academic achievement.

Goals for Student Achievement

Student Goals

- Spend class time paying attention and doing my work
- Be responsible for my own behavior
- Take completed work and notes home for my parents
- Read for 15 min each day

Parent Goals

- Go over my child's assignments with him/her
- Provide my child with an uninterrupted time and place to study

- Send my child to school regularly and send them ready to learn
- Spend at least 15 minutes a day reading with my child
- Communicate regularly with my child's teacher about his/her progress

Teacher/School Goals

- Communicate with you regularly about your child's progress
- Hold parent/teacher conferences annually
- Provide an environment that encourages positive communication between student, parent and teacher
- Provide the opportunity to volunteer
- Provide reasonable access to staff
- Deliver high quality curriculum and instruction that meets state standards
- Encourage your child to practice their learning at home, by providing materials to take home for reading and other subjects

Purpose of the School-wide Title I Program

Title-I provides assistance to students who could benefit from additional support over the regular classroom. We serve students in grades Kindergarten through Fifth grade. Highly qualified Title-I teachers and paraprofessionals work with regular classroom teachers to meet the needs of individual students in the areas of reading, writing, and math.

Please reach out to your child's school for more information.