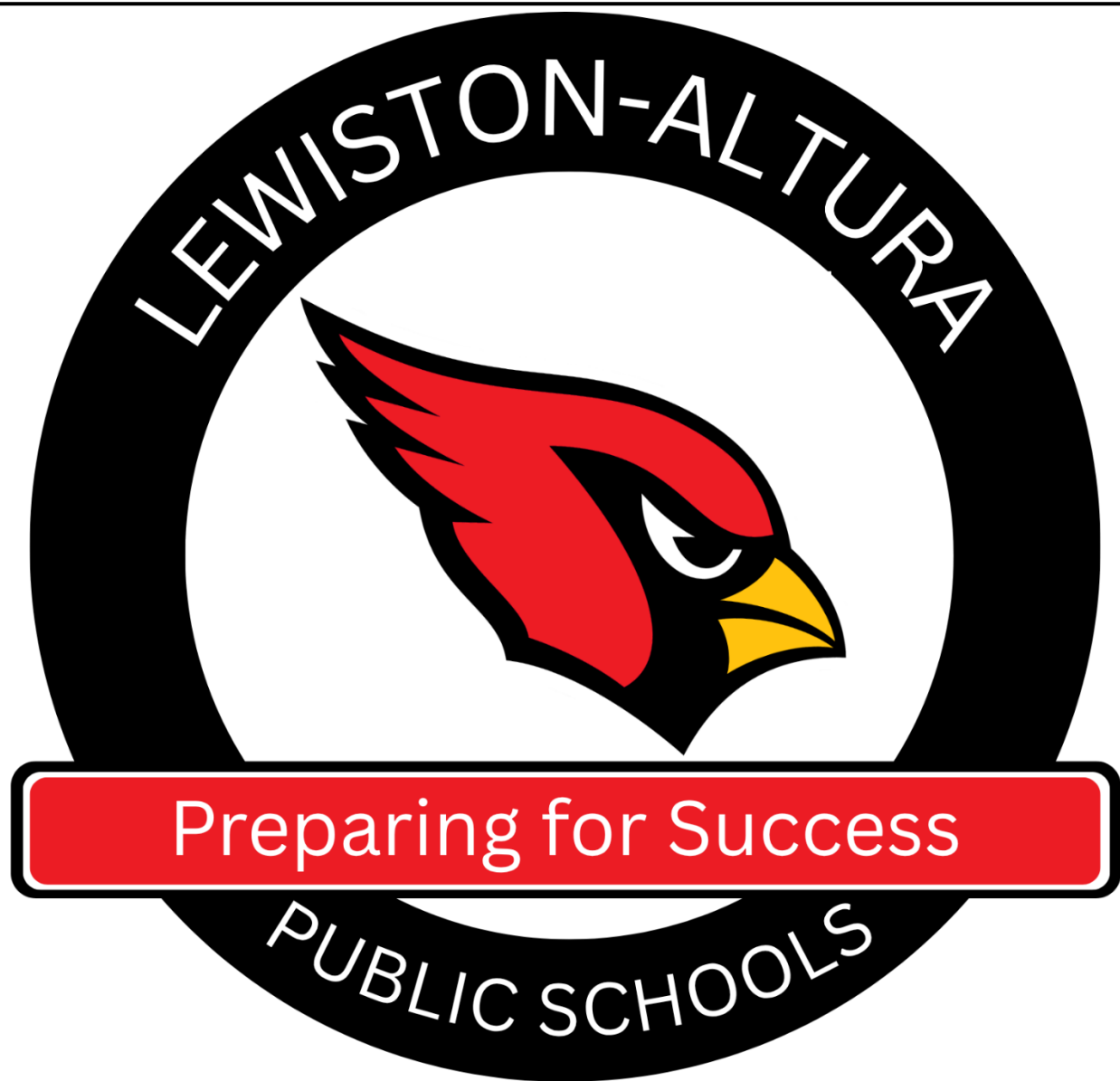


Lewiston – Altura Elementary School Student – Parent Handbook

2026-2027



Lewiston-Altura Elementary

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WELCOME BACK TO SCHOOL!

Dear Lewiston – Altura Elementary Students and Parents,

The Lewiston – Altura Elementary staff and I would like to welcome you to the new school year! The staff and I work to ensure 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. We begin each school year with the annual “back to school” excitement. Starting in preschool and extending through fifth grade, we are gearing up for another great year of learning and growing. The staff are excited to join with families in the home-school community effort to educate our children. This year, we add to this excitement by highlighting the renovations done to our Elementary campus and building.

This Student - Parent Handbook is your guide to the procedures and policies of Lewiston – Altura Elementary. 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 School if you have questions regarding your child’s education or if you have questions regarding this informational booklet.

Sincerely,

Lewiston-Altura Elementary Staff
Dave Riebel - Principal

District Mission and Vision

MISSION STATEMENT

Preparing for Success.

VISION STATEMENT

Lewiston - Altura Schools seeks to empower every student and staff member with the determination to achieve their full potential, develop essential life skills, support and respect others, and embrace lifelong learning for a successful future.

Building Schedule

Elementary School

Doors open: 7:45 am
Breakfast Served: 7:45 – 8:05 am

Daily First Bell: 8:05 am

Lunch Schedule

Preschool	11:10
Gr. 1	11:20
Gr. 3	11:30
Gr. 4	11:50
Gr. 5	12:00
Gr. 2	12:10
Kdgn	12:20

Dismissal: 3:00 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
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

Bus Garage

507-523-2767

District Web Site Address

www.lewalt.k12.mn.us

LEWISTON-ALTURA ISD #857
2026-27 School Calendar (Revised 5/2/25)

	K-6 PT Conferences/Open House	Snow Days 1-3 will not be rescheduled Make-up Days for Snow Days 4 / 5: Feb. 15 and March 29 ; additional snow make-up days may be added to the end of the school year if needed.
	No School-Teacher Workshop	
	7-12 P/T Conferences/Open House	
	No School for Students and/or Staff	14 Teacher Workshop Days 4 Elementary Conferences and 1 Orientation Night 4 High School Conferences and 1 Orientation Night
	Last Day of Qtr./Last Student Day	
	Graduation	
	New Teacher Orientation	

2026-2027

Elementary Staff Directory

Elementary Staff Directory					
Early Childhood					
School Readiness Preschool	Courtney Fricke	Tina Sand	Special Education	Stephanie Kendall	Dylan Weninger
Early Childhood Special Education	Stacy Walth	Val Hettenbach	Speech	Amy O'Laughlin	Rebecca Scharmer
Early Childhood Family Education	Lynn Hagmann				
			District Nurse	Michelle MacPherson	
Kindergarten	Kate Falkowski	Suzanne Pilger	Psychologist	Mellisa Papenfuss	
			Social Worker	Maranda Ruppert	
1st Grade	Ginny Reszka				
			Paraprofessionals		
2nd Grade	Deb Heftman	Natalie Mehling	School Readiness	Kari Huddleston	Kristi Reps
3rd Grade	Derek Ihrke		Special Education / Title	Laura Flathers	Mary Lou Heier
				Tom Kiral	
4th Grade	Liza Kennedy	Scott Schmaltz			Olivia Oevering
5th Grade	Mike Buringa	Kiley Puetz	Cardinal Club	Linda Leibfried	
Intervention (Rtl)	Kayli Zezulka		Cooks	Brandy McDonald	Becca O'Neil
English Language Learners	Mari Jo Starks			Kay Ziegler	
Counselor	Tori Todd		Custodian	Desire Mendoza	
Media Center	Sharon Manley				
Music	Molly Woodard		Secretaries	Haley Mathew	Nancy West
Band	Brian Hamilton				
Physical Education	Dick Montgomery		Principal	Dave Riebel	

Elementary 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.

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 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



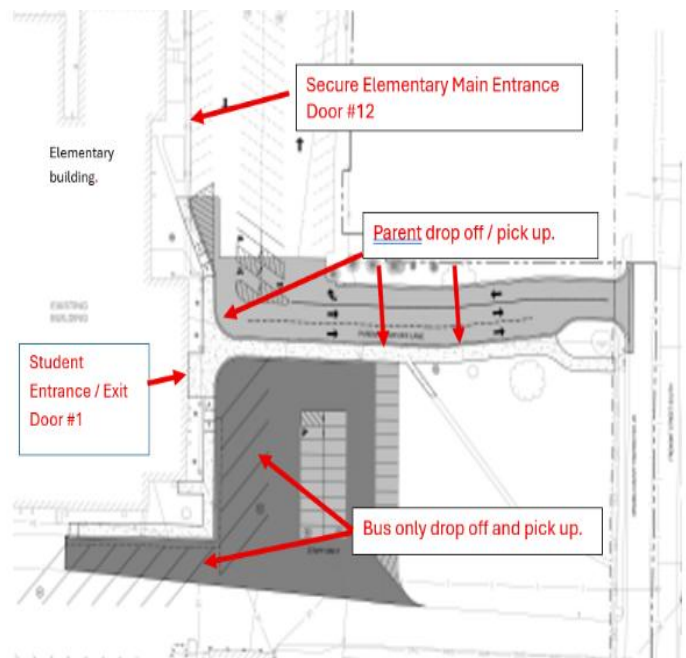
The parking lots and sidewalks that surround our buildings are busy places at the start of the day, and are especially busy when school is dismissed. The staff at the elementary school will be diligently working to create, maintain and reinforce an atmosphere of safety when students are loading buses,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

The staff are 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).

All parent vehicles are asked to enter and exit from the North driveway. Please use the turn loop and pull as far as possible forward on the sidewalk. Use caution as vehicles will be merging in and out during drop off and pick up. 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	94 – 100%
S+ = Satisfactory +	88 – 93%
S = Satisfactory	80 – 87%
S- = Satisfactory -	71 – 79%
N = Needs Improvement	70 – 0%



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.

The Elementary School will utilize **PTCFast website** to schedule conferences this year. Parents will receive email instructions for accessing the scheduling website.

Visiting School: Please contact the office if you wish to visit the school during school hours. We welcome visitors but wish to minimize disruptions to class instructional times. Please exercise common courtesy in alerting the classroom teacher of your attendance. Parents are welcome at our buildings during lunch periods.

JMC – Online Parent Access: Our district utilizes the JMC Online Student Record Management system for several processes. 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

All K – 5 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 for the Elementary School:

0 degree F or above = outside recess. -1 degree 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 our 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

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.

Severe Weather drills

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, where we are surrounded by concrete. We will follow state guidelines by sounding the severe weather alert whenever a weather *warning* has been issued in our area. Our school district and the state have policies requiring students to shelter in place during severe weather. Parents may join us in our basement until the weather passes. Students will not be dismissed from the shelter in place until the danger has passed.

Crisis Management drills



Lewiston-Altura School District has developed a Crisis Management plan for all students and staff. This plan is in conjunction with the City of Lewiston and Winona County. The district Crisis Management plan addresses many possible crisis situations for our elementary campus. The school district will be implementing the “I Love You Guys” crisis response programming which has taught and practiced procedures for Hold, Secure, Lockdown, Evacuate and Shelter situations. Additional information is available to parents on the I Love You Guys website: <https://iloveguys.org/>.

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

KIMT- Channel 3, Rochester
KAAL- Channel 6, Rochester;
WKBT- Channel 8, LaCrosse;
KTTC- Channel 10, Rochester;
WXOW- Channel 19, LaCrosse
WLAX- Channel 25/48, LaCrosse

Websites

www.lewalt.k12.mn.us

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



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 – Background checks needed for safety

We welcome and encourage anyone who is interested in volunteering for various school activities. Please let staff know of your willingness to help. Any volunteer situation that is not directly supervised by a staff member will require a background check of the person volunteering. The school district has a simple, quick, online and free background check process that volunteers can complete. Please check at the office to complete a volunteer background check.



Student Health and Nutrition

Our district nurse, Michelle MacPherson, is in the district rotating between buildings. If you have question about your child's health, 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.

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



Breakfast and Hot lunches are served on a daily basis for the students in grades PK-5.

The Minnesota Free School Meals Program provides all students with free breakfast and lunch.

Price for adult breakfast is \$2.50.

Price for an adult lunch is \$4.95.

Communicable Diseases

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.

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: ☐ work ☐ class ☐ 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 – 5.

Vision– Vision exams are administered to Kdgn – 5th grades.

Scoliosis – Boys and girls in grade 5 are screened.



Illness at School

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

Medication administration is delegated to a teacher or other trained staff member for off-campus activities. All students who self-administer/self-carry their medications are responsible for bringing them to all off campus activities.

Milk Break



A milk break is provided for the nutritional care of your child. Classroom teachers build a break into the schedule for each day. There is no charge for milk for students in Kindergarten. Students in grades 1-5 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

Our school district has adopted a Wellness Policy which states that the school district will encourage and support healthy eating by its students. Snacks can be brought to school by students for use at milk break or at the discretion of the teacher. Birthday treats are allowed, but we also encourage healthy birthday treats.



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 3-5 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, smart watches, headphones, handheld games, toys and all other electronic devices should be left at home as they may be broken or lost and cause disruption of the educational process. If any items are brought to school, they are to be left in backpacks, lockers or in a designated place with the classroom teacher.

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 School Board BoardBook website. The link below will take you to the site. On the left hand side of the page are school board meeting minutes. On the right hand side of the page is a Table of Contents that contains a complete list of district policies. District Policies are reviewed by the district Policy Review Committee and approved by the School Board. 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

[District Policies Table of Contents](https://meetings.boardbook.org/Public/Organization/2341)
<https://meetings.boardbook.org/Public/Organization/2341>

The list below are for policies most often needed or of interest for students, parents and families of our Elementary School listed in numerical order of Policy and available via the link above.

103 SCHOOL COMPLAINT POLICY
404 EMPLOYMENT/VOLUNTEER BACKGROUND CHECKS
413 HARASSMENT AND VIOLENCE
421 GIFTS TO EMPLOYEES
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
510 SCHOOL ACTIVITIES
511 STUDENT FUNDRAISING
514 BULLYING PROHIBITION POLICY
516 STUDENT MEDICATION
521 STUDENT DISABILITY NONDISCRIMINATION
522 STUDENT SEX NONDISCRIMINATION
524 TECHNOLOGY ACCEPTABLE USE POLICY
525 VIOLENCE PREVENTION
526 HAZING PROHIBITION
530 IMMUNIZATION REQUIREMENTS
531 THE PLEDGE OF ALLEGIANCE
533 WELLNESS
596 VIDEO/MOVIE USAGE
597 KINDERGARTEN ADMISSION POLICY
610 FIELD TRIPS
640 TECHNOLOGY USE AGREEMENT
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/her 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.