

LES Handbook

(208) 686-1651

2019-2020

www.pwsd44.com

Student Parent Information



The purpose of this handbook is to serve as a summary of the rules, regulations, policies, and procedures of Lakeside Elementary School. It is not intended as a comprehensive manual, but is prepared for the purpose of providing essential information to students and parents, deemed essential by the administration. Although it is the intent of the administration that the information in this handbook and the governing district policy and procedures, district rules and regulations, Idaho State Department of Education rules and regulations, or state or federal law, the latter will prevail over this manual.

Table of Contents

A list of topics this handbook is intended to address:

- [Principal's Note](#)
- [Student Records](#)
- [Student Schedule](#)
- [Attendance](#)
- [Free Breakfast/Lunch](#)
- [Non-Discrimination](#)
- [Emergency Closures](#)
- [Personal Belongings](#)
- [Dispensing Medication](#)
- [Video Surveillance](#)
- [Health, Injury or Illness](#)
- [Communication](#)
- [P/T Conferences](#)
- [Alcohol, Tobacco Vape & Drug Policy](#)
- [Library](#)
- [State Testing](#)
- [Student Insurance](#)
- [Accommodation of Individuals w/ Disabilities](#)
- [Volunteers](#)
- [Web Site/Social Media](#)
- [Dress Code](#)
- [Staff](#)

Lakeside Elementary School



P.O. Box 130
1345 E Street
Plummer, ID 83851
(208)686-1651

Principal: Russ Mitchell Office Manager: Connie Tietz

Principal's Note

WELCOME to a new school year at Lakeside Elementary School. I am excited to be at Lakeside and look forward to continuing a strong partnership with the community. I eagerly anticipate the opportunity to develop a positive relationship with your child.

We hope your child's school experiences here will be both happy and productive. Our responsibility is to provide the very best educational experiences possible for your child. In addition to the basic academic program, cooperation and respect are modeled by adults and children.

We are pleased that your child is attending Lakeside and pledge to do all we can to earn your trust and confidence. We have an open door policy and encourage parents to be part of the educational process.

Russ Mitchell, Principal

immunization records, state test scores, school pictures, birth certificate, records from other schools, etc. Parents have the right to read these records.

If you are planning on moving, please notify the office. Your child's new school will contact us for his/her educational records. We cannot give these records to you to take to your child's new school.

Student information is protected under FERPA (Family Education Rights to Privacy Act). When necessary to protect the safety of children and the school environment, school officials may conduct a search of students and/or their property. Any search and/or seizure will be conducted in accordance with federal law. In accordance with SCOTUS case of TLO vs. New Jersey, there is no expectation of privacy on school grounds, buses, or at school activities.

District policies are available for parent review at www.pwsd44.com

Student Records

Plummer/Worley Jt. School District #44 keeps records on all students. Education records may contain the following information: subject grades,

Student Schedule

- Preschool 8:15-11:30 T-F
- Kinder. - 6th Grade 7:55-3:00 M-F
- Early Release dismissal-1:00 (K-6)
- Breakfast is served before school.

Attendance

Regular school attendance is necessary in order for children to achieve academic success. It is important for children to be in school all day every day.

In response to absences, the school will send a letter home to parents when a child has missed 5 days of school. When a child is absent a total of 9 days, a second letter will be mailed home inquiring how we might assist you in helping your child improve their attendance.

It is important to call the school office at 686-1651 between 7:30 a.m. and 8:30 a.m. when your child is ill. For the safety of your child(ren) we need to know when they are supposed to be absent. Submit a doctor's note if your child has a prolonged illness. When a student is coming to school late, they must check in at the office. If a student arrives to school after 10:00 a.m. or departs from school before 1:00 p.m. the student will be recorded as absent a half day. All tardies and absences are recorded.

If you need to pick up your child from school, please come to the office to sign him/her out. No child will be allowed to leave the building during the school day without being signed out by the legal parent or guardian.

Elementary students are expected to

maintain 90 percent attendance at school with minimal absences. Absences and tardies may be considered when deciding to retain or promote a student for the next school year. When school officials believe an elementary student has been excessively absent or tardy, social services or juvenile courts may be contacted.

Free Breakfast/Lunch Program



breakfast and lunch for all students during the 2019-20 school year.

The district has been granted approval through the USDA Community Eligibility Program to provide free

Adults are welcome to join their children for lunch but must purchase a lunch at the cost of \$3.95 per meal.

Non-Discrimination

The Plummer Worley Joint School District No. 44 complies with all state and federal rules and race, color, religion, national origin, age, gender, disability, marital, sexual orientation, or any other legally protected status. This holds true for all district employment, opportunities, and programs. PWSD 504 Coordinator:
Judi Sharrett 208-686-1621

Emergency Closures

Due to changing weather and road conditions, school may be delayed or canceled. A decision will typically be made by 6:00 a.m. whether we will close school for the day or be delayed 2 hours. These will pertain to both students who are bussed and walk to school.

Please make sure the school office has your updated contact information as the school has an automated telephone system to alert you of any changes or canceled days. This will also let you know of any special events to attend.

In the event of any school closure or emergency, you may receive an automated phone call notifying you of how to proceed, or you may receive an email notifying you of a situation. Please keep in mind any and all communications during an actual emergency are provided only after approval of law enforcement in charge of the emergency.

Any changes in our regular schedule will be announced on local radio and television stations, as well as Facebook. If we announce that school is delayed for 2 hours, there is a possibility that school will still be canceled if weather conditions worsen or the roads cannot be cleared. If school is delayed, breakfast will not be served at school.

Personal Belongings

Students may not bring personal belongings such as collectibles, radios, cameras, skateboards, iPods, headsets, toys, etc., to school, as they are frequently broken or lost. We will not be responsible for these items. Leave them home. Students are not permitted to use cell phones at school.

Dispensing Medication



School employees may assist in the self-administration of an over the counter drug for a pupil provided it is in compliance with written instructions, provided from home in its original container, and if the parent/guardian consents in writing. Parents must fill out

forms at the time the medication is brought to the school. All prescription medication must be submitted in person by the parent/guardian (in filled Rx labeled containers with unit dosages) to the office. The prescription must be current. All dosages will be administered and recorded through the office medication log.

Video Surveillance

The Plummer/Worley School District may use video surveillance in all buildings that are school district property.

Health, Injury or Illness

The school board recognizes that school personnel are responsible for providing first aid or emergency treatment in cases of sudden illness or injury to a student, but further medical attention is the responsibility of the parent or guardian.

The principal, or designee, shall make every reasonable effort to contact the parent so proper treatment can be arranged. In the event that the parent cannot be reached and immediate medical attention is required, the injured student may be taken directly to the hospital and receive treatment by an EMT or the physician on call. When the parent is located, he/she may then choose to continue the treatment and/or make other arrangements.

Please keep the school informed of any medical needs of your child, including allergies, medications, and injuries, so your child remains safe at school.

Please make sure that the office has your current home and work phone numbers as well as your designated person's current home and work phone numbers so that we can reach someone at all times.

Communication



Student use of phone is reserved for important situations or emergencies and such communications are done at the office. Please make all arrangements for your child's after-school activities prior to your child leaving home in the morning and communicate these to the school through a note with your child or phone call to the school.

It is extremely difficult to get last minute mess-

ages to the students, especially at the end of the day. **If you need to call with different plans for your child, please call before 1:30 p.m.**

The school office is open from 7:30 a.m. to 3:30 p.m. Monday through Friday. The best time to reach your child's teacher is from 7:45 to 7:55 a.m. or 3:00 to 3:30 p.m. A written note, voicemail, or e-mail are other effective ways to communicate with your child's teacher.

Parent/Teacher Conferences

LES is interested in fostering greater Parent/Teacher engagements. There are two regularly-scheduled Parent/Teacher Conferences during the school year:

- November 25- 26, 2019
- March 26-27, 2020

Alcohol, Tobacco, Vape and Drug Policy

Lakeside Elementary and the Plummer Worley School District takes a firm stand that any use of alcohol, tobacco, vaping paraphernalia, or drugs by students is abuse. Students, while on school property, or within a "Drug Free School Zone", or attending a school sponsored activity, who possess, distribute, sell, use or give evidence of having used tobacco, consumed alcoholic beverages, drugs, or narcotics not taken at the direction of a physician, or other controlled or dangerous substances, or are in possession of paraphernalia, shall be subject to intervention, discipline, suspension, expulsion and/or appropriate alternatives.

Library

All students visit the school library on a regular basis to check out books. The number of items a student may check out varies according to grade level. The main goal of the library program is to encourage the enjoyment of reading for pleasure and to gain knowledge.

Students are responsible to keep books safe and dry. Any lost or damaged book(s) will result in a fee for the replacement or repair

of the book(s). Please help your children keep current with book returns so they may continue to check out books.

State Testing Schedule



The Idaho Reading Indicator (IRI) is a required State of Idaho assessment. Students in Kindergarten through 3rd Grade take this annual assessment. The IRI is conducted twice a year. LES conducts the IRI on September 2019 & May 2020.

The most notable of all standardized assessments in the State of Idaho is the Idaho Standards Achievement Tests (ISAT). The ISAT assesses the areas of Reading, Mathematics, and Language Usage; The ISAT is conducted one time a year for students in Grades 3-6. LES will be conducting the ISAT during the month of April 2020.

Student Insurance

Student accident insurance information is provided on request. Students are not covered by district insurance in the event of an accident.

Check with the school office with questions regarding this application.

Accommodation of Individuals with Disabilities

Individuals with disabilities shall be provided a reasonable opportunity to participate in all school-sponsored services, programs or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. The District will provide auxiliary aids and services where appropriate to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity.

The District will take reasonable measures to see that each service, program or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before Jan. 26, 1992, will be accessible when viewed in their entirety.

Individuals with disabilities should notify the Superintendent or building principal if they have a disability which will require special assistance or services, and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

This handbook is a reflection of the

School Board policy and is subject to change.

State and Federal Statute

Under special circumstances, State and Federal Statute may take precedence over any rule or regulation in this handbook

Volunteers

Volunteers are an important part of our school. One can work directly with students under teacher supervision, assist the librarian, or volunteer in other approved settings. Volunteering is built around one's schedule. Applications are available in the school office.

Web Site/Social Media

School information can be obtained at www.pwsd44.com. You can find announcements, menus, calendars, and policies. Information from the secondary schools and district office are also available, along with email links for every staff member.

Like us on Facebook at:
www.facebook.com/LakesideKnightsIdaho

Dress Code

In an effort to provide an atmosphere that enhances learning, instills discipline, prevents disruption and avoids safety hazards, the 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 to the educational environment, the student may be asked to change and may be subject to disciplinary action.

To maintain a safe, positive, gang-free environment that does not disrupt or distract from the educational purpose, the following regulations have been established to supplement the policy of the Plummer-Worley School District:

- Hoods or bandannas may not be worn in the school during the school day.
- Pants/shorts may not be excessively baggy and/or low riding and must be worn above the hip.
- Undergarments may not be visible at any time. Clothing including jeans and leggings, which expose skin or undergarments below the shoulders or higher than three inches below fingertip length, are prohibited.
- Any form of sleepwear, as determined by administration, is not appropriate or allowed at school.
- Shirts must be modest, cover the tops of shoulders and midriff, and must not be excessively low in the front. No cleavage or undergarment may be showing. Prohibited items include but are not limited to: spaghetti straps, halter tops, tube tops, bro tanks, racerback shirts, cut off jerseys, and cut off t-shirts.
- Shorts and skirts must be at least three inches below fingertip length.
- Clothing and personal items that promote, advertise, or display profanity, vulgarity, racially or sexually offensive/suggestive expressions, firearms or weaponry, drugs or drug culture, alcohol, vaping, or tobacco products are not allowed.
- 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.
- Contacts that alter/conceal the normal appearance of the eye are prohibited.

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[Back](#)

Staff

Preschool

Dianne Rochford

Kindergarten

Char Blakley

Norma Campbell

Grade 1

Jennifer Giulio

Jessica Rotlisberger

Grade 2

Grace Hazelton

Diana Wick

Grade 3

Cory Johnson

Grade 3/4

Brandy Lochrie

Grade 4/5

Michelle Studer

Grade 5

Heather Cummins

Grade 6

Jennifer MacMillan

Art

Brooke Morrison

Music

Rebekah Hendricks

PE

Caleb Harms

Library/Test Coordinator

Dana Broderson

Success Center

Jenalee Morris

Cathy Bauer

Special Education/Resource

Shaun Haggett

Dianne Rochford

Heather Stockton

Avery Brown-Sonder

Kim Duncan

Rachel Hendricks

Talia Hendrickx

Mariah Morris

Speech/Language

Anita Lemmon

Occupational Therapy

Laura Longinotti

Physical Therapy

Brooke Lindsley

Reading Specialist

Caralyn Olson

Reading / Federal Programs

Jenn Gates

Federal Programs

Kim Campbell

Sherry Chapman

Elementary Principal

Russ Mitchell

Office Manager

Connie Tietz

Counselor

Lee Thomas

Custodian

Tracey Way

Brandon Brownson

Food Service

Michelle Triplett

Jessica Johnson

Michelle Renfrew

Bus Drivers

Melvin Brazil-Geyschick

Suzy Brazil-Geyschick

Cathy Horlacher

Bob Stravens

John Tietz

Jeff Wetter

