ELEMENTARY SCHOOL HANDBOOK

2026-2027

JUNE 2, 2026

Contents

HISTORICAL POINTS ABOUT LEWISTON SCHOOL DISTRICT 4
LEWISTON ELEMENTARY SCHOOL DIRECTORY 4
..... 5
SCHOOL ARRIVAL & DEPARTURE 7
ENROLLMENT 7
Student Health Requirements: 8
Unique Health Problems: 8
Exemptions: 8
Communicable Diseases: 8
Head Lice: 8
STUDENT MEDICATION PROCEDURES 9
ATTENDANCE 10
Definitions: 10
Policy 5010: Attendance 11
TRANSPORTATION SERVICES 12
Bus Conduct Regulation – Policy 5040 12
DAYCARE TRANSPORTATION 12
COURTESY BUSING 13
COMMUNICATION WITH THE SCHOOL 13
USE OF SCHOOL TELEPHONE 13
ELECTRONIC COMMUNICATION AND COMPUTING DEVICES (ECCD) 13
CO-CURRICULAR ACTIVITIES 14
NUTRITION SERVICES 14
Energy Drinks 14
REPORTING STUDENT PROGRESS 15
CLASSROOM VISITS 15
DRESS CODE 16
SEXUAL HARASSMENT 17
HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBER-BULLYING, HATE SPEECH/SYMBOLS 17
GENERAL HARASSMENT -- HARASSMENT OF STAFF 18
SUBSTANCE ABUSE 18
Smoke Free Schools Policy 19
FIELD TRIPS & VOLUNTEERING IN THE CLASSROOM 19
STUDENT BIRTHDAYS 19
MONEY, VALUABLES AND PERSONAL ITEMS 19
HOMEWORK 19
PARENT-TEACHER ASSOCIATION 20
STUDENT INJURIES 20
STUDENT INSURANCE 20
CHILD ABUSE AND NEGLECT 21
SCHOOL SAFETY 21

COMMUNITY SERVICE 22
FIRE/EMERGENCY DRILLS 22
EMERGENCIES AT SCHOOL 22
SPECIAL EDUCATIONAL SERVICES AND TITLE I 23
DIRECTORY INFORMATION DISCLOSURE 24
APPENDIX A: SCHOOL MEDICATION FORM 25
INDEPENDENT SCHOOL DISTRICT #1 25
Student School Grade Address Parents Home Phone Work Phone TO AUTHORIZE SCHOOL PERSONNEL: 25
APPENDIX B: AFFIRMATIVE ACTION INDEX 26



Dear Families:

Welcome to a new school year in the Lewiston School District! We are excited to begin another year of learning, growth, and partnership with our students, families, and community.

Our mission—to ensure high levels of learning for **ALL** students—guides every decision we make. With the support of our dedicated educators and staff, we bring this mission to life through our district's vision: *"In collaboration with our community, we will empower students by providing an engaging and equitable education in a safe environment every day."*

We are proud to offer high-quality instruction that challenges and supports each learner, as well as opportunities that help students build strong connections with their school and peers. Together, we strive to create an environment where every child feels safe, valued, and inspired to succeed.

This handbook includes important information about school procedures, policies, and expectations that help ensure a safe and productive school year. We encourage you to review it carefully and keep it accessible for future reference.

We value strong partnerships with families and believe open communication is essential to student success. If you have any questions or concerns, please don't hesitate to reach out to your child's teacher, building principal, or myself.

Thank you for your continued support in child's journey through school. We are honored to serve your family and look forward to a wonderful year ahead.

Courtney Kolb
Assistant Superintendent

Ensuring high levels of learning for ALL students



HISTORICAL POINTS ABOUT LEWISTON SCHOOL DISTRICT

Although the records indicate that Lewiston had a school as early as 1863, it was not until December 30, 1880, that the District was granted a charter by the Legislative Assembly of the territory of Idaho. This is one of three such charters now in operation in the State of Idaho that gives certain special privileges to the trustees of the District that other districts do not enjoy. In 1881, the newly established school board hired J. A. Gardiner as principal, and he reported on November 5, that the 113 students enrolled had completed reading and a grade-level system had been established. By 1899 when R. N. Wright was hired as superintendent, there were 11 teachers and the enrollment had more than doubled to 331. Now there are over 4,800 students and a teaching staff of more than 300.

Since 1948, seven new elementary schools and two junior high schools have been constructed. On July 1, 1994, Tammany School District was annexed. Since 1995, Elementary Schools Camelot, Centennial, McGhee, Orchards, Webster, Whitman and Jenifer and Sacajawea Junior High Schools have gone through major reconstruction. The Alternative High School moved to the old Tammany School site and was renamed the Tammany Alternative Center.

In the fall of 2020, the District opened the new Lewiston High School and the A. Neil DeAtley Career Technical School, located in the Orchards area. At the same time, the District implemented a complete grade reconfiguration. The seven elementary schools now serve grades K-5 (previously served grades K-6), Jenifer and Sacajawea transitioned from a junior high school model to a middle school model, serving grades 6-8, and the high school went from a three-year school to a four-year comprehensive high school, serving grades 9-12. The DeAtley Center houses all the District's Career Technical Education (CTE) programs and serves grades 9-12. This Center also serves as Region 2's Career Technical School.

LEWISTON ELEMENTARY SCHOOL DIRECTORY

Camelot Elementary
Karla Carper, Principal
Linda Hesse, Secretary
1903 Grelle Avenue
208.748.3500

Centennial Elementary
Emmy Shepherd Principal
Jana Fryer, Secretary
815 Burrell Avenue
208.748.3550

McGhee Elementary
Mary Wells, Principal
Kelli Warden, Secretary
636 Warner Avenue
208.748.3600

McSorley Elementary
Amanda Remacle, Principal
Evye Ford, Secretary
2020 15th Street
208.748.3650

Orchards Elementary
Rob Hoffman, Principal
Jennifer Knudsen, Secretary
3429 12th Street
208.748.3700

Webster Elementary
Danielle Andrus, Principal
Brina Gardner, Secretary
1409 8th Street
208.748.3800

Whitman Elementary
Jolyn Hobson, Principal
Shea Green, Secretary
1840 9th Avenue
748-3850

Board of Directors
Jon Lang, President
Dr. John Rudolph, Vice President
Brad Cuddy
Charlette Kremer
Staci Baldwin

Central Services Administration
Tim Sperber, Superintendent
Courtney Kolb, Assistant Superintendent
Peggy Flerchinger, Director of Special Services
Mareena Robbins, Director of Secondary Education
Jennifer Gomez, Director of Elementary Education
Leann Hubbard, Director of Business Services
3317 12th Street, Lewiston ID 83501
208.748.3000


VISION
Ensuring high levels of learning for ALL students
MISSION
In collaboration with our community, we will empower students by providing an engaging and equitable education in a safe environment every day
GUIDING PHILOSOPHY
students are the center of the educational process
education is the foundation for success
parents must be engaged in the education of their children
the district and community must share a passion for education
emotional and physical safety is necessary in the education envrionment
learning is lifelong

LEWISTON INDEPENDENT SCHOOL DISTRICT | 2026-2027 ACADEMIC CALENDAR



AUGUST '26						
S	M	T	W	Th	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					

24-25 Work Days for Staff
26 First Day of School for Students



SEPTEMBER '26						
S	M	T	W	Th	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			

7 Labor Day
23 Early Release/ Adult Learning
30 Early Release (Elem. Only) for Parent/Teacher Conferences



OCTOBER '26						
S	M	T	W	Th	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 Parent/Teacher Conferences (No School for Students)
2 No School
14 Early Release/Adult Learning
30 End of Quarter 1



NOVEMBER '26						
S	M	T	W	Th	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					

16 Progress Reports & Adult Learning K-12 (No School for Students)
25-27 Thanksgiving Break (No School)



DECEMBER '26						
S	M	T	W	Th	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 Early Release/ Adult Learning
21-31 Winter Break



JANUARY '27						
S	M	T	W	Th	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 Winter Break
18 M.L. King Day/Idaho Human Rights Day
22 Last Day of Semester 1/Quarter 2
25 Grades & School Improvement K-12 (No School for Students)



FEBRUARY '27						
S	M	T	W	Th	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						

15 Presidents' Day (No School)
24 Early Release/ Adult Learning



MARCH '27						
S	M	T	W	Th	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 Early Release (Elem. Only) for Parent/Teacher Conferences
4 Parent/Teacher Conferences (No School for Students)
5 No School
17 Early Release/Adult Learning



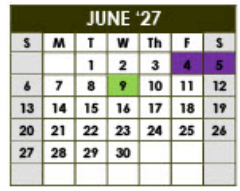
APRIL '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 End Quarter 3
5-9 Spring Break
21 Early Release/ Adult Learning



MAY '27						
S	M	T	W	Th	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					

7 Progress Reports & School Improvement K-12 (No School for Students)
19 Early Release/Adult Learning
31 Memorial's Day



JUNE '27						
S	M	T	W	Th	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			

4 Tammany High School Graduation
5 Lewiston High School Graduation
9 Last Day of School-Early Release (Times TBD)
Last Day of Semester 2 and Quarter 4
Last Day for Staff

Early Release Times are as follows:
- **High Schools at 12:25 p.m.**
- **Middle Schools at 12:56 p.m.**
- **Elementary Schools at 1:40 p.m.**

Board Approved 1/12/2026

SCHOOL HOURS

All students in grades K-5 will receive a **minimum** of 810 instructional hours during the school year. Each elementary school has a slightly different daily schedule based on when school starts in the morning, length of a.m. and p.m. recesses, lunch and dismissal times. Please check with the building administration for start and dismissal times.

Policy 5460 – Length of School Day

SCHOOL ARRIVAL & DEPARTURE

The Lewiston School District is committed to safe schools. In order to maintain a safe environment, we request that your child not arrive more than ***ten minutes*** before the start of the school day. Students eating breakfast at school should arrive at least twenty minutes before school begins.

Students are expected to leave the school grounds at the end of the school day unless arrangements have been made with a staff member.



ENROLLMENT

No pupil may be enrolled in kindergarten or first grade whose fifth or sixth birthday, respectively, does not occur on or before the first day of September of the school year in which the child registers to enter school. Any child of the age of five years who has completed a private or public out-of-state kindergarten for the required 450 hours buts has not reached the age and date requirement set above shall be allowed to enter the first grade. (Idaho Code 33-201)

Policy 5070 – Enrollment and Placement Requirements

Idaho Code §18-4511 subsection 2 states "*upon enrollment of a student for the first time in an elementary* or secondary school, the school shall notify in writing the person enrolling the student that within thirty (30) days he must *provide either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and birth date may include a passport, visa, or other governmental documentation of the child's identity*."

(a) Upon the failure of a person enrolling a student to comply with this subsection, the school shall immediately notify the department of law enforcement or local law enforcement agency of such failure, and shall notify the person enrolling the student, in writing, that he has ten (10) additional days to comply.

(b) The school shall immediately report to the department of law enforcement any documentation or affidavit received pursuant to this subsection which appears inaccurate or suspicious in form or content."

Idaho Code §39-4801: Immunization required. *Any child in Idaho of school age may attend grades preschool and kindergarten through twelve of any public, private, or parochial school operating in this state if otherwise eligible, provided that* ***upon admission*** *the parent or guardian shall provide a statement to the school authorities regarding the child's immunity to certain childhood diseases. This statement shall provide a certificate signed by a physician or his representative that such child has received, or is in the process of receiving, immunizations as specified by the Board of Health and Welfare; or can effectively demonstrate, through verification in a form approved by the department of health and welfare, immunity gained through prior contraction of the disease.*



HEALTH INFORMATION

Student Health Requirements:

Lewiston School District adheres to a sick child protocol screening for students. If a student has any symptom(s) that may indicated a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others, they are to report to the school office. Parents will be notified by the school should the student need to be taken home for any illness.

Unique Health Problems:

The school needs to be informed of any allergies, reactions, chronic illnesses, serious physical problems, epilepsy, or chronic diabetes, so that proper measures can be taken if something happens at school. If a child is taking medication, the school needs this information.

The following immunizations are required of school children in Idaho:

1. Two (2) doses of measles, rubella, and mumps vaccine administered to the child after his first birthday.*
2. Five (5) doses of DTP (diphtheria, tetanus, pertussis), unless fewer doses are medically recommended.
3. Four (4) doses of polio (TOPV) vaccine, unless fewer doses are medically recommended.
4. Three (3) doses of Hepatitis B vaccine administered to children born after November 22, 1991, unless fewer doses are medically recommended.
5. Two (2) Varicella (Chickenpox) History of chickenpox disease documented by a physician meets the requirement.
6. Two (2) Hepatitis A

All the state-required immunizations can be given by the North Central Health Department or your family doctor.

Exemptions:

Idaho law 39-4801 allows a parent/guardian to claim an exemption from immunization requirements for their child for medical, religious, or other reasons. A medical exemption requires the signature of a licensed physician and certification that the child has a medical condition which prevents him or her from receiving required vaccinations. It is recommended that exemptions for religious or other reasons be documented on the form provided for school use by the Idaho Department of Health and Welfare, Immunization Program. Parents may also claim a school immunization exemption by providing a signed written statement to school officials. Schools should maintain an up-to-date list of pupils with exemptions so they can be excluded quickly if an outbreak occurs.

**The American Academy of Pediatrics recommends that booster measles, mumps, rubella vaccine (MMR) be given sometime after five years of age.*

Communicable Diseases:

In an effort to keep our students healthy, any child having a contagious disease or symptoms of same may be excluded from school. The school administration reserves the right, in some cases, to require a note from the doctor before the child returns to school.

Policy 5415 – Communicable/Infectious Diseases

Head Lice:

The Lewiston School District adheres to a no head lice/no-nit policy 5420. If your child has evidence of either head lice or nits, you must keep him/her home until all signs are gone. Information on head lice is available in each elementary school office. Parent or Guardian must accompany student upon re-admittance to school.

Policy 5420 – Head Lice Procedures

STUDENT MEDICATION PROCEDURES

Administering medication to students is a responsibility we take very seriously. To provide for student's health needs safely and in following with District Policy 5425: **Medication**, we request that you follow these procedures:

1. The School Medication Form (*Appendix A*) must be completed in order for any prescription or over-the –counter medication to be administered to students.

2. All prescription medications must be in the original containers with the student's and the doctor's names and directions clearly marked on a pharmacy label.

3. All over-the-counter medication must be in the original container with parent's special instructions in writing, for their individual child that includes the time to be given and the dosage.

4. For short-term medication, a sufficient amount of medication should be provided for the period during which the medication is to be given.

5. A designated staff member should assist students in taking medication except for self-administered medications as described below.

6. All medication, except those approved for keeping by students for self-medication, will be kept in secured storage to reduce the potential for accidental loss or misuse. The building principal will retain the authority in all cases of medication and self-medication.

7. Each time a staff member administers medication, a record will be maintained, noting the time, amount, and name of the staff administering the medication.

8. If a change in dosage for prescription medication occurs, parents must provide written verification from the doctor.

9. If the students AM dose is forgotten at home, the parent will be called to authorize administration of the missing dose. If the missing dose is administered at school, it will be recorded in the medication log.

10. Staff members may not administer medication in dosages that exceed the maximum dosage guidance of the current *Physicians' Desk Reference*.

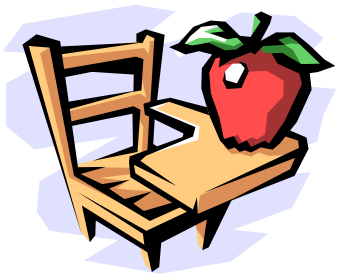
11. Unused medications must be returned home or destroyed when treatment is complete or at the end of the school year.

12. Self-administration of medication (prescription and non-prescription) is permitted with written authorization of the parent or guardian and when the student's maturity level is such that he/she could reasonably be expected to appropriately administer the medication on his/her own.

13. The Lewiston School District shall incur no liability as a result of an injury arising from the self-administration of medication by the student.

14. Students will not be allowed to self-administer controlled substances or other medication for emotional disorders.

15. Upon written request of the parent/guardian of a students who has epilepsy or another seizure disorder, the District shall authorize implementation of a plan – whether a Section 504 plan, Health or Emergency Care Plan, or Seizure Disorder Plan, as deemed appropriate for each individual student.



ATTENDANCE

Idaho Code §33-202: Compulsory Attendance states *"The parent or guardian of any child resident in this State who has attained the age of seven (7) years at the time of commencement of school in his district, but not the age of sixteen (16) years, shall cause the child to be instructed in subjects commonly and usually taught in the public schools of the State of Idaho. Unless the child is otherwise comparably instructed, the parent or guardian shall cause the child to attend a public, private, or parochial school during a period in each year equal to that in which the public schools are in session; there to conform to the attendance policies and regulations established by the board of trustees or other governing body operating the school attended."*

Definitions:

a. **Excused Absences**
Excused absences shall include approved school activities, personal illness, family emergencies, and prearranged absences that are approved by the principal and will be considered on individual merit.

Students are expected to make up all graded assignments when possible or practical within a reasonable time after an excused absence. Failure to do so will be reflected in the grade the student will receive for that grading period. Teaches are expected to assist with make-up assignments or activities given in lieu of assignments. In rare instances when neither of the above is possible nor practical, the principal must be consulted and the grade for work missed may not be counted in the final grade computation.

The parent/guardian is asked to call on the day a student is absent from school. If no call is made, a written excuse should be sent with the absent student on the day of return to school. The excuse should describe the reason for the absence indicating a personal illness or family emergency. When a student checks out from school for reasons, other than illness, a note from the student's parent/guardian requesting the absence will be presented to the office one day before the absence.

b. **Unexcused Absences**
Absences for other reasons shall be considered as unexcused. The student and parent/guardian assume the responsibility for making up the work missed. Work missed during an unexcused absence may not be made up for credit, but should be made up for the student's own benefit. Unexcused absences do not include suspensions.

c. **Truancy**
Willful absence of the student without the knowledge of the school or parents/guardians is considered truancy. It is unexcused and may lead to suspension or expulsion from school.

d. **Habitual Truant defined in Idaho Code 33-206 - A habitual truant is:**

- Any public school pupil who, in the judgment of the board of trustees, repeatedly has violated the attendance regulations established by the board; or

- Any child whose parents or guardians, or any of them, have failed or refused to cause such child to be instructed as provided in section 33-202, Idaho Code.

2. **Elementary Attendance**
    a. Students in grades K-5 are expected to attend school on a regular basis. Regular attendance is a critical factor in the establishment of a good scholastic record. Work missed through absence from school is difficult to make up. There is no substitute for the actual participation in the daily classroom discussion and work.

    b. A letter will be sent to the parent/guardian of a student who has accumulated in excess of six (6) absences per semester.

    c. A designated staff member, including teachers, counselors, social workers, School Resource Officers, School Community Resource Workers, or administrators, will personally speak to the parent/guardian regarding the attendance policy, explain the ramifications of being absent or tardy, stress the importance of attendance and discuss appropriate intervention strategies when a student has accumulated ten (10) absences per semester.

    d. The administrator may request a conference with the parent/guardian of a student who has accumulated twelve (12) absences per semester. Other designated personnel may attend in order to resolve concerns regarding attendance.

    e. Students with excessive absences may be referred to Attendance Court after twelve (12) absences in a traditional schedule and six (6) absences in a block schedule.

    f. At the beginning of each school year, the administrator will send an awareness letter to parents/guardians of students who missed fifteen (15) or more days the previous school year.

Policy 5010: Attendance



TRANSPORTATION SERVICES

According to **Idaho Code §33-1501** students living in excess of one and one-half (1.5) miles from the school they attend are eligible for bus transportation. Regulations governing students riding school buses are as follows:

1. Students being transported are under the authority of the bus driver and aides. Drivers are instructed to load only those students listed as eligible for their route.

2. Students will walk on the left side of the road facing oncoming traffic when coming to meet the bus.

3. The bus driver may assign seats to the students.

4. The bus driver will instruct students how and when to cross the road.

5. No skateboards or scooters allowed on buses.

6. Principals may issue permits to allow other students to ride the bus **when it is due to a family emergency.** These permits are issued to students in advance and are limited to the duration of such emergency.

7. Improper conduct on a bus may lead to the loss of the riding privilege. Principals may suspend students from riding. Parents will be informed of loss of riding privileges and suspensions. Drivers may remove unruly students from buses only when their behavior places the health and welfare of the remaining students in jeopardy.

8. To assist in student safety, the Lewiston School District uses cameras to monitor student's behavior and activity on the bus ride.

9. Parents may request in writing to the principal not to release a student at his/her stop until a responsible adult is visible to meet them. Otherwise, the student will be released at his/her designated stop without further supervision. Should an adult not be present to meet a child when it has been requested, the student will be returned to his/her school.

Bus Conduct Regulation – Policy 5040

DAYCARE TRANSPORTATION

Idaho Code, State Board of Education regulations, State Department of Education policy, and Lewiston School District policy will apply to all children bused to or from daycare facilities in virtually the same manner as if they were at their place of residence.

1. Requests for childcare facility transportation must be made annually.

2. Transportation of students to and from daycare facilities must be provided on a consistent five-day per week schedule. It cannot be provided on an intermittent basis.

3. Provision of bus transportation to and from daycare facilities cannot result in the addition or modification of existing bus routes.

4. In the absence of the parents, daycare center personnel assume responsibility for assuring that requirements are being complied with regarding school bus routing, bus loading and unloading, stops, child supervision, and other provisions of the district's transportation regulations.

5. In case of emergencies, when students must be transported from school, the student will be bused to the daycare facility or childcare home.

COURTESY BUSING

Lewiston School District, in an effort to provide the best possible transportation service for children, may offer a courtesy busing program. The program will provide limited bus service to children residing within the 1.5 mile limit. This program provides a choice for students to either continue walking to school or walk to an established, existing bus stop and ride a bus to school. This service will be based upon space available on the buses. Courtesy busing will be an a.m. and p.m. service. Requests for courtesy busing must be made **annually**. Approval of courtesy busing may not exceed bus ridership capacity.

Courtesy Busing Policy 5050. Please click on link to read the policy.



COMMUNICATION WITH THE SCHOOL

The school must be notified when a change is made in the address or phone number of the child's place of residence. **It is important that such information is current at all times to ensure a parent/guardian can be reached in the event of an emergency.** It is also critical; schools have alternative phone numbers for emergencies such as sickness or injuries.

- Please notify the school if different arrangements have been made for transporting your child to and from school or if someone different will be picking them up as early as possible.
- Please notify the school if your child will require additional time away from school.
- Please notify the school of any other pertinent information you feel the school should know.

The school must have the correct telephone numbers for the home and the places of employment of the parent(s)/guardian(s). Please provide any other contact information for those who may be contacted if your child is ill and you cannot be reached. It is the responsibility of the parent(s)/guardian(s) to report changes in phone numbers or names of persons to be contacted.

USE OF SCHOOL TELEPHONE

The schools are served by business phones, for this reason, children will be permitted to use the school phone only for emergencies. After school activity plans should be made at home before the child comes to school for the day.

Parents/guardians should feel free to call the school anytime and messages will be delivered to the child or teacher. **Please do not ask teachers or children to come to the phone during the time that school is in session except in an emergency.**

ELECTRONIC COMMUNICATION AND COMPUTING DEVICES (ECCD)

The Lewiston School District recognizes that technologies and networks are important tools for student learning and conducting District business. The District provides these tools to staff as a means to plan and deliver more effective, personalized instruction and to facilitate immediate and efficient communication with parents, staff, and students.

While technology serves many important functions in school activities, the District also recognizes that the implementation of technology must be conducted responsibly within an environment that conscientiously strives to ensure technology is used only for legal purposes and the advancement of the District Mission. Moreover, the safety and privacy of District students and staff and their information shall be protected and maintained.

To these ends, users will abide by all District Rules and Regulations 4063, as well as local, state and federal laws. The District must cooperate fully with local, state or federal officials in any investigation concerning or relating to violations of the law.

As with all personal electronic devices, the school will not be responsible for lost, stolen or damaged items. Therefore parents are discouraged from sending a personal electronic devices to school. If your child brings a personal device to school, it must be turned off when he/she arrives at school. Please check with your child's teacher or principal regarding specific building procedures.



CO-CURRICULAR ACTIVITIES

Choir, Orchestra and Band may be offered to all 5th grade students before or during school. Please contact your school for more information regarding enrollment into these programs.



NUTRITION SERVICES

The Lewiston School District offers daily hot lunch and breakfast at each school. Meals are on a cash basis or may be purchased in advance. A free or reduced-priced meal is available to students whose families meet eligibility requirements. Applications are available at each school office or the Central Services office.

My School Bucks, is an online payment service that allows parents to monitor and pay for student food services.

Please click on the link below for meal applications, wellness plan, My School Bucks, menus, and other information regarding nutrition services within the District.
Independent School District No. 1 Food Service

Energy Drinks

The Lewiston School District has enacted Wellness policies in an effort to create an environment where students are exposed to foods and curriculum that espouses a healthy lifestyle. Exposure to high fat, sodium, and/or sugar added foods in the school dietary plan is discouraged by policy. Many energy drinks contain ingredients that fall outside our established guidelines. Parents are therefore discouraged from sending these products to school with their child.



REPORTING STUDENT PROGRESS

Scheduled conferences give both you and your child's teacher an opportunity for exploration of progress, behavior, and reasons for your child's successes and areas of improvement. Make certain your child understands that you and the teacher are working together in her/his interest.

Report cards are provided at the end of each semester and progress reports will be provided at least once per semester. Conferences are scheduled for students K-12 in October and March. Conferences may be held when the parent/guardian or teacher feels it is advisable to discuss and share information about the child or the program. If unable to attend scheduled conferences, please arrange with the school to schedule an alternative time. Special conferences involving other staff members will be arranged through the building principal. Cooperation between parent/guardian and teacher in arranging and holding these conferences is important.

Policy 5160 – Grading Procedures

RETENTION

It is the belief of the Lewiston School District that students should progress each year from grade to grade. We are dedicated to providing our students with the best possible educational opportunities. However, the Lewiston School District reserves the right to classify and place all students under its jurisdiction. Students may be required to repeat a grade whenever the teachers, principal, and parent(s)/guardian(s) consider that this serves the best interest of the child.

Policy 5310 – Promotion-Retention



CLASSROOM VISITS

Classroom visits by parents/guardians are encouraged. Due to liability considerations, non-school age children are not permitted on classroom visits. **Please schedule your visitation with the classroom teacher or building administrator. In order to keep our students safe, you are required to check in at the school office and receive a visitor pass before entering a classroom.** We appreciate your cooperation.

Children visiting the Lewiston area may not attend or visit schools without prior approval by the building principal.



Student Discipline

PERSONAL ELECTRONIC DEVICES (Smart phones, smart watches, etc.) - To ensure an optimal learning environment with minimal disruptions, personal electronic devices are not allowed during instructional time. If brought to school, they must be turned off, stored securely, and remain out of sight during instructional time. This policy applies to all areas, including classrooms, hallways, and outdoor spaces.

Possible Disciplinary Actions, but not limited to:

Offense	Action taken	Device Return
1st Offense	Staff confiscates the device.	Device returned to the student at the end of the day. Reminder of policy and expectations given to student and parent/guardian.
2nd Offense	Staff confiscates the device and sends it to the office.	Student may retrieve the device at the end of the school day. Parent/guardian contact is made by school staff.
3rd Offense	Device confiscated and held in the office.	Device returned only to a parent/guardian upon pickup. Meeting with parent/guardian may be requested to discuss ongoing violation and consequences.

Policy 5020: Student Discipline Code

DRESS CODE

Lewiston School District Rule & Regulation §5020.5 states: *"Dress and appearance must not present health or safety problems or pose potential disruption of the educational process as adjudged by school personnel. When a student's attire is found to be in violation of this policy, the student may be required to modify his/her attire in such a manner so that it no longer violates this policy."*

The dress code will be in effect during all school related activities--both on and off campus. This includes riding the bus, field trips, athletic events, music events, etc.

- Hats may not be worn in the school building. The principal may make exceptions for "Hat Days" and for medical or religious reasons.
- Students shall dress in a manner that does not disrupt the educational process. Exposed undergarments and midriffs are not acceptable. Buttocks, upper thigh, chest, and midriff must be covered when walking, sitting, and bending or reaching. Clothing that refers to gangs, drugs, alcohol/tobacco, sex, violence, or that contains innuendoes referring to obscene behavior, shall not be permitted. Clothing and other apparel with hate speech/symbols including but not limited to images of the Confederate flag, swastikas, Nazi symbols, use of derogatory remarks or any other forms of hate speech/symbol as recognized by the Anti-Defamation League (www.adl.org) shall not be permitted. Any clothing that obstructs visual identification of students will not be allowed, such as "hoodies" or masks.

Students must wear appropriate athletic shoes for all physical education classes to help ensure a safe and active learning environment. Sandals, Crocs, and other footwear that does not provide adequate support or safety are not recommended during PE.

Policy 5020: Student Discipline Code

SEXUAL HARASSMENT

If a parent/guardian believes that their child has been a victim of sexual harassment, as defined in Board Policy No. 5020.4.J, by a staff member or a student (on school grounds during the school day or off school grounds at a school activity/event) the building principal will assist in making sure that the necessary actions are carried out as covered by the law. The Lewiston School District uses "See Tell Now" anonymous reporting system for staff and faculty. (https://schoolsafety.dbs.idaho.gov/see-tell-now).

HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBER-BULLYING, HATE SPEECH/SYMBOLS

As defined in policy 5020.B.(3) - The Board of Directors is committed to providing a safe school environment for students, employees and visitors while attending school, riding the school bus and attending District-sponsored activities on school premises or at other location where the activity is sanctioned by the District. It will be a violation of this policy for any student, employee or visitor to bully, haze, intimidate, use hate speech/symbols, or harass another individual. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The Lewiston School District uses "See Tell Now" anonymous reporting system for staff and faculty. (https://schoolsafety.dbs.idaho.gov/see-tell-now).

DEFINITIONS

i. HAZING

"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.

ii. HARASSMENT

"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 age, race, religion, color, national origin, disability, gender, gender identity and expression, sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location, familial status or weight.

iii. BULLYING

"Bullying" refers to any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on school property or immediately adjacent to school property or grounds, 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;

c. Is sufficiently sever, persistent, or pervasive so as to create an intimidating threatening, abusive, or hostile educational environment.

iv. CYBER-BULLYING

"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 email message, 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. In the situation that cyber-bullying originated from a non-school computer, but

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 the educational environment of the school or impinge on the rights of other students at school, and/or be in violation of a school policy or state law. Administration shall, in their discretion, contact local law enforcement.

v. INTIMIDATION

"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.

vi. HATE SPEECH/SYMBOLS

Hate speech includes, but is not limited to, any form of expression or symbol intended to vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, or national origin.

The Lewiston District uses "See Tell Now" anonymous reporting system for staff and faculty (https://schoolsafety.dbs.idaho.gov/see-tell-now).

GENERAL HARASSMENT -- HARASSMENT OF STAFF

As provided in Idaho Code §18-916, "*Employees of every school district shall be free from abuse by parents or other adults. Therefore, employees of the District must be respected as they perform and direct their assigned roles. Students are expected to display respect for teachers and others at all times*."

Policy 5020: Student Discipline Code

SUBSTANCE ABUSE

The District recognizes that student substance abuse is detrimental to educational, emotional, physical, and social development. Furthermore, such abuse results in behavior that adversely interferes with one's performance at school, adversely affect one's health, and may endanger the safety and well-being of others. The District and community resources are committed to actively confronting this problem and shall take positive, encouraging, and supportive action through education, training, counseling, peer support, family involvement, and appropriate referrals to community support groups.

Because of the pervasive nature of substance abuse, it is essential that it be viewed as a total community problem, one in which the school, family, local law enforcement, and treatment agencies share in the responsibility for prevention and intervention.

Prevention is the first step in deterring harmful involvement with substances. The District will implement an integrated curriculum approach to prevention directed toward providing students with appropriate information and developmental experiences which will enable them to make responsible decisions regarding substance usage.

While student substance abuse will not be tolerated, the school will assist the harmfully involved student in seeking supportive and rehabilitative services within and outside the school. If treatment becomes necessary outside the school setting, every effort will be made to ensure a successful continuation in/or re-entry into the school program.

The administration is charged with implementation of this policy through procedures that provide for prevention, identification of the substance abusing student, facilitating intervention with provisions for appropriate support services, and continuation of staff training.

Smoke Free Schools Policy

The State of Idaho prohibits smoking and the use of smoke-free tobacco, including vape and e-cigarettes, in all buildings and on all property owned by public school districts.

Policy 5470 – Student Substance Abuse

FIELD TRIPS & VOLUNTEERING IN THE CLASSROOM

Parents/guardians may be requested to chaperone students on field trips. **Only adult chaperones, age 18 or over, are allowed to accompany students on field trips.** All students are to be transported on school buses. A field trip is an extension of the school setting and part of the District curriculum, therefore, all school rules apply. All field trip participants must follow District rules and regulations.

Parents/guardians are encouraged to be an active participant in their child's education. Should you choose to volunteer in your child's classroom, please contact your child's classroom teacher in advance. We ask that all adults assist us by modeling and encouraging positive behavior. **Due to liability considerations, non-school age children are not to be permitted to accompany volunteers on field trips or in classrooms.**



STUDENT BIRTHDAYS

If you would like to recognize your child's birthday by bringing treats, please make arrangements with the teacher. For health consideration, it is recommended treat are to be store bought and/or pre-packaged. Scheduling treats will be left to the discretion of the teacher. Birthday announcements for private parties will not be formally distributed at school. In order to protect each child's privacy, class lists of any form (child's names and/or parent/guardian phone numbers and/or addresses) will not be available from the classroom teacher or the office. Floral displays and balloons may be delivered at the end of the school day.



MONEY, VALUABLES AND PERSONAL ITEMS

Schools are not responsible for money, lost articles of clothing, musical instruments, bicycles, or other personal items.

- **Marking of Personal Items:** It is helpful to mark items such as coats and hats with the child's name.
- **Lost Articles:** A lost and found department is maintained in each school. Children are encouraged to check there for lost articles or to bring in articles they have found. Before considering an article permanently lost, please check with the school.

HOMEWORK

Teachers and parents/guardians share the responsibility for motivating and providing opportunities for homework. The

student has the ultimate responsibility for the successful completion of homework. The goal of homework is to enhance learning. To accomplish this goal, assignments typically address one or more of these purposes:

- Develop regular study habits and teach responsibility.
- Foster communication between the school and home.
- Provide a different learning environment.
- Provide information about lesson effectiveness, student knowledge, and student effort.
- Provide independent practice and/or reinforce skills.
- Extend classroom learning.
- Improve academic achievement.
- Prepare the student for future lessons.

In the event that a parent/guardian is concerned about homework, the concern should be resolved by meeting with the teacher. If the matter is not resolved, the following conference steps should be followed: (1) parent-teacher-building principal, and then (2) parent-teacher-building principal-Director of Student Services.

Policy 5220 – Homework Regulations



PARENT-TEACHER ASSOCIATION

The elementary schools of the Lewiston School District have been fortunate in having the support of an active and helpful Parent-Teacher Association (PTA). Membership in this organization is inexpensive, but the rewards are great. To be involved in the PTA, please reach out to your school.

PTA operates under five principles:

1. To promote the welfare of children,
2. To raise the standards of home life,
3. To secure adequate laws for the care and protection of children and youth,
4. To bring into closer relation the home and the school, and
5. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, and social education.

STUDENT INJURIES

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through.

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

STUDENT INSURANCE

The Lewiston School District does not provide medical insurance to pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The District carries insurance only for cases of legally proven negligence.

The Lewiston School District provides student medical insurance 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 district office.

If your child has school insurance and an accident occurs which requires a doctor's care or hospitalization, you should contact the school principal for a claim form and verification of the accident. Students must notify school staff members on the day of the injury.

REMINDER: Please keep home phone, work phone, and emergency phone numbers current in the event of an emergency.

CHILD ABUSE AND NEGLECT

Under the Child Protective Act, Idaho Code §16-1605, (a) *"Any physician, resident on a hospital staff, intern, nurse, coroner, school teacher, daycare personnel, social worker, or other person having reason to believe that a child under the age of eighteen (18) years has been abused, abandoned or neglected or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse, abandonment or neglect shall report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the department."* The building principal will assist in making sure that the necessary actions as covered under the law, are followed.



SCHOOL SAFETY

Safety instruction and safety measures are reviewed and practiced in the school and on the playground. Please help your child develop good safety habits by providing instruction at home.

Weapons and weapon look-a-likes may not be brought to school. Bringing a weapon to school is a criminal offense.

1. **If children walk to school:**
   - Help your child learn the safest route to and from school.
   - Encourage your child to use the intersection rather than the middle of the block when crossing a street where crosswalks are provided, he/she should stay between the lines. Where they are not, try to think where crosswalk lines might be and encourage your child to cross in that area. Encourage your children to cross where there is a crossing guard if they are available.
   - If there is not a sidewalk available, the child should walk on the left side of the street facing oncoming traffic.
   - Encourage your child to come home immediately after school is dismissed.
   - The child should obey traffic lights and look both ways before crossing a street.

Please remind your child never to accept rides or gifts from strangers. Talk to your child about what to do if a stranger approaches, how to get help, and when to call the police.

2. **If children ride a bicycle to school:**
   - Bicycles are vehicles and are to be operated as such. Bicycles can inflict injuries if they are mishandled. Riders should be courteous by obeying traffic signs, signals, and laws to help ensure their own safety
   - It is illegal to ride double on a bicycle built for one person. Riders ought to ride in a single file while there is a group and not more than two should be abreast on clear, unoccupied streets.
   - Bicycles can be registered with the Lewiston Police Department.
   - Bicycles are not to be ridden on school grounds at any time during regular school hours. It is recommended that bicycles be locked when stored at school.
   - Students are strongly encouraged to wear bicycle safety helmets, in good working condition including tires,

steering, brakes, drive mechanism, equipped for night riding with a white headlight, red taillight or reflector, and a reflective tape for additions visibility.

- The Lewiston School District is not responsible for lost, damaged, or stolen bicycles.



COMMUNITY SERVICE

School patrols are organized to promote safety for students crossing streets and highways at intersections. For their own safety, children should do as the patrol people ask them.

Crossing guards, both students and adults, are periodically trained by school personnel or the Lewiston Police Department.

Each elementary school encourages building community within our schools and in Lewiston. Teaching responsibility and learning the importance of community are core values of our elementary school program. Student participation in activities such as patrol, kitchen duty, study buddies and other activities designed to provide opportunities for learning outside the classroom are an expectation. A parent permission authorization form is required for all students participating in school patrol or school cafeteria activities.

Policy 5250 – Patrols, School



FIRE/EMERGENCY DRILLS

Instruction regarding evacuation of the school building in case of a fire or another emergency is provided in all elementary schools. Every effort is made to help students realize the seriousness of fires. Warning signals, proper exits, and evacuation routines are planned and made known to the children. Fire drills are held each month and lock down drills are held two (2) times a year. The Lewiston School District adheres to The Standard Response Protocol from The "I Love You Guys" Foundation - https://iloveuguys.org/.

EMERGENCIES AT SCHOOL

If your child becomes ill or has a serious accident at school, you will be notified. If you or another person designated by you cannot be located and informed your child will be referred to his/her physician. If the physician cannot be located, your child may be transported to the nearest hospital emergency room. **It is important, therefore, that the school be kept informed as to the name of your child's physician and current phone numbers where you can be contacted.**

SPECIAL EDUCATIONAL SERVICES AND TITLE I

Programs and related services for students with disabilities are available for all eligible students. Title I services are available in schools designated as target schools under federal guidelines. Teaching for homebound students, psychological services, counseling, social work, Indian education services, and gifted/talented are available to all students who qualify.

Consult your student's principal for information about referrals, eligibility, and service procedures for any of the above special services.

DISABILITIES POLICY - STUDENTS WITH DISABILITIES

Under The Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, the Lewiston School District is prohibited from discriminating against students on the basis of a disability. Lewiston School District provides a free and appropriate public education to each student within its jurisdiction regardless of the nature or severity of the disability. The Lewiston School District ensures that students who need or are believed to need special education or related services will be identified, evaluated, and provided with appropriate educational services.

Section 504 also stipulates that students with disabilities have the right to participate in school sponsored extra-curricular programs and activities to the maximum extent appropriate to their needs.

Under Section 504 and IDEA, students with disabilities have the right to be placed in the least restrictive educational environment. To the maximum extent appropriate for the needs of the student, Lewiston will educate students with disabilities within their regular school program.

Students with disabilities and their parents have a number of rights and protections. Questions or requests for assistance or information about services for students with diagnosed or suspected disabilities should be directed to the student's school principal or the Director of Special Services, 208-748-3000, or 3317 12th Street, Lewiston, ID 83501.



DIRECTORY INFORMATION DISCLOSURE

Lewiston School District, may disclose "directory information" from the education record without prior parental consent after giving notice of its intention to do so. "Directory information" is information in a student's education records that is not generally considered harmful, and its release is not considered an invasion of the student's privacy. A critical distinction exists between directory information and all other information present in school files. Lewiston School District may determine how much directory information from education records will be disclosed. Directory information includes, but is not limited to, the following data about the student:

1. student's name
2. address
3. date and place of birth
4. telephone number
5. participation in officially recognized activities and sports
6. weight and height as a member of an athletic team
7. class designation
8. dates (but not a day-to-day record) of enrollment
9. diploma and awards received
10. school or school district where the student was previously in attendance
11. official activities
12. photographs or video productions of students used by the District for recognition of student achievement and community relations, including, but not limited to, publications in the District's or school's newsletters, in the school setting, on other District's or school's website or social medial platforms.

The Lewiston School District shall provide, on the request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings unless a parent or secondary student requests, in writing, that the student's name, address, and telephone listing not be released without prior written parental consent.

The Lewiston School District may disclose directory information about former students without notice.

Parents can, however, retain the right to consent to the disclosure of directory information. Parents who wish to retain this right must so advise the District by sending a written notice to:

Tim Sperber, Superintendent
Lewiston School District
3317 12th Street
Lewiston, ID 83501

Please be sure to include the name of the student, school the student attends, and provide signature of the parent/guardian or adult student.

Policy 5340 – Student Records

APPENDIX A: SCHOOL MEDICATION FORM

INDEPENDENT SCHOOL DISTRICT #1
3317 12th Street
Lewiston, Idaho 83501

SCHOOL MEDICATION FORM

Student_____

School_____ **Grade**_____

Address_____

Parents_____

Home Phone_____ **Work Phone**_____

TO AUTHORIZE SCHOOL PERSONNEL:

I hereby request and authorize_____my child to self-administer[1], or

_____school staff to administer the following _____

prescription medication, or_____over-the-counter medication.

Medication name:_____

Instructions:_____
(Dose) (Time)

and I release the school from liability should reactions result from medications. In case of emergency, follow-up care and transportation are to be as follows:

_____

_____

[1] Self-administration of some medications is not allowed. See the back of this form #15.

_____
Parent's Signature

_____
Date

A physician's authorization is not required for over-the-counter medications.

TO AUTHORIZE SCHOOL PERSONNEL:

I prescribe (medication name)_____

to be given to_____by school personnel during school hours for the reason stated:

_____

Possible side effects to be observed by school personnel: _____

_____

_____
Physician's signature

_____
Date

(9/04) Distribute copies to: School and Parents

APPENDIX B: AFFIRMATIVE ACTION INDEX

AFFIRMATIVE ACTION INDEX

The District does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services, or activities. Individuals who need accessible communications or other accommodations in order to participate in programs and services of the District are invited to make their needs and preferences known to the administration at the Central Services Office.

Courtney Kolb, Assistant Superintendent
Title IX
Peggy Flerchinger, Director of Special Services
504 Coordinator
Central Services Office
3317 12th Street
Lewiston, ID 83501
(208) 748-3050