

Lewiston – Altura Elementary and Intermediate School Student – Parent Handbook

2021-2022

There continue to be many adjustments to school process and procedures due to the pandemic. Changed / updated items in this year's version of the handbook are highlighted with **Update** in the Table of Contents. Thank you for reviewing the handbook and being informed.



GO CARDINALS!!!

Table of Contents

Welcome Letter		3
District Mission Statement		4
Elementary Schedule	Update	4
Intermediate Schedule	Update	4
School Information		4
Elementary Staff Directory	Update	5
Intermediate Staff Directory	Update	5

General Information

After School Procedures/ Bus Pass	Update	6
Attendance		6
Elementary Student Drop Off/Pick Up	Update	6
Grading Scales		7
Home – School Communications	Update	7
Recess	Update	8
Safety Drills- Fire, ALICE, Weather	Update	8
School Cancellation/Delays/Early Outs	Update	9
Visitors to our Schools	Update	9
Volunteers at our schools	Update	9

Student Health and Nutrition **Update**

Accidents at School		10
Breakfast / Hot Lunch Program	Update	10
Communicable Diseases	Update	10
Excusing from Physical Education	Update	10
Excusing from Recess		10
Health Screenings	Update	11
Illness at School	Update	11
Medication at School	Update	11
Milk Break		12
Snacks / Treats for the Class	Update	12

Positive School Habits

Backpacks and Folders		12
Homework / Homework Trackers		13
Items from Home		13
Lost and Found		13
Money at school		13

District Policies, Student Regulations and District Notices

Update		
Links to all district policies		14
Links to policies pertinent to Elem.-Int.		14
District Notices		15

WELCOME BACK TO SCHOOL!

Dear Lewiston – Altura Elementary and Intermediate School Students and Parents,

The Lewiston – Altura Elementary and Intermediate School staff and I would like to welcome you to the new school year. We hope that each child will grow academically, socially and emotionally through the experiences at our schools. The entire staff shares in the commitment to the children of our district and their overall development. The 2021-2022 school year begins with several safety protocols that were utilized last year in place to start our new school year. Many of the items in this handbook have been modified to fit our needed safety protocols. As we progress through the year, we can anticipate changes that are responsive to the current situations. Thank you in advance for your understanding and assistance.

This Student - Parent Handbook is your guide to the procedures and policies of Lewiston – Altura Elementary and Intermediate Schools. We highly recommend that you and your child read and discuss the booklet contents. The information provided is for the purpose of acquainting you with school guidelines, expectations, policies, and procedures. We hope this handbook will answer many of your questions about the daily routines and expectations in our schools.

Please save your copy to use and reference throughout the year. Thank you for entrusting your child’s education to Lewiston – Altura Schools.

Please feel free to contact the Elementary or Intermediate School if you have questions regarding your child’s education or if you have questions regarding this informational booklet.

Sincerely,

Lewiston-Altura Elementary Staff
Lewiston-Altura Intermediate Staff
Dave Riebel, Principal

District Mission Statement

Lewiston-Altura Schools are committed to preparing our students to be productive members of their communities, our nation, and the world.

Building Schedules

Elementary School

Doors open:	7:45 am	Morning bus leaves elementary for Altura Intermediate at 7:50 am.
Breakfast Served:	7:45 – 8:00 am	
Daily First Bell:	8:05 am	
Lunch Schedule		
Gr. 1	11:10	
Gr. 4	11:30	
Gr. 3	11:50	
Gr. 2	12:10	
Kdgn	12:30	
Dismissal:	3:00 pm	



Intermediate School

Doors open:	7:55 am	
Breakfast served:	8:00 am	
Class begins:	8:10 am	
Lunch	11:10 am (5 th) 11:30 (6 th)	Afternoon buses leave the Intermediate at 2:45pm.
Dismissal:	2:40 pm	

Parents should expect their children to come home immediately after school. If it is necessary for a student to stay after school, staff will place a call to parents and give notice. If parents wish for a child to stay after school or change their normal after school routine, the school needs prior notification from parents. If the school does not have prior notice, the child will be sent home according to their normal routine.

School Information

Lewiston – Altura Elementary School

115 Fremont
Lewiston, MN 55952
507-523-2194 option 1 – phone
507-523-2609 – fax

Lewiston – Altura High School

100 County Rd 25
Lewiston, MN 55952
507-523-2191 – phone
507-523-2286 or 3460 – fax

Lewiston – Altura Intermediate School

325 First Ave. SE
Altura, MN 55910
507-796-6851 – phone
507-796-5127 – fax

Bus Garage

507-523-2767

Web Site Address

www.lewalt.k12.mn.us

2021 - 2022 Staff Directory

Elementary Staff Directory					
School Readiness	Vicky Greden	Tina Sand	Special Education	Andrea Murphy	Britney Sula
ECSE	Stacy Walth	Val Hettenbach			
ECFE	Vicky Greden	Amanda Flesch	Speech	Sarah Ong	
Kindergarten	Marcia O'Duggan	Suzanne Pilger	District Nurse	Michelle MacPherson	
			Psychologist	Gail Evenson	
1st Grade	Ginny Reszka	Jane Weaver	Social Worker	Maranda Ruppert	
			Paraprofessionals		
2nd Grade	Deb Heftman	Kate Schulz	School Readiness	Jena Schulte	Mya Waterman
3rd Grade	Barb Daley	Scott Schmaltz	Special Education	Eryn Englund	Tom Kiral
				Laura Flathers	Dana Knudsen
4th Grade	Mike Buringa	Liza Kennedy		Kari Sauers	
			Title	Amy Benke	Mary Lou Heier
Intervention(RTI)	Lori Ostrander	Kayleen Scheck			
	Kayli Zezulka		Cardinal Club	Kelli Loveless	
GaTE – ELL	Mari Jo Starks		Cooks	Brandy McDonald	Sue Babcock
Guidance	Tori Todd			Pat Buckbee	
Media Center	Sharon Manley		Custodian	Jean Kelly	
Library Aide	Kay Ziegler				
Music	John Harper		Secretaries	Linda Liebfreid	Nancy West
Phy. Ed.	Tom Dickey				
Curriculum	Sarah Berndt		Principal	Dave Riebel	
Intermediate Staff Directory					
5th Grade	Pat Burfeind	Todd Stokke	Special Education	Renee VanderPlas	
			Speech	Sarah Ong	
6th Grade	Justin Hanson	Brent Olson	District Nurse	Michelle MacPherson	
			Psychologist	Heidi Johnson	
			Social Worker	Maranda Ruppert	
Intervention(RTI)	Lori Ostrander		Paraprofessionals	Sarah Fowler	Kristi Reps
Curriculum	Sarah Berndt			Julie Scuderio	
Band	Brian Hamilton				
GaTE – ELL	Mari Jo Starks		Cook	Teresa Fortsch	
Guidance	Tori Todd		Custodian	Maria Elias	
Media Center	Sharon Manley				
Library Aide	Kay Ziegler		Secretary	Therese Hassert	
Music	Mandy Rupperecht				
Phy. Ed.	Dick Montgomery		Principal	Dave Riebel	

Elementary and Intermediate General Information

(Topics in alphabetical order)

After School Procedures / Bus Pass

If it is necessary for your child to go someplace other than their usual destination after school, or if they will be going home with someone other than parents, the school needs to have prior notification of this occurrence. We will need to know where, when and/or with whom your child will be prior to allowing a student to leave the building. Thanks for helping us get your children safely home.

2021-2022 Safety Update: Due to the restrictive bus schedules and seating availability for the 2021-2022 school year, bus passes are not available.

Attendance (Also see the District Attendance Policy in back of this handbook.)

Student Absences / Tardiness

It is the responsibility of the parent to report absences and tardiness. **Please contact the elementary / intermediate school offices if your child(ren) is/are ill and are unable to attend school.** If your child is absent and we do not hear from the parent, we will contact the parent to find out if the child is ill or if something unexpected happened along the way to school that prevented the child from attending. Your cooperation is appreciated. Being on time is a good habit to build and classroom interruptions are held to a minimum by regularity and promptness.

Children are **required to have a written parental excuse** from home if:

1. they are to be excused from school for any reason.
2. they are to go home with anyone who is not their parent /guardian.

Elementary Student Drop Off / Pick Up



2021-2022 Safety Update: Students will enter the building in bus groups, one bus at a time. Students will depart the building by classrooms.

The parking lots and sidewalks that surround our buildings are busy places at the start of the day, and are especially busy when school is dismissed. The staff at the elementary school will be diligently working to create, maintain and reinforce an atmosphere of safety when students are loading buses, walking home and meeting parents. We ask for your cooperation with keeping all students and staff safe at our school.

The staff is asked to park their vehicles on the side lots to allow for as many open spaces in front of the elementary available for those parents wishing to pick up their child(ren). We will have staff members monitor the loading of buses on the sidewalk. We ask all parents to please use parking spaces when waiting for their child. Please **DO NOT BLOCK** the crosswalk, or the areas around the crosswalk, even for a short period of time. Our students may not look past a parked vehicle to watch for additional cars approaching. **THANK YOU** for your cooperation with this important safety issue.

If your child(ren) ride their bikes to school, please talk with them about bike safety on their way to our buildings. We ask that students walk their bikes on the sidewalks surrounding the buildings and park their bikes in the bike racks.



THANKS for making our schools safe!!!

Grading Scales

The following grading systems are used by our instructional staff to report student progress.

E = Excellent

S = Satisfactory

N = Needs Improvement

(+ = slightly above)

(- = slightly below)

A = Excellent (90% - 100%)

B = Above Average (80% - 89%)

C = Average (70% - 79%)

D = Below Average (60% - 69%)

F = Failing (below 60)



Home – School Communication:

At the beginning of the school year, please have a discussion with your child's homeroom teacher about how to best communicate between the school and home. Good communication leads to positive results for students, parents and teachers.



Messages: If you need to get a message to your child, please contact the school office and the secretary will see that the message gets delivered. If you would like to leave a message for your child's teacher, you can leave a message with the secretary, send the teacher an email or attempt to contact them directly before or after school.

Classroom Concerns: If you have concerns about your child's education, please contact the classroom teacher via phone or email. The education of your child is a team effort, and communication is needed when issues arise.

Parent / Teacher Conferences: Parent-teacher conferences may be initiated by the parent or by the teacher at any time during the school year. The school has scheduled conferences in the fall and spring of the year.

2021-2022 Update: The Elementary and Intermediate School will utilize PTCFast website to schedule conferences this year. Parents will receive email instructions for accessing the scheduling website.

Visiting School: 2021-2022 Safety Update: We are allowing visitors to our school buildings this year but are requiring all visitors to wear a mask while inside the Elementary or Intermediate buildings.

JMC – Online Parent Access: Our district utilizes the JMC Online Student Record Management system for several processes. Parents can log into JMC to view grading and lesson plan information. Please visit the link on our websites or use the link below to connect with the Parent Access tabs.

<https://isd857.onlinejmc.com/Parent/Login.aspx?ReturnUrl=%2fParent>

Recess 2021-2022 Safety Update: Recess will take place with grade level groups only this year. Masks are optional for students and staff while outdoors. Masks will be required when re-entering the buildings.

All K – 6 students have a scheduled recess each day. Please prepare your son / daughter with garments for daily outside recess. This supervised recess will always be outdoors unless it is either too wet or too cold. The building secretaries monitor the weather each day via the Internet. They make announcements to the buildings when recess needs to be held indoors.

The following guidelines are used for determining indoor recess:

Elementary

0 degree F or above = outside recess. -1 degree F or below = inside recess

Intermediate

- 10 degrees F or above = outside recess -11 degrees F or below = inside recess

These guidelines apply for both the air temperature and the wind-chill.

At 11:00am on a day in question, the secretaries of each building check the Internet for the temperature readings in Rochester and Winona. Using this temperature information, a decision is made whether we stay inside or go outside. Research shows, and you parents also know, that it is good for our kids to get some fresh air and to “expend their energy” during recess. We want to have outdoor recess each day and we will always be going outside if the temperature and wind-chill are above zero. It is important that the students are ready for both the cold and the snow. Please have snow boots, snow pants, hats and mittens so that the children will not be cold or wet when they return for class. Thank you for your preparation!



Safety Drills –

Fire drills 2021-2022 Safety Update: Fire drills will take place with students and staff masked and observing social distancing.

A number of fire drills will be conducted throughout the year in order to familiarize the students to the proper and safe procedures to follow in case of an emergency. Each classroom has a posted route to follow, and the classroom teachers instruct and practice the drills. For fire drills, our routes take us out of the buildings following the shortest path possible. We assemble as a group at safe distances away from the buildings (weather permitting). If there is cause to move the students, we have arrangements to use evacuation facilities near each building.

A.L.I.C.E. safety drill 2021-2022 Safety Update: We will conduct ALICE talk though drills instead of walk through drills to avoid combining large groups of students together.

Over the past several years there has been a number of tragic incidents of school violence and school shootings. As the experts analyze these horrific events, it is apparent that we need to do more, not only taking steps in an attempt to prevent the event from occurring but training of students and staff on procedures that allow us to be safe in our schools. We currently instruct and practice procedures for fire safety, storm safety and stranger danger. Our goal is to now engrain proactive safety strategies in our students for the event of an intruder in our building.

Lewiston – Altura Schools has adopted a strategy for response to an intruder in our buildings. This strategy is known as the A.L.I.C.E. plan. A.L.I.C.E. is an acronym for Alert, Lockdown, Inform, Counter and Evacuate. The philosophy of A.L.I.C.E. is to use information in a way to allow staff and students to make informed safety decisions in the event of a crisis. A.L.I.C.E. moves away from a passive lockdown response to one that allows for proactive safety measures.

To engrain the understanding and procedures for A.L.I.C.E. , we will first teach and discuss the A.L.I.C.E. plan with our students. This instruction will be followed by practice within the future safety drills at each of the buildings.

If you would like more information about A.L.I.C.E., you can visit <http://www.alicetraining.com>.

Severe Weather drills 2021-2022 Safety Update: We will conduct Severe Weather talk through drills instead of walk through drills. Each classroom will visit the storm drill location separately as a class group to avoid gathering of a large group indoors.

A number of severe weather drills will also be conducted throughout the year in order to familiarize the students to the proper and safe procedures to follow in case of a weather emergency. Each classroom has a posted route to follow, and the classroom teachers instruct and practice the drills. In our elementary building, the entire building proceeds to the basement of the building. The Intermediate students and staff go to a room that does not contain windows. We will follow state guidelines by sounding the severe weather alert whenever a weather *warning* has been issued in our area.

School Cancellation / Delays / Early Outs

Our Minnesota weather often causes problems with scheduled school events. When the weather is severe enough to endanger safe transportation to and from school, the district will notify radio and television stations with information and times. We will use several methods to get this important announcement to families. We urge parents to monitor any / all of these methods when the weather may cause a delay, cancellation or early release.

TV Stations

KTTC- Channel 10, Rochester;
WCCO-Channel 4, Twin Cities
WKBT- Channel 8, LaCrosse;
KSTP- Channel 5, Twin Cities

Radio Stations

HOME FM 101.1
KFIL AM 1060, FM 103.1
KQYB FM 98.3
KROC AM 1340, FM 106.9
WCCO- 830
Winona AM 1380
Winona FM 95.3 & 99.3



Websites

www.lewalt.k12.mn.us

www.postbulletin.com

Social Media

Twitter @LAElemInt

FaceBook [Lewiston – Altura School District](#)

District Email: To receive messages via email, please register your email in the JMC parent portal.

<https://isd857.onlinejmc.com/Parent/Login.aspx?ReturnUrl=%2fParent>

Visitors to our Buildings



2021-2022 Safety Update: Lewiston-Altura Schools are allowing visitors in our buildings this year. We ask that all visitors to the Elementary and Intermediate Buildings wear a mask while indoors.

Lewiston-Altura Schools will work to keep our buildings a safe place to learn and work. All doors will remain locked during the school day. All visitors to our buildings will access the building through the main entrance. Each visitor will be asked to state their name and intention via our video entrance system at the front door. Office personnel will then unlock the front door electronically.

Volunteers in our schools – 2021-2022 Safety Update:

Lewiston-Altura Schools are allowing volunteers in our buildings this year. We ask that all visitors to the Elementary and Intermediate Buildings wear a mask while indoors.

Student Health and Nutrition

2021-2022 COVID19 Safety Update:

Our district nurse, Michelle MacPherson, is in the district 4 days a week rotating between buildings. If you have question about COVID related symptoms or concerns, please contact the schools to speak with her. If your child is experiencing any special health problems (allergies, asthma), or is facing any unusual stress (death in the family, etc.) please alert your child's teacher.

COVID19 Safety Update:

COVID safety protocols:

All students and staff are required to wear masks at all times while in the school buildings and on the buses.

All classrooms at the Elementary and Intermediate School are set up to utilize 3 ft. social distancing.

Students and staff wash hands regularly and utilize hand sanitizer when entering/exiting a classroom.

Students in each classroom will have limited interaction with other students from other classrooms while indoors.

Interaction can occur virtually. We are purposely keeping classroom groups separate to aid in any contact tracing that may be needed during the COVID pandemic.

All students are monitored for symptoms during the school day. Parents are asked to conduct daily screeners prior to sending students to school. Please review the District Nurse's presentation. [What parents need to know.](#)

Accidents at School

Should an accident occur at school, the parents would be called to come for the child. If the parents are unavailable, the person designated by parents on the emergency form will be called. It is therefore imperative that parents keep the information on the Emergency Card updated and accurate.



Breakfast / Hot Lunch Program

2021-2022 Safety Update: All breakfast meals are served in the classrooms.

Hot lunches will be served in the building cafeteria utilizing 3ft social distancing while at tables. Classroom pods will also be on opposite sides of the cafeteria.

2021-2022 Update: Students in grades PK thru 12 will be able to receive one free breakfast and one free lunch per school day.

Free or reduced lunch applications are still needed to assist with several family and district resources. Applications are available online and may be picked up at the school offices.


Communicable Diseases 2021--2022 Safety Update:

All students are monitored for symptoms of illness during the school day. Parents are asked to conduct daily screeners prior to sending students to school. Please review the District Nurse's presentation. [What parents need to know.](#)

Parents must be on the alert for various symptoms of communicable diseases. If you are ever hesitant concerning the significance of certain symptoms, please seek advice from your family doctor before sending the child to school. An outbreak of any communicable disease in a school results in a letter being sent home to parents advising them to be especially observant for the symptoms of that disease. Health questions or concerns will be directed to the school nurse.

Excusing from Physical Education

Participation in Physical Education is required by all students. Should your child be restricted from participation a note from your doctor is required.

Sick Note		Excused Absence	
		Date: February 13	Excused from: <input type="checkbox"/> work <input type="checkbox"/> class <input type="checkbox"/> other
		Notes: Bitten by rabid blood-thirsty raccoon with crazy eyes.	
		Signature: Dr. Yuri Zhivago	

Excusing from Recess

In most cases, if a child is well enough to attend school, he/she should be allowed to go out of doors for-fresh air and exercise. We are therefore asking your cooperation in not requesting that your child be kept indoors unless extenuating circumstances apply. We ask that you send a note each day your child is to remain indoors.

Health Screenings

Parents will be notified if problems are found in the following screenings;
Hearing – Hearing exams are administered each year to students in grades K - 6
Vision– Vision exams are administered to Kdgn – 6th grades.
Scoliosis – Boys and girls in grades 5 and 6 are screened.



Illness at School 2021-2022 Safety Update:

All students are monitored for symptoms during the school day. Please review the District Nurse's presentation. [What parents need to know.](#)

Any child, whom in the opinion of the teacher or other adult, that show symptoms of sickness, will be sent to the office and the following procedure will apply:

- The parent(s) will be notified by phone that their child is ill.
- The parent(s) are asked to pick up the child at the school office, or if unable, shall make arrangements for someone to pick him/her up from school.
- When parents cannot be reached, the person identified on the emergency card will be called.
- The school will not send a student home alone.

Medication at School

Safe administration of medication is of utmost importance. The following information is designed to inform parents about medication administration guidelines and expectations at our schools.

Permission Requirements

Parents must notify the office directly if their student will require any medication during school hours. All requests for prescription medication administration require a parent **and** physician signature. All other medications (over-the-counter) require a signed form completed by the parent.

Chemical Free School

Our school is a chemical free school. Any students requiring medication at school, need to keep it in the office. Students requiring immediate access to certain medications may be allowed to self-administer with parental and physician permission (asthma inhalers and epi-pens). Self-administration also requires a student/nurse agreement (addresses school policies, safety, dosing and medication teaching).

Transporting medications to school

For the safety of all students, we require that **parents** bring their child's medication to the office directly. If this absolutely cannot be done, please contact the office.

Medication Containers

All medications (both prescription and over-the-counter) need to be in the original container labeled by the manufacturer or the pharmacy. No baggies or plastic containers will be accepted.



Notification of need for re-fills

It is the parent's responsibility to maintain an adequate supply of their child's medication. We will attempt to notify parents via note or phone when medications are running low.

Medication changes or discontinuation

It is the parent's responsibility to provide a written statement signed by the physician and parent to notify the Health Office of; a desire to discontinue medication administration at school or a prescription medication or dosage change.

End of the Year

The school will not send medication home with students. At the end of the year parents will be notified of the amount of medication remaining. Parents can arrange pick-up or disposal of medications. Any medication not picked up by the last day of school will be disposed of.

Field Trips and Off-campus activities **2021-2022 Safety Update:** Off campus activities will be limited in the 20-21 school year. Outdoor field trips will be allowed. Indoor field trips will be reviewed for safety prior to scheduling. Medication administration is delegated to a teacher or other trained staff member for off-campus activities. .

Milk Break



A milk break is provided for the nutritional care of your child. There is no charge for milk for students in grades K-4. Students in grades 5-6 may purchase milk for 50 cents. A healthy snack is provided daily for all Kindergarteners. For other grades, parents are encouraged to send a nutritious snack with your child. Research shows that a well-nourished child has higher brain functioning and therefore increases his/her academic potential.

Snacks from Home / Treats for the Class **2021-2022 Safety Update:**

No outside treats can be shared with the class. We must encourage non food birthday treats or a different way to celebrate their special day.

For classroom parties, no sharing of food. Students can bring their own food.



Positive School Habits



Backpacks and Folders

Backpacks are recommended by the school to allow your child to easily carry school materials to and from school each day. Each classroom teacher will instruct students on a system to keep them organized and informed.

Homework and Homework Trackers

Homework is assigned as a reinforcement of the concepts taught during the day. Each student is responsible for completing these assignments at home.

Assignment books / homework trackers are furnished by the school for students in grades 3-6 and serve as a communication tool between school and home. We ask that students and parents develop a habit of reviewing these trackers each day.

Items from home

Cell phones, iPods, CD players and headphones, handheld games, toys and all other electronic devices should be left at home as they may be broken or lost. If they are brought to school, they should be left in the classroom, backpacks or in a designated place. These items are not allowed to be used during the school day, including lunch and recess.

If any item from home causes disruption of the school's normal routine, the student may be asked to put the item away and / or the item may be confiscated by school personnel to be picked up later. The school is not responsible for lost, broken or stolen items from home. Please talk with your student about the risks involved in bringing items from home and the responsibility that goes with these items.

Label Clothing / Lost and Found

We ask that families spend the time labeling all clothing and school supplies so that when they are misplaced, they can be returned to you. If items are misplaced, please check the lost and found of your child's building.

Money at school

When sending money to school with your child, please place the money in an envelope. Please write the child's name, amount and the intended use of the money on the envelope to avoid confusion. Students are encouraged not to carry money unless needed for a specific purpose.



Student Regulations and District Policies

All policies for the Lewiston – Altura School District are housed and updated on our District Website. This link will take you to the Table of Contents for a complete list of these district policies.

[District Policy Table of Contents](#)

If you have any questions or would like clarification of any of these policies, feel free to contact the building principal. driebel@lewalt.k12.mn.us

The links below are for policies most often needed or of interest for students, parents and families of our Elementary and Intermediate Schools. Those are followed by school notices.

[404 EMPLOYMENT BACKGROUND CHECKS](#)

[413 HARASSMENT AND VIOLENCE](#)

[501 SCHOOL WEAPONS POLICY](#)

[502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON](#)

[503 STUDENT ATTENDANCE POLICY](#)

[504 STUDENT DRESS AND APPEARANCE](#)

[505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES](#)

[506 STUDENT DISCIPLINE](#)

[514 BULLYING PROHIBITION POLICY](#)

[516 STUDENT MEDICATION](#)

[522 STUDENT SEX NONDISCRIMINATION](#)

[524 TECHNOLOGY ACCEPTABLE USE POLICY](#)

[525 VIOLENCE PREVENTION - \[APPLICABLE TO STUDENTS AND STAFF\]](#)

[526 HAZING PROHIBITION](#)

[531 THE PLEDGE OF ALLEGIANCE](#)

[596 VIDEO/MOVIE USAGE](#)

[709 STUDENT TRANSPORTATION SAFETY POLICY](#)

Family Education and Privacy Act

The Family Education and Privacy Act requires that school districts annually publish a notice to parents and eligible students (students 18 and over) outlining the rights regarding a student's educational records.

All individual records on current students are filed in the school the student attends. Requests by parents or eligible students to review or inspect school records should be submitted to the high school principal.

Records on students who no longer attend District 857 are filed at the counselor's office. Requests for review of these records should be made to the high school counselor.

Any parent or eligible student may file a request to challenge inclusions in her/his educational records. This can be done by submitting a letter requesting a change in the record.

Protection of Pupil Rights Notice

The Protection of Pupil Rights Amendment is intended to protect rights of parents and students as follows:

(a) All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.

(b) No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning--

(1) political affiliations;

(2) mental and psychological problems potentially embarrassing to the student or his family;

(3) sex behavior and attitudes;

(4) illegal, anti-social, self-incriminating and demeaning behavior;

(5) critical appraisals of other individuals with whom respondents have close family relationships;

(6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or

(7) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program),

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

(c) Educational agencies and institutions shall give parents and students effective notice of their rights under this section.

(d) ENFORCEMENT.--The Secretary shall take such action as the Secretary determines appropriate to enforce this section, except that action to terminate assistance provided under an applicable program shall be taken only if the Secretary determines that--

(1) there has been a failure to comply with such section; and

(2) compliance with such section cannot be secured by voluntary means.

(e) OFFICE AND REVIEW BOARD.--The Secretary shall establish or designate an office and review board within the Department of Education to investigate, process, review, and adjudicate violations of the rights established under this section..

PUBLIC NOTICE CONCERNING USE OF PEST CONTROL MATERIALS

Lewiston-Altura School District utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. Utilization of non-chemical measures such as traps, caulking and screening; and
4. Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

SCHOOL COMPLAINT POLICY

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided then students and parents, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.

Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be provided. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow up, including any appropriate action or corrective measure that was taken. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.