



2023-2024
Student-Parent Handbook



Lapwai Elementary School
404 S. Main
Lapwai, ID 83540
208-843-2960

Together, we ensure all students will reach their full potential.



School procedures for the 2023-2024 school year will be closely monitored and updated as necessary to ensure the health and safety of our students, staff and community. Any changes to the procedures outlined in this handbook will be posted on our Lapwai School District website: www.Lapwai.org, under the Health & Safety Procedures. The information will also be shared with students and their families and publicized on social media. Changes will be based on local data and guidance from the center for Disease Control, Idaho Public Health, Nimiipuu Health, and the Nez Perce Tribe.

This Handbook belongs to:

Name: _____

Welcome from the Principal

Dear Parents and Students,

I would like to extend a warm welcome to each of you! We are excited to have you here at Lapwai Elementary. Our school is a community of students, teachers, and families who share a commitment to quality education for every child.

The purpose of this handbook is to provide students, parents/guardians, and staff with an understanding of the basic policies and procedures of our school. These policies and procedures are in place as one way to help reach our educational goals and provide a safe, orderly, and consistent environment for everyone at Lapwai Elementary.

Parents/guardians, thank you for sharing your children with us. Our dedication is to provide the best possible educational experience for all and develop a full partnership with the home. Please be actively involved and let us know how we are doing. I look forward to working with you.

Sincerely,

Teri Wagner

Principal

General Information

Office Hours: 8:00 a.m. – 4:00 p.m.

Telephone: 208-843-2960

Student School Day: Monday-Thursday 8:15 a.m. – 3:20 p.m.
Friday 8:15 a.m. – 1:05 p.m.

Students are encouraged to arrive on campus after 8:00 a.m. The tardy bell rings at 8:20 a.m. If circumstances require students to be at school before 8:00 a.m., they must report to the library where supervision begins at 7:30 a.m. Students are not to arrive on campus any earlier.

208-843-2960

Teri Wagner, Principal	twagner@lapwai.org	Ext. 2312
Tessie McCulley, Administrative Assistant	tmcculley@lapwai.org	Ext. 2310
Latasha Dishion, Attendance	ldishion@lapwai.org	Ext. 2311
Lori Ravet, School Psychologist	lravet@lapwai.org	Ext. 3777
Kristen Bateman, School Psychologist	kbateman@lapwai.org	Ext. 2314
Ann Munsterman, Food Service	am@lapwai.org	Ext. 2315

School Board Members

DelRae Kipp	Zone 1	delraek@nezperce.org
Lori Johnson	Zone 2	lorij@nezperce.org
Sonya Samuels-Allen	Zone 3	sonyas@nezperce.org
Betsy Spaulding	Zone 4	betsys@nezperce.org
Thunder Garcia	Zone 5	thunderg@nezperce.org

For a complete list of district personnel, please visit our website: www.lapwaidistrict.org

Classroom Teachers**208-843-2960**

Colleen Bonner	Pre-School	cbonner@lapwai.org	Ext. 2419
Kathie Sliger	Kindergarten	ksliger@lapwai.org	Ext. 2424
Krystle Stamper	Kindergarten	kstamper@lapwai.org	Ext. 2423
Sasha Rabaiotti	1 st	srabaiotti@lapwai.org	Ext. 2425
Delaney Paris	1 st	dparis@lapwai.org	Ext. 2426
Kelly Hillman	2 nd	khillman@lapwai.org	Ext. 2427
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Cassie Hays	3 rd	chays@lapwai.org	Ext. 2408
Nate Blyleven	4 th	nblyleven@lapwai.org	Ext. 2414
Beau Woodford	4 th	bwoodford@lapwai.org	Ext. 2409
Carleen Baldwin	5 th	cbaldwin@lapwai.org	Ext. 2413
Teeiah Arthur	5 th	tarthur@lapwai.org	Ext. 2412
Dawn Melton	PE/Health	dmelton@lapwai.org	Ext. 2317
Ena Raml	Art	eraml@lapwai.org	Ext. 2322
Emma Shaffer	Music	eshaffer@lapwai.org	Ext. 2313
Nancy Dahl	Special Education	ndahl@lapwai.org	Ext. 2418
Rebecca Cooley	Special Education	rcooley@lapwai.org	Ext. 2417
Marika Renshaw	Speech	mrenshaw@lapwai.org	Ext. 2421
Tracy Behler	Speech	tbehler@lapwai.org	Ext. 2422
Jen Becker	PBIS	jbecker@lapwai.org	Ext. 2345

Academic Information

Academic Focus

We believe that every child in our school will achieve at a high level. We know that students will live up to the expectations that are set for them. Every effort will be made to provide each child with the opportunities and support they need to learn effectively.

Academic Success and Assessment

Lapwai School District is committed to student success. Student success is determined in part by the following state required assessments: Idaho Reading Indicator (IRI) and Idaho Standards Achievement Test (ISAT). With effective instruction, student effort, cooperation between school and home, and proper attendance, all students will learn at a high level.

Attendance and Extended Learning Time

*** ATTENDANCE REQUIREMENTS**

Code: 502.3.1

Regular school attendance is a necessary factor of student success in school. The Idaho Code and Nez Perce Tribal Code require that attendance requirements be set by the District. Any absence, regardless of cause, is a disruption to the educational process for the student. Irregular attendance by any student is also disruptive of the educational process for the teacher and other students. Irregular attendance by any student disrupts the pace and organization of classroom instruction. Irregular attendance shifts the workload of the classroom teacher so less time is available to direct the learning experiences of students who attend regularly. Often the loss of time by students is so severe that the likelihood of meeting instructional time requirements or competencies is remote. In an effort to increase the likelihood of student success in school, the following provisions exist for students at Lapwai Schools.

A student must meet the academic standard determined by the classroom teacher and the attendance standards as follows:

1. School attendance personnel or classroom teachers will attempt to contact parents of unexcused students by telephone daily.
2. When a student has three (3) absences in a semester, a letter will be sent home. The letter will include the number of school days missed. The letter will be documented in PowerSchool.
3. When a student reaches five (5) days of absences in a month or six (6) days of absences in a semester, the principal or designee will notify the superintendent. The principal will contact the parent/guardian to develop a plan to assure regular attendance to minimize further absences and explain policies for attendance. The principal contact will be documented in PowerSchool.
4. When a student has missed ten (10) days in a semester, the student may be referred to Child Protective Services for educational neglect.
5. **GradesPreK-8:** Students who miss 40% or more of the scheduled instructional minutes of the school year will be automatically retained and required to repeat their current grade. The parent or guardian may appeal this retention with the Lapwai School District Attendance Committee.

6. **Grades 9-12:** Absences will be recorded by period. When a student misses twelve (12) days in any given period in a semester, the student will be withdrawn and lose credit for each class with 12 or more absences. The parent or guardian may appeal the loss of credit with the Lapwai School District Attendance Committee.

7. **Attendance Committee Appeals:** Approved appeals by the Lapwai School District Attendance Committee will include a plan to ensure regular and punctual attendance including resources and mentors to support improvement. Failure to adhere to the Attendance Committee plan will result in retention in grades PreK-8 and proceeding with loss of credit in grades 9-12. Failure to adhere to the Attendance Committee Plan may also result in parent and/or student referrals to the prosecutor in the appropriate jurisdiction and to Child Protective Services.

8. If the above efforts fail to improve attendance, the principal will refer the student to the superintendent. After reviewing the student's attendance record, the superintendent may arrange a hearing before the Board of Trustees in accordance with Idaho Code 33-205, Denial of School Attendance, for habitual truancy.

Homework Guidelines

Homework is out of class tasks assigned to students as an *extension or elaboration* of classroom work.

Guidelines for School

- Homework will be assigned after an introduction and thorough *explanation* of the skills necessary to complete the assignment successfully.
- Homework will be closely monitored by the teacher.
- Teachers will provide feedback on homework.
- Homework will serve a valid purpose and be closely related to current classroom activities.
- A student's access to resource materials will be considered when making homework assignments.
- Principal and teachers will communicate with parents regarding the school's homework guidelines.
- Teachers assign homework *four* nights per week.

Guidelines for Amount of Time Students Study/Read at Home - Average Time Per Night of Assigned Homework

- K - 10 minutes or more
- 1st Grade - 15 minutes or more
- 2nd Grade - 15 minutes or more
- 3rd Grade - 20 minutes or more
- 4th Grade - 30 minutes or more
- 5th Grade - 30 minutes or more

Guidelines for Parents/Guardians

- Parents/guardians provide a quiet place to study and read at home.
- Parents/guardians talk to children about school work each day.
- Parents/guardians supervise completion but resist the urge to help complete the homework.
- Parents/guardians ensure that children read or are read to at home every day.

Guidelines for Students

- Students ensure understanding of the homework assignment(s) before leaving school.
- Students schedule time free from distraction.
- Students complete and return homework on time.
- Students confer with teacher(s) regarding homework concerns.

Parent-Teacher Conferences or Student Lead Conferences

Parents will be invited to meet with their child's teacher(s) to discuss progress. Conferences will be held in the fall on November 2nd and 3rd and in the spring on April 11th and 12th. Conferences are designed to celebrate success and give parents an accurate and objective report of a student's progress and behavior.

Parents should not hesitate to ask questions or bring any information that may assist teachers in meeting a child's needs to the teacher's attention.

Report Cards

All students, kindergarten– 5th grade, will receive reports cards quarterly. Attempts will be made to notify parents in writing or via telephone at mid-quarter if there are concerns regarding a child's progress.

Special Services

Special Education services are an option in those instances where a student's instructional needs cannot be fully met in the regular classroom. A multidisciplinary team will meet following an in-depth assessment that determines actual eligibility for special education placement. The assessment process is quite involved and is carried out after careful consideration of the child's education needs. Either teachers or parents may make a referral for possible evaluation. If any parent has a concern about their child's educational needs, they should schedule a conference with the teacher.

Behavior and Discipline

Positive Behavioral Interventions and Supports (PBIS)

PBIS is a framework for improving school climate by changing behavior. Practices and systems establish a foundation of regular, proactive support while preventing unwanted behaviors. The school-wide expectations of “Be Respectful, Responsible and Safe” are taught explicitly, modeled, practiced and positively reinforced. The expectations in context of school locations are listed on the following page in the behavior expectations matrix.

PBIS is part of a multi-tiered system of support.

Tier 1 addresses systems for all students. Along with the positive behavior expectations, a social-emotional learning curriculum called PATHS (Promoting Alternative Thinking Strategies) is implemented PreK – 5th grade. PATHS encompasses the five distinct categories of social emotional learning: self awareness, self management, social awareness, relationship management, and responsible decision making.

Tier 2 practices provide additional supports for students not successful with Tier 1 supports alone. The best practice Tier 2 intervention of Check-In/Check-Out supports students who are at risk for developing more serious problem behavior before they start. In addition, small group interventions help students improve social skills.

At most schools, there are 1-5% of students who are not reached by Tier 1 or Tier 2 supports. At Tier 3, these students receive more intensive, individualized support to improve behavioral and academic outcomes.

Students are acknowledged for positive behavior in many ways: individual paws, class paws, class celebrations, PAW Awards and monthly award assemblies.

The Procedures for Rule Violations are on the pages following the behavior expectations matrix.

The “Lapwai Elementary PBIS Behavior Expectations” matrix follows.

	<u>Be Respectful</u> <u>Qa'ánnin'</u>	<u>Be Responsible</u> <u>Timmíyunin'</u>	<u>Be Safe</u> <u>Namá'íyanin'</u>
<u>All Areas</u>	<ul style="list-style-type: none"> *Follow directions quickly *Respect property of others and self *Treat others as you want to be treated 	<ul style="list-style-type: none"> *Be here every day *Be on time *Leave personal items home (phones, ipods, etc.) 	<ul style="list-style-type: none"> *Make smart choices *Be bully-free in words and actions *Keep hands, feet, and objects to yourself * No weapons of any kind
<u>Classrooms</u>	<ul style="list-style-type: none"> *Raise hand to speak *Kind words and actions *Use quiet voices *Follow directions quickly 	<ul style="list-style-type: none"> *Make smart choices *Use active listening *Try your hardest *Take care of your belongings 	<ul style="list-style-type: none"> *Follow class rules *Leave class with permission only *Stay in assigned areas *All chair & desk legs on floor
<u>Passing Areas</u> (Hallways, stairs, foyer, sidewalks, breezeway)	<ul style="list-style-type: none"> *Quiet voices *Smile or wave as greeting *Hands & feet to self 	<ul style="list-style-type: none"> *Walk on right side *Stay in your line *Go directly to destination & back 	<ul style="list-style-type: none"> *Walking feet only *Face forward *Hold the ball
<u>Cafeteria</u>	<ul style="list-style-type: none"> *Use quiet voices *Follow instructions of adult *Touch and eat your own food 	<ul style="list-style-type: none"> *Take what you need for the playground to the cafeteria *Food & drink in cafeteria only *Clean up your area 	<ul style="list-style-type: none"> *Stay seated until dismissed *Walk on right side *Younger classes have right-of-way *Backpacks stay in classroom
<u>Playground</u>	<ul style="list-style-type: none"> *Follow directions quickly *Play fair *Take turns and share equipment 	<ul style="list-style-type: none"> *Line up quickly & quietly at bell *Ask permission to leave playground *Bring in what you took out (balls, jackets, etc.) 	<ul style="list-style-type: none"> *Follow same rules at all recesses *Tell an adult about dangerous objects on playground *Play safely
<u>Bathrooms</u>	<ul style="list-style-type: none"> *Respect yours and others' privacy *Wait your turn patiently *Quiet voices 	<ul style="list-style-type: none"> *Flush the toilet *Wash your hands *Return to class quickly 	<ul style="list-style-type: none"> *Walk *Throw trash away *Keep water & soap in sink
<u>Gym</u>	<ul style="list-style-type: none"> *Follow adult instructions *Encourage others *Share equipment 	<ul style="list-style-type: none"> *Put equipment away *Use equipment properly *Follow Gym rules 	<ul style="list-style-type: none"> *Play safely *Only in gym with adult *Stop when whistle blows
<u>Library</u>	<ul style="list-style-type: none"> *Quiet voices *Follow directions quickly 	<ul style="list-style-type: none"> *Use stick when picking out books *Return books on time *Take care of books 	<ul style="list-style-type: none"> *Walk *Follow library rules *Use sticks properly
<u>Bus/Pick-Up Zone</u>	<ul style="list-style-type: none"> *Quiet voices *Follow bus drivers' directions *Respect others' space 	<ul style="list-style-type: none"> *Carry your own things on and off the bus *Throw away your trash *Remain in your seat until it is time to get off 	<ul style="list-style-type: none"> *Keep head and arms inside the windows *Keep feet and backpacks out of the aisle *Stay behind yellow line
<u>Assemblies</u>	<ul style="list-style-type: none"> *Pay attention to the speaker *Clap and laugh appropriately *Use active listening 	<ul style="list-style-type: none"> *Enter and exit quietly 	<ul style="list-style-type: none"> *Remain seated *Walk *Stay with class
<u>Emergencies/Drills</u>	<ul style="list-style-type: none"> *Listen and follow directions quickly with quiet voice 	<ul style="list-style-type: none"> *Be alert *Help when asked 	<ul style="list-style-type: none"> *Stay calm & quiet *Walk with class

Procedures for Rule Violations at Lapwai Elementary School

- Have we pre-taught the behavior expectations school-wide?
- Have I acknowledged the correct behaviors?
- Have I re-taught the expected behavior?
- Are my consequences predictable and consistent?
- Have I pre-corrected the behavior?

Basic Violations

<i>Definition:</i>	<i>Examples (not all-inclusive):</i>	<i>Procedure:</i>
Behaviors that: <ol style="list-style-type: none"> 1. <u>do not</u> require administrator involvement. <li style="text-align: center;">or 2. violate <u>only</u> the student. <li style="text-align: center;">or 3. <u>are not</u> chronic (consistent violations within a week; behaviors based on child's developmental level). 	<ul style="list-style-type: none"> ● Playing in desk ● Not doing class work ● Leaning in chair ● Out of seat ● Not following directions ● Not using active listening ● Not raising hand to speak ● Not walking on right side ● Not in your assigned area 	<p>Take a moment to re-teach expected behavior.</p> <p>Catch the student doing the expected behavior.</p> <p>Reinforce expected behavior with positive feedback.</p> <p>If behavior continues, move to Level I Procedures.</p>

Possible Interventions/Consequences: Review Classroom Rules Attend to Others Doing It Correctly Proximity Non-Verbal Redirect	Verbal Correction Different Placement in Classroom Communication with Teacher
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- Have I acknowledged the correct behavior?
- Have I re-taught the expected behavior?
- Are my consequences predictable and consistent?
- Have I pre-corrected the behavior?

Level II Minor Behaviors

Definition:	Examples (not all-inclusive):	Procedure:
Behaviors that: 1. <u>do not</u> require administrator involvement.	<ul style="list-style-type: none"> • Defiance/Disrespect/Non-Compliance: brief or low-intensity failure to respond to adult request 	Inform student of rule violation
or Behaviors that: 2. <u>do not</u> significantly violate the rights of others.	(not all-inclusive) • Fully ignoring adult request, shouting answer, not paying attention during instruction) • Abusive/Inappropriate Language	Procedure: Describe expected behavior. Inform student of violation if necessary.
or 3. <u>do not</u> appear chronic.	• Defiance/Disrespect/Insubordination/Non-compliance (talks back, turns, yelling in area, repeated requests to use bathroom) • Disruption	Describe expected behavior and re-teach school-wide behavioral expectations.
2. put others at risk or harm.	• Inappropriate language: low-intensity instance of inappropriate language (bathroom words or "this sucks," etc.) • Arguing with teacher or talking back	Complete <i>Major Behavior Form</i> . Contact parent.
4. are chronic (consistent violations within a week; behaviors based on child's developmental level).	• Physical contact: non-serious, but inappropriate physical contact (play fighting, roughhousing, poking) • In unauthorized areas • Property misuse: low-intensity misuse of property (intentionally breaking pencil, making paper airplane, intentionally kicking over PE equipment)	Submit <i>Major Behavior Form</i> to office for SWIS input.
4. are chronic (consistent violations within a week; behaviors based on child's developmental level).	• Inappropriate equipment	Submit <i>Major Behavior Form</i> to office for SWIS input.
Possible Interventions/Consequences: Verbal Correction Apology Re-Focus Form Loss of Privileges Communication with Teacher Recovery Chair in another Classroom Time Out Loss of Recess		

Level II Behaviors are **HANDLED IN THE CLASSROOM** by the teacher.

Approach behaviors instructionally (if your student makes a math error, you would correct them by teaching them how to do it correctly; the same applies to teaching the expected

Definition:	Examples (not all-inclusive):	Procedure:
<p>Behaviors that:</p> <ol style="list-style-type: none"> 1. violate school policy. <li style="text-align: center;">or 2. violate state policies or laws. <li style="text-align: center;">or 3. <u>are chronic</u> Level II Behaviors (consistent violations within a week; behaviors based on child’s developmental level). <li style="text-align: center;">or 4. require administrator involvement. 	<ul style="list-style-type: none"> ● Fighting (Physical) ● Physical Aggression ● Harassment ● Bullying ● Racism ● Possessing a Weapon or Look-Alike Weapon ● Sexually Inappropriate Behaviors ● Vandalism ● Theft 	<p>Inform student of rule violated.</p> <p>Describe expected behavior.</p> <p>Complete <i>Major Behavior Form</i>.</p> <p>Contact parent.</p> <p>If necessary:</p> <p>Send student to office with <i>Major Behavior Form</i> and attach any relevant documentation forms, if possible.</p> <p>Or</p> <p>Incident may require immediate removal from class to office. Call office to alert; follow up with a written description on <i>Major Behavior Form</i>.</p>

behavior).

Not: **Crime: Punishment**
INSTEAD: **Error: Correction**

Level III Minor Behaviors

Behavior at School Activities

Students will follow the school-wide rules, procedures, and policies while at school activities. Students will also follow the directions of any school district personnel monitoring the event or activity as directed by school policy. If students are not following the above guidelines, they may be asked to leave the activity. If a child does not attend school on the day of an evening Elementary activity, they will not be allowed to attend the event, absent specific permission from the Elementary Principal.

School Board Policies – Behavior

Zero Tolerance for Violence Student to Staff Code No: 503.10

Recognizing that safe and orderly schools are essential to the student-learning environment and student well-being, Lapwai Schools support zero tolerance to violence. Any student exhibiting the following behaviors toward any staff member, school volunteer or adult guest will be subject to the following actions:

1. Profanity or obscene gestures towards staff members, school volunteers or guest presenters may result in automatic two-day out of school suspension.
2. Threats, intimidations, verbal assaults, gestures or actions that simulate or feign striking of staff may result in an automatic three-day suspension. These actions include charging or lunging at staff.
3. Physical contact including any action that includes pushing, striking or any other battery may result in automatic five-day out of school suspension.

Threats, assaults, any element of battery or other actions covered in items #2 and #3 will result in police involvement. Any student suspended for the above actions is not in “good standing”. The employee is required to fill out the disciplinary referral slip in this charge indicating what was said or done.

The Principal is required to enforce the rule and notify the parent or guardian as soon as

Possible Interventions/Consequences:		
Loss of Recess	Conference with Principal	Parent Contact
Suspension from School	Parent Meeting/Attend School	Restitution
(In-School or Out-of-School)	Time-Out	Loss of Privileges
		Police Contact

actions:

1. Threats, intimidation, verbal assaults, harassment, gestures or actions that simulate or feign striking of other student/peer will result in immediate disciplinary action.
2. Physical contact, including any action that includes pushing, striking, fighting, or any other battery, will result in immediate disciplinary action.

Threats, assaults, any element of battery, or other actions covered above will result in police involvement. Any student suspended for the above actions is not in “good standing”.

The Principal is required to enforce the rule and notify the parent or guardian as soon as possible. Following the second suspension of a student for violation of the policy, the student shall be referred to the Superintendent.

Policy – Weapons

Policy Title: Possession of Guns, Knives Code No: 503.7

Possession of guns of any caliber or of knives that exceed two and one-half (2 ½) inches in length shall be prohibited on the school premises, whether in the possession of the student or in the student's locker, buses and at any school related function.

Disciplinary action shall be taken in accordance with the Gun Free School's Act and school disciplinary procedures.

The Gun Free Schools policy mandates the expulsion from school for a period of no less than one (1) year for any student who brings a firearm to school. This policy also provides the option for the District to modify the expulsion requirements on a case-by-case basis. The definition of "firearm" within the Act includes:

- A. Any weapon designed or able to be modified to expel a projectile by action of any explosive.
- B. The frame or receiver of any such weapon.
- C. The firearm muffler or silencer.
- D. Any destructive device to include bombs, grenades, rockets, missiles, or any other similar device.

This policy shall apply to all students expelled from other schools for violation of Gun Free Schools Policy or other weapons violations. This policy shall apply whether the expulsion or suspension proceeding occurred in this state or any other state or territory.

Policy – False Reports

Reports/False Reports of Bombs, Bomb Threats, Firearms, and Deadly Weapons/Items Code: 503.7.1

Filing a report as a threat or a false report with the result of disrupting the educational process or the intent of harassing or intimidating students or staff is prohibited in the Lapwai School District. This includes reports/threats of bombs, firearms, other deadly weapons or similar items. If it is determined that a student committed any of these acts, he or she will be suspended. Additional consequences may also be applied. Charges shall also be filed with the appropriate law enforcement agency.

Dress Code

Dress Regulations

Students' dress, grooming, and personal property should not interfere with the educational process and functions of the school. Their clothing should not pose a health or safety risk. Clothing and personal property (including hats) must not be obscene and may not advertise or depict the use of alcohol, tobacco, or illegal drugs. Students who wear inappropriate clothing will be asked to change into something more presentable.

Gang Symbols

The Lapwai Community is dedicated to preventing gang involvement. Lapwai Elementary supports preventing gang involvement and activities in the school environment by restricting clothing that represents gang activity.

Bandanas may represent different groups or gangs of students and will not be permitted to be used or worn – this includes on the head, waist, and arms or around the legs.

If a family feels that the wearing of a bandana is significant to a cultural event or purpose, they may request a meeting with the Board of Trustees to waive this rule.

Food Service

Food Allergies

Many students in our school have severe food allergies. To protect the health and safety of everyone, students are not allowed to share or trade food. Our school is NUT FREE. Please do not send snacks or meals with peanuts or any type of nuts.

Nutrition Services

Academic performance and quality of life are affected by the choice and availability of good foods in our schools. Healthy foods support student physical growth, brain development, and resistance to disease, emotional stability and the ability to learn. Serving healthy school meals is a critical factor in combating the growing epidemics of childhood obesity and diabetes.

In order to learn, students must maintain a healthy diet. Therefore, all students should receive healthy meals and snacks during school hours. Written permission is required if a student should not eat during a regularly scheduled meal. A doctor note is required for accommodations to be made for any special diet or dietary restrictions. Due to safety concerns, students are not allowed to leave school to go home for lunch unless signed out and accompanied by a parent/guardian.

Students are taught in the classrooms about good nutrition and the value of healthy food choices. Healthy food choices will be encouraged of all students, staff, administrators and parents in regards to school parties and school rewards.

Breakfast and lunch are available to all students free of charge.

Personal Property

Toys and electronic devices interfere with learning and cause disruptions at school. The school staff does not assume responsibility for lost personal items.

As a result, students may not bring personal belongings to school. Prohibited items include, but are not limited to:

- Trading cards
- Electronic devices (iPods, CD players, hand-held gaming systems, DVD players, MP3 players, etc.).
- Toys
- Skateboards

- Wheelies (shoes with wheels)

Cell Phones

Lapwai Elementary School faculty and staff are dedicated to using every moment of class time for instruction. Cell phones are intrusive in class. In the interest of our students' learning, devices will need to be shut down and out of sight during the school day. Students' technology needs will be met by the Chromebooks available in every classroom. If parents/guardians need to contact a child, they may call the main office during the day.

Teachers will remind students to put away cell phones so they do not distract from the learning process. Students will be responsible for complying with the request. If everyone is focused on the lesson, it will be easier for everyone to learn.

Phones also need to stay turned off and put away before school starts, during lunch/recess, and at the After School Program (ASP). These procedures help students stay more connected, communicative, present, and engaged.

If a student does not comply with the request:

First incident – Phone is taken, labeled with the student's name and the teacher's name and sent to the office. Phone is held in the office to the end of the day and released to the student.

Further incident(s) – Phone is taken, labeled, and a parent/guardian is called and asked to pick up the phone after school.

Safety/Health

Address and Telephone Numbers

It is very important that the school be kept informed at all times of the home address, telephone number, email address and an emergency telephone number where a parent/guardian can be reached. Please notify the office when there are any changes. This information is critical in case of any emergency.

Arrival and Departure

Please remember the following when dropping off or picking up your student:

- Follow the signs for student drop off/pick up.
- Drop students off in only the designated area.
- Do not drop students off in front of the building.
- Do not drop off in the parking lot.
- Do not drop off in the bus zone.
- Make it as easy as possible for your child to exit or enter your vehicle safely.
- Make sure your child is on the curb side of your vehicle.
- Do not double-park.
- Do not stop on the crosswalk.

Child Abuse and Neglect

Under the Child Protective Act, Idaho Code 16-1605, a school teacher, social worker, or other person having reasonable cause to believe that a child under the age of eighteen (18) has been abused, abandoned or neglected or who observes the child being subject to conditions or circumstances which would reasonably result in abuse, abandonment or neglect shall report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the Idaho Department of Health and Welfare. The building Principal will assist in making sure that the necessary actions covered under the law are carried out.

Contagious Conditions

Students with the following conditions will be excluded from the classroom: Covid-19, measles, chicken pox, ringworm, pink-eye, fever above 100°, head lice, scabies, impetigo, poison oak, or poison ivy. A doctor's note may be required for re-admittance.

Head Lice

If a student is found to have head lice, or any of the other identified contagious conditions, the parent will be contacted and arrangements will be made for the child to go home. If the school is unable to contact a parent or guardian, the child will be separated from the classroom. The child may return to class after treatment.

First Aid

The following procedures are followed in the case of illness or injury. First, an attempt is made to determine the seriousness of the injury. In many cases, simple first aid is all that is needed. Second, if the injury or illness appears to be at all serious, an attempt is made to contact the child's parents or guardian. If the attempts to contact the parents or guardian are not successful, procedures on family emergency information are followed.

Medication

A student is not permitted to have any medication in his/her possession during the school day. All medication, except those approved for self-administrations (ex: inhaler, epi pen), must be properly labeled and kept in the office, where school personnel will dispense it according to the written instructions from the parent, guardian and/or doctor. **Parent/guardians must complete a permission to dispense medicine form.**

Evacuation Procedure

Fire drill/Bomb threat procedures will be used to evacuate buildings. Re-entry into the buildings will be made only after it is declared safe by the official in charge. In the event of an evacuation of the area declared by local civil defense authorities, all children at school will be bussed to the PiNeeWaus Community Center. Once there, children will be released only to their parents/guardian after approval of the building Principal.

Secure and Lockdown Procedure

Lockdown and Secure procedures are practiced routinely in case of emergency situations. A two-page explanation for parents is included at the end of the handbook. Securing the building during emergency situations to keep our students safe is a process we practice regularly. In the event of a real emergency, parents would be notified immediately by telephone using our automated phone alert system. We would also communicate through the Nez Perce Tribe and media. Please do not be concerned regarding practice drills. Again, real emergencies will be communicated to parents as soon as possible. It is critical to keep the school informed about changes in contact information, insuring the correct phone numbers are on record.

Student Insurance

The school district provides the opportunity for parents to purchase student insurance from a private carrier. This general insurance may be purchased the first few weeks of each school year or when a child registers during the year. The school district does not provide medical insurance. The school district does not assume or have any liability for any student insurance purchased from any private carrier.

Visitors

Parents and families are always welcome in our school. We require that all parents, visitors and guests sign in at the office and get a visitor nametag. For safety reasons, we need to know who is in the school at all times.

Telephone/Text Message/E-Mail

Students will not be permitted to answer a telephone call, receive or return a text message or e-mail in the classroom except in an emergency. If you experience a family emergency, we will be happy to hand-deliver a message to your child. Please limit requests for messages to be delivered to students. We make every effort to protect the educational environment and not interrupt teaching and learning.

School Supplies

Teachers will indicate the supplies children will need. Generally, these include such items as pencils, paper, ruler and crayons. Lists are available on our district website and at local stores.

Family, School, Community Partnerships

Developing and sustaining effective partnerships between the home, the community, and the school is critical to improving education at Lapwai Elementary School. Staff members will communicate frequently and provide many opportunities for families to participate and celebrate learning at our school.