

# Agenda of Regular School Board Meeting

## The Board of Trustees

### Lakeland Joint School District No. 272

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A Regular School Board Meeting of the Board of Trustees of Lakeland Joint School District No. 272 will be held Monday, August 8, 2016, beginning at 5:00 PM in the Administrative Offices, 15506 N. WASHINGTON ST., RATHDRUM, ID 83858.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

- A. **Call to Order 5:00 p.m.**
- B. **Board Workshop**
  - 1. Board Self-Evaluation 3
  - 2. Board Code of Ethics 7
- C. **Executive Session as authorized by Idaho Code 74-206 (b) 5:45 p.m.**
  - 1. Student 2013-F
- D. **Welcome Visitors/Pledge of Allegiance 6:00 p.m.**
- E. **Approve Agenda**
- F. **Consent Agenda**
  - 1. Minutes of Previous Meeting(s) -Regular Meeting of 07/11/2016 and Special Meeting of 07/19/2016 9
  - 2. Regular and Special Bills 17
- G. **Report and Presentation Agenda**
  - 1. LEA
  - 2. Visitor Presentations
  - 3. Public Comment (Each speaker will be asked to limit their remarks to no more than three minutes. Please see the Public Comment sign-in sheet and Policy #1520 for proper procedure in addressing the Board during Public Comment).
  - 4. Staff Reports
    - a. Kevin Doyle, Director of Food Service-Recap of the 2015-16 school year 42
    - b. Dr. Becky Meyer
    - c. Lisa Sexton
      - 1) National School Safety Conference
      - 2) Opening Calendar 48
      - 3) Alternate Authorization
    - d. Dave McDowell
      - 1) Financials
      - 2) ERATE update
      - 3) Classified Salary Schedule 2016-17 49
- H. **Action Agenda**

1. Approve/deny the hiring of new personnel as presented	53
2. Approve/deny the staff resignation as presented	56
3. Approve/deny establishing bus routes, non-transportation zones, and safety busing zones for 2016-17 as recommended by the administration	
4. Approve/deny the Student Handbooks as presented	57
5. Approve/deny to waive the first read and approve the revised Policy #3080 Nonresident Student Attendance Policy and application as presented	326
6. Approve/deny Policy #8605 Retention of District Records as presented	334
7. Approve/deny the revised 2016-17 Classified Salary Schedule as presented	345
8. Approve/deny Alternate Authorization for Content Specialist at Lakeland High School	
9. Approve/deny Alternate Authorization for Content Specialist at Timberlake High School and Junior High	
10. Approve/deny to re-admit Student 2013-F	
11. Approve/deny Adult Lunch Price Increase from \$3.65 to \$3.70	
<b>I. <u>Discussion Agenda</u></b>	
1. ISBA Annual Convention- November 9-11, 2016, Boise Centre	
2. Resolution for Classified Salaries	348
3. Correspondence	

# BOARD OF TRUSTEES SELF-ASSESSMENT

THE BOARD MEMBER TEAM	Very Good	Satisfactory	Needs to Improve
1. Keeps the education and welfare of students as their primary concern.			
2. Is open and honest with each other, as well as administrators and is able to maintain an attitude of mutual trust and respect.			
3. Works to preserve the confidentiality of items discussed in executive session.			
4. Represents the interests of the entire district rather than a special interest group(s).			
5. Understands the need for compromise and is willing to support the majority decision.			
6. Encourages each other to work together as a team.			
7. Realizes that independent decisions or commitments on the board's behalf are improper.			
8. During meetings is polite, listens carefully and is respectful of each other, as well as school personnel.			
9. Comes to meetings prepared to focus on discussion issues and keeps comments relevant and brief.			
10. Does not use the office of Trustee for personal profit and/or advancement of patronage.			
11. Is concerned about achieving results rather than giving a good appearance.			
BOARD/SUPERINTENDENT RELATIONS	Very Good	Satisfactory	Needs to Improve
1. The board and superintendent work together in a spirit of mutual trust and respect.			
The board:			
A. Understands the distinction between the board's role and the function of the administration.			
B. Avoids interference with the superintendent's duties.			
C. Solicits input from the superintendent in the development of board policies.			
D. Gives direction to the superintendent rather than through individual staff members.			
2. The board and superintendent develop, in cooperation, long-and short-term goals, and a once or twice yearly process for evaluating the superintendent's progress and performance.			

3. A spirit of open discussion prevails so that board members do not feel alienated and are able to address potentially destructive issues.			
4. The board plans regular opportunities for open communication between the board and the superintendent.			
<b>BOARD/STAFF RELATIONS</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Needs to Improve</b>
1. Appropriate personnel policies in the area of employment evaluation are reviewed and adopted by the board.			
2. The board encourages and offers opportunities for professional growth for all employees.			
3. Suggestions from staff for improvement of the school system are welcome.			
4. Staff accomplishments are recognized by the board.			
5. An appropriate study of staff attitudes are conducted on a regular basis.			
6. Board members avoid making excessive personal requests from staff.			
7. The board provides a safe and productive working environment.			
<b>BOARD/COMMUNITY RELATIONS</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Needs to Improve</b>
1. The Board:			
A. Keeps the public informed through regular newsletters, reports, and contact with the media.			
B. Is aware of community attitudes and of special interest groups.			
C. Seeks community input prior to establishing district goals and objectives.			
D. Holds public hearings on important issues before taking final action.			
E. Encourages public attendance/input at board meetings and at school functions.			
F. Cooperates with parent or citizen groups.			
G. Allows adequate time for public participation at board meetings, but prevents a single individual or group from dominating discussion.			
H. Channels public complaints/concerns about the school district to the appropriate member of the staff.			
<b>BOARD MEMBER ORIENTATION AND CONTINUING DEVELOPMENT</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Needs to Improve</b>
1. The district has a planned program to orient newly-elected board members:			
A. The nature of their duties and responsibilities.			

B. The nature of the duties and responsibilities of administrative personnel.			
C. The difference in responsibilities between the board and the administration.			
D. The educational relationship between the school district and the state: i.e. finances, transportation, etc.			
E. The roll of the teachers' union.			
F. The use of Parliamentary Procedure.			
2. The board keeps informed through:			
A. Professional publications and educational periodicals.			
B. Use of pertinent data, research and consulting services.			
C. Training opportunities such as conferences and workshops relevant to board responsibilities.			
D. Listening to educators, students, parents and community.			
<b>PLANNING</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Needs to Improve</b>
1. Demographic information is current and provided to the board.			
2. The board:			
A. Establishes its own goals and objectives through a yearly review and evaluation process.			
B. Provides for a continuous process of strategic planning which focuses on student achievement and citizenship.			
C. Develops long- and short-term goals and objectives for the school district jointly with the superintendent and administrative team.			
D. Requires the superintendent to discuss progress on goals and objectives at designated intervals during the year.			
<b>POLICY</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Needs to Improve</b>
1. The board:			
A. Maintains well-defined policies consistent with strategic goals of the district.			
B. Periodically reviews and updates policies according to an existing plan or system.			
C. Involves administrators, teachers, staff, students, parents and community members in the development or review of policy.			
D. Ensures that policies are current with mandates by governmental agencies and courts.			
E. Makes policy manuals available for district employees, students and the public.			

<b>BUDGET/FINANCE</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Needs to Improve</b>
1. The annual budget:			
A. Reflects the strategic plan and supports the district's goals and objective for student achievement and citizenship.			
B. Demonstrates the results of an evaluation of existing programs.			
C. Considers both short and long range funding sources and expenditures.			
2. The board encourages input from staff, parents, students and community members throughout the budgeting process.			
3. Quarterly reports, depicting the district's financial status, including bills paid and other expenditures are presented in written form, clearly and concisely.			
4. Financial reports present clear and understandable data to the public.			
<b>INSTRUCTIONAL PROGRAM</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Needs to Improve</b>
1. The board formulates educational goals based on the needs and values of the community.			
2. The board provides a quality educational program imposing high individual academic standards for <u>each</u> student.			
3. The board provides alternative instructional programs for the non-traditional student.			
4. The board provides appropriate courses-information for post high school careers/education.			
5. The board understands and follows the basic instructional program mandated by the legislature and the State Board of Education.			
6. The board reaches decisions affecting school programs on the basis of study of all available data and the superintendent's recommendations.			
7. Programs are evaluated on a timely basis and reported to the board.			
8. Student academic performance in the district, state and nation is presented regularly to the board.			
9. The board recognizes student accomplishments.			
10. The board promotes a positive, consistent approach to student discipline.			

Code of Ethics for School Board Members

AS A MEMBER OF MY LOCAL BOARD OF TRUSTEES, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL:

*As a member of my local board of trustees, I will strive to improve student achievement in public education, and to that end I will:*

Attend all regularly scheduled board meetings insofar as possible, having read my packet ensuring that I am informed about the issues to be considered at the meetings;

Recognize that the board must comply with the Open Meeting Law and only has authority to make decisions at official board meetings;

Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Understand that the board makes decisions as a team. Individual board members may not commit the board to any action unless so authorized by official board action;

Recognize that decisions are made by a majority vote and the outcome should be supported by all board members;

Acknowledge that policy decisions are a primary function of the board and should be made after full discussion at publicly held board meetings, recognizing that authority to administer policy rests with the superintendent;

Be open, fair and honest – no hidden agendas, and respect the right of other board members to have opinions and ideas which differ from mine;

Recognize that the superintendent is the board's advisor and should be present at all meetings, except when the board is considering the superintendent's evaluation, contract or salary;

Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a district concern ever rise to the attention of the board as a hearings panel;

Keep abreast of important developments in educational trends, research and practices by individual study and through participation in programs providing such information;

Respect the right of the public to be informed about district decisions and school operations;

Understand that I will receive information that is confidential and cannot be shared;

Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as district staff, while insisting on regular and impartial evaluation of all staff;

Present personal criticism of district operations to the superintendent, not to district staff or to a board meeting;

Refuse to use my board position for personal or family gain or prestige. I will announce any conflicts of interest before board action is taken; and

Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

Policy History:

Adopted on: August 13, 2007

Revised on: December 12, 2011

**THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,  
EXECUTIVE SESSION REGULAR BOARD MEETING, JULY 11, 2016**

**LAKELAND JOINT SCHOOL DISTRICT NO. 272**

Meeting Location

LAKELAND SCHOOL DISTRICT ADMINISTRATIVE OFFICES  
15506 N WASHINGTON STREET  
RATHDRUM, ID 83858



***Executive Session 5:00 p.m.  
Regular Session 6:00 p.m.***

**BOARD MEMBERS PRESENT**

Chairman Larry Brown (Zone 5)  
Trustee Rena Olmstead (Zone 1)  
Trustee John Shaffer (Zone 2)  
Trustee Tim Skubitz (Zone 3)  
Trustee Brian Wallace (Zone 4)

**ADMINISTRATION PRESENT**

Superintendent Dr. Becky Meyer  
Assistant Superintendent Lisa Sexton  
Director of Business Dave McDowell  
Director of Information Systems Georgeanne Griffith  
Clerk Brook Cunningham

A. **Call to Order 5:00 p.m.**

Larry called the meeting to order at 5:02 p.m.

B. **Executive Session as authorized by Idaho 74-206 (1)(b) 5:00 p.m.**

At 5:05 p.m. Chairman Brown announced the next order of business would be consideration of the Board recessing into executive session as authorized by Idaho Code **74-206 (1)(b)**. After a full and complete discussion, upon motion duly made by TRUSTEE SHAFFER and seconded by TRUSTEE SKUBITZ the following resolution was presented:

BE IT RESOLVED, that the Board of Trustees of Lakeland Joint School District No. 272 recess from public meeting into Executive Session pursuant to Section **74-206 (1)(b)**, Idaho Code, in order to conduct a student hearing and discuss a personnel matter.

BE IT FURTHER RESOLVED, that following the executive session, the Board will reconvene into public session for the purpose of conducting further business or for adjournment of the meeting.

Vote being had on the above and foregoing resolution, and the same having been counted and found to be as follows:

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	YES	NO	NOT PRESENT
Chairman Larry Brown	X		
Trustee Rena Olmstead	X		
Trustee Shaffer	X		
Trustee Tim Skubitz	X		
Trustee Brian Wallace			Wallace entered Executive Session at 5:46 p.m.

and no less than two-thirds (2/3) of the membership in favor thereof, Chairman Brown declared said resolution adopted.

Administration also in attendance of this Executive Session included Superintendent Dr. Becky Meyer, Assistant Superintendent Lisa Sexton, and Clerk Brook Cunningham.

1. Student 2016-J

LHS Summer School Principal Jimmy Hoffman along with student and father entered Executive Session 5:02 p.m.

Director of Information Systems Georgeanne Griffith entered Executive Session at 5:14 p.m.

Student 2016-J along with father exited Executive Session at 5:15 p.m.

Jimmy Hoffman exited Executive Session at 5:19 p.m.

Georgeanne and Lisa exited Executive Session at 5:20 p.m.

Brian Wallace entered Executive Session at 5:46 p.m.

2. Personnel

The Board exited Executive Session at 6:08 p.m.

C. **Welcome Visitors/Pledge of Allegiance 6:00 p.m.**

At 6:11 p.m. Chairman Brown gave welcome and led in the pledge.

D. **Annual Meeting-Board Elections**

1. Oath of Office

Clerk Brook Cunningham administered the Oath of Office for all trustees.

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2. Election of Board Chairman

**Motion** was made by TRUSTEE WALLACE and seconded by TRUSTEE SKUBITZ to nominate Larry for Board Chairman. Hearing all ayes, motion carried.

3. Election of Board Vice-Chairman

**Motion** was made by TRUSTEE WALLACE and seconded by TRUSTEE SKUBITZ to nominate John Shaffer for Vice-Chairman. Hearing all ayes, motion carried.

E. **Approve Agenda-**

**Motion** was made by TRUSTEE WALLACE and seconded by TRUSTEE SHAFFER to approve the agenda with one amendment adding Action Item #13 “*Approve/deny Addendum to Superintendent’s Contract*”. Hearing all aye, motion carried.

F. **Annual Meeting-Reorganization**

1. Appoint Clerk and Treasurer

**Motion** was made by TRUSTEE WALLACE and seconded by TRUSTEE SHAFFER to appoint Brook Cunningham as the Clerk of the Board and Cindy Happeny as the Treasurer. Hearing all ayes, motion carried.

2. Approve/deny Resolution 07.11.2016-A that provides for appointment of Assistant Treasurers and Designated Signatory for each respective school

**Motion** was made by TRUSTEE SKUBITZ and seconded by TRUSTEE WALLACE to adopt Resolution 07.11.2016-A as presented. Upon a unanimous roll call vote the resolution presented was adopted.

4. Set Date, Time and Location of Regular Meetings

**Motion** was made by TRUSTEE SKUBITZ and seconded by TRUSTEE WALLACE to approve the presented schedule for regular Board meetings. Hearing all ayes, motion carried.

G. **Consent Agenda**

1. Minutes of Previous Meeting(s) - Regular Meeting June 13, 2016

2. Regular and Special Bills

**Motion** was made by TRUSTEE SKUBITZ and seconded by TRUSTEE WALLACE to approve the Consent Agenda as presented.

H. **Report and Presentation Agenda**

1. LEA

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No one from the LEA was present.

2. Visitor Presentations

a. Hayden Canyon Charter School

Charter founder Sarah Halsted presented on behalf of founder Glen Lanker. Halsted reminded the Board that this is the second time the petition had come before the Board. She also indicated the majority of the planned charter is within the Lakeland Joint School District Boundaries although some if it is within the Coeur d'Alene School District. She did comment that a good portion of the students would come from the CDA School District area versus the Lakeland territory. Following presentation Halsted offered the Board more time for consideration if need be. Trustee Wallace questioned how the Charter would feel if Lakeland became the authorizer. Halstead stated the founding board has discussed all options and that option would be fine as well. Wallace commented that the pitfall is that District's take on a good majority of the liabilities but in reality they don't have true authorization. Discussion was had on the wording "Expeditionary learning" and questioned if that was trademarked. Halstead clarified that was not a trademarked phrase. Chairman Brown informed Halstead that the dynamics of the Board and the District had not changed since the previous decision of declining authorization and still did not see it as a financial benefit to the District.

2. Staff Reports

a. Dr. Becky Meyer, Superintendent

Dr. Meyer informed that she has finished meeting with all administrators, directors, and District Office Staff. She has received 84 responses back from the survey she sent out.

b. Lisa Sexton, Assistant Superintendent

1) Staffing and Interviews

Lisa reported the District is approaching the annual average of about 25 resignations and is currently working on filling those positions.

2) Alternate Authorization

Lisa reminded the Board that TJHS and THS Band Instructor Tim Wood resigned and the District has had a difficult time finding his replacement. Practicum student Jeff Gambrino who was slated to do his internship with Tim Wood this year was the one and only candidate who applied for the position. Lisa informed she had been trying to get answers from SDE for the best route to get Gambrinom on board. Mr. Gambrino has a BA in music and is currently working on his masters in Music Education. Discussion was had about hiring him as a long-term sub. Trustee Wallace pointed out the District will not get reimbursed for long-term subs and stated it would be financially a benefit if we could get him alternate authorization. Dr. Meyer in the meantime was researching options and found language regarding an Emergency Provisional

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Certificate. Dr. Meyer recommended the Board amend the agenda to approve requesting an Emergency Provisional Certificate for Mr. Gambirino.

- c. Dave McDowell, Director of Business and Operations
  - 1) Financials

Dave McDowell informed the Board had a June financial report in their packets however it is not finalized by any means. Cindy and Dave have been working on closing out the fiscal year for final numbers and auditing purposes.

This year the District was \$138,000 over budget in text books. Additionally, the water budget was significantly over and he increased the budget for the new fiscal year from \$39,000 to \$55,000.

Maintenance has been working hard to catch up on work orders. Currently there are 69 open work orders and 76 were completed last month. Maintenance is still finishing up the air conditioner project at John Brown Elementary as well.

A final project list will be sent out schools. Lakeland High School is in the midst of office remodeling in order to accommodate the SRO, additionally, they are reconfiguring the Life Schools Room and the Art Room. He further commented that retired contractor Jim Small has been a tremendous help with these projects. Dave reported he is still working with Avista on the energy audits.

In regards to the ERATE dilemma, Eric Chambers has filed an appeal. At this point in time the District is on the hook to payoff \$248,000 for the VOIP portion and July 22<sup>nd</sup> is the deadline.

McDowell also reported the new WAN Services installation with Fatbeam is going well and there could be a mid-semester transition to fade out Time Warner.

The Food Service Budget will end well into the black and John Brown Elementary will continue on with the fruit and vegetable program in which that was undetermined before.

2) Bank Loan Update

McDowell reported the District did receive proceeds on the loan and was forced by Wells Fargo to take the full amount although it was not needed. The District quickly paid down that loan and will be quick to pay down/ pay off the second loan as well.

Lisa spoke on the Coeur d'Alene Press article regarding the loan and clarified the Press had misquoted her in regards to what percentage of the supplemental levy was funding teacher salaries. The Press was supposed to print a correction in the paper.

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**I. Action Agenda**

1. Approve/deny to refer the petition for the proposed Hayden Canyon Charter School onto the Idaho Public Charter School Commission

**Motion** was made by TRUSTEE SKUBITZ and seconded by TRUSTEE SHAFFER to refer the petition for the proposed Hayden Canyon Charter School onto the Idaho Public Charter School Commission. Hearing all ayes, motion carried.

2. Approve/deny to award the bid for Lakeland High School, Lakeland Junior High, and Timberlake Senior High roofing projects as recommended by Administration

Dave McDowell reported that the District had received 4 bids for bidding projects. T & T came in significantly lower than their competitors. The District saw an overall \$67,000 savings over what was originally in the budget for this project.

**Motion** was made by TRUSTEE SHAFFER and seconded by TRUSTEE WALLACE to approve awarding the bid to T & T Roofing as per Administration's recommendation. Hearing all ayes, motion carried.

3. Approve/deny Notifications of Staff Resignations/Retirements/Leaves as presented

**Motion** was made by TRUSTEE SHAFFER and seconded by TRUSTEE SKUBITZ to approve the Notifications of Staff Resignations/Retirements/Leaves as presented. John Shaffer questioned why Alicen Small was resigning. Lisa Sexton informed that she was now vested in Idaho retirement and want to move over in Washington for personal reasons. Hearing all ayes, motion carried.

4. Approve/deny Administration's recommendations for new hires

**Motion** was made by TRUSTEE SKUBITZ and seconded by TRUSTEE WALLACE to approve administration's recommendations for new hires as presented. Hearing all ayes, motion carried.

5. Approve/deny the classified personnel list for 2016-17 as presented

**Motion** was made by TRUSTEE WALLACE and seconded by TRUSTEE SKUBITZ to approve the classified personnel list as presented. Hearing all ayes, motion carried.

6. Approve/deny Classified Salary Schedule for 2016-17 as presented

**Motion** was made by TRUSTEE SKUBITZ and seconded by TRUSTEE SHAFFER to approve the Classified Salary Schedule for 2016-17 as presented. Dave McDowell informed that on the bottom of the page there was a new provision that will allow District Administration to look at experience of each individual and approve placement up to the 3<sup>rd</sup> step on new hires. Brian Wallace asked for clarification that it was approximately a 5 step scale in which McDowell

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confirmed that it was. Following discussion, Chairman Brown called for a vote in which all ayes were heard, motion carried.

7. Approve/deny the Administrators' Salaries

***Motion*** was made by TRUSTEE WALLACE and seconded by TRUSTEE SKUBITZ to approve the Administrators' Salaries presented. Hearing all ayes, motion carried unanimously.

8. Approve/deny Administration's recommendation for insurance carriers (Health, Dental, Life and Vision)

***Motion*** was made by TRUSTEE WALLACE and seconded by TRUSTEE SKUBITZ to approve Administration's recommendation for insurance carriers as presented. Hearing all ayes, motion carried.

9. Approve deny establishing district mileage rate of **.50** cents per mile for 2016-17

***Motion*** was made by TRUSTEE WALLACE and seconded by TRUSTEE SHAFFER to establish the district mileage rate as presented. Hearing all ayes, motion carried.

10. Approve/deny to adopt the 2016-17 Special Education Manual with revisions as presented

***Motion*** was made by TRUSTEE SKUBITZ and seconded TRUSTEE WALLACE to adopt the 2016-17 Special Education Manual with revisions as presented. Hearing all ayes, motion carried.

11. Approve/deny to Expel Student 2016-J

***Motion*** was made by TRUSTEE SHAFFER and seconded by TRUSTEE SKUBITZ to expel student 2016-J for one calendar year. With Trustee Wallace abstaining (Wallace was not in attendance of the student hearing) and hearing all ayes of the rest of the Board members present motion carried unanimously.

12. Approve/deny Alternate Authorization for TJHS/THS music teacher

***Motion*** was made by TRUSTEE WALLACE and seconded by TRUSTEE SHAFFER to amend this action item and approve moving forwarding with requesting an Emergency Provisional Certificate as discussed previously in the agenda for Mr. Jeff Gambrino. Hearing all ayes, motion carried unanimously.

13. Approve/deny Addendum to Superintendent's Contract

***Motion*** was made by TRUSTEE SHAFFER and seconded by TRUSTEE SKUBITZ to approve the addendum to the Superintendent's Contract as presented. Hearing all ayes, motion carried.

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**J. Discussion Agenda**

1. Correspondence
  - a. Other
  
2. 1st read of Retention of Records Policy

Georgeanne Griffith commented that at the bottom of 1st page, there is a blank regarding destruction of emails and the amount of time those should be retained by the District. Discussion was had that 7 years would be appropriate. The draft would be on the August Board agenda for approval.

3. Board Recognition Awards- ISBA Convention November 9-11, 2016, Boise, ID

Clerk Brook Cunningham spoke on the Board recognition awards that would be present at the ISBA Annual Convention in November.

The Board adjourned at 7:30 p.m.

Attest:

Respectfully Submitted:

\_\_\_\_\_  
Larry Brown, Chairman

\_\_\_\_\_  
Brook Cunningham, Clerk



Bar Circle "S" Water 100 661000 331 105 000 Garwood

	Irrigation					CHECK	INVOICE
Date	Reading		Reading		TOTAL	DATE	NUMBER
July 2015	59622900	848.54	3045300	33.87	882.41	7/15/2015	JUNE 15 WATER
Aug 2015	60748900	1,973.62	3057600	35.78	2,009.40	8/14/2015	JULY 15 WATER
Sept 2015	62259900	2,643.52	3061300	27.43	2,670.95	9/15/2015	AUG 15 WATER
Oct 2015	62964800	1,213.48	3085900	57.18	1,270.66	10/15/2015	SEPT 15 WATER
Nov 2012	62964800	54.86	3122100	77.37	132.23	11/13/2015	OCT 15 WATER
Dec 2012	62964800	27.43	3122100	27.43	54.86	12/11/2015	NOV 15 WATER
Jan 2013	62964800	27.43	3122100	27.43	54.86	1/15/2016	DEC 15 WATER
Feb 2013	62964800	27.43	3122100	27.43	54.86	2/12/2016	JAN 16 WATER
Mar 2013	62964800	27.43	3216600	139.66	167.09	3/15/2016	FEB 16 WATER
April 2013	62964800	27.43	3245800	65.19	92.62	4/8/2016	MAR 16 WATER
May 2013	62970300	27.43	3275400	65.88	93.31	5/13/2016	APR 16 WATER
June 2013	63109700	256.94	3304300	64.67	321.61	6/15/2016	MAY 16 WATER
	includes adjustment for double credit on 10/1 bill				<b>7,804.86</b>		
July 2013	63420100	554.48	3318700	39.44	593.92	7/15/2016	JUNE 16 WATER
Aug 2013	64766000	2,356.25	3321800	27.43	2,383.68	8/15/2016	JULY 16 WATER
Sept 2013							
Oct 2013							
Nov 2013							
Dec 2013							
Jan 2014							
Feb 2014							
Mar 2014							
April 2014							
May 2014							
June 2014							
					<b>2,383.68</b>		
July 2014							
Aug 2014							
Sept 2014							
Oct 2014							
Nov 2014							

Dec 2014							
Jan 2015							
Feb 2015							
Mar 2015							
April 2015							
May 2015							
June 2015							
						<b>0.00</b>	

**CITY OF RATHDRUM (Water 100 661000 331 ??? 000) (Sewer 100 661000 335 080 000) 687-0261**

2016-17		WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER
DO (001)	7.1640.1	24.50	51.50										
TRAN (002)	7.1660.1	28.50	51.50										
Food Serv	7.1610.1	46.50	51.50										
JBE (101)	7.1620.1	60.15	265.98										
JBE Annex(101)	7.1630.1	46.50	51.50										
BKE (104)	7.1580.1	103.50	600.60										
BKE Irrig (104)	4.1585.1	817.80											
LJHS (201)	7.1670.1	119.10	806.52										
LJHS Field (013)	4.1650.1	418.05											
LHS (301)	7.1570.1	84.65	351.78										
LHS Irrig (007)	4.0616.1	346.15											
LHS Field (008)	4.1600.1	715.10											
LHS FBF RR	7.0002.1		51.50										
MVAS (491)	7.1590.1	95.25	128.70										
Soccer Fld (005)	4.0000.1	92.40											
		2,998.15	2,411.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
			<b>5,409.23</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>
invoice #		JULY 16 WATER/SEWER											

		WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER
DO (001)	7.1640.1												
TRAN (002)	7.1660.1												
Food Serv	7.1610.1												
JBE (101)	7.1620.1												
JBE Annex(101)	7.1630.1												
BKE (104)	7.1580.1												
BKE Irrig (104)	4.1585.1												
LJHS (201)	7.1670.1												
LJHS Field (013)	4.1650.1												
LHS (301)	7.1570.1												
LHS Irrig (007)	4.0616.1												
LHS Field (008)	4.1600.1												
LHS FBF RR	7.0002.1												
MVAS (491)	7.1590.1												
Soccer Fld (005)	4.0000.1												
		0.00	0.00	0.00	0.00	0.00	0.00						
			0.00		<b>0.00</b>		<b>0.00</b>						
invoice #													

20

Food Serv Water Account #290 710000 331 000 000

Sewer Account #290 710000 335 000 000

inv # is June ?? water/sewer

CITY OF ATHOL 100 661000 331 103 000 683-2101

C-0010			C-0011			CHECK		INVOICE
DATE	READING		READING		TOTAL	DATE	NUMBER	
JULY 2015	2618	35.00	21411	279.20	314.20	7/15/2015	JULY 15	
AUG 2015	2674	47.10	21811	425.50	472.60	7/31/2015	AUG 15	
SEPT 2015	2735	52.60	22353	581.70	634.30	8/31/2015	SEPT 15	
OCT 2015	2754	35.00	22752	424.40	459.40	9/9/2015	OCT 15	
NOV 2015	2754	35.00	22752	35.00	70.00	10/30/2015	NOV 15	
DEC 2015	2754	35.00	22752	35.00	70.00	12/11/2015	DEC 15	
JAN 2016	2754	35.00	22752	35.00	70.00	12/31/2015	JAN 16	
FEB 2016	2754	35.00	22752	35.00	70.00	2/12/2016	FEB 16	
MAR 2016	2754	35.00	22752	35.00	70.00	3/15/2016	MAR 16	
APR 2016	2754	35.00	22752	35.00	70.00	3/31/2016	APR 16	
MAY 2016	2825	35.00	22810	35.00	70.00	5/13/2016	MAY 16	
JUNE 2016	2836	35.00	22873	54.80	89.80	6/15/2016	JUN 16	
		449.70		2,010.60	<b>2,460.30</b>			
JULY 2016	2845	35.00	22996	120.80	155.80	7/15/2016	JULY 16	
AUG 2016	2847	35.00	23402	432.10	467.10	7/29/2016	AUG 16	
SEPT 2016								
OCT 2016								
NOV 2016								
DEC 2016								
JAN 2017								
FEB 2017								
MAR 2017								
APR 2017								
MAY 2017								
JUNE 2017								
		70.00		552.90	622.90			
JULY 2017								
AUG 2017								
SEPT 2017								
OCT 2017								
NOV 2017								
DEC 2017								
JAN 2018								
FEB 2018								
MAR 2018								
APR 2018								
MAY 2018								
JUNE 2018								



<b>KOOTENAI ELECTRIC</b>												
<b>FY 2014-15</b>												
	6/15-	7/15-	8/15-	9/15-	10/15-	11/15-	12/15-	1/15-	2/15-	3/15-	4/15-	5/15-
	7/15/2014	8/15/2014	9/15/2014	10/15/2014	11/15/2014	12/15/2014	1/15/2015	2/15/2015	3/15/2015	4/15/2015	5/15/2015	6/15/2015
103 AE	984.93	932.42	1,497.39	1,785.49	2,726.69	3,185.98	3,215.24	2,948.24	2,793.37	2,392.50	2,057.91	1,444.22
Mtr 5968959	63.82	69.17	79.46	86.26	97.39	96.29	116.43	111.93	91.70	90.34	74.36	69.26
Mtr 83699138	907.58	849.72	1,404.40	1,685.70	2,615.77	3,076.16	3,085.28	2,822.78	2,688.14	2,288.63	1,970.02	1,361.43
Sec Light	13.53	13.53	13.53	13.53	13.53	13.53	13.53	13.53	13.53	13.53	13.53	13.53
105 GE	786.32	745.04	1,176.02	1,479.62	1,903.94	2,155.94	2,633.30	2,309.06	2,112.02	1,944.50	1,559.30	1,194.02
<b>PAID</b>	<b>1,771.25</b>	<b>1,677.46</b>	<b>2,673.41</b>	<b>3,265.11</b>	<b>4,630.63</b>	<b>5,341.92</b>	<b>5,848.54</b>	<b>5,257.30</b>	<b>4,905.39</b>	<b>4,337.00</b>	<b>3,617.21</b>	<b>2,638.24</b>
ck date	7/31/2014	8/29/2014	9/29/2014	10/31/2014	12/3/2014	12/31/2014	1/30/2015	2/27/2015	3/31/2015	4/30/2015	5/29/2015	6/30/2015
<b>FY 2015-16</b>												
	6/15-	7/15-	8/15-	9/14-	10/15-	11/15-	12/15/2015-	1/15-	2/15-	3/15-	4/15-	5/15-
	7/15/2015	8/15/2015	9/14/2015	10/15/2015	11/15/2015	12/15/2015	1/15/2016	2/15/2016	3/15/2016	4/15/2016	5/15/2016	6/15/2016
103 AE	885.07	928.08	1,247.27	1,810.38	2,462.65	3,049.75	3,418.25	3,180.63	2,640.88	2,475.36	1,997.00	1,740.84
Mtr 95801833	64.58	71.47	75.80	89.57	100.45	93.40	91.70	95.10	80.05	65.43	52.60	49.88
Mtr 83699138	806.96	843.08	1,157.94	1,701.06	2,342.45	2,936.60	3,306.80	3,065.78	2,541.08	2,390.18	1,924.65	1,671.21
Sec Light	13.53	13.53	13.53	19.75	19.75	19.75	19.75	19.75	19.75	19.75	19.75	19.75
105 GE	776.00	776.00	942.98	1,322.18	1,743.38	2,315.06	2,509.46	2,516.90	2,013.38	1,800.98	1,437.38	1,536.26
<b>PAID</b>	<b>1,661.07</b>	<b>1,704.08</b>	<b>2,190.25</b>	<b>3,132.56</b>	<b>4,206.03</b>	<b>5,364.81</b>	<b>5,927.71</b>	<b>5,697.53</b>	<b>4,654.26</b>	<b>4,276.34</b>	<b>3,434.38</b>	<b>3,277.10</b>
ck date	7/31/2015	8/31/2015	9/30/2015	10/30/2015	11/30/2015	12/31/2015	1/29/2016	2/29/2016	3/31/2016	4/29/2016	5/31/2016	6/30/2016
<b>FY 2016-17</b>												
	6/15-											
	7/15/2016											
103 AE	1,050.96											
Mtr 5968959	49.11											
Mtr 83699138	982.1											
Sec Light	19.75											
105 GE	765.68											
<b>PAID</b>	<b>1,816.64</b>	<b>0.00</b>										
ck date	7/29/2016											
<b>100 661000 332 ??? 000</b>												

**North Kootenai Water District (Twin Lakes Elementary School)**

100 661000 331 106 000							
<b>Meter #5367855</b>					<b>Account #1036541-01</b>		
	Start Read	End Read	Consumption	Charges	Charges	Check Amt	Check Date
July 2016	299027	307479	8452	1,986.15	40.00	2,026.15	7/15/2016
Aug 2016							
Sept 2016							
Oct 2016							
Nov 2016							
Dec 2016							
Jan 2017							
Feb 2017							
Mar 2017							
April 2017							
May 2017							
June 2017							
July 2017							
Aug 2017							
Sept 2017							
Oct 2017							
Nov 2017							
Dec 2017							
Jan 2018							
Feb 2018							
Mar 2018							
Apr 2018							
May 2018							
June 2018							
July 2018							
Aug 2018							
Sept 2018							
Oct 2018							
Nov 2018							
Dec 2018							
Jan 2019							
Feb 2019							
Mar 2019							
Apr 2019							
May 2019							
June 2019							
						0	

**TLI SEWER, LLC**

**TLE SEWER CHARGES 100 661000 335 095 000**

	AMOUNT	CK DATE	INV #
JULY 14	617.50	7/1/2014	TLE JULY 14 SEWER
AUG 14	617.50	7/31/2014	TLE AUG 14 SEWER
SEP 14	617.50	8/29/2014	TLE SEPT 14 SEWER
OCT 14	617.50	9/29/2014	TLE OCT 14 SEWER
NOV 14	617.50	10/31/2014	TLE NOV 14 SEWER
DEC 14	617.50	11/21/2014	TLE DEC 14 SEWER
JAN 15	648.05	12/31/2014	TLE JAN 15 SEWER
FEB 15	648.05	1/30/2015	TLE FEB 15 SEWER
MAR 15	648.05	2/27/2015	TLE MAR 15 SEWER
APR 15	648.05	3/31/2015	TLE APR 15 SEWER
MAY 15	648.05	4/30/2015	TLE MAY 15 SEWER
JUNE 15	648.05	5/29/2015	TLE JUN 15 SEWER
	7,593.30		
	AMOUNT	CK DATE	INV #
JULY 15	648.05	7/1/2015	TLE JULY 15 SEWER
AUG 15	648.05	7/31/2015	TLE AUG 15 SEWER
SEP 15	648.05	8/31/2015	TLE SEPT 15 SEWER
OCT 15	648.05	9/30/2015	TLE OCT 15 SEWER
NOV 15	648.05	10/30/2015	TLE NOV 15 SEWER
DEC 15	648.05	11/30/2015	TLE DEC 15 SEWER
JAN 16	676.00	12/31/2015	TLE JAN 16 SEWER
FEB 16	676.00	1/29/2016	TLE FEB 16 SEWER
MAR 16	676.00	2/29/2016	TLE MAR 16 SEWER
APR 16	676.00	3/31/2016	TLE APR 16 SEWER
MAY 16	676.00	4/29/2016	TLE MAY 16 SEWER
JUNE 16	676.00	5/31/2016	TLE JUN 16 SEWER
	7,944.30		
	AMOUNT	CK DATE	INV #
JULY 16	676.00	7/1/16	TLE JUL 16 SEWER
AUG 16	676.00	7/29/16	TLE AUG 16 SEWER
SEP 16			
OCT 16			
NOV 16			
DEC 16			
JAN 17			
FEB 17			
MAR 17			
APR 17			
MAY 17			
JUNE 17			
	1,352.00		

## Lakeland Joint School District No. 272

Office of the Superintendent

P.O. Box 39

Rathdrum, ID 83858

Board of Trustees  
Regular School Board Meeting  
August 8, 2016

Gross Salaries	1,462,226.75	
Gross Benefits	436,164.51	

**2015-16**

Midway Parts	Maint Equipment	6,782.97	90632
Real Life Ministries	Services (LHS Graduation)	975.00	90633
Midway Parts	Maint Supplies	3,741.79	90634
Morre, Susan	Expense Claim Reimbursement	113.50	90635
Rickard, Darrell	Expense Claim Reimbursement	270.20	90636
Craig-Johnson, Becky	Expense Claim Reimbursement	481.00	90648
Durtschi, Susan	Field Trip Meals	10.00	90649
Total		12,374.46	

**2016-17**

Chartwells	Food Service	65,648.76	90637
CIS - Department of Labor	CIS Power - Additional	200.00	90638
ID Dept of Education	Fingerprinting	243.25	90650
ID School Boards Assoc.	ISBA Job Description	425.00	90651
Kenworth Sales	Tran Supplies	494.47	90639
Les Schwab Tire Center	Maint Supplies	1,237.93	90640
Miller, Molly	Expense Claim Reimbursement	246.00	90641
Platt Electric Supply	Maint Supplies	81.83	90642
Plumbmaster	Maint Supplies	70.68	90643
Ricoh	Group Base Charges	4,791.76	90644
RWC Group	Tran Supplies	101.48	906.45
Walmart	BASE Supplies	63.00	90652
WA State Dept of Licencing	Tran - Bus Driver Records	39.00	90647
WCP Solutions	Maint Supplies	327.10	90646
Total		73,970.26	

All Wall Contracting	Roof Repair (SLE)	7,400.00	90679
AlSCO	Coveral Service	140.46	90653
Athol, City of	AE Water 6/23 - 7/25/16	467.10	90654

Boise State University	PBIS Tier 1 Training (TLE/ GE)	8,000.00	90655
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Culligan Water	Tech Water 8/1 - 8/31/16	19.85	90656
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Ednetics	July 2016 Phones, Internet Service Charges	15,212.42	90657
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Graybar	Maint Supplies	1,170.72	90658
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Horizon	Maint Supplies	29.34	90659
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IASBO	Membership Renewal (McDowell)	125.00	90660
J & R Electronics	Tran/ Maint Digital Radio Service	1,600.00	90661
Kootenai County Solid Waste	June 2016 Garbage Fees, Refuse Disposal	1,863.97	90662
Kootenai Electric Cooperative	AE/GE Electric 6/15-7/15/2016	1,816.64	90663
Les Schwab Tire	Tran Service	60.00	90664
Napa	Tran Supplies	280.70	90665
O'Reilly Auto Parts	Tran Supplies	684.52	90666
Pacific Steele	Maint Supplies	14.76	90667
Petty Cash	Supplies/ Postage	91.38	90680
Platt Electric	LHS Art Room Materials	1,514.70	90668
Reed, Patricia	Field Trip Meal	10.00	90669
Rodda Paint	Maint Supplies	357.30	90670
RWC Group	Tran Supplies	2,024.79	90671
Supply Works	Maint Supplies	485.17	90672
TLI Sewer	TLE July 16 Sewer (TLE)	676.00	90673
Torgy's Auto Glass	Maint Windshield Repair	49.00	90674
Walter E Nelson	Custodial Equipment	120.45	90675
Watson's Grocery Group	Office/Maint Supplies	61.10	90676
Western Records Destruction	Record Shredding	315.00	90677
Youngdell, Teira	Expencc Claim Reimbursement	246.00	90678
		Total	131,181.09
		6/30/16	(12,374.46)
		7/15/16	(73,970.26)
		7/26/16	44,836.37

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Office of the Superintendent

P.O. Box 39

Rathdrum, ID 83858

Board of Trustees  
Regular School Board Meeting  
August 8, 2016

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Plumbmaster	Maint Supplies	70.68	90643
Ricoh	Group Base Charges	4,791.76	90644
RWC Group	Tran Supplies	101.48	906.45
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WA State Dept of Licencing	Tran - Bus Driver Records	39.00	90647
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	Total	73,970.26	

All Wall Contracting	Roof Repair (SLE)	7,400.00	90679
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Ednetics	July 2016 Phones, Internet Service Charges	15,212.42	90657
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Rodda Paint	Maint Supplies	357.30	90670
RWC Group	Tran Supplies	2,024.79	90671
Supply Works	Maint Supplies	485.17	90672
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Walter E Nelson	Custodial Equipment	120.45	90675
Watson's Grocery Group	Office/Maint Supplies	61.10	90676
Western Records Destruction	Record Shredding	315.00	90677
Youngdell, Teira	Expencc Claim Reimbursement	246.00	90678
		6/30/16	12,374.46
		7/15/16	73,970.26
		7/26/16	44,836.37
		Total	131,181.09

# Lakeland Joint School District No. 272

Office of the Superintendent

P.O. Box 39

Rathdrum, ID 83858

Board of Trustees  
Regular School Board Meeting  
August 8, 2016

## Additional Bills

American Express	Maint,Tech, Ofc Supplies, Equipment, Flight	4,341.17
Coeur d'Alene Garbage	Garbage Dumping 7/1-7/31/16	67.00
Excelsor Creations	Evals Website Hosting	564.00
Gibbs Lumber	Maint Supplies	438.95
Idaho Dept of Education	Fingerprinting	139.00
Idaho Fence	Fence Repair (LHS/ AE)	2,300.87
Lowes	Maint Supplies	868.18
North Kootenai Water	TLE Fire/Water 6/15-7/15/16	2,026.15
PlumbMaster	Maint Supplies	758.45
Snijder, Teresa	Expense Claim Reimb	65.00
	Total	7,227.60
ADH - Idaho	Materials (to be billed to LHS)	418.00
Allstate Sign & Plaque Corp	Maint Supplies (MVA)	182.31
Avista	July 2016 Electricity/ Natural Gas	19,673.06
Bar Circle "S" Water	GE June 2016 Water	2,383.68
Body By Scotty	Maint Supplies/ Vehicle Services	3,483.66
Chartwells	July 2016 Food Service	23,397.18
Evco Sound & Electronics, Inc	Services (Maint)	102.34
Horizon	Maint Supplies	393.57
Idaho State Tax Commission	Auctioned Items/ Aala Carte Adult Meals	81.90
Pacific Steel & Recycling	Maint Supplies (TLE Playground)	14.76
Rathdrum, City of	July 2016 Water/ Sewer	5,409.23
Rathdrum Trading Post	Maint Supplies	71.25
Rodda Paint	Maint Supplies (TLE, GE, LHS)	172.33
School Dude	Services (Maint)	4,810.00
Seright's Ace Hardware	Maint Supplies	358.69
Spirit Lake, City of	July 2016 Water/ Sewer	4,754.41
U S Games	Fitnessgram License Renewal (All Schools)	1,490.00
Verizon Wireless	Cell Usage June 23 - July 22 2016	1,502.04
Ziegler Lumber	Maint Supplies (LHS) <sup>30</sup>	191.70

6/30/16	12,374.46
7/15/16	73,970.26
7/26/16	44,836.37
Checks Paid Off Cycle	7,227.60
8/15/16	68,890.11
<b>Total Invoices Paid</b>	<b>207,298.80</b>
<b>Gross Salaries</b>	<b>1,462,226.75</b>
<b>Gross Benefits</b>	<b>436,164.51</b>
<b>Grand Total</b>	<b>2,105,690.06</b>









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chartwells  
eat. learn. live.



EAT

LEARN

LIVE

## Lakeland School District Food Service Program FY 2016

Kevin Doyle, Food Service Director  
John Maupin, District Manager  
Darla Moll, Regional Vice President





# SERVING HEALTHY AND NUTRITIOUS MEALS

Serving healthy and delicious meals that adhere to nutrition and safety guidelines has always been Chartwells number one priority. Our programs are based on strong nutrition guidelines and principles; focused on culinary methods that result in healthy foods that are appealing to children; and emphasize the use of locally and seasonally grown fruits and vegetables.

Home Students Parents/Community Staff District Programs Registration Schools Search

### Nutrition Services

**Programs**

- All Programs
- Health Services
- News/Info
- LAKELAND BASE
- LAKELAND Base
- Summer Program
- Base Home
- Base Forms
- Base Contacts
- Base Calendar
- Base Services
- Base Menu
- Base Miscellaneous
- Mobile Clinic
- Nutrition Services

**PREPAY FOR MEALS**

Pay for meals at: <http://www.myschoolbooks.com/>

After opening the Myschoolbooks website you can access your account by entering your ID and Password or Register for a free account.

**CHECK POLICY:** Lakeland Joint School District charges a \$10.00 fee for all checks returned to us for NSF or Closed Accounts. Additionally, Lakeland Joint School District will charge a \$10.00 fee to issue a replacement check for one that has been lost or destroyed.

Free and Reduced Student Percentages for May - [here](#) (.pdf)

Summer Breakfast Menu: [here](#)\*

Summer Lunch Menu: [here](#)\*

Free Children Summer Meals Flyer

Adult Lunch Menu: [here](#)

**FOOD SERVICE POSITIONS AVAILABLE**

The following Part-time positions are available in Lakeland School District's Nutrition Services Department, managed by Chartwells Dining Services: (3) on-call Food Service Workers, (1) Dishwasher, (1) Warehouse Attendant, (1) Elementary School Server. To apply, please follow the steps below. Instructions are also listed on the Nutrition Services website.

**How to apply:**

Go to: [CompassGroupCareers.com](http://CompassGroupCareers.com)

Click on Hourly Positions

Search by Location

Click on Idaho

Click on Kootenai County

Click on job for which you want to apply

Enter e-mail address and start application

All contact will be made via e-mail. Applicants will receive an e-mail after their application is accepted.

Compass Group is an Equal Employment/Affirmative Action Employer. M/F/D/V

Lakeland School District and Chartwells are committed to improving the health and education of students by creating and promoting food choices for a healthful diet through schools, families, and the community.

**\*Note:** If a language translation is needed for a family or individual attending the CACFP After School Supper Program or SFSP, we would use the websites listed below to translate menus or conversations. We have a computer available in the cafeteria at the meal service line. Our staff has been trained on how to use the translation program. We also have several foreign language teachers from Lakeland High School on-call to help us translate as needed. We have signs posted stating that we can offer translation services as needed.

<http://www.babelfish.com/>

<http://www.bing.com/translator/>

**STUDENTS WITH ALLERGIES**

A Medical Statement to Request Special Meals and/or Accommodations must be filed each year with Food Services. The form should be completed and signed by the student's doctor. In order to meet USDA compliance, Nutrition Services and the school kitchen cannot provide special meals or accommodations without the proper documentation.

[medical statement request form \(.pdf\)](#)

[medical statement instructions \(.pdf\)](#)

**BECOME A FOOD SERVICE EMPLOYEE**

Link to apply: [CompassGroupCareers.com](http://CompassGroupCareers.com)

**Application Instructions:**

Click on Hourly Positions

Search by Location

Click on Idaho

Click on Kootenai County

Click on the job you want to apply for

Enter your e-mail address and start the application

All contact will be made by email and the applicant will receive an email when the application is accepted.

**CHARTWELLS - EAT, LEARN, LIVE**

<http://www.eatlearnlive.com>

**Instructions for eNotes Newsletter:**

Select K-12 Schools - Click Nutrition Newsletter - Enter information and Submit

**FOOD FOCUS**

**GARDEN VEGETABLES**

This month's food focus is Garden Vegetables.

EAT

LEARN

LIVE

## **2015-16 PARTICIPATION**



95,556 Breakfasts Served



349,539 Lunches Served



11,996 Suppers Served





EAT

LEARN

LIVE

## ACCOMPLISHMENTS

- ✓ Safely served 457,091 Nutritious Meals.



- ✓ Added Nutrislice (Digital Menus) to our Program, and increased our menu visibility within the district.

- ✓ Maintained High Marks on Health Inspections at all locations.



- ✓ Program Improvements: \$35,594



- ✓ Technology Grant: \$4,974.10 (New Digital Color Copier)

- ✓ Exceeded District Budget by 20K



- ✓ Continued to expand Catering in the district and community.



- Added a new Panini press for Hot Sandwiches daily at TLHS.



- ✓ No lost time accidents. Keeping our associates safe is our number one priority.

## 2016-17 UPDATES

- ✓ Adult Lunch price Increase: \$3.70
- ✓ Increased NutriSlice Visibility for parents and students on the Lakleland Joint School District Web Site.
- ✓ Adding Annie's Frozen Yogurt Soft Serve Machines at Lakeland Junior high, Lakeland High School and Timberlake High School.
- ✓ Administrative Review Scheduled for January



Thank you,

Kevin Doyle, FMP  
Food Service Director

# LAKELAND JOINT SCHOOL DISTRICT #272

## 2016-2017 SCHOOL OPENING CALENDAR

Date	Time	Event	Location
<b>August 8</b>		Secondary Principals & 1 Admin. Asst. Start	
<b>August 15</b>		Elementary Principals & 1 Admin. Asst. Start	
<b>August 16</b>	7:30 a.m.-8:00 a.m.	K-12 Administrators' Breakfast	DO
	8:00 a.m.-12:00 p.m.	K-12 Administrators' Meeting	DO
	12:00 p.m.-12:30 p.m.	K-12 Administrators' and Building Admin. Asst. Lunch	DO
	12:30 p.m.-2:30 p.m.	K-12 Administrators' and Building Admin. Asst. Meeting	DO
	2:30 p.m.-3:30 p.m.	Building Admin. Asst. meet with Georgeanne	DO
<b>August 19</b>	7:15 a.m.-8:30 a.m.	Administrators & Juvenile Justice Meeting	DO
<b>August 22</b>		Remaining Admin. Asst. & School Clerical Start	
<b>August 24</b>	<b>Noon-7:00 p.m.</b>	<b>Elementary (K-6) School Registration</b>	
	<b>9:00 a.m.-3:00 p.m.</b>	<b>Secondary (7-12) School Registration</b>	
<b>August 25</b>	<b>Noon-7:00 p.m.</b>	<b>Elementary (K-6) School Registration</b>	
	<b>Noon-7:00 p.m.</b>	<b>Secondary (7-12) School Registration</b>	
<b>August 25</b>	8:30 a.m.-11:30 a.m.	First Aid/CPR Training- sign up through Troy at D.O.	DO
	12:30 p.m.-3:30 p.m.	First Aid/CPR Training- sign up through Troy at D.O	DO
	8:00 a.m.-10:00 a.m.	Milepost Training for Instructional Coaches & Building Designees	LJHS Lab
<b>August 26</b>	<b>9:00 a.m.-3:00 p.m.</b>	<b>Secondary (7-12) School Registration</b>	
<b>August 29</b>	8:30 a.m.-10:00 a.m.	New Employee Orientation	DO
	10:00 a.m.-11:30 a.m.	Mentor/Protégé Meeting	DO
	11:30 a.m.-12:30 p.m.	Lunch for Mentor/Protégé team, and Administrators	LJHS
	12:30 p.m.-3:30 p.m.	Building Meetings/Work in Buildings	
<b>August 30</b>	7:30 a.m.-8:30 a.m.	<b>ALL EMPLOYEES REPORT-STCU Sponsored Breakfast &amp; Drawings</b>	LHS Commons
	8:30 a.m.-9:30 a.m.	Welcome, General Meeting with Dr. Becky Meyer, Superintendent	
	9:30 a.m.-12:30 p.m.	Certified Staff- Curriculum Roll Out	
	9:30 a.m.-10:00 a.m.	Classified Staff meeting with Dr. Meyer and Mrs. Sexton	LHS Commons
	10:30 a.m.-12:30 p.m.	Annual OSHA & Safety Training w/ Guy and Vicki as required per position	JBE
	10:30 a.m.-1:30 p.m.	Transportation Training Meeting	TBD
	12:30 p.m.-1:30 p.m.	Lunch on your own	
	1:00 p.m.-4:30 p.m.	Benefits Fair	LJHS
	1:30 p.m.-3:30 p.m.	Building Meetings/Work in Buildings	
<b>August 31</b>	8:00 a.m.-11:30 a.m.	MTSS/RTI Training for all Elementary RTI Teams	LHS
	8:00 a.m.-11:30 a.m.	Building/Grade Level/Department Meetings as specified by Administrator	
	11:30 a.m.-12:30 p.m.	Lunch on your own	
	12:30 p.m.-3:30 p.m.	MTSS/RTI Training for all Secondary RTI Teams	LHS
	12:30 p.m.-3:30 p.m.	Building Meetings/Work in Buildings	
<b>September 1</b>	8:00 a.m.-3:30 p.m.	Uninterrupted classroom time for teachers	
<b>September 2</b>		Work Day (All 12 month employees, Admin. Asst.'s, and remaining School Clerical) <u>No Teachers (Non Contract Day)</u>	
<b>September 5</b>		Labor Day - No School	
<b>September 6</b>		First Day of School	
<b>September 9</b>	7:15 a.m.-3:30 p.m.	Leo's at LJHS for those staff not scheduled in a school	LJHS
	<b>Updated 08/08</b>		



*LAKELAND JOINT SCHOOL DISTRICT #272*

*15506 N. Washington Street P.O. Box 39*

*Rathdrum, Idaho 83858*

*Phone: 208.687.0431 Fax: 208.687.1884 Web: lakeland272.org*

August 4, 2016

TO: Lakeland Joint School District Board of Trustees  
FROM: David R. McDowell, Director of Business and Operations  
RE: Amendments to the 2016-2017 Classified Salary Schedule

The following is an explanation of the Non-Certified Salary Schedule adjustments that are being made to reflect a few clarifications that are necessary to provide more clarity.

Page 1 - The transportation secretary is being placed on the same schedule as the School Secretaries. Also, a new position has been added for student clerical duties for the purpose of providing scanning assistance for district documents.

Page 2 - The custodial trainer duties needed to be adjusted so that it remains \$1.00/hr more than the rate paid to the employee for her regular duties. The part-time adult maintenance lead position should have been correctly stated at \$12.00/hr.

Page 3 – The Medicaid Billing Clerk needed to be modified to reflect the 3% raise for the year. Both the Base Coordinator and the Assistant Transportation Supervisor positions needed to be changed to reflect the current revisions of the FLSA which moves them from salaried positions to hourly positions at \$18.22 and \$18.32 respectively.

**LAKELAND JOINT SCHOOL DISTRICT 272**

**Non-certificated Salary Schedule**

**2016-2017**

*(Individuals working 30 hours or more in a regular position will receive an additional \$1.25 per hour. Positions marked w/ \* have \$1.25 already included.)*

**I. Clerical/Aides/Specialists**

	<b>16-17</b>		<b>(w/\$1.25)</b>
<b>Administrative Assistant</b>	Year 1	\$ 12.87	*
<b>D.O. Clerical</b>	Year 2	\$ 14.29	*
<b>SPED Secretary</b>	Year 3-4	\$ 15.29	*
	Year 5-9	\$ 15.92	*
	Year 10-14	\$ 16.81	*
	Year 15&Up	\$ 17.28	*
<b>School Secretary/Transportation Secretary</b>	Year 1	\$ 11.03	
	Year 2	\$ 12.24	
	Year 3-4	\$ 12.92	
	Year 5-9	\$ 13.45	
	Year 10-14	\$ 14.24	
	Year 15&Up	\$ 14.92	
<b>Transportation Secretary</b>	NA	<del>\$ 14.31</del>	*
<b>Maintenance Secretary</b>	NA	\$ 14.31	*
<b>Teacher/ Library Aide/ Bus Aide</b>	Year 1	\$ 10.51	
	Year 2	\$ 11.19	
	Year 3-4	\$ 11.92	
	Year 5-9	\$ 12.24	
	Year 10-14	\$ 13.13	
	Year 15&Up	\$ 13.92	
<b>Technology Assistant / BI</b>	Year 1	\$ 13.65	*
	Year 2	\$ 14.23	*
	Year 3-4	\$ 14.75	*
	Year 5-9	\$ 15.38	*
	Year 10-14	\$ 16.12	*
	Year 15&Up	\$ 16.80	*
<b>Temp. Teacher Aide/ Noon Duty Aide/ Substitute Teacher Aide or Secretary</b>	Year 1	\$ 9.04	
	Year 2+	\$ 9.61	
<b>Student Clerical</b>		<b>\$ 7.25</b>	

**II. Maintenance & Custodial**

<b>Maintenance Worker</b>	Year 1	\$ 15.55	
	Year 2	\$ 16.38	
	Year 3-4	\$ 16.94	
	Year 5-9	\$ 17.82	
	Year 10-14	\$ 18.64	
	Year 15&Up	\$ 19.11	
<b>Head Custodian</b>	Year 1	\$ 12.83	
	Year 2	\$ 13.36	
	Year 3-4	\$ 14.15	
	Year 5-9	\$ 14.67	
	Year 10-14	\$ 15.47	
	Year 15&Up	\$ 16.05	
<b>Day/Night Custodians</b>	Year 1	\$ 10.40	
	Year 2	\$ 10.92	
	Year 3-4	\$ 11.48	
	Year 5-9	\$ 11.95	
	Year 10-14	\$ 12.21	
	Year 15&Up	\$ 12.97	
<b>Custodial Trainer</b>	NA	<del>\$ 16.02</del>	<b>s/b \$17.05</b>
<b>Part-time Adult Maintenance</b>	NA	\$ 10.15	
<b>Part-time Adult Maintenance - Lead</b>	NA	<del>\$ 11.02</del>	<b>s/b \$12.00</b>
<b>Part-time/Seasonal Student Maintenance</b>	NA	\$ 8.91	
<b>Mail &amp; Supply Delivery</b>	NA	\$ 9.79	
<b>All Custodial or Maintenance Substitutes</b>	NA	\$ 9.37	

**III. Transportation**

<b>Lead Mechanic</b>	NA	\$ 23.10	
<b>Mechanic</b>	NA	\$ 22.31	
<b>Bus Driver</b>	Year 1	\$ 14.33	
	Year 2	\$ 15.55	
	Year 3-4	\$ 16.27	
	Year 5-9	\$ 17.36	
	Year 10-14	\$ 17.92	
	Year 15&Up	\$ 18.39	
<b>All Transportation Substitutes</b>	Year 1	\$ 13.39	
	Year 2	\$ 13.85	
	Year 3+	\$ 15.24	

**IV. Other**

Social Behavior Specialist	NA	16.00 - 20.00
Tutor, Homebound Student (Certified)	NA	\$ 20.60
Tutor, Homebound Student (Non-Certified)	NA	\$ 14.94
Medicaid Billing	NA	<del>\$ 15.12</del> s/b \$15.57

Sign Language Interpreter	NA	\$ 16.32
Near Peer Aide	NA	\$ 15.00

Substitute Teacher	NA	\$ 72.00
Substitute Teacher , Long Term	NA	\$ 80.00

**V. BASE Program**

BASE Aide	Year 1	\$ 9.79
	Year 2	\$ 10.30
	Year 3-4	\$ 10.82
	Year 5-9	\$ 11.33
	Year 10-14	\$ 11.85
	Year 15&Up	\$ 12.36

BASE Site Coordinator	Year 1	\$ 12.04
	Year 2	\$ 12.83
	Year 3-4	\$ 13.46
	Year 5-9	\$ 13.99
	Year 10-14	\$ 14.73
	Year 15&Up	\$ 15.52

BASE District Coordinator	NA	<del>\$ 37,900</del> \$18.22
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**VI. Specialized Personnel**

Maintenance Supervisor	NA	\$ 53,945
Transportation Supervisor	NA	\$ 57,952
Asst Transportation Supervisor	NA	<del>\$ 38,115</del> \$ 18.32
Network Administrator	NA	\$ 55,272
Technical Support Specialist	NA	\$ 55,272
Human Resources Specialist	NA	\$ 26.49
Treasurer	NA	\$ 25.45
Payroll Specialist	NA	\$ 17.92
Accounts Payable	NA	\$ 15.38
Clerk	NA	\$ 16.25
Sub Coordinator	NA	\$ 10.92

**HR Assistant** \$ 15.29

Any individual on a work improvement plan will not receive an increase until performance has improved to a satisfactory level.

Individuals working in temporary positions who qualify for coverage under the Affordable Care Act, do not qualify for the additional \$1.25 wage.

With District Office approval from the Superintendent, Asst. Superintendent or Director of Business & Operations new hires with relevant job experience may be hired and placed on the scale up to and including the third step of the relevant position.



LAKELAND JOINT SCHOOL DISTRICT #272

15506 N Washington Street P.O. Box 39

Rathdrum, Idaho 83858

Phone: 208.687.0431 Fax: 208.687.1884 Web: lakeland272.org

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Heidi Herndon, Human Resource Specialist

**DATE:** August 4, 2016

**RE:** Classified New Hires

\*\*\*\*\*

The following individuals are recommended for hire:

Regular Positions

- Bilski, Summer, LHS, Paraprofessional
- Herbst, Jennifer, SLE, Paraprofessional
- Manley, Brittney, LHS, Receptionist
- Meehan, Tahnee, SLE, Administrative Assistant
- Quintana, Alicia, JBE, Preschool Paraprofessional
- Rose, Erica, SLE, Receptionist
- Venera, Teri, DO, Physical Therapist

Teachers:

Lisa Fournier

Francesca Gauvin

Jessica Kauffman

Amanda Kistler

Lynnsie Olberding

Zachary Russell

Emily Sarha

Erin Smith

Michelle Stanford

Shawn Stanford

Kendal Sterling

Vincent Lupinacci

Colleen Wells

Jennifer Weil

Jennifer Whaley

Andrew Wiley

Kathy Johnson'

Jeff Gambrino(\*-not sure in  
what official roll yet)

Kristin Gravat-moved to FT Art

Paraprofessional/Coaching/Admin

Erica Rose

Tahnee Mehan

Amy Fortin

Teri Venera

Jennifer Herbst

Summer Bilski

Alicia Quintana

Brittney Manley

Michael Scott

Jennifer Weil

Andrew Wiley

Conner Auch

Sharon Schnell

8/1/2016

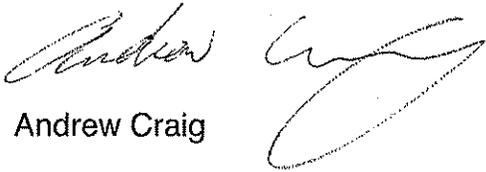
To whom it may concern,

I am writing to formally notify you that I am resigning the position of band and choir instructor in the Lakeland Joint School district.

I have enjoyed my past 6 years in the district, and for that I am grateful. I feel my needs and support as an educator are not being met and will be better served moving on to a school where I will be supported and given the opportunity to grow in the field of education and administration. Over the years I have asked numerous times for chances to grow and feel that I am continuously overlooked. Even though throughout my 6 years I have been able to grow my own music program, grow the high school music program and work on developing new programs in the school, there have been multiple times where I have been made to feel undervalued as an educator, and for all these reason I feel it is best to part ways with an amazing overall district.

I will not forget the wonderful friends, professional colleagues, and the tremendous amount of knowledge I was able to obtain at Lakeland. I do believe Lakeland to be one of the best educational establishments in Idaho and wish it could have been my forever home.

Sincerely,

  
Andrew Craig

# ATHOL ELEMENTARY STUDENT HANDBOOK



2016-2017





## **A GUIDE FOR PARENTS, GUARDIANS, AND STUDENTS**

**Dear Parents,**

**The staff and I would like to welcome our new families and returning friends. We are looking forward to working with each of you as a partner in your children's education. The Athol Elementary staff is a caring, a nurturing, and a qualified group who strive to give their best to every student.**

**It is our hope that this handbook will give you the necessary information regarding the policies and procedures at Athol Elementary. These policies and procedures are common to all Lakeland Elementary Schools. We appreciate you taking the time to read and discuss the handbook contents with your child/children. Students do best when their attendance is prompt and regular. Please notify the school of any absences or tardies.**

**We encourage you to visit the school by checking in at the office. If you plan to visit a classroom, prior confirmation is requested. We are looking forward to working with you and your child.**

**Sincerely,  
Athol Elementary Principal and Staff**

**THIS BOOK BELONGS TO:**

**MY NAME:** \_\_\_\_\_

**MY ADDRESS:** \_\_\_\_\_

**MY TEACHER:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

## **ATHOL ELEMENTARY'S VISION STATEMENT**

*Athol Elementary – An inclusive, nurturing community dedicated to lifelong learning and responsible citizenship.*

## **MISSION STATEMENT**

*Athol Elementary's Mission is to establish a strong foundation for lifelong learning by nurturing, guiding, and challenging all of our students to achieve their maximum potential through the cooperative efforts of home, school, and community.*

## **BELIEF STATEMENTS**

- All students can learn and each is a valued individual with unique physical, emotional and intellectual needs.
- Our main priority is student learning and the promotion of a common set of values reflecting the respect of self, others and property.
- Parents are the first and primary teachers and are responsible for their children's basic needs and values.
- Each student shares in the responsibility of his/her academic, moral and social behavior.
- Students learn in different ways and should be provided a basic curriculum with a variety of instructional approaches to support their learning in an orderly, safe, comfortable and disciplined environment.
- A caring community, in which students, staff, parents and visitors feel welcome, safe and respected, is essential to learning.
- The right to pursue an education within a school setting is the privilege and right of each student.
- Instructional and curricular practices must include basics in technology and communication skills for all students.
- To enable students to become confident, self-directed, lifelong learners and responsible citizens in tomorrow's workforce, a commitment to continuous improvement is imperative.

## **SCHOOL WIDE GOALS**

- \***Maintain and promote safety within the school.**
- \***Maintain and improve high academic standards.**
- \***Promote and maintain a climate of respect for students, staff and community.**
- \***Promote school spirit and unity.**
- \***Promote student/family support and involvement.**

## **District Administration Office**

15506 N. Washington Street  
P.O. Box 39  
Rathdrum, Idaho 83858  
Phone: 208 – 687 – 0431  
FAX: 208 – 687 – 1884  
[www.lakeland272.org](http://www.lakeland272.org)

Dr. Becky Meyer, Superintendent  
Lisa Sexton, Assistant Superintendent  
Dave McDowell, Director of Business and Support Services  
Susan Morrison, Special Services Coordinator  
Georgeanne Griffiths, Director of Information Systems  
Heidi Herndon, Human Resources  
Cindy Happeny, Treasurer  
Brook Cunningham, Clerk  
Judy Gerstenberger, School Nurse  
Heather Chatterton, School Nurse  
Michele Harding, School Nurse

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

<b>Athol Elementary</b>	Kathy Thomas, Principal	683-2231
<b>Betty Kiefer Elementary</b>	Lynn Pasley, Principal	687-5206
<b>Garwood Elementary</b>	B.J. DeAustin, Principal	687-1265
<b>John Brown Elementary</b>	John Asher, Principal	687-0551
<b>Spirit Lake Elementary</b>	Kristie Mitchell, Principal	623-2501
<b>Twin Lakes Elementary</b>	Patti Morrison, Principal	687-5870
<b>Bus Transportation</b>	Darrell Rickard, Supervisor	687-0221
<b>Food Service</b>	Kevin Doyle, Manager	687-5451
<b>Maintenance</b>	Guy Kreider, Supervisor	687-2248

You may also want to visit our website at <http://www.lakeland272.org>



## **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 Monday of each month, beginning at 6:00 p.m. Opportunity is provided at each meeting for citizens to address the Board.

### **Trustees are:**

Rena Olmstead, Zone 1	623-6900
John Shaffer, Zone 2	683-5503
Tim Skubitz, Zone 3 (Vice Chairman)	755-9000
Brian Wallace, Zone 4	687-0882
Larry Brown, Zone 5 (Chairman)	687-0102

### **MISSION**

**The mission of Lakeland Joint School District is to provide a quality education, empowering all students to achieve success.**

### **VISION**

**A community committed to academic excellence and dedicated to student success!**

### **CORE BELIEFS**

*ALL STUDENTS CAN LEARN AND EACH IS A VALUED INDIVIDUAL WITH UNIQUE PHYSICAL, SOCIAL, EMOTIONAL, AND INTELLECTUAL NEEDS.*

*STUDENT LEARNING, IN THE CORE ACADEMIC CURRICULUM, IS THE PRIORITY OF LAKELAND SCHOOLS.*

*SCHOOLS DEVELOP CONFIDENT, SELF-DIRECTED, LIFELONG LEARNERS WHO WILL BECOME RESPONSIBLE CITIZENS IN TOMORROW'S WORKFORCE AND COMMUNITY.*

*SCHOOLS TEACH TO, AND MODEL A UNIVERSAL SET OF BASIC VALUES: HONESTY, SELF-DISCIPLINE, RESPONSIBILITY, RESPECT, AND A STRONG WORK ETHIC.*

*SCHOOLS PROVIDE A SAFE, POSITIVE, ORGANIZED SETTING WITH CLEARLY DEFINED BEHAVIOR EXPECTATIONS.*

*PARENTS ARE THE FIRST AND PRIMARY TEACHERS. THEY ARE RESPONSIBLE FOR THEIR CHILDREN'S BASIC NEEDS AND VALUES.*

*ALL LAKELAND EMPLOYEES ARE EDUCATIONAL PROFESSIONALS, RESPECTED FOR THEIR SKILLS AND COMMITTED TO STUDENT LEARNING. THEY ARE ESSENTIAL TO THE ACHIEVEMENT OF THE DISTRICT'S MISSION.*

*THE COMMUNITY AND THE SCHOOLS ARE REFLECTED IN EACH OTHER. MUTUAL SUPPORT, PARTICIPATION, AND PARTNERING ARE NECESSARY.*

*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.*

# STARTING SCHOOL

## Entrance Age

Idaho State Statutes require that every child registering in kindergarten must be five (5) years of age on or before the first day of September. A child enrolling in first grade must be six (6) years of age on or before the first day of September. Proof of age will be required at the time of registration. Any 5 year old child who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the school age requirement in Idaho shall be allowed to enter the first grade.

## Emergency Card

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 card is complete and filed in the office so we will know how to reach you. Please inform the school office of any changes throughout the year.

## Immunization Information

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 have are not the same for all ages. Please refer to page 11 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; or 3) a “certificate of exemption”, which must be signed by a parent or guardian. (“Certificate of exemption” forms are available in each of the school offices.)

## Proof of Identity

Parents of all kindergarten students and new students to the district must present a **certified copy** of a birth certificate and immunization record at the time of registration.

The child's legal name must appear on all registration forms. However, the school will respect the wishes of the parents or guardians as to what name shall be used by the child at school.

## Proof of Residency

All students new to the district will be required to verify proof of residency within their attendance zone by providing a current utility bill, property tax receipt, or an affidavit of residence.

## SCHOOL GUIDELINES

### Animals

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

### Attendance Guidelines

Lakeland School District recognizes that regular and punctual patterns of attendance contribute to successful student achievement. Days lost from school cannot be made up, even if the class work and homework are done. There is no substitute for uninterrupted personal contact between teacher and student.

Attendance at school is a shared responsibility of the parent(s)/guardian, student, and school personnel. The principal shall be responsible for the implementation and enforcement of the district student attendance policy.

If a student becomes ill at school, parents will be contacted so that they may arrange transportation home. The student's emergency card is used for parent contact. It is important that you inform the school office of any phone or address changes throughout the year.

Please, if your child will be tardy or absent, call the school office (683-2231) by 9:00 am.

If possible, have dental and medical appointments before or after school, or on non-school days. If your child has an appointment or must be out of town and you have a question about instructional minutes required to count as a full day please phone the office prior to departure so we can assist.

For attendance recording purposes and for perfect attendance awards including the 6<sup>th</sup> grade bike incentive, students who arrive after 10:30 a.m. will be considered absent for ½ day for the morning. Students who leave prior to 1:30 p.m. will be counted as absent a half day for the afternoon. Under State guidelines, students must be present for 4 hours of instruction to be recorded as a full day of attendance. Students with 3 or more tardies will be counted as absent for perfect attendance purposes

### Attendance Recording Procedures

1. A comprehensive record system of student attendance will be maintained by the school. The principal is responsible for submitting attendance information to the Superintendent's office quarterly.
2. The principal may schedule a parent conference to discuss attendance problems.
3. Any student who misses more than a maximum of 18 days during a school year may be considered for non-promotion. Such child shall be referred to the building Attendance Review Committee. This committee shall be comprised of the student's homeroom teacher, the principal, and at least one other staff member (selected by the principal) who knows the student, i.e., the Title 1 teacher, Resource Room teacher, or another classroom teacher. The committee shall meet and review the student's attendance and academic performances 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.

## Bicycles/Scooters/Skateboards

A student who rides a bicycle or scooter to school should be old enough to understand the responsibility involved. The student is expected to park and lock the bicycle or scooter in the stands that are provided and leave it there for the duration of the day. Bicycles, scooters and skateboards etc. must be walked on all school sidewalks and campus areas.



## Building Regulations

1. Non-bus students and students not eating breakfast provided by the school should arrive at school no earlier than 8:15.m. Students eating school breakfast should arrive no earlier than 8:10. Supervision is not provided outside at these times.
2. Students are expected to remain outdoors until the first bell rings.
3. During inclement weather, students will be brought in.
4. Students must follow outlined guidelines for responsible behavior in the school.
5. Students are to remain on the school grounds unless they usually go home for lunch, or have a note from parents that is presented at the office for approval.
6. Students must leave premises at the close of the school day. Students shall not loiter in the building or on the school grounds following dismissal of classes unless involved in supervised school-sponsored activity or with the permission of the principal.

## Conferences

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

## Dress and Grooming

The School District reserves the right to insist that the dress and grooming of pupils are within the limits of generally accepted good taste for the activity in which the student is engaged.

Student dress, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the educational environment of the school or tend to diminish instructional effectiveness or the disciplinary control by the teacher or school official.

A general guide would be to follow prevailing styles but to discourage extremes or instances where a student may call attention to himself/herself by unusual or extreme dress or grooming.

When a student's dress or appearance causes undue attention, presents a danger to students or health or safety, or causes a disruption of the educational environment, the student may be asked to change and is subject to disciplinary action. The following regulations have been established to supplement the policy of Lakeland School District:

- Hats, caps, or bandannas may not be worn during the regular school dress days
- Skirts and shorts may not be excessively short.
- No undergarments should be visible.
- Pants may not be excessively baggy and must be worn at the waist.
- Shirts must cover the midriff and must not be excessively low in the front. Spaghetti strap, halter, and tube tops are not appropriate for school wear.
- Clothing that promotes, advertises, or displays profanity, vulgarity, racially or sexually offensive expressions, gang related "colors" or markings which advertise products illegal for minors, may not be worn.
- Any items identified as gang related or gang "colors" will not be allowed. This includes the wearing of gang-related tattoos, tagging or marking of books and notebooks, and the use of hand gestures or signing which signifies gang activity.

## Field Trips

Field trips shall be permitted providing their purpose supplements and reinforces the objectives and materials of the unit being taught. Only district-approved transportation shall be used on field trips.

**Siblings, pre-school 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.

## Head Lice Policy

The school district has adopted a "nit free" policy – any student contracting head lice will be excluded from school until the school nurse, and/or principal determines the child is "nit free".

## Health Services and Immunization

1. A school nurse is available at each building weekly.
2. The school nurse will not be offering immunizations prior to school entry or during the school year. They should be taken care of by your family physician or the public health nurse at their immunization clinics.
3. State law and Lakeland Joint School District requires proof of immunizations, which must be presented to the school prior to entry. Minimum immunizations required by Idaho law are:

<b>Children born after September 1, 1999 through September 1, 2005</b> must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2) Measles, Mumps, and Rubella (MMR) (3) Polio (3) Hepatitis B
<b>Children born after September 1, 2005</b> must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2) Measles, Mumps, and Rubella (MMR) (4) Polio <sup>3</sup> (3) Hepatitis B (2) Varicella (Chickenpox) <sup>4</sup> (2) Hepatitis A

If you have any questions, please feel free to contact the school nurse at the District Office (687-0431).

4. Health records are kept by the school on each student.
5. Medication should be administered at home whenever possible. If it is necessary to administer any medicine during school time, an Authorization for the Administration of Medicines form must be filled out. This form is provided by the school nurse or office secretary. **Prescription or over-the counter medicine is never to be sent to school with a student** with the exception of a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician to be self administered. The prescription must be on file with the school office. Medicine must be brought to the office in the original bottle with the student's name. All medicines are kept in and dispensed from the office.

## Homework

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. In general, the more mature the students in the class, the more homework that may be assigned.

## Internet Use/Computers

In order to use the Internet, students must sign and abide by the districts acceptable use agreement. Inappropriate use of the computer and/or Internet will result in disciplinary measures and loss of computer privileges.

## 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 the school year will be disposed of.

## **Lunches/Snacks**



1. Milk and lunch may be purchased at school.
2. Students are not allowed to leave the school grounds to buy lunch.
3. While eating breakfast or lunch, students are expected to use courteous table manners
4. Students may bring nutritional snacks to eat in the classroom under the teacher's direction. No eating is allowed on the bus or school grounds. Gum is not allowed at any time.
5. Students are not to share, trade, or exchange food. Students are expected to eat only the snack and lunch provided by their parent/guardian/school.
6. Because peanut oil is used periodically by our food service personnel, we recommend that students with peanut allergies bring lunch from home.
7. Treats for the classroom must be purchased and the contents clearly labeled on the packaging.

## **Personal Property**

Students are not to bring valuables to school (cameras, expensive jewelry, trading cards, and large sums of money). The school will not be responsible for items that are lost or damaged.



## **Recess Periods**

School policy requires that all children go out for recess except on days of extreme, inclement weather. It is important that parents keep the changing seasons in mind when it comes to clothing. As the colder weather approaches, hats, heavy coats, mittens/gloves, 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.

## **Retention**

Students may be required to repeat a grade whenever the teachers, parents, and principal decide that it serves the best interest of the student. Parents will have the opportunity to be actively involved in this process.

## **School Closure**

School closures will be announced on radio stations K103 FM, KXLY 100 FM, KDRK 94 FM, KVNI 1080 AM, and KGAA 1510 AM. Announcements are also made over the local TV stations KREM-2, KXLY-4, and KHQ-6. In addition to these announcements, you may receive a Power Announcement directly from the district via phone, email or text.

## **School Notices**

Students will bring home notices to the parents with information about early dismissal, parent/teacher conferences, and other activities. This is our way of communication with our parents the daily activities of our school. Staff and administration rely on this form of communication to keep parents fully informed and included in our many activities. Please review all notices.

## **School Parties**

In the elementary schools, class or room parties are permissible during the last hour of the school day. A fall, winter, and spring party may be scheduled.

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.

## **Tardies**

Tardiness is part of attendance. Tardies result in unnecessary disruptions to class and loss of instructional time. Tardies are recorded in attendance records. Students are to be considered tardy if they are not in their classroom when the tardy bell rings. Students must check in at the office before going to class if they are tardy. Students with excessive tardiness may be required to make up the time during recess or after school.

### **Textbooks, Workbooks, Library Books**

Books that are checked out to students become their responsibility. Lost or damaged books must be paid for and students will be assessed the cost for repairs or replacements.

### **Telephones and Cell Phones**

Students are welcome to use the 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, cellular phones or pagers are not to be used in halls or classrooms. Cell phones may be used before or after school. The photo options on cell phones are not to be used at school.

In elementary classrooms cell phones must be turned off and may be stored in a student storage area as directed by staff. The district assumes no responsibility for loss, theft, or destruction while on school property.

Students found to be using any electronic communications device in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

Students who violate the provisions of this policy, are subject to disciplinary action, including losing the privilege of bringing the device onto school property, detention, suspension, or expulsion. In addition, an administrator will confiscate the device, which shall only be returned to the student's parent(s)/guardian(s). Where appropriate, police authorities may be contacted.

### **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.

### **Visiting Children**

Students are not allowed to have other children visit them during the school day.

### **Visitors**

Parents are always welcome to visit school. We ask that you contact the principal and classroom teacher in advance. For the security of students, **all visitors** are asked to sign in and out at the main office. A visitor's pass will be given to every visitor to wear while at our school. A government issued picture I.D. (Drivers License) will be required for processing before being admitted into areas of the school where children are present.

## **Volunteers**

Our school welcomes volunteers. They enhance our programs and are a valuable resource. We need volunteers to help in the library, office, classrooms, and to work on special projects and activities. If you are interested in volunteering, please contact your child's teacher. When you volunteer, please sign in at the school office. The same identification procedure used for visitors will be utilized for all volunteers. You will be provided with a pass that must be worn for proper identification. In order to maximize this opportunity, preschool children will **not** be able to attend school with volunteering parents.



## **STUDENT BEHAVIOR GUIDELINES**

### **Code of Conduct**

In light of Lakeland's philosophy and objectives, the District's code of conduct shall be fair, consistent, nondiscriminatory, and protective of student rights and responsibilities. Lakeland Joint School District #272 does not discriminate or deny services on the basis of age, race, religion, color, national origin, sex, and/or disability.

In order to meet the varied needs of elementary and secondary schools within the Lakeland School District, the Board of Trustees recognize the need for the individual rules and regulations that will supplement the Board's policies. School and classroom disciplinary rules shall have the force of policy when appropriately applied.

While on school property or under the supervision of school authorities, students shall be subject to the direction of school officials and shall at all times be subject to the rules, regulations, and policies of the District, along with the rules of individual schools and classrooms. Student handbooks may contain a synopsis of school district rules, regulations, and policies. Such policies, verbatim, have been reduced to writing and made available at the building principal's office, the district's website, and district administration office for review by students and/or parents.

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with School Board policies. These could occur along with other emergency actions such as calling the police. As soon as possible after any such incident the parents or guardian will be informed when any of these actions have occurred.

## **Chemical and Substance Abuse**

Because the district believes that the use of drugs and alcohol is both illegal and harmful, students are prohibited from drinking, delivery of, or being in the possession of, or under the influence of alcoholic beverages, or being in the possession of, delivery of, or under the influence of drugs as herein defined, or other intoxicants on school property or while under the supervision of school authorities. "Drug" means (1) substances recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them; (2) substances intended for use in the diagnosis, care, mitigation, treatment or prevention of disease in man or animals; (3) substances (other than food) intended to affect the structure of any function of the body of man or animals; and (4) substances intended for use as a component of any article specified in clause (1), (2), or (3), of this subsection. It does not include devices or their components, parts, or accessories. (However, possession of drug paraphernalia may be cause for disciplinary action). A drug shall also include a counterfeit or pseudo drug which shall be defined as any substance which, or the container or labeling of which, without authorization, bears a likeness and is intended by the possessor or deliverer or recipient to represent a drug, whether or not the substance is actually a drug as 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, and a reporting to the Superintendent that may result in a show cause hearing and/or recommendation for expulsion:

***Second Offense:*** A second offense involves a second event that results in violation of this policy. The first occurrence may have happened previously in a student's school career in this or any School District. Suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

However, any student who knowingly sells delivers or otherwise provides drugs as herein defined or other intoxicants to another student at school or while under supervision of school authorities shall be immediately suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

In all substance abuse cases where a student is reasonably suspicioned 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 the school grounds or while under the supervision of school authorities. Violations of this policy will be punishable as follows:

- (1) the first offense shall result in a one day in-school-suspension;
- (2) the second offense shall result in a three day out-of-school suspension with a parent conference and zeros for the days missed; and
- (3) the third offense shall result in the student being suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

### **Damage to Property**

Our district takes pride in its facilities, furniture, equipment, and the materials that we offer our students. Any pupil who shall cut, deface, or otherwise damage any school building or equipment, or who shall be guilty of theft of school district property, shall be liable for disciplinary action and his/her parents or guardians shall be liable for damages to the amount of the injury or theft to be collected by a school district official for the Board of Trustees.

### **Dangerous Items/use and/or possession of:**

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

Any student who brings a firearm onto school property shall be subject to expulsion from school for a period of not less than one year from the date of initial suspension for such violation.

Teachers and principals are authorized to confiscate such items immediately and take disciplinary action.

It is our hope that inappropriate behaviors will be few, enabling us to focus on the positive, praiseworthy actions of all students.

### **Drug Free Environment**

No tobacco, drugs or alcohol are permitted on school property. This is in compliance with a State Board of Education regulation. Drug (alcohol and tobacco) advertisements on clothing are not permitted to be worn at school.

### **Expectations**

The Lakeland Elementary Schools' emphasis is on student growth; academic and developmental. We believe all students can behave appropriately while at school. We will allow no students to stop the teacher from teaching or prevent other students from learning.

We believe our emphasis on the rights and safety of all our students will produce a more productive and positive place to learn and grow. To benefit from good discipline, a school must have disciplinary rules: **(1)** that are known to everyone, **(2)** that are consistently enforced by all staff, **(3)** that are clearly understood, and **(4)** that are supported by parents.

We would like to request that you and your child review this discipline philosophy and the school rules. Thank you for taking the time to read and discuss this information with your child.

### **All students shall:**

- A. Follow school/classroom rules and directions.
- B. Be punctual and regular in attendance.
- C. Complete assignments and use time effectively.
- D. Respect the rights and property of others.
- E. Be courteous and polite.
- F. Practice self-control.
- G. Work to the best of his/her ability.

## **Freedom of Expression and Assembly**

Student rights and responsibilities shall be based on the following assumptions:

- That the right to attend school is purposeful.
- Students are free to exercise their constitutionally protected rights but shall not infringe upon the rights of others.
- Fair treatment and due process, where appropriate, shall be guaranteed to all students.
- Students shall be encouraged to exercise their rights and responsibilities by being an active member of the school.
- Students shall have the right to equality of educational opportunity regardless of race, creed, or sex.
- The effective development of a climate for learning requires understanding and good faith on the part of all concerned.

The Board of Trustees and the school administration believe that genuine student involvement in educational programs requires responsible student action. Students shall be expected to act with respect for school regulations, concerns for others, and personal dignity. Students are encouraged to express their beliefs and feelings but not in a manner that is disruptive or degrading to others.

## **Harassment, Intimidation, Initiations, Hazing, Bullying, Cyber Bullying or Threats**

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, initiations, bullying, Cyber Bullying or threats. This means any intentional written, verbal, or physical act, including, but not limited to one, shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics when the intentional written, verbal, or physical act: a) physically harms a student or damages the student's property; or b) has the effect of substantially interfering with a student's education; or c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or d) has the effect of substantially disrupting the orderly operation of the school is strictly prohibited.

Initiation and/or hazing of students is strictly prohibited.

Written or verbal threats of bodily harm to students and staff or threats of destruction of personal property will be taken very seriously.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). **An act of harassment, intimidation or bullying may be committed through the use of a land line, cell phone, computer, the internet or other electronic means.**

Any student making a threat, regardless of intent, or anyone involved in harassment, intimidation, initiations, or bullying, shall be subject to appropriate disciplinary action, which may include a parent conference, counseling, suspension, reporting to law enforcement authorities, and/or expulsion from school. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment.

## **Procedural Due Process**

A student's right to fair treatment and due process shall be safeguarded through a consistently applied practice of informing the student of any alleged rule violation and the evidence against him or her (notice), and by allowing the student an opportunity to explain his or her version of the facts (hearing) before deciding on or imposing any punishment.

Upon request the hearing process may be extended to a "higher authority". The normal channel for hearing complaints or concerns regarding student discipline shall be from Student to Teacher to Principal to Superintendent to School Board. Neither the Board as a whole nor any individual member will entertain or consider communications or complaints from students or parents until they have first been referred to the building principal or Superintendent of Schools.

## **Registered Sexual Offenders**

The Lakeland Joint School District recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or at school-related activities, the District is implementing this policy. In addition, software that scans all available state sex offender registries is on-site at elementary and junior high schools. This requires visitors to have state or federal issued identification.

State law prohibits a person who is currently registered or is required to register under the sex offender registration act to:

1. Be on or remain on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present.
2. Loiter on a public way within five hundred (500) feet of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Be in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Reside within five hundred (500) feet of a school, unless the person's residence was established prior to July 1, 2006.

Provided, however, section numbers 1 and 2 immediately above shall not apply when the person:

- A. Is a student in attendance at the school; or
- B. Is attending an academic conference with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the conference; or
- C. Is attending a scheduled school event with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the school event; or
- D. Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or
- E. Is picking up a child or children or dropping off a child or children and the person is the child or children's parent or legal guardian; or
- F. Is temporarily on school grounds, during school hours, for the purposes of making a delivery involving mail, food or other necessary delivery.

## **Process**

Whenever possible all visitors or patrons entering a school campus must produce an ID to be scanned. This includes all deliveries during school hours. Appropriate software will compare the ID with state sexual offender registries. If alerted a registered sex offender will not be allowed in the building unless accompanied by an administrator.

A student attending a school that is a registered sex offender will not be allowed to attend or participate in after hour school activities unless approved by the school administration.

A parent or legal guardian that is a registered sex offender will not be allowed on school property unless attending an academic conference or school event, in which their child is participating, or they are transporting their child to and from school, and then only after notifying the school principal and receiving permission.

Normally, a delivery person that is a registered sexual offender will not be allowed on school property. In exceptional circumstances, they must be accompanied by school personnel.

If a sex offender violates this policy, school officials shall immediately contact law enforcement.

## **Rocks, Snow, Ice, Woodchips**

Throwing rocks, snow, ice or wood chips will not be tolerated. The potential for serious injury is great. Severe consequences will result.

## **Search and Seizure**

In order to maintain discipline and safety for all students or when there is reason to believe that a student may be engaged in an illegal activity, school officials may search a student's person, or any and all areas under his/her immediate control on the school grounds. School lockers, books, equipment, or other items belonging to the school shall be considered on loan to a student and school officials shall have the right to inspect such items at any time. Any dangerous items or illegal material found in the possession of or subject to the immediate control of a student may be confiscated. Other appropriate disciplinary measures may also follow including referral to appropriate law enforcement officials.

### **Severe Inappropriate Behavior**

Disciplinary action may be taken against any student who displays any of the following types of inappropriate behaviors:

- A. Disrespect to adults – refusing to cooperate, swearing, using inappropriate language, talking back, harassment, or;
- B. Hurting someone else – fighting punching, throwing objects (including snow, ice, rocks and woodchips) or;
- C. Destroying school property, destroying property of others, or;
- D. Illegal activity (i.e. alcohol or drug possession, theft, use and/or possession of dangerous items) or;
- E. Threatening the safety of others or;
- F. Bringing harmful objects to school (i.e. pocket knives, bullets, laser pointers) will not be tolerated and will result in the offender receiving consequences. If the activity is illegal, a police officer may be called to come for the child. If property is abused or destroyed, restitution will be expected. In all cases of severe inappropriate behavior, parents will be notified and will be asked to work with the school to help the child make an acceptable, responsible behavior choice.
- G. Initiations/Hazing/Threats of students are strictly prohibited.

### **Substitute Teachers' Authority**

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

### **Suspension and Expulsion**

Suspension is the temporary removal of a student from school when circumstances are such that he/she can no longer be kept in school without risk of detriment to the educational program, to himself, to others, or the public property. The primary purposes of suspension are to give the student, his parents, and the school the time needed for resolving a problem and the protection of life and property. The parents must be notified of each suspension. If suspension occurs during school hours, contact with the parent should be made before the student leaves the school grounds.

When a student refuses or fails to submit to reasonable and ordinary rules of order and discipline in such a way that his/her continued attendance may be expected to interfere with the educational program or the safety or welfare of school personnel or other students, such student may be suspended for up to five (5) school days according to suspension procedures as authorized by law.

Expulsion is the removal of a child from enrollment in the District schools by the Board of Trustees.

When deemed appropriate, the principal shall make a recommendation for expulsion in writing to the Superintendent of Schools. This recommendation shall be documented by a history of the student's general behavior, all previous suspensions, if any, a chronological account of the unacceptable behavior, plus the academic and attendance history of the pupil.

If after a study of the case by the Superintendent of Schools it is deemed advisable to expel the student, the Superintendent shall present the study and recommendations to the Board of Trustees for action. Any expulsion hearing that is set before the Board of Trustees shall be conducted in a manner consistent with the procedures outlined in Idaho Code 33-205. (Denial of School Attendance), as now in effect or hereafter amended.

### **Teachers' Authority**

Pupils 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.

### **Threats of violence on school property**

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

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

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

## SCHOOL BUS GUIDELINES

**Safety** is the number one concern. Every student shall be responsible for the safety of self and others. Behavior which may cause harm to other students or which results in an unnecessary distraction for the driver shall be deemed sufficient cause for restrictive consequences up to and including expulsion from the bus. Violation of any of the following rules shall result in appropriate disciplinary measures.

1. While riding, students shall keep all parts of the body and any personal objects inside the bus.
2. Students shall not use profanity or obscene language or gestures or cause excessive noise.
3. Students shall avoid “horseplay” at all times by keeping hands, feet, books, or other objects to one’s self.
4. Students shall not use or be in possession of tobacco, alcohol, or drugs.
5. Students shall not throw objects on, from, or into the bus nor litter on the bus.
6. No hazardous materials, weapons, laser pointers, dangerous objects, or animals may be brought onto a bus.
7. Students shall not eat or drink on the bus while riding to and from school routes.
8. Students shall not abuse fellow students or their property nor vandalize school property.
9. Students **must** promptly respond to a driver’s request or direction.

**Riding a Different Bus:** Students will not be permitted to ride a bus on which they are not regularly assigned unless parents obtain prior approval from the principal and the transportation supervisor. Without permission, students will be required to go home as usual. Busing is not provided for students for personal business (i.e. scouts, birthday parties, spending the night with friends, etc.).

**Removing a Student from the Bus:** The bus driver **WILL NOT** release any student from the bus without authorization from the office. Parents must get a bus pass from the office to present to the driver.

**It is Unlawful to:**

- Enter a school bus with the intent to commit a crime
- Enter a school bus and disrupt or interfere with the driver
- Refuse to disembark after ordered to do so (18-1522; 18-113, Idaho Code)

Kindergarten and young elementary children will not be allowed to exit at isolated stops without a parent, guardian, or pre-approved adult present. Drivers are instructed to return the child to school or the transportation office if a parent, guardian, or pre-approved adult is not present at the stop.

## **School Safety**

### **Accidents**

Students should report to the office or teacher any accidents occurring from the time the child leaves home in the morning until he/she returns in the afternoon. In case of the necessity of a doctor visit due to an accident at school, parents should notify the school office. Please be sure to complete the emergency card given to you on entry to school and return it to the office so we know whom to contact in case of an emergency.

### **Change of Address, Telephone Number and/or email address**

Please keep the school informed of your correct home address, mailing address, phone numbers for home, cell, business, and your emergency contact as well as an email address if you have one. Changes occurring during the year need to be reported to the school office to insure that we will be able to contact you in an emergency.

### **Emergency Procedures**

Students and staff will practice emergency procedures for dealing with fire, earthquake, local disasters, and intruders.

Please note that in the case of an emergency, students shall only be signed out and released to parents or other authorized persons.

### **Insurance and Student Injuries**

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

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

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance.

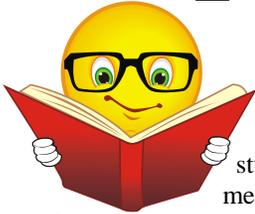
The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the school office.

# Lakeland Joint School District No. 272



## Lakeland School-wide Title I Elementary Schools

Lakeland Elementary Schools each receive Federal Title I School-wide Funding, which is used to provide assistance / interventions to all students who can benefit from additional support over the regular classroom.



### Title I Interventions

District schools operating under School-wide Title I screen all students in the fall, using state assessments, teacher referrals, and district curriculum benchmark assessments, to determine student needs. Each school creates and provides a differentiated, multi-tiered approach to instruction to meet the needs of all levels of learners. Title I can involve identified students in pull-out, inclusion, and/or one-on-one assistance in addition to instruction received in the regular classroom. Pull-out students can receive added instruction in the Title I classroom. Inclusion students can receive added assistance in the regular classroom. And, other students may benefit from the opportunity of working one-on-one with Title I staff members to support academic gains in the regular classroom. Parents of students needing more strategic or intensive interventions to meet grade level expectations will be notified about any changes and or additions to their child's instruction.

### Parent Involvement



Lakeland School District endorses parent involvement and encourages regular participation of parents in all aspects of the Title I program. The education of children is viewed as a cooperative effort among parents, school and community. With this belief in mind, parents will be provided opportunities to discuss their child's progress with the classroom and/or intervention teacher and receive guidance as to how they can assist at home in the education of their child. (For further reference, see Lakeland School District Board Policy 2420 - Title I Parent Involvement.)

### Regarding Right to Receive Teacher Information

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

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

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?
- If there are instructional aides working with my child, what are their qualifications?
- If my child is or will be taught for 4 or more consecutive weeks this year by a teacher who is not highly qualified, will I be notified in a timely manner?

To request the state qualifications for your child's teacher or instructional aide, please contact your building principal, at your earliest convenience.

# Home/School Compact



Pursuant to federal law / guidelines, Lakeland School District and its schools have developed jointly with parents of children receiving Title I interventions the following “Parent-Student-Teacher-School Compact”:

## Parent

1. Go over my child’s assignments with him/her.
2. Provide my child with the time to study in a quiet place.
3. Send my child to school regularly and ready to learn.
4. Spend an average of fifteen minutes each day reading with my child.
5. Communicate with your teacher about your student’s progress frequently.

## Student

1. Spend class time paying attention and doing my work.
2. Be responsible for my own behavior.
3. Take completed work and notes home for my parents.
4. Read for fifteen minutes each day.

## Teacher/School

1. Communicate with you about your child’s progress frequently.
2. Teach basic concepts and skills to your child to meet state student achievement standards.
3. Motivate and encourage your child to practice academics at home and provide materials for home to enhance literacy and other academic subjects.
4. Hold parent/teacher conferences annually.
5. Provide an environment that permits positive communications between student, parent, and teacher.
6. Provide equal and fair opportunities to access staff and the opportunity to volunteer.
7. Deliver high quality curriculum and instruction.

**INSTRUCTION**

**2420**

Title I Parent Involvement Policy

The District endorses the parent involvement goals of Title I and encourages the regular participation of parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. The District is committed to providing coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student achievement and school performance. In this policy the word “parent” also includes guardians and other family members involved in supervising the child’s schools.

Pursuant to federal law the District will develop jointly with, agree upon with, and distribute to parents of children participating in the Title I program a written parent involvement policy. Parents with limited English proficiency or disabilities will be provided the necessary resources (including, but not limited to: appropriate language information, interpreters, or other accommodations) to provide full opportunities for participation.

District Title I schools shall convene an annual meeting to which all parents of students in a school-wide program and participating students in a targeted assistance program are invited to inform parents of their school’s participation in Title I and to explain Title I requirements and the right of parents to be involved. In addition to the required annual meeting, additional meetings shall be held at various times of the day and/or evening for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to discuss their child’s progress and to participate, as appropriate, in decisions relating to the education of their children;
4. Guidance as to how they can assist at home in the education of their children.

Parents and patrons shall be represented on committees which contribute to the process 1) of school review and improvement; 2) an annual evaluation of the effectiveness of the district parent involvement policy; and the LEA Consolidated Plan. (This shall also include the District Curriculum Advisory Committee and Professional Development Committee.)

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings, through payment of transportation and childcare costs.

Each school in the District receiving Title I funds shall develop jointly with parents of children served in the program a “School-Parent Compact” outlining the manner in which parents, school staff, and students share the responsibility for improved student academic achievement in meeting state standards. The “School-Parent Compact” shall:

1. Describe the school’s responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state’s academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their child’s learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child’s education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an ongoing basis with, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

Legal Reference: Title I of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §§ 6301-6514, as implemented by 34 CFR parts 200, 201, 203, 205, and 212  
Improving America’s Schools Act, P.L. 103-382, § 1112 Local Education Agency Plans  
P.L. 107-110, “No Child Left Behind Act of 2001,” Title I – Improving the Academic Achievement of the Disadvantaged, § 1118

Policy History:

Adopted on: August 13, 2007

Revised on: August 2012

Prior Policy: VII(P) – Title I Parent Involvement

## DAILY SCHEDULE - 2016-2017

9:22(Monday) 8:22(Tues-Fri)	<b><u>Warning Bell</u></b>
9:25(Monday) 8:25(Tues-Fri)	<b><u>School Starts</u></b>
9:45-10:00	1 <sup>st</sup> – 3 <sup>rd</sup> Recess
10:00-10:15	4 <sup>th</sup> – 6 <sup>th</sup> Recess
11:50-12:10	Lunch for 1 <sup>st</sup> & 2 <sup>nd</sup>
12:10-12:25	Lunch recess for 1 <sup>st</sup> & 2 <sup>nd</sup>
11:30-11:50	Lunch for 3 <sup>rd</sup>
11:50-12:05	Lunch recess 3 <sup>rd</sup>
12:10-12:30	Lunch for 4 <sup>th</sup>
12:30-12:45	Lunch recess for 4 <sup>th</sup>
12:30-12:47	Lunch for 5 <sup>th</sup>
12:47-1:05	Lunch recess for 5 <sup>th</sup>
12:47-1:05	Lunch for 6 <sup>th</sup>
12:30-12:47	Lunch recess for 6 <sup>th</sup>
1:30-1:45	1 <sup>st</sup> - 3 <sup>rd</sup> Recess
2:50	<b><u>School Ends</u></b>

### ***KINDERGARTEN***

9:25-11:17(Monday)	Morning Kindergarten
8:25-11:17(Tuesday-Friday)	
12:10-2:50	Afternoon Kindergarten

### **LAKELAND JOINT SCHOOL DISTRICT CALENDAR**

<b>August 24 &amp; 25</b>	Registration noon to 7 p.m.
September 5	Labor Day (No School)
September 6	<b>FIRST DAY OF SCHOOL ☺</b>
October 7	Curriculum day (No school for students)
November 4	End of 1 <sup>st</sup> Quarter (No school for students)
November 8, 9, 10	K-6 Evening Parent Teacher Conferences, 3:00pm-7:00pm
November 21	District Wide Parent/Teacher conferences - (No School/K-12)
November 22	Flex Day (No School)
November 23-25	Thanksgiving vacation
December 19- January 3	Christmas Vacation
January 16	Martin Luther King Jr. Day (No School )
January 26	End of 2 <sup>nd</sup> quarter
January 27	Professional Day (No School for students)
February 2	K-8 Evening Parent/Teacher conferences , 3:00pm-7:00pm
February 3	K-8 Parent/Teacher conferences 8am-Noon (No school for students)
February 17-20	President's Day (Holiday-No school)
March 25-April 2	Spring Vacation
April 7	End of 3 <sup>rd</sup> Quarter-Teacher Workday (No school for students)
May 19	No School
May 29	Memorial Day (Holiday, No school)
June 13	End of 4 <sup>th</sup> quarter /Last Day of Students in Elementary Early Release @ 1:30pm

**\*\*Please Note: 9:25am Late Start on Mondays beginning 9/12/2016\*\***

***Lakeland Schools, committed to academic Excellence...dedicated to student success***

**Calendar is subject to change**

# **Student Handbook 2016 – 2017**

Welcome to Betty Kiefer!

On behalf of the Lakeland School District and the Betty Kiefer staff, it is my pleasure to welcome you and your student(s) to a new and exciting school year. We will remain steadfast in our mission that *All* students learn at high levels; through collaboration and perseverance we will succeed. Our entire staff is committed to maximizing learning potential and remaining focused on academic excellence.

The BKE staff is looking forward to starting this amazing year. We are honored to be a part of the Betty Kiefer community and call this exemplary school our home!

Your involvement, partnership and support are imperative to our success. We invite you to meet with teachers and staff, participate in PTU and volunteer your time to ensure we continue to build a strong, safe, and healthy school. We value building strong relationships with our families. Please use this handbook as a basic reference guide throughout the school year and feel free to contact me if you have any questions or concerns.

Thank you for entrusting us with the precious gift of your children. I look forward to meeting with each of you; I am available at your earliest convenience. Please don't hesitate to call, email or drop by; I love to put a face with a name.

I look forward to partnering with you and making this a stellar year!

Lynn Paslay~ Principal  
lpaslay@lakeland272.org

## **District Administration Office**

15506 N. Washington Street  
P.O. Box 39  
Rathdrum, Idaho 83858  
Phone: 208 – 687 – 0431  
FAX: 208 – 687 – 1884  
[www.lakeland272.org](http://www.lakeland272.org)

Dr. Becky Meyer, Superintendent  
Lisa Sexton, Assistant Superintendent,  
Dave McDowell, Director of Business and Support Services  
Susan Morrison, Director of Special Education  
Georgeanne Griffith, Director of Information Systems  
Heidi Herndon, Human Resources  
Cindy Happeny, Treasurer  
Brook Cunningham, Clerk  
Judy Gerstenberger, School Nurse  
Michele Harding, School Nurse  
Heather Chatterton, School Nurse

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

<b>Athol Elementary</b>	Kathy Thomas, Principal	683-2231
<b>Betty Kiefer Elementary</b>	Lynn Paslay, Principal	687-5206
<b>Garwood Elementary</b>	B.J. DeAustin, Principal	687-1265
<b>John Brown Elementary</b>	John Asher, Principal	687-0551
<b>Spirit Lake Elementary</b>	Kristie Mitchell, Principal	623-2501
<b>Twin Lakes Elementary</b>	Patty Morrison, Principal	687-5870
<b>Bus Garage</b>	Darrell Rickard, Supervisor	687-0221
<b>Food Service</b>	Kevin Doyle, Manager	687-5451
<b>Maintenance</b>	Guy Kreider, Supervisor	687-2248

You may also want to visit our website at <http://www.lakeland272.org>



## **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 Monday of each month, beginning at 6 p.m. Opportunity is provided at each meeting for citizens to address the Board.

### **Trustees are:**

Rena Olmstead, Zone 1	
John Shaffer, Zone 2 (Vice Chairman)	691-8834
Tim Skubitz, Zone 3	755-9000
Brian Wallace, Zone 4	687-0882
Larry Brown, Zone 5 (Chairman)	755-0498

### **MISSION**

**The mission of Lakeland Joint School District is to provide a quality education, empowering all students to achieve success.**

### **VISION**

**A community committed to academic excellence and dedicated to student success!**

### **CORE BELIEFS**

*ALL STUDENTS CAN LEARN AND EACH IS A VALUED INDIVIDUAL WITH UNIQUE PHYSICAL, SOCIAL, EMOTIONAL, AND INTELLECTUAL NEEDS.*

*STUDENT LEARNING, IN THE CORE ACADEMIC CURRICULUM, IS THE PRIORITY OF LAKELAND SCHOOLS.*

*SCHOOLS DEVELOP CONFIDENT, SELF-DIRECTED, LIFELONG LEARNERS WHO WILL BECOME RESPONSIBLE CITIZENS IN TOMORROW'S WORKFORCE AND COMMUNITY.*

*SCHOOLS TEACH TO, AND MODEL A UNIVERSAL SET OF BASIC VALUES: HONESTY, SELF-DISCIPLINE, RESPONSIBILITY, RESPECT, AND A STRONG WORK ETHIC.*

*SCHOOLS PROVIDE A SAFE, POSITIVE, ORGANIZED SETTING WITH CLEARLY DEFINED BEHAVIOR EXPECTATIONS.*

*PARENTS ARE THE FIRST AND PRIMARY TEACHERS. THEY ARE RESPONSIBLE FOR THEIR CHILDREN'S BASIC NEEDS AND VALUES.*

*ALL LAKELAND EMPLOYEES ARE EDUCATIONAL PROFESSIONALS, RESPECTED FOR THEIR SKILLS AND COMMITTED TO STUDENT LEARNING. THEY ARE ESSENTIAL TO THE ACHIEVEMENT OF THE DISTRICT'S MISSION.*

*THE COMMUNITY AND THE SCHOOLS ARE REFLECTED IN EACH OTHER. MUTUAL SUPPORT, PARTICIPATION, AND PARTNERING ARE NECESSARY.*

## STARTING SCHOOL

### **Entrance Age**

Idaho State Statutes require that every child registering in kindergarten must be five (5) years of age on or before the first day of September. A child enrolling in first grade must be six (6) years of age on or before the first day of September. Proof of age will be required at the time of registration. Any 5 year old child who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the school age requirement in Idaho shall be allowed to enter the first grade.

### **Emergency Card**

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 card is complete and filed in the office so we will know how to reach you. Please inform the school office of any changes throughout the year.

### **Immunization Information**

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 page 7 for detailed requirements as they pertain to your child's age.

Students will not be able to attend school without one of the following: 1) proof of completed immunizations, 2) verification of an immunization plan in progress, 3) a "certificate of exemption", which must be signed by a parent or guardian. ("Certificate of exemption" forms are available in each of the school offices).

### **Proof of Identity**

Parents of all kindergarten students and new students to the district must present a **certified copy** of a birth certificate and immunization record at the time of registration.

The child's legal name must appear on all registration forms. However, the school will respect the wishes of the parents or guardians as to what name shall be used by the child at school.

### **Proof of Residency**

All students new to the district will be required to verify proof of residency within their attendance zone by providing a current utility bill, property tax receipt, or an affidavit of residence.

## SCHOOL GUIDELINES

### Animals

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

### Attendance Guidelines

Lakeland School District recognizes that regular school attendance contributes to successful student achievement. Regular and punctual patterns of attendance are expected of each elementary student enrolled in the district. Days lost from school cannot be made up, even if the 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 card is used for parent contact. It is important that you inform the school office of any phone or address changes throughout the year.

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

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

### Attendance Recording Procedures

1. A comprehensive record system of student attendance will be maintained by the school. The principal is responsible for submitting attendance information to the Superintendent's office quarterly.
2. The principal may schedule a parent conference to discuss attendance problems.
3. Any student who misses more than a maximum of 18 days during a school year may be considered for non-promotion. Such child shall be referred to the building Attendance Review Committee. This committee shall be comprised of the student's homeroom teacher, the principal, and at least one other staff member (selected by the principal) who knows the student, i.e., the Title 1 teacher, Resource Room teacher, or another classroom teacher. The committee shall meet and review the student's attendance and academic performances 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.

### **Bicycles/Scooters/Skateboards**

A student who rides a bicycle or scooter to school should be old enough to understand the responsibility involved. The student is expected to park and lock the bicycle or scooter in the stands that are provided and leave it there for the duration of the day. Bicycles, scooters and skateboards etc. must be walked on all school sidewalks and campus areas.

### **Building Regulations**

1. Non-bus students and students not eating breakfast provided by the school should arrive at school no earlier than 8:15.m. Students eating school breakfast should arrive no earlier than 8:10. Supervision is not provided outside at these times.
2. Students are expected to remain outdoors until the first bell rings.
3. During inclement weather, students will be brought in.
4. Students must walk in the halls, talk in a soft voice, and behave in the halls, classrooms, and lavatories.
5. Students are to remain on the school grounds unless they usually go home for lunch, or have a note from parents that is presented at the office for approval.
6. Students must leave premises at the close of the school day. Students shall not loiter in the building or on the school grounds following dismissal of classes unless involved in supervised school-sponsored activity or with the permission of the principal.

### **Conferences**

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

### **Dress and Grooming**

The School District reserves the right to insist that the dress and grooming of pupils are within the limits of generally accepted good taste for the activity in which the student is engaged.

Student dress, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the educational environment of the school or tend to diminish instructional effectiveness or the disciplinary control by the teacher or school official.

A general guide would be to follow prevailing styles but to discourage extremes or instances where a student may call attention to himself/herself by unusual or extreme dress or grooming.

When a student's dress or appearance causes undue attention, presents a danger to students or health or safety, or causes a disruption of the educational environment, the student may be asked to change and is subject to disciplinary action. The following regulations have been established to supplement the policy of Lakeland School District:

- Hats, caps, or bandannas may not be worn during the regular school dress days
- Skirts and shorts may not be excessively short.
- No undergarments should be visible.
- Pants may not be excessively baggy and must be worn at the waist.
- Shirts must cover the midriff and must not be excessively low in the front. Spaghetti strap, halter, and tube tops are not appropriate for school wear.
- Clothing that promotes, advertises, or displays profanity, vulgarity, racially or sexually offensive expressions, gang related “colors” or markings which advertise products illegal for minors, may not be worn.
- Any items identified as gang related or gang “colors” will not be allowed. This includes the wearing of gang-related tattoos, tagging or marking of books and notebooks, and the use of hand gestures or signing which signifies gang activity.

### **Field Trips**

Field trips shall be permitted providing their purpose supplements and reinforces the objectives and materials of the unit being taught. Only district-approved transportation shall be used on field trips. **Siblings, pre-school 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.

### **Head Lice Policy**

The school district has adopted a “nit free” policy – any student contracting head lice will be excluded from school until the school nurse, and/or principal determines the child is “nit free”.

### **Health Services and Immunization**

1. A school nurse is available at each building weekly.
2. The school nurse will not be offering immunizations prior to school entry or during the school year. They should be taken care of by your family physician or the public health nurse at their immunization clinics.
3. State law and Lakeland Joint School District requires proof of immunizations, which must be presented to the school prior to entry. Minimum immunizations required by Idaho law are: **Pre-School, Kindergarten, and First grade students, 5 doses DTP, 3 doses Polio, 2 doses MMR and 3 doses Hepatitis B. Second through Twelfth grade requirements are: 4 doses DTP, 3 doses oral Polio, 1 dose MMR; Three doses of Hepatitis B are required for all children born after November 22, 1991.** If you have any questions, please feel free to contact the school nurse at the District Office (687-0431).
4. Health records are kept by the school on each student.
5. Medication should be administered at home whenever possible. If it is necessary to administer any medicine during school time, an Authorization for the Administration of Medicines form must be filled out. This form is provided by the school nurse or office secretary. **Prescription or over-the counter medicine is never to be sent to school with a student** with the exception of a metered dose inhaler or dry powder

inhaler to alleviate asthmatic symptoms, prescribed by a physician to be self administered. The prescription must be on file with the school office. *Medicine must be brought to the office in the original bottle with the student's name.* All medicines are kept in and dispensed from the office.

### **Homework**

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. In general, the more mature the students in the class, the more homework that may be assigned.

### **Internet Use/Computers**

In order to use the Internet, students must sign and abide by the districts acceptable use agreement. Inappropriate use of the computer and/or Internet will result in disciplinary measures and loss of computer privileges.

### **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 the school year will be disposed of.

### **Lunches/Snacks**

1. Milk and lunch may be purchased at school.
2. Students are not allowed to leave the school grounds to buy lunch.
3. While eating breakfast or lunch, students are expected to use courteous table manners
4. Students may bring nutritional snacks to eat in the classroom under the teacher's direction. No eating is allowed on the bus or school grounds. Gum is not allowed at any time.
5. Students are not to share, trade, or exchange food. Students are expected to eat only the snack and lunch provided by their parent/guardian/school.
6. Because peanut oil is used periodically by our food service personnel, we recommend that students with peanut allergies bring lunch from home.
7. Treats for the classroom must be purchased and the contents clearly labeled on the packaging.

### **Personal Property**

Students are not to bring valuables to school (cameras, expensive jewelry, trading cards, and large sums of money). The school will not be responsible for items that are lost or damaged.

## **Recess Periods**

School policy requires that all children go out for recess except on days of extreme, inclement weather. It is important that parents keep the changing seasons in mind when it comes to clothing. As the colder weather approaches, hats, heavy coats, mittens/gloves, 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.

## **Retention**

Students may be required to repeat a grade whenever the teachers, parents, and principal decide that it serves the best interest of the student. Parents will have the opportunity to be actively involved in this process.

## **School Closure**

School closures will be announced on radio stations K103 FM, KXLY 100 FM, KDRK 94 FM, KVNI 1080 AM, and KGAA 1510 AM. Announcements are also made over the local TV stations 2, 4, and 6.

## **School Notices**

Students will bring home notices to the parents with information about early dismissal, parent/teacher conferences, and other activities. This is our way of communication with our parents the daily activities of our school. Staff and administration rely on this form of communication to keep parents fully informed and included in our many activities. Please review all notices.

## **School Parties**

In the elementary schools, class or room parties are permissible during the last hour of the school day. A fall, winter, and spring party may be scheduled.

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.

## **Tardies**

Tardiness is part of attendance. Dependability and punctuality are virtues. Being on time, whether to class, work, or an appointment is an important habit to establish. We feel it is our job to instill in our students sound work ethics. In school, tardies also result in unnecessary disruptions to class. Tardies are recorded in attendance records. Students are to be considered tardy if they are not in their classroom when the tardy bell rings. Students must check in at the office before going to class if they are tardy. Students with excessive tardiness may be required to make up the time during recess or after school.

## **Textbooks, Workbooks, Library Books**

Books that are checked out to students become their responsibility. Lost or damaged books must be paid for and students will be assessed the cost for repairs or replacements.

## **Telephones and Cell Phones**

Students are welcome to use the 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, cellular telephones are not to be used in halls or classrooms and should be turned off during the school day. Cell phones may be used before school and after school (this includes text messaging). 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.

## **Visiting Children**

Students are not allowed to have other children visit them during the school day.

## **Visitors**

Parents are always welcome to visit school. We ask that you contact the principal and classroom teacher in advance. For the security of students, **all visitors** are asked to sign in and out at the main office. A visitor's pass will be given to every visitor to wear while at our school. A government issued picture I.D. (Drivers License) will be required for processing before being admitted into areas of the school where children are present.

## **Volunteers**

Our school welcomes volunteers. They enhance our programs and are a valuable resource. We need volunteers to help in the library, office, classrooms, and to work on special projects and activities. If you are interested in volunteering, please contact your child's teacher. When you volunteer, please sign in at the school office. The same identification procedure used for visitors will be utilized for all volunteers. You will be provided with a pass that must be worn for proper identification. In order to maximize

this opportunity, preschool children will **not** be able to attend school with volunteering parents.

## **STUDENT BEHAVIOR GUIDELINES**

### **Code of Conduct**

In light of Lakeland's philosophy and objectives, the District's code of conduct shall be fair, consistent, nondiscriminatory, and protective of student rights and responsibilities. Lakeland Joint School District #272 does not discriminate or deny services on the basis of age, race, religion, color, national origin, sex, and/or disability.

In order to meet the varied needs of elementary and secondary schools within the Lakeland School District, the Board of Trustees recognize the need for the individual rules and regulations that will supplement the Board's policies. School and classroom disciplinary rules shall have the force of policy when appropriately applied.

While on school property or under the supervision of school authorities, students shall be subject to the direction of school officials and shall at all times be subject to the rules, regulations, and policies of the District, along with the rules of individual schools and classrooms. Student handbooks may contain a synopsis of school district rules, regulations, and policies. Such policies, verbatim, have been reduced to writing and made available at the building principal's office, the district's website, and district administration office for review by students and/or parents.

### **Chemical and Substance Abuse**

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, and a reporting to the Superintendent that may result in a show cause hearing and/or recommendation for expulsion:

**Second Offense:** A second offense involves a second event that results in violation of this policy. The first occurrence may have happened previously in a student's school career in this or any School District. Suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

However, any student who knowingly sells, delivers or otherwise provides drugs as herein defined or other intoxicants to another student at school or while under supervision of school authorities shall be immediately suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

In all substance abuse cases where a student is reasonably suspicioned 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 the school grounds or while under the supervision of school authorities. Violations of this policy will be punishable as follows:

- (1) the first offense shall result in a one day in-school-suspension;
- (2) the second offense shall result in a three day out-of-school suspension with a parent conference and zeros for the days missed; and
- (3) the third offense shall result in the student being suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

### **Damage to Property**

Our district takes pride in its facilities, furniture, equipment, and the materials that we offer our students. Any pupil who shall cut, deface, or otherwise damage any school building or equipment, or who shall be guilty of theft of school district property, shall be liable for disciplinary action and his/her parents or guardians shall be liable for damages to the amount of the injury or theft to be collected by a school district official for the Board of Trustees.

### **Dangerous Items/use and/or possession of:**

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

Any student who brings a firearm onto school property shall be subject to expulsion from school for a period of not less than one year from the date of initial suspension for such violation.

Teachers and principals are authorized to confiscate such items immediately and take disciplinary action.

It is our hope that inappropriate behaviors will be few, enabling us to focus on the positive, praiseworthy actions of all students.

### **Drug Free Environment**

No tobacco, drugs or alcohol are permitted on school property. This is in compliance with a State Board of Education regulation. Drug (alcohol and tobacco) advertisements on clothing are not permitted to be worn at school.

### **Expectations**

The Lakeland Elementary Schools' emphasis is on student growth; academic and developmental. We believe all students can behave appropriately while at school. We will allow no students to stop the teacher from teaching or prevent other students from learning.

We believe our emphasis on the rights and safety of all our students will produce a more productive and positive place to learn and grow. To benefit from good discipline, a school must have disciplinary rules: (1) that are known to everyone, (2) that are consistently enforced by all staff, (3) that are clearly understood, and (4) that are supported by parents.

We would like to request that you and your child review this discipline philosophy and the school rules. Thank you for taking the time to read and discuss this information with your child.

All students shall:

- A. Follow school/classroom rules and directions.
- B. Be punctual and regular in attendance.
- C. Complete assignments and use time effectively.
- D. Respect the rights and property of others.
- E. Be courteous and polite.
- F. Practice self-control.
- G. Work to the best of his/her ability.

### **Freedom of Expression and Assembly**

Student rights and responsibilities shall be based on the following assumptions:

- That the right to attend school is purposeful.
- Students are free to exercise their constitutionally protected rights but shall not infringe upon the rights of others.
- Fair treatment and due process, where appropriate, shall be guaranteed to all students.
- Students shall be encouraged to exercise their rights and responsibilities by being an active member of the school.

- Students shall have the right to equality of educational opportunity regardless of race, creed, or sex.
- The effective development of a climate for learning requires understanding and good faith on the part of all concerned.

The Board of Trustees and the school administration believe that genuine student involvement in educational programs requires responsible student action. Students shall be expected to act with respect for school regulations, concerns for others, and personal dignity. Students are encouraged to express their beliefs and feelings but not in a manner that is disruptive or degrading to others.

### **Harassment, Intimidation, Initiations, Hazing, Bullying or Threats**

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, initiations, bullying, or threats. This means any intentional written, verbal, or physical act, including, but not limited to one, shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics when the intentional written, verbal, or physical act: a) physically harms a student or damages the student's property; or b) has the effect of substantially interfering with a student's education; or c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or d) has the effect of substantially disrupting the orderly operation of the school is strictly prohibited.

Initiation and/or hazing of students is strictly prohibited.

Written or verbal threats of bodily harm to students and staff or threats of destruction of personal property will be taken very seriously.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). **An act of harassment, intimidation or bullying may be committed through the use of a land line, cell phone, computer, the internet or other electronic means.**

Any student making a threat, regardless of intent, or anyone involved in harassment, intimidation, initiations, or bullying, shall be subject to appropriate disciplinary action, which may include a parent conference, counseling, suspension, reporting to law enforcement authorities, and/or expulsion from school. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment.

### **Procedural Due Process**

A student's right to fair treatment and due process shall be safeguarded through a consistently applied practice of informing the student of any alleged rule violation and the evidence against him or her (notice), and by allowing the student an opportunity to explain his or her version of the facts (hearing) before deciding on or imposing any punishment.

Upon request the hearing process may be extended to a "higher authority". The normal channel for hearing complaints or concerns regarding student discipline shall be from Student to Teacher to Principal to Superintendent to School Board. Neither the Board as a whole nor any individual member will entertain or consider communications or complaints from students or parents until they have first been referred to the building principal or Superintendent of Schools.

### **Registered Sexual Offenders**

The Lakeland Joint School District recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or at school-related activities, the District is implementing this policy. In addition, software that scans all available state sex offender registries is on-site at elementary and junior high schools. This requires visitors to have state or federal issued identification.

State law prohibits a person who is currently registered or is required to register under the sex offender registration act to:

1. Be on or remain on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present.
2. Loiter on a public way within five hundred (500) feet of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Be in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Reside within five hundred (500) feet of a school, unless the person's residence was established prior to July 1, 2006.

Provided, however, section numbers 1 and 2 immediately above shall not apply when the person:

- A. Is a student in attendance at the school; or
- B. Is attending an academic conference with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the conference; or
- C. Is attending a scheduled school event with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the school event; or
- D. Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or

- E. Is picking up a child or children or dropping off a child or children and the person is the child or children's parent or legal guardian; or
- F. Is temporarily on school grounds, during school hours, for the purposes of making a delivery involving mail, food or other necessary delivery.

### Process

Whenever possible all visitors or patrons entering a school campus must produce an ID to be scanned. This includes all deliveries during school hours. Appropriate software will compare the ID with state sexual offender registries. If alerted a registered sex offender will not be allowed in the building unless accompanied by an administrator.

A student attending a school that is a registered sex offender will not be allowed to attend or participate in after hour school activities unless approved by the school administration.

A parent or legal guardian that is a registered sex offender will not be allowed on school property unless attending an academic conference or school event, in which their child is participating, or they are transporting their child to and from school, and then only after notifying the school principal and receiving permission.

Normally, a delivery person that is a registered sexual offender will not be allowed on school property. In exceptional circumstances, they must be accompanied by school personnel.

If a sex offender violates this policy, school officials shall immediately contact law enforcement.

### **Restraint**

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with School Board policies. These could occur along with other emergency actions such as calling the police. As soon as possible after any such incident the parents or guardian will be informed when any of these actions have occurred.

### **Rocks, Snow, Ice, Woodchips**

Throwing rocks, snow, ice or wood chips will not be tolerated. The potential for serious injury is great. Severe consequences will result.

### **Search and Seizure**

In order to maintain discipline and safety for all students or when there is reason to believe that a student may be engaged in an illegal activity, school officials may search a student's person, or any and all areas under his/her immediate control on the school grounds. School lockers, books, equipment, or other items belonging to the school shall be considered on loan to a student and school officials shall have the right to inspect such items at any time. Any dangerous items or illegal material found in the possession of or subject to the immediate control of a student may be confiscated. Other appropriate

disciplinary measures may also follow including referral to appropriate law enforcement officials.

### **Severe Inappropriate Behavior**

Any severe inappropriate behavior such as:

- A. Disrespect to adults – refusing to cooperate, swearing, using inappropriate language, talking back, harassment, or;
- B. Hurting someone else – fighting punching, throwing objects (including snow, ice, rocks and woodchips) or;
- C. Destroying school property, destroying property of others, or;
- D. Illegal activity (i.e. alcohol or drug possession, theft, use and/or possession of dangerous items) or;
- E. Threatening the safety of others or;
- F. Bringing harmful objects to school (i.e. pocket knives, bullets, laser pointers) will not be tolerated and will result in the offender receiving consequences. If the activity is illegal, a police officer may be called to come for the child. If property is abused or destroyed, restitution will be expected. In all cases of severe inappropriate behavior, parents will be notified and will be asked to work with the school to help the child make an acceptable, responsible behavior choice.
- G. Initiations/Hazing/Threats of students are strictly prohibited.

### **Substitute Teachers' Authority**

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

### **Suspension and Expulsion**

Suspension is the temporary removal of a student from school when circumstances are such that he/she can no longer be kept in school without risk of detriment to the educational program, to himself, to others, or the public property. The primary purposes of suspension are to give the student, his parents, and the school the time needed for resolving a problem and the protection of life and property. The parents must be notified of each suspension. If suspension occurs during school hours, contact with the parent should be made before the student leaves the school grounds.

When a student refuses or fails to submit to reasonable and ordinary rules of order and discipline in such a way that his/her continued attendance may be expected to interfere with the educational program or the safety or welfare of school personnel or other students, such student may be suspended for up to five (5) school days according to suspension procedures as authorized by law.

Expulsion is the removal of a child from enrollment in the District schools by the Board of Trustees.

When deemed appropriate, the principal shall make a recommendation for expulsion in writing to the Superintendent of Schools. This recommendation shall be documented by a history of the student's general behavior, all previous suspensions, if any, a

chronological account of the unacceptable behavior, plus the academic and attendance history of the pupil.

If after a study of the case by the Superintendent of Schools it is deemed advisable to expel the student, the Superintendent shall present the study and recommendations to the Board of Trustees for action. Any expulsion hearing that is set before the Board of Trustees shall be conducted in a manner consistent with the procedures outlined in Idaho Code 33-205. (Denial of School Attendance), as now in effect or hereafter amended.

### **Teachers' Authority**

Pupils 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.

### **Threats of violence on school property**

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

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

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

## **SCHOOL BUS GUIDELINES**

**Safety** is the number one concern. Every student shall be responsible for the safety of self and others. Behavior which may cause harm to other students or which results in an unnecessary distraction for the driver shall be deemed sufficient cause for restrictive consequences up to and including expulsion from the bus. Violation of any of the following rules shall result in appropriate disciplinary measures.

1. While riding, students shall keep all parts of the body and any personal objects inside the bus.
2. Students shall not use profanity or obscene language or gestures or cause excessive noise.

3. Students shall avoid “horseplay” at all times by keeping hands, feet, books, or other objects to one’s self.
4. Students shall not use or be in possession of tobacco, alcohol, or drugs.
5. Students shall not throw objects on, from, or into the bus nor litter on the bus.
6. No hazardous materials, weapons, laser pointers, dangerous objects, or animals may be brought onto a bus.
7. Students shall not eat or drink on the bus while riding to and from school routes.
8. Students shall not abuse fellow students or their property nor vandalize school property.
9. Students must promptly respond to a driver’s request or direction.

**Riding a Different Bus:** Students will not be permitted to ride a bus on which they are not regularly assigned unless parents obtain prior approval from the principal and the transportation supervisor. Without permission, students will be required to go home as usual. Busing is not provided for students for personal business (i.e. scouts, birthday parties, spending the night with friends, etc.).

**Removing a Student from the Bus:** The bus driver **WILL NOT** release any student from the bus without authorization from the office. Parents must get a bus pass from the office to present to the driver.

**It is Unlawful to:**

- Enter a school bus with the intent to commit a crime
- Enter a school bus and disrupt or interfere with the driver
- Refuse to disembark after ordered to do so (18-1522; 18-113, Idaho Code)

Kindergarten and young elementary children will not be allowed to exit at isolated stops without a parent, guardian, or pre-approved adult present. Drivers are instructed to return the child to school or the transportation office if a parent, guardian, or pre-approved adult is not present at the stop.

## **School Safety**

### **Accidents**

Students should report to the office or teacher any accidents occurring from the time the child leaves home in the morning until he/she returns in the afternoon. In case of the necessity of a doctor visit due to an accident at school, parents should notify the school office. Please be sure to complete the emergency card given to you on entry to school and return it to the office so we know whom to contact in case of an emergency.

### **Change of Address and/or Telephone Number**

Please keep the school informed of your correct home address and phone numbers for home, business, and your emergency contact. Changes occurring during the year need to be reported to the school office to insure that we will be able to contact you in an emergency.

## **Emergency Procedures**

Students and staff will practice emergency procedures for dealing with fire, earthquake, local disasters, and intruders.

Please note that in the case of an emergency, students shall only be signed out and released to parents or other authorized persons.

## **Insurance and Student Injuries**

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

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

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance.

The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the school office.

# **Elementary School Handbook**

**GARWOOD**



**Grizzlies**

**A GUIDE FOR PARENTS,  
GUARDIANS, AND STUDENTS**



## **District Administration Office**

15506 N. Washington Street  
P.O. Box 39  
Rathdrum, Idaho 83858  
Phone: 208 – 687 – 0431  
FAX: 208 – 687 – 1884  
[www.lakeland272.org](http://www.lakeland272.org)

Dr. Becky Meyer, Superintendent  
Lisa Sexton, Assistant Superintendent  
Dave McDowell, Director of Business and Operations  
Susan Morrison, Director of Special Education  
Georgeanne Griffith, Director of Information Systems  
Heidi Herndon, Human Resources  
Cindy Happeny, Treasurer  
Brook Cunningham, Clerk  
Judy Gerstenberger, School Nurse  
Heather Chatterton, School Nurse  
Michele Harding, School Nurse

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

<b>Athol Elementary</b>	Kathy Thomas, Principal	683-2231
<b>Betty Kiefer Elementary</b>	Lynn Paslay, Principal	687-5206
<b>Garwood Elementary</b>	B.J. DeAustin, Principal	687-1265
<b>John Brown Elementary</b>	John Asher, Principal	687-0551
<b>Spirit Lake Elementary</b>	Kristie Mitchell, Principal	623-2501
<b>Twin Lakes Elementary</b>	Patty Morrison, Principal	687-5870
<b>Transportation</b>	Darrell Rickard, Supervisor	687-0221
<b>Food Service</b>	Kevin Doyle, Manager	687-5451
<b>Maintenance</b>	Guy Kreider, Supervisor	687-2248

You may also want to visit our website at <http://www.lakeland272.org>





## **LAKELAND BOARD OF TRUSTEES**

Members of the Board of Trustees are elected for a three-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 Monday of each month, beginning at 7 p.m. Opportunity is provided at each meeting for citizens to address the Board.

### **Trustees are:**

Rena Olmstead, Zone 1	623-6900
John Shaffer, Zone 2	691-8834
Tim Skubitz, Zone 3	755-9000
Brian Wallace, Zone 4 (Vice Chairman)	687-0882
Larry Brown, Zone 5 (Chairman)	687-0102

### **MISSION**

**The mission of Lakeland Joint School District is to provide a quality education, empowering all students to achieve success.**

### **VISION**

**A community committed to academic excellence and dedicated to student success!**

### **CORE BELIEFS**

*ALL **STUDENTS** CAN LEARN AND EACH IS A VALUED INDIVIDUAL WITH UNIQUE PHYSICAL, SOCIAL, EMOTIONAL, AND INTELLECTUAL NEEDS.*

***STUDENT LEARNING**, IN THE CORE ACADEMIC CURRICULUM, IS THE PRIORITY OF LAKELAND SCHOOLS.*

***SCHOOLS** DEVELOP CONFIDENT, SELF-DIRECTED, LIFELONG LEARNERS WHO WILL BECOME RESPONSIBLE CITIZENS IN TOMORROW'S WORKFORCE AND COMMUNITY.*

***SCHOOLS** TEACH TO, AND MODEL A UNIVERSAL SET OF BASIC VALUES: HONESTY, SELF-DISCIPLINE, RESPONSIBILITY, RESPECT, AND A STRONG WORK ETHIC.*

***SCHOOLS** PROVIDE A SAFE, POSITIVE, ORGANIZED SETTING WITH CLEARLY DEFINED BEHAVIOR EXPECTATIONS.*

***PARENTS** ARE THE FIRST AND PRIMARY TEACHERS. THEY ARE RESPONSIBLE FOR THEIR CHILDREN'S BASIC NEEDS AND VALUES.*

*ALL LAKELAND EMPLOYEES ARE **EDUCATIONAL PROFESSIONALS**, RESPECTED FOR THEIR SKILLS AND COMMITTED TO STUDENT LEARNING. THEY ARE ESSENTIAL TO THE ACHIEVEMENT OF THE DISTRICT'S MISSION.*

*THE **COMMUNITY** AND THE SCHOOLS ARE REFLECTED IN EACH OTHER. MUTUAL SUPPORT, PARTICIPATION, AND PARTNERING ARE NECESSARY.*

*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.*



## STARTING SCHOOL

### **Entrance Age**

Idaho State Statutes require that every child registering in kindergarten must be five (5) years of age on or before the first day of September. A child enrolling in first grade must be six (6) years of age on or before the first day of September. Proof of age will be required at the time of registration. Any 5 year old child who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the school age requirement in Idaho shall be allowed to enter the first grade.

### **Emergency Phone numbers**

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 numbers are complete and filed in the office so we will know how to reach you. Please inform the school office of any changes throughout the year.

### **Immunization Information**

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 have are not the same for all ages. Please refer to Panhandle Health District for detailed requirements as they pertain to your child's age.

Students will not be able to attend school without one of the following: 1) proof of completed immunizations, 2) verification of an immunization plan in progress, 3) a "certificate of exemption", which must be signed by a parent or guardian. ("Certificate of exemption" forms are available in each of the school offices).

### **Proof of Identity**

Parents of all kindergarten students and new students to the district must present a **certified copy** of a birth certificate and immunization record at the time of registration.

The child's legal name must appear on all registration forms. However, the school will respect the wishes of the parents or guardians as to what name shall be used by the child at school.

### **Proof of Residency**

All students new to the district will be required to verify proof of residency within their attendance zone by providing a current utility bill, property tax receipt, or an affidavit of residence.

## SCHOOL GUIDELINES

### Animals

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

### Attendance Guidelines

Lakeland School District recognizes that regular school attendance contributes to successful student achievement. Regular and punctual patterns of attendance are expected of each elementary student enrolled in the district. Days lost from school cannot be made up, even if the 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 card is used for parent contact. It is important that you inform the school office of any phone or address changes throughout the year.

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

If possible, have dental and medical appointments before or after school, or on non-school days. If your child has an appointment or must be out of town and you have a question about instructional minutes required to count as a full day please phone the office prior to departure so we can assist.

For attendance recording purposes and for perfect attendance awards including the 6<sup>th</sup> grade bike incentive, students who arrive after 10:30 a.m. will be considered absent for ½ day for the morning. Students who leave prior to 1:30 p.m. will be counted as absent a half day for the afternoon. Under State guidelines, students must be present for 4 hours of instruction to be recorded as a full day of attendance. Students with 3 or more tardies will be counted as absent for perfect attendance purposes. Only School sponsored events will qualify as an activity absence.

### Attendance Recording Procedures

1. A comprehensive record system of student attendance will be maintained by the school. The principal is responsible for submitting attendance information to the Superintendent's office quarterly.
2. The principal may schedule a parent conference to discuss attendance problems.
3. Any student who misses more than a maximum of 18 days during a school year may be considered for non-promotion. Such child shall be referred to the building Attendance Review Committee. This committee shall be comprised of the student's homeroom teacher, the principal, and at least one other staff member (selected by the principal) who knows the student, i.e., the Title 1 teacher,

Resource Room teacher, or another classroom teacher. The committee shall meet and review the student's attendance and academic performances 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.

### **Bicycles/Scooters/Skateboards**

A student who rides a bicycle or scooter to school should be old enough to understand the responsibility involved. The student is expected to park and lock the bicycle or scooter in the stands that are provided and leave it there for the duration of the day. Bicycles, scooters and skateboards etc. must be walked on all school sidewalks and campus areas.

### **Building Regulations**

1. Non-bus students and students not eating breakfast provided by the school should arrive at school no earlier than 8:10a.m. Students eating school breakfast should arrive no earlier than 7:50a.m. Supervision is not provided outside at these times.
2. Students are expected to remain outdoors until the first bell rings.
3. During inclement weather, students will be brought in.
4. Students must walk in the halls, talk in a soft voice, and behave in the halls, classrooms, and lavatories.
5. Students are to remain on the school grounds unless they usually go home for lunch, or have a note from parents that is presented at the office for approval.
6. Students must leave premises at the close of the school day. Students shall not loiter in the building or on the school grounds following dismissal of classes unless involved in supervised school-sponsored activity or with the permission of the principal.

### **Conferences**

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

### **Dress and Grooming**

The School District reserves the right to insist that the dress and grooming of pupils are within the limits of generally accepted good taste for the activity in which the student is engaged.

Student dress, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the educational environment of the school or tend to

diminish instructional effectiveness or the disciplinary control by the teacher or school official.

A general guide would be to follow prevailing styles but to discourage extremes or instances where a student may call attention to himself/herself by unusual or extreme dress or grooming.

When a student's dress or appearance causes undue attention, presents a danger to students or health or safety, or causes a disruption of the educational environment, the student may be asked to change and is subject to disciplinary action. The following regulations have been established to supplement the policy of Lakeland School District:

- Hats, caps, or bandannas may not be worn during the regular school dress days
- Skirts and shorts may not be excessively short. (finger tip length)
- No undergarments should be visible.
- Pants may not be excessively baggy and must be worn at the waist.
- Shirts must cover the midriff and must not be excessively low in the front. Spaghetti strap, halter, and tube tops are not appropriate for school wear.
- Clothing that promotes, advertises, or displays profanity, vulgarity, racially or sexually offensive expressions, gang related "colors" or markings which advertise products illegal for minors, may not be worn.
- Any items identified as gang related or gang "colors" will not be allowed. This includes the wearing of gang-related tattoos, tagging or marking of books and notebooks, and the use of hand gestures or signing which signifies gang activity.

### **Field Trips**

Field trips shall be permitted providing their purpose supplements and reinforces the objectives and materials of the unit being taught. Only district-approved transportation shall be used on field trips. **Siblings, pre-school 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.

### **Head Lice Policy**

The school district has adopted a "nit free" policy – any student contracting head lice will be excluded from school until the school nurse, and/or principal determines the child is "nit free".

### **Health Services and Immunization**

1. A school nurse is available at each building weekly.
2. The school nurse will not be offering immunizations prior to school entry or during the school year. They should be taken care of by your family physician or the public health nurse at their immunization clinics.<sup>14</sup>

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:
4. **Children born on or before September 1, 1999** must have a minimum of:
 

(4) Diphtheria, Tetanus, Pertussis (DTaP)	(1) Measles, Mumps, and Rubella (MMR)
(3) Polio	(3) Hepatitis B

**Children born after September 1, 1999 through September 1, 2005** must have a minimum of: (5) Diphtheria, Tetanus, Pertussis (DTaP)<sup>2</sup> (2) Measles, Mumps, and Rubella (MMR)  
(3) Polio (3) Hepatitis B

**Children born after September 1, 2005**<sup>1</sup> must have a minimum of:  
(5) Diphtheria, Tetanus, Pertussis (DTaP)<sup>2</sup> (2) Measles, Mumps, and Rubella (MMR)  
(4) Polio<sup>3</sup> (3) Hepatitis B  
(2) Varicella (Chickenpox)<sup>4</sup> (2) Hepatitis A

If you have any questions, please feel free to contact the school nurse at the District Office (687-0431).
5. Health records are kept by the school on each student.
6. Medication should be administered at home whenever possible. If it is necessary to administer any medicine during school time, an Authorization for the Administration of Medicines form must be filled out. This form is provided by the school nurse or office secretary. **Prescription or over-the counter medicine is never to be sent to school with a student** with the exception of a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician to be self administered. The prescription must be on file with the school office. *Medicine must be brought to the office in the original bottle with the student's name.* All medicines are kept in and dispensed from the office.

### **Homework**

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. In general, the more mature the students in the class, the more homework that may be assigned.

### **Internet Use/Computers**

In order to use the Internet, students must sign and abide by the districts acceptable use agreement. Inappropriate use of the computer and/or Internet will result in disciplinary measures and loss of computer privileges.

### **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 the school year will be disposed of.

### **Lunches/Snacks/Treats**

1. Milk and lunch may be purchased at school.
2. Students are not allowed to leave the school grounds to buy lunch.
3. While eating breakfast or lunch, students are expected to use courteous table manners
4. Students may bring nutritional snacks to eat in the classroom under the teacher's direction. No eating is allowed on the bus or school grounds. Gum is not allowed at any time.
5. Students are not to share, trade, or exchange food. Students are expected to eat only the snack and lunch provided by their parent/guardian/school.
6. Because peanut oil is used periodically by our food service personnel, we recommend that students with peanut allergies bring lunch from home.
7. Treats for the classroom must be purchased and the contents clearly labeled on the packaging.

### **Personal Property**

Students are not to bring valuables to school (Cell phones, Tablets, expensive jewelry, trading cards, and large sums of money). The school will not be responsible for items that are lost or damaged.

### **Recess Periods**

School policy requires that all children go out for recess except on days of extreme, inclement weather. It is important that parents keep the changing seasons in mind when it comes to clothing. As the colder weather approaches, hats, heavy coats, mittens/gloves, 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.

### **Retention**

Students may be required to repeat a grade whenever the teachers, parents, and principal decide that it serves the best interest of the student. Parents will have the opportunity to be actively involved in this process.

### **School Closure**

School closures will be announced on radio stations K103 FM, KXLY 100 FM, KDRK 94 FM, KVNI 1080 AM, and KGAA 1510 AM. Announcements are also made over the local TV stations 2, 4, and 6. You will also be notified via Text message and e-mail.

## **School Notices**

Students will bring home notices to the parents with information about early dismissal, parent/teacher conferences, and other activities. This is our way of communicating with our parents regarding the daily activities of our school. Staff and administration rely on this form of communication to keep parents fully informed and included in our many activities. Please review all notices. Please use the Garwood website as well of any upcoming events.

## **School Parties**

In the elementary schools, class or room parties are permissible during the last hour of the school day. A fall, winter, and spring party may be scheduled.

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.

## **Tardies**

Tardiness is part of attendance. Dependability and punctuality are virtues. Being on time, whether to class, work, or an appointment is an important habit to establish. We feel it is our job to instill in our students sound work ethics. In school, tardies also result in unnecessary disruptions to class. Tardies are recorded in attendance records. Students are to be considered tardy if they are not in their classroom when the tardy bell rings. Students must check in at the office before going to class if they are tardy. Students with excessive tardiness may be required to make up the time during recess or after school.

## **Textbooks, Workbooks, Library Books**

Books that are checked out to students become their responsibility. Lost or damaged books must be paid for and students will be assessed the cost for repairs or replacements.

## **Telephones and Cell Phones**

Students are welcome to use the 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, cellular phones are not to be used in halls or classrooms. Cell phones may be used before or after school. The photo options on cell phones are not to be used at school.

In elementary classrooms cell phones must be turned off and may be stored in a student storage area as directed by staff. The district assumes no responsibility for loss, theft, or destruction while on school property.

Students found to be using any electronic communications device in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

Students who violate the provisions of this policy, are subject to disciplinary action, including losing the privilege of bringing the device onto school property, detention, suspension, or expulsion. In addition, an administrator will confiscate the device, which shall only be returned to the student's parent(s)/guardian(s). Where appropriate, police authorities may be contacted.

## **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.

## **Visiting Children**

Students are not allowed to have other children visit them during the school day.

## **Visitors**

Parents are always welcome to visit school. We ask that you contact the principal and classroom teacher in advance. For the security of students, **all visitors** are asked to sign in and out at the main office. A visitor's pass will be given to every visitor to wear while at our school. A government issued picture I.D. (Drivers License) will be required for processing before being admitted into areas of the school where children are present.

## **Volunteers**

Our school welcomes volunteers. They enhance our programs and are a valuable resource. We need volunteers to help in the library, office, classrooms, and to work on special projects and activities. If you are interested in volunteering, please contact your child's teacher. When you volunteer, please sign in at the school office. The same

identification procedure used for visitors will be utilized for all volunteers. You will be provided with a pass that must be worn for proper identification. In order to maximize this opportunity, preschool children will **not** be able to attend school with volunteering parents.

## **STUDENT BEHAVIOR GUIDELINES**

### **Code of Conduct**

In light of Lakeland's philosophy and objectives, the District's code of conduct shall be fair, consistent, nondiscriminatory, and protective of student rights and responsibilities. Lakeland Joint School District #272 does not discriminate or deny services on the basis of age, race, religion, color, national origin, sex, and/or disability.

In order to meet the varied needs of elementary and secondary schools within the Lakeland School District, the Board of Trustees recognize the need for the individual rules and regulations that will supplement the Board's policies. School and classroom disciplinary rules shall have the force of policy when appropriately applied.

While on school property or under the supervision of school authorities, students shall be subject to the direction of school officials and shall at all times be subject to the rules, regulations, and policies of the District, along with the rules of individual schools and classrooms. Student handbooks may contain a synopsis of school district rules, regulations, and policies. Such policies, verbatim, have been reduced to writing and made available at the building principal's office, the district's website, and district administration office for review by students and/or parents.

### **Chemical and Substance Abuse**

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, and a reporting to the Superintendent that may result in a show cause hearing and/or recommendation for expulsion:

**Second Offense:** A second offense involves a second event that results in violation of this policy. The first occurrence may have happened previously in a student's school career in this or any School District. Suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

However, any student who knowingly sells delivers or otherwise provides drugs as herein defined or other intoxicants to another student at school or while under supervision of school authorities shall be immediately suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

In all substance abuse cases where a student is reasonably suspected to be in violation of this policy, (regardless of any previous voluntary disclosure), the appropriate law enforcement officials shall be notified with a request to have a law enforcement evaluation for possible transfer to custody pursuant to Idaho Code 20-516.

Students are prohibited from using tobacco or being in the possession of tobacco products on the school grounds or while under the supervision of school authorities. Violations of this policy will be punishable as follows:

- (1) the first offense shall result in a one day in-school-suspension;
- (2) the second offense shall result in a three day out-of-school suspension with a parent conference and zeros for the days missed; and
- (3) the third offense shall result in the student being suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

### **Damage to Property**

Our district takes pride in its facilities, furniture, equipment, and the materials that we offer our students. Any pupil who shall cut, deface, or otherwise damage any school building or equipment, or who shall be guilty of theft of school district property, shall be liable for disciplinary action and his/her parents or guardians shall be liable for damages to the amount of the injury or theft to be collected by a school district official for the Board of Trustees.

### **Dangerous Items/use and/or possession of:**

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

Any student who brings a firearm onto school property shall be subject to expulsion from school for a period of not less than one year from the date of initial suspension for such violation.

Teachers and principals are authorized to confiscate such items immediately and take disciplinary action.

It is our hope that inappropriate behaviors will be few, enabling us to focus on the positive, praiseworthy actions of all students.

### **Drug Free Environment**

No tobacco, drugs or alcohol are permitted on school property. This is in compliance with a State Board of Education regulation. Drug (alcohol and tobacco) advertisements on clothing are not permitted to be worn at school.

### **Expectations**

The Lakeland Elementary Schools' emphasis is on student growth; academic and developmental. We believe all students can behave appropriately while at school. We will allow no students to stop the teacher from teaching or prevent other students from learning.

We believe our emphasis on the rights and safety of all our students will produce a more productive and positive place to learn and grow. To benefit from good discipline, a school must have disciplinary rules: **(1)** that are known to everyone, **(2)** that are consistently enforced by all staff, **(3)** that are clearly understood, and **(4)** that are supported by parents.

We would like to request that you and your child review this discipline philosophy and the school rules. Thank you for taking the time to read and discuss this information with your child.

All students shall:

- A. Follow school/classroom rules and directions.
- B. Be punctual and regular in attendance.
- C. Complete assignments and use time effectively.
- D. Respect the rights and property of others.
- E. Be courteous and polite.
- F. Practice self-control.
- G. Work to the best of his/her ability.

### **Freedom of Expression and Assembly**

Student rights and responsibilities shall be based on the following assumptions:

- That the right to attend school is purposeful.

- Students are free to exercise their constitutionally protected rights but shall not infringe upon the rights of others.
- Fair treatment and due process, where appropriate, shall be guaranteed to all students.
- Students shall be encouraged to exercise their rights and responsibilities by being an active member of the school.
- Students shall have the right to equality of educational opportunity regardless of race, creed, or sex.
- The effective development of a climate for learning requires understanding and good faith on the part of all concerned.

The Board of Trustees and the school administration believe that genuine student involvement in educational programs requires responsible student action. Students shall be expected to act with respect for school regulations, concerns for others, and personal dignity. Students are encouraged to express their beliefs and feelings but not in a manner that is disruptive or degrading to others.

### **Harassment, Intimidation, Initiations, Hazing, Bullying, Cyber Bullying or Threats**

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, initiations, bullying, Cyber Bullying or threats. This means any intentional written, verbal, or physical act, including, but not limited to one, shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics when the intentional written, verbal, or physical act: a) physically harms a student or damages the student's property; or b) has the effect of substantially interfering with a student's education; or c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or d) has the effect of substantially disrupting the orderly operation of the school is strictly prohibited.

Initiation and/or hazing of students is strictly prohibited.

Written or verbal threats of bodily harm to students and staff or threats of destruction of personal property will be taken very seriously.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). **An act of harassment, intimidation or bullying may be committed through the use of a land line, cell phone, computer, the internet or other electronic means.**

Any student making a threat, regardless of intent, or anyone involved in harassment, intimidation, initiations, or bullying, shall be subject to appropriate disciplinary action, which may include a parent conference, counseling, suspension, reporting to law enforcement authorities, and/or expulsion from school. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment.

### **Definitions and examples**

#### **Bullying**

Anyone who repeatedly uses physical, verbal (including spoken and written language) and/or cyber forces in a negative manner toward or in regard to another person.

#### **Physical Bullying**

The repeated use of force toward a person's body or personal belongings.

#### *Examples*

Hitting, punching, shoving, kicking, tripping, spitting, elbowing, shoulder checking, pinching, flicking, throwing objects, hair pulling, restraining, inappropriate touching, damaging physical property

#### **Verbal Bullying**

Repeatedly using negative and/or damaging words (including both spoken and written) toward or in regard to another person (with mal intent).

#### *Examples*

Negative comments, name calling, lies, rumors, racial slurs, teasing, cussing, treats, fake complements, using the R word, sexual orientation attacks.

#### **Cyber Bullying**

Repeatedly using social media, email or electronic devices in a negative manner toward or in regard to another person.

#### *Examples*

Posting negative comments, fake profiles, sexting, making fun of photos, tagging photos, Twitter fights, posting negative videos, texting photos, negative status posts, hate blogs, hate pledges, texting rumors, hacking profiles, nasty emails, sending mean forwards.

### **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.

## **Restraint**

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.

## **Registered Sexual Offenders**

The Lakeland Joint School District recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or at school-related activities, the District is implementing this policy. In addition, software that scans all available state sex offender registries is on-site at elementary and junior high schools. This requires visitors to have state or federal issued identification.

State law prohibits a person who is currently registered or is required to register under the sex offender registration act to:

1. Be on or remain on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present.
2. Loiter on a public way within five hundred (500) feet of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Be in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Reside within five hundred (500) feet of a school, unless the person's residence was established prior to July 1, 2006.

Provided, however, section numbers 1 and 2 immediately above shall not apply when the person:

- A. Is a student in attendance at the school; or
- B. Is attending an academic conference with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the conference; or
- C. Is attending a scheduled school event with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the school event; or
- D. Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or
- E. Is picking up a child or children or dropping off a child or children and the person is the child or children's parent or legal guardian; or
- F. Is temporarily on school grounds, during school hours, for the purposes of making a delivery involving mail, food or other necessary delivery.

## **Process**

Whenever possible all visitors or patrons entering a school campus must produce an ID to be scanned. This includes all deliveries during school hours. Appropriate software will compare the ID with state sexual offender registries. If alerted a registered sex offender will not be allowed in the building unless accompanied by an administrator.

A student attending a school that is a registered sex offender will not be allowed to attend or participate in after hour school activities unless approved by the school administration.

A parent or legal guardian that is a registered sex offender will not be allowed on school property unless attending an academic conference or school event, in which their child is participating, or they are transporting their child to and from school, and then only after notifying the school principal and receiving permission.

Normally, a delivery person that is a registered sexual offender will not be allowed on school property. In exceptional circumstances, they must be accompanied by school personnel.

If a sex offender violates this policy, school officials shall immediately contact law enforcement.

## **Rocks, Snow, Ice, Woodchips**

Throwing rocks, snow, ice or wood chips will not be tolerated. The potential for serious injury is great. Severe consequences will result.

## **Search and Seizure**

In order to maintain discipline and safety for all students or when there is reason to believe that a student may be engaged in an illegal activity, school officials may search a student's person, or any and all areas under his/her immediate control on the school grounds. School lockers, books, equipment, or other items belonging to the school shall be considered on loan to a student and school officials shall have the right to inspect such items at any time. Any dangerous items or illegal material found in the possession of or subject to the immediate control of a student may be confiscated. Other appropriate disciplinary measures may also follow including referral to appropriate law enforcement officials.

## **Severe Inappropriate Behavior**

Disciplinary action may be taken against any student who displays any of the following types of inappropriate behaviors:

- A. Disrespect to adults – refusing to cooperate, swearing, using inappropriate language, talking back, harassment, or;

- B. Hurting someone else – fighting punching, throwing objects (including snow, ice, rocks and woodchips) or;
- C. Destroying school property, destroying property of others, or;
- D. Illegal activity (i.e. alcohol or drug possession, theft, use and/or possession of dangerous items) or;
- E. Threatening the safety of others or;
- F. Bringing harmful objects to school (i.e. pocket knives, bullets, laser pointers) will not be tolerated and will result in the offender receiving consequences. If the activity is illegal, a police officer may be called to come for the child. If property is abused or destroyed, restitution will be expected. In all cases of severe inappropriate behavior, parents will be notified and will be asked to work with the school to help the child make an acceptable, responsible behavior choice.
- G. Initiations/Hazing/Threats of students are strictly prohibited.

### **Substitute Teachers' Authority**

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

### **Suspension and Expulsion**

Suspension is the temporary removal of a student from school when circumstances are such that he/she can no longer be kept in school without risk of detriment to the educational program, to himself, to others, or the public property. The primary purposes of suspension are to give the student, his parents, and the school the time needed for resolving a problem and the protection of life and property. The parents must be notified of each suspension. If suspension occurs during school hours, contact with the parent should be made before the student leaves the school grounds.

When a student refuses or fails to submit to reasonable and ordinary rules of order and discipline in such a way that his/her continued attendance may be expected to interfere with the educational program or the safety or welfare of school personnel or other students, such student may be suspended for up to five (5) school days according to suspension procedures as authorized by law.

Expulsion is the removal of a child from enrollment in the District schools by the Board of Trustees.

When deemed appropriate, the principal shall make a recommendation for expulsion in writing to the Superintendent of Schools. This recommendation shall be documented by a history of the student's general behavior, all previous suspensions, if any, a chronological account of the unacceptable behavior, plus the academic and attendance history of the pupil.

If after a study of the case by the Superintendent of Schools it is deemed advisable to expel the student, the Superintendent shall present the study and recommendations to the Board of Trustees for action. Any expulsion hearing that is set before the Board of

Trustees shall be conducted in a manner consistent with the procedures outlined in Idaho Code 33-205. (Denial of School Attendance), as now in effect or hereafter amended.

### **Teachers' Authority**

Pupils 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.

### **Threats of violence on school property**

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

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

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

## SCHOOL BUS GUIDELINES

**Safety** is the number one concern. Every student shall be responsible for the safety of self and others. Behavior which may cause harm to other students or which results in an unnecessary distraction for the driver shall be deemed sufficient cause for restrictive consequences up to and including expulsion from the bus. Violation of any of the following rules shall result in appropriate disciplinary measures.

1. While riding, students shall keep all parts of the body and any personal objects inside the bus.
2. Students shall not use profanity or obscene language or gestures or cause excessive noise.
3. Students shall avoid “horseplay” at all times by keeping hands, feet, books, or other objects to one’s self.
4. Students shall not use or be in possession of tobacco, alcohol, or drugs.
5. Students shall not throw objects on, from, or into the bus nor litter on the bus.
6. No hazardous materials, weapons, laser pointers, dangerous objects, or animals may be brought onto a bus.
7. Students shall not eat or drink on the bus while riding to and from school routes.
8. Students shall not abuse fellow students or their property nor vandalize school property.
9. Students must promptly respond to a driver’s request or direction.

**Riding a Different Bus:** Students will not be permitted to ride a bus on which they are not regularly assigned unless parents obtain prior approval from the principal and the transportation supervisor. Without permission, students will be required to go home as usual. Busing is not provided for students for personal business (i.e. scouts, birthday parties, spending the night with friends, etc.).

**Removing a Student from the Bus:** The bus driver **WILL NOT** release any student from the bus without authorization from the office. Parents must get a bus pass from the office to present to the driver.

**It is Unlawful to:**

- Enter a school bus with the intent to commit a crime
- Enter a school bus and disrupt or interfere with the driver
- Refuse to disembark after ordered to do so (18-1522; 18-113, Idaho Code)

Kindergarten and young elementary children will not be allowed to exit at isolated stops without a parent, guardian, or pre-approved adult present. Drivers are instructed to return the child to the transportation office if a parent, guardian, or pre-approved adult is not present at the stop.

# School Safety

## Accidents

Students should report to the office or teacher any accidents occurring from the time the child leaves home in the morning until he/she returns in the afternoon. In case of the necessity of a doctor visit due to an accident at school, parents should notify the school office. Please be sure to complete the emergency card given to you on entry to school and return it to the office so we know whom to contact in case of an emergency.

## Change of Address and/or Telephone Number

Please keep the school informed of your correct home address and phone numbers for home, business, and your emergency contact. Changes occurring during the year need to be reported to the school office to insure that we will be able to contact you in an emergency.

## Emergency Procedures

Students and staff will practice emergency procedures for dealing with fire, earthquake, local disasters, and intruders.

Please note that in the case of an emergency, students shall only be signed out and released to parents or other authorized persons.

## Insurance and Student Injuries

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

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

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance.

The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the school office.

- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?
- If there are instructional aides working with my child, what are their qualifications?
- If my child is or will be taught for 4 or more consecutive weeks this year by a teacher who is not highly qualified, will I be notified in a timely manner?

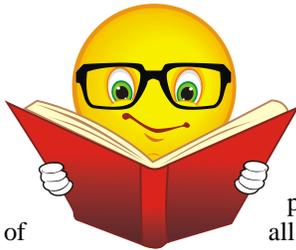
# Lakeland Joint School District No. 272



## Lakeland School-wide Title I Elementary Schools

(Elementary Student Registration Materials For Fall 2012)

Lakeland Elementary Schools each receive Federal Title I School-wide Funding, which is used to provide assistance / interventions to all students who can benefit from additional support over the regular classroom.



## Title I Interventions

District schools operating under School-wide Title I screen all students in the fall, using state assessments, teacher referrals, and district curriculum benchmark assessments, to determine student needs. Each school creates and provides a differentiated, multi-tiered approach to instruction to meet the needs of all levels of learners. Title I can involve identified students in pull-out, inclusion, and/or one-on-one assistance in addition to instruction received in the regular classroom. Pull-out students can receive added instruction in the Title I classroom. Inclusion students can receive added assistance in the regular classroom. And, other students may benefit from the opportunity of working one-on-one with Title I staff members to support academic gains in the regular classroom. Parents of students needing more strategic or intensive interventions to meet grade level expectations will be notified about any changes and or additions to their child's instruction.

## Parent Involvement



Lakeland School District endorses parent involvement and encourages regular participation of parents in all aspects of the Title I program. The education of children is viewed as a cooperative effort among parents, school and community. With this belief in mind, parents will be provided opportunities to discuss their child's progress with the classroom and/or intervention teacher and receive guidance as to how they can assist at home in the education of their child. (For further reference, see Lakeland School District Board Policy 2420 - Title I Parent Involvement.)

## Regarding Right to Receive Teacher Information

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

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

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?
- If there are instructional aides working with my child, what are their qualifications?
- If my child is or will be taught for 4 or more consecutive weeks this year by a teacher who is not highly qualified, will I be notified in a timely manner?

To request the state qualifications for your child's teacher or instructional aide, please contact your building principal, at your earliest convenience.

## Home/School Compact



Pursuant to federal law / guidelines, Lakeland School District and its schools have developed jointly with parents of children receiving Title I interventions the following "Parent-Student-Teacher-School Compact":

### Parent

1. Go over my child's assignments with him/her.
2. Provide my child with the time to study in a quiet place.
3. Send my child to school regularly and ready to learn.
4. Spend an average of fifteen minutes each day reading with my child.
5. Communicate with your teacher about your student's progress frequently.

### Student

1. Spend class time paying attention and doing my work.
2. Be responsible for my own behavior.
3. Take completed work and notes home for my parents.
4. Read for fifteen minutes each day.

### Teacher/School

1. Communicate with you about your child's progress frequently.
2. Teach basic concepts and skills to your child to meet state student achievement standards.
3. Motivate and encourage your child to practice academics at home and provide materials for home to enhance literacy and other academic subjects.
4. Hold parent/teacher conferences annually.
5. Provide an environment that permits positive communications between student, parent, and teacher.
6. Provide equal and fair opportunities to access staff and the opportunity to volunteer.
7. Deliver high quality curriculum and instruction. 131

**INSTRUCTION**

Title I Parent Involvement Policy

The District endorses the parent involvement goals of Title I and encourages the regular participation of parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. The District is committed to providing coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student achievement and school performance. In this policy the word “parent” also includes guardians and other family members involved in supervising the child’s schools.

Pursuant to federal law the District will develop jointly with, agree upon with, and distribute to parents of children participating in the Title I program a written parent involvement policy. Parents with limited English proficiency or disabilities will be provided the necessary resources (including, but not limited to: appropriate language information, interpreters, or other accommodations) to provide full opportunities for participation.

District Title I schools shall convene an annual meeting to which all parents of students in a school-wide program and participating students in a targeted assistance program are invited to inform parents of their school’s participation in Title I and to explain Title I requirements and the right of parents to be involved. In addition to the required annual meeting, additional meetings shall be held at various times of the day and/or evening for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to discuss their child’s progress and to participate, as appropriate, in decisions relating to the education of their children;
4. Guidance as to how they can assist at home in the education of their children.

Parents and patrons shall be represented on committees which contribute to the process 1) of school review and improvement; 2) an annual evaluation of the effectiveness of the district parent involvement policy; and the LEA Consolidated Plan. (This shall also include the District Curriculum Advisory Committee and Professional Development Committee.)

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings, through payment of transportation and childcare costs.

Each school in the District receiving Title I funds shall develop jointly with parents of children served in the program a “School-Parent Compact” outlining the manner in which parents, school staff, and students share the responsibility for improved student academic achievement in meeting state standards. The “School-Parent Compact” shall:

1. Describe the school’s responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state’s academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their child’s learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child’s education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an ongoing basis with, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

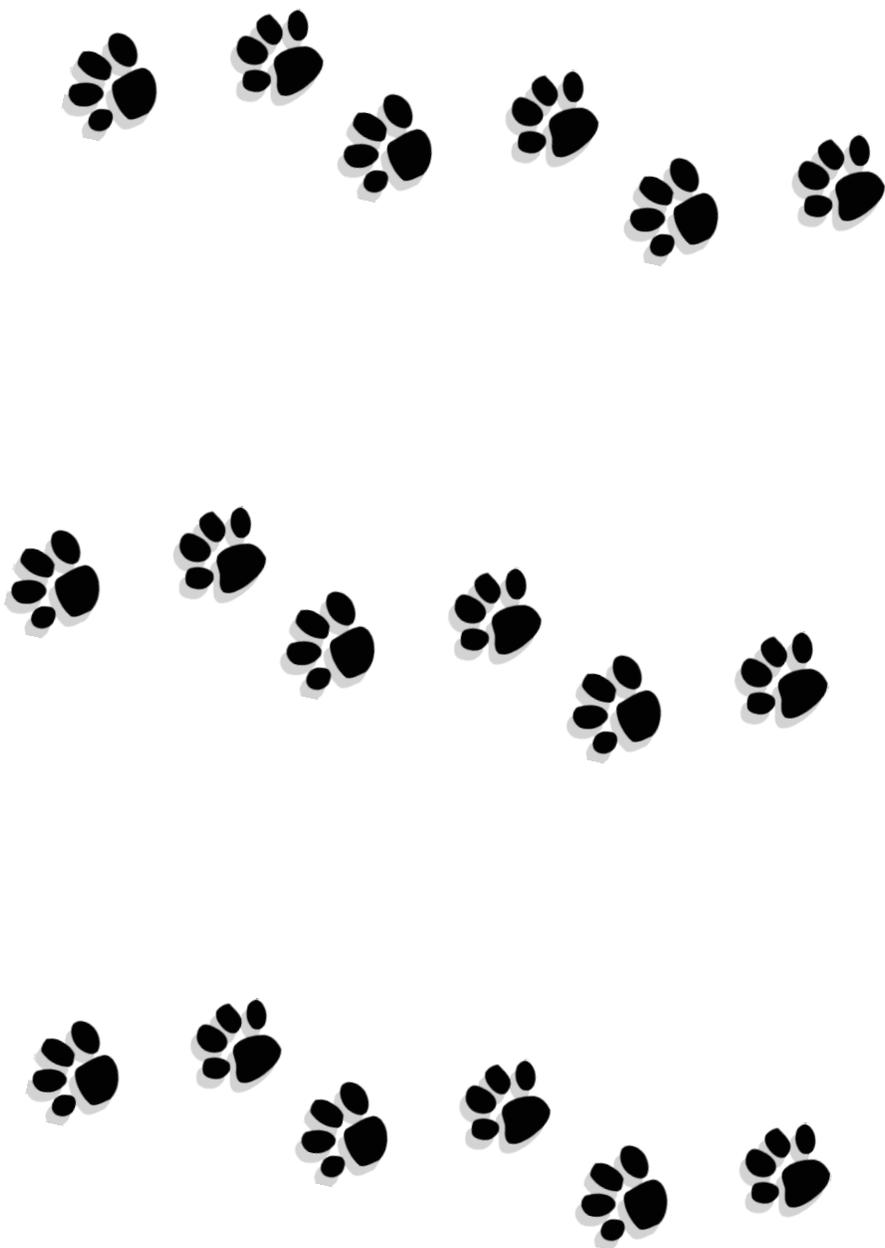
Legal Reference: Title I of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §§ 6301-6514, as implemented by 34 CFR parts 200, 201, 203, 205, and 212  
Improving America’s Schools Act, P.L. 103-382, § 1112 Local Education Agency Plans  
P.L. 107-110, “No Child Left Behind Act of 2001,” Title I – Improving the Academic Achievement of the Disadvantaged, § 1118

Policy History:

Adopted on: August 13, 2007

Revised on: August 2012

Prior Policy: VII(P) – Title 1 Parent Involvement



# John Brown Elementary School



**Student and Parent  
Handbook  
2016 ~ 2017**

*Home of the Cougars*

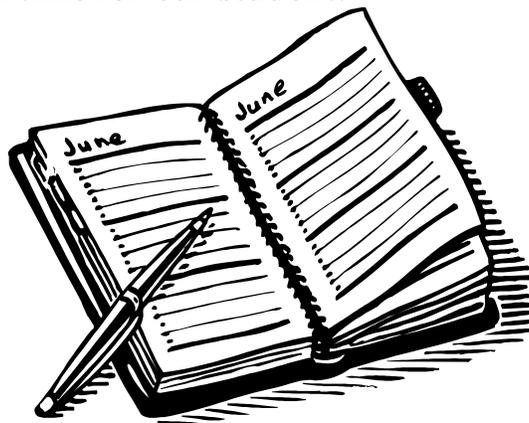
# Lakeland Joint School District No. 272

## 2016 – 2017 School Calendar

September 5	Labor Day (No School)
September 6	First day for regular classes
October 7	Curriculum Day (No School K-12)
November 4	End of 1 <sup>st</sup> quarter
November 8, 9 & 10	K- 8 Parent/Teacher Evening Conferences
November 21	K-12 Parent/Teacher Conferences (No School K-12)
November 22- 27	Thanksgiving Vacation
December 19	Christmas Vacation (December 19 – January 2)
January 3	School Resumes
January 16	Martin Luther King Jr. Day (No School)
January 26	End of 2 <sup>nd</sup> quarter
January 27	No School
February 2	K-8 Parent/Teacher Evening Conferences, 3:30 - 7:00
February 3	K-8 Parent/Teacher Morning Conferences, 8:00 - noon (No School K-8 only)
February 20	Presidents' Day Holiday (February 17 – 20, No School)
March 27	Spring Vacation (March 24 – April 2)
April 3	School Resumes
April 7	End of 3 <sup>rd</sup> Quarter (No School)
May 19	No School
May 29	Memorial Day (Holiday)
June 13	End of 4 <sup>th</sup> quarter, Last Day of School, Early Release, 1:30

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

**Reminder: We will have 9:30 late start on Mondays. This regular schedule provides you an opportunity to schedule appointments to help avoid the loss of valuable instruction time for our student.**



Dear JBE Student and Parent/Guardian,

Welcome new families and returning friends! The staff at John Brown Elementary School considers it to be an honor and privilege to be a part of the academic and personal growth of our children. We are excited about the challenges, opportunities, and successes that we will face and celebrate together throughout the school year!

It is my hope that this handbook will give you the necessary information regarding the policies and procedures at John Brown Elementary School. Please read this handbook carefully and discuss its contents with your JBE Student. These policies and many of the procedures are common to all Lakeland's elementary schools.

John Brown Elementary is very fortunate to have an outstanding, nurturing, professional, and highly qualified team of educators and support staff. We are dedicated to help with every academic need of our students and foster the parent partnership in their education.

I encourage you to visit our school often. At JBE we believe student success is a team effort; parent/family/community volunteers are encouraged across all grade levels. We strongly encourage you to be here helping and being a part of our learning community. Please call if you have questions or concerns or visit our school's informational and creative website. Emails and text messages will be sent throughout the year to inform parents of JBE activities and celebrations as well as District-wide information. Together we can assist your child in having a positive, successful, and rewarding educational experience.

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

Respectfully,

John D. Asher, Principal



## **District Administration Office**

15506 N. Washington Street  
P.O. Box 39  
Rathdrum, Idaho 83858  
Phone: 208 – 687 – 0431  
FAX: 208 – 687 – 1884  
[www.lakeland272.org](http://www.lakeland272.org)

Dr. Becky Meyer, Superintendent  
Lisa Sexton, Assistant Superintendent  
Dave McDowell, Director of Business and Support Services  
Susan Morrison, Special Services Coordinator  
Georgeanne Griffith, Director of Student Information Systems  
Heidi Herndon, Human Resources  
Cindy Happeny, Treasurer  
Brook Cunningham, Clerk  
Judy Gerstenberger, School Nurse  
Heather Chatterton, School Nurse  
Michele Harding, School Nurse

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

<b>Athol Elementary</b>	Kathy Thomas, Principal	683-2231
<b>Betty Kiefer Elementary</b>	Lynn Paslay, Principal	687-5206
<b>Garwood Elementary</b>	B.J. DeAustin, Principal	687-1265
<b>John Brown Elementary</b>	John Asher, Principal	687-0551
<b>Spirit Lake Elementary</b>	Kristie Mitchell, Principal	623-2501
<b>Twin Lakes Elementary</b>	Patty Morrison, Principal	687-5870
<b>Bus Transportation</b>	Darrell Rickard, Supervisor	687-0221
<b>Food Service</b>	Kevin Doyle, Manager	687-5451
<b>Maintenance</b>	Guy Kreider, Supervisor	687-2248

You may also want to visit our website at <http://www.lakeland272.org>

LJHS = 687-0661    LHS = 687-0181    District Office = 687-0431



## **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 professional educators to carry out these policies. Regular business meetings are held the second Monday of each month, beginning at 6 p.m. Opportunity is provided at each meeting for citizens to address the Board.

### **Trustees are:**

Rena Olmstead, Zone 1	623-6900
John Shaffer, Zone 2	683-5503
Tim Skubitz, Zone 3	755-9000
Brian Wallace, Zone 4	687-0882
Larry Brown, Zone 5	687-0102

### **MISSION**

The mission of Lakeland Joint School District is to provide a quality education creating responsible citizens who are college and career ready..

### **VISION**

A community committed to academic excellence and dedicated to student success!

### **CORE BELIEFS**

**ALL STUDENTS CAN LEARN AND ACHIEVE AT HIGH LEVELS. EACH STUDENT IS A VALUED INDIVIDUAL WITH UNIQUE PHYSICAL, SOCIAL, EMOTIONAL, AND INTELLECTUAL NEEDS.**

**STUDENT LEARNING, IS THE PRIORITY OF LAKELAND SCHOOLS. ALL STUDENTS WILL BECOME CONFIDENT, SELF-DIRECTED, COLLABORATIVE, LIFELONG LEARNERS AND RESPONSIBLE CITIZENS IN TOMORROW'S WORKFORCE AND COMMUNITY.**

**SCHOOLS DEVELOP CONFIDENT, SELF-DIRECTED, LIFELONG LEARNERS WHO WILL BECOME RESPONSIBLE CITIZENS INTOMORROW'S WORKFORCE AND COMMUNITY.**

**SCHOOLS TEACH TO, AND MODEL A UNIVERSAL SET OF BASIC VALUES: HONESTY, SELF-DISCIPLINE, RESPONSIBILITY, RESPECT,PHYSICAL/EMOTIONAL WELL-BEING, AND A STRONG WORK ETHIC.**

**SCHOOLS PROVIDE A SAFE, POSITIVE, ORGANIZED SETTING WITH CLEARLY DEFINED EXPECTATIONS FOR BEHAVIOR BASED ON MUTUAL RESPECT.**

**PARENTS ARE THE FIRST AND PRIMARY TEACHERS. THEY ARE RESPONSIBLE FOR THEIR CHILDREN'S BASIC NEEDS AND VALUES.**

**ALL LAKELAND EMPLOYEES ARE EDUCATIONAL PROFESSIONALS,RESPECTED FOR THEIR SKILLS AND COMMITTED TO STUDENT LEARNING. THEY ARE ESSENTIAL TO THE ACHIEVEMENT OF THE DISTRICT'S MISSION.**

**THE COMMUNITY AND THE SCHOOLS ARE REFLECTED IN EACH OTHER. MUTUAL SUPPORT, PARTICIPATION, AND PARTNERING ARE NECESSARY.**

## **John Brown Elementary Staff 2016 - 2017**

**Principal:**

**Mr. Asher**

**Administrative Assistant:**

**Mrs. Hanner**

**Secretary:**

**Mrs. Sindt**

**Counselor:**

**Mrs. Claussen**

**Instructional Support Specialist:**

**Mrs. Schnepf**

**Pre-School:**

**Mrs. Quintano**

**Kindergarten:**

**Mrs. Frank**

**First Grade:**

**Mrs. Burlingame, Mrs. Kiefer, Mrs. Malone**

**Second Grade:**

**Mrs. Barkley, Mrs. Marsh**

**Third Grade:**

**Mrs. Eacho, Mrs. Shelton**

**Fourth Grade:**

**Mrs. Chaney, Mrs. Stewart**

**Fifth Grade:**

**Mrs. Kimball, Mr. Seigford**

**Sixth Grade:**

**Mrs. Harms**

**Special Education:**

**Mrs. Badger**

**Title I:**

**Mrs. Vanek**

**Paraprofessionals for Student Services:**

**Mrs. Anderson, Mrs. Aragon, Mrs. Colee, Mrs. Edwards, Mrs. Katus, Mrs. Marshall, Mrs. McCormick, Mrs. Staudinger, Mrs. Worthen, Mrs. Yde**

**Librarian:**

**Mrs. Stein**

**Music:**

**Mrs. Hutson, Mr. Craig**

**Physical Education:**

**Mr. Bishop**

**Nurse:**

**Mrs. Chatterton**

**Technology:**

**Mrs. Isbell**

**Custodial:**

**Mrs. Barnett, Mrs. Raebel, Mrs. Rardin, Mrs. Starr**

**Breakfast/Lunch/Playground Assistants: 141**

**Mrs. Barnett, Mr. Clifford, Mrs. Crandall, Mrs. Paul**

# **John Brown Elementary School**

## **Mission Statement**

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

# **John Brown Elementary School**

## **Belief Statements**

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

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

*John Brown Elementary School*  
*Home of the Cougar Pride*

# Parents Teachers United

We are thrilled to be kicking off the 2016– 2017 school year. It promises to be both exciting and rewarding. **PTU** meetings are held regularly. Invitations to our meetings are advertised on our school website, monthly calendar, PTU link and we also send a meeting reminder home with each student. I encourage all our parents and school staff members to attend. Childcare and snacks are provided at each general meeting. If you have any questions or concerns, please feel free to contact your parent organization at the following address.

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

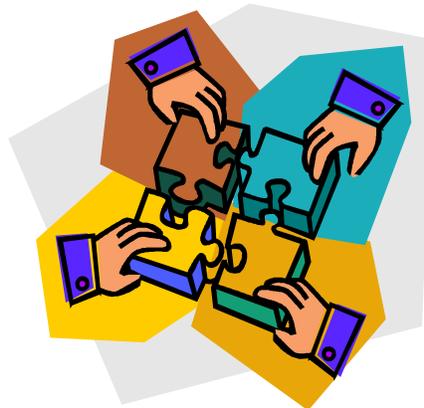
Our organization supports many programs for our children at JBE. Each year we have a couple of large fund raising activities. Parent involvement and support preparing for these events is crucial to the success of the fundraiser for our school. We also focus on supporting the many celebrations for our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

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

***COME JOIN US!***

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**Together we can make  
a difference!**



# ***JOHN BROWN ELEMENTARY SCHOOL RULES***

1. **Use Equipment Properly and Safely**
  - A. Swings: One person at a time, no jumping or flipping from swings, swing backward and forward in a sitting position only. No child is to push one another on the swings or do underdogs. Give the next person a turn after 50 full swings are counted.
  - B. Slides: Sit on bottoms only, legs stay inside and in front; go down only. Do not hang from the slide.
  - C. Bars: No flips off of bars and no standing on bars.
  - D. Equipment: Playground equipment is to be returned to its proper place when through playing with or at the end of each recess.
  - E. Balls: No hard balls or golf balls. No balls of any kind can be bounced on the building. If a ball leaves the school grounds, a student must get permission from a teacher to retrieve the ball, only one person will be allowed.
  - F. Tetherballs: No hanging on, sitting on, or kicking tetherballs.
  - G. Buckaroos: Students in K, 1<sup>st</sup>, and 2<sup>nd</sup> grades are allowed to use.
  - H. Fire Truck: Only K-3 grade students are allowed on this equipment.
  - I. Dome: Students in grades 3-6 are allowed to use this equipment. Students must not drop from above the yellow line, hanging from hands only is allowed.
  - J. Football, Soccer and Tag: No tackling or grabbing clothes, pushing, tripping. No helmets, pads or cleats.
  - K. Basketball Courts: No hanging from the hoop at any time. Courts must be shared.
  - L. Jump Ropes: Use only for jumping. Returned to storage location when through playing or at the end of recess.
  - M. Any mode of transportation other than walking is not to be used on school grounds.
  - N. Bicycles: Walk your bike across crosswalks, on pathways leading to our campus from crosswalks, and on school grounds. Riding bikes during the school day is prohibited.
  - O. Chicken Fights, Riding Piggyback, Camel Fights, Crack the Whip, Rough Play, or Tackling: will not be allowed so accidental injuries may be avoided.
  - P. Sliding on ice patches is not allowed.
  
2. **Personal Property**
  - A. Students are not to bring valuables to school without permission from their teacher and parents (sports equipment, computers, technology, radios, toys, tape/CD/iPod players, hand-held games, cameras, expensive jewelry, trading cards, frisbees, large amounts of money, trinkets, etc.). The risk of loss or damage will not be the responsibility of the school. Items will be confiscated and returned directly to the parent in an agreed upon amount of time.
  - B. Student clothing, lunch bags, etc. must be marked with the students' name for easy identification and immediate return.

**Take the Cougar Challenge and  
MAKE A DIFFERENCE!**

3. **Follow Directions**
  - A. Do as you are told by school personnel and guest teachers; without arguing, the very first time you are asked.
  - B. Stay in designated areas within the boundaries of our John Brown Elementary playground.
  - C. Passes are required to come back into the building for water, to use the restroom, or return to a classroom during recess times.
  - D. Walk quietly in the hallways at all times.
  - E. Immediately line up quietly and quickly when the recess bell rings for class to begin.
  - F. Gum chewing will be allowed occasionally with teacher permission only.
  - G. Food and or drink are not to be taken out onto the playground.
  
4. **Respect the Rights, Safety, and Property of Others**
  - A. Use appropriate language (no swearing, disrespectful or foul language).
  - B. Physically show respect to others (no malicious aggressive behavior such as fighting, hitting, kicking, biting, spitting, pushing, pinching, etc.).
  - C. Respect adults and authority (no talking back, refusing to cooperate, harassment, or by facial, eyes or sounds of disapproval, etc.).
  - D. Respect for peers (no harassment or threatening the safety of others regardless of intent).
  - E. Rocks, wood chips, snowballs, etc. are not to be thrown or kicked.
  - F. Respect property (no destruction, vandalism, etc. of school or personal property).
  
5. **JBE Campus and Building Expectations**
  - A. Non-bus students should arrive at school no earlier than 8:15 a.m. (9:15 on Mondays) Students eating a school purchased breakfast may report at 8:00 (9:00 Mondays) to the cafeteria only. Whenever students are on school grounds, they are to be supervised. Playground supervision will begin at 8:15 and ends at 3:05 each school day. A student must remain on campus once they arrive until the end of the day.
  - B. Students are expected to remain outdoors until the first bell rings.
  - C. During inclement weather, students will be brought inside.
  - D. Students must walk quietly in the hallways, classrooms and bathrooms.
  - E. Students must act safely, responsibly and respectfully at all times.
  - F. Students are to remain on the school grounds throughout the school day unless they have a request from parents that is presented and approved by office personnel.
  - G. Students must leave the premises at the close of the school day. Students shall not loiter in the building or on the school grounds following dismissal of classes unless involved in a supervised school-sponsored activity.

# At John Brown Character Counts!

**JBE COUGARS  
ARE  
SAFE,  
RESPONSIBLE,  
RESPECTFUL  
AND  
KIND  
LEARNERS!**



**John Brown Elementary School  
Home of the Cougar Pride where  
Kindness is Contagious!**

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

At JBE we expect all students to make safe choices, be responsible and respectful. All teachers and staff will teach to the following guidelines to ensure that your child can learn and play in a safe environment. We feel these basic and uncomplicated expectations will ensure everyone's stay at JBE is pleasant and safe. JBE experiences many students that are able to consistently comply with these guidelines. These students may be included in frequent recognition activities for exemplifying traits of good character. Students will also be taught the character traits embraced by the school.

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

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

## Cougar Kudos

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

- Honor Roll
- Homework Club
- Academic Improvement
- Character Trait of the Month
- Intramurals
- Ambassadors
- Perfect and Faithful Attendance
- Choir
- Paw Pride Slips
- Peer Tutoring
- VIP Lunch Table
- Accelerated Reader Awards and Store
- PBIS Recognition
- ODR Free Monthly Activities

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



# Cougar Kids With Character!

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



## Procedures for Rules Violations at John Brown Elementary

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

### Level I Behaviors

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

Examples of Level I Behaviors:

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

This type of behavior may result in one or a combination of the following consequences: a verbal correction, loss of recess or another privilege, or a Warning Slip.

### Level II Behaviors

These types of behaviors significantly violate the rights of others; or put others at risk or harm; or are chronic Level I Behaviors.

Examples of Level II Behaviors:

- Arguing with teacher/talking back
- Throwing inappropriate object
- Talking out on a regular basis
- Not following directions on a regular basis
- Continued use of inappropriate language
- Chronic Level I behaviors
- Failure to return a signed ODR Form

An Office Discipline Referral Form will be filled out by a staff member and recorded in the office. Contact will be made to the parent by means of either: phone call, email, or confirmation by the return of an ODR with parent signature. The student may lose recess or receive detention.



### Level III Behaviors

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

Examples of Level III Behaviors:

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

The student will be sent to the office with an ODR (Office Discipline Referral) Form. The parent will be contacted and the child may receive Level I or Level II consequence, detention or suspension.

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

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

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

Our preference is to acknowledge the positive behaviors of our students. With our PBIS environment, we have major celebrations for those students remain free of office discipline referrals (ODR) for each month and a major student activity for being ODR free for the year!

# JBE is a PBIS School!

School-wide Positive Behavior Intervention Supports

# STARTING SCHOOL



## **Entrance Age**

Idaho State Statutes require that every child registering in kindergarten must be five (5) years of age on or before the first day of September. A child enrolling in first grade must be six (6) years of age on or before the first day of September. Proof of age will be required at the time of registration. Any 5 year old child who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the school age requirement in Idaho shall be allowed to enter the first grade.

## **Emergency Card**

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 card is complete and filed in the office so we will know how to reach you. Please inform the school office of any changes throughout the year.

## **Immunization Information**

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

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

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

- |  |                                       |
|--|---------------------------------------|
| (5) Diphtheria, Tetanus, Pertussis (DTaP)2 | (2) Measles, Mumps, and Rubella (MMR) |
| (4) Polio3                                 | (3) Hepatitis B                       |
| (2) Varicella (Chickenpox)4                | (2) Hepatitis A                       |

If you have any questions, please feel free to contact the school nurse at the District Office (687-0431).

Students will not be able to attend school without one of the following: completed immunizations, a verified immunization plan in progress, or an exemption form signed by a parent or guardian.

## **Proof of Identity**

Parents of all kindergarten students and new students to the district must present a **certified copy** of a birth certificate and immunization record at the time of registration.

The child's legal name must appear on all registration forms. However, the school will respect the wishes of the parents or guardians as to what name shall be used by the child at school.

## **Proof of Residency**

All students new to the district will be required to verify proof of residency within their attendance zone by providing a current utility bill, property tax receipt, or an affidavit of residence.



# SCHOOL GUIDELINES

## Attendance Guidelines

Lakeland School District recognizes that regular school attendance contributes to successful student achievement. Regular and punctual patterns of attendance are expected of each elementary student enrolled in the district. Days lost from school cannot be made up, even if the class work and homework are done. There is no substitute for uninterrupted personal contact between teacher and student.

Attendance at school is a shared responsibility of the parent(s)/guardian, student, and school personnel. The principal shall be responsible for the implementation and enforcement of the district student attendance policy.

In case a student becomes ill at school, parents will be contacted so that they may arrange transportation home. The student's emergency card is used for parent contact. It is important that you inform the school office of any phone or address changes throughout the year.

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

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

*\*For perfect attendance purposes, please refer to the individual school's student handbook\**

## Attendance Recording Procedures

1. A comprehensive record system of student attendance will be maintained by the school. The principal is responsible for submitting attendance information to the Superintendent's office quarterly.
2. The principal may schedule a parent conference to discuss attendance problems.
3. Any student who misses more than a maximum of 18 days during a school year may be considered for non-promotion. Such child shall be referred to the building Attendance Review Committee. This committee shall be comprised of the student's homeroom teacher, the principal, and at least one other staff member (selected by the principal) who knows the student, i.e., the Title 1 teacher, Resource Room teacher, or another classroom teacher. The committee shall meet and review the student's attendance and academic performances and then make a recommendation in writing to the student's parents within 10 calendar days of the meeting. Possible recommendations may include, but are not limited to: retention, probation, home visitations by the school nurse, or referral to the District Court, pursuant to Idaho Code 33-206, which may result in legal action against the parent.

## Tardies

Tardiness is part of attendance. Dependability and punctuality are virtues. Being on time, whether to class, work, or an appointment is an important habit to establish. We feel it is our job to instill in our students sound work ethics. In school, tardies also result in unnecessary disruptions to class. Tardies are recorded in attendance records. Students are to be considered tardy if they are not in their classroom when the tardy bell rings. Students must check in at the

office before going to class if they are tardy. Students with excessive tardiness may be required to make up the time during recess or after school.

### **Dress and Grooming**

The School District reserves the right to insist that the dress and grooming of pupils are within the limits of generally accepted good taste for the activity in which the student is engaged.

Student dress, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the educational environment of the school or tend to diminish instructional effectiveness or the disciplinary control by the teacher or school official.

A general guide would be to follow prevailing styles but to discourage extremes or instances where a student may call attention to himself/herself by unusual or extreme dress or grooming.

When a student's dress or appearance causes undue attention, presents a danger to students or health or safety, or causes a disruption of the educational environment, the student may be asked to change and is subject to disciplinary action. The following regulations have been established to supplement the policy of Lakeland School District:

- Hats, caps, or other head cover may not be worn during the regular school dress days
- Skirts and shorts may not be excessively short, must be worn at fingertip length.
- No undergarments should be visible.
- Pants may not be excessively baggy and must be worn at waist level. Shirts must cover the midriff and must not be excessively low in the front.  
Spaghetti strap, halter, and tube tops are not appropriate for school wear.
- Clothing that promotes, advertises, or displays profanity, vulgarity, racially or sexually offensive expressions, gang related "colors" or markings which advertise products illegal for minors, may not be worn.
- Any items identified as gang related or gang "colors" will not be allowed. This includes the wearing of gang-related tattoos, tagging or marking of books and notebooks, and the use of hand gestures or signing which signifies gang activity.
- No heavy jewelry or chains are to be worn.
- When a student's appearance causes undue attention, is in poor taste, causes a disruption of the educational environment, or violates any of the above, the student will be required to change before joining their peers.

### **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.

### **Conferences**

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

## Field Trips

Field trips shall be permitted providing their purpose supplements and reinforces the objectives and materials of the unit being taught. Only district-approved transportation shall be used on field trips. **Siblings, pre-school 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. Field trips are a privilege and students will earn the right to go.

## Homework/Supplemental Learning

Learning is not restricted to the classroom. Homework may be expected to help achieve educational goals. The assignments will be left to the discretion of the teacher. In general, the more mature the students in the class, more homework or supplemental work may be assigned.

## Internet Use/Computers

In order to use the Internet, students must sign and abide by the districts acceptable use agreement. Inappropriate use of the computer and/or Internet will result in disciplinary measures and loss of computer privileges.

## Health Services and Immunization

1. A school nurse is available at each building weekly.
2. The school nurse will not be offering immunizations prior to school entry or during the school year. They should be taken care of by your family physician or the public health nurse at their immunization clinics.
3. State law and Lakeland Joint School District requires proof of immunizations, which must be presented to the school prior to entry. Minimum immunizations required by Idaho law are:

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

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

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

- |  |                                       |
|--|---------------------------------------|
| (5) Diphtheria, Tetanus, Pertussis (DTaP)2 | (2) Measles, Mumps, and Rubella (MMR) |
| (4) Polio3                                 | (3) Hepatitis B                       |
| (2) Varicella (Chickenpox)4                | (2) Hepatitis A                       |

If you have any questions, please feel free to contact the school nurse at the District Office (687-0431).

4. Health records are kept by the school on each student.
5. Medication should be administered at home whenever possible. If it is necessary to administer any medicine during school time, an Authorization for the Administration of Medicines form must be filled out. This form is provided by the school nurse or office secretary. **Prescription or over-the counter medicine is never to be sent to school with a student** with the exception of a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician to be self administered. The prescription must be on file with the school office. *Medicine must be brought to the office in the original bottle with the student's name.* All medicines are kept in and dispensed from the office.



## **Head Lice Policy**

The school district has adopted a “nit free” policy – any student contracting head lice will be excluded from school until the school nurse, and/or principal determines the child is “nit free.”



## **Lunches/Snacks/Treats**

1. Milk and lunch may be purchased at school.
2. Students are not allowed to leave the school grounds to buy lunch.
3. While eating breakfast or lunch, students are expected to use courteous table manners
4. Students may bring nutritional snacks to eat in the classroom under the teacher’s direction. No eating is allowed on the bus or school grounds. Gum is not allowed without permission and directly supervised by the teacher granting this permission.
5. Due to food allergies, students are not to share, trade, or exchange food. Students are expected to eat only the snack and lunch provided by their parent/guardian/school.
6. Because peanut oil is used periodically by our food service personnel, we recommend that students with peanut allergies bring lunch from home.
7. Treats for the classroom must be purchased and the contents clearly labeled on the packaging.

## **Nutrition**

Nutritious food is encouraged for students to have for breakfast, snack and lunch. Our wish is to have students maximize their learning potential while at school. Students are not to use energy inhibitor drinks or food, nor soda/pop while on school grounds. Teachers may make an exception to this rule for special classroom events.

## **School Parties**

In the elementary schools, class or room parties are permissible during the last hour of the school day. A fall, winter, and spring party may be scheduled.

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.

## **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 the school year will be disposed of.

## **Cougar's Closet**

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

## **Recess Periods**

School policy requires that all children go out for recess except on days of extreme, inclement weather. It is important that parents keep the changing seasons in mind when it comes to clothing. As the colder weather approaches, hats, heavy coats, mittens/gloves, and boots should become a part of every student's wardrobe (remember to mark items with student identification).

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.

## **Retention**

Students may be required to repeat a grade whenever the teachers, parents, and principal decide that it serves the best interest of the student. Parents will have the opportunity to be actively involved in this process.

## **School Closure**

School closures will be announced on radio stations K103 FM, KXLY 100 FM, KDRK 94 FM, KVNI 1080 AM, and KGAA 1510 AM. Announcements are also made over the local TV stations 2, 4, and 6. Email and Text notices will also be forwarded for those who have provided the school with this alternative contact information.

## **School Notices**

Students will bring home notices to the parents with information about early dismissal, parent/teacher conferences, and other activities. This is our way of communication with our parents the daily activities of our school. Staff and administration rely on this form of communication to keep parents fully informed and included in our many activities. Please review all notices.

## **Textbooks, Workbooks, Library Books**

Books that are checked out to students become their responsibility. Lost or damaged books must be paid for and students will be assessed the cost for repairs or replacements.

## **Telephones and Cell Phones**

Students are welcome to use classroom and office phones for matters relating to school. Phones are not available for social or personal issues. Because of the potential for disruption and/or distraction, cellular phones or pagers are not to be used during school hours. Cell phones may be used before or after school hours. Phone use or viewing is for the owner of the phone only. The photo options on cell phones are not to be used at school.

In elementary classrooms cell phones must be turned off and may be stored in a student storage area as directed by staff. The district assumes no responsibility for phone loss, theft, or damage.

Students found to be using any electronic communications device in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations, harassment of others, bullying, viewing inappropriate material, shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

Students who violate the provisions of this policy, are subject to disciplinary action, including losing the privilege of bringing the device onto school property, detention, suspension, or expulsion. In addition, an administrator will confiscate the device, which shall only be returned to the student's parent(s)/guardian(s). Where appropriate, police authorities may be contacted.

## **Visiting Children**

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

## **Animals**

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

## **Visitors**

Parents are always welcome to visit school. We ask that you contact the principal and classroom teacher in advance. For the security of students, **all visitors** are asked to sign in and out at the main office. A visitor's pass will be given to every visitor to wear while at our school. A government issued picture I.D. (Driver's License) is required for processing before being admitted into areas of the school where children are present.

## **Volunteers**

Our school welcomes volunteers. They enhance our programs and are a valuable resource. We need volunteers to help in the library, office, classrooms, and to work on special projects and activities. If you are interested in volunteering, please contact your child's teacher. When you volunteer, please sign in at the school office. The same identification procedure used for visitors will be utilized for all volunteers. You will be provided with a pass that must be worn for proper identification. In order to maximize this opportunity, preschool children will **not** be able to attend school with volunteering parents.

## **STUDENT BEHAVIOR GUIDELINES**

### **Code of Conduct**

In light of Lakeland's philosophy and objectives, the District's code of conduct shall be fair, consistent, nondiscriminatory, and protective of student rights and responsibilities. Lakeland Joint School District #272 does not discriminate or deny services on the basis of age, race, religion, color, national origin, sex, and/or disability.

In order to meet the varied needs of elementary and secondary schools within the Lakeland School District, the Board of Trustees recognize the need for the individual rules and regulations that will supplement the Board's policies. School and classroom disciplinary rules shall have the force of policy when appropriately applied.

While on school property or under the supervision of school authorities, students shall be subject to the direction of school officials and shall at all times be subject to the rules, regulations, and policies of the District, along with the rules of individual schools and classrooms. Student handbooks may contain a synopsis of school district rules, regulations, and policies. Such policies, verbatim, have been reduced to writing and made available at the building principal's office, the district's website, and district administration office for review by students and/or parents. As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with School Board policies. These could occur along with other emergency actions such as calling the police. As soon as possible after any such incident the parents or guardian will be informed when any of these actions have occurred.

### **Chemical and Substance Abuse**

Because the district believes that the use of drugs and alcohol is both illegal and harmful, students are prohibited from drinking, delivery of, or being in the possession of, or under the influence of alcoholic beverages, or being in the possession of, delivery of, or under the influence of drugs as herein defined, or other intoxicants on school property or while under the supervision of school authorities. "Drug" means (1) substances recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them; (2) substances intended for use in the diagnosis, care, mitigation, treatment or prevention of disease in man or animals; (3) substances (other than food) intended to affect the structure of any function of the body of man or animals; and (4) substances intended for use as a component of any article specified in clause (1), (2), or (3), of this subsection. It does not include devices or their components, parts, or accessories. (However, possession of drug paraphernalia may be cause for disciplinary action).

A drug shall also include a counterfeit or pseudo drug which shall be defined as any substance which, or the container or labeling of which, without authorization, bears a likeness and is intended by the possessor or deliverer or recipient to represent a drug, whether or not the substance is actually a drug as 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, and a reporting to the Superintendent that may result in a show cause hearing and/or recommendation for expulsion:

**Second Offense:** A second offense involves a second event that results in violation of this policy. The first occurrence may have happened previously in a student's school career in this or any School District. Suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

However, any student who knowingly sells delivers or otherwise provides drugs as herein defined or other intoxicants to another student at school or while under supervision of school authorities shall be immediately suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

In all substance abuse cases where a student is reasonably suspicioned 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 the school grounds or while under the supervision of school authorities. Violations of this policy will be punishable as follows:

- (1) the first offense shall result in a one day in-school-suspension;
- (2) the second offense shall result in a three day out-of-school suspension with a parent conference and zeros for the days missed; and
- (3) the third offense shall result in the student being suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

### **Damage to Property**

Our district takes pride in its facilities, furniture, equipment, and the materials that we offer our students. Any pupil who shall cut, deface, or otherwise damage any school building or equipment, or who shall be guilty of theft of school district property, shall be liable for disciplinary action and his/her parents or guardians shall be liable for damages to the amount of the injury or theft to be collected by a school district official for the Board of Trustees.

### **Dangerous Items/use and/or possession of:**

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

Any student who brings a firearm onto school property shall be subject to expulsion from school for a period of not less than one year from the date of initial suspension for such violation.

Teachers and principals are authorized to confiscate such items immediately and take disciplinary action.

It is our hope that inappropriate behaviors will be few, enabling us to focus on the positive, praiseworthy actions of all students.

### **Drug Free Environment**

No tobacco, drugs or alcohol are permitted on school property. This is in compliance with a State Board of Education regulation. Drug (alcohol and tobacco) advertisements on clothing are not permitted to be worn at school.

### **Expectations**

The Lakeland Elementary Schools' emphasis is on student growth; academic and developmental. We believe all students can behave appropriately while at school. We will allow no students to stop the teacher from teaching or prevent other students from learning.

We believe our emphasis on the rights and safety of all our students will produce a more productive and positive place to learn and grow. To benefit from good discipline, a school must have disciplinary rules: **(1)** that are known to everyone, **(2)** that are consistently enforced by all staff, **(3)** that are clearly understood, and **(4)** that are supported by parents.

We would like to request that you and your child review this discipline philosophy and the school rules. Thank you for taking the time to read and discuss this information with your child.

All students shall:

- A. Follow school/classroom rules and directions.
- B. Be punctual and regular in attendance.
- C. Complete assignments and use time effectively.
- D. Respect the rights and property of others.
- E. Be courteous and polite.
- F. Practice self-control.
- G. Work to the best of his/her ability.

### **Freedom of Expression and Assembly**

Student rights and responsibilities shall be based on the following assumptions:

- That the right to attend school is purposeful.
- Students are free to exercise their constitutionally protected rights but shall not infringe upon the rights of others.
- Fair treatment and due process, where appropriate, shall be guaranteed to all students.

- Students shall be encouraged to exercise their rights and responsibilities by being an active member of the school.
- Students shall have the right to equality of educational opportunity regardless of race, creed, or sex.
- The effective development of a climate for learning requires understanding and good faith on the part of all concerned.

The Board of Trustees and the school administration believe that genuine student involvement in educational programs requires responsible student action. Students shall be expected to act with respect for school regulations, concerns for others, and personal dignity. Students are encouraged to express their beliefs and feelings but not in a manner that is disruptive or degrading to others.

### **Harassment, Intimidation, Initiations, Hazing, Bullying, Cyber Bullying or Threats**

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, initiations, bullying, Cyber Bullying or threats. This means any intentional written, verbal, or physical act, including, but not limited to one, shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics when the intentional written, verbal, or physical act: a) physically harms a student or damages the student's property; or b) has the effect of substantially interfering with a student's education; or c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or d) has the effect of substantially disrupting the orderly operation of the school is strictly prohibited.

Initiation and/or hazing of students is strictly prohibited.

Written or verbal threats of bodily harm to students and staff or threats of destruction of personal property will be taken very seriously.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). **An act of harassment, intimidation or bullying may be committed through the use of a land line, cell phone, computer, the internet or other electronic means.**

Any student making a threat, regardless of intent, or anyone involved in harassment, intimidation, initiations, or bullying, shall be subject to appropriate disciplinary action, which may include a parent conference, counseling, suspension, reporting to law enforcement authorities, and/or expulsion from school. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment.

### **Procedural Due Process**

A student's right to fair treatment and due process shall be safeguarded through a consistently applied practice of informing the student of any alleged rule violation and the evidence against

him or her (notice), and by allowing the student an opportunity to explain his or her version of the facts (hearing) before deciding on or imposing any punishment.

Upon request the hearing process may be extended to a “higher authority”. The normal channel for hearing complaints or concerns regarding student discipline shall be from Student to Teacher to Principal to Superintendent to School Board. Neither the Board as a whole nor any individual member will entertain or consider communications or complaints from students or parents until they have first been referred to the building principal or Superintendent of Schools.

### **Registered Sexual Offenders**

The Lakeland Joint School District recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or at school-related activities, the District is implementing this policy. In addition, software that scans all available state sex offender registries is on-site at elementary and junior high schools. This requires visitors to have state or federal issued identification.

State law prohibits a person who is currently registered or is required to register under the sex offender registration act to:

1. Be on or remain on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present.
2. Loiter on a public way within five hundred (500) feet of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Be in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Reside within five hundred (500) feet of a school, unless the person’s residence was established prior to July 1, 2006.

Provided, however, section numbers 1 and 2 immediately above shall not apply when the person:

- A. Is a student in attendance at the school; or
- B. Is attending an academic conference with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the conference; or
- C. Is attending a scheduled school event with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the school event; or
- D. Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or
- E. Is picking up a child or children or dropping off a child or children and the person is the child or children’s parent or legal guardian; or
- F. Is temporarily on school grounds, during school hours, for the purposes of making a delivery involving mail, food or other necessary delivery.

### **Process**

Whenever possible all visitors or patrons entering a school campus must produce an ID to be scanned. This includes all deliveries during school hours. Appropriate software will compare the ID with state sexual offender registries. If alerted a registered sex offender will not be allowed in the building unless accompanied by an administrator.

A student attending a school that is a registered sex offender will not be allowed to attend or participate in after hour school activities unless approved by the school administration.

A parent or legal guardian that is a registered sex offender will not be allowed on school property unless attending an academic conference or school event, in which their child is participating, or they are transporting their child to and from school, and then only after notifying the school principal and receiving permission.

Normally, a delivery person that is a registered sexual offender will not be allowed on school property. In exceptional circumstances, they must be accompanied by school personnel.

If a sex offender violates this policy, school officials shall immediately contact law enforcement.

### **Search and Seizure**

In order to maintain discipline and safety for all students or when there is reason to believe that a student may be engaged in an illegal activity, school officials may search a student's person, or any and all areas under his/her immediate control on the school grounds. School lockers, books, equipment, or other items belonging to the school shall be considered on loan to a student and school officials shall have the right to inspect such items at any time. Any dangerous items or illegal material found in the possession of or subject to the immediate control of a student may be confiscated. Other appropriate disciplinary measures may also follow including referral to appropriate law enforcement officials.

### **Severe Inappropriate Behavior**

Any severe inappropriate behavior such as:

- A. Disrespect to adults – refusing to cooperate, swearing, using inappropriate language, talking back, harassment, or;
- B. Hurting someone else – fighting punching, throwing objects (including snow, ice, rocks and woodchips) or;
- C. Destroying school property, destroying property of others, or;
- D. Illegal activity (i.e. alcohol or drug possession, theft, use and/or possession of dangerous items) or;
- E. Threatening the safety of others or;
- F. Bringing harmful objects to school (i.e. pocket knives, bullets, laser pointers) will not be tolerated and will result in the offender receiving consequences. If the activity is illegal, a police officer may be called to come for the child. If property is abused or destroyed, restitution will be expected. In all cases of severe inappropriate behavior, parents will be notified and will be asked to work with the school to help the child make an acceptable, responsible behavior choice.
- G. Initiations/Hazing/Threats of students are strictly prohibited.

### **Substitute / Guest Teachers' Authority**

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

## **Suspension and Expulsion**

Suspension is the temporary removal of a student from school when circumstances are such that he/she can no longer be kept in school without risk of detriment to the educational program, to himself, to others, or the public property. The primary purposes of suspension are to give the student, his parents, and the school the time needed for resolving a problem and the protection of life and property. The parents must be notified of each suspension. If suspension occurs during school hours, contact with the parent should be made before the student leaves the school grounds.

When a student refuses or fails to submit to reasonable and ordinary rules of order and discipline in such a way that his/her continued attendance may be expected to interfere with the educational program or the safety or welfare of school personnel or other students, such student may be suspended for up to five (5) school days according to suspension procedures as authorized by law.

Expulsion is the removal of a child from enrollment in the District schools by the Board of Trustees.

When deemed appropriate, the principal shall make a recommendation for expulsion in writing to the Superintendent of Schools. This recommendation shall be documented by a history of the student's general behavior, all previous suspensions, if any, a chronological account of the unacceptable behavior, plus the academic and attendance history of the pupil.

If after a study of the case by the Superintendent of Schools it is deemed advisable to expel the student, the Superintendent shall present the study and recommendations to the Board of Trustees for action. Any expulsion hearing that is set before the Board of Trustees shall be conducted in a manner consistent with the procedures outlined in Idaho Code 33-205. (Denial of School Attendance), as now in effect or hereafter amended.

## **Teachers' Authority**

Pupils 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.

## **Threats of violence on school property**

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

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

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

## SCHOOL BUS GUIDELINES

**Safety** is the number one concern. Every student shall be responsible for the safety of self and others. Behavior which may cause harm to other students or which results in an unnecessary distraction for the driver shall be deemed sufficient cause for restrictive consequences up to and including expulsion from the bus. Violation of any of the following rules shall result in appropriate disciplinary measures.

1. While riding, students shall keep all parts of the body and any personal objects inside the bus.
2. Students shall not use profanity or obscene language or gestures or cause excessive noise.
3. Students shall avoid “horseplay” at all times by keeping hands, feet, books, or other objects to one’s self.
4. Students shall not use or be in possession of tobacco, alcohol, or drugs.
5. Students shall not throw objects on, from, or into the bus nor litter on the bus.
6. No hazardous materials, weapons, laser pointers, dangerous objects, or animals may be brought onto a bus.
7. Students shall not eat or drink on the bus while riding to and from school routes.
8. Students shall not abuse fellow students or their property nor vandalize school property.
9. Students must promptly respond to a driver’s request or direction.

**Riding a Different Bus:** Students will not be permitted to ride a bus on which they are not regularly assigned unless parents obtain prior approval from the principal and the transportation supervisor. Without permission, students will be required to go home as usual. Busing is not provided for students for personal business (i.e. scouts, birthday parties, spending the night with friends, etc.).

**Removing a Student from the Bus:** The bus driver **WILL NOT** release any student from the bus without authorization from the office. Parents must get a bus pass from the office to present to the driver.

**It is Unlawful to:**

- Enter a school bus with the intent to commit a crime
- Enter a school bus and disrupt or interfere with the driver
- Refuse to disembark after ordered to do so (18-1522; 18-113, Idaho Code)

Kindergarten and young elementary children will not be allowed to exit at isolated stops without a parent, guardian, or pre-approved adult present. Drivers are instructed to return the child to school or the transportation office if a parent, guardian, or pre-approved adult is not present at the stop.



# School Safety

## Accidents

Students should report to the office or teacher any accidents occurring from the time the child leaves home in the morning until he/she returns in the afternoon. In case of the necessity of a doctor visit due to an accident at school, parents should notify the school office. Please be sure to complete the emergency card given to you on entry to school and return it to the office so we know whom to contact in case of an emergency.

## Change of Address and/or Telephone Number

Please keep the school informed of your correct home address and phone numbers for home, business, and your emergency contact. Changes occurring during the year need to be reported to the school office to insure that we will be able to contact you in an emergency.

## Emergency Procedures

Students and staff will practice emergency procedures for dealing with fire, earthquake, local disasters, and intruders.

Please note that in the case of an emergency, students shall only be signed out and released to parents or other authorized persons.

## Insurance and Student Injuries

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

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

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance.

The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the school office.



# Lakeland Joint School District No. 272



## Lakeland School-wide Title I Elementary Schools

Lakeland Elementary Schools each receive Federal Title I School-wide Funding, which is used to provide assistance / interventions to all students who can benefit from additional support over the regular classroom.



## Title I Interventions

District schools operating under School-wide Title I screen all students in the fall, using state assessments, teacher referrals, and district curriculum benchmark assessments, to determine student needs. Each school creates and provides a differentiated, multi-tiered approach to instruction to meet the needs of all levels of learners. Title I can involve identified students in pull-out, inclusion, and/or one-on-one assistance in addition to instruction received in the regular classroom. Pull-out students can receive added instruction in the Title I classroom. Inclusion students can receive added assistance in the regular classroom. And, other students may benefit from the opportunity of working one-on-one with Title I staff members to support academic gains in the regular classroom. Parents of students needing more strategic or intensive interventions to meet grade level expectations will be notified about any changes and or additions to their child's instruction.

## Parent Involvement



Lakeland School District endorses parent involvement and encourages regular participation of parents in all aspects of the Title I program. The education of children is viewed as a cooperative effort among parents, school and community. With this belief in mind, parents will be provided opportunities to discuss their child's progress with the classroom and/or intervention teacher and receive guidance as to how they can assist at home in the education of their child. (For further reference, see Lakeland School District Board Policy 2420 - Title I Parent Involvement.)

# Regarding Right to Receive Teacher Information

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

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

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?
- If there are instructional aides working with my child, what are their qualifications?
- If my child is or will be taught for 4 or more consecutive weeks this year by a teacher who is not highly qualified, will I be notified in a timely manner?

To request the state qualifications for your child's teacher or instructional aide, please contact your building principal, at your earliest convenience.

## Home/School Compact



Pursuant to federal law / guidelines, Lakeland School District and its schools have developed jointly with parents of children receiving Title I interventions the following "Parent-Student-Teacher-School Compact":

### Parent

- Go over my child's assignments with him/her.
- Provide my child with the time to study in a quiet place.
- Send my child to school regularly and ready to learn.
- Spend an average of fifteen minutes each day reading with my child.

### Student

- 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 fifteen minutes each day.

### Teacher/School

- Provide students with reading/mathematics skills they need to succeed in their classroom.
- Be available for conferences and questions you might have.
- Be available to assist you to help your child at home.
- Be aware of you child's individual needs.



# Lakeland Joint School District No. 272

## INSTRUCTION

2420

### Title I Parent Involvement Policy

The District endorses the parent involvement goals of Title I and encourages the regular participation of parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy the word “parent” also includes guardians and other family members involved in supervising the child’s schools.

Pursuant to federal law the District will develop jointly with, agree upon with, and distribute to parents of children participating in the Title I program a written parent involvement policy. Parents with limited English proficiency or disabilities will be provided the necessary resources (including, but not limited to: appropriate language information, interpreters, or other accommodations) to provide full opportunities for participation.

District Title I schools shall convene an annual meeting to which all parents of students in a school-wide program and participating students in a targeted assistance program are invited to inform parents of their school’s participation in Title I and to explain Title I requirements and the right of parents to be involved. In addition to the required annual meeting, additional meetings shall be held at various times of the day and/or evening for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to discuss their child’s progress and to participate, as appropriate, in decisions relating to the education of their children;
4. Guidance as to how they can assist at home in the education of their children.

Parents and patrons shall be represented on committees which contribute to the Consolidated Plan. This includes the District Curriculum Advisory Committee and Professional Development Committee.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings, through payment of transportation and childcare costs.

Each school in the District receiving Title I funds shall develop jointly with parents of children served in the program a “School-Parent Compact” outlining the manner in which parents, school staff, and students share the responsibility for improved student academic achievement in meeting state standards. The “School-Parent Compact” shall:

1. Describe the school’s responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state’s academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their child’s learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child’s education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an ongoing basis with, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

Legal Reference: Title I of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §§ 6301-6514, as implemented by 34 CFR parts 200, 201, 203, 205, and 212  
Improving America’s Schools Act, P.L. 103-382, § 1112 Local Education Agency Plans  
P.L. 107-110, “No Child Left Behind Act of 2001,” Title I – Improving the Academic Achievement of the Disadvantaged, § 1118



# **SPIRIT LAKE ELEMENTARY**

**Home of the Timberwolves**



**Student Handbook  
2016 - 2017**

Dear Spirit Lake Families,

Welcome back to our returning families and a warm welcome to our families who are new to Spirit Lake Elementary. Our small, neighborhood school is an excellent choice for giving your child a safe place to learn and make friends. You have placed your child in the care of competent and caring staff. I look forward to this school year and working with each of you as a partner in your child's education.

This handbook is one way to offer you important information regarding the policies and procedures at Spirit Lake Elementary. These policies and procedures are common to all Lakeland Elementary Schools. I would like to ask you to read through this handbook with your child and discuss the contents. If you have any questions or concerns, please don't hesitate to call us here at the office.

Beyond these policies and procedures is the positive climate we create together here at SLE. Students learn to HOWL here and every student has a chance to become a "self-manager". Through goal setting that involves our character education focus, students earn privileges for making positive choices. In case you are new, HOWL stands for:

**H**ave respect for everyone

**O**perate responsibly

**W**ork to do your best

**L**earn and play safely

We believe all children have the right to come to school, be safe, and learn in a caring environment.

I encourage you to meet your child's teacher and become involved in our school through any of our volunteer opportunities. The whole staff and I look forward to helping the students have a successful experience.

We look forward to this school year and appreciate you going over this handbook with your child. Thank you for your support.

Sincerely,

Kristie Mitchell  
Principal

*SLE Timberwolves HOWL for Success!*

## **District Administration Office**

15506 N. Washington Street  
P.O. Box 39  
Rathdrum, Idaho 83858  
Phone: 208 – 687 – 0431  
FAX: 208 – 687 – 1884  
[www.lakeland272.org](http://www.lakeland272.org)

Dr. Becky Meyer, Superintendent  
Lisa Sexton, Assistant Superintendent,  
Dave McDowell, Director of Business and Support Services  
Susan Morrison, Director of Special Education  
Georgeanne Griffith, Director of Information Systems  
Heidi Herndon, Human Resources  
Cindy Happeny, Treasurer  
Brook Cunningham, Clerk  
Judy Gerstenberger, School Nurse  
Michele Harding, School Nurse  
Heather Chatterton, School Nurse

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

<b>Athol Elementary</b>	Kathy Thomas, Principal	683-2231
<b>Betty Kiefer Elementary</b>	Lynn Paslay, Principal	687-5206
<b>Garwood Elementary</b>	B.J. DeAustin, Principal	687-1265
<b>John Brown Elementary</b>	John Asher, Principal	687-0551
<b>Spirit Lake Elementary</b>	Kristie Mitchell, Principal	623-2501
<b>Twin Lakes Elementary</b>	Patty Morrison, Principal	687-5870
<b>Bus Transportation</b>	Darrell Rickard, Supervisor	687-0221
<b>Food Service</b>	Kevin Doyle, Manager	687-5451
<b>Maintenance</b>	Guy Kreider, Supervisor	687-2248

You may also want to visit our website at <http://www.lakeland272.org>



## **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 Monday of each month, beginning at 6 p.m. Opportunity is provided at each meeting for citizens to address the Board.

### **Trustees are:**

Rena Olmstead, Zone 1	651-6281
John Shaffer, Zone 2 (Vice Chairman)	691-8834
Tim Skubitz, Zone 3	755-9000
Brian Wallace, Zone 4	687-0882
Larry Brown, Zone 5 (Chairman)	755-0498

### **MISSION**

**The mission of Lakeland Joint School District is to provide a quality education, empowering all students to achieve success.**

### **VISION**

**A community committed to academic excellence and dedicated to student success!**

### **CORE BELIEFS**

*ALL STUDENTS CAN LEARN AND EACH IS A VALUED INDIVIDUAL WITH UNIQUE PHYSICAL, SOCIAL, EMOTIONAL, AND INTELLECTUAL NEEDS.*

*STUDENT LEARNING, IN THE CORE ACADEMIC CURRICULUM, IS THE PRIORITY OF LAKELAND SCHOOLS.*

*SCHOOLS DEVELOP CONFIDENT, SELF-DIRECTED, LIFELONG LEARNERS WHO WILL BECOME RESPONSIBLE CITIZENS IN TOMORROW'S WORKFORCE AND COMMUNITY.*

*SCHOOLS TEACH TO, AND MODEL A UNIVERSAL SET OF BASIC VALUES: HONESTY, SELF-DISCIPLINE, RESPONSIBILITY, RESPECT, AND A STRONG WORK ETHIC.*

*SCHOOLS PROVIDE A SAFE, POSITIVE, ORGANIZED SETTING WITH CLEARLY DEFINED BEHAVIOR EXPECTATIONS.*

*PARENTS ARE THE FIRST AND PRIMARY TEACHERS. THEY ARE RESPONSIBLE FOR THEIR CHILDREN'S BASIC NEEDS AND VALUES.*

*ALL LAKELAND EMPLOYEES ARE EDUCATIONAL PROFESSIONALS, RESPECTED FOR THEIR SKILLS AND COMMITTED TO STUDENT LEARNING. THEY ARE ESSENTIAL TO THE ACHIEVEMENT OF THE DISTRICT'S MISSION.*

*THE COMMUNITY AND THE SCHOOLS ARE REFLECTED IN EACH OTHER. MUTUAL SUPPORT, PARTICIPATION, AND PARTNERING ARE NECESSARY.*

## STARTING SCHOOL

### **Entrance Age**

Idaho State Statutes require that every child registering in kindergarten must be five (5) years of age on or before the first day of September. A child enrolling in first grade must be six (6) years of age on or before the first day of September. Proof of age will be required at the time of registration. Any 5 year old child who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the school age requirement in Idaho shall be allowed to enter the first grade.

### **Emergency Card**

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 card is complete and filed in the office so we will know how to reach you. Please inform the school office of any changes throughout the year.

### **Immunization Information**

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 page 7 for detailed requirements as they pertain to your child's age.

Students will not be able to attend school without one of the following: 1) proof of completed immunizations, 2) verification of an immunization plan in progress, 3) a "certificate of exemption", which must be signed by a parent or guardian. ("Certificate of exemption" forms are available in each of the school offices).

### **Proof of Identity**

Parents of all kindergarten students and new students to the district must present a **certified copy** of a birth certificate and immunization record at the time of registration.

The child's legal name must appear on all registration forms. However, the school will respect the wishes of the parents or guardians as to what name shall be used by the child at school.

### **Proof of Residency**

All students new to the district will be required to verify proof of residency within their attendance zone by providing a current utility bill, property tax receipt, or an affidavit of residence.

## SCHOOL GUIDELINES

### Animals

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

### Attendance Guidelines

Lakeland School District recognizes that regular school attendance contributes to successful student achievement. Regular and punctual patterns of attendance are expected of each elementary student enrolled in the district. Days lost from school cannot be made up, even if the 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 card is used for parent contact. It is important that you inform the school office of any phone or address changes throughout the year.

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

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

### Attendance Recording Procedures

1. A comprehensive record system of student attendance will be maintained by the school. The principal is responsible for submitting attendance information to the Superintendent's office quarterly.
2. The principal may schedule a parent conference to discuss attendance problems.
3. Any student who misses more than a maximum of 18 days during a school year may be considered for non-promotion. Such child shall be referred to the building Attendance Review Committee. This committee shall be comprised of the student's homeroom teacher, the principal, and at least one other staff member (selected by the principal) who knows the student, i.e., the Title 1 teacher, Resource Room teacher, or another classroom teacher. The committee shall meet and review the student's attendance and academic performances 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.

### **Bicycles/Scooters/Skateboards**

A student who rides a bicycle or scooter to school should be old enough to understand the responsibility involved. The student is expected to park and lock the bicycle or scooter in the stands that are provided and leave it there for the duration of the day. Bicycles, scooters and skateboards etc. must be walked on all school sidewalks and campus areas.

### **Building Regulations**

1. Non-bus students and students not eating breakfast provided by the school should arrive at school no earlier than 8:15.m. Students eating school breakfast should arrive no earlier than 8:10. Supervision is not provided outside at these times.
2. Students are expected to remain outdoors until the first bell rings.
3. During inclement weather, students will be brought in.
4. Students must walk in the halls, talk in a soft voice, and behave in the halls, classrooms, and lavatories.
5. Students are to remain on the school grounds unless they usually go home for lunch, or have a note from parents that is presented at the office for approval.
6. Students must leave premises at the close of the school day. Students shall not loiter in the building or on the school grounds following dismissal of classes unless involved in supervised school-sponsored activity or with the permission of the principal.

### **Conferences**

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

### **Dress and Grooming**

The School District reserves the right to insist that the dress and grooming of pupils are within the limits of generally accepted good taste for the activity in which the student is engaged.

Student dress, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the educational environment of the school or tend to diminish instructional effectiveness or the disciplinary control by the teacher or school official.

A general guide would be to follow prevailing styles but to discourage extremes or instances where a student may call attention to himself/herself by unusual or extreme dress or grooming.

When a student's dress or appearance causes undue attention, presents a danger to students or health or safety, or causes a disruption of the educational environment, the student may be asked to change and is subject to disciplinary action. The following regulations have been established to supplement the policy of Lakeland School District:

- Hats, caps, or bandannas may not be worn during the regular school dress days
- Skirts and shorts may not be excessively short.
- No undergarments should be visible.
- Pants may not be excessively baggy and must be worn at the waist.
- Shirts must cover the midriff and must not be excessively low in the front. Spaghetti strap, halter, and tube tops are not appropriate for school wear.
- Clothing that promotes, advertises, or displays profanity, vulgarity, racially or sexually offensive expressions, gang related “colors” or markings which advertise products illegal for minors, may not be worn.
- Any items identified as gang related or gang “colors” will not be allowed. This includes the wearing of gang-related tattoos, tagging or marking of books and notebooks, and the use of hand gestures or signing which signifies gang activity.

### **Field Trips**

Field trips shall be permitted providing their purpose supplements and reinforces the objectives and materials of the unit being taught. Only district-approved transportation shall be used on field trips. **Siblings, pre-school 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.

### **Head Lice Policy**

The school district has adopted a “nit free” policy – any student contracting head lice will be excluded from school until the school nurse, and/or principal determines the child is “nit free”.

### **Health Services and Immunization**

1. A school nurse is available at each building weekly.
2. The school nurse will not be offering immunizations prior to school entry or during the school year. They should be taken care of by your family physician or the public health nurse at their immunization clinics.
3. State law and Lakeland Joint School District requires proof of immunizations, which must be presented to the school prior to entry. Minimum immunizations required by Idaho law are: **Pre-School, Kindergarten, and First grade students, 5 doses DTP, 3 doses Polio, 2 doses MMR and 3 doses Hepatitis B. Second through Twelfth grade requirements are: 4 doses DTP, 3 doses oral Polio, 1 dose MMR; Three doses of Hepatitis B are required for all children born after November 22, 1991.** If you have any questions, please feel free to contact the school nurse at the District Office (687-0431).
4. Health records are kept by the school on each student.
5. Medication should be administered at home whenever possible. If it is necessary to administer any medicine during school time, an Authorization for the Administration of Medicines form must be filled out. This form is provided by the school nurse or office secretary. **Prescription or over-the counter medicine is never to be sent to school with a student** with the exception of a metered dose inhaler or dry powder

inhaler to alleviate asthmatic symptoms, prescribed by a physician to be self administered. The prescription must be on file with the school office. *Medicine must be brought to the office in the original bottle with the student's name.* All medicines are kept in and dispensed from the office.

### **Homework**

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. In general, the more mature the students in the class, the more homework that may be assigned.

### **Internet Use/Computers**

In order to use the Internet, students must sign and abide by the districts acceptable use agreement. Inappropriate use of the computer and/or Internet will result in disciplinary measures and loss of computer privileges.

### **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 the school year will be disposed of.

### **Lunches/Snacks**

1. Milk and lunch may be purchased at school.
2. Students are not allowed to leave the school grounds to buy lunch.
3. While eating breakfast or lunch, students are expected to use courteous table manners
4. Students may bring nutritional snacks to eat in the classroom under the teacher's direction. No eating is allowed on the bus or school grounds. Gum is not allowed at any time.
5. Students are not to share, trade, or exchange food. Students are expected to eat only the snack and lunch provided by their parent/guardian/school.
6. Because peanut oil is used periodically by our food service personnel, we recommend that students with peanut allergies bring lunch from home.
7. Treats for the classroom must be purchased and the contents clearly labeled on the packaging.

### **Personal Property**

Students are not to bring valuables to school (cameras, expensive jewelry, trading cards, and large sums of money). The school will not be responsible for items that are lost or damaged.

## **Recess Periods**

School policy requires that all children go out for recess except on days of extreme, inclement weather. It is important that parents keep the changing seasons in mind when it comes to clothing. As the colder weather approaches, hats, heavy coats, mittens/gloves, 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.

## **Retention**

Students may be required to repeat a grade whenever the teachers, parents, and principal decide that it serves the best interest of the student. Parents will have the opportunity to be actively involved in this process.

## **School Closure**

School closures will be announced on radio stations K103 FM, KXLY 100 FM, KDRK 94 FM, KVNI 1080 AM, and KGAA 1510 AM. Announcements are also made over the local TV stations 2, 4, and 6.

## **School Notices**

Students will bring home notices to the parents with information about early dismissal, parent/teacher conferences, and other activities. This is our way of communication with our parents the daily activities of our school. Staff and administration rely on this form of communication to keep parents fully informed and included in our many activities. Please review all notices.

## **School Parties**

In the elementary schools, class or room parties are permissible during the last hour of the school day. A fall, winter, and spring party may be scheduled.

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.

## **Tardies**

Tardiness is part of attendance. Dependability and punctuality are virtues. Being on time, whether to class, work, or an appointment is an important habit to establish. We feel it is our job to instill in our students sound work ethics. In school, tardies also result in unnecessary disruptions to class. Tardies are recorded in attendance records. Students are to be considered tardy if they are not in their classroom when the tardy bell rings. Students must check in at the office before going to class if they are tardy. Students with excessive tardiness may be required to make up the time during recess or after school.

## **Textbooks, Workbooks, Library Books**

Books that are checked out to students become their responsibility. Lost or damaged books must be paid for and students will be assessed the cost for repairs or replacements.

## **Telephones and Cell Phones**

Students are welcome to use the 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, cellular telephones are not to be used in halls or classrooms and should be turned off during the school day. Cell phones may be used before school and after school (this includes text messaging). 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.

## **Visiting Children**

Students are not allowed to have other children visit them during the school day.

## **Visitors**

Parents are always welcome to visit school. We ask that you contact the principal and classroom teacher in advance. For the security of students, **all visitors** are asked to sign in and out at the main office. A visitor's pass will be given to every visitor to wear while at our school. A government issued picture I.D. (Drivers License) will be required for processing before being admitted into areas of the school where children are present.

## **Volunteers**

Our school welcomes volunteers. They enhance our programs and are a valuable resource. We need volunteers to help in the library, office, classrooms, and to work on special projects and activities. If you are interested in volunteering, please contact your child's teacher. When you volunteer, please sign in at the school office. The same identification procedure used for visitors will be utilized for all volunteers. You will be provided with a pass that must be worn for proper identification. In order to maximize this opportunity, preschool children will **not** be able to attend school with volunteering parents.

## **STUDENT BEHAVIOR GUIDELINES**

### **Code of Conduct**

In light of Lakeland's philosophy and objectives, the District's code of conduct shall be fair, consistent, nondiscriminatory, and protective of student rights and responsibilities. Lakeland Joint School District #272 does not discriminate or deny services on the basis of age, race, religion, color, national origin, sex, and/or disability.

In order to meet the varied needs of elementary and secondary schools within the Lakeland School District, the Board of Trustees recognize the need for the individual rules and regulations that will supplement the Board's policies. School and classroom disciplinary rules shall have the force of policy when appropriately applied.

While on school property or under the supervision of school authorities, students shall be subject to the direction of school officials and shall at all times be subject to the rules, regulations, and policies of the District, along with the rules of individual schools and classrooms. Student handbooks may contain a synopsis of school district rules, regulations, and policies. Such policies, verbatim, have been reduced to writing and made available at the building principal's office, the district's website, and district administration office for review by students and/or parents.

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with School Board policies. These could occur along with other emergency actions such as calling the police. As soon as possible after any such incident the parents or guardian will be informed when any of these actions have occurred.

### **Chemical and Substance Abuse**

Because the district believes that the use of drugs and alcohol is both illegal and harmful, students are prohibited from drinking, delivery of, or being in the possession of, or under the influence of alcoholic beverages, or being in the possession of, delivery of, or under the influence of drugs as herein defined, or other intoxicants on school property or while under the supervision of school authorities. "Drug" means (1) substances recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them; (2) substances intended for use in the diagnosis, care, mitigation, treatment or prevention of disease in man or animals; (3) substances (other than food) intended to affect the structure of any function of the body of man or animals; and (4) substances intended for use as a component of any article specified in clause (1), (2), or (3), of this subsection. It does not include devices or their components, parts, or accessories. (However, possession of drug paraphernalia may be cause for disciplinary action). A drug shall also include a counterfeit or pseudo drug which shall be defined as any substance which, or the container or labeling of which, without authorization, bears a likeness and is intended by the possessor or deliverer or recipient to represent a drug, whether or not the substance is actually a drug as 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, and a reporting to the Superintendent that may result in a show cause hearing and/or recommendation for expulsion:

**Second Offense:** A second offense involves a second event that results in violation of this policy. The first occurrence may have happened previously in a student's school career in this or any School District. Suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

However, any student who knowingly sells, delivers or otherwise provides drugs as herein defined or other intoxicants to another student at school or while under supervision of school authorities shall be immediately suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

In all substance abuse cases where a student is reasonably suspected to be in violation of this policy, (regardless of any previous voluntary disclosure), the appropriate law enforcement officials shall be notified with a request to have a law enforcement evaluation for possible transfer to custody pursuant to Idaho Code 20-516.

Students are prohibited from using tobacco or being in the possession of tobacco products on the school grounds or while under the supervision of school authorities. Violations of this policy will be punishable as follows:

- (1) the first offense shall result in a one day in-school-suspension;
- (2) the second offense shall result in a three day out-of-school suspension with a parent conference and zeros for the days missed; and
- (3) the third offense shall result in the student being suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

### **Damage to Property**

Our district takes pride in its facilities, furniture, equipment, and the materials that we offer our students. Any pupil who shall cut, deface, or otherwise damage any school building or equipment, or who shall be guilty of theft of school district property, shall be liable for disciplinary action and his/her parents or guardians shall be liable for damages to the amount of the injury or theft to be collected by a school district official for the Board of Trustees.

### **Dangerous Items/use and/or possession of:**

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

Any student who brings a firearm onto school property shall be subject to expulsion from school for a period of not less than one year from the date of initial suspension for such violation.

Teachers and principals are authorized to confiscate such items immediately and take disciplinary action.

It is our hope that inappropriate behaviors will be few, enabling us to focus on the positive, praiseworthy actions of all students.

### **Drug Free Environment**

No tobacco, drugs or alcohol are permitted on school property. This is in compliance with a State Board of Education regulation. Drug (alcohol and tobacco) advertisements on clothing are not permitted to be worn at school.

### **Expectations**

The Lakeland Elementary Schools' emphasis is on student growth; academic and developmental. We believe all students can behave appropriately while at school. We will allow no students to stop the teacher from teaching or prevent other students from learning.

We believe our emphasis on the rights and safety of all our students will produce a more productive and positive place to learn and grow. To benefit from good discipline, a school must have disciplinary rules: (1) that are known to everyone, (2) that are consistently enforced by all staff, (3) that are clearly understood, and (4) that are supported by parents.

We would like to request that you and your child review this discipline philosophy and the school rules. Thank you for taking the time to read and discuss this information with your child.

All students shall:

- A. Follow school/classroom rules and directions.
- B. Be punctual and regular in attendance.
- C. Complete assignments and use time effectively.
- D. Respect the rights and property of others.
- E. Be courteous and polite.
- F. Practice self-control.
- G. Work to the best of his/her ability.

### **Freedom of Expression and Assembly**

Student rights and responsibilities shall be based on the following assumptions:

- That the right to attend school is purposeful.
- Students are free to exercise their constitutionally protected rights but shall not infringe upon the rights of others.

- Fair treatment and due process, where appropriate, shall be guaranteed to all students.
- Students shall be encouraged to exercise their rights and responsibilities by being an active member of the school.
- Students shall have the right to equality of educational opportunity regardless of race, creed, or sex.
- The effective development of a climate for learning requires understanding and good faith on the part of all concerned.

The Board of Trustees and the school administration believe that genuine student involvement in educational programs requires responsible student action. Students shall be expected to act with respect for school regulations, concerns for others, and personal dignity. Students are encouraged to express their beliefs and feelings but not in a manner that is disruptive or degrading to others.

### **Harassment, Intimidation, Initiations, Hazing, Bullying or Threats**

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, initiations, bullying, or threats. This means any intentional written, verbal, or physical act, including, but not limited to one, shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics when the intentional written, verbal, or physical act: a) physically harms a student or damages the student's property; or b) has the effect of substantially interfering with a student's education; or c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or d) has the effect of substantially disrupting the orderly operation of the school is strictly prohibited.

Initiation and/or hazing of students is strictly prohibited.

Written or verbal threats of bodily harm to students and staff or threats of destruction of personal property will be taken very seriously.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

**An act of harassment, intimidation or bullying may be committed through the use of a land line, cell phone, computer, the internet or other electronic means.**

Any student making a threat, regardless of intent, or anyone involved in harassment, intimidation, initiations, or bullying, shall be subject to appropriate disciplinary action, which may include a parent conference, counseling, suspension, reporting to law enforcement authorities, and/or expulsion from school. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment.

## **Procedural Due Process**

A student's right to fair treatment and due process shall be safeguarded through a consistently applied practice of informing the student of any alleged rule violation and the evidence against him or her (notice), and by allowing the student an opportunity to explain his or her version of the facts (hearing) before deciding on or imposing any punishment.

Upon request the hearing process may be extended to a "higher authority". The normal channel for hearing complaints or concerns regarding student discipline shall be from Student to Teacher to Principal to Superintendent to School Board. Neither the Board as a whole nor any individual member will entertain or consider communications or complaints from students or parents until they have first been referred to the building principal or Superintendent of Schools.

## **Registered Sexual Offenders**

The Lakeland Joint School District recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or at school-related activities, the District is implementing this policy. In addition, software that scans all available state sex offender registries is on-site at elementary and junior high schools. This requires visitors to have state or federal issued identification.

State law prohibits a person who is currently registered or is required to register under the sex offender registration act to:

1. Be on or remain on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present.
2. Loiter on a public way within five hundred (500) feet of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Be in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Reside within five hundred (500) feet of a school, unless the person's residence was established prior to July 1, 2006.

Provided, however, section numbers 1 and 2 immediately above shall not apply when the person:

- A. Is a student in attendance at the school; or
- B. Is attending an academic conference with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the conference; or
- C. Is attending a scheduled school event with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the school event; or
- D. Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or
- E. Is picking up a child or children or dropping off a child or children and the person is the child or children's parent or legal guardian; or

- F. Is temporarily on school grounds, during school hours, for the purposes of making a delivery involving mail, food or other necessary delivery.

### **Process**

Whenever possible all visitors or patrons entering a school campus must produce an ID to be scanned. This includes all deliveries during school hours. Appropriate software will compare the ID with state sexual offender registries. If alerted a registered sex offender will not be allowed in the building unless accompanied by an administrator.

A student attending a school that is a registered sex offender will not be allowed to attend or participate in after hour school activities unless approved by the school administration.

A parent or legal guardian that is a registered sex offender will not be allowed on school property unless attending an academic conference or school event, in which their child is participating, or they are transporting their child to and from school, and then only after notifying the school principal and receiving permission.

Normally, a delivery person that is a registered sexual offender will not be allowed on school property. In exceptional circumstances, they must be accompanied by school personnel.

If a sex offender violates this policy, school officials shall immediately contact law enforcement.

### **Restraint**

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with School Board policies. These could occur along with other emergency actions such as calling the police. As soon as possible after any such incident the parents or guardian will be informed when any of these actions have occurred.

### **Rocks, Snow, Ice, Woodchips**

Throwing rocks, snow, ice or wood chips will not be tolerated. The potential for serious injury is great. Severe consequences will result.

### **Search and Seizure**

In order to maintain discipline and safety for all students or when there is reason to believe that a student may be engaged in an illegal activity, school officials may search a student's person, or any and all areas under his/her immediate control on the school grounds. School lockers, books, equipment, or other items belonging to the school shall be considered on loan to a student and school officials shall have the right to inspect such items at any time. Any dangerous items or illegal material found in the possession of or subject to the immediate control of a student may be confiscated. Other appropriate disciplinary measures may also follow including referral to appropriate law enforcement officials.

## **Severe Inappropriate Behavior**

Any severe inappropriate behavior such as:

- A. Disrespect to adults – refusing to cooperate, swearing, using inappropriate language, talking back, harassment, or;
- B. Hurting someone else – fighting punching, throwing objects (including snow, ice, rocks and woodchips) or;
- C. Destroying school property, destroying property of others, or;
- D. Illegal activity (i.e. alcohol or drug possession, theft, use and/or possession of dangerous items) or;
- E. Threatening the safety of others or;
- F. Bringing harmful objects to school (i.e. pocket knives, bullets, laser pointers) will not be tolerated and will result in the offender receiving consequences. If the activity is illegal, a police officer may be called to come for the child. If property is abused or destroyed, restitution will be expected. In all cases of severe inappropriate behavior, parents will be notified and will be asked to work with the school to help the child make an acceptable, responsible behavior choice.
- G. Initiations/Hazing/Threats of students are strictly prohibited.

## **Substitute Teachers' Authority**

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

## **Suspension and Expulsion**

Suspension is the temporary removal of a student from school when circumstances are such that he/she can no longer be kept in school without risk of detriment to the educational program, to himself, to others, or the public property. The primary purposes of suspension are to give the student, his parents, and the school the time needed for resolving a problem and the protection of life and property. The parents must be notified of each suspension. If suspension occurs during school hours, contact with the parent should be made before the student leaves the school grounds.

When a student refuses or fails to submit to reasonable and ordinary rules of order and discipline in such a way that his/her continued attendance may be expected to interfere with the educational program or the safety or welfare of school personnel or other students, such student may be suspended for up to five (5) school days according to suspension procedures as authorized by law.

Expulsion is the removal of a child from enrollment in the District schools by the Board of Trustees.

When deemed appropriate, the principal shall make a recommendation for expulsion in writing to the Superintendent of Schools. This recommendation shall be documented by a history of the student's general behavior, all previous suspensions, if any, a chronological account of the unacceptable behavior, plus the academic and attendance history of the pupil.

If after a study of the case by the Superintendent of Schools it is deemed advisable to expel the student, the Superintendent shall present the study and recommendations to the Board of Trustees for action. Any expulsion hearing that is set before the Board of Trustees shall be conducted in a manner consistent with the procedures outlined in Idaho Code 33-205. (Denial of School Attendance), as now in effect or hereafter amended.

### **Teachers' Authority**

Pupils 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.

### **Threats of violence on school property**

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

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

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

## **SCHOOL BUS GUIDELINES**

**Safety** is the number one concern. Every student shall be responsible for the safety of self and others. Behavior which may cause harm to other students or which results in an unnecessary distraction for the driver shall be deemed sufficient cause for restrictive consequences up to and including expulsion from the bus. Violation of any of the following rules shall result in appropriate disciplinary measures.

1. While riding, students shall keep all parts of the body and any personal objects inside the bus.
2. Students shall not use profanity or obscene language or gestures or cause excessive noise.
3. Students shall avoid "horseplay" at all times by keeping hands, feet, books, or other objects to one's self.
4. Students shall not use or be in possession of tobacco, alcohol, or drugs.

5. Students shall not throw objects on, from, or into the bus nor litter on the bus.
6. No hazardous materials, weapons, laser pointers, dangerous objects, or animals may be brought onto a bus.
7. Students shall not eat or drink on the bus while riding to and from school routes.
8. Students shall not abuse fellow students or their property nor vandalize school property.
9. Students must promptly respond to a driver's request or direction.

**Riding a Different Bus:** Students will not be permitted to ride a bus on which they are not regularly assigned unless parents obtain prior approval from the principal and the transportation supervisor. Without permission, students will be required to go home as usual. Busing is not provided for students for personal business (i.e. scouts, birthday parties, spending the night with friends, etc.).

**Removing a Student from the Bus:** The bus driver **WILL NOT** release any student from the bus without authorization from the office. Parents must get a bus pass from the office to present to the driver.

**It is Unlawful to:**

- Enter a school bus with the intent to commit a crime
- Enter a school bus and disrupt or interfere with the driver
- Refuse to disembark after ordered to do so (18-1522; 18-113, Idaho Code)

Kindergarten and young elementary children will not be allowed to exit at isolated stops without a parent, guardian, or pre-approved adult present. Drivers are instructed to return the child to school or the transportation office if a parent, guardian, or pre-approved adult is not present at the stop.

## **School Safety**

### **Accidents**

Students should report to the office or teacher any accidents occurring from the time the child leaves home in the morning until he/she returns in the afternoon. In case of the necessity of a doctor visit due to an accident at school, parents should notify the school office. Please be sure to complete the emergency card given to you on entry to school and return it to the office so we know whom to contact in case of an emergency.

### **Change of Address and/or Telephone Number**

Please keep the school informed of your correct home address and phone numbers for home, business, and your emergency contact. Changes occurring during the year need to be reported to the school office to insure that we will be able to contact you in an emergency.

### **Emergency Procedures**

Students and staff will practice emergency procedures for dealing with fire, earthquake, local disasters, and intruders.

Please note that in the case of an emergency, students shall only be signed out and released to parents or other authorized persons.

### **Insurance and Student Injuries**

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

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

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance.

The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the school office.

## **SPIRIT LAKE ELEMENTARY SCHOOL Progressive Discipline Policy**

### **MINOR INFRACTIONS**

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

1. School employee gives minor behavior notification to student and classroom teacher.
2. Classroom teacher issues consequences.
3. Child takes minor behavior notification home and infraction is recorded in the office.

### **MAJOR INFRACTIONS**

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

The following behavior will result in the students(s) being sent directly to the principal:

Major infractions or students going through final homeroom discipline plan will progress through the following steps:

#### **First Step:** (First referral to principal)

- a) Principal talks with student
- b) Parents may be notified, but at the least major behavior notice will be sent home
- c) Principal records incident and actions taken  
\*Actions may include but are not limited to warning, loss of recess, or in or out of school suspension.

#### **Second Step:** (Continued pattern of misbehavior is observed)

- a) A, B, and C from above. However, consequences will be more severe and parent always notified.

#### **Third Step:**

- a) A, B, and C from above. Parent conference will be scheduled and a behavior contract developed.

#### **Fourth Step:**

- a) 1 – 5 day suspension.

#### **Fifth Step:**

- a) Parents will be notified and District Policy will be followed with regards to at-home suspension. Student and parents will visit with Superintendent to set conditional re-entry into school. The principal may accelerate to the 5<sup>th</sup> step process if she determines that the student's behavior warrants it.

Twin Lakes Elementary  
Parent/Student  
Handbook



2016/2017

## Welcome to Twin Lakes Elementary!

I am pleased to introduce myself as the principal of Twin Lakes Elementary. I have the privilege of leading this outstanding school community with 26 years of experience working within the Lakeland district. Your children can expect a positive and fun year of learning and growing. On behalf of this talented staff, I can relay that we are excited to support your children to make friends, become strong learners, and create great memories.

Parents, I hope you will feel welcome as this is your school, too. Please take advantage of the many ways you can be involved in your children's education. Please come in to volunteer! Or if you are a parent working outside of the home, please consider attending PTO meetings. Always, the best way for parents to be involved is to create routines at home that allow for homework time. We appreciate any of your help!

Please be assured that at TLE safety is our #1 priority. We annually review all of our procedures as a staff, and students will also review our procedures during the first week of school. We promise to take care of all of the "moose" within our building!

I hope to meet all of you in the coming school year. Please don't hesitate to introduce yourself or stop in to visit. Your children are going to hear six words all year long from their principal: Hard work, done well, feels good! I will be encouraging them all year to take on their challenges and to believe that hard work pays off.

I can't wait to see your children on the first day!

Best Regards,

Patty Morrison

[pmorrison@lakeland272.org](mailto:pmorrison@lakeland272.org)

208 687-5870

### Twin Lakes Elementary Philosophy

#### MISSION STATEMENT:

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

#### **WE BELIEVE:**

Every child is our child and needs to be accepted as an individual.

All students can become life-long learners by developing individual strengths.

All students are capable of becoming problem solvers and responsible members in the community.

All staff and students will demonstrate respect, responsibility and safety.

All staff will teach and model good character that builds self-worth and helps each child meet his/her potential.

Our school provides a safe place to learn and cultivates positive relationships with others.

Our school environment includes tolerance, caring and support for the whole child.

Parent involvement and support is critical to the education, development and success of each child

# Twin Lakes Elementary

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Rathdrum, ID 83858

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Deborah Coons, Secretary - email: deborah.coons@lakeland272.org

Phone: 208-687-5870  
Fax: 208-687-5876

## Upcoming Events

Aug 25 & 26 Student Registration  
Noon - 7 pm

Aug 31 Back to School Night  
6 - 7 pm

Sept 5 No School - Labor Day

Sept 6 First Day Of School

Oct 7 No School For Student  
Curriculum Day  
Staff Workday



# August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 Student Registration Noon - 7 pm	25 Student Registration Noon - 7 pm	26	27
28	29	30	31 Back to School Night 6 - 7 pm			
		199				

## **Twin Lakes Elementary Staff**

Patty Morrison, Principal  
 Ana Schnepf, Instructional Specialist  
 Linda Vose, 1<sup>st</sup> Grade  
 Jeri McDevitt, 2<sup>nd</sup> Grade  
 Debbie Derrick, 3<sup>rd</sup> Grade  
 Rob Edelblute, 5<sup>th</sup> Grade  
 Rachel Gill, 6<sup>th</sup> Grade  
 Jimmy Morrison, Music  
 Heather Ogden, Title Para  
 Tracy Dickinson, Title Para  
 Desmarais, Food Service  
 Debbie Hansen, Technology

Pamela Davaz, Administrative Assistant  
 Justine Litzko, Counselor  
 Terri Menti, 1<sup>st</sup> Grade  
 2<sup>nd</sup> Grade Teacher to be Announced  
 Carol Houy, 4<sup>th</sup> Grade  
 Deanna Watkins, 5<sup>th</sup> Grade  
 LuAnn Cummings, Special Services  
 Neal Bishop, Physical Education  
 Maria Mulligan, Special Ed Para  
 Bridget Leonard, Head Custodian  
 Kristal Hindberg, Food Service  
 Kathy Peterson, Speech

Deborah Coons, Secretary  
 Geri Quillin, Librarian  
 Shannon Rider, 1<sup>st</sup> Grade  
 Julie Kinzer, 3<sup>rd</sup> Grade  
 Terri Shovald, 4<sup>th</sup> Grade  
 Jason Bradbury, 6<sup>th</sup> Grade  
 Tona Koch, Title 1  
 Andrew Craig, Band  
 Linda Masterson, Special Ed Aide  
 Bruce Burton, Night Custodian  
 Debbie  
 Michelle Harding, Nurse

### **Twin Lakes Schedule**

#### **9:35 Late Start on Mondays Beginning 9/14/15**

**Please do not drop off your child before 8:15 a.m. as there is no student supervision available before this time.**

AM Kindergarten	8:35 - 11:30 a.m.	Recess: Grades 1-3	10:00 - 10:15 a.m.
Mondays	9:35 - 11:30 a.m.	Recess: Grades 4-6	10:15 - 10:30 a.m.
PM Kindergarten	12:22 - 3:05 p.m.	Lunch Recess:	
Warning Bell	8:32 a.m.	Grades 1 & 2	11:20 - 12:00 p.m.
Warning Bell	9:32 a.m. (Mondays)	Grades 3 & 4	11:50 - 12:30 p.m.
Class Begins	8:35 a.m.	Grades 5 & 6	12:20 - 1:00 p.m.
Class Begins	9:35 a.m. (Mondays)	Recess: Grades 1-3	1:45 - 2:00 p.m.
	Dismissal		3:05 p.m.

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## Upcoming Events

Sept 5 No School - Labor Day

Sept 6 First Day Of School

Sept 12 Late Start Mondays Begins  
School Starts at 9:35 am

Oct 7 No School For Student  
Curriculum Day  
Staff Workday

Nov 4 No School For Students  
End of 1st Quarter  
Teacher Workday

Nov 8, 9, 10 Parent/Teacher Conferences  
Evening Conferences  
Normal Hours for Students

Nov 21 No School for Students  
Parent/Teacher Conferences  
8 am - 3 pm

Nov 22-24 No School  
Thanksgiving Break



# September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Labor Day No School	6 First Day for Students	7	8	9	10
11	12 Late Start 9:35 am	13	14	15	16	17
18	19 Late Start 9:35 am	20	21	22	23	24
25	26 Late Start 9:35 am	27	28	29	30	



## **District Administration Office**

15506 N. Washington Street  
P.O. Box 39  
Rathdrum, Idaho 83858  
Phone: 208 – 687 – 0431  
FAX: 208 – 687 – 1884  
[www.lakeland272.org](http://www.lakeland272.org)

Dr. Becky Meyer, Superintendent  
Dave McDowell, Director of Business & Support Services  
Georganne Griffith, Director of Information Systems  
Cindy Happeny, Treasurer  
Troy Johnson, Administrative Secretary

Lisa Sexton, Assistant Superintendent  
Susan Morrison, Special Services Coordinator  
Heidi Herndon, Human Resource Specialist  
Brook Cunningham, Clerk of the Board  
Sarah Peck, Payroll Specialist

Tammy Cass, BASE District Coordinator

## **District Schools**

<b>Athol Elementary</b> , Kathy Thomas, Principal	683-2231	<b>Lakeland Junior High</b> , Todd Spear, Principal	687-0661
<b>Betty Kiefer Elementary</b> , Lynn Paslay, Principal	687-5206	<b>Timberlake Junior High</b> , Chris McDougall, Principal	623-2582
<b>Garwood Elementary</b> , B.J. DeAustin, Principal	687-1265	<b>Timberlake Senior High</b> , Kurt Hoffman, Principal	623-6303
<b>John Brown Elementary</b> , John Asher, Principal	687-0551	<b>Lakeland Senior High</b> , Trent Derrick, Principal	687-0181
<b>Spirit Lake Elementary</b> , Kristie Mitchell, Principal	623-2501	<b>Mt. View Alt. High School</b> , Paul Uzzi, Principal	687-0025
<b>Twin Lakes Elementary</b> , Patty Morrison, Principal	687-5870	<b>Kootenai Technical Education</b> , Tim Fortune, Director	712-4733

## **Support Services**

<b>Bus Transportation</b> , Darrell Rickard, Supervisor	687-0221
<b>Food Service</b> , Kevin Doyle, Manager	687-5451
<b>Maintenance</b> , Guy Kreider, Supervisor	687-2248

You may also want to visit our website at <http://www.lakeland272.org>

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## Upcoming Events

Oct 7 No School For Student  
Curriculum Day  
Staff Workday

Nov 4 No School For Students  
End of 1st Quarter  
Teacher Workday

Nov 8, 9, 10 Parent/Teacher Conferences  
Evening Conferences  
Normal Hours for Students

Nov 21 No School for Students  
Parent/Teacher Conferences  
8 am - 3 pm

Nov 22-24 No School  
Thanksgiving Break

Dec 19 -  
Jan 2 No School  
Winter Break

Jan 3 School Resumes



# October 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Late Start 9:35 am	4	5	6	7 No Students Curriculum Day	8
9	10 Late Start 9:35 am	11	12	13	14	15
16	17 Late Start 9:35 am	18	19	20	21	22
23	24 Late Start 9:35 am	25	26	27	28	29
30	31 Late Start 9:35 am 203					

## **LAKELAND BOARD OF TRUSTEES**

Members of the Board of Trustees are elected for a three-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 Monday of each month, beginning at 7 p.m. Opportunity is provided at each meeting for citizens to address the Board.



**Rena Olmstead, Zone 1**

**Tim Skubitz, Zone 3**

**623-6900**

**755-9000**

**Larry Brown, Zone 5 (Chairman)**

**John Shaffer, Zone 2 (Vice Chairman)**

**Brian Wallace, Zone 4**

**687-0102**

**683-5503**

**687-0882**

### ***MISSION***

*The mission of Lakeland Joint School District is to provide a quality education, empowering all students to achieve success.*

### ***VISION***

*A community committed to academic excellence and dedicated to student success!*

## **CORE BELIEFS**

**ALL STUDENTS CAN LEARN AND EACH IS A VALUED INDIVIDUAL WITH UNIQUE PHYSICAL, SOCIAL, EMOTIONAL, AND INTELLECTUAL NEEDS.**

**STUDENT LEARNING, IN THE CORE ACADEMIC CURRICULUM, IS THE PRIORITY OF LAKELAND SCHOOLS.**

**SCHOOLS DEVELOP CONFIDENT, SELF-DIRECTED, LIFELONG LEARNERS WHO WILL BECOME RESPONSIBLE CITIZENS IN TOMORROW'S WORKFORCE AND COMMUNITY.**

**SCHOOLS TEACH TO, AND MODEL A UNIVERSAL SET OF BASIC VALUES: HONESTY, SELF-DISCIPLINE, RESPONSIBILITY, RESPECT, AND A STRONG WORK ETHIC.**

**SCHOOLS PROVIDE A SAFE, POSITIVE, ORGANIZED SETTING WITH CLEARLY DEFINED BEHAVIOR EXPECTATIONS.**

**PARENTS ARE THE FIRST AND PRIMARY TEACHERS. THEY ARE RESPONSIBLE FOR THEIR CHILDREN'S BASIC NEEDS AND VALUES.**

**ALL LAKELAND EMPLOYEES ARE EDUCATIONAL PROFESSIONALS, RESPECTED FOR THEIR SKILLS AND COMMITTED TO STUDENT LEARNING. THEY ARE ESSENTIAL TO THE ACHIEVEMENT OF THE DISTRICT'S MISSION.**

**THE COMMUNITY AND THE SCHOOLS ARE REFLECTED IN EACH OTHER. MUTUAL SUPPORT, PARTICIPATION, AND PARTNERING ARE NECESSARY.**

*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.*

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Fax: 208-687-5876

## Upcoming Events

Nov 4 No School For Students  
End of 1st Quarter  
Teacher Workday

Nov 8, 9, 10 Parent/Teacher Conferences  
Evening Conferences  
Normal Hours for Students

Nov 21 No School for Students  
Parent/Teacher Conferences  
8 am - 3 pm

Nov 22-24 No School  
Thanksgiving Break

Dec 19 -  
Jan 2 No School  
Winter Break

Jan 3 School Resumes

Jan 16 No School  
Martin Luther King Jr. Day

Jan 29 No School for Students  
End of 2nd Quarter  
Teacher Workday



# November 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 No Students End of Quarter	5
6	7 Late Start 9:35 am	8 Conferences 3:30 - 7 pm	9 Conferences 3:30 - 7 pm	10 Conferences 3:30 - 7 pm	11	12
13	14 Late Start 9:35 am	15	16	17	18	19
20	21 No School Conferences 8 am - 3pm	22 No School Thanksgiving Break	23 No School Thanksgiving Break	24 No School Thanksgiving	25 No School Thanksgiving Break	26
27	28 Late Start 9:35 am	29	30			

## **STARTING SCHOOL**

### **Entrance Age**

Idaho State Statutes require that every child registering in kindergarten must be five (5) years of age on or before the first day of September. A child enrolling in first grade must be six (6) years of age on or before the first day of September. Proof of age will be required at the time of registration. Any 5 year old child who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the school age requirement in Idaho shall be allowed to enter the first grade.

### **Emergency Card**

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 card is complete and filed in the office so we will know how to reach you. Please inform the school office of any changes throughout the year.

### **Immunization Information**

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 have are not the same for all ages. Please refer to page 7 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; or 3) a "certificate of exemption", which must be signed by a parent or guardian. ("Certificate of exemption" forms are available in each of the school offices.)

### **Proof of Identity**

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 and the child must be registered under their legal name. In addition, all State testing requires the use of a student's legal name. However, the school will respect the wishes of the parents or guardians as to what name shall be used by the child at school for homework, classroom use, etc.

### **Proof of Residency**

All students new to the district will be required to verify proof of residency within their attendance zone by providing a current utility bill, property tax receipt, or an affidavit of residence.

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## Upcoming Events

Dec 19 - No School  
Jan 2 Winter Break

Jan 3 School Resumes

Jan 16 No School  
Martin Luther King Jr. Day

Jan 29 No School for Students  
End of 2nd Quarter  
Teacher Workday

Feb 2 Parent/Teacher Conferences  
Evening Conferences  
Normal Hours for Students

Feb 3 No School for Students  
Conferences 8 am - 12 pm

Feb 17 -20 No School  
Presidents' Day



# December 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Late Start 9:35 am	6	7	8	9	10
11	12 Late Start 9:35 am	13	14	15	16	17
18	19	20	21	22	23	24
<b>Winter Break</b>						
25	26	27	28	29	30	31
<b>No School</b>						

## SCHOOL GUIDELINES

### Attendance Guidelines

Lakeland School District recognizes that regular and punctual patterns of attendance contribute to successful student achievement. Days lost from school cannot be made up, even if the class work and homework are done. There is no substitute for uninterrupted personal contact between teacher and student.

Attendance at school is a shared responsibility of the parent(s)/guardian, student, and school personnel. The principal shall be responsible for the implementation and enforcement of the district student attendance policy.

If a student becomes ill at school, parents will be contacted so that they may arrange transportation home. The student's emergency card is used for parent contact. It is important that you inform the school office of any phone or address changes throughout the year.

Please, if your child will be tardy or absent, call the school office (683-2231) by 9:00 am.

If possible, have dental and medical appointments before or after school, or on non-school days. If your child has an appointment or must be out of town and you have a question about instructional minutes required to count as a full day please phone the office prior to departure so we can assist.

For attendance recording purposes and for perfect attendance awards including the 6<sup>th</sup> grade bike incentive, students who arrive after 10:30 a.m. will be considered absent for ½ day for the morning. Students who leave prior to 1:30 p.m. will be counted as absent a half day for the afternoon. Under State guidelines, students must be present for 4 hours of instruction to be recorded as a full day of attendance. Students with 3 or more tardies will be counted as absent for perfect attendance purposes

### Attendance Recording Procedures

1. A comprehensive record system of student attendance will be maintained by the school. The principal is responsible for submitting attendance information to the Superintendent's office quarterly.
2. The principal may schedule a parent conference to discuss attendance problems.
3. Any student who misses more than a maximum of 18 days during a school year may be considered for non-promotion. Such child shall be referred to the building Attendance Review Committee. This committee shall be comprised of the student's homeroom teacher, the principal, and at least one other staff member (selected by the principal) who knows the student, i.e., the Title 1 teacher, Resource Room teacher, or another classroom teacher. The committee shall meet and review the student's attendance and academic performances 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. Tardies result in unnecessary disruptions to class and loss of instructional time. Tardies are recorded in attendance records. Students are to be considered tardy if they are not in their classroom when the tardy bell rings. Students must check in at the office before going to class if they are tardy. Students with excessive tardiness may be required to make up the time during recess or after school. For award purposes regarding perfect attendance, 4 tardies = 1 absence.

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## Upcoming Events

Dec 19 - No School  
Jan 2 Winter Break

Jan 3 School Resumes

Jan 16 No School  
Martin Luther King Jr. Day

Jan 27 No School for Students  
End of 2nd Quarter  
Teacher Workday

Feb 2 Parent/Teacher Conferences  
Evening Conferences  
Normal Hours for Students

Feb 3 No School for Students  
Conferences 8 am - 12 pm

Feb 17 -20 No School  
Presidents' Day

March 27 -31 No School  
Spring Break



# January 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 No School Winter Break	3 School Resumes Welcome Back!	4	5	6	7
8	9 Late Start 9:35 am	10	11	12	13	14
15	16 No School Martin Luther King Jr. Day	17	18	19	20	21
22	23 Late Start 9:35 am	24	25	26	27 No Students End of Quarter	28
29	30 Late Start 9:35 am	31				

## **Building Regulations**

1. Non-bus students and students not eating breakfast provided by the school should arrive at school no earlier than 8:15.m. Students eating school breakfast should arrive no earlier than 8:10. Supervision is not provided outside at these times.
2. Students are expected to remain outdoors until the first bell rings.
3. During inclement weather, students will be brought in.
4. Students must follow outlined guidelines for responsible behavior in the school.
5. Students are to remain on the school grounds unless they usually go home for lunch, or have a note from parents that is presented at the office for approval.
6. Students must leave premises at the close of the school day. Students shall not loiter in the building or on the school grounds following dismissal of classes unless involved in supervised school-sponsored activity or with the permission of the principal.

## **Dress and Grooming**

The School District reserves the right to insist that the dress and grooming of pupils are within the limits of generally accepted good taste for the activity in which the student is engaged.

Student dress, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the educational environment of the school or tend to diminish instructional effectiveness or the disciplinary control by the teacher or school official.

A general guide would be to follow prevailing styles but to discourage extremes or instances where a student may call attention to himself/herself by unusual or extreme dress or grooming.

When a student's dress or appearance causes undue attention, presents a danger to students or health or safety, or causes a disruption of the educational environment, the student may be asked to change and is subject to disciplinary action. The following regulations have been established to supplement the policy of Lakeland School District:

- Hats, caps, or bandannas may not be worn during the regular school dress days
- Skirts and shorts may not be excessively short.
- No undergarments should be visible.
- Pants may not be excessively baggy and must be worn at the waist.
- Shirts must cover the midriff and must not be excessively low in the front. Spaghetti strap, halter, and tube tops are not appropriate for school wear.
- Clothing that promotes, advertises, or displays profanity, vulgarity, racially or sexually offensive expressions, gang related "colors" or markings which advertise products illegal for minors, may not be worn.
- Any items identified as gang related or gang "colors" will not be allowed. This includes the wearing of gang-related tattoos, tagging or marking of books and notebooks, and the use of hand gestures or signing which signifies gang activity.



# Twin Lakes Elementary

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Phone: 208-687-5870  
Fax: 208-687-5876

## Upcoming Events

Feb 2 Parent/Teacher Conferences  
Evening Conferences  
Normal Hours for Students

Feb 3 No School for Students  
Conferences 8 am - 12 pm

Feb 17 -20 No School  
Presidents' Day

March 27 -31 No School  
Spring Break

Apr 3 School Resumes

Apr 7 No School for Students  
End of 3rd Quarter  
Teacher Workday



# February 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Conferences 3:30 - 7 pm	3 No Students Conferences 8 am - 12 pm	4
5	6 Late Start 9:35 am	7	8	9	10	11
12	13 Late Start 9:35 am	14	15	16	17 No School	18
19	20 No School Presidents' Day	21	22	23	24	25
26	27 Late Start 9:35 am	28				
		211				

## Conferences

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

## Homework

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. In general, the more mature the students in the class, the more homework that may be assigned.

## Retention

Students may be required to repeat a grade whenever the teachers, parents, and principal decide that it serves the best interest of the student. Parents will have the opportunity to be actively involved in this process.

## Internet Use/Computers

In order to use the Internet, students must sign and abide by the districts acceptable use agreement. Inappropriate use of the computer and/or Internet will result in disciplinary measures and loss of computer privileges.

## Field Trips

Field trips shall be permitted providing their purpose supplements and reinforces the objectives and materials of the unit being taught. Only district-approved transportation shall be used on field trips. **Siblings, pre-school students, or others who are not enrolled in the class will not be allowed to attend.** Students who require medication to be administered during the field trip should have a parent accompany him/her if at all possible.

## Animals

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

## Bicycles/Scooters/Skateboards

A student who rides a bicycle or scooter to school should be old enough to understand the responsibility involved. The student is expected to park and lock the bicycle or scooter in the stands that are provided and leave it there for the duration of the day. Bicycles, scooters and skateboards etc. must be walked on all school sidewalks and campus areas.



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## Upcoming Events

March 27 -31 No School  
Spring Break

Apr 3 School Resumes

Apr 7 No School for Students  
End of 3rd Quarter  
Teacher Workday

May 19 No School  
Flex Day

May 29 No School  
Memorial Day



# March 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 Late Start 9:35 am	7	8	9	10	11
12	13 Late Start 9:35 am	14	15	16	17	18
19	20 Late Start 9:35 am	21	22	23	24	25
26	27	28	29	30	31	
<b>Spring Break No School</b>						

**Health Services and Immunization**

1. A school nurse is available at each building weekly.
2. The school nurse will not be offering immunizations prior to school entry or during the school year. They should be taken care of by your family physician or the public health nurse at their immunization clinics.
3. State law and Lakeland Joint School District requires **proof of immunizations**, which must be **presented to the school prior to entry**. Minimum immunizations required by Idaho law are:

<p><b>Children born after September 1, 1999 through September 1, 2005</b> must have a minimum of:</p>	<p>(5) Diphtheria, Tetanus, Pertussis (DTaP)<sup>2</sup>                  (2) Measles, Mumps, and Rubella (MMR)                  (3) Polio                  (3) Hepatitis B</p>
<p><b>Children born after September 1, 2005</b> must have a minimum of:</p>	<p>(5) Diphtheria, Tetanus, Pertussis (DTaP)<sup>2</sup>                  (2) Measles, Mumps, and Rubella (MMR)                  (4) Polio<sup>3</sup>                  (3) Hepatitis B                  (2) Varicella (Chickenpox)<sup>4</sup>                  (2) Hepatitis A</p>



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.**

**If you have any questions, please feel free to contact the school nurse at the District Office (687-0431).**

**Head Lice Policy**

The school district has adopted a “nit free” policy – Any student contracting head lice will be excluded from school until the school nurse, and/or principal determines the child is “nit free”.

**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. Items not claimed by the end of the school year will be disposed of.

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## Upcoming Events

Apr 3 School Resumes

Apr 7 No School for Students  
End of 3rd Quarter  
Teacher Workday

May 19 No School  
Flex Day

May 29 No School  
Memorial Day

June 13 Last Day for Students  
Early Release  
Student Dismissal 1:35 pm



# April 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Welcome Back! Late Start 9:35 am	4	5	6	7 No Students End of Quarter	8
9	10 Late Start 9:35 am	11	12	13	14	15
16	17 Late Start 9:35 am	18	19	20	21	22
23	24 Late Start 9:35 am	25	26	27	28	29
30		215				

## **Personal Property**

Students are not to bring valuables to school (cameras, expensive jewelry, trading cards, and large sums of money). The school will not be responsible for items that are lost or damaged.

## **Recess Periods**

School policy requires that all children go out for recess except on days of extreme, inclement weather. It is important that parents keep the changing seasons in mind when it comes to clothing. As the colder weather approaches, hats, heavy coats, mittens/gloves, and boots should become a part of every student's wardrobe.

We believe that if children are well enough to attend school, they should go outside during recess. There are rare exceptions to this policy, but we ask that you help us by keeping seriously ill children home. If your child does need to stay in for medical reasons concerning health, please have a note from your physician.

## **School Closure**

School closures will be announced on radio stations K103 FM, KXLY 100 FM, KDRK 94 FM, KVNI 1080 AM, and KGAA 1510 AM. Announcements are also made over the local TV stations KREM-2, KXLY-4, and KHQ-6.

## **School Notices**

Students will bring home notices to the parents with information about early dismissal, parent/teacher conferences, and other activities. This is our way of communication with our parents the daily activities of our school. Staff and administration rely on this form of communication to keep parents fully informed and included in our many activities. Please review all notices.

## **School Parties**

In the elementary schools, class or room parties are permissible during the last hour of the school day. A fall, winter, and spring party may be scheduled.

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.

## **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.

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## Upcoming Events

May 19 No School  
Flex Day

May 29 No School  
Memorial Day

June 13 Last Day for Students  
Early Release  
Student Dismissal 1:35 pm



# May 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Late Start 9:35 am	2	3	4	5	6
7	8 Late Start 9:35 am	9	10	11	12	13
14	15 Late Start 9:35 am	16	17	18	19 No School Flex Day	20
21	22 Late Start 9:35 am	23	24	25	26	27
28	29 No School Memorial Day	30	31			

## **Telephones and Cell Phones**

Students are welcome to use the 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, cellular phones or pagers are not to be used in halls or classrooms. Cell phones may be used before or after school. The photo options on cell phones are not to be used at school.

In elementary classrooms cell phones must be turned off and may be stored in a student storage area as directed by staff. The district assumes no responsibility for loss, theft, or destruction while on school property.

Students found to be using any electronic communications device in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

Students who violate the provisions of this policy, are subject to disciplinary action, including losing the privilege of bringing the device onto school property, detention, suspension, or expulsion. In addition, an administrator will confiscate the device, which shall only be returned to the student's parent(s)/guardian(s). Where appropriate, police authorities may be contacted.



## **Toys of Violence**

We ask that **NO** toy weapons be brought to school for any reason. This includes not bringing them for show and tell.

## **Visitors**

Parents are always welcome to visit school. We ask that you contact the principal and classroom teacher in advance. For the security of students, **all visitors** are asked to sign in and out at the main office. A visitor's pass will be given to every visitor to wear while at our school. A government issued picture I.D. (Driver's License) will be required for processing before being admitted into areas of the school where children are present.

**Students are not allowed to have other children visit them during the school day.**

## **Volunteers**

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 in the classroom, please contact your child's teacher. For other volunteer opportunities, please fill out the TLE volunteer form. Volunteer orientation occurs in September and is an informal meeting to review expectation for work within the school and also provides a time for you to ask questions.

When volunteering, 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.

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## Upcoming Events

June 13 Last Day for Students  
Early Release  
Student Dismissal 1:35 pm

**Report card pickup  
to be announced.**

**Please watch your child's  
backpack for information  
regarding pick up  
dates, times, & locations**

**Report cards  
will not be mailed.**



# June 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Late Start 9:35 am	6	7	8	9	10
11	12 Late Start 9:35 am	13 Last Day Dismissal 1:35 pm	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
		219				

## **Registered Sexual Offenders**

The Lakeland Joint School District recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or at school-related activities, the District is implementing this policy. In addition, software that scans all available state sex offender registries is on-site at elementary and junior high schools. This requires visitors to have state or federal issued identification.

### **State law prohibits a person who is currently registered or is required to register under the sex offender registration act to:**

1. Be on or remain on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present.
2. Loiter on a public way within five hundred (500) feet of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Be in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Reside within five hundred (500) feet of a school, unless the person's residence was established prior to July 1, 2006.

### **Provided, however, section numbers 1 and 2 immediately above shall not apply when the person:**

- A. Is a student in attendance at the school; or
- B. Is attending an academic conference with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the conference; or
- C. Is attending a scheduled school event with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the school event; or
- D. Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or
- E. Is picking up a child or children or dropping off a child or children and the person is the child or children's parent or legal guardian; or
- F. Is temporarily on school grounds, during school hours, for the purposes of making a delivery involving mail, food or other necessary delivery.

## **Process**

Whenever possible all visitors or patrons entering a school campus must produce an ID to be scanned. This includes all deliveries during school hours. Appropriate software will compare the ID with state sexual offender registries. If alerted a registered sex offender will not be allowed in the building unless accompanied by an administrator.

A student attending a school that is a registered sex offender will not be allowed to attend or participate in after hour school activities unless approved by the school administration.

A parent or legal guardian that is a registered sex offender will not be allowed on school property unless attending an academic conference or school event, in which their child is participating, or they are transporting their child to and from school, and then only after notifying the school principal and receiving permission.

Normally, a delivery person that is a registered sexual offender will not be allowed on school property. In exceptional circumstances, they must be accompanied by school personnel.

If a sex offender violates this policy, school officials shall immediately contact <sup>220</sup> law enforcement.

## **Lunches/Snacks**

1. Milk and lunch may be purchased at school.
2. Students are not allowed to leave the school grounds to buy lunch.
3. While eating breakfast or lunch, students are expected to use courteous table manners
4. Students may bring nutritional snacks to eat in the classroom under the teacher's direction. No eating is allowed on the bus or school grounds. Gum is not allowed at any time.
5. Students are not to share, trade, or exchange food. Students are expected to eat only the snack and lunch provided by their parent/guardian/school.
6. Because peanut oil is used periodically by our food service personnel, we recommend that students with peanut allergies bring lunch from home.
7. Treats for the classroom must be purchased and the contents clearly labeled on the packaging.



## **STUDENT BEHAVIOR GUIDELINES**

### **Code of Conduct**

In light of Lakeland's philosophy and objectives, the District's code of conduct shall be fair, consistent, nondiscriminatory, and protective of student rights and responsibilities. Lakeland Joint School District #272 does not discriminate or deny services on the basis of age, race, religion, color, national origin, sex, and/or disability.

In order to meet the varied needs of elementary and secondary schools within the Lakeland School District, the Board of Trustees recognize the need for the individual rules and regulations that will supplement the Board's policies. School and classroom disciplinary rules shall have the force of policy when appropriately applied.

While on school property or under the supervision of school authorities, students shall be subject to the direction of school officials and shall at all times be subject to the rules, regulations, and policies of the District, along with the rules of individual schools and classrooms. Student handbooks may contain a synopsis of school district rules, regulations, and policies. Such policies, verbatim, have been reduced to writing and made available at the building principal's office, the district's website, and district administration office for review by students and/or parents.

### **Damage to Property**

Our district takes pride in its facilities, furniture, equipment, and the materials that we offer our students. Any pupil who shall cut, deface, or otherwise damage any school building or equipment, or who shall be guilty of theft of school district property, shall be liable for disciplinary action and his/her parents or guardians shall be liable for damages to the amount of the injury or theft to be collected by a school district official for the Board of Trustees.

### **Dangerous Items/use and/or possession of:**

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

Any student who brings a firearm onto school property shall be subject to expulsion from school for a period of not less than one year from the date of initial suspension for such violation.

Teachers and principals are authorized to confiscate such items immediately and take disciplinary action.

It is our hope that inappropriate behaviors will be few, enabling us to focus on the positive, praiseworthy actions of all students.

## **Drug Free Environment**

No tobacco, drugs or alcohol are permitted on school property. This is in compliance with a State Board of Education regulation. Drug (alcohol and tobacco) advertisements on clothing are not permitted to be worn at school.

## **Chemical and Substance Abuse**

Because the district believes that the use of drugs and alcohol is both illegal and harmful, students are prohibited from drinking, delivery of, or being in the possession of, or under the influence of alcoholic beverages, or being in the possession of, delivery of, or under the influence of drugs as herein defined, or other intoxicants on school property or while under the supervision of school authorities. "Drug" means (1) substances recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them; (2) substances intended for use in the diagnosis, care, mitigation, treatment or prevention of disease in man or animals; (3) substances (other than food) intended to affect the structure of any function of the body of man or animals; and (4) substances intended for use as a component of any article specified in clause (1), (2), or (3), of this subsection. It does not include devices or their components, parts, or accessories. (However, possession of drug paraphernalia may be cause for disciplinary action). A drug shall also include a counterfeit or pseudo drug which shall be defined as any substance which, or the container or labeling of which, without authorization, bears a likeness and is intended by the possessor or deliverer or recipient to represent a drug, whether or not the substance is actually a drug as 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, and a reporting to the Superintendent that may result in a show cause hearing and/or recommendation for expulsion:

**Second Offense:** A second offense involves a second event that results in violation of this policy. The first occurrence may have happened previously in a student's school career in this or any School District. Suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

However, any student who knowingly sells delivers or otherwise provides drugs as herein defined or other intoxicants to another student at school or while under supervision of school authorities shall be immediately suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

In all substance abuse cases where a student is reasonably suspicioned 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 the 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.

## **Expectations**

The Lakeland Elementary Schools' emphasis is on student growth; academic and developmental. We believe all students can behave appropriately while at school. We will allow no students to stop the teacher from teaching or prevent other students from learning.

We believe our emphasis on the rights and safety of all our students will produce a more productive and positive place to learn and grow. To benefit from good discipline, a school must have disciplinary rules: (1) that are known to everyone, (2) that are consistently enforced by all staff, (3) that are clearly understood, and (4) that are supported by parents.

We would like to request that you and your child review this discipline philosophy and the school rules. Thank you for taking the time to read and discuss this information with your child.

### **All students shall:**

- A. Follow school/classroom rules and directions.
- B. Be punctual and regular in attendance.
- C. Complete assignments and use time effectively.
- D. Respect the rights and property of others.
- E. Be courteous and polite.
- F. Practice self-control.
- G. Work to the best of his/her ability.



### **Freedom of Expression and Assembly**

Student rights and responsibilities shall be based on the following assumptions:

- ⇒ That the right to attend school is purposeful.
- ⇒ Students are free to exercise their constitutionally protected rights but shall not infringe upon the rights of others.
- ⇒ Fair treatment and due process, where appropriate, shall be guaranteed to all students.
- ⇒ Students shall be encouraged to exercise their rights and responsibilities by being an active member of the school.
- ⇒ Students shall have the right to equality of educational opportunity regardless of race, creed, or sex.
- ⇒ The effective development of a climate for learning requires understanding and good faith on the part of all concerned.

The Board of Trustees and the school administration believe that genuine student involvement in educational programs requires responsible student action. Students shall be expected to act with respect for school regulations, concerns for others, and personal dignity. Students are encouraged to express their beliefs and feelings but not in a manner that is disruptive or degrading to others.

### **Search and Seizure**

In order to maintain discipline and safety for all students or when there is reason to believe that a student may be engaged in an illegal activity, school officials may search a student's person, or any and all areas under his/her immediate control on the school grounds. School lockers, books, equipment, or other items belonging to the school shall be considered on loan to a student and school officials shall have the right to inspect such items at any time. Any dangerous items or illegal material found in the possession of or subject to the immediate control of a student may be confiscated. Other appropriate disciplinary measures may also follow including referral to appropriate law enforcement officials.

### **Harassment, Intimidation, Initiations, Hazing, Bullying, Cyber Bullying or Threats**

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, initiations, bullying, Cyber Bullying or threats. This means any intentional written, verbal, or physical act, including, but not limited to one, shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics when the intentional written, verbal, or physical act: a) physically harms a student or damages the student's property; or b) has the effect of substantially interfering with a student's education; or c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or d) has the effect of substantially disrupting the orderly operation of the school is strictly prohibited.

Initiation and/or hazing of students is strictly prohibited.

Written or verbal threats of bodily harm to students and staff or threats of destruction of personal property will be taken very seriously.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). **An act of harassment, intimidation or bullying may be committed through the use of a land line, cell phone, computer, the internet or other electronic means.**

Any student making a threat, regardless of intent, or anyone involved in harassment, intimidation, initiations, or bullying, shall be subject to appropriate disciplinary action, which may include a parent conference, counseling, suspension, reporting to law enforcement authorities, and/or expulsion from school. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment.

### **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.

### **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.

## **Severe Inappropriate Behavior**

Disciplinary action may be taken against any student who displays any of the following types of inappropriate behaviors:

- A. Disrespect to adults – refusing to cooperate, swearing, using inappropriate language, talking back, harassment, or;#Hurting someone else – fighting punching, throwing objects (including snow, ice, rocks and woodchips) or;
- B. Destroying school property, destroying property of others, or;
- C. Illegal activity (i.e. alcohol or drug possession, theft, use and/or possession of dangerous items) or;
- D. Threatening the safety of others or;
- E. 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.
- F. Initiations/Hazing/Threats of students are strictly prohibited.

## **Restraints**

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.

## **Suspension and Expulsion**

Suspension is the temporary removal of a student from school when circumstances are such that he/she can no longer be kept in school without risk of detriment to the educational program, to himself, to others, or the public property. The primary purposes of suspension are to give the student, his parents, and the school the time needed for resolving a problem and the protection of life and property. The parents must be notified of each suspension. If suspension occurs during school hours, contact with the parent should be made before the student leaves the school grounds.

When a student refuses or fails to submit to reasonable and ordinary rules of order and discipline in such a way that his/her continued attendance may be expected to interfere with the educational program or the safety or welfare of school personnel or other students, such student may be suspended for up to five (5) school days according to suspension procedures as authorized by law.

Expulsion is the removal of a child from enrollment in the District schools by the Board of Trustees.

When deemed appropriate, the principal shall make a recommendation for expulsion in writing to the Superintendent of Schools. This recommendation shall be documented by a history of the student's general behavior, all previous suspensions, if any, a chronological account of the unacceptable behavior, plus the academic and attendance history of the pupil.

If after a study of the case by the Superintendent of Schools it is deemed advisable to expel the student, the Superintendent shall present the study and recommendations to the Board of Trustees for action. Any expulsion hearing that is set before the Board of Trustees shall be conducted in a manner consistent with the procedures outlined in Idaho Code 33-205. (Denial of School Attendance), is now in effect or hereafter amended.

### **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.

### **Teachers' Authority**

Pupils 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.

### **Substitute Teachers' Authority**

Substitute teachers are employees of the district and should be treated with respect. Students should submit to a substitute's authority and directio



## **School Safety**

### **Accidents**

Students should report to the office or teacher any accidents occurring from the time the child leaves home in the morning until he/she returns in the afternoon. In case of the necessity of a doctor visit due to an accident at school, parents should notify the school office. Please be sure to complete the emergency card given to you on entry to school and return it to the office so we know whom to contact in case of an emergency.

### **Change of Address and/or Telephone Number**

Please keep the school informed of your correct home address and phone numbers for home, business, and your emergency contact. Changes occurring during the year need to be reported to the school office to insure that we will be able to contact you in an emergency.

### **Emergency Procedures**

Students and staff will practice emergency procedures for dealing with fire, earthquake, local disasters, and intruders. Please note that in the case of an emergency, students shall only be signed out and released to parents or other authorized persons.

### **Insurance and Student Injuries**

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

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

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance.

The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the school office.

## SCHOOL BUS GUIDELINES

**Safety** is the number one concern. Every student shall be responsible for the safety of self and others. Behavior which may cause harm to other students or which results in an unnecessary distraction for the driver shall be deemed sufficient cause for restrictive consequences up to and including expulsion from the bus. Violation of any of the following rules shall result in appropriate disciplinary measures.

1. While riding, students shall keep all parts of the body and any personal objects inside the bus.
2. Students shall not use profanity or obscene language or gestures or cause excessive noise.
3. Students shall avoid “horseplay” at all times by keeping hands, feet, books, or other objects to one’s self.
4. Students shall not use or be in possession of tobacco, alcohol, or drugs.
5. Students shall not throw objects on, from, or into the bus nor litter on the bus.
6. No hazardous materials, weapons, laser pointers, dangerous objects, or animals may be brought onto a bus.
7. Students shall not eat or drink on the bus while riding to and from school routes.
8. Students shall not abuse fellow students or their property nor vandalize school property.
9. Students must promptly respond to a driver’s request or direction.

**Riding a Different Bus:** Students will not be permitted to ride a bus on which they are not regularly assigned, unless parents obtain prior approval from the principal and the transportation supervisor. Without permission, students will be required to go home as usual. Busing is not provided for students for personal business (i.e. scouts, birthday parties, spending the night with friends, etc.).

**Removing a Student from the Bus:** The bus driver **WILL NOT** release any student from the bus without authorization from the office. Parents must get a bus pass from the office to present to the driver.

### **It is Unlawful to:**

- Enter a school bus with the intent to commit a crime
- Enter a school bus and disrupt or interfere with the driver
- Refuse to disembark after ordered to do so (18-1522; 18-113, Idaho Code)

Kindergarten and young elementary children will not be allowed to exit at isolated stops without a parent, guardian, or pre-approved adult present. Drivers are instructed to return the child to school or the transportation office if a parent, guardian, or pre-approved adult is not present at the stop.





# *Lakeland Joint School District No. 272*



## Lakeland School-wide Title I Elementary Schools

Lakeland Elementary Schools each receive Federal Title I School-wide Funding, which is used to provide assistance / interventions to all students who can benefit from additional support over the regular classroom.

### **Title I Interventions**

District schools operating under School-wide Title I screen all students in the fall, using state assessments, teacher referrals, and district curriculum benchmark assessments, to determine student needs. Each school creates and provides a differentiated, multi-tiered approach to instruction to meet the needs of all levels of learners. Title I can involve identified students in pull-out, inclusion, and/or one-on-one assistance in addition to instruction received in the regular classroom. Pull-out students can receive added instruction in the Title I classroom. Inclusion students can receive added assistance in the regular classroom. And, other students may benefit from the opportunity of working one-on-one with Title I staff members to support academic gains in the regular classroom. Parents of students needing more strategic or intensive interventions to meet grade level expectations will be notified about any changes and or additions to their child's instruction.

### **Parent Involvement**

Lakeland School District endorses parent involvement and encourages regular participation of parents in all aspects of the Title I program. The education of children is viewed as a cooperative effort among parents, school and community. With this belief in mind, parents will be provided opportunities to discuss their child's progress with the classroom and/or intervention teacher and receive guidance as to how they can assist at home in the education of their child. (For further reference, see Lakeland School District Board Policy 2420 - Title I Parent Involvement.)

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

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

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

Is my child's teacher licensed to teach the grades and subject(s) assigned?

Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?

What is the college major of my child's teacher?

What degree or degrees does my child's teacher hold?

If there are instructional aides working with my child, what are their qualifications?

If my child is or will be taught for 4 or more consecutive weeks this year by a teacher who is not highly qualified, will I be notified in a timely manner?

To request the state qualifications for your child's teacher or instructional aide, please contact your building principal, at your earliest convenience.

# Home/School Compact

Pursuant to federal law / guidelines, Lakeland School District and its schools have developed jointly with parents of children receiving Title I interventions the following “Parent-Student-Teacher-School Compact”:

## Parents

1. Go over my child’s assignments with him/her.
2. Provide my child with the time to study in a quiet place.
3. Send my child to school regularly and ready to learn.
4. Spend an average of fifteen minutes each day reading with my child.
5. Communicate with your teacher about your student’s progress frequently.

## Students

1. Spend class time paying attention and doing my work.
2. Be responsible for my own behavior.
3. Take completed work and notes home for my parents.
4. Read for fifteen minutes each day.



## Teacher/School

1. Communicate with you about your child’s progress frequently.
2. Teach basic concepts and skills to your child to meet state student achievement standards.
3. Motivate and encourage your child to practice academics at home and provide materials for home to enhance literacy and other academic subjects.
4. Hold parent/teacher conferences annually.
5. Provide an environment that permits positive communications between student, parent, and teacher.
6. Provide equal and fair opportunities to access staff and the opportunity to volunteer.
7. Deliver high quality curriculum and instruction.

**Lakeland Joint School District No. 272**  
**INSTRUCTION - Policy 2420**

## **Title I Parent Involvement**

The District endorses the parent and/or guardian involvement goals of Title I and encourages the regular participation of parents and/or guardians of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. The District is committed to providing coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student achievement and school performance. In this policy the word “parent” also includes guardians and other family members involved in supervising the child’s schools.

Pursuant to federal law the District will develop jointly with, agree upon with, and distribute to parents of children participating in the Title I program a written parent involvement policy. Parents with limited English proficiency or disabilities will be provided the necessary resources (including, but not limited to: appropriate language information, interpreters, or other accommodations) to provide full opportunities for participation.

District Title I schools shall convene an annual meeting to which all parents of students in a school-wide program and participating students in a targeted assistance program are invited to inform parents of their school’s participation in Title I and to explain Title I requirements and the right of parents to be involved. In addition to the required annual meeting, additional meetings shall be held at various times of the day and/or evening for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to discuss their child’s progress and to participate, as appropriate, in decisions relating to the education of their children;
4. Guidance as to how they can assist at home in the education of their children.

Parents and patrons shall be represented on committees which contribute to the process 1) of school review and improvement; 2) an annual evaluation of the effectiveness of the district parent involvement policy; 3) to the Consolidated Plan. This shall also include the District Curriculum Advisory Committee and Professional Development Committee.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings, through payment of transportation and childcare costs.

Each school in the District receiving Title I funds shall develop jointly with parents of children served in the program a “School-Parent Compact” outlining the manner in which parents, school staff, and students share the responsibility for improved student academic achievement in meeting state standards. The “School-Parent Compact” shall:

Describe the school’s responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state’s academic achievement standards; Indicate the ways in which each parent will be responsible for supporting their child’s learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child’s education and positive use of extracurricular time; and Address the importance of parent-teacher communication on an ongoing basis with, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

Legal Reference: Title I of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §§ 6301-6514, as implemented by 34 CFR parts 200, 201, 203, 205, and 212  
Improving America’s Schools Act, P.L. 103-382, § 1112 Local Education Agency Plans  
P.L. 107-110, “No Child Left Behind Act of 2001,” Title I – Improving the Academic Achievement of the Disadvantaged, § 1118

### **Policy History:**

Adopted on: August 13, 2007

Revised on: August 13, 2012

Involvement



## **Calendar of Upcoming Events 2016/2017**

### **This Calendar is Subject to Change**

August 24 & 25

August 31

September 5

September 6

September 12

October 7

November 4

November 8, 9, 10

November 21

November 22-24

December 19 - January 2

January 3

January 16

January 27

February 2

February 3

February 17- 20

March 27 - 31

April 3

April 7

May 19

May 29

June 13

K-6<sup>th</sup> Elementary Registration Noon - 7 p.m.

Back to School Night 6-7 p.m.

Labor Day - No School

First Day of School

Late Start Mondays Begins

Curriculum Day - No School for Students

End of Quarter - Teacher Workday - No School for Student

K-6<sup>th</sup> Evening Parent/Teacher Conferences

K-6<sup>th</sup> Conference 8:00 a.m. - 3:00 p.m. - No School

Thanksgiving Break - No School

Christmas Break - No School

School Resumes

Martin Luther King Jr. Day - No School

End of Quarter - Teacher Workday - No School for Students

K-8<sup>th</sup> Evening Conferences until 7 p.m.

K-8<sup>th</sup> Conferences 8-12 p.m. No school K-8<sup>th</sup>

Presidents' Day - No School

Spring Break

School Resumes

End of 3<sup>rd</sup> Quarter - No School for Students

Flex Day - No School

Memorial Day - No School

Last Day of School - Early Release

Students Dismissed 1:35 pm



## STUDENT HANDBOOK

# Timberlake Junior High School

Telephone:

208-623-2582 (Office)

208-623-2750 (FAX)

[tjhsweb.lakeland272.org](http://tjhsweb.lakeland272.org)

**Timberlake Junior High School...where challenges are mere stepping stones to success.**

**"Lakeland Joint School District #272 does not discriminate or deny services on the basis of age, race, religion, color, national origin, gender, and/or disability."**

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## MISSION STATEMENT

The mission of Timberlake Junior High School is to transition students from elementary to high school by cultivating a positive atmosphere of academic excellence, self-reliance, responsibility, respect, and citizenship.

## SCHOOL OBJECTIVES

Timberlake Junior High students will:

- Show an understanding of scientific and mathematical principals.
- Be proficient in oral and written communication.
- Work cooperatively and develop mutual respect for all individuals.
- Think independently and solve problems effectively.
- Achieve a balance between academic, physical and artistic pursuits.
- Obtain knowledge of job and career opportunities and responsibilities.
- Be able to navigate in a technologically rich environment.
- Demonstrate pride in themselves, their school and their community.

Timberlake Junior High teachers and parents will:

- Develop a partnership in order to support academic and social objectives.

Timberlake Junior High teachers, with the support of administration and parents will:

- Provide the highest quality education.

## CLASS SCHEDULES

### 7<sup>th</sup> and 8<sup>th</sup> Grade bell schedule **Monday**

7:30 – 8:35	Collaboration
9:00 – 9:42	1st period
9:46 – 10:28	2nd period
10:32 – 11:14	3rd period
11:18 – 12:00	4th period
12:00 – 12:25	Lunch
12:25 – 1:06	5th period
1:10 – 1:51	6th period
1:55 – 2:36	7th period

### 7<sup>th</sup> and 8<sup>th</sup> Grade bell schedule **Tuesday - Friday**

8:00 – 8:51	1st period
8:55 – 9:45	2nd period
9:49 – 10:39	3rd period
10:43 – 11:33	4th period
11:33 – 11:58	Lunch
11:58 – 12:48	5th period
12:52 – 1:42	6th period
1:46 – 2:36	7th period

## 2016-2017 SCHOOL CALENDAR

September 6	First day for regular classes
October 27	Curriculum day (No school for students)
November 4	End of 1 <sup>st</sup> quarter (No school for students)
November 8	K - 8 evening parent / teacher conferences 4:00 p.m. - 7:00 p.m.
November 21	Parent/Teacher Conferences 9:00 am – 12:00 pm (No School for Students)
November 22	Teacher Flex Day (No school for students)
November 23 - 25	Thanksgiving vacation
December 19 -	Christmas vacation begins
January 2	Christmas vacation ends
January 16	Martin Luther King Jr. Day (No school)
January 27	End of 2 <sup>nd</sup> Quarter (No school for students)
February 2	K - 8 Evening parent / teacher conferences 4 p.m. - 7 p.m.
February 3	K – 8 Parent / teacher conferences 8 a.m. to 12 p.m. (No school for K - 8 students)
February 17 - 20	Presidents' Day (No school Friday or Monday)
March 16	7 - 12 Early Release @ 12:20 for Senior Project Grading
March 27 -	Spring Vacation begins
April 2	Spring Vacation ends
April 7	End of 3 <sup>rd</sup> Quarter (No school for students)
May 19	Flex Day (No school)
May 29	Memorial Day (No school)
June 13	Last Day of school for students and end of 4 <sup>th</sup> quarter Early Release 1:20
June 14	Curriculum Day
June 15	Teachers Last Workday

### SCHOOL DAY

The school building opens at 8:40 a.m. on Monday and classes begin at 9:00 a.m. The school building opens at 7:40 a.m. on Tuesday - Thursday and classes begin at 8:00. The last class is dismissed at 2:36 p.m. You are expected to be on time to each class. Unless you are involved in a school-sanctioned activity, you are expected to leave school at the end of the day. Please do not plan to enter the building before the above referenced times unless you have a specific appointment with a teacher.

### CLOSED CAMPUS

Timberlake Junior High School is a **CLOSED CAMPUS**. You are required to remain on school grounds in designated areas when you are not in class. This applies from the time you set foot on school grounds in the morning until school is dismissed in the afternoon. **STUDENTS ARE PERMITTED TO LEAVE GROUNDS ONLY WITH THE PERMISSION OF THE OFFICE**. This permission is granted only with written permission from a parent. You must check out through the office before you leave school. When you return, you must also check back in through the office. This expectation applies to students wishing to go to the high school as well as any other location.

### VISITORS

Parents who wish to visit in a classroom are welcome to do so with permission from the principal. Students are not allowed to have guests visit them during the school day. Upon prior permission from the Principal, a visitor pass for an out of the area student may be issued for lunch-time only. All guests and visitors must register at the office.

### **ILLNESS OR ACCIDENT DURING SCHOOL**

Students who become ill or are injured will be sent to the office. A student may then be placed in the sick room. Office personnel will call home to notify parents of the situation and arrange for transportation home, if necessary. **Students may not call for someone to pick them up without permission from the office. This includes using a cell phone to text or call a parent without permission from the office.** In case of emergency when parents cannot be reached, emergency contacts will be used. If necessary, appropriate emergency medical treatment will be sought.

### **TELEPHONE AND CELL PHONES**

Students are welcome to use the 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, cellular telephones are not to be used in halls or classrooms and should be turned off during the school day. Cell phones may be used before school and after school but not between or during classes (this includes text messaging). Use of a cell phone during any test will be considered as cheating on the test. During the school day, cell phones are to be turned off and must be stored in a student's locker. Any student found in violation of this policy will have their cell phone confiscated as directed in Lakeland School District Board Policy 3265.

### **MEDICATION**

All medication, prescription or over-the-counter, must be left in the office. A medication form, signed by the parent, must indicate dosage and circumstances under which the medication is to be administered. **The original container should be provided for both over the counter and prescription medications.** Students using an inhaler should also have a signed permission slip on file in the office. However, they may carry the inhaler with them.

### **WITHDRAWAL FROM SCHOOL**

If it becomes necessary for a student to withdraw from school during the school term, s/he should bring a note from either a parent or guardian requesting that a transfer be given. The note should state the reason for withdrawal and student's destination for records to be completed properly. Parents may come to school to make the withdrawal at any time. No refunds will be issued nor records released until a student has completed the withdrawal process.

### **LOCKERS**

Lockers are provided for student at no cost. All hall lockers are of the combination type and auxiliary padlocks are not permitted. Items of value should never be brought to school and stored in the student's locker. If a situation arises that makes it necessary to bring valuables to school, they should be stored in the office. Students are welcome to decorate their lockers with personal belongings with the understanding that all decorations must be removed prior to the end of school and that all decorations are of a nature which is appropriate for school (Including the attire of people in pictures).

### **HALLWAY BEHAVIOR**

There should be no running, scuffling, or boisterous behavior in the hallways. Due to the large number of students in the hall during class changes and the fact that other students are in class, you are asked to be courteous and show respect for your fellow students. Students may not use aerosols of any type in hallways, classroom, or other public places nor should students have food or drink with the exception of water in a clear container.

### **PERSONAL PROPERTY**

IPods, MP3 players, walkmans, cameras, expensive watches, large sums of money, or other items of significant value should not be brought to school. The school will not be responsible if such items are lost, stolen or damaged. Personal DVD players, CD player, IPods, and MP3 players are not to be visible or listened to during class or between classes. They may be used before school, after school and during lunch.

### **FIRE/EMERGENCY DRILLS**

In case of fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire horn. There is an evacuation plan posted in each room that shows the route of evacuation for that particular room. In case of an alarm, walk to the fire exit designated for your room. Once outside, stay with your teacher until directed to return to the building.

### **ASSEMBLIES AND SOCIALS**

During the course of the year, several assemblies and dances will be held. Socials and assemblies are for full-time enrolled Timberlake Junior High School students only. Student behavior at these events is subject to the same guidelines as during class. Students will be expected to sit in their assigned areas during assemblies. Inappropriate behavior during the regular school day may result in loss of the privilege of attending a social. **Students who are ineligible for activities as a result of failing grades are also ineligible for Socials.**

### **STUDENT FEES**

All students are required to pay a \$10.00 book deposit. This deposit will be refunded if all books are returned in good condition. Textbooks are issued to the student as his personal responsibility for the year. Each textbook is numbered and students will be held liable for damages to books while checked out to them. Classes such as art, industrial technology and shop require a fee for materials.

Students wishing to participate in extracurricular activities need to purchase an activity card. This card entitles the student to:

1. The opportunity to participate in all extracurricular activities.
2. Attend all TJHS home athletic events and music events at no additional charge.
3. Identification as a student at all away games, high school games, and community activities.

## **ACADEMIC INFORMATION**

### **COURSE OFFERINGS**

Seventh grade students are required to take Language Arts, Life Science, Math, and Social Studies, Physical Education and Health. Additionally, students may elect to participate in band, choir, or an exploratory elective program that includes LIFE, Family and Consumer Science, Visual Media Literacy, Literary Circles, and Shop.

Eighth grade students are required to take Language Arts, Earth Science, Math, and U. S. History (including a section on Idaho History), students may elect to participate in band, choir or an exploratory program that includes LIFE, Family and Consumer Science, Visual Media Literacy, Literary Circles, and Shop.

Special programs such as STRIVE (gifted and talented), Resource Room and Learning Disabled classes are staffed according to state and federal guidelines. Admission to these programs is by referral and students must meet the qualification standards. Students or parents who wish to be considered for these programs should consult a teacher, counselor or building administrator.

### **GRADING PERIODS**

Report Cards will be issued on the Friday following each nine-week period. Mid-quarter reports will be issued on the fifth Friday of each quarter. Only semester grades become a part of a student's permanent record. Marking systems vary with individual teachers; however, letter grades are used in all classes and have the following numerical values:

A = 90 - 100   B = 80 - 90   C = 70 - 80   D = 60 - 70   F = below 60   P = passing

### PROMOTION GUIDELINES

It is the goal of Lakeland School District that each student exiting each grade demonstrates learning competencies prior to transitioning to the next grade. The minimum competencies are outlined below:

**All students must receive a minimum of 11.5 credits per year in all their classes.** Classes and their credits are defined as:

- Language Arts                                   1 credit possible per semester
- Math   1 credit possible per semester
- Science   1 credit possible per semester
- Social Studies                                 1 credit possible per semester
- Electives and Rotation                      1 credit per semester class

To meet this requirement, students may not fail the same class for two semesters.

Students who are having difficulty meeting these requirements will be expected to participate in an improvement plan that will include one or all of the following components:

- Classroom interventions designed and implemented by the classroom teacher.
- Referral to school support team (required).
- Parent meeting.
- Academic contract.
- Assignment to extra help classes.
- Mandatory summer school for students failing math or Language Arts.
- Alternative requirements as developed with the student, parent and administrator.

### HONOR ROLL

There will be an honor roll and high honor roll for each nine week period. High honors require a GPA of 3.5 and honors require a GPA of 3.00 in academic subjects.

### ACADEMIC ELIGIBILITY

Junior high students often need close guidance and prompting to make adjustments and keep their work at a satisfactory level. 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 subject to the following academic guidelines:

1. Grades for any student participating in a school activity will be checked at the beginning of the activity and at the end of each grading period. A supplemental grade check will occur at the 3<sup>rd</sup> and 6<sup>th</sup> week of each quarter.
2. The names of students who are not passing all classes will be placed on an ineligible list which will be distributed to teachers and coaches.
3. Those students whose names appear on the list may practice with their team if they attend a noon study hall. Ineligible students will not be allowed to suit-up in competition, sit on the bench, travel to away games, stand with their team during ceremonies (assemblies, banquets) or attend social activities.
4. Ineligible students who are participating in non-athletic activities such as art club or yearbook will be removed from those activities until all grades are passing.
5. Ineligible students requesting removal from the list may file a petition with the principal that certifies passing grades in all classes. This must be completed and approved prior to return to full participation.

### EXPECTATIONS FOR HONESTY AND INTEGRITY

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with others on projects that are meant to be done individually;

- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Taking a test or quiz in part or in whole to use or to give others;
- Copying information from a source without proper attribution; and
- Taking papers from other students, publications or the Internet.
- Use of a cell phone during a test.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing an assignment/retaking the test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, limits on activity participation, detention, suspension, or expulsion.

### **ATTENDANCE PROCEDURES**

The Lakeland Board of Trustees recognizes that time on task is highly important to the education of students and that regular attendance in class is very important to a student's success in learning in that class. Furthermore, encouraging good attendance is an integral part of developing a strong work ethic necessary for success in the employment world.

We recognize that family situations, personal illness, and professional appointments may require that a student miss school. However, when a student misses school, s/he must also assume the responsibilities and consequences that result. The following guidelines will be observed regarding student attendance.

1. When a student will be absent, we ask that a parent call the school prior to 9:30 a.m. After that time, we will attempt to contact you.
2. If a contact has not been made, the student is expected to bring a note, signed by a parent, stating the reason for the absence. Failure to bring that note or call the school within three (3) days will result in the absence being classified as a truancy.
3. A student desiring a pre-arranged excuse must bring a note or have his/her parent contact the principal prior to the absence.
4. **Students who have excused absences will be given two days to complete make-up work for each day missed. However, this guideline should not be used to delay the completion of work or to prohibit an instructor from setting intermediate deadlines following a lengthy absence. Regularly scheduled tests and long-term assignments may be exempt from this guideline. Students who expect to miss school for an extended period of time should schedule a meeting with their teachers to establish a timeline for completing missed work.**
5. Credit will not be given when a student exceeds nine (9) days of absence in any class. Under extraordinary circumstances that can include extended illness, injury, or other circumstances beyond a student's control, the student may appeal through the Principal to have credit reinstated. **(REFER TO ATTACHED CODE OF CONDUCT FOR APPEAL PROCEDURES AND DISTRICT POLICY STATEMENT).**

### **TARDY PROCEDURES**

Tardiness is part of attendance. Students are to be considered tardy if they are not in their seats with appropriate books and materials when the tardy bell rings. Excessive tardies shall result in disciplinary actions according to the following guidelines:

- |                        |                        |
|------------------------|------------------------|
| 1 <sup>st</sup> Tardy: | Excused                |
| 2 <sup>nd</sup> Tardy: | Warning                |
| 3 <sup>rd</sup> Tardy: | Lunch Detention        |
| 4 <sup>th</sup> Tardy: | 2 Lunch Detentions     |
| 5 <sup>th</sup> Tardy: | After School Detention |
| 6 <sup>th</sup> Tardy: | Saturday School        |

## **PHILOSOPHY OF LAKELAND PUBLIC SCHOOLS**

The philosophy and objectives of Lakeland Public Schools shall be to develop each of its students to his or her fullest capability - morally, academically, socially, and physically.

To reach this goal, the school system will encourage and work at all times for a high sense of moral values and provide adequate opportunities for each student to develop his natural interests and talents. The school wishes to especially stress a high moral code; respect for law; respect for property and person of others; an appreciation of the need for learning; a desire to acquire knowledge for use in life; a close relationship between parents, teachers, and students; wise use of leisure time, and the use of all school activities and curriculum as a preparation for a good and useful life according to the desires and abilities of each student.

### **CODE OF CONDUCT**

In light of Lakeland's philosophy and objectives, the District's code of conduct shall be fair, consistent, nondiscriminatory, and protective of student rights and responsibilities. The code will be distributed to students and parents through each building's student handbook, which may be set forth in synopsis form.

In order to meet the varied needs of elementary and secondary schools within the Lakeland Jt. School District, the Board of Trustees recognizes the need for individual schools and teachers to formulate and enforce additional 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 and the district administration office for review by students and/or parents.

#### **A. 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 the 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, concern 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.

#### **B. 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.

### **C. SUSPENSION AND EXPULSION**

Suspension is the temporary removal of a student from school when circumstances are such that he 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 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.

### **D. DISCIPLINE**

Each teacher in Lakeland public schools should strive to maintain a classroom in which pupils are happy and in which each one is learning. Causes of infractions of rules and departures from good behavior should be studied and correction should be sought through improvement of causal factors before punishment is invoked. Study of individual differences, conferences with pupil and parent, and assistance from the principal and specialists within the school system should be the teacher’s first thought in attempting to help a pupil correct behavior patterns. Students whose behaviors are cause for concern and impede their learning or that of other students shall be subject to appropriate disciplinary measures including but not limited to:

- Expulsion
- Suspension
- Detention, including Saturdays or after school
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

For a school to operate and for a classroom to run efficiently, certain rules are needed. Teachers have their own class rules that are posted in their room. Teachers will have their own procedures for handling students who break these rules. Persistent or flagrant offenders will be referred to the office and may be subject to

disciplinary action such as noon detention, temporary suspension from class pending a satisfactory parent conference, suspension from school, or permanent removal from the class involved.

Discipline steps are as follows (subject to principal discretion):

- 1<sup>st</sup> offense - Warning
- 2<sup>nd</sup> offense – Lunch Detention
- 3<sup>rd</sup> offense – 2 Lunch Detentions
- 4<sup>th</sup> offense – PASS (Positive Alternative to School Suspension)
- 5<sup>th</sup> offense – PASS/Saturday School
- 6<sup>th</sup> offense - Suspension

We believe that the following statements serve as guidelines for you at school:

- **YOU MAY NOT INTERFERE WITH A TEACHER’S RIGHT TO TEACH.**
- **YOU MAY NOT INTERFERE WITH A STUDENT’S RIGHT TO LEARN.**
- **YOU MAY NOT ENGAGE IN BEHAVIORS THAT KEEP YOU FROM ACHIEVING TO THE BEST OF YOUR ABILITIES.**

**THE FOLLOWING TYPES OF CONDUCT WILL PLACE A STUDENT IN A POSITION TO RECEIVE DISCIPLINARY ACTION INCLUDING SUSPENSION AND/OR EXPULSION.**

- DAMAGE, DESTRUCTION OR THEFT OF PROPERTY
- ASSAULT OR THREAT DIRECTED TO ANY STUDENT OR DISTRICT EMPLOYEE (THIS INCLUDES ANY TYPE OF HARASSMENT, INTIMIDATION, INITIATIONS, OR CYBER-BULLYING). TIMBERLAKE JUNIOR HIGH SCHOOL WILL TREAT ANY THREAT TO DO BODILY HARM AS A SERIOUS ISSUE.
- FIGHTING
- POSSESSION OF A DANGEROUS ITEM (This includes laser pens)
- POSSESSION OR USE OF ALCOHOLIC BEVERAGE, TOBACCO PRODUCTS, OR ILLEGAL OR CONTROLLED SUBSTANCES
- DEFIANCE OF AUTHORITY
- REPEATED VIOLATIONS OF BUILDING OR CLASSROOM RULES
- GANG RELATED BEHAVIORS

**THE ABOVE LIST IS NOT INTENDED TO BE ALL INCLUSIVE. STUDENTS AND PARENTS SHOULD UNDERSTAND THAT IT IS NOT POSSIBLE TO LIST ALL BEHAVIORS WHICH ARE DETRIMENTAL TO A POSITIVE SCHOOL ENVIRONMENT. BY EMPLOYING COMMON SENSE AND REASON, STUDENTS SHOULD BE ABLE TO MAKE SOUND JUDGMENTS. PARENTS AND STUDENTS ARE ENCOURAGED TO READ DISTRICT POLICIES RELATING TO STUDENT BEHAVIOR. FOR A COMPLETE LIST OF SCHOOL POLICIES, PLEASE CONTACT THE SCHOOL PRINCIPAL OR THE SCHOOL DISTRICT OFFICE.**

- 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.

**E. SEARCH AND SEIZURE**

In order to maintain discipline and safety for all students or when there is reason to believe that a student may be engaged in an illegal activity, school officials may search a student’s person, or any and all areas under his/her immediate control on the school grounds. School lockers, books, equipment, or other items belonging to the school shall be considered on loan to a student and school officials shall have the right to inspect such items at any time. Any dangerous items or illegal material found in the possession of or subject to the

immediate control of a student may be confiscated. Other appropriate disciplinary measures may also follow including referral to appropriate law enforcement officials.

#### **F. CHEMICAL AND SUBSTANCE ABUSE**

Because the district believes that the use of drugs and alcohol is both illegal and harmful, students are prohibited from drinking, delivery of or being in the possession of or under the influence of alcoholic beverages or being in the possession of, delivery of or under the influence of drugs as herein defined, or other intoxicants on school property or while under the supervision of school authorities. "Drug" means (1) substance 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, cure, 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 its possessor or deliverer or recipient to represent a drug, whether or not the substance is actually a drug as hereinabove defined.

Students who violate the drug and alcohol policy may be subject to 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.
- 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 career in this district or any other. 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 the 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 the appropriate law enforcement officials may be notified.

Students are prohibited from using tobacco or being in the possession of tobacco products on the school grounds or while under the supervision of school authorities. Violations of this policy may be punishable by:

- The first offense shall result in a one day in-school suspension
- The second offense shall result in a three day out-of-school suspension with a parent conference and zeros for the days missed
- 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.

#### **G. UNUSUAL DISCIPLINARY MATTERS (DANGEROUS ITEMS)**

Guns, ammunition, knives, fireworks, laser pens and other dangerous items are not to be brought to school, onto a school bus or to any school sponsored activity by students. Teachers and principals are authorized to confiscate such items immediately. Pursuant to Idaho Code 18-3302I, appropriate disciplinary action may include suspension from school, reporting to legal authorities for prosecution as a misdemeanor, and/or expulsion from school.

Employees of the school district shall be deemed to have the right to search all students or minors, their belongings, and lockers, who are reasonably believed to be in violation of this policy.

## **H. DRESS AND GROOMING**

The School District reserves the right to insist that the dress and grooming of pupils are within the limits of generally accepted good taste for the activity in which the student is engaged. Pupils shall be required to show proper attention to personal cleanliness, neatness, and reasonable standards of dress and appearance.

Student dress, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the educational environment of the school or tend to diminish instructional effectiveness or the disciplinary control by the teacher. A general guide would be to follow prevailing styles but to discourage extremes or instances where a student may call attention to himself by unusual or extreme dress or grooming. Lakeland Jt. School District has consistently taken actions to maintain a safe and positive educational environment.

To maintain a safe, positive school environment that does not disrupt or distract from the educational purpose, the following regulations have been established to supplement the policy of Lakeland Jt. School District:

- Hats, caps, or other head covering may not be worn during the school day.
- Undergarments should not be visible at any time.
- Pants may not be excessively baggy and must be worn near the waist. Shorts must be at least fingertip length. Leggings must have a skirt or shorts worn over them that are finger- tip length.
- Shirts must cover the midriff, have sleeves that cover the shoulder and must not be excessively low in the front.
- Pajamas or pajama pants are not appropriate at school.
- Face paint or other facial decorations are not to be worn at school.
- Shirts that promote, advertise, or display drug or drug culture, alcohol, tobacco products or messages of a sexual nature may not be worn.
- Any items identified as gang related or gang “colors” will not be allowed. This includes the wearing of gang-related tattoos, tagging or marking of books and notebooks, and the use of hand gestures or signing which signifies gang activity. Any gang related activity will be reported to the police and may result in suspension or expulsion from school.

When a student’s appearance causes undue attention, is in poor taste, causes a disruption of the educational environment, or violates any of the above, the student may be asked to change.

Exceptions to this standard of dress are permissible when approved by special announcement from principals for a particular dance or activity.

## **I. TEACHERS’ AUTHORITY**

Pupils 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.

**J. PUPILS MUST LEAVE PREMISES AT CLOSE OF SCHOOL DAY** Pupils shall not loiter in the building or on the school grounds following dismissal of classes unless involved in a supervised, school-sponsored activity or with the permission of the principal.

**K. DAMAGE TO PROPERTY** 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 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.

## **L. BULLYING, HARASSMENT, AND INITIATIONS**

Any student making a threat, regardless of intent, or anyone involved in harassment, intimidation, initiations, or bullying shall be subject to appropriate disciplinary, which may include a parent conference, counseling,

suspension, reporting to law enforcement authorities, and/or expulsion from school. Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. An act of harassment, intimidation or bullying may be committed through the use of a land line, cell phone, computer, the internet or other electronic means.

#### **M. PHILOSOPHY AND CODE FOR INTERSCHOLASTIC ACTIVITIES**

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

Participation in interscholastic activities programs is a privilege to those students willing to agree to and abide by the rules and guidelines established by the coaches and 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 absence has been granted in advance by the principal.
3. Confirm 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.
4. 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 defined in "B" under definitions, or be knowingly present while such activity is taking place.

#### **DISCIPLINE**

Violations of rules 1 through 7 or conduct that brings discredit to the participant, the school, or community, could result in temporary or permanent suspension from the activity with a subsequent loss of award. Such determination shall be made by the coach and/or the administration. A violation of rule 8 shall result in one of the following actions and other discipline as designated by the principal which may include the loss of letter or other award.

- A. The use or possession of tobacco shall result in an immediate 20 school days of suspension from all inter-scholastic activity participation and practice. Five days of practice must follow any suspension before participation in a contest.
- B. The use or possession of alcohol or illegal drugs (as defined in Board Policy) shall result in an immediate suspension for 40 school days (plus five). A student may choose to reduce suspension under (B) to 20 days (plus five) by completing an approved substance abuse assessment and treatment program. A contract plus a minimum of 8 hours in the program must be successfully completed prior to reinstatement in any inter-scholastic activity.
- C. A student who voluntarily discusses his/her substance abuse problem with a coach, counselor, or administrator, and agrees to participate in an approved substance abuse assessment and treatment program shall not be subject to suspension if a violation has not been otherwise reported.
- D. A student who knowingly sells, delivers, or otherwise provides drugs, alcohol, or tobacco to another

student or a student who has a second violation of rule 8 during the same year shall be suspended from all inter-scholastic activities for one calendar year.

#### **DEFINITIONS**

- A. Illegal Drugs – as defined in Board Policy #3300 or by State/Federal Law.
- B. School Day – Shall be any day within the adopted school year calendar plus any days prior to the opening of the school year which are allowed for inter-scholastic activities under IHSAA rules.
- C. Suspension – The student shall not be allowed to participate in practices or contests during suspension time. A minimum of five school days of practice (assuming the IHSAA required practice time has previously been met) will be required prior to any involvement in any inter-scholastic contest after a suspension.
- D. Approved Substance Abuse Program – The program must involve an intake or assessment procedure followed by appropriately prescribed treatment. This may vary from “awareness education” to “addiction treatment”. The family and school personnel should be involved in the assessment and treatment if prescribed. The program should involve at least 15 hours of counseling beyond assessment over a minimum of 5 weeks. The student and his/her parent or guardian shall be responsible for all costs and arrangements for the program. Students choosing this option shall, with a parent or guardian, sign a contract agreeing to these terms. Failure to fulfill the contract and complete the program shall result in suspension from all interscholastic activities for one calendar year from the date of violation.
- E. Knowingly Present: for the purpose of this policy, “knowingly present” shall mean that a student attended a gathering of two (2) or more individuals (except religious church sponsored or family gatherings) at which one or more of the attendees (other than the student at issue) were using or in possession of drug paraphernalia, controlled substances, drugs, or alcohol or tobacco and the student knew or reasonably should have known that such use or possession was occurring.

#### **COMMITMENT TO THE CODE**

Prior to participation in an activity, each student shall have a copy of this “Code” signed and dated by himself/herself and a parent on file in the school office. Failure to comply with this provision shall preclude any participation in any activity until such time as the student and parent/guardian have complied with this section.

#### **ASSOCIATION WITH IHSAA**

Upon payment of annual dues, Lakeland Joint School District assumes membership in the Idaho High School Inter-scholastic Activities Association and thereby recognizes and accepts the constitution, bylaws, rules, and regulations of the Association 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.

#### **N. ATTENDANCE**

The Lakeland Board of Trustees recognizes that time on task is highly important to the education of the students and that regular attendance in class is very important to a student’s success in learning that subject. Furthermore, encouraging good attendance is an integral part of developing a strong work ethic necessary for success in the employment world.

#### **SECONDARY SCHOOLS**

Lakeland schools will implement and administer attendance policies in accordance with rules set forth by the Idaho Statute and Lakeland Board Policy.

Each school shall keep accurate attendance records. Credit will not be given to any student in a subject when the student was not in attendance for at least 90% of the time that subject was being taught per semester.

Absence from class for any reason including illness and family convenience shall be counted when the hours of attendance and consequent eligibility for credit is calculated.

For students in grades 9 through 12, the attendance policy shall be applied by class each semester. For students in grades 7 and 8, the policy shall be applied by class each semester with any loss of credit considered when determining promotion or retention. If a student is not present for more than 50% of a class period regardless of the reasons, he/she shall be counted as absent for the entire class period.

School officials shall warn a student and his parents in writing of an impending loss of credit due to excessive absences. School officials shall immediately notify a student and his parents in writing when credit in any class has been withheld. After a student has been notified that credit has been withheld, he/she may file a petition requesting a waiver of the attendance policy in order that credit may be granted. Such petition shall be filed with the school principal within 10 school days of the notice of loss of credit. The principal shall notify parents and the student of a time for a review hearing to be held within 10 school days of receipt of the petition. The principal after hearing the petition, may request information from other school personnel and then shall approve or deny petitions for waiver establishing additional conditions for the reinstating of credit. In this situation, credit shall be withheld until the completion of the semester and satisfactory fulfillment of the conditions established for reinstatement. (Refer to attendance procedures outlined in Administrative Guidelines).

During the same semester a second withholding of credit due to excessive absences shall be handled in an like manner except that the principal may establish additional conditions for the reinstating of credit. Credit shall remain withheld until the completion of the semester at which time the principal shall approve or deny the petition. Should the student not fulfill the conditions or have additional attendance concerns, credit will be withheld.

Students may appeal this denial of credit by requesting a hearing in front of the District Attendance Board. The District Attendance Board would include two administrators from other secondary or elementary schools as appropriate and two teachers from other secondary or elementary schools. The Assistant Superintendent (or designee) would chair this board and vote only in the case of a tie. Decisions of the District Attendance Board and principal from each building shall be reported to the Superintendent and Board of Trustees at the end of each semester.

Any permanent loss of credit shall be clearly marked on the student's report card and permanent record.

Building principals will consider a student's attendance record as a whole in making their decisions. "Extraordinary cases" are generally understood to be those in which a student's absences were due to circumstances beyond the control of the student, parent, and/or the school. Because a student is considered to be in control of his/her own actions, truancy or any suspension from school or class for discipline purposes will not be considered an extraordinary circumstance.

The following "extraordinary" criteria **may** be considered when reviewing petitions for waiver of the attendance policy:

- a. Documented illness or emergency medical treatment
- b. Death in the immediate family
- c. Activities involving state or national recognition
- d. Requirement to appear for legal proceedings
- e. Documented family crisis or emergency
- f. Other unusual circumstances judged by the principal as "extraordinary" on the individual merits of the case

## **ATTENDANCE**

**Absences** – Missing class for any reason including family convenience. For absences unrelated to school activities a parent/guardian with an explanation of the absence shall verify a student’s absence. Contact from the parent/guardian to the school should be made by note, telephone, or in person within three school days of the student’s return to school or such absences may be considered truant and processed accordingly. School work may be made up for credit either before or after any absence. Absences marked unexcused will result in zero credit.

**Single Period Absences** – Single period absences must be prearranged or the student must have a doctor’s note upon his/her return. Arrangements for a single period absence need to be made the day prior to the absence.

**Prearranged Excuse** - If students expect to be absent, they must prearrange such absence(s) in order to coordinate school assignments with teachers. The parents must send a note to the building principal requesting a prearranged excuse at least one day prior to the absence(s) in order for the prearranged excuse to be granted.

**Late to School** - A student who is late to class with no note from a parent is truant. Students are encouraged to bring a note from a parent/guardian stating the reason for the student’s tardiness; however, upon the student’s third late arrival, the student will receive disciplinary action. See Tardies.

**Suspensions** – Refer to district policy

**Truancy** – Refer to district policy

## **O. STUDENT RECORDS**

Policy: The Family Educational Rights and Privacy Act of 1974, P.L. 93-38, Section 513.

Lakeland Jt. School District No. 272 will maintain records on all students enrolled in its schools. The principal of each building is responsible to see that such records are kept current and safeguarded against misuse. The term “Record” is interpreted to mean identifying data, academic work completed, level of achievement, attendance data, test scores, family background information, and other pertinent data.

Access to the records of students shall be as follows:

1. The building principal is responsible for carrying out the policy of his/her school.
2. Only authorized school personnel shall record data on the records.
3. Administration and faculty have access to the student records for academic, personal (including discipline), social, vocational, and counseling purposes.
4. Students’ individual records are available for parents to review. Students over 18 years of age or married students of any age may also examine their records. Arrangements for review may be made with the school principals.
5. The Board of Education and the Superintendent of Schools may have access to a student of students’ record(s) in cases of educational needs or discipline problems which have been referred to them.
6. School counselors may keep personal counseling information in a file in their offices. Only the counselors can have access to this information.

Each student’s record is reviewed annually to determine what information is permanent, to be maintained always by the school district, and what information is temporary, which will be used for a particular period of time.

Parents, students 18 years of age or older, or married students may challenge any of the information in their record at any time. Said challenge must be in writing to the building principal involved. The building principal will arrange a meeting between parents, students, teachers, or counselors involved. A review will be made and the issue resolved. If the parent of a student is not satisfied with the review, they may appeal to the Superintendent of Schools. The Superintendent will issue his decision after a review of the record and the complaint. If the parent or student is not satisfied with the review, they may appeal to the Board of Education. The Board will issue a decision after a review of the record and the complaint. The decision of the Board is final.

**LAKELAND HIGH SCHOOL**  
7006 W. Highway 53  
P.O. Box 69  
Rathdrum, ID 83858

**Phone: (208) 687-0181 · Fax: (208) 687-1313**

**LAKELAND HIGH SCHOOL MISSION STATEMENT**

The mission of Lakeland High School is to enable students to develop their individual potential by acquiring the knowledge, skills, and values needed to contribute to a healthy, productive community.

Lakeland High School, in partnership with the community, will expect that each graduate be able to demonstrate the following attributes:

1. Be a self-directed, lifelong learner
2. Have a high standard of values and work ethic
3. Be technologically literate
4. Be able to use knowledge, information, technology, critical thinking and reasoning ability to solve problems
5. Be an effective communicator in a variety of settings
6. Be able to work cooperatively with others using well developed interpersonal skills
7. Be an effective and responsible employee or employer
8. Understand, appreciate, and benefit from cultural diversity
9. Maintain personal, emotional and physical well-being

**GRADUATION REQUIREMENTS**

**Students are responsible to be certain that they have met all Idaho and Lakeland Joint School District No. 272 graduation requirements. Counselors are available to help advise students in meeting these standards.**

For specific graduation requirements, talk to your counselor and ask for a Lakeland High School Curriculum Guide.

**CODE OF CONDUCT**

In light of Lakeland High School's philosophy and objectives, the Lakeland Joint School District's Code of Conduct shall be fair, consistent, nondiscriminatory, and protective of student rights and responsibilities. The code will be distributed to students and parents through each building's student handbook, which may be set forth in synopsis form.

In order to meet the varied needs of elementary and secondary schools within the Lakeland Joint School District No. 272, the Board of Trustees recognizes the need for individual schools and teachers to formulate and enforce additional rules and regulations that will supplement the Board's policies. School and classroom disciplinary rules shall have the force of policy when appropriately applied.

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- 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 our 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.

#### **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/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.

#### **SEARCH AND SEIZURE**

In order to maintain discipline and safety for all students or when there is reason to believe that a student may be engaged in an illegal activity, school officials may search a student's person, or any and all areas under his/her immediate control on the school grounds. School lockers, books, equipment, or other items belonging to the school shall be considered on loan to a student and school officials shall have the right to inspect such items at any time. Any dangerous items or illegal material found in the possession of or subject to the immediate control of a student may be confiscated. Other appropriate disciplinary measures may also follow including referral to appropriate law enforcement officials.

#### **Physical Restraint**

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.

#### **STUDENT RECORDS**

Policy: The Family Educational Rights and Privacy Act of 1974, P.L. 93-38, Section 513. Lakeland School District No. 272 will maintain records on all students enrolled in its schools. The principal of each building is responsible to see that such records are kept current and safeguarded against misuse. The term "Record" is interpreted to mean identifying data, academic work completed,

level of achievement, attendance data, test scores, family background information, and other pertinent data.

#### **DAMAGE TO PROPERTY**

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/guardians shall be liable for damages in the amount of the injury or theft to be collected by a school district official for the Board of Trustees.

#### **INITIATIONS**

Initiation and/or hazing of students are strictly prohibited.

#### **TEACHERS' AUTHORITY**

Pupils 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 premise of any school, riding any form of school transportation, 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.

#### **UNUSUAL DISCIPLINARY MATTERS (DANGEROUS ITEMS)**

Guns, ammunition, knives, fireworks and other dangerous items are not to be brought onto school property, onto a school bus or to any school-sponsored activity by students. Teachers and principals are authorized to confiscate such items immediately. Pursuant to Idaho Code 18-33012, appropriate disciplinary action may include suspension from school, reporting to legal authorities for prosecution as a misdemeanor, and/or expulsion from school.

Employees of the Lakeland Joint School District No. 272, under supervision of administration, shall be deemed to have the right to search all students or minors, their belongings, and lockers, who are reasonably believed to be in violation of this policy.

Any student who brings a firearm onto school property, or is in possession of a firearm on 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.

The district will not admit a student who has been expelled from another school or district for bringing a firearm or other dangerous item onto school property until that student has completed the expulsion period of not less than one year. The period of expulsion shall be confirmed in writing by the school district initially expelling the student.

A student who wishes to challenge a decision not to admit may request an appeal hearing before the Board of Trustees.

#### **SUSPENSION AND EXPULSION**

##### **Suspension**

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 or detriment to the educational program or to himself/herself. The primary purpose of suspension is to give the student, his/her parents, and the school the time needed for resolving a problem. The parents must be notified of each suspension; contact with the parent should be made before the student leaves during school hours.

Suspension shall be for a maximum of five (5) days.

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) days according to suspension procedures.

### **Expulsion**

Expulsion is the removal of a student from attendance in the district by the Board of Trustees.

#### **ALCOHOL and DRUGS**

Because the district believes that the use of drugs and alcohol is both illegal and harmful, students are prohibited from drinking, being 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, or official National Formulary, or any supplement to any of them ; (2) substances intended for use in the diagnosis, cure, 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 contained or labeling of which, without authorization, bears a likeness and is intended by its possessor or deliverer or recipient to represent a drug whether or not the substance is actually a drug as herein above defined.

Students who violate the drug and alcohol policy may be subject to the following disciplinary actions for the duration of the entire students' attendance of K-12 grades at Lakeland School District:

**First Offense:** Out-of-school suspension of up to five (5) days with a parent conference.

**Second Offense:** Suspension and referral 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 the 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, the appropriate law enforcement officials may be notified.

#### **TOBACCO**

Students are prohibited from using tobacco or being in the possession of tobacco products on the school grounds or while under the supervision of school authorities. Violations of this policy may be punishable by (1) The first offense shall result in a one (1) day in-school suspension; (2) The second offense shall result in a three (3) day out-of-school suspension with a parent conference and zeroes 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. Because possession of tobacco by a minor is in violation of Idaho State law, police contact may occur when a student is in possession of tobacco. (Note: "e-cigarettes are treated as tobacco products and carry the same discipline as tobacco products.)

This is in effect for the duration of the entire students' attendance of K-12 grades at Lakeland School District.

## **HARASSMENT/BULLYING**

**Harassment** is an action that is meant to or happens to cause discomfort for the victim. Although **bullying** and **harassment** sometimes overlap, not all bullying is harassment and not all harassment is bullying. Under federal civil rights laws, harassment is unwelcome conduct based on a protected class (race, national origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

**Bullying** is when one individual, or party, socially degrades the victim either for the purpose of increasing their own self-comfort or for the enjoyment of others.

Bullying is defined as intentional, repeated hurtful acts, words or other behavior such as name-calling, threatening and/or shunning committed by one or more children against another. Bullying may be physical, verbal, or emotional in nature.

**Students** who believe they may have been harassed or bullied should contact a counselor, teacher, Title IX coordinator or administrator who will assist in the complaint process.

## **SCHOOL IS A PUBLIC PLACE**

Respect for the feelings, property and the welfare of others is important. Improper attire, public displays of affection, any form of harassment or intimidation, inappropriate language, vandalism, theft, litter, etc. promote a negative school environment and will not be tolerated.

**Improper Attire** – Dress that is inappropriate for school. Refer to Dress Code.

**Public Displays of Affection** – Students should refrain from kissing and embracing while on school grounds. Public displays of affection are not allowed.

**Inappropriate Conduct** - Horseplay, gang activity, dangerous items, etc., will not be allowed.

**Littering** - Eating/drinking in halls is not allowed. Students are not permitted in the halls during lunch time. Students should not litter on school grounds.

**Leave it at Home** – iPods, Cell Phones, large amounts of cash, skateboards, expensive jewelry, personal belongings, sprays (for protection), and other disrupting items or objects of theft.

## **CARS, HALL LOCKERS, AND P.E. LOCKERS SHOULD BE LOCKED FOR YOUR PROTECTION FROM THEFT!**

### **DRESS**

Lakeland Joint School District No. 272 reserves the right to insist that the dress and grooming of pupils are within the limits of generally accepted good taste for the activity in which the student is engaged.

Pupils shall be required to show proper attention to personal cleanliness, neatness, and reasonable standards of dress and appearance.

Student dress, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the educational environment of the school or tend to diminish instructional effectiveness or the disciplinary control by the teachers.

A general guide would be to follow prevailing styles, but to discourage extremes or instances where a student may call attention to himself/herself by unusual or extreme dress or grooming.

Exceptions to this standard of dress are permissible when approved by special announcement from principals for a particular dance or activity.

Tobacco, alcohol or drug related, sexual innuendo, bare midriffs, demeaning messages, low pants, gang attire, etc., are not allowed. Lack of cooperation will result in suspension for insubordination. PARENTS MUST STRESS COOPERATION IN THIS AREA. HATS ARE NOT ALLOWED IN THE SCHOOL DURING SCHOOL HOURS.

#### **ATTENDANCE**

The Lakeland Board of Trustees recognizes that time on task is highly important to the education of the students and that regular attendance in class is very important to a student's success in learning that subject. Furthermore, encouraging good attendance is an integral part of developing a strong work ethic necessary for success in the employment world.

#### **SECONDARY SCHOOLS**

Lakeland schools will implement and administer attendance policies in accordance with rules set forth by the Idaho Statute and Lakeland Board Policy.

Each school shall keep accurate attendance records. Credit will not be given to any student in a subject when the student was not in attendance for at least 90% of the time that subject was being taught per semester.

Absence from class for any reason including illness and family convenience shall be counted when the hours of attendance and consequent eligibility for credit is calculated.

For students in grades 9 through 12, the attendance policy shall be applied by class each semester. For students in grades 7 and 8, the policy shall be applied by class each semester with any loss of credit considered when determining promotion or retention. If a student is not present for more than 50% of a class period regardless of the reasons, he/she shall be counted as absent for the entire class period.

School officials shall warn a student and his parents in writing of an impending loss of credit due to excessive absences. School officials shall immediately notify a student and his parents in writing when credit in any class has been withheld. After a student has been notified that credit has been withheld, he/she may file a petition requesting a waiver of the attendance policy in order that credit may be granted. Such petition shall be filed with the school principal within 10 school days of the notice of loss of credit. The principal shall notify parents and the student of a time for a review hearing to be held within 10 school days of receipt of the petition. The principal after hearing the petition, may request information from other school personnel and then shall approve or deny petitions for waiver establishing additional conditions for the reinstating of credit. In this situation, credit shall be withheld until the completion of the semester and satisfactory fulfillment of the conditions established for reinstatement. (Refer to attendance procedures outlined in Administrative Guidelines).

During the same semester a second withholding of credit due to excessive absences shall be handled in a like manner except that the principal may establish additional conditions for the reinstating of credit. Credit shall remain withheld until the completion of the semester at which time the principal shall approve or deny the petition. Should the student not fulfill the conditions or have additional attendance concerns, credit will be withheld.

Students may appeal this denial of credit by requesting a hearing in front of the District Attendance Board. The District Attendance Board would include two administrators from other secondary or elementary schools as appropriate and two teachers from other secondary or elementary schools. The Assistant Superintendent (or designee) would chair this board and vote only in the case of a tie.

Decisions of the District Attendance Board and principal from each building shall be reported to the Superintendent and Board of Trustees at the end of each semester.

Any permanent loss of credit shall be clearly marked on the student's report card and permanent record.

Building principals will consider a student's attendance record as a whole in making their decisions. "Extraordinary cases" are generally understood to be those in which a student's absences were due to circumstances beyond the control of the student, parent, and/or the school. Because a student is considered to be in control of his/her own actions, truancy or any suspension from school or class for discipline purposes will not be considered an extraordinary circumstance.

The following "extraordinary" criteria may be considered when reviewing petitions for waiver of the attendance policy:

- a. All district-approved testing or counseling
- b. Documented illness or emergency medical treatment
- c. Death in the immediate family
- d. Activities involving state or national recognition
- e. Requirement to appear for legal proceedings
- f. Documented family crisis or emergency
- g. IHSAA sanctioned district or state competitions
- h. Other unusual circumstances judged by the principal as "extraordinary" on the individual merits of the case

#### **ATTENDANCE**

**Absences** – Missing class for any reason including family convenience. For absences unrelated to school activities a parent/guardian with an explanation of the absence shall verify a student's absence. Contact from the parent/guardian to the school should be made by note, telephone, or in person within three school days of the student's return to school or such absences may be considered truant and processed accordingly. School work may be made up for credit either before or after any absence. Absences marked unexcused will result in zero credit.

**Single Period Absences** – Single period absences must be prearranged or the student must have a doctor's note upon his/her return. Arrangements for a single period absence need to be made the day prior to the absence.

**Prearranged Excuse** - If students expect to be absent, they must prearrange such absence(s) in order to coordinate school assignments with teachers. The parents must send a note to the building principal requesting a prearranged excuse at least one day prior to the absence(s) in order for the prearranged excuse to be granted.

**Late to School** - A student who is late to class with no note from a parent is truant. Students are encouraged to bring a note from a parent/guardian stating the reason for the student's tardiness; however, upon the student's third late arrival, the student will receive disciplinary action. See Tardies.

**Suspensions** – Refer to district policy

**Truancy** – Refer to district policy

#### **PHILOSOPHY AND CODE FOR INTERSCHOLASTIC ACTIVITIES**

The interscholastic activities program of Lakeland Joint School District No. 272 is designed to involve students in wholesome, healthy competition; teach respect for rules and authority; teach respect for property and person of others; develop self discipline through rigorous training; develop sportsmanship through winning and losing in competition; teach the fundamentals of each activity and develop the individual participant to his/her fullest potential; teach democratic values through participation; teach the students the values of participation; teach the student the value of working

with others as a team; build physical and mental capacities; and to develop the attributes of cooperation and social adjustments, especially stressing high moral character.

Participation in the interscholastic activities program is a privilege to those students willing to agree to and abide by the rules and guidelines established by the coaches and advisor, the administration, the Board of Trustees, and the Idaho High School 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 example 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.
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.
4. Not use profanity or obscene language.
5. Maintain standards of dress set by the school and 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 year, as outlined in "B" under definitions, or be knowingly present while such activity is taking place.

#### **Discipline**

Violations of rules 1 through 7 or conduct that brings discredit to the participant, the school, or community could result in temporary or permanent suspension from the activity with a subsequent loss of award. Such determination shall be made by the coach and/or the administration. A violation of rule 8 shall result in one of the following actions and other discipline as designated by the principal who may include the loss of letter or other award.

- A. The use or possession of tobacco shall result in an immediate 20 day school suspension from all inter-scholastic activity participation and practice. Five (5) days of practice must follow any suspension before participation in a contest.
- B. The use or possession of alcohol or illegal drugs (as defined in Board Policy) shall result in an immediate suspension for 40 school days (plus five). This may be reduced to 20 days by completing an approved substance abuse and treatment program. A contract plus a minimum of eight (8) hours in the program must be successfully completed prior to reinstatement in any interscholastic activity.
- C. A student who voluntarily discusses his/her substance abuse problem with a coach, counselor, or administrator, and agrees to participate in an approved substance abuse assessment and treatment program shall not be subject to suspension if a violation has not been otherwise reported.
- D. A student who knowingly sells, delivers or otherwise provides drugs, alcohol or tobacco to another student or a student who has a second violation of rule 8 during the same year shall be suspended from all inter-scholastic activities for one calendar year.

#### **Definitions**

- A. Illegal Drugs – as defined in Board Policy, Article VI. Section F.

- B. School Day – Shall be any day within the adopted school year calendar plus any days prior to the opening of the school year which are allowed for inter-scholastic activities under IHSAA rules.
- C. Suspension – The student shall not be allowed to participate in practices or contests during suspension time. A minimum of five (5) school days of practice (assuming the IHSAA required practice time has previously been met) will be required prior to any involvement in any inter-scholastic contest after a suspension.
- D. Approved Substance Abuse Program – The program must involve an intake or assessment procedure followed by appropriately prescribed treatment. This may vary from “awareness education” to “addiction treatment”. The family and school personnel should be involved in the assessment and treatment if prescribed. The program should involve at least 15 hours of counseling beyond assessment over a minimum of five (5) weeks. The student and his/her parent or guardian shall be responsible for all costs and arrangements for the program. Students choosing this option shall, with a parent/guardian, sign a contract. Failure to fulfill the contract and complete the program shall result in suspension from all interscholastic activities for one calendar year from the date of violation.
- E. Knowingly Present: for the purpose of this policy, “knowingly present” shall mean that a student attended a gathering of two (2) or more individuals (except religious church sponsored or family gatherings) at which one or more of the attendees (other than the student at issue) were using or in possession of drug paraphernalia, controlled substances, drugs, or alcohol or tobacco and the student knew or reasonably should have known that such use or possession was occurring.

**COMMITMENT TO THE CODE**

Prior to participation in an activity, each student shall have a copy of the above “Code” signed and dated by himself/herself and a parent/guardian on file in the school office. Failure to comply with this provision shall preclude any participation in any activity until such time as the student and parent/guardian have complied with this section.

**SCHOOL ACTIVITIES**

LHS offers a wide variety of extracurricular activities and students are encouraged to participate. Students must purchase an ASB card to participate in IHSAA sponsored activities and meet the eligibility requirements as established by the IHSAA, Lakeland Joint School District No. 272, or the individual program.

- 1. Transportation – No school group or organization may use private cars for transportation. In order to participate in activities students must ride school transportation to out of town events. Students should also plan to return to school in this manner, unless arrangements have been made in advance. No student will be allowed to ride home with anyone other than their own parent. Any special arrangements must be made in writing through the high school administration in advance.
- 2. School Dances - School dances are intended for the enjoyment of LHS students and their dates. High school students must sign up their dates by 3:00 p.m. on the date of the dance. Anyone who leaves the dance will not be permitted to reenter.
- 3. Assemblies and Pep Sessions – These activities provide additional educational experiences for all students. Students are required to attend all assemblies, except Pep Sessions unless excused by the office. Students may go to the library if they wish to opt out of a Pep Session.
- 4. Purchases/Fundraisers – All items purchased for (and to be paid by) school organizations must be approved by the advisor and a purchase order must be issued by the office.

**GRADING SYSTEM**

Report cards will be issued quarterly and mid-term reports will be sent to all students in danger of failing. The Lakeland Joint School District 272 grading standards will be followed in all classes.

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	Below 60%

**TEXTBOOKS/FEEES**

All students are required to pay a \$10.00 book deposit. Textbooks are issued to the student as his/her personal responsibility for the year. Each textbook is numbered and students will be held liable for damages to books while checked out to them. Classes such as Art, Pottery, Industrial Mechanics, Woods, Housing and Furnishing, Nutrition and Foods, Parent and Child, and Adult Living require an additional fee for materials.

**ASB FEE**

A student body fee of \$40.00 may be paid to the LHS office. The ASB card admits students to home Lakeland High School Athletic events at no charge. This fee is required for students involved in IHSAA sponsored extracurricular activities.

**FINES**

Fines must be paid by students at the office for loss of, or damage to, school property. Failure to pay these fines will result in holding of the student's report card at the time of his/her withdrawal from school or the diploma being held at the time of graduation.

**LOCKERS**

The student to whom a locker is assigned is responsible for its condition and contents. It is each student's responsibility to notify the office if a locker is defective. Students should be aware that lockers are the property of the school district and school authorities have the right and obligation to check inside lockers when there is a reason to believe they may contain items which threaten student safety and welfare.

**PUPILS MUST LEAVE PREMISES AT CLOSE OF SCHOOL DAY**

Pupils shall not loiter in the building or on the school grounds following dismissal of classes unless involved in supervised, school-sponsored activity or with the permission of the principal.

**TARDIES**

Tardies are recorded in attendance records and on report cards. Excessive tardies (3 or more) in a nine week period will result in disciplinary action. Students arriving after five minutes of the tardy bell will be considered excessively late for the period they arrive. Students will be automatically assigned two noon detentions beginning the following day.

**LEAVING SCHOOL**

Students are not to leave the grounds while school is in session without checking out through the office. Should students need to leave during the school day, their parent/guardian must contact the office to make arrangements. In the case of an emergency or special situation students should see the principal or vice principal. Failure to follow this procedure will result in missed class time being counted as truant.

**FIGHTING**

Fighting will result in up to five days suspension and a parental conference. All parties involved should expect disciplinary action.

**ELECTRONIC DEVICES**

Walkmans, iPods, MP3 players, etc. should not be brought to school. In addition to the disruptions that these may cause, there is the possibility of damage or theft.

**ELECTRONIC COMMUNICATION DEVICES / CELL PHONES**

Use of devices shall be limited to the period before classes begin in the morning, between classes, during the student's lunch period and after the student's last class in the afternoon. Cell phones are not allowed in class. Using your cell phone in class or having your phone ring in class will result in your phone being taken and turned into the office for the remainder of the school day. Your phone will only be returned to a parent. Additional occurrences will result in disciplinary action.

**HALL PASSES**

The purpose of our school is EDUCATION and the most important part of education goes on in the classroom; thus, students must have a pass from a teacher or be with a teacher whenever they are out of the classroom.

**MAKE-UP WORK**

Whenever a class is missed, it is the student's responsibility to see his/her teachers concerning make-up assignments. It is important that this be done the day the student returns to school. The student will have two days following an absence to make up class work or tests. Work previously assigned and due on the day of the absence will be due on the day the student returns. Students knowing of absences in advance should pre-arrange for homework. Assignments are due the day of return to school, and upon return, students should be prepared to take any tests or quizzes.

If a student will be absent from school for three or more days, it is recommended that the parent/guardian go online to gather information regarding missed assignments. Parents and students may also email teachers for assignments. If parents/students are unable to gather such information, please contact the high school office.

**LOST AND FOUND**

Items found should be turned in to the office. Students who lose personal items or textbooks should check with the office. Possible thefts should be reported to the vice principal. Unclaimed lost and found items will be disposed of at the discretion of the office.

**STUDENT MESSAGES**

Students and parents are asked to cooperate to minimize requests for messages to students during the school day. Delivering messages to students interrupts class and the work of the office personnel. Important messages from parents will only be accepted, except in emergencies.

**TEACHER AIDES**

T.A.'s must go to their assignments in all weather. T.A.'s are not to loiter in the halls or outside. When returning from other schools T.A.'s should remain in the lobby until the conclusion of the class period.

**STUDENT DRIVING/PARKING**

Student parking is provided in the lot on the West side of the building. Sitting in parked cars during the school day, after arrival at school, or during lunch is not permitted. The parking lot is off limits to students during school hours, unless permission is received from the office. Speeding, reckless driving, or inappropriate parking will result in loss of driving privileges. Cars parked improperly may be ticketed or towed at the owner's expense. Registration of all cars is required.

**VISITORS**

Visitors are not allowed without a prearranged appointment approved by the administration. Parents are encouraged to visit the school after contacting the office.

**HOT LUNCH PROGRAM**

Lakeland School Joint District 272 offers a national hot lunch program at Lakeland High School. A nutritionally balanced lunch is available to all students at a reasonable fee. Applications for free and reduced lunches, for those who qualify, are available at the office.

**ADDRESS/TELEPHONE CHANGES**

It is extremely important that a parent/guardian notify the office immediately in the case of address/telephone number changes. Our ability to contact parents/guardians in the case of emergency depends on accurate information.

**WITHDRAWAL FROM SCHOOL**

Students who do not complete the school year at LHS must officially withdraw. Parents/Guardians must contact their child's counselor, principal or vice principal in person or in writing as to their child's withdrawal from Lakeland High School.

**BUS REGULATIONS**

All students that live on a bus route must register with the Bus Garage regardless of whether they will or will not be riding the bus. It is important to remember that riding the bus is strictly a privilege, not a right. School rules, in addition to those rules of the driver do apply. Failure to follow these rules may result in a loss of this privilege for a short time or even permanently.

**COLLEGE ENTRANCE TESTS**

Students planning to pursue a college education should check with their counselors at the beginning of their junior year to get information on schools available, entrance requirements and entrance testing information. Students are encouraged to take the ACT or SAT late in their junior year or early in their senior year. These tests can be taken more than once with the best score being the one of significance. The following information on particular tests should be helpful.

- PSAT Preliminary Scholastic Aptitude Test. Mainly for juniors interested in obtaining a National Merit Scholarship or as practice for future college entrance tests. This test is given at LHS in October to all sophomores.
  
- ACT American College Test. College entrance exam for most colleges. This test is given in October, December, February, April, and June.
  
- SAT Scholastic Aptitude Test. College entrance exam for most colleges. This test is given to all juniors in April at no cost. Students may also take this exam in October, November, December, January, March, May, and June at their own expense.

**Lakeland College Prep Academy**

The Lakeland College Prep Academy provides dedicated and academically qualified (3.0 cumulative G.P.A. or higher) juniors and seniors with the opportunity to complete over 40 credits before graduating from high school. Students who meet requirements will be recognized for this distinction and accomplishment. See your high school counselor if you have any questions and for program enrollment.

**LAKELAND HIGH SCHOOL LIBRARY MEDIA CENTER**

The Lakeland High School Library Media Center is open from 7:00 a.m. to 3:45 p.m. on school days. In addition to print sources, the center offers a wide variety of media to meet student's research

needs. Students may check out books for four (4) weeks. Fines are assessed on late materials. School related copying and printing is available at a minimal cost.

#### **COMMITMENT TO EXCELLENCE/RENAISSANCE**

Lakeland High School is serious about its commitment to excellence in education. Students who excel are not only recognized, but also rewarded.

#### **Excellence Program**

Lakeland Gold Card (Students receiving a semester GPA of 3.7 or above)

1. Gold Card
2. Name included on Honor Roll
3. Ten minute early release on Fridays
4. Exemption, by application, from two finals

Lakeland Green Card (Students receiving a semester GPA of 3.33 – 3.69)

1. Green Card
2. Name included on Honor Roll
3. Five minute early release on Fridays
4. Exemption, by application, from one final

#### **Renaissance Program**

Renaissance Certificate (Quarterly GPA of 3.33 or higher or by a 1.0 GPA increase from the previous quarter)

1. Renaissance T-Shirt
2. Ice Cream Socials

#### **NATIONAL HONOR SOCIETY SELECTION PROCEDURE**

The process of selecting National Honor Society members begins at the start of the second semester. The National Honor Society advisor calculates the grade point averages of all the students in the school to determine which students are academically eligible. A cumulative GPA of at least 3.0 is needed, excluding those grade earned for Drivers Education and Teacher's Aide.

Students are notified of their eligibility by means of lists posted in the hallways and are told to complete and submit a Student Activity Information Form describing such things as their extracurricular school activities, community activities, leader positions, work experience, and awards.

Upon receiving these evaluations, the National Honor Society advisor tallies the numerical result of the faculty evaluations and convenes a meeting of the Honor Society Faculty Council to consider the gathered information.

The Faculty Council reviews each eligible student, looking at the Student Activity Information Form and the results of the faculty evaluation. The council then votes on whether to accept each student for membership or not.

The National Honor Society Advisor sets a date for the Induction Ceremony. Those students who were selected for membership and those who were not selected are notified by letter. The Induction ceremony is then held, with parents being invited to attend.

MOUNTAIN VIEW  
ALTERNATIVE  
HIGH SCHOOL  
2016-17



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THE MOOSE

AN IDAHO TOP RANKED 4-STAR SCHOOL

7802 W. Main St. • PO Box 39 • Rathdrum, ID 83858

Phone: 208-687-0025 • Fax: 208-687-2843

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.

## **Don't Be Afraid to Fail**

**You've failed many times,**

**although you may not remember.**

**You fell down the first time you tried to walk.**

**You almost drowned the first time .**

**You tried to swim, didn't you?**

**Did you hit the ball the first time you swung  
a bat?**

**Heavy hitters,**

**the ones who hit the most home runs,  
also strike out a lot.**

**Babe Ruth struck out 1,330 times,**

**but he also hit 714 home runs.**

**R.H. Macy failed seven times**

**before his store in New York caught on.**

**English novelist John Creasey received 753**

**rejection slips before he published 564 books.**

**Don't worry about failure.**

**Worry about the chances you miss  
when you don't even try.**

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# MOUNTAIN VIEW ALT. HIGH SCHOOL

## \*\*\* Mission Statement \*\*\*

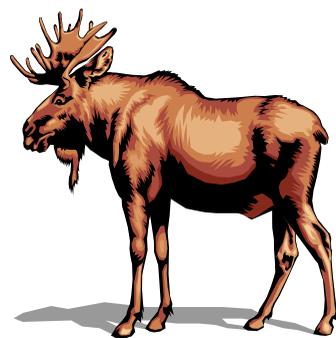
The mission of Mountain View Alternative High School is to create a safe and nurturing environment to encourage students to develop an enthusiasm for life-long learning and to pursue post-high school opportunities.

## \*\*\* Vision Statement \*\*\*

We empower students to develop skills necessary for success in a 21st century global society. Mountain View focuses on developing the "whole student," by emphasizing transferable skills leading to academic success and productive citizenship.

MASCOT: Moose

COLORS: Blue & Green



\*\*\*\*\*

## CHOICES

**One's philosophy is not best expressed in words;  
it is expressed in the choices one makes.**

**In the long run we shape our lives,  
and we shape ourselves.**

**The process never ends until we die,  
and the choices we make are ultimately  
our responsibility.**

**Eleanor Roosevelt**

\*\*\*\*\*

## BUS REGULATIONS

**Who May Ride** - Students who live more than one and one half miles from the school they attend are eligible to ride a school bus unless they live in a non-transportation zone.

**Non-Transportation Zone** - An area where school buses will not operate because of poor roads, private roads, or scarcity of students.

**In-Lieu of Transportation** - If a student lives more than one and one half miles from school or from an established bus stop, and district transportation is not available, parents may qualify for payment for providing their own transportation. Applications for payment are available in the district office and must be submitted each month for which payment is requested.

**School Bus Rules** - 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 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, dangerous objects, or animals may be brought onto the bus.
7. Students shall not eat or drink on the bus while riding to and from school.
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.



## STUDENT QUALIFICATIONS

An At-Risk Youth is any secondary pupil (between the ages of 14 and 21) who meets any **three of the first five** criteria listed below, **or any one of criteria F through J.**

- A. Has repeated at least one grade.
- B. Has absenteeism that is greater than 10% during the preceding semester.
- C. Has an overall grade point average that is less than 1.5 (4.0 scale), prior to enrollment in an alternative high school program.
- D. Has failed one or more basic skill subjects.
- E. Is two or more semester credits per year behind the rate required to graduate.
- F. Is pregnant or is a parent.
- G. Is an emancipated student.
- H. Is a previous dropout, voluntary or involuntary. 265
- I. Has behavior problems.
- J. Is a court or agency referral.

\*\*\*\*\*

## ADDING NEW STUDENTS

If it has been determined that a student meets the qualifications to attend the Alternative School, and the best place for him/her is Mountain View, the student will be put on a waiting list. **As openings occur, student placements will be determined by administrative review.**



SCIENCE

Biology 2 semesters 2 credits Grade 10

Required to graduate. A course covering the principles of modern biology with emphasis on laboratory investigation.

Physical Science 2 semesters 2 credits Grades 9-12

Required to graduate The student will understand the process of physical science, measurement, the tools used, and the role of science in society. The student will develop an appreciation of; matter, the structure, composition, and properties of matter, and energy.

Anatomy and Physiology 2 semesters 2 credits Grades 11-12

The student will be introduced to all of the major organ systems of the body, learning general anatomy and how the organs work. The course covers the study of structure and relationship between body parts, as well as studying the function of body parts and the body as a whole.



MOUNTAIN VIEW ALT. HIGH SCHOOL

Lakeland Joint School District #272

2015-16 Graduation Requirements - Standard Diploma

English*	8 semester credits	2 - English 1 2 - English 2 2 - Am Lit/Eng 3 2 - English 4	Grade 9 Grade 10 Grade 11 Grade 12
Mathematics*	8 semester credits	2 - Integ Math/Alg 1 2 - Geom/Alg 2 4 - SrMath/Math Electives	Grade 9 Grade 10-12 Grade 10-12
Science *	6 semester credits	2 - Phys Science 2 - Biology 2 - Science Electives	Grade 9 Grade 10 Grade 10-12
Social Studies	5 semester credits	2 - US History 2 - US Government 1 - CWP	Grade 11 Grade 12 Grade 10-11
Speech	1 semester credit		Grade 10-12
Consumer Economics	1 semester credit		Grade 12
Health	1 semester credit		Grade 11
Physical Education	1 semester credit		Grade 9-10
Computer Literacy	1 semester credit		Grade 9
Humanities**	2 semester credits		Grade 9-12
Electives	<u>12</u> semester credits		Grade 9-12
<b>TOTAL =</b>	<b>46</b>		

\*In addition to a passing grade in each Core Class, satisfactory achievement shall be validated for each student by: 1) Achieving a composite grade point average (GPA) of 2.0 (C average) in the 16 credit core or 2) Receiving appropriate score on the required State of Idaho tests.

\*\*Courses approved for Humanities are: Art, Acting, Music/Band/Choir, Foreign Languages.

Technical colleges now require for admission that the 4 credits of Math must be at the Algebra I or Applied Math level or higher. At least 2 credits of Math must be taken during a student's junior or senior year.

Four year colleges now require for admission 6 credits of Math and 6 credits of Science. You should see a counselor/administrator for specific requirements.



Graduating MV Seniors will have the option of having their own graduation ceremony and/or participating with the seniors from Lakeland or Timberlake High School.





GRADING SYSTEM

The Alternative School staff believes that it is important to communicate with students and their parents/guardians regarding grades. Students and parents/guardians may request grade information from teachers at any time. Report cards will be issued quarterly, and grade and attendance information is available online. Lakeland School District 272 grading standards will be followed in all classes.

- A - 90% to 100%**
- B - 80% to 89.9%**
- C - 70% to 79.9%**
- D - 60% to 69.9%**
- F - 0 to 59.9%**

Any student who fails to maintain a 2.0 GPA each quarter will be removed from the Alternative School.

TEXTBOOKS/FEES

All students are required to pay a \$10.00 book deposit. Textbooks are issued to the student as his/her personal responsibility for the year. Each textbook is numbered and students will be held liable for damages to books while checked out to them.

FINES

Fines must be paid by students at the office for loss of, or damage, to school property. These charges can be cleared at any time; however, failure to pay these fines will result in the withholding of the student's report card and/or diploma.

SPEECH

Speech	1 semester	1 credit	Grades 10-11
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This course deals with public speaking situations. It explores various means of expression and communication. Emphasis is placed on preparation and delivery of various speaking circumstances. Required to graduate.



PHYSICAL EDUCATION

Physical Education	2 semesters	2 credits	Grades 9-12
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The course will involve learning more advanced skills for team and individual sports. Learning of rules and applying the rules to officiating techniques will be required. More emphasis will be placed upon lifetime leisure activities, specifically individual sports. The course will also involve more advanced skill and written tests. Overriding all the principles, goals, and objectives is the simple fact that students need to find the physical education classes enjoyable. If they do not have "fun" with the activities, they will not have been taught usable lifetime skills and good attitudes concerning sports.



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FINE ARTS

Spanish	1 semester	1 credit	Grades 9-12
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Concentration will be in vocabulary and grammar for application in all four of the language skill areas: writing, reading, speaking and understanding. The course will be supplemented with the study of Spanish speaking cultures.

Acting	1 semester	1 credit	Grades 9-12
--------	------------	----------	-------------

The course places emphasis on stagecraft, stage movement and character development through dramatic exercises. Students will be expected to read plays and participate in both in-class and out-of class productions in order to adequately fulfill the purpose of the course. This course will fulfill part of the Humanities requirement. No English credit.



## LANGUAGE ARTS

English 1                                      2 semesters      2 credits              Grade 9

The emphasis of this course is on building language skills such as vocabulary, spelling, grammar, and composition.

English 2                                      2 semesters      2 credits              Grade 10

This course introduces students to various forms of literature. Emphasis is placed on developing oral and written communication skills, building vocabulary,

English 3                                      2 semesters      2 credits              Grade 11



This class introduces students to a wide variety of writing experiences including the research paper. Emphasis is placed on mastering writing mechanics, organizing and studying grammar as an integral part of writing, thoughts, and developing ideas. Vocabulary development is also stressed. This class also surveys American Literature and ideas from the Colonial period to the present day. Along with teaching literature, the development of reading, writing, and vocabulary skills is emphasized.

English 4                                      2 semesters      2 credits              Grade 12

This course offers students a variety of writing experiences - letter, essay, and research writing. The purpose is to give students writing skills needed by adults as individuals. How language operates and the development of vocabulary skills will also be taught. This course also teaches general reading skills as well as those related to reading literature. A large variety of subjects will be examined by means of literature. Thinking and language art skills will also be stressed.

Applied English                              1 semester      1 credit              Grade 12



This course focuses on writing in the workplace and pays special attention to techniques used there. Literature read during the course pertains directly to workplace situations and exemplifies experiences from various employment situations. Critical thinking skills are emphasized.

## LOCKERS

Students are responsible for the condition and contents of their lockers. It is each student's responsibility to notify the office if a locker is defective. Locks will be provided by the school. Students are not allowed to use their own personal locks. Students should be aware that lockers are the property of the School District. School authorities have the right and obligation to check inside lockers when there is reason to believe that the lockers may contain items which threaten student safety or welfare. Students may be personally charged for damage, repairs or cleaning. Students should be aware that the school is not responsible for any lost and/or stolen property.

## LEAVING SCHOOL

Students are not to leave the grounds while classes are in session without checking out through the office. Should you need to leave during the school day, your parent/guardian must contact the office to make arrangements. Students are to check in with the office when they return to school.

## STUDENT DRIVING/PARKING

Parking is provided.



## VISITORS & FRIENDS

Support for your friends and classmates is encouraged; however, please refrain from kissing and embracing. Friends and/or students from other schools are not allowed to accompany students to school or classes.





dignity. Students are encouraged to express their beliefs and feelings, but not in a manner that is disruptive or degrading to others.

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B. 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/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.

C. Suspension and Expulsion

Suspension is the temporary removal of a student from school when circumstances are such that he 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 purpose of suspension is 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 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, and previous suspensions, plus the academic and attendance history of the pupil.

If after a study of the case by the Supt. 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

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MOUNTAIN VIEW ALT. HIGH SCHOOL  
Lakeland Joint School District #272

COURSES

FAMILY & CONSUMER SCIENCE

Apparel & Housing 10-12	1 semester	1 credit	Grades
A semester length course, in which apparel and housing decisions are explored. Emphasis is on skills in planning, acquiring, and maintaining apparel and housing, application of art principles, and use of related equipment. "Hands-on" experiences in both apparel and housing.			
Adult Living 1	1 semester	1 credit	Grades 9-12
This course emphasizes nutrition and food management and preparation, personal awareness, consumer skills, and financial resource management.			
Adult Living 2	1 semester	1 credit	Grades 10- <del>12</del>
This course emphasizes interpersonal and family relationships, communication strategies, decision making, family life, parenting issues and home and family management skills.			
Nutrition & Foods	1 semester	1 credit	Grades 10-12
A semester length course addressing nutrition and personal life style that emphasizes food preparation techniques, meal management skills, consumer skills, the impact of nutrition on our lives, and career options in nutrition and related fields.			
Parenting & Child Development	1 semester	1 credit	Grades 10-12
A semester length course in which parenting skills and choices are employed. Emphasis is on parenting decisions, stages in child development, relationship within families, appropriate family coping strategies, evaluation of child care services, and careers in child development and parenting related areas.			
Culinary Arts	2 semesters	2 credits	Grades 10-12
Two semester length courses to explore the art of preparation, cooking and presentation of meals.			



O. Attendance cont.

**Truancy** - An absence that occurs without the knowledge and consent of the parents and/or school authorities. Work missed during a truancy and any subsequent suspension may not be made up for credit. The Superintendent shall be notified. Additional truanies could result in expulsion by the Board of Trustees.

**2. Tardy Policy**

Tardiness is part of attendance. Students are to be considered tardy if they are not in their seats with appropriate books and materials at the start of class. Excessive tardies shall result in appropriate disciplinary action.



P. Student Records

Lakeland Joint School District #272 will maintain records on all students enrolled in its school. The principal of each building is responsible to see that such records are kept current and safeguarded against misuse. The term "Record" is interpreted to mean identifying data, academic work completed, level of achievement, attendance data, test scores, family background information, and other pertinent data.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age or older certain rights with respect to the student's educational records. The *Notification of Rights Under FERPA* form is provided to all students which outlines such rights. A form will also be provided upon request and is available online.

C. Suspension and Expulsion cont.

shall be conducted in a manner consistent with the procedures outlined in Idaho Code 33-205 (Denial of School Attendance), as now in effect and hereafter amended.

D. Search and Seizure

In order to maintain discipline and safety for all students or when there is reason to believe that a student may be engaged in an illegal activity, school officials may search a student's person, or any and all areas under his/her immediate control on the school grounds. School lockers, books, equipment, or other items belonging to the school shall be considered on loan to a student and school officials shall have the right to inspect such items at any time. Any dangerous items or illegal material found in the possession of or subject to the immediate control of a student may be confiscated. Other appropriate disciplinary measures may also follow, including referral to appropriate law enforcement officials.

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E. Alcohol, Drugs, Tobacco Use

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 any 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, cure, 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.)

E. Alcohol, Drugs, Tobacco Use cont.

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 its possessor or deliverer or recipient to represent a drug, whether or not the substance is actually a drug as herein above defined.

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.

**Second Offense:** 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 the supervision of school authorities shall be immediately suspended and referred to the Board of Trustees with a recommendation for expulsion.

Furthermore, students are prohibited from using tobacco or being in the possession of tobacco products on the school grounds or while under the supervision of school authorities. Violations of this policy may be punishable by:

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

**This policy (E.) is in effect for the duration of the entire students' attendance of K-12 grades at Lakeland School District.**

**In all substance abuse cases (alcohol, drugs, tobacco) the appropriate law enforcement officials may be notified.**

O. Attendance cont.

Building Principals will consider a student's attendance record as a whole in making their decisions when a student goes over on days of attendance. "Extraordinary cases" are generally understood to be those in which a student's absences were due to circumstances beyond the control of the student, parent, and/or the school. Because a student is considered to be in control of his/her own actions, truancy or any suspension from school or class for discipline purposes will not be considered an extraordinary circumstance.

The following "extraordinary" criteria may be considered when reviewing petitions for waiver of the attendance policy:

- a) All district-approved testing or counseling
- b) Documented illness or emergency medical treatment
- c) Death in the immediate family
- d) Requirement to appear for legal proceedings 274
- e) Documented family crisis or emergency
- f) Other unusual circumstances judged by the principal as "extraordinary" on the individual merits of the case

**1. Absences Classified**

Absences will be considered under three categories: Absence, suspension, and truancy defined as follows.

**Absences** - Absence from class for any reason (except suspension or truancy) including family convenience or school activities. For absences unrelated to school activities or suspension, a student's absence shall be verified by a parent or guardian with an explanation. Contact from the parent or guardian to the school should be made by note, telephone, or in person within three school days of return to school or such absence may be considered a truancy. School work may be made up for credit either before or after any absence, except suspension or truancy.

**Suspension** - Absence due to in-school or out-of-school suspension assigned by a school authority for disciplinary reasons. Work missed during suspension may be made up for credit only with special permission of the principal.

N. Philosophy and Code for Interscholastic Activities cont.

**COMMITMENT TO THE CODE**

Prior to participation in an activity, each student shall have a copy of the "Code" signed and dated by student and a parent on file in the school office. Failure to comply with this provision shall preclude any participation in any activity until such time as the student and parent/guardian have complied with this section.

**ASSOCIATION WITH IHSAA**

Upon payment of annual dues, Lakeland Joint School District assumes membership in the Idaho High School Interscholastic Activities Association and thereby recognizes and accepts the constitution, by-laws, rules and regulations of the Association as currently adopted, or thereafter amended, for the governing of all high school (grades 9-12) interscholastic activities for Lakeland Schools.

O. Attendance

The Lakeland Board of Trustees recognizes that time on task is highly important to the education of students and that regular attendance in class is very important to a student's success in learning in that class. Furthermore, encouraging good attendance is an integral part of developing a strong work ethic necessary for success in the employment world.

Every effort should be made by school officials to schedule activities in such a way that students will not be absent from classes because of other required school functions.

**Secondary Schools**

Lakeland schools will implement and administer attendance policies in accordance with rules set forth by the Idaho State Board of Education.

Each school shall keep accurate attendance records. Credit will not be given to any student in a subject when the student was not in attendance for at least 90% of the time that subject was being taught per semester.

For students in grades 9 through 12, the attendance policy shall be applied by class each quarter (MV). If a student is not present for more than 50% of a class period regardless of the reasons, he/she shall be counted as absent for the entire class period.

F. Unusual Disciplinary Matters and Dangerous Items; Restraint

Guns, ammunition, knives, fireworks and other dangerous items are not to be brought onto school property, onto a school bus or to any school sponsored activity by students. Teachers and principals are authorized to confiscate such items immediately. Pursuant to Idaho Code 18-33012, appropriate disciplinary action may include suspension from school, reporting to legal authorities for prosecution as a misdemeanor, and/or expulsion from school.

Employees of the school district, under supervision of administration, shall be deemed to have the right to search all students or minors, their belongings, and lockers, who are reasonably believed to be in violation of this policy.

Any student who brings a firearm onto school property shall be subject to expulsion from school for a period of not less than one year from the date of initial suspension for such violation.

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The District will not admit a student who has been expelled from another school or district for bringing a firearm or other dangerous item onto school property until that student has completed the expulsion period of not less than one year. The period of expulsion shall be confirmed in writing by the school district initially expelling the student.

A student who wishes to challenge a decision not to admit may request an appeal hearing before the Board of Trustees.

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.

G. School is a Public Place

Respect for the feelings, property and the welfare of others is important. Improper attire, public displays of affection, any form of harassment or intimidation, inappropriate language, vandalism, theft, litter, etc., to promote a negative school environment, will not be tolerated

H. Harassment/Bullying

**Harassment** is an action that is meant to or happens to cause discomfort for the victim. Although **bullying** and **harassment** sometimes overlap, not all bullying is harassment and not all harassment is bullying. Under federal civil rights laws, harassment is unwelcome conduct based on a protected class (race, national origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

**Bullying** is when one individual, or party, socially degrades the victim either for the purpose of increasing their own self-comfort or for the enjoyment of others.

Bullying is defined as intentional, repeated hurtful acts, words or other behavior such as name-calling, threatening and/or shunning committed by one or more children against another. Bullying may be physical, verbal, or emotional in nature.

**Students** who believe they may have been harassed or bullied should contact a counselor, teacher, Title IX coordinator or administrator who will assist in the complaint process.

I. Dress and Grooming

The School District reserves the right to insist that the dress and grooming of pupils be within the limits of generally accepted good taste for the activity in which the student is engaged. Pupils shall be required to show proper attention to personal cleanliness, neatness, and reasonable standards of dress and appearance.

Student dress, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the educational environment of the school or tend to diminish instructional effectiveness or the disciplinary control by the teacher. A general guide would be to follow prevailing styles but to discourage extremes or instances where a student may call attention to themselves by unusual or extreme dress or grooming.

When a student's appearance causes undue attention, is in poor taste, or causes a disruption of the educational environment, the student may be asked to change. Exceptions to this standard of dress are permissible when approved by special announcement from principals for a particular dance or activity.

J. Teachers' Authority

Pupils 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.

K. Pupils Must Leave Premises at Close of School Day

Pupils shall not loiter in the building or on the school grounds following dismissal of classes unless involved in a school-sponsored activity or with the permission of the principal.

L. Damage to Property

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. The parents or guardians shall be liable for damages to the amount of the injury or theft to be collected by the Board of Trustees.

M. Initiations

Initiations and/or hazing of students is strictly prohibited.

N. Philosophy and Code for Interscholastic Activities

The interscholastic activities program of Lakeland Joint School District is designed to involve students in wholesome, healthy competition; teach respect for rules and authority; teach respect for property and person of others; develop self-discipline through rigorous training; develop sportsmanship through winning and losing in competition; teach the fundamentals of each activity and develop the individual participant to his/her fullest potential; teach democratic values through participation; teach the student the value of working with others as a team; build physical and mental capacities; and to develop the attributes of cooperation and social adjustments, especially 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 and advisors, the administration, the Board of Trustees, and the Idaho High School Interscholastic Activities Association.

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# STUDENT HANDBOOK



*Timberlake High School*

5973 W. Highway 54  
Spirit Lake, Idaho 83869  
(208) 623-6303

**Principal:**  
**Assistant Principal:**  
**Athletic Director:**

Kurt Hoffman  
Brandi Johnson  
Jim Simpson

2016<sup>27</sup>2017



**2016-2017  
Calendar**

August 24	<i>Elementary (K-6) Registration noon-7</i>
August 25	<i>Elementary (K-6) &amp; Secondary Registration noon-7</i>
August 26	<i>Secondary (7-12) Registration 9-3</i>
August 29	All teachers report - New teachers orientation & uninterrupted teacher workday
August 30	General Meeting - Curriculum Day & Benefits Fair
August 31	Curriculum Day
September 1	Teacher Workday
September 2	Beginning of four day Labor Day Weekend
September 5	Labor Day (no school)
<b>September 6</b>	<b>First day for regular classes</b>
October 7	Curriculum Day (No school for students)
November 4	End of 1 <sup>st</sup> quarter (No school for students)
November 8, 9,10	K-8 scheduled evening parent/teacher conferences
November 10	9-12 parent/teacher conferences, 4:00 p.m. to 7:00 p.m.
November 21	District Wide Conference Day <b>K-8</b> 8:00-3:00 p.m. <b>9-12</b> 8:00 a.m. to 7:00p.m.
November 22	Teacher flex day (No school for students)
November 23- 25	Thanksgiving vacation
December 19-	Christmas Vacation begins
January 2	Christmas Vacation last day
January 3	School Resumes
January 16	Martin Luther King Jr. Day (no school)
January 26	End of 2nd quarter
January 27	No school for students
February 2	Evening K-8 conferences until 7:00 p.m.
February 3	K-8 Parent/teacher conferences 8am-noon (no school for K-8 students)
February 17 - 20	Presidents' Day (no school)
March 16	Senior Project Presentations THS & TJHS
March 27-	Spring vacation begins
April 2	Spring vacation last day
April 7	End of 3 <sup>rd</sup> quarter (No school for students)
May 19	Flex Day (No School)
May 29	Memorial Day (No school)
June 7	Seniors last day Lakeland H. Graduation 7:00 p.m.
June 9	Timberlake H. Graduation 6:00 p.m.
June 13	Last day of school for students & end of 4 <sup>th</sup> quarter early release 1:30 p.m.
June 14	Curriculum Day
June 15	Teachers Last Workday

## TIMBERLAKE HIGH SCHOOL OFFICE PERSONNEL



<b>Kurt Hoffman – Principal</b>	<b>Renee Vordahl - Counselor</b>
<b>Brandi Johnson Assistant Principal</b>	<b>Marie Woodward - Secretary</b>
<b>Jim Simpson – Activities Director</b>	<b>Mary Norberg- Secretary</b>
<b>Casi Reisenauer - Counselor</b>	<b>Jennifer Hammond- Secretary</b>

## **VISION STATEMENT**

Timberlake High School, in partnership with parents and the community, will prepare and inspire students to confidently adapt to the challenges of the 21<sup>st</sup> century.

## **MISSION STATEMENT**

The mission of Timberlake High School is to develop academic excellence by teaching our students the core educational principles, as defined by district and state standards, which promote lifelong learning and positive values. Our graduates will be able to function effectively in the family, the workplace, and the larger society. Timberlake High School provides a comprehensive system of support to ensure this outcome.

## **OBJECTIVES**

Timberlake High School graduates will be able to:

- Work cooperatively with others using well-developed interpersonal skills.
- Show mastery of language arts, scientific and mathematical principles.
- Demonstrate a high level of self-confidence and motivation with a genuine interest in learning and performing new skills.
- Think independently and solve problems effectively.
- Successfully pursue post high school education or training.
- Demonstrate effective and proficient written and oral communication.
- Demonstrate responsibility and civic involvement.
- Develop knowledge of a variety of cultures.
- Demonstrate knowledge of basic life skills.
- Apply acquired knowledge to the job or career of their choice.
- Achieve a balance between academic, physical, and artistic pursuits.
- Cooperate with others to accomplish a task.

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.

## **LAKELAND SCHOOL DISTRICT MISSION STATEMENT**

The mission of Lakeland Joint School District is to provide a quality education, creating responsible citizens who are college and career ready.

## **LAKELAND SCHOOL DISTRICT VISION STATEMENT**

A community committed to academic excellence and dedicated to student success!

## **LAKELAND SCHOOL DISTRICT CORE BELIEFS**

- All students can learn and achieve at high levels. Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- Parents are the first and primary teachers. They are responsible for their children's basic needs and values. Their active, collaborative participation is critical to their child's success.
- Student learning is the priority of Lakeland schools. All students will become confident, self-directed, collaborative, lifelong learners, and responsible citizens in tomorrow's workforce and community.
- Schools develop confident, self-directed, lifelong learners who will become responsible citizens in tomorrow's workforce and community.

- Schools teach to and model a universal set of basic values: honesty, self-discipline, responsibility, respect, physical/emotional well-being, and a strong work ethic.
- Schools provide a safe, positive, organized setting with clearly defined expectations for behavior based on mutual respect.
- All Lakeland employees are educational professionals, respected for their skills and commitment to student learning. They are essential to the achievement of the district's mission.
- The community and the schools are reflected in each other. Mutual support, participation, and partnering are necessary.

## **SCHEDULING INFORMATION**

Refer to the graduation list of requirements on page 26 to help you in planning your course work 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.

**YOU ARE RESPONSIBLE FOR MEETING ALL GRADUATION REQUIREMENTS.** Read the sheet containing these requirements carefully (page 26). You cannot receive your diploma or go through the graduation ceremony until you have met all the requirements. If you are planning to attend a four-year college or university after graduation, you should be on a course of study leading to the advanced diploma (college preparatory diploma). Carefully check the entrance requirements for the university of your choice and talk to your counselor or Near Peer 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.

## **CAMPUS EXPECTATIONS & GENERAL INFORMATION**

### **CODE OF CONDUCT**

In light of Lakeland's philosophy and objectives, the District's code of conduct shall be fair, consistent, nondiscriminatory, and protective of student rights and responsibilities. The code will be distributed to students and parents through each building's student handbook, which may be set forth in synopsis form.

In order to meet the varied needs of elementary and secondary schools within the Lakeland School District, the Board of Trustees recognizes the need for individual schools and teachers to formulate and enforce additional 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 and the district administration office for review by students and/or parents.

## **SCHOOL DAY**

The building will open Monday at 8:30 AM and Tuesday through Friday at 7:30 AM for student arrival. Students are not expected in the building earlier than those times listed without special arrangements made with staff. Classes begin at 8:50 AM on Monday and 7:50 AM Tuesday through Friday. School is dismissed at 2:43 PM each day. Students are required to be on time for each class. Unless a student is involved in a school-sanctioned activity, he/she is required to leave the school at the end of the day.

## **CLOSED CAMPUS**

Timberlake High School is a closed campus for all students. Students in grades 10-12 who are in good standing (academics, attendance, and discipline) may apply to have the privilege of leaving school during lunchtime. Student grades will be checked every grading period and off campus lunch rights may be revoked at any time. Students are required to remain on school grounds in designated areas from time of arrival through the end of the day. Students are permitted to leave the grounds only with the permission of the office by checking out through the office before leaving school.

## **PUPILS MUST LEAVE PREMISES AT CLOSE OF SCHOOL DAY**

Pupils shall not loiter in the building or on the school grounds following dismissal of classes unless involved in a supervised, school-sponsored activity or with the permission of the principal.

## **VISITORS**

Parents and guardians who wish to visit in a classroom are welcome to do so with permission from the principal. Students are not allowed to have guests visit them during the school day. All parents or guardians must register at the office.

## **LEAVING SCHOOL**

Once students arrive at school (by any form of transportation) they are to remain on school grounds. Students are not to leave the grounds while school is in session without checking out through the office. Should you need to leave during the school day, your parent/guardian must contact the office to make arrangements and you must sign out. In the case of an emergency or special situation, see the principal or vice principal. Failure to follow this proper procedure will result in missed class time being counted as truancy.

## **WITHDRAWAL FROM SCHOOL**

If it becomes necessary for a student to withdraw from school during the school term, he/she will be required to be accompanied by a parent or guardian requesting that a transfer be given. The request should state the reason for withdrawal and student's destination for records to be completed properly. The office will give the student a withdrawal sheet to take to each teacher for proper clearance. Parents may come to school to make the withdrawal at any time. No refunds will be issued or records released until a student has completed the withdrawal process.

## **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 the 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, concern 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.

## **ILLNESS OR ACCIDENT DURING SCHOOL**

Students who become ill or are injured will be sent to the office. A student may then be placed in the sick room. Office personnel will call home to notify parents of the situation and arrange for transportation home, if necessary. In case of emergency when parents cannot be reached, emergency contacts will be used. If necessary, appropriate emergency medical treatment will be sought.

Student insurance is available to all students at a modest fee. The school district does not carry insurance for students injured during the school day. Students participating in athletic programs must have school insurance or other insurance to cover accidents. If school insurance is not taken, a waiver signed by the parent or guardian must be on file at the school.

## **MEDICATION**

All medication, prescription or over-the-counter, must be left in the office. A note, signed by the parent, must indicate dosage and circumstances under which the medication is to be administered. The original container needs to be provided for prescription medication. Students using an inhaler are also required to have a signed permission slip on file in the office. (They may carry the inhaler with them.)

## **LOCKERS**

Lockers are provided for students at no cost. All hall lockers are combination type and auxiliary padlocks are not permitted. Items of value should never be brought to school and stored in the student's locker. If a situation arises that makes it necessary to bring valuables to school, they should be stored in the office.

The student to whom a locker is assigned is responsible for its condition and contents. It is each student's responsibility to notify the office if a locker is defective. Students should be aware that lockers are the property of the school district and school authorities have the right and obligation to check inside lockers when there is reason to believe they may contain items which threaten student safety or welfare. Students may be personally charged for damage, repairs, or cleaning. Locker combinations will be given only to the student assigned to that locker. Students should be aware that the school is not responsible for any lost and/or stolen property.

## **FIRE DRILLS**

In case of fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire alarm. There is an evacuation plan posted in each room that shows the route of evacuation for that particular room. In case of an alarm, walk to the fire exit designated for your room. Once outside, stay with your teacher until directed to return to the building.

## **STUDENT FEES**

All students are required to pay a \$10.00 book deposit. Textbooks are issued to the student as their personal responsibility for the year. Each textbook is numbered and students will be held liable for damages to books while checked out to them. Students will have one week <sup>201</sup> report and document any previous damage to a

textbook that is issued to them. Students who drive must purchase a \$3.00 parking permit from the office or at registration.

All students are encouraged to purchase an ASB card. This card entitles the student to:

- The opportunity to participate in all extracurricular activities.
- Free or reduced price entry to all school home athletic events and music events.
- Receive a student rate at all away games and high school games.

ASB cards cost \$40.00 for grades 9-12.

The cost for all athletic events (varsity and sub-varsity) will be \$5.00 for adults and \$3.00 for students.

## **STUDENT MESSAGES AND DELIVERIES**

Students and parents are asked to minimize messages and deliveries to students during the school day.

## **INTERNET USE/COMPUTERS**

In order to use the Internet, students must sign and abide by the Internet Use Agreement Form. Inappropriate use of the computer and/or Internet will result in disciplinary measures and loss of computer privileges.

Damaging equipment and deleting/sabotaging school software is against the law and will be prosecuted.

## **WIFI VOUCHER POLICY**

WiFi access will be given to students who use personal electronic devices in school for educational purposes as determined by teachers and administration. Long-term WiFi vouchers may be given to students in which a teacher has requested and been granted permission from the administration to issue a voucher to that student. Long-term WiFi access will only be given for personal tablets or laptops (no iPods or cell phones). The student must load the voucher on their personal device with assistance of the librarian or library aide. If WiFi use is needed within individual classes for educational purposes, teachers will have voucher numbers to distribute to students on a period specific basis.

## **SCHOOL IS A PUBLIC PLACE**

RESPECT for the feelings, property, and the welfare of others is important. Improper attire, improper printed or written material, any form of harassment or intimidation, inappropriate language, vandalism, theft, litter, etc. promote a negative school environment and will not be tolerated.

## **DISCIPLINE GUIDELINES**

All discipline guidelines apply to the school day. This includes on school grounds, at school activities, and when transporting, or waiting on transportation, to and from school.

For a school to operate and for a classroom to run efficiently, certain rules are needed. Teachers will have their own procedures for handling students who break these rules. Persistent or flagrant offenders will be referred to the office and may be subject to disciplinary action such as lunch detention, after school detention, temporary suspension from class pending a satisfactory parent conference, Saturday School, In-School Suspension, Out of School Suspension, permanent removal from the class, or be recommended for expulsion.

We believe that the following statements serve as guidelines for students:

- **Students may not interfere with a teacher's right to teach.**

- **Students may not interfere with other students' right to learn.**

## **DESCRIPTION OF DISRUPTIVE AND UNACCEPTABLE BEHAVIORS**

Arson- malicious or willful burning of school or personal property.

Assault- generating fear by threatening physical harm to others.

Battery (Fighting)- causing bodily harm by hostile physical contact.

Cheating (Plagiarism)- using others work or allowing others to use your work as your or others own ideas.

Classroom or School Disruption- any disruptive behavior that interferes with the learning process, teacher's ability to teach, peace or safety of others.

Insubordination- refusal to comply with reasonable demands or requests by school personnel in places or activities where the school has jurisdiction.

Disrespect of Staff- failure to treat or communicate with staff in a courteous or appropriate manner

Extortion- an attempt to obtain anything of value from another person by intimidating or by threatening violence.

False Fire Alarm- tampering with the fire alarm system to disrupt the educational system.

Gambling- trying to win money or valuables on the outcome of some game.

Harassment- verbal (degrading comments), physical (sexual, forceful), social (spreading rumors), electronic (Facebook, texting, etc.), or any abusive actions addressed toward another

Public Display of Affection- display of affection other than holding hands

Use, Possession, or Distribution of Alcohol/Controlled Substances- strictly prohibited. Refer to substance abuse policy in this handbook.

Possession of Lighters or Matches- being in possession of any form of matches or lighters.

Theft/Stealing- unauthorized possession of property, taking something that does not belong to you.

Truancy- absences from one or more classes accumulated willfully, without justifiable reasons or permission, and unknown to parent/guardian or school staff.

Use, Possession, or Distribution of Tobacco or Electronic Cigarettes- strictly prohibited. Refer to substance abuse policy in this handbook.

Use of Profanity or Inappropriate Language- using non-verbal, verbal or written expressions that are crude, offensive, irreverent, or coarse.

Vandalism- willful, malicious destruction or defacement of school, employee or student property located on school district property or associated with a school designated activity.

Use, Possession, or Distribution of a Weapon- strictly prohibited. Refer to district policy regarding weapons.

Threats toward Student, Staff, or School Safety- any verbal or written thought, regardless of intent, that expresses threats toward students, staff, or school safety.

Driving Recklessly on School Grounds- driving in a careless or unsafe manner or violating Idaho Traffic Laws.

Pornography- the depiction of erotic behavior designed primarily to cause sexual excitement.

Other- this allows for any other disruptive or unacceptable behaviors not specifically defined above.

## **TEACHERS' AUTHORITY**

Pupils 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.

## **DISRUPTION IN CLASS**

Students will be removed from class if they disrupt. Parent involvement will occur if the situation is not corrected after the first incident. Students engaging in any of the described disruptive or unacceptable

behaviors will be subject to disciplinary action. Habitual violations of school guidelines will result in severe disciplinary action and insubordination toward an instructor or staff member is a serious offense. The listed behaviors are not intended to be all-inclusive. Students and parents should understand that it is not possible to list all behaviors that are detrimental to a positive school environment. By employing common sense and reason, students should be able to make sound judgments.

## **DISRUPTION IN CLASS WITH A SUBSTITUTE**

Substitute teachers shall be treated like guests at Timberlake. Uncooperative, disruptive or disrespectful behavior will result in **double disciplinary consequence**.

## **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.

## **SEARCH AND SEIZURE**

In order to maintain discipline and safety for all students or when there is reason to believe that a student may be engaged in an illegal activity, school officials may search a student's person, or any and all areas under his/her immediate control on the school grounds. School lockers, books, equipment, or other items belonging to the school shall be considered on loan to a student and school officials shall have the right to inspect such items at any time. Any dangerous items or illegal material found in the possession of or subject to the immediate control of a student may be confiscated. Other appropriate disciplinary measures may also follow including referral to appropriate law enforcement officials. In order to maintain a drug free school, Lakeland School District holds the right to employ the use of narcotic canines (drug dogs) to search all buildings, parking lots, campus, person, and belongings located at Timberlake High School.

## **STUDENT RESTRAINT**

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.

## **USE/POSSESSION/DISTRIBUTION OF ALCOHOL OR DRUGS**

Because the district believes that the use of drugs and alcohol is both illegal and harmful, students are prohibited from drinking, delivery 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 them; (2) substances intended for use in the diagnosis,

cure, 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 its possessor or deliverer or recipient to represent a drug, whether or not the substance is actually a drug as hereinabove defined.

**Students who violate the drug and alcohol policy may be subject to the following disciplinary actions:**

1<sup>st</sup> Offense                      Suspension up to 5 days, parent conference, law enforcement notified. Enrollment in an assessment and intervention program may reduce suspension. 40 school days suspension from activities.

2<sup>nd</sup> Offense                      Suspension and recommendation for expulsion. 1 calendar year suspension from activities.

- Any student, who knowingly sells, delivers or provides drugs or other intoxicants to another student at school, or while under the 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 of expulsion. In all substance abuse cases, the appropriate law enforcement officials will be notified.

**USE/POSSESSION/DISTRIBUTION OF TOBACCO OR ELECTRONIC CIGARETTES**

1<sup>st</sup> Offense                      1-day suspension out of school, law enforcement notified, and a 20 school day suspension from participation in school activities.

2<sup>nd</sup> Offense                      3-day suspension out of school, law enforcement notified, 1 calendar year suspension from participation in school activities.

**LAWS CONCERNING MINORS**

Use or possession of tobacco or electronic cigarettes will result in referral to law enforcement when a student is under 18 years of age. The Idaho legislature has strict penalties for possession and consumption of alcohol, possession of tobacco, electronic cigarettes, drugs (including paraphernalia), and dangerous weapons. School authorities will conduct searches when circumstances indicate a student or minor may be in violation. Violation of these laws will result in notification to local law enforcement authorities.

**UNUSUAL DISCIPLINARY MATTERS (DANGEROUS ITEMS)**

Guns, ammunition, knives, fireworks, lighters, and other dangerous items are not to be brought to school, onto a school bus, or to any school sponsored activity by students. Teachers and principals are authorized to confiscate such items immediately. Pursuant to Idaho Code 18-33012, appropriate disciplinary action may include suspension from school, reporting to legal authorities for prosecution a misdemeanor, and/or expulsion from school.

**DAMAGE TO PROPERTY**

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 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.

## **HARASSMENT, INTIMIDATION, INITIATIONS, HAZING, BULLYING, CYBER BULLYING, THREATS**

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, initiations, bullying, cyber bullying or threats. This means any intentional written, verbal, or physical act, including, but not limited to one, shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics when the intentional written, verbal, or physical act: a) physically harms a student or damages the student's property; or b) has the effect of substantially interfering with a student's education; or c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or d) has the effect of substantially disrupting the orderly operation of the school is strictly prohibited.

Initiation and/or hazing of students is strictly prohibited.

Written or verbal threats of bodily harm to students and staff or threats of destruction of personal property will be taken very seriously.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). An act of harassment, intimidation or bullying may be committed through the use of a land line, cell phone, computer, the internet or other electronic means.

Any student making a threat, regardless of intent, or anyone involved in harassment, intimidation, initiations, or bullying, shall be subject to appropriate disciplinary action, which may include a parent conference, counseling, suspension, reporting to law enforcement authorities, and/or expulsion from school. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment.

## **FOOD AND DRINK**

All students must consume food and drinks, including MADD coffee drinks, in the commons or designated outside areas. Students will only be allowed to access an academic wing of the building during their lunchtime with permission from that teacher. Food and drink in the classrooms are at the discretion of the individual teacher. In order to maintain an environment that conveys pride in Timberlake High School, students are asked to pick up garbage in the hallways or on the grounds, clean up any messes that have been made, and report spills immediately so that they may be cleaned up appropriately.

## **DRESS AND GROOMING**

The School District reserves the right to insist that the dress and grooming of students are within the limits of generally accepted good taste for the activity in which the student is engaged. When a student's appearance causes undue attention, is in poor taste, or causes a disruption of the educational environment, the student may be asked to change and is subject to disciplinary action.

To maintain a safe and positive school environment that does not disrupt or distract from the educational purpose, the following regulations have been established to supplement the policy of Lakeland School District:

- Hats, caps, visors, hoods or bandannas may not be worn in the school during the school day. All headwear worn to school must be kept in the student's locker during regular class hours.
- Pants/shorts may not be excessively baggy and or low riding and worn above the hip.
- Undergarments may not be visible at any time.
- Any form of sleepwear, as determined by administration, is not appropriate or allowed at school.

- **FEMALES:** Shirts must cover the midriff and must not be excessively low in the front. No cleavage or undergarment may be showing. Shorts and skirts must be fingertip length. No tanktops of any kind are allowed. Examples include but are not limited to; Spaghetti straps, halter tops, tube tops, racerback shirts.
- **MALES:** All shirts must have sleeves and cover the outside of the shoulder. Examples include but are not limited to; bro-tanks, cut off jerseys, cut off t-shirts.
- Shirts that promote, advertise, or display drugs or drug culture, alcohol or tobacco products may not be worn.
- Shoes must be worn at all times on school premises
- Clothing and personal items that promote, advertise, or display profanity, vulgarity, racially or sexually offensive/suggestive expressions, gang culture, or drug culture are not allowed at school.
- Contacts that alter/conceal the normal appearance of the eye are prohibited.
- Drug culture icons such as hemp necklaces with mushrooms are not permitted.

These guidelines are not all inclusive. If at any time a staff member feels a student's dress is not appropriate or within the guidelines, that student will be asked to change. Failure to follow these guidelines will result in appropriate disciplinary action.

## **PERSONAL PROPERTY**

Cell phones, music players, cameras, expensive watches, jewelry, personal belongings, large sums of money, protection sprays, and other disruptive items or objects of theft should not be brought to school. The school **will not** be responsible if such items are lost, stolen, or damaged. **LOCK YOUR HALL LOCKER, P.E. LOCKER, AND CAR FOR PROTECTION FROM THEFT!**

## **PERSONAL COMPUTING DEVICES (cell phones, iPads, tablets, laptops, etc.):**

Personal computing devices (PCD) can be a valuable resource in the educational setting. Teachers have the ultimate discretion for appropriate educational use of all student personal computing devices in their classroom. Student use of a personal computing device must support the instructional activities currently occurring in the classroom. Students will use appropriate digital citizenry when utilizing devices in the classroom setting. Consequences of inappropriate use of a student's PCD are as follows:

- 1<sup>st</sup> Offense: Confiscated and student will pick up the PCD at the front office with a lunch detention
- 2<sup>nd</sup> Offense: Confiscated and parent must pick up, after school detention

## **PUNISHMENT**

Disciplinary action at school increases with each referral or No Show for an assigned consequence. Action may include lunch detention, parent conference, ASD-(After School Detention), P.A.S.S., ISS, Saturday School, OSS, work duty, etc.

**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 or detriment to the educational program, to himself/herself, to others, or to public property. The primary purposes of suspension are to give the student, their 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 student. 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.

⇒ An expulsion hearing that is set before the Board of Trustees shall be conducted in a manner consistent with the procedures outlined in the Idaho Code 33-205 (Denial of School Attendance) as now in effect or hereafter amended.

### **NO SHOW FOR ASSIGNED DISCIPLINARY OR ACADEMIC DETENTION**

Assigned detention is not optional. Failure to show for assigned detention, without prior consent, will result in the following consequences:

First no show:	Reschedule missed detention and one additional same level detention
Second no show:	Reschedule missed detention and one additional detention of higher level
Third no show:	Reschedule missed detention and one day of ISS- parent contact
Fourth no show:	Out of school suspension, parent conference before return to school
Fifth no show:	Referral for a show cause hearing to the superintendent

## **ATTENDANCE**

It is the intent of the Board of Trustees to have students attend school on a regular basis. Regular and consistent attendance results in increased learning. It is also the intent of the Board of Trustees to have the regular classroom teacher present whenever possible. A student's presence in the classroom with the regular teacher contributes to time on task, and time on task attributes directly to learning.

All students must be in attendance in each classroom 90% of the time when that class is in session. No credit will be granted to students missing more than nine (9) days per semester. The administration shall adjudicate absences where the total number of days is brought below 9 days through doctor's excuses and legitimate illness.

The ONLY absences that WILL NOT be used in calculating the attendance record are:

Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience, so long as any required work is made up for the class or classes missed. These exemptions will apply to students participating in sports events, cheerleading, music related events, academic field trips, and others deemed co-curricular. In addition, the building principal may determine whether or not a student shall be excused to attend a school activity based upon the student's attendance record.

Those that are protected based on an identified disability supported by a 504 plan or an Individualized Education Plan (IEP)

Students in secondary schools shall be required to register for a minimum of six classes each day (which may include one scheduled, supervised study hall) unless dual enrolled under Policy 3030 "Part-Time

Attendance/Dual Enrollment or excused by the local Board of Trustees.

For students in grades 9 through 12, the attendance policy shall be applied by class each semester. If a student is not present for more than 50% of a class period regardless of the reasons, he/she shall be counted as absent for the entire class period.

School officials shall warn a student and his parents in writing of an impending loss of credit due to excessive absences. School officials shall immediately notify a student and his parents in writing when credit in any class has been withheld. **Students will be required to attend Saturday School or make up time after school for every absence over the nine allowed.**

After a student has been notified that credit has been withheld, he/she may file a petition requesting a waiver of the attendance policy in order that credit may be granted. Such petition shall be filed with the school principal within 10 school days of the notice of loss of credit. The principal shall notify parents and the student of a time for a review hearing to be held within 10 school days of receipt of the petition. The principal after hearing the petition, may request information from other school personnel and then shall approve or establish additional conditions for the reinstating of credit. In this situation, credit shall be withheld until the completion of the semester and satisfactory fulfillment of the conditions established for reinstatement. (Refer to attendance procedures outlined in Administrative Guidelines).

Should the student not fulfill the conditions or have additional attendance concerns, credit will be withheld. Students may appeal this denial of credit by requesting a hearing in front of the District Attendance Board. The District Attendance Board would include two administrators from other secondary or elementary schools as appropriate and two teachers from other secondary or elementary schools. The Assistant Superintendent (or designee) would chair this board and vote only in the case of a tie.

Decisions of the District Attendance Board and principal from each building shall be reported to the Superintendent and Board of Trustees at the end of each semester. Any permanent loss of credit shall be clearly marked on the student's report card and permanent record.

Building principals will consider a student's attendance record as a whole in making their decisions. "Extraordinary cases" are generally understood to be those in which a student's absences were due to circumstances beyond the control of the student, parent, and/or the school.

Because a student is considered to be in control of his/her own actions, truancy or any suspension from school or class for discipline purposes may not be considered an extraordinary circumstance.

The following "extraordinary" criteria may be considered when reviewing petitions for waiver of the attendance policy:

- a. All district-approved testing or counseling
- b. Documented illness or emergency medical treatment
- c. Death in the immediate family
- d. Activities involving state or national recognition
- e. Requirement to appear for legal proceedings
- f. Documented family crisis or emergency
- g. IHSAA sanctioned district or state competitions
- h. Other unusual circumstances judged by the principal as "extraordinary" on the individual merits of the case

Absences will be considered under three categories: Absence, suspension, and truancy. The principal will determine under which heading an absence will be classified.

- a. Absences - Absence from class for any reason (except suspension, truancy, or approved school activity) including family convenience. For absences unrelated to school activities or suspension, a student's absence shall be verified by a parent or guardian with an explanation of the absence. Contact from the parent or guardian to the school should be made by note, telephone, or in person within three school days of return to school or such absence may be considered a truancy and processed accordingly. School work may be made up for credit either before or after any absence **Unexcused absences** include but are not limited to: oversleeping, car trouble, missing the bus, unverified absences(s) not cleared within 3 days after the student returns to school.
  - o **Students may not attend nor participate in extracurricular activities on days that they are absent from a class except with prior administrator approval.**
- b. Suspensions - Absence due to in school or out of school suspension assigned by a school authority for disciplinary reasons. Students will be provided the opportunity to make up work missed during a suspension.
- c. Truancy - An absence that occurs without the knowledge and consent of the parents and concurrence of school authorities. Work missed during a truancy and any subsequent suspension may not be made up for credit. The Superintendent shall be notified. Additional truanancies could result in expulsion by the Board of Trustees. Any parent or guardian of a public school pupil who is found to have knowingly allowed such pupil to become a habitual truant shall be guilty of a misdemeanor.

## **TARDIES**

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor. If counseling, parent conference, or disciplinary action is ineffective in changing the student's attendance behavior, he/ she may be suspended from the class. Being on time, whether to class, work, or an appointment is an important habit to establish. Tardies are recorded in attendance records and report cards. Students are to be considered tardy if they are not in their seats with appropriate books and materials when the tardy bell rings. Tardies from doctor/dentist appointments must have a note from the doctor/dentist office to be excused. Tardies from oversleeping, car trouble, snowy roads, etc will not be excused, **even if a parent calls in to verify the tardy.**

Tardies will be cumulative throughout the semester. Tardies will be accrued and counted in overall classes, not on a class by class basis. Excessive tardies will result in appropriate disciplinary action as outlined below.

- 1<sup>st</sup> Tardy      Warning
- 2<sup>nd</sup> Tardy      Warning
- 3<sup>rd</sup> Tardy      Warning
- 4<sup>th</sup> Tardy      3 Lunch Detentions
- 5<sup>th</sup> Tardy      After School Detention
- 6<sup>th</sup> Tardy      ½ day Saturday School
- 7<sup>th</sup> Tardy      Full Day Saturday School
- 8<sup>th</sup> Tardy      PASS
- 9<sup>th</sup> Tardy      Full Day Saturday School
- 10<sup>th</sup> Tardy     Full Day of Saturday School or Out of School Suspension

## **LEAVING SCHOOL DURING THE DAY**

This is TRUANCY unless the parent/guardian contacts the school in advance (note/phone) and the student signs out in the office prior to leaving. Students should not ask to leave school early so that they can get to work on time.

## **TRUANCY**

Skipping/forging notes or calls, will result in making up double the time missed in detention, PASS, or suspension.

## **SKIPPING/DISRUPTING ASSEMBLY**

Skipping or being disruptive at an assembly will result in disciplinary action.

## **SENIOR SKIP DAY**

Senior Skip Day is not acceptable. Students that participate in Senior Skip Day will be considered truant and will receive no credit for any assignments, quizzes and or tests that were given or due on that day. Discipline, which may include suspension, will also be considered depending on the student's discipline/ attendance record.

# **TRANSPORTATION POLICIES**

## **STUDENT DRIVING/PARKING**

**Students who drive are required to purchase a \$3.00 parking permit from the office.** Cars are to be parked in the student lot with doors locked. The student parking lots are located at the east and west ends of the building. Bus transportation is available to students; therefore, absences due to vehicle complications will not be excused. Leaving school at lunch in a vehicle is not recommended.

## **THE PARKING LOT**

- Students may get items out of their vehicles during class time but loitering in the parking lot is not allowed.
- Improper parking, reckless driving, riding in the back of a pick-up, horseplay under slick or snowy conditions, failing to stop or yield right of way etc. is very DANGEROUS and is not allowed.
- Student parking is allowed only in designated student parking areas.
- Students must register their vehicle license number and car vehicle description to receive a parking permit. Parking permit must be visible in the front windshield on all cars on campus.
- Violation of any of these parking lot rules will result in a \$5 fine, loss of parking privileges, and/or referral to legal authorities. Failure to pay the fine within a week will result in double the fine.
- All tickets need to be paid in the office within a week of receiving the ticket.

## **SCHOOL BUS INFORMATION**

The following guidelines will apply on all Lakeland buses to and from school, activity busses, field trips, and pep and game buses:

- While riding, students shall keep all parts of the body and any personal objects inside the bus.
- Students shall not use profanity or obscene language or gestures or cause excessive noise.
- Students shall avoid "horseplay" at all times by keeping hands, feet, books, or other objects to one's self.
- Students shall not use or be in possession of tobacco, alcohol, or drugs.
- Students shall not throw objects on, from, or into the bus nor litter the bus.
- No hazardous materials, weapons, dangerous objects, or animals may be brought onto the bus.
- Students shall not eat or drink on the bus while riding to and from school.
- Students shall not abuse fellow students or their property nor vandalize school property.
- Students must promptly respond to a driver's request or direction.

Students may not ride a different bus without first receiving prior approval from the transportation office. Students shall not leave or board a bus at locations other than their assigned home stop or school unless arrangements are approved by the transportation supervisor upon consultation with the building principal.

Students who violate the above rules shall be subject to discipline according to the following guidelines:

- 1<sup>st</sup> OFFENSE --
  - The student is verbally warned in conference with the driver.
  - Parents will be notified by telephone or letter by the driver.
- 2<sup>nd</sup> OFFENSE –
  - A written “warning” is sent to the parents to be signed and returned within two school days.
  - A copy is sent to the principal and the transportation supervisor.
  - The transportation supervisor will set up a conference with the driver, parent, and student.
  - A “Behavior Expectation Contract” is to be signed by the parent and student.
- 3<sup>rd</sup> OFFENSE –
  - A written “citation” shall be issued to the student to be delivered to the parents.
  - With the concurrence of the transportation supervisor, up to three days suspension off the bus shall be assessed.
  - The principal shall be immediately notified and provided a copy of the citation.
  - The transportation supervisor shall contact the parent before the next day’s route to be certain the parent has received the citation.
  - If the student or parents wish to appeal the suspension, a conference of all concerned must be arranged through the building principal.
- 4<sup>th</sup> OFFENSE –
  - Violation of bus riding behavior rules beyond the third offense will be viewed as multiple infractions jeopardizing the safety of others.
  - A written “citation” shall be issued.
  - With the concurrence of the transportation supervisor, the student shall be suspended from the bus for five days. He/she may also be recommended for expulsion from the bus for the remainder of the year by the Board of Trustees if there are very serious or multiple rule violations.
  - The transportation supervisor shall contact the parent before the next day’s route to be certain the parent has received the citation.
  - If the student or parent wishes to appeal the suspension, they may contact the principal, who will request a review of the case to be conducted by the “Transportation Advisory Board.” (All cases with a recommendation for expulsion from the bus shall first be reviewed by the “Transportation Review Board.”)
  - **NOTE:** A continued pattern of school bus rule violations or any very serious offense may result in a recommendation to the Board of Trustees for loss of bus riding privileges for the remainder of the school year.
  - The following are “serious” rule violations or kinds of gross misconduct, which will result in suspension of bus riding privileges and may be followed with a recommendation to the Board of Trustees for expulsion from the bus. Examples are (but not limited to):
    - Fighting, hitting, or pushing another student as an act of violence.
    - Throwing any object in a manner that may injure another, cause a major distraction to the driver, or damage property.
    - Any gross insubordination, physical, or verbal abuse shown toward the driver.
    - Bringing onto the bus any dangerous or hazardous materials or objects (i.e. firearms, explosives, knives, chemicals, aerosol cans, etc.).
- Any act of physical, sexual, or racial harassment.

# ACADEMICS

## **GRADING PERIODS**

Progress reports will be issued for students to take home every five weeks during the course of a semester. 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. The following numerical values are used to issue letter grades; however, individual teachers may have additional requirements to pass their class communicated via the course syllabus:

A = 90 – 100	D = 60 –70
B = 80 – 90	F = below 60
C = 70 – 80	P = passing

## **GRADE STATUS**

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 (at least 3 in English and Math)
- Junior grade status must have earned a minimum of 20 credits
- Senior grade status must have earned a minimum of 34 credits

## **GRADUATION REQUIREMENTS**

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 a 'course offering' brochure when pre-registering in the spring. Counselors are here to help and advise students in meeting these standards. Graduation requirements/course offerings are available upon request in the office and from counselors.

## **SELECTION OF VALEDICTORIAN AND SALUTATORIAN**

Criteria for the selection process are listed below:

- The overall grade point of the student. (Weighted GPA will apply for the class of 2017 and beyond)
- The grade point in the four major academic areas.
- Emphasis will be placed on 4 years of mathematics, social studies, English, and science.
- Service to school and community.
- Must achieve a College Preparatory Diploma
- Overall rigor of all coursework.

## **MAKE-UP WORK**

Whenever a class is missed, it is the student's responsibility to see his/her teachers concerning make-up assignments. It is important that this be done the day the student returns to school. The student will have two days following an absence to make up class work or tests. Work previously assigned and due on the day of the absence will be due the day the student returns. If the student will be absent from school for three or more days, it is recommended that the parent contact the office for make-up assignments.

Students knowing of absences in advance (i.e. extracurricular activities) should pre-arrange for homework. Assignments are due the day of return to school, and upon return, students should be prepared to take any tests or quizzes.

## **CHEATING**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying or checking and using answers from another student’s homework;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student’s test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Taking a test or quiz in part or in whole to use or to give others;
- Copying information from a source without proper attribution; and
- Taking papers from other students, publications, internet or other on-line related resources.

Violators of this policy will be disciplined at teacher discretion on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to: redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

## **HONOR ROLL**

There will be an honor roll and high honor roll for each semester grading period. High honors require a GPA of 3.5 and honors require a GPA of 3.0 in academic subjects. Any student receiving any grade of “F” or “D” will be excluded from honor roll.

## **WEIGHTED GRADES**

Beginning with the class of 2017, the weighted grading system will be implemented 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:

<u>Weighting</u>	<u>Traditional Class</u>	<u>Honors/Dual Enrolled Class</u>
“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:

- English 1-4 Honors
- Math Honors Classes
- AP US History
- All “Non Activity” based College Dual Enrollment Classes

## **ACADEMIC LETTER**

A full time THS 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.

## **TIGER TIME**

Tiger time is to be used for academic intervention or make-up. Students that are not in need of these services, must use this time productively and may not disrupt the learning of others. If students wish to seek help in a class other than that in which they were assigned, they must request a pass from the teacher they wish to see prior to the start of tiger time. Students moving around without passes will be subject to disciplinary action.

## **THIS STUDENT INTERVENTION**

Timberlake High School believes all students are capable of meeting academic expectations and that all students can find success within the classroom. When a student is failing or has failed to respond to the expectations of the class, as laid out by the instructor, the following protocol will be used to guide that student back to accountability and offer remediation and makeup time.

1. **Teacher and Student conversation when students are passing class but need to make up assignment/assessment or have an “I”**- the teacher will have a conversation with the student asking them to submit assignments or take tests that have yet to be submitted or taken. The teacher must provide a list of assignments/tests to be made up and a timeline in which they must be submitted. If the student fails to make up said assignments in the timeframe provided, move to step 2. Teacher will document the conversation in the shared RTI Google form.
2. **Teacher and Parent/Guardian Conversation with assigned consequence for student**- The student will now be assigned lunch detention and/or after school study sessions and/or Saturday school until said assignments are submitted to the teacher. The teacher will have a conversation with parent or guardian in which the teacher will inform the parent that the student has been assigned lunch detention and/or after school study sessions and/or Saturday school. Teachers should inform parents of their child’s current grade and the assignments/tests the student has been asked to be made up. If agreed upon, the student may come in for extra help/time if deemed necessary by parent and teacher. After one week of lunch detentions and/or after school study sessions the student has not completed and submitted the assignments/tests Saturday school will be assigned. Teacher will document the parent conversation in the shared RTI Google form.
3. **Weekly “F” Lists will be reviewed by Counselors, Grade Level Teams, and the RTI Team**- Steps 1 & 2 will be followed with all students who are on the “F” list on Monday mornings. RTI team will document in the shared RTI Google form.
4. **Counselor/Teacher/RTI Meeting with Student and Parent**- Counselor, teachers, parents, and student will have a conference. Steps that have already been taken will be reiterated and the academic plan will be put into place. A copy of the agreed upon plan will be given to teachers of that student, the parents, the counselor, and one will be given to administration. Students who have below a 2.0 cumulative GPA will be placed on an academic plan until the cumulative GPA is above 2.0. Counselor will document the plan in the shared RTI Google form.
5. **Counselor/Teacher/RTI Team will monitor plan and adjust as necessary**- Counselor and Teachers will monitor the plan for a couple of weeks and check for academic improvement. If necessary, counselor will meet again with the student to review the plan and adjust if needed. If adjustments are made, teachers, parents, and administration will be notified. Counselor will document the adjusted plan in the shared RTI Google form.

## **AFTER SCHOOL STUDY TABLE**

Teachers will be available for after school study table help until at least 3:15 every day after school. Students choosing to attend after school study table will be expected to maintain a focus on academic help. Expectations for after school help include remaining on task, working intentionally, and utilizing this time as a true extension of classroom time. Those that are found to disrupt the learning of others will be referred to administration for disciplinary action. Additionally, the library will be open until 5:30 Monday through Friday for academic help and supervision.

## ADVANCED OPPORTUNITIES

The Idaho State Department of Education has several new programs to help Idaho students get a jump start on college. For additional information about advanced opportunities, visit the Idaho State Department of Education website at <http://www.sde.idaho.gov/student-engagement/advanced-ops/index.html> . For any further questions regarding advanced opportunities or to sign up for advanced opportunities please see your counselor.

## Activities

### ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

To be academically eligible for athletics, 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    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 THS 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. Schools may adopt stricter academic eligibility policies.

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 practice and competition until the grade is passing.**

### RANDOM DRUG TESTING AND DRUG USE PREVENTION POLICY

Effective Fall 2006 all Lakeland Joint School District students in grades 9-12 who wish to participate in interscholastic activities must consent to random drug testing. Lakeland Joint School District also reserves the right to test any student participant in interscholastic activities who at any time exhibits cause for reasonable suspicion of drug usage.

## **PHILOSOPHY AND CODE FOR INTERSCHOLASTIC ACTIVITIES**

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 property and person of others, develop self-discipline through rigorous training, develop sportsmanship through winning and losing in competition, teach the fundamentals of each activity and develop the individual participant to his/her fullest potential, teach democratic values through participation, teach the student the values of working with others as a team, build physical and mental capacities, and to develop the attributes of cooperation and social adjustments, especially 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 guidance established by the coaches and 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 interscholastically unless special permission for an absence has been granted in advance by the principal.
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.
4. 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, tobacco, or electronic cigarettes during the school year, nor possess a weapon, as outlined in "B" and "C" under definitions, or be knowingly present while such activity is taking place.

## **DISCIPLINE REGARDING INTERSCHOLASTIC ACTIVITIES**

Violations of rules 1 through 7 or conduct that brings discredit to the participant, the school, or the community, could result in temporary or permanent suspension from the activity with a subsequent loss of award. Such determination shall be made by the coach and/or administration. A violation of rule 8 shall result in one of the following actions and other discipline as designated by the principal, which may include the loss of letter or other award:

- The use or possession of tobacco, or possession of a weapon, shall result in an immediate 20 school day suspension from all interscholastic participation and practice. Five days of practice must follow any suspension before participation in a contest.
- The use or possession of alcohol or illegal drugs (as defined in Board Policy) shall result in an immediate suspension for 40 school days (plus five). A student may choose to reduce suspension under (B) to 20 school days (plus five) by completing an approved substance abuse assessment and treatment program. A contract plus a minimum of 8 hours in the program must be successfully completed prior to reinstatement in any interscholastic activity.
- A student who voluntarily discusses his/her substance abuse problem with a coach, counselor or administrator, and agrees to participate in an approved substance abuse assessment and treatment program shall not be subject to suspension if a violation has not been otherwise reported.
- A student who knowingly sells, delivers, or otherwise provides drugs, alcohol, tobacco, or electronic cigarettes to another student or a student who has a second violation of rule 8 during the same school year shall be suspended from all interscholastic activities for one calendar year.
- Coaches may impose more strict policies than the student handbook activities code.

## **DEFINITIONS**

- A. Illegal Drugs – as defined in Board Policy #3300 or by State/Federal Law.
- B. School Day – Shall be any day within the adopted school year calendar plus any days prior to the opening of the school year which are allowed for inter-scholastic activities under IHSAA rules.
- C. Weapon as defined by board policy 3330
  1. "Deadly or dangerous weapon" means any weapon as defined in 18 U.S.C. section 930;
  2. "Firearm" means any firearm as defined in 18 U.S.C. section 921;
  3. "Weapon" (other than deadly or dangerous weapon) means any instrument, item device, or thing which, given the immediate circumstances, constitutes a threat to person or property whether or not the instrument, item, device or thing is inherently a weapon or not. (i.e. and without limitation-pen or pencil, book, bag, or other items that are not normally considered a weapon could be used as a weapon and therefore qualify under this policy).
- D. Suspension – The student shall not be allowed to participate in practices or contests during suspension time. A minimum of five school days of practice (assuming the IHSAA required practice time has previously been met) will be required prior to any involvement in any inter-scholastic contest after a suspension.
- E. Approved Substance Abuse Program – The program must involve an intake or assessment procedure followed by appropriately prescribed treatment. This may vary from "awareness education" to "addiction treatment". The family and school personnel should be involved in the assessment and treatment if prescribed. The program should involve at least 15 hours of counseling beyond assessment over a minimum of 5 weeks. The student and his/her parent or guardian shall be responsible for all costs and arrangements for the program. Students choosing this option shall, with a parent or guardian, sign a contract agreeing to these terms. Failure to fulfill the contract and complete the program shall result in suspension from all interscholastic activities for one calendar year from the date of violation.
- F. Knowingly Present: for the purpose of this policy, "knowingly present" shall mean that a student attended a gathering of two (2) or more individuals (except religious church sponsored or family gatherings) at which one or more of the attendees (other than the student at issue) were using or in possession of drug paraphernalia, controlled substances, drugs, alcohol, or tobacco and the student knew or reasonably should have known that such use or possession was occurring.

## **COMMITMENT TO THE CODE**

Prior to participation in an activity, each student shall have a copy of the above "Code" signed and dated by himself/herself and a parent on file in the school office. Failure to comply with this provision shall preclude any participation in any activity until such time as the student and parent/guardian have complied with this section.

## **SCHOOL ACTIVITIES/FIELD TRIPS/PERFORMANCES**

Any student participating in a school activity, field trip, or performance, in which they will be missing school must be passing all classes and not listed on the assigned detention list as outlined in the intervention protocol.

## **ASSOCIATION WITH IHSAA**

Upon payment of annual dues, Lakeland 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.

## **ATHLETIC AFTER SCHOOL STUDY TABLE**

The following rules apply when athletes have 3:30 PM practice time. They are not required to attend study table when they have late practice, no practice, or on game day.

- All athletes will be in their designated study table area before the 2:48 PM late bell.
- All athletes will submit a current weekly progress report to a designated coach each first school day of the week. If an athlete does not submit a current progress report to their designated coach on the first school day of the week, they will be required to attend the after school study table for the remainder of that week. If an athlete is absent on the first school day of the week, they will submit their weekly progress report to their designated coach on the first day they return.
- The athletes that have all A's and B's on their weekly progress report can voluntarily attend after school study table or they are free to leave the building and return for practice. Athletes who have C's, D's, F's, or I's on their current weekly progress report will be required to attend the after school study table for the entire week.
- Coaches are expected to maintain accurate records for receiving the weekly progress reports. Coaches will be responsible for updating their list of athletes who are required for study table with the class/teacher that athlete will report to. This information will be kept on google docs and will be shared with administration and the athletic director each week.
- Coaches will be responsible for disciplining athletes who are: late for study table; failed to submit a weekly progress report; not prepared to utilize this time in a productive manner; disruptive behavior during study table; and not reporting to their designated classroom.

## **ASSEMBLIES AND DANCES**

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. Guest 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.

## **STUDENT RECORDS**

**POLICY:** The Family Educational Rights and Privacy Act of 1974, P.L. 93-38, section 513.

Lakeland School District No. 272 will maintain records on all students enrolled in its schools. The principal of each building is responsible to see that such records are kept current and safeguarded against misuse. The term "Record" is interpreted to mean identifying data, academic work completed, level of achievement, attendance data, test scores, family background information, and other pertinent data.

Access to the records of students shall be as follows:

- The building principal is responsible for carrying out the policy of his/her school.
- Only authorized school personnel shall record data on the records.
- Administration and faculty have access to the student records for academic, personal (including discipline), social, vocational, and counseling purposes

- Students' individual records are available for parents to review. Students over 18 years of age or married students of any age may also examine their records. Arrangements for review may be made with the school principals.
- The Board of Education and the Superintendent of Schools may have access to a student's record(s) in cases of educational needs or discipline problems, which have been referred to them.
- School counselors may keep personal counseling information in a file in their offices. Only the counselors can have access to this information.

Each student's record is reviewed annually to determine what information is permanent, to be maintained always by the school district, and what information is temporary, which will be used for a particular period of time.

Parents, students 18 years of age or older, or married students may challenge any of the information in their record at any time. Said challenge must be in writing to the building principal involved. The building principal will arrange a meeting between parents, students, teachers, or counselors involved. A review will be made and the issue resolved. If the parent of the student is not satisfied with the review, they may appeal to the Superintendent of schools. The Superintendent will issue his/her decision after a review of the record and the complaint. If the parent or student is not satisfied with the review they may appeal to the Board of Education. The Board will issue a decision after a review of the record and the complaint. The decision of the Board is final.

## LAKELAND JOINT SCHOOL DISTRICT 272

### HIGH SCHOOL GRADUATION REQUIREMENTS FOR THE CLASSES OF 2015 AND BEYOND

STANDARD DIPLOMA			ADVANCED DIPLOMA		
COURSE	CREDIT	GRADE	COURSE	CREDIT	GRADE
English 1	2	9	English 1	2	9
English 2	2	10	English 2	2	10
English 3	2	11	English 3	2	11
English 4	2	12	English 4 CP or DC	2	12
<b>PICK ONE OF THE FOLLOWING MATH OPTIONS:</b>					
Integrated Math	2	9	Algebra 1	2	9
Algebra 1	2	10	Geometry	2	10
Geometry	2	11	Algebra 2	2	11
Math Applications	2	12	Trig/Pre-Calculus or Math Elective	2	12

Algebra 1	2	9	Geometry	2	9
Geometry	2	10	Algebra 2	2	10
Math Applications	2	11	Trig/Pre-Calculus	2	11
Algebra 2 [1]	2	12	Calculus or Math	2	12
			Elective		
Grade level are the suggested grade levels for a class, but may be altered with school approval					
Health	1	10	Health	1	10
Speech	1	10-11	Speech	1	10-11
Physical Science	2	9	Physical Science [2]	2	9
Biology	2	10	Biology	2	10
Science Elective	2	11	Chemistry	2	11
U S History	2	11	U S History	2	11
U S Government	2	12	U S Government	2	12
Economics	1	12	Economics	1	12
CWP	1	10-12	CWP	1	10-12
Physical Education [5]	1	9	Physical Education [5]	1	9
Humanities [3]	2	9-12	Humanities [3]	2	9-12
Computer Literacy [4]	1	9-10	Computer Literacy [4]	1	9-10
Electives	12	9-12	Electives	12	9-12
<b>TOTAL</b>	<b>46</b>		<b>TOTAL</b>	<b>46</b>	

[1] Students who complete math through Algebra 2, Chemistry and English 4 H will earn the Advanced Diploma. [2] Academically qualified students may take Biology (9<sup>th</sup>), Chemistry (10<sup>th</sup>), and Physics (11<sup>th</sup>-12<sup>th</sup>) with counselor approval.

[3] Courses approved for the humanities are modern language, art, music, and theater.

[4] Courses approved for computer literacy are Computer Applications, Computer Science, Introduction to Multi Media and Computer Graphics.

[5] The physical education requirement can be completed by participation in one athletic season of school sponsored athletic teams. 1 credit will be awarded upon completion of each sport season with a maximum of 2 credits to be earned through this method.

**The State Board of Education has added the following additional graduation requirements:**

- 1. Students in the class of 2015 and 2016 must demonstrate proficiency on the ISAT in the areas of Language Usage, Reading, and Mathematics or complete district approved alternative measure (completion of an ISAT remediation class). Students in the class of 2017 and beyond must complete the ISAT 2.0. Beginning with the class of 2019 student must demonstrate proficiency on the ISAT 2.0**
- 2. Satisfactory completion of a senior project that includes an oral presentation and written report.**
- 3. Take either the ACT, SAT or COMPASS exam by the end of grade 11.**

## **Timberlake High School Class Schedule 2016-2017**

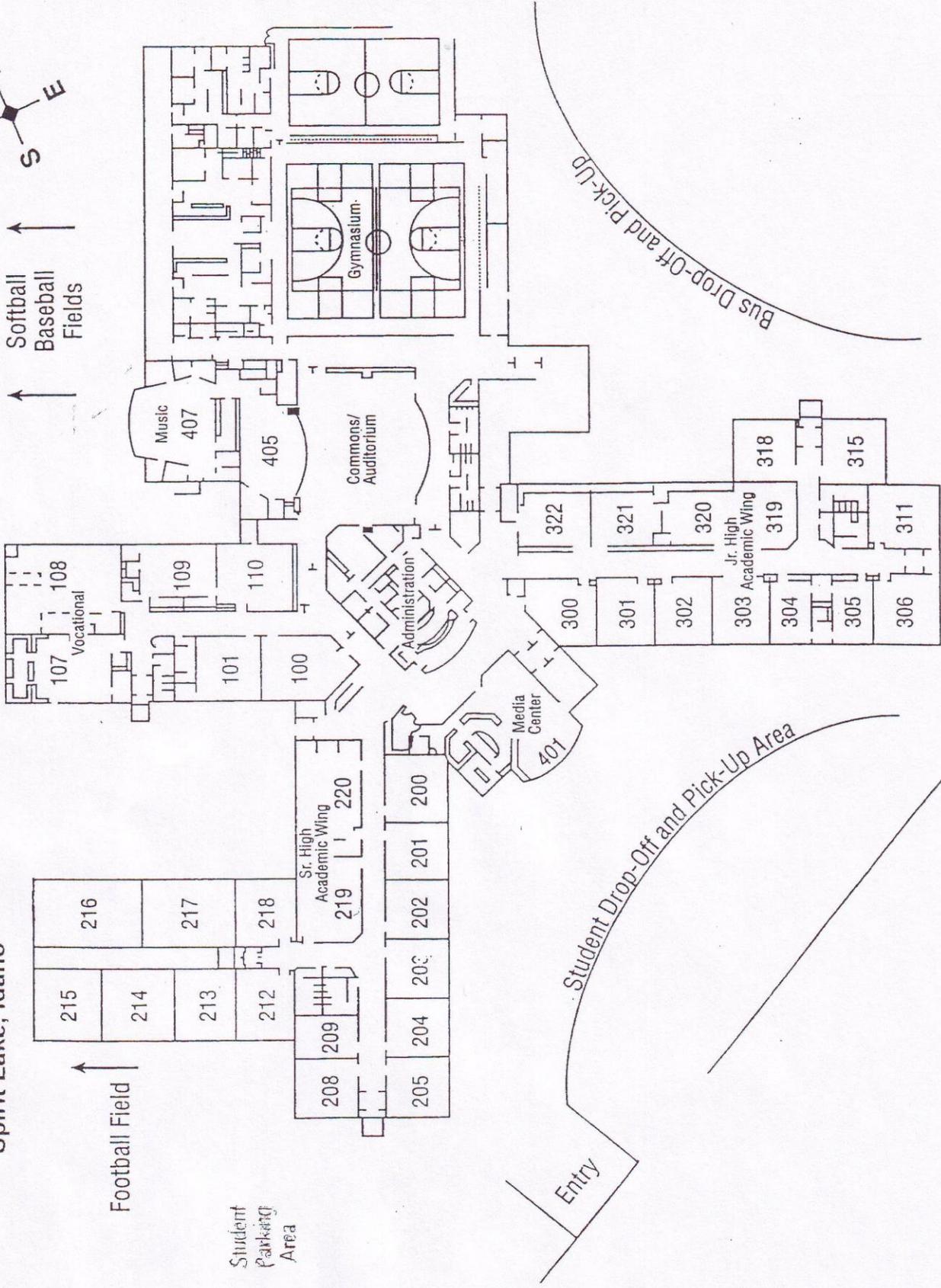
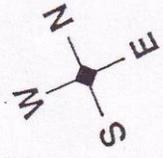
**Monday Bell Schedule**  
**7:30-8:30 Collaboration**  
**8:50-9:39 First Period**  
**9:44-10:33 Second Period**  
**10:38-11:31 Third Period**  
**11:31-12:01 First Lunch**

**11:36-12:25 Fourth Period**  
**12:06-12:55 Fourth Period**  
**12:25-12:55 Second Lunch**  
**1:00-1:49 Fifth Period**  
**1:54-2:43 Sixth Period**

**Tuesday-Friday Bell Schedule**

**7:50-8:43 First Period**  
**8:48-9:41 Second Period**  
**9:46-10:44 Third Period**  
**10:44-11:14 First Lunch**  
**10:49-11:42 Fourth Period**  
**11:19-12:12 Fourth Period**  
**11:42-12:12 Second Lunch**  
**12:17-1:10 Fifth Period**  
**1:15-2:08 Sixth Period**  
**2:13-2:43 Tiger TIME**

Timberlake High School  
 Lakeland School District 272  
 Spirit Lake, Idaho





## STUDENT HANDBOOK

Dr. Becky Meyer Superintendent  
Todd Spear Principal

### LAKELAND JUNIOR HIGH SCHOOL

*committed to academic excellence...dedicated to the success of all students*

**15601 N. Hwy. 41, Rathdrum, Idaho 83858**

#### Telephone:

208-687-0661 (Office)  
208-687-1510 (Fax)  
[www.lakeland272.org](http://www.lakeland272.org)

**Lakeland Junior High School...where success is a journey, not a destination**

"Lakeland Joint School District #272 does not discriminate or deny services on the basis of age, race, religion, color, national origin, gender, and / or disability."

### *This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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Dear Lakeland Junior High Students,

On behalf of the faculty and district, I would like to welcome you to Lakeland Junior High School. The staff at Lakeland Junior High School considers it to be an honor and privilege to be part of your education and your personal and academic growth. Lakeland Junior High is excited about the challenges, opportunities, and success that we will face together and celebrate together during the school year. The 2016-2017 school year guarantees to bring about many exciting moments, great opportunities, and the advancement of your learning and educational success.

Lakeland Junior High School continues to be recognized as one of the top junior highs in the state of Idaho, nationally ranked in the top 5 middle schools/junior highs, and the Lakeland School District has been recognized as the top school district throughout the state of Idaho for its fine academic and extra-curricular accomplishments. We are looking forward to the implementation of the Common Core State Standards, the broad-based effort to fulfill the charge issued by the states to create the next generation of K-12 standards in order to help ensure that all students are college and career ready. We are confident that this educational quality will continue as we help students meet academic and personal goals through high expectations, aligned curriculum and as a staff that is dedicated to seeing that each and every student learns and learns at high levels.

You can benefit from everything Lakeland Junior High School has to offer by being actively involved in your classes and the programs offered, and especially by taking personal responsibility for your learning and your behavior. If you encounter difficulties, seek out any of our staff, and we will do our best to help you. We are here to make your years in junior high successful, educationally challenging, and a time that you will always remember.

At Lakeland Junior High School, Character Counts, and you will be hearing a lot about Character Counts. This is a philosophy that prioritizes trustworthiness, respect, responsibility, fairness, caring and citizenship. To be a successful student and young adult, it is important that we treat ourselves and others with respect. We believe this is one of the most important things we can learn as members of our school.

Pay careful attention to what is written in this student handbook, discuss it with your teachers, classmates and parents, use your student handbook on a daily basis and if you have any questions please do not hesitate to speak up.

Make it a great year,

Todd Spear  
Principal / Athletic Director  
Lakeland Junior High School

*committed to academic excellence...dedicated to the success of all students*

## MISSION STATEMENT

The mission of Lakeland Junior High School is to enable our students to become successful participants in today's and tomorrow's society.

## SCHOOL OBJECTIVES

To successfully participate in society, we believe our students need knowledge, appreciation and understandings that will allow them to:

- Use critical thinking and reasoning abilities to solve problems.
- Communicate effectively in a variety of settings.
- Develop global awareness and appreciate cultural diversity.
- Maintain personal emotional and physical well-being.
- Establish a high standard of ethics.
- Work effectively as a member of a group.
- Contribute to society as a responsible citizen.
- Be a self-directed learner.

## DESIRED LEARNER RESULTS

All students will:

- Demonstrate skill, knowledge and understanding in the required core areas.
- Demonstrate skills in technology that will promote academic and workplace success.
- Demonstrate respect, honesty, integrity, and responsible citizenship in their daily lives.
- Understand and demonstrate the fundamental principles of responsible citizenship.
- Demonstrate an awareness of and respect for different people and cultures.
- Communicate and participate as a productive member of a group.
- Use critical thinking and reasoning strategies to solve problems.
- Explore areas of personal interest.
- Demonstrate an awareness of healthy lifestyles and strategies for maintaining good health.
- Exemplify the idea that "anything worth doing is worth doing well".

### Lakeland Junior High School 2016-2017 Bell Schedules

#### Monday-Late Start

Period 1	8:55 - 9:45
Period 2	9:50 - 10:40
Period 3	10:45 - 11:35
7 Lunch	11:35 - 12:00
Period 4(8 <sup>th</sup> )	11:40 - 12:30
8 Lunch	12:30 - 12:55
Period 4(7 <sup>th</sup> )	12:05 - 12:55
Period 5	1:00 - 1:50
Period 6	1:55 - 2:45

#### Tuesday – Friday Schedule

Period 1	7:55 - 8:50
Period 2	8:55 - 9:49
Period 3	9:54 - 10:48
7 Lunch	10:48 - 11:13
Period 4(8 <sup>th</sup> )	10:53 - 11:47
8 Lunch	11:47 - 12:12
Period 4 (7 <sup>th</sup> )	11:18 - 12:12
Period 5	12:17 - 1:11
Period 6	1:16 - 2:10
Block	2:15 - 2:45

## 2016 – 2017 Lakeland School District Calendar

August 24	<b>Elementary (K-6) Registration noon-7</b>
August 25	<b>Elementary (K-6) &amp; Secondary Registration noon-7</b>
August 26	<b>Secondary (7-12) Registration 9-3</b>
September 5	Labor Day (no school)
<b>September 6</b>	<b>First day for regular classes</b>
October 7	Curriculum Day (No school for students)
November 4	End of 1 <sup>st</sup> quarter (No school for students)
November 8, 9, 10	K-8 scheduled evening parent/teacher conferences
November 10	9-12 parent/teacher conferences, 4:00 p.m. to 7:00 p.m.
November 21	District Conference Day K-8 8:00-3:00 p.m. <b>9-12</b> 8:00 a.m. to 7:00p.m.
November 22	Teacher flex day (No school for students)
November 23- 25	Thanksgiving vacation
December 19-	Christmas Vacation begins
January 2	Christmas Vacation last day
January 3	School Resumes
January 16	Martin Luther King Jr. Day (no school)
January 26	End of 2nd quarter
January 27	No school for students
February 2	Evening K-8 conferences until 7:00 p.m.
February 3	K-8 Parent/teacher conferences 8am-noon (no school for K-8 students)
February 17 - 20	Presidents' Day (no school)
March 16	Senior Project Presentations THS & TJHS
March 27-	Spring vacation begins
April 2	Spring vacation last day
April 7	End of 3 <sup>rd</sup> quarter (No school for students)
May 19	Flex Day (No School)
May 29	Memorial Day (No school)
June 7	Seniors last day Lakeland H. Graduation 7:00 p.m.
June 9	Timberlake H. Graduation 6:00 p.m.
June 13	Last day of school for students & end of 4 <sup>th</sup> qtr. early release 1:30 p.m.

### SCHOOL DAY

The school building opens at 8:45 and classes begin at 8:55 on Mondays. The school building opens at 7:45 and classes begin at 7:55 Tuesday - Friday. The last class is dismissed at 2:45. You are expected to be on time to each class. Unless you are involved in a school-sanctioned activity, you are expected to leave school at the end of the day. Students are allowed in the commons at 8:25 (Monday) and 7:25 (Tuesday – Friday) for breakfast or time to study. Students are not allowed in the academic hallways prior to 8:45 (Monday) and 7:45 (Tuesday – Friday) unless they have a specific appointment with a teacher (students must first check in with the front office).

### CLOSED CAMPUS

Lakeland Junior High School is a **CLOSED CAMPUS**. You are required to remain on school grounds in designated areas when you are not in class. This policy applies from the moment that you arrive on campus in the morning until school is dismissed in the afternoon. **STUDENTS ARE PERMITTED TO LEAVE GROUNDS ONLY WITH THE PERMISSION OF THE OFFICE. THIS PERMISSION IS GRANTED ONLY WITH WRITTEN PERMISSION FROM A PARENT OR THE LEGAL GAURDIAN. YOU MUST CHECK OUT THROUGH THE OFFICE BEFORE YOU LEAVE SCHOOL. WHEN YOU RETURN YOU MUST ALSO CHECK BACK IN AT THE OFFICE.**

## VISITORS

Parents who wish to visit in a classroom are welcome to do so with permission from the Principal. Students are not allowed to have guests visit them during the school day. With prior permission from the Principal, a visitor pass may be issued for lunch-time only. All guests and visitors must register at the office.

## MEDICATION

All medication, prescription or over-the-counter, must be left in the office except for inhalers. Students may carry their inhaler after appropriate permission and paperwork is on file in the office. All medication must be labeled with the name of the student, name of the medication, dosage and times of administration. An authorization for administration of medication form must be signed by a parent or guardian in order for your student to take medication at school and if the medication is prescription, the form will require a physician's signature too. The medication will not be administered to the student if the guidelines are not met.

## ILLNESS OR ACCIDENT DURING SCHOOL

Students who become ill or are injured will be sent to the office and an attempt to notify parents will take place. A student may then be placed in the sick room. Office personnel will call home to notify parents of the situation and arrange for transportation home, if necessary. **Students may not call for someone to pick them up without permission from the office. This includes using a cell phone to text or call a parent without permission from the office.** In case of emergency when parents cannot be reached, emergency contacts will be used. If necessary, appropriate emergency medical treatment will be sought.

Student insurance is available to all students at a modest fee. The school district does not carry insurance for students injured during the school day. Students participating in athletic programs must have school insurance or other insurance to cover accidents. If school insurance is not taken, a waiver signed by the parent or guardian must be on file at the school.

## TELEPHONE AND CELL PHONES

Students are welcome to use the office phone for matters relating to school and or emergencies. This is a business phone and is not available for social or personal issues. The hallway telephone is not to be used during class time. Because of the potential for disruption and/or distraction, **cell phones along with ANY and ALL electronic devices may NOT be used or even seen during the school day. All electronic devices must be kept in the student's locker and not on their person. Electronic devices may be used before and/or after school, but must be turned off during the school day.** Use of a cell phone during any test will be considered as cheating on the test. Any student found in violation of this policy will have their cell phone confiscated as directed in Lakeland School District Board Policy 3265. Electronic devices may be used for educational purposes in the classroom with teacher approval and supervision.

## WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to withdraw from school during the school term, s/he should bring a note from either a parent or guardian requesting that a transfer be given. The note should state the reason for withdrawal and student's destination for records to be completed properly. The office will give the student a withdrawal sheet to take to each teacher for proper clearance. Parents may come to school to make the withdrawal at any time. No refunds will be issued nor records released until a student has completed the withdrawal process.

## LOCKERS

Lockers are provided for students at no cost. All hall lockers are of the combination type and auxiliary padlocks are not permitted. Lakeland Junior High School will not be responsible for any items of value that may become damaged or stolen. If a situation arises that makes it necessary to bring valuables to school, they should be stored in the office. Students are welcome to decorate their lockers with personal belongings with the understanding that all decorations must be removed prior to the end of school and that all decorations are of a nature which is appropriate for school (Including the attire of the people in the pictures). **Students will not be allowed to take backpacks into classrooms. Backpacks should be stored in lockers.**

### **HALLWAY BEHAVIOR**

There should be no running, scuffling, or boisterous behavior in the hallways. Due to the large number of students in the hall during class changes & the fact that other students are in class, you are asked to be courteous and show respect for your fellow students. Students may not use aerosols of any type (e.g. deodorant, perfumes, etc) in hallways, classrooms or other public places nor should students have food or drink with the exception of water in a clear container. **Energy drinks are prohibited and will be confiscated at school.**

### **PERSONAL PROPERTY/LOST & FOUND**

Personal music players, cameras, expensive watches, large sums of money, or other items of significant value should not be brought to school. The school will not be responsible if such items are lost, stolen or damaged. Personal music players are not to be worn or listened to during class or between classes. They may be used before school, after school and during lunch. Lost and Found is located in the commons. Because of the large volume of items that accumulate (and not collected by their owners), Lost and Found items are given to a local charity at the end of each quarter – one week after the quarter ends.

### **EMERGENCY DRILLS**

In case of fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire horn. There is an evacuation plan posted in each room that shows the route of evacuation for that particular room. In case of an alarm, walk to the fire exit designated for your room. Once outside, stay with your teacher until directed to return to the building.

### **ASSEMBLIES AND ACTIVITIES**

During the course of the year, several assemblies and activities will be held. **Activities and assemblies are for full-time enrolled Lakeland Junior High School students only.** Student behavior at these events is subject to the same guidelines as during class. Students will be expected to sit in their assigned areas during assemblies. Students may not leave school activities and expect to return. Inappropriate behavior during the regular school day may result in loss of the privilege of attending the activity. **Students who are ineligible as a result of failing grades may not attend the activity.** Students are expected to be in attendance the entire day of a dance to attend the dance.

### **END OF THE YEAR 8<sup>TH</sup> GRADE CELEBRATION**

The 8<sup>th</sup> grade End of Year Celebration at Silverwood Theme Park is scheduled for Monday, June 12<sup>th</sup>, 2017. During the second semester, any student who is either failing a class or is currently receiving an incomplete (as reflected by their 2<sup>nd</sup> semester grades), has two or more school suspensions, or has excessive tardiness will not be eligible to attend the 8<sup>th</sup> grade End of Year Celebration at Silverwood Theme Park.

### **STUDENT FEES**

All students are required to pay a \$10.00 book deposit. This deposit will be refunded if all books are returned in good condition. Textbooks are issued to the student as his personal responsibility for the year. Each textbook is numbered and students will be held liable for damages to books while checked out to them. Vocational Classes (Technology / Consumer Science / Art, Lego Robotics) may require a fee for materials that the student will ultimately take home or consume.

Students wishing to participate in extracurricular activities need to purchase an activity card. This card entitles the student to:

1. The opportunity to participate in all extracurricular activities.
2. Attend all school home athletic events and music events at no additional charge.
3. Identification as a student at all away games, high school games, and community activities.

### **ACADEMIC INFORMATION**

#### **COURSE OFFERINGS**

Seventh grade students are required to take Language Arts (English, Reading and Spelling), Life Science, Math, and Social Studies, as well as one semester of Physical Education / Health and one quarter each of



- Alternative requirements as developed with the student, parent and administrator.

### **HONOR ROLL**

There will be an honor roll and high honor roll for each semester. High honors require a GPA of 3.5 and honors require a GPA of 3.00 in academic subjects. Any student receiving any grade of “F” or “D” or a conduct mark of “U” will automatically be excluded from honor roll.

### **ACADEMIC ELIGIBILITY**

Junior high students often need close guidance and prompting to make adjustments and keep their work at a satisfactory level. 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 subject to the following academic guidelines:

1. Grade reports are run every Monday morning. Students must be passing all of their classes in order to be academically eligible for that week of competition or any other school activity.
2. An ineligibility list will be compiled of students who are failing any classes. This list will be given to teachers, coaches and advisors each Monday morning.
3. Students on the ineligibility list may practice with their team if they attend a study hall before or after school (minimum of 1 hour). Ineligible students will not be allowed to suit-up in competition, sit on the bench, travel to away games, stand with their team during ceremonies (assemblies, banquets) or attend after school dances.
4. Ineligible students requesting removal from the list may file a petition with the principal that certifies passing grades in all classes. This must be completed and approved prior to return to full participation. At the beginning of a new semester or new quarter, students must miss one week of participation prior to completing a petition.
5. At the beginning of a new semester or new quarter, students failing one or more classes, must miss one week of participation prior to completing a petition.

### **EXPECTATIONS FOR HONESTY AND INTEGRITY**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student’s homework;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student’s test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Taking a test or quiz in part or in whole to use or to give others;
- Copying information from a source without proper attribution; and
- Taking papers from other students, publications or the Internet.
- Use of a cell phone during a test.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing an assignment/retaking the test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, limits on activity participation, detention, suspension, or expulsion.

### **ATTENDANCE PROCEDURES**

The Lakeland Board of Trustees recognizes that time on task is highly important to the education of the students and that regular attendance in class is very important to a student’s success in learning that subject. Furthermore, encouraging good attendance is an integral part of developing a strong work ethic necessary for success in the employment world.

## SECONDARY SCHOOLS

Lakeland schools will implement and administer attendance policies in accordance with rules set forth by the Idaho Statute and Lakeland Board Policy.

Each school shall keep accurate attendance records. Credit will not be given to any student in a subject when the student was not in attendance for at least 90% of the time that subject was being taught per semester.

Absence from class for any reason including illness and family convenience shall be counted when the hours of attendance and consequent eligibility for credit is calculated.

For students in grades 9 through 12, the attendance policy shall be applied by class each semester. For students in grades 7 and 8, the policy shall be applied by class each semester with any loss of credit considered when determining promotion or retention. If a student is not present for more than 50% of a class period regardless of the reasons, he/she shall be counted as absent for the entire class period.

School officials shall warn a student and his parents in writing of an impending loss of credit due to excessive absences. School officials shall immediately notify a student and his parents in writing when credit in any class has been withheld. After a student has been notified that credit has been withheld, he/she may file a petition requesting a waiver of the attendance policy in order that credit may be granted. Such petition shall be filed with the school principal within 10 school days of the notice of loss of credit. The principal shall notify parents and the student of a time for a review hearing to be held within 10 school days of receipt of the petition. The principal after hearing the petition, may request information from other school personnel and then shall approve or deny petitions for waiver establishing additional conditions for the reinstating of credit. In this situation, credit shall be withheld until the completion of the semester and satisfactory fulfillment of the conditions established for reinstatement. (Refer to attendance procedures outlined in Administrative Guidelines).

During the same semester a second withholding of credit due to excessive absences shall be handled in a like manner except that the principal may establish additional conditions for the reinstating of credit. Credit shall remain withheld until the completion of the semester at which time the principal shall approve or deny the petition. Should the student not fulfill the conditions or have additional attendance concerns, credit will be withheld.

Students may appeal this denial of credit by requesting a hearing in front of the District Attendance Board. The District Attendance Board would include two administrators from other secondary or elementary schools as appropriate and two teachers from other secondary or elementary schools. The Assistant Superintendent (or designee) would chair this board and vote only in the case of a tie. Decisions of the District Attendance Board and principal from each building shall be reported to the Superintendent and Board of Trustees at the end of each semester.

Any permanent loss of credit shall be clearly marked on the student's report card and permanent record.

Building principals will consider a student's attendance record as a whole in making their decisions. "Extraordinary cases" are generally understood to be those in which a student's absences were due to circumstances beyond the control of the student, parent, and/or the school. Because a student is considered to be in control of his/her own actions, truancy or any suspension from school or class for discipline purposes will not be considered an extraordinary circumstance.

The following "extraordinary" criteria **may** be considered when reviewing petitions for waiver of the attendance policy:

- a. Documented illness or emergency medical treatment
- b. Death in the immediate family
- c. Activities involving state or national recognition
- d. Requirement to appear for legal proceedings
- e. Documented family crisis or emergency
- f. Other unusual circumstances judged by the principal as "extraordinary" on the individual merits of the case

## **ATTENDANCE**

**Absences** – Missing class for any reason including family convenience. For absences unrelated to school activities a parent/guardian with an explanation of the absence shall verify a student's absence. Contact from the parent/guardian to the school should be made by note, telephone, or in person within three school days of the student's return to school or such absences may be considered truant and processed accordingly. School work may be made up for credit either before or after any absence. Absences marked unexcused will result in zero credit.

**Single Period Absences** – Single period absences must be prearranged or the student must have a doctor's note upon his/her return. Arrangements for a single period absence need to be made the day prior to the absence.

**Prearranged Excuse** - If students expect to be absent, they must prearrange such absence(s) in order to coordinate school assignments with teachers. The parents must send a note to the building principal requesting a prearranged excuse at least one day prior to the absence(s) in order for the prearranged excuse to be granted.

**Late to School** - A student who is late to class with no note from a parent is truant. Students are encouraged to bring a note from a parent/guardian stating the reason for the student's tardiness; however, upon the student's third late arrival, the student will receive disciplinary action. See Tardies.

**Suspensions** – Refer to district policy

**Truancy** – Refer to district policy

## **VACATIONS OR PRIOR-ARRANGED ABSENCES**

- Lakeland Junior High strongly discourages students taking extended vacations during the school year or leaving school prior to the normal closing date. Students missing classes lose essential instruction and place increased demands on the classroom system. During planning for an extended absence, parents and students should understand that teachers couldn't possibly pre-teach lessons, nor provide all the make-up assignments to cover the material that will be missed. Since a student needs to attend the full semester to earn full credit, it is reasonable to expect that extended absences could result in a lower grade. However, occasions do arise when extended absences are necessary. When this is the case, the school will make every attempt to arrange work/assignments that will keep the student current and on track with the class curriculum.

In order that students and parents may not be misled and suffer possible disappointments, it must be clearly understood that:

- A letter of request outlining reasons for the absence, expected duration and departure date must be submitted to the attendance office five (5) days prior to the departure date.
- A Prior Arrangement Form will be issued from the attendance office to be presented by the student to his/her teachers.
- Teachers will complete the form, which includes space to describe possible consequences that could result from an extended absence and suggestions that would help minimize any harm done to the student's final grade. An indication of willingness on the part of the teacher to assist the student is not to be construed as a promise that the student will receive full credit. The responsibility for completion of all make-up work is the responsibility of the student.
- A student must honor any arrangement made between that student and the teacher concerning assignments needing to be submitted prior to the student's departure date. Should the student fail to submit the designated assignment by the deadline, appropriate consequences will be at the teacher's discretion?
- Final clearance must be completed in the attendance office by returning the Prior Arrangement Form.

## **TARDY PROCEDURES**

Definition:

- Absent: A student who is NOT present when the tardy bell rings.
- Tardy: A student who is NOT in his/her seat when the tardy bell rings.
- Tardy Unprepared: A student who does NOT have his/her needed course material (book(s), paper, writing utensil, homework, instrument, uniform, etc.) when the tardy bell rings.
- Student tardies will be accumulated throughout their day.
- Both Tardy and Unprepared Tardy marks will count equally and accumulate toward the tardy discipline policy.

Step 1... Two or more documented tardies will result in student lunch detention.

- Lunch detention: Student will report to room 17 with course work.
  - If student brings his/her lunch from home, he/she will report with his/her lunch.
  - If student is purchasing a school lunch, a sack lunch will be delivered.

Step 2... Three and Four documented tardies will result in student after school detention (1 hour).

Step 3... Five documented tardies will result in Saturday School Detention (4 hours).

Step 4... Six or more documented tardies will result in PASS (Positive Alternative to School Suspension) and mandatory parent meeting.

## **PHILOSOPHY OF LAKELAND PUBLIC SCHOOLS**

The philosophy and objectives of Lakeland Public Schools shall be to develop each of its students to his or her fullest capability - morally, academically, socially, and physically.

To reach this goal, the school system will encourage and work at all times for a high sense of moral values and provide adequate opportunities for each student to develop his natural interests and talents. The school wishes to especially stress a high moral code; respect for law; respect for property and person of others; an appreciation of the need for learning; a desire to acquire knowledge for use in life; a close relationship between parents, teachers, and students; wise use of leisure time, and the use of all school activities and curriculum as a preparation for a good and useful life according to the desires and abilities of each student.

## **CODE OF CONDUCT**

In light of Lakeland's philosophy and objectives, the District's code of conduct shall be fair, consistent, nondiscriminatory, and protective of student rights and responsibilities. The code will be distributed to students and parents through each building's student handbook, which may be set forth in synopsis form.

In order to meet the varied needs of elementary and secondary schools within the Lakeland Jt. School District, the Board of Trustees recognizes the need for individual schools and teachers to formulate and enforce additional 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 and the district administration office for review by students and/or parents.

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with School Board policies. These could occur along with other emergency actions such as

calling the police. As soon as possible after any such incident the parents or guardian will be informed when any of these actions have occurred.

#### **A. 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 the 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, concern 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.

#### **B. 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.

#### **C. SUSPENSION AND EXPULSION**

Suspension is the temporary removal of a student from school when circumstances are such that he 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 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.

#### **D. DISCIPLINE**

Each teacher in Lakeland public schools should strive to maintain a classroom in which pupils are happy and in which each one is learning. Causes of infractions of rules and departures from good behavior should be studied and correction should be sought through improvement of causal factors before punishment is invoked. Study of individual differences, conferences with pupil and parent, and assistance from the principal and specialists within the school system should be the teacher's first thought in attempting to help a pupil correct behavior patterns. Students whose behaviors are cause for concern and impede their learning or that of other students shall be subject to appropriate disciplinary measures including but not limited to:

- Expulsion
- Suspension
- Detention, including Saturdays or after school
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

For a school to operate and for a classroom to run efficiently, certain rules are needed. Teachers have their own class rules that are posted in their room. Teachers will have their own procedures for handling students who break these rules. Persistent or flagrant offenders will be referred to the office and may be subject to disciplinary action such as noon detention, temporary suspension from class pending a satisfactory parent conference, suspension from school, or permanent removal from the class involved.

We believe that the following statements serve as guidelines for you at school:

- **YOU MAY NOT INTERFERE WITH A TEACHER'S RIGHT TO TEACH.**
- **YOU MAY NOT INTERFERE WITH A STUDENT'S RIGHT TO LEARN.**
- **YOU MAY NOT ENGAGE IN BEHAVIORS THAT KEEP YOU FROM ACHIEVING TO THE BEST OF YOUR ABILITIES.**

#### **THE FOLLOWING TYPES OF CONDUCT WILL PLACE A STUDENT IN A POSITION TO RECEIVE DISCIPLINARY ACTION INCLUDING SUSPENSION AND/OR EXPULSION.**

- DAMAGE, DESTRUCTION OR THEFT OF PROPERTY
- ASSAULT OR THREAT DIRECTED TO ANY STUDENT OR DISTRICT EMPLOYEE (THIS INCLUDES ANY TYPE OF HARASSMENT, INTIMIDATION, INITIATIONS, OR CYBER-BULLYING). LAKELAND JUNIOR HIGH SCHOOL WILL TREAT ANY THREAT TO DO BODILY HARM AS A SERIOUS ISSUE.
- FIGHTING
- POSSESSION OF A DANGEROUS ITEM (This includes laser pens)
- POSSESSION OR USE OF ALCOHOLIC BEVERAGE, TOBACCO PRODUCTS, OR ILLEGAL OR CONTROLLED SUBSTANCES
- DEFIANCE OF AUTHORITY
- REPEATED VIOLATIONS OF BUILDING OR CLASSROOM RULES
- GANG RELATED BEHAVIORS

**THE ABOVE LIST IS NOT INTENDED TO BE ALL INCLUSIVE. STUDENTS AND PARENTS SHOULD UNDERSTAND THAT IT IS NOT POSSIBLE TO LIST ALL BEHAVIORS WHICH ARE DETRIMENTAL TO A POSITIVE SCHOOL ENVIRONMENT. BY EMPLOYING COMMON SENSE AND REASON, STUDENTS SHOULD BE ABLE TO MAKE SOUND JUDGMENTS. PARENTS AND STUDENTS ARE ENCOURAGED TO READ DISTRICT POLICIES RELATING TO STUDENT BEHAVIOR. FOR A COMPLETE LIST OF SCHOOL POLICIES, PLEASE CONTACT THE SCHOOL PRINCIPAL OR THE SCHOOL DISTRICT OFFICE.**

#### **E. SEARCH AND SEIZURE**

In order to maintain discipline and safety for all students or when there is reason to believe that a student may be engaged in an illegal activity, school officials may search a student's person, or any and all areas under his/her immediate control on the school grounds. School lockers, books, equipment, or other items belonging to the school shall be considered on loan to a student and school officials shall have the right to inspect such items at any time. Any dangerous items or illegal material found in the possession of or subject to the immediate control of a student may be confiscated. Other appropriate disciplinary measures may also follow including referral to appropriate law enforcement officials.

#### **F. CHEMICAL AND SUBSTANCE ABUSE**

Because the district believes that the use of drugs and alcohol is both illegal and harmful, students are prohibited from drinking, delivery of or being in the possession of or under the influence of alcoholic beverages or being in the possession of, delivery of or under the influence of drugs as herein defined, or other intoxicants on school property or while under the supervision of school authorities. "Drug" means (1) substance 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, cure, 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 its possessor or deliverer or recipient to represent a drug, whether or not the substance is actually a drug as hereinabove defined.

Students who violate the drug and alcohol policy may be subject to 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.
- 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 career in this district or any other. 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 the 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 the appropriate law enforcement officials may be notified.

Students are prohibited from using tobacco or being in the possession of tobacco products on the school grounds or while under the supervision of school authorities. Violations of this policy may be punishable by:

- The first offense shall result in a one day in-school suspension
- The second offense shall result in a three day out-of-school suspension with a parent conference and zeros for the days missed
- 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.

#### **G. UNUSUAL DISCIPLINARY MATTERS (DANGEROUS ITEMS)**

Guns, ammunition, knives, fireworks, laser pens and other dangerous items are not to be brought to school, onto a school bus or to any school sponsored activity by students. Teachers and principals are authorized to confiscate such items immediately. Pursuant to Idaho Code 18-3302I, appropriate disciplinary action may

include suspension from school, reporting to legal authorities for prosecution as a misdemeanor, and/or expulsion from school.

Employees of the school district shall be deemed to have the right to search all students or minors, their belongings, and lockers, who are reasonably believed to be in violation of this policy.

#### **H. DRESS AND GROOMING**

The School District reserves the right to insist that the dress and grooming of pupils are within the limits of generally accepted good taste for the activity in which the student is engaged. Pupils shall be required to show proper attention to personal cleanliness, neatness, and reasonable standards of dress and appearance.

Student dress, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the educational environment of the school or tend to diminish instructional effectiveness or the disciplinary control by the teacher. A general guide would be to follow prevailing styles but to discourage extremes or instances where a student may call attention to himself by unusual or extreme dress or grooming. Lakeland Jt. School District has consistently taken actions to maintain a safe and positive educational environment.

To maintain a safe, positive school environment that does not disrupt or distract from the educational purpose, the following regulations have been established to supplement the policy of Lakeland Jt. School District:

- Hats, caps, sunglasses or other head covering may not be worn during the school day.
- Pants may not be excessively baggy and must be worn near the waist. Shorts must be at least fingertip length. Underwear should not be visible regardless of attire.
- Leggings, Yoga pants, or stretch pants must be covered with a shirt that is fingertip length.
- Shirts must cover the midriff and must not be excessively low cut in the front or back. **Shirts (all tops) must have sleeves that cover at least the entire shoulder e.g. no tank tops.**
- Pajama Bottoms (clothing considered nighttime attire) or slippers (shoes that resemble slippers) **May Not** be worn during the school day.
- Face paint or other facial decorations are not to be worn at school.
- Shirts that promote, advertise, or display drug or drug culture, alcohol, tobacco products or messages of a sexual nature may not be worn.
- Any items identified as gang related or gang "colors" will not be allowed. This includes the wearing of gang-related tattoos, tagging or marking of books and notebooks, and the use of hand gestures or signing which signifies gang activity. Any gang related activity will be reported to the police and may result in suspension or expulsion from school.

When a student's appearance causes undue attention, is in poor taste, causes a disruption of the educational environment, or violates any of the above, the student may be asked to change.

Exceptions to this standard of dress are permissible when approved by special announcement from principals for a particular dance or activity.

#### **I. TEACHERS' AUTHORITY**

Pupils 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.

**J. PUPILS MUST LEAVE PREMISES AT CLOSE OF SCHOOL DAY**

Pupils shall not loiter in the building or on the school grounds following dismissal of classes unless involved in a supervised, school-sponsored activity or with the permission of the principal.

**K. DAMAGE TO PROPERTY**

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 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.

**L. BULLYING, HARASSMENT, AND INITIATIONS**

Any student making a threat, regardless of intent, or anyone involved in harassment, intimidation, initiations, or bullying shall be subject to appropriate disciplinary, which may include a parent conference, counseling, suspension, reporting to law enforcement authorities, and/or expulsion from school. Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. An act of harassment, intimidation or bullying may be committed through the use of a land line, cell phone, computer, the internet or other electronic means.

**M. PHILOSOPHY AND CODE FOR INTERSCHOLASTIC ACTIVITIES**

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

Participation in interscholastic activities programs is a privilege to those students willing to agree to and abide by the rules and guidelines established by the coaches and 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 absence has been granted in advance by the principal.
3. Confirm 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.
4. 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 establish by IHSAA and/or the school.
8. Not use or possess illegal drugs, alcohol, or tobacco during the school year, as defined in "B" under definitions, or be knowingly present while such activity is taking place.

**DISCIPLINE**

Violations of rules 1 through 7 or conduct that brings discredit to the participant, the school, or community, could result in temporary or permanent suspension from the activity with a subsequent loss of award. Such determination shall be made by the coach and/or the administration. A violation of rule 8 shall result in one of the following actions and other discipline as designated by the principal which may include the loss of letter or other award.

- A. The use or possession of tobacco shall result in an immediate 20 school days of suspension from all inter-scholastic activity participation and practice. Five days of practice must follow any suspension before participation in a contest.
- B. The use or possession of alcohol or illegal drugs (as defined in Board Policy) shall result in an immediate suspension for 40 school days (plus five). A student may choose to reduce suspension under (B) to 20 days (plus five) by completing an approved substance abuse assessment and treatment program. A contract plus a minimum of 8 hours in the program must be successfully completed prior to reinstatement in any inter-scholastic activity.
- C. A student who voluntarily discusses his/her substance abuse problem with a coach, counselor, or administrator, and agrees to participate in an approved substance abuse assessment and treatment program shall not be subject to suspension if a violation has not been otherwise reported.
- D. A student who knowingly sells, delivers, or otherwise provides drugs, alcohol, or tobacco to another student or a student who has a second violation of rule 8 during the same year shall be suspended from all inter-scholastic activities for one calendar year.

### **DEFINITIONS**

- A. Illegal Drugs – as defined in Board Policy #3300 or by State/Federal Law.
- B. School Day – Shall be any day within the adopted school year calendar plus any days prior to the opening of the school year which are allowed for inter-scholastic activities under IHSAA rules.
- C. Suspension – The student shall not be allowed to participate in practices or contests during suspension time. A minimum of five school days of practice (assuming the IHSAA required practice time has previously been met) will be required prior to any involvement in any inter-scholastic contest after a suspension.
- D. Approved Substance Abuse Program – The program must involve an intake or assessment procedure followed by appropriately prescribed treatment. This may vary from “awareness education” to “addiction treatment”. The family and school personnel should be involved in the assessment and treatment if prescribed. The program should involve at least 15 hours of counseling beyond assessment over a minimum of 5 weeks. The student and his/her parent or guardian shall be responsible for all costs and arrangements for the program. Students choosing this option shall, with a parent or guardian, sign a contract agreeing to these terms. Failure to fulfill the contract and complete the program shall result in suspension from all interscholastic activities for one calendar year from the date of violation.
- E. Knowingly Present: for the purpose of this policy, “knowingly present” shall mean that a student attended a gathering of two (2) or more individuals (except religious church sponsored or family gatherings) at which one or more of the attendees (other than the student at issue) were using or in possession of drug paraphernalia, controlled substances, drugs, or alcohol or tobacco and the student knew or reasonably should have known that such use or possession was occurring.

### **COMMITMENT TO THE CODE**

Prior to participation in an activity, each student shall have a copy of this “Code” signed and dated by himself/herself and a parent on file in the school office. Failure to comply with this provision shall preclude any participation in any activity until such time as the student and parent/guardian have complied with this section.

### **ASSOCIATION WITH IHSAA**

Upon payment of annual dues, Lakeland Joint School District assumes membership in the Idaho High School Inter-scholastic Activities Association and thereby recognizes and accepts the constitution, bylaws, rules, and regulations of the Association 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.

### **N. ATTENDANCE**

The Lakeland Board of Trustees recognizes that time on task is highly important to the education of students and that regular attendance in class is very important to a student’s success in learning in that class.

Furthermore, encouraging good attendance is an integral part of developing a strong work ethic necessary for success in the employment world.

Every effort should be made by school officials to schedule activities in such a way that students will not be absent from classes because of other required school functions.

1. Secondary Schools

- Lakeland schools will implement and administer attendance policies in accordance with rules set forth by the Idaho State Board of Education.
- Each school shall keep accurate attendance records. Credit will not be given to any student in a subject when the student was not in attendance for at least 90% of the time that subject was being taught per semester.
- Absence from class for any reason including illness, school activities, or family convenience, shall be counted when the hours of attendance and consequent eligibility for credit is calculated.
- Students in secondary schools shall be required to register for a minimum of six classes each day (which may include one scheduled, supervised study hall) unless excused by the local Board of Trustees.
- For students in grades 9 through 12, the attendance policy shall be applied by class each semester. For students in grades 7 and 8, the policy shall be applied by class each semester with any loss of credit considered when determining promotion or retention. If a student is not present for more than 50% of a class period regardless of the reasons, he/she shall be counted as absent for the entire class period.
- School officials shall warn a student and his parents in writing of an impending loss of credit due to excessive absences. School officials shall immediately notify a student and his parents in writing when credit in any class has been withheld.
- After a student has been notified that credit has been withheld, he/she may file a petition requesting a waiver of the attendance policy in order that credit may be granted. Such petitions shall be filed with the school principal within 10 school days of the notice of loss of credit. The principal shall notify parents and the student of a time for a hearing to be held within 10 school days of receipt of the petition. The principal after hearing the petition may request information from other school personnel and then shall establish conditions for reinstatement of credit.
- During the same semester additional absences or failure to meet the conditions for reinstatement will result in withholding of credit. Credit shall remain withheld until the completion of the semester at which time the student and parent may appeal to the District Attendance Board.
- Decisions of the principal from each building shall be reported to the Superintendent and Board of Trustees at the end of each semester. Any permanent loss of credit shall be clearly marked on the student's report card and permanent record.
- Building principals will consider a student's attendance record as a whole in making their decisions. "Extraordinary cases" are generally understood to be those in which a student's absences were due to circumstances beyond the control of the student, parent, and/or the school. Because a student is considered to be in control of his/her own actions, truancy or any suspension from school or class for disciplinary purposes will not be considered an extraordinary circumstance.

The following "extraordinary" criteria may be considered when reviewing petitions for waiver of the attendance policy:

- \* All district-approved testing or counseling.
- \* Documented illness or emergency medical treatment.
- \* Death in the immediate family.
- \* Activities involving state or national recognition.
- \* Requirement to appear for legal proceedings.
- \* Documented family crisis or emergency.
- \* IHSAA sanctioned district or state competitions.
  - \* Other unusual circumstances judged by the principal as "extraordinary" on the individual merits of the case.

2. Absences Classified

Absences will be considered under three categories: Absence, suspension, and truancy. The principal will determine under which heading an absence will be classified.

- Absences - Absence from class for any reason (except suspension or truancy) including family convenience or school activities. For absences unrelated to school activities or suspension, a student's absence shall be verified by a parent or guardian to the school by note, telephone, or in person within three school days of return to school or such absence may be considered a truancy and processed accordingly. School work may be made up for credit either before or after any absence, except suspension or truancy.
- Suspension - Absence due to in-school or out-of-school suspension assigned by a school authority for disciplinary reasons. Work missed during suspension may be made up for credit only with special permission of the principal.
- Truancy - An absence that occurs without the knowledge and consent of the parents and/or school authorities. Work missed during truancy and any subsequent suspension may not be made up for credit. The Superintendent shall be notified.
- Additional truanies could result in expulsion by the Board of Trustees.

### 3. Tardy Policy

Tardiness is part of attendance. Students are to be considered tardy if they are not in their seats with appropriate books and materials when the tardy bell rings. Excessive tardies shall result in appropriate disciplinary action.

## O. STUDENT RECORDS

Policy: The Family Educational Rights and Privacy Act of 1974, P.L. 93-38, Section 513.

Lakeland Jt. School District No. 272 will maintain records on all students enrolled in its schools. The principal of each building is responsible to see that such records are kept current and safeguarded against misuse. The term "Record" is interpreted to mean identifying data, academic work completed, level of achievement, attendance data, test scores, family background information, and other pertinent data.

Access to the records of students shall be as follows:

1. The building principal is responsible for carrying out the policy of his/her school.
2. Only authorized school personnel shall record data on the records.
3. Administration and faculty have access to the student records for academic, personal (including discipline), social, vocational, and counseling purposes.
4. Students' individual records are available for parents to review. Students over 18 years of age or married students of any age may also examine their records. Arrangements for review may be made with the school principals.
5. The Board of Education and the Superintendent of Schools may have access to a student of students' record(s) in cases of educational needs or discipline problems which have been referred to them.
6. School counselors may keep personal counseling information in a file in their offices. Only the counselors can have access to this information.

Each student's record is reviewed annually to determine what information is permanent, to be maintained always by the school district, and what information is temporary, which will be used for a particular period of time.

Parents, students 18 years of age or older or married students may challenge any of the information in their record at any time. Said challenge must be in writing to the building principal involved. The building principal will arrange a meeting between parents, students, teachers, or counselors involved. A review will be made and the issue resolved. If the parent of a student is not satisfied with the review, they may appeal to the Superintendent of Schools. The Superintendent will issue his decision after a review of the record and the complaint. If the parent or student is not satisfied with the review, they may appeal to the Board of Education. The Board will issue a decision after a review of the record and the complaint. The decision of the Board is final.

## MEMORANDUM

**TO:** Lisa Sexton, Lakeland School District

**FROM:** Andrea J. Fontaine

**DATE:** August 4, 2016

**RE:** Tuition Charges under Idaho Code

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**Issue:** Whether school districts may charge for tuition for those students for whom it does not claim average daily attendance (“ADA”).

Initially, many educators interpreted Idaho Code 33-1402 to require a waiver of tuition for any students enrolled pursuant to that section. This was the most logical understanding given that the language included in the first paragraph states, “Tuition shall be waived for any pupils allowed under the provisions of this section.”

However, in looking at the State Department of Education “Tuition Certificate,” it appears the SDE has a different interpretation of § 33-1402. The language which indicates that “Tuition shall be waived for any pupils allowed under the provisions of this section”, surmising from the SDE interpretation, only qualifies the group of students immediately preceding this language. Thus, under the SDE interpretation, tuition shall be waived for students who are attending another school within the same home district. This makes sense considering that the district would nevertheless be counting ADA for the student, though the student is attending school outside of his or her attendance zone.

Though it appears that the “Monthly Per Capita State Apportionment” in the Tuition Certificate would violate the waiver mandate given that this group may include students who are attending another school within the same home district, it is clear that the SDE interprets this as inherently and implicitly incorporating an unclaimed ADA element to the code. So long as the school district is already claiming ADA, no tuition shall be charged. Conversely, if the school district is not claiming ADA for a student already attending a school within the home district, tuition may be charged, as indicated in the Tuition Certificate.

This is not a clear-cut argument in favor of charging tuition. However, given the ambiguity in the code and the SDE’s apparent interpretation, I do not think there is an obvious and absolute prohibition against charging tuition to students for whom the district does not claim ADA.

**STUDENTS**Nonresident Student Attendance Policy

Students may attend school in other than the resident student's school under the following circumstances:

1. State Enrollment Options Program;
2. When the resident and non-resident districts mutually agree; or
3. When the resident district and an out-of-state school district mutual agree;
4. Except when such transfer would work a hardship on the receiving school district

State Enrollment Options Program

Whenever the parent or guardian of a student determines it is in the best interest of the student to attend a school other than the student's resident school, the parent/guardian must apply annually for admission to the non-resident school on a form provided by the State Department of Education. The application, together with the student's cumulative record, shall be submitted to the receiving district no later than February 1 for enrollment during the following school year. The February 1 deadline may be modified by mutual agreement of the resident and non-resident school. Notice of the application must be given to the student's residence district. The nonresident school will have 60 days in which to consider the application. If the application is denied, the non-resident school must provide a written explanation of the denial of enrollment.

No tuition shall be charged when a student attends a non-resident school under the State's Enrollment Options Program.

The parent/guardian of a non-resident student is responsible for transporting the student to and from the school or to a bus stop within the non-resident district.

Eligibility rules for participating in extracurricular activities shall apply to non-resident students. Any suspended or expelled student will not be eligible to attend a non-resident school under the provisions of this law.

Mutual Agreement of Resident And Non-Resident Idaho Districts

The boards of trustees of a resident and non-resident district may agree in writing, on an annual basis that students may be allowed to attend school in the non-resident district.

### Mutual Agreement of Resident District And An Out-Of-State District

The Board of Trustees may agree in writing, on annual basis, that a resident student attend school in the nearest appropriate school district in a neighboring state. Such agreement shall state the rate of tuition and cost of transportation, if any, to be paid by the District. The agreement will be entered into the records of the Board of Trustees. A copy must be filed with the State Board of Education.

The Board of Trustees may, upon approval of the State Board of Education, enter into an agreement with the governing body of a school district in another state for education and/or transportation of an out-of-state student. The rate of tuition, cost of transportation as well as other appropriate costs shall be specifically addressed in the agreement. The agreement will be entered into the records of the Board of Trustees with a copy to be filed with the State Board of Education.

### Hardship Exception

When tuition is to be paid by the resident district, or waived by this District, the District will admit students except when any such transfer would constitute a hardship. In the following circumstances, the District may determine that a hardship exists when acceptance of a nonresident student(s) would:

1. Require the hiring of additional staff, the provision of educational services not currently provided in the school, or the crowding of existing classes;
2. Cause an excessive number of students in a particular building
3. Cause an excessive number of students in a particular class
4. Cause an excessive number of student enrollment in a specialized program (i.e. Title I, Special Education, Gifted/Talented)
5. Would cause disruption of the education process. The District will consider the following criteria in making this determination: 3080-3
  - A. Is the student in good standing with the most recently attended school in terms of academics, conduct, and attendance;
  - B. Can the student demonstrate a record free of truancy;
  - C. Can the student demonstrate a clean behavior record in the school last attended for a period of at least one year;
  - D. Would the student's presence pose a detriment to the health and safety of other students and/or staff;

E. Has the student been suspended or expelled from any other school district.

Idaho Youth Rehabilitation/Child Protective Act

Any non-resident student placed by court order under the Idaho Youth Rehabilitation Act or the Child Protection Act and residing in a licensed home, agency, or institution located within the District shall be enrolled and shall not be charged tuition.

Homeless Children

Homeless children as defined by the Steward B. McKinney Homeless Assistance Act (P.L. 100-77), may attend any school district or school within a district without payment of tuition when it is determined to be in the best interest of such homeless child.

Other Conditions: The Board will not admit any student prior to viewing that student's records from the student's previous school districts.

The District has the option of accepting a nonresident student who does not meet the criteria set forth herein, if the student agrees to special conditions of admission, as set forth by the District.

The Board will not admit any student who is expelled from another school district.

Legal Reference: I.C. § 33-1400 et seq. Transfer of Pupils

I.C. § 33-205 Denial of School Attendance

Policy History:

Adopted on: Revised on



LAKELAND JOINT SCHOOL DISTRICT #272

15506 N. Washington Street P.O. Box 39

Rathdrum, Idaho 83858

Phone: 208.687.0431 lakeland272.org Fax: 208-687-1884

## OPEN ENROLLMENT APPLICATION

DATE \_\_\_\_\_ TIME \_\_\_\_\_ RECEIVED:

Out of District Application

In District Transfer Application

For School Year 20\_\_\_\_ - 20\_\_\_\_ Grade \_\_\_\_\_

Name of Resident District \_\_\_\_\_

**NOTE:** Out-of-zone and out-of-district applications need to be submitted each year.

**1. Name of Proposed Receiving School** \_\_\_\_\_

(Some specialized programs are only offered in a limited number of schools. Contact the LJSD district office at 687-0431 for further information.)

**Applicant Student's Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**2. Assigned School**

Name of School \_\_\_\_\_

Address of School \_\_\_\_\_

Present Grade Level of Student \_\_\_\_\_

**3. Reason(s) for requesting attendance in this school:**

Proximity to Parent Work  Proximity to Home  Educational Program  Friends Attend

Extra-Curricular Program  Know Teacher or Staff  Unhappy at Previous School  Boundary Changes

Other - Explain \_\_\_\_\_

**4. Special and/or unique instructional programs in which the applicant student is currently**

**enrolled** (For example: vocational, foreign language, remedial, special education, gifted/talented, etc.):

\_\_\_\_\_

**5. Special and/or unique instructional programs in which the applicant student expects to enroll in at the new school:**

\_\_\_\_\_

**6. Extra-curricular activities in which the applicant wishes to participate:** \_\_\_\_\_

**7. Has the student ever been suspended or expelled from school?** Yes \_\_\_\_\_ No \_\_\_\_\_

**8. Has the student had a history of disciplinary infractions within the past 3 years?** Yes \_\_\_\_\_ No \_\_\_\_\_ If YES,

describe the circumstances (including dates and duration) \_\_\_\_\_

**9. Transportation arrangements that will be made by the parent/guardian**

**10. Parent/Guardian Information:**

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_  
Contacts: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

I have read the school district procedure on Open Enrollment, and hereby request that my son/daughter be permitted to attend \_\_\_\_\_ (name of proposed receiving school). I also understand that my child and I will be required to sign a contract upon enrolling, if this application is approved.

*The district reserves the right to remove a transfer student at any time because of unacceptable behavior, false or misleading information on the open enrollment application, lack of academic progress, or poor attendance.*

**Parent/Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal Signatures**

Approve  Deny Transfer \_\_\_\_\_ (Assigned School) Date \_\_\_\_\_

Approve  Deny Transfer \_\_\_\_\_ (Receiving School) Date \_\_\_\_\_

**Superintendent or Designee's Signature**

Approve  Deny \_\_\_\_\_ Date \_\_\_\_\_

**Within 60 days following action on the application, notification must be sent to Parents, Building Principals and Superintendent of the out-of-district applicant's school district.**

Reason for denial: \_\_\_\_\_

This application form, was prepared pursuant to Section 33-1402, Idaho Code and is for use by the Lake Pend Oreille School District.

# OPEN ENROLLMENT CONTRACT

This Open Enrollment Contract documents an agreement between \_\_\_\_\_  
Student

\_\_\_\_\_ and \_\_\_\_\_ in accordance with  
Parent/Guardian Receiving School

Lakeland Joint School District Open Enrollment Policies and Procedures, which states the following:

*Revocation of a Transfer: The District reserves the right to remove a transfer student at any time because of unacceptable behavior, false or misleading information on the Open Enrollment Application, lack of academic progress, or poor attendance.*

*The Superintendent, Principal or designee shall inform the parent/guardian of behavior that jeopardizes the student's status at the transfer school.*

\_\_\_\_\_ will be allowed to attend \_\_\_\_\_  
Student Name School Name

based on the following expectations:

- Follow attendance and discipline policies as outlined in the Lakeland Joint School District Policy Manual and/or the school student handbook.
- Receive no major disciplinary violations as outlined in the Lakeland Joint School District Policy Manual
- Make progress toward positive academic achievement

Any violations of these expectations will require specific documentation from the principal or designee at time of administrative review.

As an open enrolled student, I understand if I do not fulfill this contract, I may be required to return to my home school. **This Open Enrollment Contract is in effect for the duration of my enrollment at this school.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Building Administrator Signature

\_\_\_\_\_  
Date

**Original Contract and Open Enrollment Application will be kept on file at the District Administration Office**

**NONINSTRUCTIONAL OPERATIONS**

**8605**

Retention of District Records

In compliance with Idaho Code, the Board of Trustees establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of District records. This schedule likewise identifies the anticipated physical location of where such records may be kept or maintained by the District, in addition to the possible document retention of all categories of records on the school's servers and computer systems.

The District's Public Records Coordinator, in conjunction with the Superintendent, Board Clerk, or designee, is responsible for the maintenance, safeguarding and destruction of the District's records. Performance of such duties shall be in cooperation with the District's Business Office, Directors of Maintenance and Transportation, Technology Coordinator, the Principals at the school's buildings and other administrative personnel employed by the District. However, each school employee is likewise responsible for having knowledge of this policy and the requirement to safeguard the District's records, electronic or otherwise, consistent with the chart below.

The District's Public Records Coordinator shall work in conjunction with the District's Technology department to assure that the school's staff is aware of the routine destruction of electronic District records, including emails, such that they are able to assure that the District's public records are retained consistent with this schedule, regardless of whether they are maintained in a hard copy or an electronic copy. In such a process, the District's employees need to retain District records included on the schedule below, particularly student educational records, personnel records, and investigative records, in a format that is not part of the District's routine electronic records destruction and/or notify the technology personnel of the District that a particular document is not to be destroyed as part of the routine destruction of electronic records.

Unless otherwise prohibited by applicable law, all District records may be maintained electronically and/or in hard physical copy.

Method of Destroying Official Records

The District's official records, and any copy thereof that may be deemed to be confidential and/or not intended to be disseminated to the public, will be shredded before disposal.

Destruction of Electronic Mail/e-mail

The District will store electronic mail/e-mails for a maximum period of 7. All email will be automatically deleted from the District's system at the end of this retention period. It is the responsibility of every district employee to assure that District documents that need to be retained for a longer period of time due to federal law, state law or the provisions of this policy are retained accordingly and in a different format than electronic mail. An employee's failure to

retain District documents accordingly could serve as a basis for discipline, up to and including possible termination.

Suspending of Destroying Official Records

The District will immediately cease the destruction of all relevant records, including electronic records, even if destruction is authorized by an approved Retention Schedule, for the following reasons:

1. If the District receives a Freedom of Information Act (FOIA) request;
2. If the District believes that an investigation or litigation is imminent; or
3. If the District is notified that an investigation or litigation has commenced.

The Public Records Coordinator, Superintendent, and Board Clerk are responsible for carrying out this policy.

If relevant records exist in electronic formats (such as email, digital images, word processed documents, databases, backup tapes, etc.) the District’s Administrative personnel shall notify its information technology staff to cease the destruction of records relating to the subject matter of the suit/potential suit or investigation. Failure to cease the destruction of relevant records could result in penalties against the District.

District records shall be retained and/or disposed of as follows:

**DISTRICT RECORDS RETENTION SCHEDULE**

<b>Retention Codes</b>		
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded	<b>DO</b> – District Office <b>SB</b> – School Buildings <b>DM</b> – District Maintenance <b>DT</b> – District Transportation
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>	
<b>ADMINISTRATION—ATTENDANCE--ANNUAL ATTENDANCE SUMMARIES BY BUILDING</b>	<b>PM</b>	<b>DO, SB</b>
<b>ADMINISTRATION—ATTENDANCE—Enrollment attendance data</b>	<b>3 yr</b>	<b>DO, SB</b>
<b>ADMINISTRATION—BALLOTS AND OATHS OF ELECTION—until canvassed and recorded in the minutes</b>	<b>Not less than 8 months following election</b>	<b>DO</b>
<b>ADMINISTRATION—BALLOTS FOR BOND ELECTIONS</b>	<b>a. Not less than 60 days after bonds have been delivered to purchaser</b> <b>b. Not less than 8 months following bond election</b>	<b>DO</b>
<b>ADMINISTRATION—CONTRACTS AND LEASES</b>	<b>AC +6 yr</b>	<b>DO</b>
<b>ADMINISTRATION—GENERAL</b>	<b>3 yr</b>	<b>DO, SB</b>

## DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded	<b>DO</b> – District Office <b>SB</b> – School Buildings <b>DM</b> – District Maintenance <b>DT</b> – District Transportation
RECORDS DESCRIPTION	RETENTION PERIOD	
<b>CORRESPONDENCE</b>		
<b>ADMINISTRATION—DONATION/GIFT RECORDS</b>	<b>PM</b>	<b>DO, SB</b>
<b>ADMINISTRATION—BOARD MEETINGS—AGENDA AND MINUTES:</b> Official minutes and agenda of open meetings	<b>PM</b>	<b>DO</b>
<b>ADMINISTRATION—BOARD MEETINGS—CLOSED:</b> Certified agendas or tape recordings of closed meetings	<b>PM—Restricted Access</b>	<b>DO</b>
<b>ADMINISTRATION—ORGANIZATION CHARTS:</b> Any documentation that shows program accountability	<b>PM</b>	<b>DO, SB, DM, DT</b>
<b>ADMINISTRATION—EDUCATION PROGRAM REVIEW RECORDS</b>	<b>AC+3 yr</b>	<b>DO, SB</b>
<b>ADMINISTRATION—OFFICIAL STATE DEPARTMENT REPORTS</b>	<b>PM</b>	<b>DO</b>
<b>ADMINISTRATION—SCHOOL CERTIFICATION REPORTS</b>	<b>PM</b>	<b>DO</b>
<b>ANNUAL REPORTS</b>	<b>PM</b>	<b>DO</b>
<b>APPEAL AND REVIEW RECORDS</b> —Records may include but are not limited to narrative history or description of appeal; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation.	<b>PM</b>	<b>DO</b>
<b>BOARD MEMBER RECORDS</b> —Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports, and other reference material. Records are often compiled in a notebook for each member.	<b>AC+3 yr</b> NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.	<b>DO</b>
<b>BOARD RECORDS</b> —Series documents the official proceedings of the board meetings. Records may include agendas; minutes; meeting notices; items for board action; contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.	<b>PM</b>	<b>DO</b>
<b>COMPUTER SYSTEMS-BACKUPS</b> —Backups on tape, disk, cd, dvd, etc. CAUTION: Records stored in this format can be subpoenaed during litigation.	<b>US or 1 year</b>	<b>DO</b>

## DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded	<b>DO</b> – District Office <b>SB</b> – School Buildings <b>DM</b> – District Maintenance <b>DT</b> – District Transportation
RECORDS DESCRIPTION	RETENTION PERIOD	
<b>EQUIPMENT-HISTORY FILE</b> —Equipment service agreements, includes maintenance agreements, installation, and repair logs, etc.	<b>LA+3 yr</b>	<b>DO, DM, DT</b>
<b>EQUIPMENT MANUALS</b> —Instruction and operating manuals	<b>LA</b>	<b>DO, SB, DM, DT</b>
<b>EQUIPMENT WARRANTIES</b>	<b>AC+1 yr</b>	<b>DO, SB, DM, DT</b>
<b>FACILITIES OPERATIONS-APPRAISALS</b> —Building or property	<b>3 yr</b>	<b>DO</b>
<b>FACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS</b> —Includes architectural and engineering drawings, etc.	<b>PM</b> For leased structures retain AC+2	<b>DO, DM</b>
<b>FACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES</b> —Building construction contracts, surety bonds and inspection records, Planning, design, construction records & all bids, etc.	<b>LA</b>	<b>DO, SB, DM</b>
<b>FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS</b>	<b>FE+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS</b> —Documenting disposal of inventoried property	<b>PM</b>	<b>DO</b>
<b>FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS</b> —Property logs	<b>US+3 yr</b>	<b>DO, SB, DM</b>
<b>FACILITY OPERATIONS-SECURITY ACCESS RECORDS</b> —Documents the issuance of keys, identification cards, passes, passwords, etc.	<b>AC+2 yr</b> AC=Until superseded, date of expiration or date of termination, whichever is sooner	<b>DO, SB, DM</b>
<b>FACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTS</b>	<b>PM</b>	<b>DO, DM</b>
<b>FACILITY OPERATIONS-UTILITY USAGE REPORTS</b>	<b>1 yr</b>	<b>DO, DM</b>
<b>FACILITY OPERATIONS-VEHICLE OPERATION LOGS</b>	<b>1 yr</b>	<b>DO, DT</b>
<b>FISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERS</b>	<b>FE+3 yr</b>	<b>DO, SB</b>
<b>FISCAL-ANNUAL FINANCIAL REPORTS</b>	<b>PM</b>	<b>DO, SB, DM, DT</b>
<b>FISCAL-ANNUAL OPERATING BUDGETS</b>	<b>FE+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>FISCAL-APPROPRIATION REQUESTS</b> —Includes any supporting documentation in the appropriation request	<b>FE+3 yr</b>	<b>DO, SB, DM, DT</b>

## DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded	<b>DO</b> – District Office <b>SB</b> – School Buildings <b>DM</b> – District Maintenance <b>DT</b> – District Transportation
RECORDS DESCRIPTION	RETENTION PERIOD	
<b>FISCAL-FINAL AUDIT REPORTS</b>	<b>PM</b>	<b>DO, SB</b>
<b>FISCAL-BANK STATEMENTS</b>	<b>FE+3 yr</b>	<b>DO, SB</b>
<b>FISCAL-CANCELLED CHECKS</b> — Stubs/Warrants/Drafts	<b>FE+3 yr</b>	<b>DO, SB</b>
<b>FISCAL-CAPITAL ASSET RECORDS</b>	<b>LA+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>FISCAL-CASH RECORDS</b> —Cash deposit slips; cash receipts log	<b>FE+3 yr</b>	<b>DO, SB</b>
<b>FISCAL-DEEDS AND EASEMENTS</b> —Proof of ownership and right-of-way on property	<b>PM</b>	<b>DO</b>
<b>FISCAL-detail chart of accounts</b> —One for all accounts in use for a fiscal year	<b>FE+3 yr</b>	<b>DO, SB</b>
<b>FISCAL-EXPENDITURE JOURNAL OR REGISTER</b>	<b>FE+3 yr</b>	<b>DO, SB</b>
<b>FISCAL-EXPENDITURE VOUCHERS</b> —Travel, payroll, etc.	<b>FE+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>FISCAL-EXTERNAL REPORTS</b> —Special purpose, i.e. federal financial reports, salary reports, etc.	<b>FE+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>FISCAL-FEDERAL TAX RECORDS</b> —Includes FICA records	<b>AC+4 yr</b> AC=Tax due date, date the claim is filed, or date tax is paid whichever is later	<b>DO</b>
<b>FISCAL-FEDERAL FUNDING RECORDS</b> —Title I; Chapter 2; Title VI-B	<b>FE+5 yr</b> Or until all pending audits or reviews are completed	<b>DO</b>
<b>FISCAL—FEDERAL—USDA</b>	<b>AC+3 yr</b> AC=submission of final expenditure	<b>DO</b>
<b>FISCAL-GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS</b>	<b>FE+3 yr</b>	<b>DO, SB</b>
<b>FISCAL-GRANTS</b> —State and Federal	<b>AC+3 yr</b> AC=End of grant or satisfaction of all uniform administrative requirements for the grant CAUTION: Retention requirements may vary depending on the specific federal funding agency	<b>DO, SB</b>
<b>FISCAL-INSURANCE CLAIM FILES</b>	<b>AC+3 yr</b> AC=Resolution of claim	<b>DO</b>

## DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
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RECORDS DESCRIPTION	RETENTION PERIOD	
<b>FISCAL-INSURANCE POLICIES</b> —all types	<b>AC+5 yr</b> AC=expiration or termination of policy according to its terms	<b>DO</b>
<b>FISCAL-LONG-TERM LIABILITY RECORDS</b> — Bonds, etc	<b>AC+4 yr</b> AC=retirement of debt	<b>DO</b>
<b>FISCAL-RECEIPTS JOURNAL OR REGISTER</b>	<b>FE+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>FISCAL-RECONCILIATIONS</b>	<b>FE+3 yr</b>	<b>DO, SB</b>
<b>FISCAL-REIMBURSABLE ACTIVITIES</b> —Requests & approval for reimbursed expenses for travel, training, etc.	<b>FE+3 yr</b>	<b>DO, SB</b>
<b>FISCAL-RETURNED CHECKS</b> —Uncollectable warrants or drafts	<b>AC+3 yr</b> AC=After deemed uncollectible	<b>DO, SB</b>
<b>FISCAL-SIGNATURE AUTHORIZATIONS</b> — Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	<b>US+FE+3 yr</b>	<b>DO</b>
<b>LEGAL-LITIGATION FILES</b> --	<b>PM</b> CAUTION: May contain attorney-client privileged information	<b>DO, SB, DM, DT</b>
<b>LEGAL-OPEN RECORDS REQUESTS</b> — documentation relating to approved or denied requests for records under Idaho Public Records Law	<b>PM</b>	<b>DO</b>
<b>LEGAL-OPINIONS AND ADVICE</b> —Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation	<b>PM</b> CAUTION: May contain attorney-client privileged information	<b>DO, SB</b>
<b>NEWS OR PRESS RELEASES</b>	<b>PM</b>	<b>DO, SB</b>
<b>PERSONNEL-ACCUMULATED LEAVE ADJUSTMENT REQUEST</b> —Used to create and adjust employee leave balances	<b>FE+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-APPLICATIONS FOR EMPLOYMENT—HIRED</b> —Applications, etc required by employment advertisement	<b>AC+5 yr</b> AC=Termination of employment	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-APPLICATIONS FOR EMPLOYMENT—NOT HIRED</b> —Applications, resumes, etc. required by employment advertisement	<b>AC+2 yr</b> AC=Date position is filled	<b>DO, SB, DM,DT</b>
<b>PERSONNEL-BENEFIT PLANS</b>	<b>US+1 yr</b>	<b>DO</b>
<b>PERSONNEL-COMPLAINT RECORDS</b> —Complaints received and records documenting their resolution	<b>FE+3 yr</b> CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period	<b>DO, SB, DM, DT</b>

## DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded	<b>DO</b> – District Office <b>SB</b> – School Buildings <b>DM</b> – District Maintenance <b>DT</b> – District Transportation
RECORDS DESCRIPTION	RETENTION PERIOD	
<b>PERSONNEL-CORRECTIVE ACTION</b> —those actions which do not affect pay, status or tenure and are imposed to correct or improve job performance	<b>AC+3 yr</b> AC=Termination of corrective action. CAUTION: If during the retention period these records are used to support personnel disciplinary action, the records should be retained according to Personnel Disciplinary Action series.	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-DISCIPLINARY ACTION DOCUMENTATION</b> —those actions that affect pay or status. They include demotion, dismissal, etc.	<b>AC+3 yr</b> AC=termination of employment	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-EMPLOYEE STATEMENTS</b> (Affidavits)—for insurance, personnel or other uses for which Administration has sought such statements	<b>AC+3 yr</b> AC=Termination of employment	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-EMPLOYEE BENEFITS</b> —documents relating to selection of benefits other than insurance	<b>US</b>	<b>DO,</b>
<b>PERSONNEL-EMPLOYEE COUNSELING RECORDS</b> —Notes, etc. relating to job-specific counseling	<b>AC+3 yr</b> AC=Termination of counseling	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-EMPLOYEE DEDUCTION AUTHORIZATIONS</b> —documents relating to all deductions of Pay	<b>AC+3 yr</b> AC=After termination of employee or after amendment, expiration or termination of authorization, whichever is sooner.	<b>DO</b>
<b>PERSONNEL-EMPLOYEE EARNINGS RECORDS</b>	<b>4 yr</b>	<b>DO</b>
<b>PERSONNEL-EMPLOYEE INSURANCE RECORDS</b> —District copy of selection records by employees of insurance offered by the District	<b>US</b>	<b>DO</b>
<b>PERSONNEL-EMPLOYEE RECOGNITION RECORDS</b> —Awards, incentives, etc.	<b>AC+3 yr</b> AC=Termination of employment	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-EMPLOYMENT ANNOUNCEMENT</b>	<b>2 yr</b>	<b>DO</b>
<b>PERSONNEL-EMPLOYMENT CONTRACTS</b>	<b>Original dates of hire +50 yr</b>	<b>DO</b>
<b>PERSONNEL-EMPLOYMENT ELIGIBILITY</b> —Documentation or verification of Federal report form INS I-9	<b>AC+4 yr</b> AC=Termination of employment, with a minimum of 4 years	<b>DO</b>
<b>PERSONNEL-EMPLOYMENT SELECTION RECORDS</b> —all records that document the selection process: i.e. polygraph, physicals, interview notes, etc.	<b>2 yr</b> CAUTION: Does not include criminal history checks	<b>DO, SB, DM, DT</b>

## DISTRICT RECORDS RETENTION SCHEDULE

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RECORDS DESCRIPTION	RETENTION PERIOD	
<b>PERSONNEL-FORMER EMPLOYEE VERIFICATION RECORDS</b> —minimum information includes name, social security number, exact dates of employment and last known address	<b>Original date of hire +50 yr</b>	<b>DO</b>
<b>PERSONNEL-GRIEVANCE RECORDS</b> —review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	<b>AC+6 yr</b> AC=final decision on the grievance	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-HIRING PROCESS—CRIMINAL HISTORY CHECKS</b> —criminal history record information on job applications	<b>AC+1 yr</b> AC=After hiring decision made	<b>DO</b>
<b>PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION</b> —any document detailing duties of positions on position-by-position basis	<b>US+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-LEAVE STATUS REPORT</b> —cumulative report for each pay cycle showing leave status	<b>FE+3 yr</b>	<b>DO</b>
<b>PERSONNEL-LIABILITY RELEASE FORM</b> —statements of employees, patrons, etc. who have released the district from liability	<b>PM</b>	<b>DO</b>
<b>PERSONNEL-LICENSE AND DRIVING RECORD CHECK</b>	<b>US</b>	<b>DO, DT</b>
<b>PERSONNEL-OVERTIME AUTHORIZATION &amp; SCHEDULE</b>	<del>2-yr</del> <b>PM</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION</b>	<b>US</b>	<b>DO</b>
<b>PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION</b> ---used to adjust gross pay, FICA, retirement or compute taxes	<b>3 yr</b>	<b>DO</b>
<b>PERSONNEL-PERFORMANCE APPRAISAL</b>	<del>2-yr</del> <b>PM</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-PERSI ENROLLMENT FILE</b>	<b>6 yr from filing date</b>	<b>DO</b>
<b>PERSONNEL-PERSI RECORD OF HOURS WORKED</b> —Irregular help, half-time or greater	<b>Date of hire +50 yr</b>	<b>DO</b>
<b>PERSONNEL-PERSI TERMINATION RECORD</b>	<b>6 yr</b>	<b>DO</b>
<b>PERSONNEL-PERSONNEL INFORMATION</b> —documents that officially change pay, titles, benefits, etc.	<del>2-yr</del> <b>PM</b>	<b>DO</b>
<b>PERSONNEL-POLICY AND PROCEDURES MANUAL</b> —any manual, etc. that establishes standard employment procedures	<b>PM</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-RESUME-UNSOLICITED</b>	<b>1 yr</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-SICK LEAVE POOL DOCUMENTATION</b> —requests submitted, approvals, number of hours transferred in an out, etc.	<b>FE+3 yr</b>	<b>DO</b>

## DISTRICT RECORDS RETENTION SCHEDULE

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RECORDS DESCRIPTION	RETENTION PERIOD	
<b>PERSONNEL-TIME CARD AND TIME SHEET</b>	<b>3 yr</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-TIME OFF AND/OR SICK LEAVE REQUEST</b>	<b>FE+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL</b> —records documenting training, testing or continued education	<b>AC+3 yr</b> AC=Termination of employment	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-UNEMPLOYMENT CLAIM RECORD</b>	<b>3 yr</b>	<b>DO</b>
<b>PERSONNEL-UNEMPLOYMENT COMPENSATION RECORDS</b>	<b>AC+3 yr</b>	<b>DO</b>
<b>PERSONNEL-W-2 &amp; W-4 FORMS</b>	<b>5 yr from date of termination</b>	<b>DO</b>
<b>PERSONNEL—WORKER’S COMPENSATION POLICIES</b>	<b>AC+10 yr</b> AC=expiration of policy	<b>DO</b>
<b>PROCUREMENT-PERFORMANCE BOND</b> —bonds posted by individuals or entities under contract with District	<b>PM</b>	<b>DO</b>
<b>PROCUREMENT-PURCHASING LOG</b> —Log, etc. providing a record of purchase orders issued, orders received, etc.	<b>FE+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>PROCUREMENT-BID DOCUMENTATION</b> —includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations	<b>FE+3 yr</b> CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract.	<b>DO, DM, DT</b>
<b>RECORDS MANAGEMENT</b> —RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	<b>PM</b>	<b>DO, SB, DM, DT</b>
<b>SAFETY-ACCIDENT REPORTS</b>	<b>8 yrs*</b> For Minors, 8 yrs after minor reaches age of 18	<b>DO, SB, DM, DT</b>
<b>SAFETY-DISASTER PREPAREDNESS AND RECOVERY PLANS</b>	<b>PM</b>	<b>DO, SB, DM, DT</b>
<b>SAFETY-EVACUATION PLANS</b>	<b>PM</b>	<b>DO, SB</b>
<b>SAFETY-FIRE ORDERS</b> —issued by fire marshal to correct deficiencies in compliance with the fire code	<b>AC+3 yr</b> AC=deficiency corrected	<b>DO, SB, DM</b>

## DISTRICT RECORDS RETENTION SCHEDULE

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RECORDS DESCRIPTION	RETENTION PERIOD	
<b>SAFETY-HAZARDOUS MATERIALS DISPOSAL RECORDS</b> —Material safety data sheets must be kept for those chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29 CFR § 1910.1200(g).	<b>PM</b>	<b>DO, DM</b>
<b>SAFETY-INCIDENT REPORTS</b> —Reports concerning incidents which, upon investigation, were of a non-criminal nature	<b>3 yr (or 30 yr*)</b> *Exposure records require 30 year retention per 29 CFR § 1910.1020(d)(ii)(B)Footnote(1)	<b>DO, SB, DM, DT</b>
<b>SAFETY-INSPECTION RECORDS</b> —Fire, safety, and other inspection records of facilities and equipment	<b>AC+3 yr</b> AC=Date of the correction of the deficiency, if the inspection report reveals a deficiency.	<b>DO, SB, DM</b>
<b>SAFETY-MATERIAL DATA SAFETY SHEETS</b>	<b>30 yrs after the end of use of the substance</b>	<b>DO, DM</b>
<b>SAFETY-WORKPLACE CHEMICAL LISTS</b>	<b>30 yr</b>	<b>DO, SB, DM</b>
<b>STUDENTS-EDUCATION RECORDS</b> —Student’s name, birth date, last address, dates of attendance, graduation date and grades earned	<b>PM</b>	<b>DO, SB</b>
<b>STUDENTS-SPECIAL EDUCATION RECORDS</b> —educational records, including eligibility documentation and IEPs	<b>FE+6 yr</b>	<b>DO, SB</b>
<b>STUDENTS-MEDICAID RECORDS</b> -claims, reimbursements, and supporting documentation	<b>FE +5 yr</b>	<b>DO, SB</b>
<b>VEHICLE-INSPECTION, REPAIR AND MAINTENANCE RECORDS</b>	<b>LA+1 yr</b>	<b>DO, DT</b>
<b>VEHICLE-TITLE AND REGISTRATION</b>	<b>1 yr</b>	<b>DO, DT</b>
<b>VOLUNTEER RECORDS</b> —records may include recruitment and selection records, volunteer personnel and intern personnel information forms, intern agreements, volunteer and intern time records, emergency notification forms, insurance documentation and correspondence	<b>AC+3 yr</b> AC=End of term of volunteer or intern	<b>DO, SB</b>
<b>WEBSITE/WEB PAGES</b> —INTERNET/INTRANET—system development documentation for initial setup; subsequent changes and content of pages	<b>PM</b>	<b>DO, SB</b>

In the event that District records do not correspond to any of the above listed categories, the Superintendent will determine the period of retention for a particular record.

Legal References: I.C. § 33-701(8) Fiscal Year—Payment and Accounting of Funds  
I.C. § 33-407 Return of Canvass of Elections  
I.C. § 33-508 Duties of Clerk  
I.C. § 56-209h Administrative Remedies  
I.C. § 74-119 Agency Guidelines  
SDE Idaho Special Education Manual Revised 2009, Chapter 11, Section E  
SDE Administrator’s Handbook 1.43  
Federal Regulation  
Idaho Records Management Guide, August, 2010~~3~~

Policy History:

Adopted on: [August 8, 2016](#)

Revised on:

**LAKELAND JOINT SCHOOL DISTRICT 272**

**Non-certificated Salary Schedule**

**2016-2017**

*(Individuals working 30 hours or more in a regular position will receive an additional \$1.25 per hour. Positions marked w/ \* have \$1.25 already included.)*

**I. Clerical/Aides/Specialists**

	<b>16-17</b>		<b>(w/\$1.25)</b>
<b>Administrative Assistant</b>	Year 1	\$ 12.87	*
<b>D.O. Clerical</b>	Year 2	\$ 14.29	*
<b>SPED Secretary</b>	Year 3-4	\$ 15.29	*
	Year 5-9	\$ 15.92	*
	Year 10-14	\$ 16.81	*
	Year 15&Up	\$ 17.28	*
<b>School Secretary/Transportation Secretary</b>	Year 1	\$ 11.03	
	Year 2	\$ 12.24	
	Year 3-4	\$ 12.92	
	Year 5-9	\$ 13.45	
	Year 10-14	\$ 14.24	
	Year 15&Up	\$ 14.92	
<b>Transportation Secretary</b>	NA	<del>\$ 14.31</del>	*
<b>Maintenance Secretary</b>	NA	\$ 14.31	*
<b>Teacher/ Library Aide/ Bus Aide</b>	Year 1	\$ 10.51	
	Year 2	\$ 11.19	
	Year 3-4	\$ 11.92	
	Year 5-9	\$ 12.24	
	Year 10-14	\$ 13.13	
	Year 15&Up	\$ 13.92	
<b>Technology Assistant / BI</b>	Year 1	\$ 13.65	*
	Year 2	\$ 14.23	*
	Year 3-4	\$ 14.75	*
	Year 5-9	\$ 15.38	*
	Year 10-14	\$ 16.12	*
	Year 15&Up	\$ 16.80	*
<b>Temp. Teacher Aide/Noon Duty Aide/</b>	Year 1	\$ 9.04	
<b>Substitute Teacher Aide or Secretary</b>	Year 2+	\$ 9.61	
<b>Student Clerical</b>		<b>\$ 7.25</b>	

**II. Maintenance & Custodial**

<b>Maintenance Worker</b>	Year 1	\$ 15.55	
	Year 2	\$ 16.38	
	Year 3-4	\$ 16.94	
	Year 5-9	\$ 17.82	
	Year 10-14	\$ 18.64	
	Year 15&Up	\$ 19.11	
<b>Head Custodian</b>	Year 1	\$ 12.83	
	Year 2	\$ 13.36	
	Year 3-4	\$ 14.15	
	Year 5-9	\$ 14.67	
	Year 10-14	\$ 15.47	
	Year 15&Up	\$ 16.05	
<b>Day/Night Custodians</b>	Year 1	\$ 10.40	
	Year 2	\$ 10.92	
	Year 3-4	\$ 11.48	
	Year 5-9	\$ 11.95	
	Year 10-14	\$ 12.21	
	Year 15&Up	\$ 12.97	
<b>Custodial Trainer</b>	NA	<del>\$ 16.02</del>	s/b \$17.05
<b>Part-time Adult Maintenance</b>	NA	\$ 10.15	
<b>Part-time Adult Maintenance - Lead</b>	NA	<del>\$ 11.02</del>	s/b \$12.00
<b>Part-time/Seasonal Student Maintenance</b>	NA	\$ 8.91	
<b>Mail &amp; Supply Delivery</b>	NA	\$ 9.79	
<b>All Custodial or Maintenance Substitutes</b>	NA	\$ 9.37	

**III. Transportation**

<b>Lead Mechanic</b>	NA	\$ 23.10	
<b>Mechanic</b>	NA	\$ 22.31	
<b>Bus Driver</b>	Year 1	\$ 14.33	
	Year 2	\$ 15.55	
	Year 3-4	\$ 16.27	
	Year 5-9	\$ 17.36	
	Year 10-14	\$ 17.92	
	Year 15&Up	\$ 18.39	
<b>All Transportation Substitutes</b>	Year 1	\$ 13.39	
	Year 2	\$ 13.85	
	Year 3+	\$ 15.24	

**IV. Other**

Social Behavior Specialist	NA	16.00 - 20.00
Tutor, Homebound Student (Certified)	NA	\$ 20.60
Tutor, Homebound Student (Non-Certified)	NA	\$ 14.94
Medicaid Billing	NA	<del>\$ 15.12</del> s/b \$15.57

Sign Language Interpreter	NA	\$ 16.32
Near Peer Aide	NA	\$ 15.00

Substitute Teacher	NA	\$ 72.00
Substitute Teacher , Long Term	NA	\$ 80.00

**V. BASE Program**

BASE Aide	Year 1	\$ 9.79
	Year 2	\$ 10.30
	Year 3-4	\$ 10.82
	Year 5-9	\$ 11.33
	Year 10-14	\$ 11.85
	Year 15&Up	\$ 12.36

BASE Site Coordinator	Year 1	\$ 12.04
	Year 2	\$ 12.83
	Year 3-4	\$ 13.46
	Year 5-9	\$ 13.99
	Year 10-14	\$ 14.73
	Year 15&Up	\$ 15.52

BASE District Coordinator	NA	<del>\$ 37,900</del> \$18.22
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**VI. Specialized Personnel**

Maintenance Supervisor	NA	\$ 53,945
Transportation Supervisor	NA	\$ 57,952
Asst Transportation Supervisor	NA	<del>\$ 38,115</del> \$ 18.32
Network Administrator	NA	\$ 55,272
Technical Support Specialist	NA	\$ 55,272
Human Resources Specialist	NA	\$ 26.49
Treasurer	NA	\$ 25.45
Payroll Specialist	NA	\$ 17.92
Accounts Payable	NA	\$ 15.38
Clerk	NA	\$ 16.25
Sub Coordinator	NA	\$ 10.92

**HR Assistant** \$ 15.29

Any individual on a work improvement plan will not receive an increase until performance has improved to a satisfactory level.

Individuals working in temporary positions who qualify for coverage under the Affordable Care Act, do not qualify for the additional \$1.25 wage.

With District Office approval from the Superintendent, Asst. Superintendent or Director of Business & Operations new hires with relevant job experience may be hired and placed on the scale up to and including the third step of the relevant position.

## **2016 PROPOSED ISBA RESOLUTION**

### **SALARY BASED APPORTIONMENT FOR CLASSIFIED EMPLOYEES**

**WHEREAS**, the State of Idaho distributes the major portion of public school funding through the “Salary-Based Apportionment (SBA) formula; and

**WHEREAS**, the SBA formula includes separate calculations for instructional, administrative, and classified salary and benefit support; and

**WHEREAS**, the percentage of funds expended by local districts above their SBA allocation for classified salaries is often significantly higher than the percentage expended over and above the SBA allocations for administrative and instructional salaries; and

**WHEREAS**, the number of classified full-time equivalents (FTE’s) employed by school districts often exceeds the number funded by the SBA formula; and

**WHEREAS**, districts employ far more professional and technical classified staff, i.e. business and human resource professionals, technology staff, etc. than they did when the SBA formula was first established; and

**WHEREAS**, districts expend large percentages of operational unit funding and supplemental levy revenues to pay for these classified staff; and

**WHEREAS**, the salaries paid for professional and technical classified staff far exceed the State’s salary based apportionment for these employees, AND school districts need to pay these employees competitive wages to recruit and retain qualified individuals;

**NOW, THEREFORE BE IT RESOLVED**, that the Idaho School Boards Association supports changes to the salary based apportionment formula for classified staff designed to bring the percentage paid by the State in line with the percentage paid by districts for instructional and administrative salaries. This should be addressed with changes both to the base salary and the number of classified staff provided for by the unit factor.

## **STATEMENT OF PURPOSE**

In the years since the State's salary based apportionment formula was enacted, school districts have made significant changes in how they are run. The number and percentage of classified staff and technology specialists that manage a district's human resources and technology operations have increased dramatically. The portion of the State formula that funds classified salaries and benefits was designed with custodians and school secretaries and aides in mind.

The need for highly skilled human resource specialists as well as professional business managers and technology specialists to manage the complex and technical aspects of a school district has changed the role for these classified positions. Districts now employ more professional business managers, human resource directors, network administrators, web masters, IT specialists, etc. and other skilled classified staff than ever before. Additionally, many of these professional and technical employees are hired to meet State and Federal mandated requirements, including reporting in the Idaho System for Educational Excellence (ISEE), the State's Longitudinal Data System.

This resolution calls for changes in the SBA formula to better reflect the need to increase the salaries and the number of FTE's funded by the classified portion of the formula.