

# Lewiston Elementary School



2024/2025

## Student/Parent Handbook

LEWISTON ELEMENTARY SCHOOL  
685 LEWISTON ROAD  
LEWISTON, CA 96052  
(530) 778-3984  
FAX (530) 778-3103

## **SCHOOL BOARD**

### **School Board Members:**

Suzie Hawkins, President of the Board of Trustees  
Gretchen Deichler, Vice President of the Board of Trustees  
Chad Cook, Member of the Board of Trustees  
Catherine Sidman, Member of the Board of Trustees  
Sarah Panarra, Member of the Board of Trustees

Meeting Date: Second Monday of each month starting at 4:00 P.M.

Parents and community members are invited to attend all board meetings held at the school.

The purpose of the School Board is to adopt policies and oversee their implementation, adopt a budget and approve expenditures, and provide for the education of students attending Lewiston Elementary School.

## **SCHOOL HOURS AND DISMISSAL PROCEDURES**

### **School Schedule**

Campus is open to students at 7:30 A.M.  
Breakfast begins at 7:50 A.M.  
Grades TK-8 begin at 8:15 A.M.  
Dismissal TK-K: 1:30 P.M.  
Dismissal 1-8: 3:00 P.M.  
Minimum Days: 12:30 P.M.  
Parent/Student/Teacher Conferences-12:30 P.M.

### **Emergency Dismissal**

School may be dismissed early in an emergency (such as extreme weather conditions or loss of power). Please prepare your children for such a possibility. School staff will contact parents. If parents cannot be reached, the office will call adults on your emergency card. Please keep all emergency numbers current. Students will not be sent home without parent or emergency contact approval.

### **SNOW- Canceled and Modified Minimum Days**

The Lewiston Elementary School staff recognizes the hardship parents face when trying to get their children to school at 8:00 a.m. on days that it is snowing. It is also very hard for staff to make a decision regarding whether to cancel school for the day at 7:00 a.m. [the weather can change dramatically hour by hour.] Because of this, the school has created a "Modified Minimum Snow Day Schedule". The "Modified Minimum Snow Day Schedule" is as follows:

10:00 a.m.	School begins
3:00 p.m.	Regular Dismissal

Parents will be contacted by the school's automated phone system around 7:30 a.m. if a modified Minimum Day has been called. If by 8:30 a.m., the snow is still falling rapidly, or the roads are still impassable, the administrator will call for a "Canceled Day". Once again, the school will contact all parents (via the automated phone system) to inform them of the cancellation.

### **Closed Campus**

Closed campus policy means that once a student arrives at Lewiston Elementary School he/she must remain on campus until dismissed from the last period class. Students required to leave school during the school day must provide a signed note from parent or legal guardian explaining why. Only adults listed on the emergency card may pick up students. The student sign-out sheet must be signed before picking up a student.

**All students must go home after school  
unless signed up for an extra-curricular activity, or  
Lion's Den After School Program.  
Students may not "hang out" on campus unsupervised while school activities are still in progress.**

## ATTENDANCE

### Absences

Regular daily attendance increases children's educational opportunities, their learning, and school funding.

Education Code section 48205 permits a pupil to be excused from school under certain circumstances:

- Illness
- Medical, dental, optometry, or chiropractic services
- Quarantine
- Funeral of immediate family, limited to 1 day in state, 3 days out of state
- Court appearance – must be requested in writing by parent/guardian and approved by a district-designated official
- Exclusion for failure to present evidence of immunization
- Religious holiday or ceremony

**If possible, make appointments with a physician, dentist or eye doctor on early release days, so your child does not miss an entire school day.**

### Absence Procedures

If your child will be absent from school, contact the school before or during the period of absence. Call the office or send a written note explaining the specific reason for the absence when the student returns to school.

### Tardiness

Tardiness is disruptive, not only to the tardy child's education, but also to that of the entire class. A child is permitted to be tardy to school under certain circumstance:

- Illness
- Medical, dental, optometry, or chiropractic services
- Court appearance

### Unexcused Absences/Truancy/Chronic Absentee

Truancy puts pupils at risk of low academic achievement and dropping out and raises safety concerns for the pupil and society. Pupils are deemed truant if they have three or more unexcused absences and/or tardies (30 minutes or more in duration) within one school year (ref. Ed Code Section 48260). Chronic absentee occurs when a child has missed 10 percent or more of the school days. (18 days)

**If no contact from the parent/guardian regarding an absence is made within 10 school days, the absence will become unexcused and will not be changed.**

A student that has a combination of six or more unexcused absences and /or tardies (30 min. or more in duration) during a school year is deemed a habitual truant (ref. Ed Code Section 48264.5). Once identified as a habitual truant, the pupil may be referred to a SARB or the district attorney or probation officer. Sanctions such as community service, fines and suspension or revocation of driving privileges might be levied (ref. Ed Code Section 48264.5)

### Independent Study (3 Days or More)

We encourage the use of independent study contracts if your child will miss **3 days or more** of classes. If possible, please notify your child's teacher that you need an Independent Study Contract at least 7 days prior to the absence. The parent/guardian, student, and teacher must sign contracts before entering Independent Study. Please return the completed assignments on the first day back to your child's teacher.

### Missing School (1 - 3 Days)

Regular attendance is very important. However, if your child will need to miss 1-3 days of school, then we encourage parents to request work ahead of time from your child's teacher. Please return the completed assignments to your child's teacher on the first day back. As the number of days requested is for less than 3 days, it will not qualify as Independent Study, will be recorded as an unexcused absence, but will help your child not fall behind.

### Attendance at Extra-Curricular Activities

In order to attend an extra-curricular activity, the student must have attended school that day. Any student who is suspended may **not** attend a school activity during the suspension, even if accompanied by a parent or guardian.

## HEALTH POLICIES

### Immunizations

Evidence of immunity to Polio, Measles Mumps and Rubella (MMR), Diphtheria, Pertussis (Whooping Cough) and Tetanus (DTP), Hepatitis B, and Varicella (Chicken Pox) is a mandated state requirement for admission to school in California. In addition, all 7<sup>th</sup> and 8<sup>th</sup> grade students are mandated to provide evidence of receiving a T-dap Immunization (Pertussis Booster) before they are admitted to school. New students **MUST** have proof and dates of their immunizations before registering. A parent/guardian may sign a waiver exempting a student from immunizations. Exempted students may be excluded from school if an outbreak occurs.

### Health Entry Exams

State law requires all first graders have a Health Entry Exam (CHDP check-up) to remain in school. We strongly urge parents to have the exam completed before or during the Kindergarten year.

### Contagious Disease and Conditions

If your child is diagnosed as having a contagious disease, please notify the school office immediately. This is for the protection of your child and the other children with whom your child has had contact.

### Head Lice Policy

Head lice are a chronic problem in most schools.

Our efforts to manage this problem include:

- Students with lice or nits are sent home with directions for treatment
- Parents must bring students into the office before they will be readmitted to class - there can be **no nits or lice left** in hair when students return. The student will return to class only with a clearance pass from the office.
- The only way to prevent reoccurrence is to remove all nits from hair
- Letters explaining precautions and treatment are sent home
- Students with continuous head lice resulting in absences or tardiness can be sent to the School Attendance Review Board (SARB) for evaluation.

#### *Head Lice Precautions to take:*

- Check often for nits or lice
- Never share combs, hair ties, scarves, hats or jackets
- Keep jackets and backpacks on chairs, never in a pile
- Keep long hair tied up
- Check heads before sleepovers

#### *If you do find nits:*

There is information available at the Lewiston Elementary School office that is provided for parents to assist with the removal of nits or lice. Pamphlets with professional advice or a calendar for lice can be provided.

### Medication

State mandates require that if your child requires administration of medication during school hours, your child's physician must complete a written prescription and we must have it at the school office for our files. This also includes over the counter medication such as cough syrups and pain relievers. Medication must be in the original container and is to be taken in the presence of a school official. **All medication is to be kept in the school office.**

### Insurance

All students are covered by insurance for school sponsored activities only. This is blanket coverage provided by the District. This insurance is a secondary insurance. Parents' insurance is the primary carrier.

## **BEHAVIOR CODE**

The goals of Lewiston Elementary School include the development of behavior patterns that will help students to demonstrate respect for others while learning proper decision making and critical thinking skills.

### **Student Rights and Responsibilities**

As a student, you have the right to learn in a safe a pleasant environment. All school-community members share in the responsibility of making Lewiston Elementary School a SAFE, RESPECTFUL and RESPONSIBLE place for all. Students are expected to comply with all reasonable requests and to follow directions from all school personnel.

#### **Be SAFE**

- Stay within school boundaries.
- Keep your hands and feet to yourself.
- Line up for all classes and lunch in an organized manner.
- Walk at all times in hallways.
- Leave money, toys, gum and electronic items (MP3 players, hand held games, CD Players...) at home. Students may not trade or give away money or personal possessions during the school day. They also may not buy or sell items.
- Use restroom before and after classes. Horseplay or loitering in the restrooms is not permitted. Throwing of paper in the restrooms, writing or drawing on the walls or partitions and purposely clogging the bathroom fixtures are not permitted.

#### **Be RESPECTFUL**

- Students are to address adults formally (Mr., Mrs., Ms.) and address other students by the name they like to be called.
- Use appropriate language and a pleasant tone of voice.
- Speak respectfully and courteously to all members of our school community. Foul language and racial slurs will not be tolerated.
- Respect the property of others.
- Refrain from put-downs, rude body language, and inappropriate comments.
- Be respectful to yourself and to others. Name-calling, intimidation of others, harassment or bullying of others will not be tolerated.
- Hugging, kissing and other touching is not appropriate at school.

#### **Be RESPONSIBLE**

- Come to school ready to learn.
- Take responsibility for your actions and decisions.
- Turn assignments in on time.
- Take care of your backpack and clothing.
- Be on time. **Students should not arrive at school before 7:50.**
- Dress appropriately for school by following the Dress Code.
- Cell phones must not be seen on campus. They cannot be used during the whole school day.
- Take care of school property by using it correctly. Do not deface or damage school property.
- Students are not permitted to bring candy or gum to school.
- Students may use the office telephone, with teacher permission, only for school related matters.
- **Students wishing to change their daily schedules, go to a friend's house after school etc. should make prior arrangements, by bringing a note from home or having the parent call to make changes with office staff.**

### **Positive Student Recognition**

- Classroom incentives
- Positive teacher phone calls
- Recognition of Academic, Attendance, and Student Activities at the Trimester Awards Ceremony.

### **Cafeteria Rules**

- Students will wash hands before going to the cafeteria.
- Students are to line up in the hallway quietly.
- Only two students are allowed in the serving area at one time.
- All Trash must be placed in the garbage and your table area must be left clean.
- Follow all rules regarding what foods/drinks are allowed on campus.

### **Possible Disciplinary Actions Taken**

The intent of all disciplinary actions is to assist the student in modifying their behavior. The list below serves as a guide for the student, parent and staff to follow when disciplinary actions are necessary. Consequences can vary depending on student's grade level, individual circumstances, and previous disciplinary actions. It is important to note that repeated less severe behavioral infractions can lead to suspension.

1. Informal talk/verbal warning
2. Benching or phone call home, Referral mailed home
3. Office detention –recess and noon; phone call home, Referral mailed home
4. Office detention/Parent Conference –recess and noon; phone call home, Referral mailed home
5. Office detention –recess, noon, and after school; phone call home, Referral mailed home, Parent Conference (from home or at school).
6. In-house Suspension; Parent Conference
7. Suspension from school; Parent Conference
8. Expulsion

### **BULLYING**

Any form of bullying is forbidden and will not be tolerated. **Bullying** is when someone says or does something intentionally hurtful and they keep doing it-even when you ask them to stop or show them you are upset. The behavior is repeated, or has the potential to be repeated, over time.

#### **Bullying/Harassment**

The Governing Board recognizes the harmful effects of bullying /harassment on student learning, school attendance, and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten or intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

**Cyberbullying** includes the transmission of harassing communications, direct threats, or other harmful texts, sounds or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1) The appropriate school staff and, as appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance. When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

### **Suspendable Offenses**

School personnel are bound to follow Education Code 48900 governing suspendable offenses. Anytime a student engages in the following behavior, they may be suspended:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except in self-defense.
3. Possessed, sold or otherwise furnished any firearm, knife explosive, or other dangerous object.
4. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
6. Stolen or attempted to steal school property or private property.
7. Committed or attempted to commit robbery or extortion.
8. Cause or attempted to cause damage to school property or private property.
9. Possessed or used tobacco or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
12. Disrupting school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
13. Knowingly received stolen school property or private property.
14. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
15. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
16. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
17. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
18. Engaged in, or attempted to engage in, hazing as defined in Section 32050.



**Lewiston Elementary School Referral**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Incident Location/Time \_\_\_\_\_

Person making referral \_\_\_\_\_

<b>Respect</b>	<b>Responsibility</b>	<b>Safety</b>
<input type="checkbox"/> Abusive Language/ Profanity	<input type="checkbox"/> Misuse of materials	<input type="checkbox"/> Fight/ physical aggression
<input type="checkbox"/> Defiance/ Disrespect	<input type="checkbox"/> Not in appropriate area	<input type="checkbox"/> Endangering self/ others
<input type="checkbox"/> Vandalism/ Theft	<input type="checkbox"/> Tardiness to class	<input type="checkbox"/> Throwing items
<input type="checkbox"/> Harassment/ Intimidation	<input type="checkbox"/> Other	<input type="checkbox"/> Other

Comments/Explanations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adult contacted (name) \_\_\_\_\_ Date of Contact: \_\_\_\_\_

Action taken:

Report completed by \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Distribute copies to the following:

Office \_\_\_\_\_ Parent \_\_\_\_\_  
Teacher \_\_\_\_\_ Student \_\_\_\_\_

**This form is to be turned in to office at the time of the incident  
Or as soon as possible.**

## **NON-DISCRIMINATION/HARASSMENT**

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive education environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion

### **Discipline**

Any student who engages in bullying/harassment on school premises, or off campus, in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

### **School-Level Complaint Process – Discrimination, Harassment, Intimidation or Bullying**

1. Notice and Receipt of Complaint: Any student who believes he/she has been subjected to or has witnessed discrimination, harassment, intimidation or bullying should contact the supervising staff member and/or their classroom Teacher(s) as soon as it is possible.
2. School employees who observe any incident or are told about any incident of discrimination, harassment, intimidation or bullying are required to complete a Discipline Referral and submit the referral(s) the same day of the incident or the report of the incident to:
  - a. Student's classroom Teacher, if not completed by the classroom Teacher
  - b. Cafeteria/Playground Supervisor or Lion's Den Coordinator, if appropriate
  - c. Superintendent/Principal or designee
3. Initiation of Investigation: The classroom Teacher and/or Cafeteria/Playground Supervisor or Lion's Den Coordinator will initiate the investigation of the incident and report their findings and actions using the Discipline Form to the Superintendent/Principal or designee for review and follow-up. The staff member who initiates the investigation will contact all parents involved as quickly as possible, but no later than 24 hours from the incident. Parent contacts will be noted on the Discipline Referral. When necessary, the Superintendent/Principal or designee will assist with the investigation and parent contacts and will report on the Discipline Form.
4. The Superintendent/Principal or designee shall review the findings, possible actions and parent contacts as noted on the Discipline Form. The Superintendent/Principal will conduct any additional investigation deemed necessary, as well as, determine appropriate discipline, as established in the Discipline Guide. The Superintendent/Principal or designee may also work with staff and parents to initiate procedures and schedule changes with students that address the student issues.

## APPEARANCE AND DRESS CODE

The purpose of a Dress Code is not to inhibit any person's personal taste in style or attire, but rather to better facilitate the process of education through reasonable guidelines of dress. Clothes must not distract from or inhibit any phase of the educational program.

Lewiston Elementary School Board of Trustees has established the following Dress Code:

1. Title V of the California Administrative Code requires students to be neat and clean and provides schools the right and responsibility to reasonably enforce this standard.
2. For purpose of health and safety, shoes or comparable footwear with synthetic or leather soles shall be worn. Shoes must have a heel strap and allow **full** participation in PE and recess.
3. Accessories must be removed if deemed unsafe. Accessories also include (but not limited to) jewelry, chains or other items inspired or reminiscent of drug or gang culture.
4. Students whose appearance is so unusual as to cause obvious distraction to other students from the educational process shall be sent home to correct their appearance.
5. Pajamas, slippers, or attire usually worn to sleep in is unacceptable attire.
6. Hats, visors, and/or sunglasses are not to be worn in any area with a roof, by any student regardless of gender. Any headwear that prohibits eye contact with the LES staff member is unacceptable.
7. Shorts must have a minimum of four (4) inch inseam. Skirts must not be more than six (6) inches above the knee when standing.
8. Excessively baggy, low cut, or sagging pants which, allow undergarments to be exposed are unacceptable.
9. Boys may not wear tank tops that have excessively low cut armholes.
10. Tops worn by girls must have straps that cover undergarments. Tops must also be long enough to cover the top of the pants when standing with arms extended straight out. No bare midriffs, see-through, fishnet tops, halter tops, tube tops, half shirts, low cut blouses, or backless tops may be worn. Any top deemed inappropriate by office staff is unacceptable.
11. Reasonable rules for appearance for those who participate in extracurricular activities may be established and enforced. These rules will not supersede the dress code.
12. Clothing with advertisements and artwork depicting alcohol, drugs, tobacco, and other offensive material may not be worn. Clothing may not have a suggestive or inappropriate wording or images printed thereon.

These requirements apply to all school activities including sporting events, Halloween costumes and field trips. Any student not meeting the above standards or who comes to school without proper attention having been given to personal cleanliness and neatness of dress will be required to change the item(s) of clothing in violation of the dress code. A parent will be required to bring a change of clothing, or the school may provide a change of clothing to correct the dress code infraction. Due to the rapid changes in society, it may become necessary to modify the dress code during the course of the school year.

## **PARENT/LEGAL GUARDIAN – TEACHER COMMUNICATION**

### **Parent/Legal Guardian Conferences**

Regular parent/legal guardian, student, teacher conferences are scheduled for all students at the end of the 1<sup>st</sup> trimester. 2<sup>nd</sup> trimester conferences are by Parent **OR** Teacher request for grades and/or behavior. Notices will be sent home with your assigned time to meet with the teachers. As a parent you can schedule a special conference with a teacher at any time during the year.

### **Questions to ask your child's teacher:**

- Is my child performing at grade level in basic skills?
- What achievement or aptitude tests will be given my child this year? What do the scores mean?
- What are my child's special strengths or weakness?
- Does my child need help in social adjustment?
- Does my child need help in any academic subject?
- Would you recommend referral to other school programs?
- Does my child regularly complete assigned work?
- How well does my child get along with classmates?
- Would you advise any special programs or enrichment courses?

## **ATHLETIC POLICY**

Middle school athletics are an important school activity offered at Lewiston Elementary School and at neighboring schools. The activities are designed to have a positive influence on students. In addition to athletic skill development, student-athletes practice proper attitudes toward citizenship, sportsmanship, and cooperation, as well as develop self-discipline and self-esteem.

### **School Behavior Responsibilities:**

- Appropriate behavior while at school-related function.
- A classroom teacher or other school official may restrict a student from participating in a game or activity for continual and/or severe inappropriate classroom or school behavior.
- Suspension from school may result in the student not being able to participate in games or in removal from the team.

### **School Attendance Responsibilities:**

- Attend school regularly.
- Attend class on the day of a game (except at the discretion of the administrator or coach, i.e. excused medical appointment).
- Attend all practices for the full practice time. Having over three (3) unexcused absences from practices or games may result in removal from the team.

## **MISCELLANIOUS CAMPUS POLICIES**

### **Electronics**

Due to disruptions and losses NO personal radios, CD/MP3 players, electronic games or lasers are allowed at school. Cell phones are permitted at school, but cannot be used during the whole school day.

Lewiston is a 1:1 school, meaning each student has a Chromebook (or similar) device provided to them by the school. If a student breaks the device or accessories the parent/guardians will be billed accordingly.

### **Bicycle Regulations**

Bicycles are to be walked, not ridden, on the school grounds and must be parked (and locked) in the bike stands. Students must wear bicycle helmets (this is state law).

### **Books and Materials**

The school provides textbooks, library books and variety of other materials. Parents/students will be responsible for replacing lost or damaged materials, textbooks and library books.

### **Lost & Found**

The Lost and Found is located in the hallway. Parents are encouraged to put names on clothing and other belongings of students. The school is not responsible for any lost belongings.

## **PARENT/GUARDIAN VOLUNTEERING**

### **Guidelines for all adults on campus or at school activities**

At all times during regular school hours and at school-sponsored events, designated staff members are responsible for the welfare of the students and the smooth operation of the class or event. The responsible staff person has the right and obligation to maintain full control. The responsible staff person, in conjunction with the Superintendent/Principal, reserves the right to determine who chaperones field trips, when and under what conditions people may observe or volunteer in a classroom, who will handle money at events, and so on.

All volunteers are required to follow the directions of school staff in charge of a given event/activity. Volunteers must at all times recognize that their primary role is protecting the welfare of all students. Confidentiality is very important for all staff and volunteers to respect the privacy and dignity of all members of the school community.

### **Categories and Procedures for Volunteers:**

#### **Volunteer Coaches**

A Volunteer Coach may supervise students during recess, lunches, after school and on weekends. The Volunteer Supervisor/Coach shall act in accordance with district policies, regulations, school rules and guidelines for all adults on campus, or at school activities. Before being considered for approval as a Volunteer Supervisor/ Coach, each candidate must complete an automated record check and tuberculosis test. In addition, each candidate must hold a valid First Aid/CPR Card or equivalent card.

#### **Volunteer Supervisor/Chaperone**

A Volunteer Supervisor/Chaperone may supervise students during recess, lunch and/or breakfast periods. May also serve as non-teaching aides under the immediate supervision and direction of certificated personnel to perform non-instructional work, including chaperoning students on field trips, which assists certificated personnel. Before being considered for approval as a Volunteer Supervisor/Chaperone, each candidate must complete an automated record check and tuberculosis testing.

### **Requirements for all Volunteers:**

#### **Automated Records Checks and Tuberculosis Testing**

Before authorizing any person to serve as a volunteer in a volunteer position requiring an automated records check, an automated records check shall be completed with the Department of Justice Fingerprint Clearance and the FBI Fingerprint Clearance. For volunteer positions requiring tuberculosis testing, a current certificate indicating that the volunteer is free of tuberculosis must be presented to the district. Tuberculosis test results must be renewed every four years. The cost of the Automated Records Checks and tuberculosis test will be paid for by the school district.

#### **Workers' Compensation**

Volunteers are not covered by Workers' Compensation while doing volunteer services at Lewiston Elementary School or chaperoning a school field trip.

#### **Volunteer Check in and Check out Procedures**

Upon entering the campus all volunteers shall proceed to the school office and sign in as a volunteer, as well as, pick up their volunteer badge. When done, volunteers shall return to the office to sign-out and return their volunteer badge. Everyone visiting Lewiston Elementary School is expected to be safe, respectful, and responsible. We encourage the public to watch and support our students perform in athletics and the performing arts. Visitors may be asked to leave the campus if they do not uphold our school wide agreements.

All volunteer facilities projects shall have approximate start and completion dates and must be approved by the Superintendent/Principal in advance.

## **SEXUAL HARASSMENT POLICY**

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.

### **Sexual Harassment**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex and under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive education environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to (this includes conduct between students, between adults and between adults and students):

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery or sexual coercion

### **Reporting / Investigation**

1. **Notice and Receipt of Complaint:** Any student who believes he/she has been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the Superintendent/Principal or designee. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the Superintendent/Principal or designee, whether or not the victim files a complaint.
2. **Initiation of Investigation:** The Superintendent/Principal or designee shall initiate an impartial investigation of an allegation of sexual harassment within five school days of receiving notice of the harassing behavior, regardless of whether a formal complaint has been filed. The district shall be considered to have "notice" of the need for an investigation upon receipt of information from a student who believes he/she has been subjected to harassment, the student's parent/guardian, and employee who received a complaint form a student, or an employee or student who witnessed the behavior. If the Superintendent/Principal or designee receives an anonymous complaint or media report about alleged sexual harassment, he/she shall determine whether it is reasonable to pursue an investigation considering the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment.

3. **Initial Interview with Student:** When a student or parent/guardian has complained or provided information about sexual harassment, the Superintendent/Principal or designee shall describe the district's grievance procedure and discuss what actions are being sought by the student in response to the complaint. The student who is complaining shall have an opportunity to describe the incident, identify witnesses who may have relevant information to provide other evidence of the harassment, and put his/her complaint in writing. If the student requests confidentiality, he/she shall be informed that such a request may limit the district's ability to investigate.
4. **Investigation Process:** The Superintendent/Principal or designee shall keep the complaint and allegation confidential, except as necessary to carry out the investigation or take other subsequent necessary action.
5. **Interim Measures:** The Superintendent/Principal or designee shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher.
6. **Optional Mediation:** In cases of student-on-student harassment, when the student who complained and the alleged harasser so agree, the Superintendent/Principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree, and he/she shall be advised of the right to end the informal process at any time.
7. **Written Report on Findings:** No more than 30 days after receiving the complaint, the Superintendent/Principal or designee shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Superintendent/Principal or designee shall notify the student who complained and explain the reasons for the extension. The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If it is determined that harassment occurred, the report shall also include any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment. This report shall be presented to the student who complained, the person accused, the parents/guardians of the student who complained and the student who was accused, and the Superintendent/Principal or designee.
8. **Follow-Up:** In addition, the Superintendent/Principal or designee shall ensure that the harassed student and his/her parent/guardian are informed of the procedures for reporting any subsequent problems. The Superintendent/Principal or designee shall make follow-up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.

## **COMPLAINT PROCEDURES**

The Governing Board places trust in its employees and desires to support their actions in such a manner that employees are free from unwarranted, spiteful or negative criticism and complaints.

The Administrator shall develop regulations that permit the public to lodge criticism against staff members, assure a complete hearing, and protect the rights of the staff members and the district.

Verbal complaints against an employee initially made to a Board Member or at a Board Meeting will be referred to the Administrator for appropriate consideration and action according to administrative regulations.

School employees, who are sued as a consequence of performing their assigned duties, shall be provided full legal service unless they have violated district policy, regulations or instructions.

When public complaints involve accusations of child abuse, child abuse reporting requirements specified in law and BP 5141.4 (cf. 5141.4 - Child Abuse and Neglect Reporting Procedures) must be followed.

### **Complaint Resolution Process**

In order to promote communication that is fair and constructive, the following procedures for resolving complaints are provided. Every effort should be made to resolve a complaint at the earliest possible stage.

#### *Stage 1:*

Complaints or concerns involving school personnel should be made directly by the complainant to the person against whom the complaint is lodged. Parents and/or Legal Guardians are encouraged to attempt to resolve concerns with the staff member personally.

#### *Stage 2:*

If the complaint is not resolved at this level, the complainant may submit the complaint in writing to the Administrator or immediate supervisor. The district will consider the complaint dropped if the complainant fails to put it in writing. A written complaint must include the name of each employee involved and a brief but specific summary of the complaint and the facts surrounding it. It must also include a specific description of a prior attempt to discuss the complaint with the employee involved and the failure to resolve matter.

#### *Stage 3:*

The complainant should consider and accept the Administrator's decision as final. However, the complainant, the employee or the Administrator may request further review by the School Board or conduct a closed hearing. If the employee so requests, an open hearing will be held.

The district administration shall cooperate with the complainant and assist in the preparation of any written complaint to quickly meet the requirements of this regulation. Copies of this regulation regarding the submission and handling of all such complaints shall be made freely available.

No hearing, whether open or closed, will be held by the School Board on any complaint unless the School Board has received the Superintendent/Administration's written report concerning the complaint.

The Superintendent/Administrator's report shall contain, but not be limited to:

1. The name of each employee involved.
2. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the School Board and the employee(s) as to the precise nature of the complaint and to allow the employee(s) to prepare a defense.
3. A copy of the signed original complaint.
4. A summary of the action taken by the Superintendent/Administrator with his/her specific finding that disposition of the concern at the Superintendent/ Administrator's level has not been possible and the reasons why.

All parties involved, including the school administration, may be requested to attend such a meeting or a part of such meeting for the purposes of presenting all available evidence, allowing every opportunity for the explanation, and for clarifying the issue.

The decision of the School Board following the hearing shall be final.

### **COMPLAINTS CONCERNING THE SCHOOL**

*The Governing Board welcomes constructive criticism of school policies, programs, or personnel when it is motivated by a sincere desire to improve the quality of the educational process and to assist the schools in performing their tasks more effectively.*

The Board encourages the resolution of complaints as early as effectively possible. All complaints will receive appropriate review and consideration. If the problem is not resolved at a lower level, it will be taken to the School Board.

When individual board members are approached with complaints about the school, they shall be expected to listen to the complaint and demonstrate their concern by clearly identifying established procedures and channels through which the complaint may receive attention (cf. 1312.1 - Complaints Concerning School Personnel) (cf. 1312.2 - Complaints Concerning Instructional Materials) (cf. 1312.3 – Uniform Complaint Procedures) (cf. 1312.4 - Complaints Concerning Categorical Aid Programs).