

Lewiston – Altura Elementary School  
Student – Parent Handbook

2024-2025



**We Are  
Cardinal Strong!!!**

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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 the 2024-2025 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 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

*The mission of Lewiston - Altura Schools is to educate a Caring, Adaptable, Respectful, Determined, Successful community of learners.*

**Go CARDS!**

## 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	11:00
Gr. 1	11:20
Gr. 4	11:40
Gr. 5	11:45
Gr. 3	12:05
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 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

### Bus Garage

507-523-2767

### District Web Site Address

[www.lewalt.k12.mn.us](http://www.lewalt.k12.mn.us)

**LEWISTON-ALTURA ISD #857**  
**2024-25 School Calendar (Approved on 2/12/24)**

July							1st Quarter - 43 Student Days							January - 21 Days							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
	1	2	3	4	5	6	Aug. 19-20: New Teacher Orientation				1	2	3	4	5	6	7	8	9	10	11
7	8	9	10	11	12	13	Aug. 21(22, 28-29): No School - Staff Development Days	12	13	14	15	16	17	18	12	13	14	15	16	17	18
14	15	16	17	18	19	20	Aug. 27 - High School Teacher Planning Night	19	20	21	22	23	24	25	19	20	21	22	23	24	25
21	22	23	24	25	26	27	Sept. 2: Labor Day - No School	26	27	28	29	30	31	26	27	28	29	30	31		
28	29	30	31				Sept. 3: New Student Orientation 6:30/New Students														
							Sept. 3A: Pre-K - 5 Orientation with session Sept. 3														
							Sept. 4: All 6-12 Students Begin School														
							Sept. 5: First Day of School PreK-5														
August							2nd Quarter - 44 Student Days							February - 18 Days							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
				1	2	3	Nov. 8: No School - Staff Development Day							1							
4	5	6	7	8	9	10	Nov. 11: First Day of 2nd Quarter	2	3	4	5	6	7	8	2	3	4	5	6	7	8
11	12	13	14	15	16	17	Nov. 19: K-5 Conferences 4-7 pm	9	10	11	12	13	14	15	9	10	11	12	13	14	15
18	19	20	21	22	23	24	Nov. 21: K-5 Conferences 4-7 pm	16	17	18	19	20	21	22	16	17	18	19	20	21	22
25	26	27	28	29	30	31	Nov. 27-29: No School - Thanksgiving Break	23	24	25	26	27	28	23	24	25	26	27	28		
							Dec. 23 - Jan. 1: No School - Winter Break														
							Jan. 9: High School Conferences 4-7 pm	30	31					30	31						
							Jan. 23: Last Day of Quarter 2 / Semester 1														
September - 20 Days							3rd Quarter - 43 Student Days							March - 20 Days							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	Jan. 24: No School - Staff Development Day			1	2	3	4	5							1
8	9	10	11	12	13	14	Jan. 27: First Day of Semester 2 and 3rd Quarter	6	7	8	9	10	11	12	2	3	4	5	6	7	8
15	16	17	18	19	20	21	Feb. 4: K-5 Conferences 4-7 pm	13	14	15	16	17	18	19	9	10	11	12	13	14	15
22	23	24	25	26	27	28	Feb. 6: K-5 Conferences 4-7 pm	20	21	22	23	24	25	26	16	17	18	19	20	21	22
29	30						Feb. 17: No School - President's Day	27	28	29	30			23	24	25	26	27	28	29	
							Feb. 18: No School - Staff Development														
							March 11 - High School Conferences 4-7 pm														
							March 28: Last Day of Quarter 3														
October - 20 Days							4th Quarter - 39 Student Days							April - 19 Days							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
		1	2	3	4	5	March 31: No School - Staff Development Day							1							
6	7	8	9	10	11	12	April 1: First Day of Fourth Quarter	4	5	6	7	8	9	10	6	7	8	9	10	11	12
13	14	15	16	17	18	19	April 17: No School - Staff Development Day	11	12	13	14	15	16	17	13	14	15	16	17	18	19
20	21	22	23	24	25	26	April 18 / 21: No School - Spring Break	18	19	20	21	22	23	24	20	21	22	23	24	25	26
27	28	29	30	31			May 8: High School Conferences 4-7 pm	25	26	27	28	29	30	31	27	28	29	30			
							May 26: No School - Memorial Day														
							May 29: Last Day of Quarter 4 / Semester 2														
							May 30: No School - Staff Development Day														
							May 30: Graduation - 7 PM LAHS Gym														
November - 16 Days							5th Quarter - 0 Days							June - 0 Days							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
					1	2								1	2	3	4	5	6	7	
3	4	5	6	7	8	9								8	9	10	11	12	13	14	
10	11	12	13	14	15	16								15	16	17	18	19	20	21	
17	18	19	20	21	22	23								22	23	24	25	26	27	28	
24	25	26	27	28	29	30								29	30						
December - 15 Days																					
S	M	T	W	Th	F	S															
1	2	3	4	5	6	7															
8	9	10	11	12	13	14															
15	16	17	18	19	20	21															
22	23	24	25	26	27	28															
29	30	31																			

<b>Key</b>		K-6 PT Conferences/Open House	<p><b>Snow Days 1-3 will not be rescheduled</b>  <b>Make-up Days for Snow Days 4 / 5: Feb. 18 and April 21; additional snow make-up days may be added to the end of the school year if needed.</b></p> <p><b>12 Teacher Workshop Days</b>  <b>4 Elementary Conferences and 1 Orientation Night</b>  <b>4 High School Conferences and 1 Orientation Night</b></p> <p><i>(Note: if school is made-up on Feb. 18, Staff will report for teacher workday on Feb. 17)</i></p>
		No School-Teacher Workshop	
		7-12 P/T Conferences/Open House	
		No School for Students and/or Staff	
		Last Day of Qtr./Last Student Day	
		Graduation	
	New Teacher Orientation		

# 2024 - 2025 Staff Directory

<b>Elementary Staff Directory</b>					
<b>Early Childhood</b>					
<b>School Readiness Preschool</b>	Courtney Fricke	Tina Sand	<b>Special Education</b>	Theresa Starks	Renee VanderPlas
				Dylan Weninger	
<b>Early Childhood Special Education</b>	Stacy Walth	Val Hettenbach			
<b>Early Childhood Family Education</b>			<b>Speech</b>	Amy O'Laughlin	Rebecca Schmitz
<b>Kindergarten</b>	Marcia O'Duggan	Suzanne Pilger	<b>District Nurse</b>	Michelle MacPherson	
			<b>Psychologist</b>	Gail Evenson	
<b>1<sup>st</sup> Grade</b>	Ginny Reszka	Jane Weaver	<b>Social Worker</b>	Maranda Ruppert	
<b>2<sup>nd</sup> Grade</b>	Deb Heftman	Kate Falkowski	<b>Paraprofessionals</b>		
			<b>School Readiness</b>	Kari Huddleston	Kristi Reps
<b>3<sup>rd</sup> Grade</b>	Maddie Gasca Hernandez	Scott Schmaltz		Paige Larivee	
			<b>Special Education / Title</b>	Laura Flathers	Breanna Hahn
<b>4<sup>th</sup> Grade</b>	Liza Kennedy			Mary Lou Heier	Tom Kiral
				Dana Knudsen	Kari Sauer
<b>5<sup>th</sup> Grade</b>	Mike Buringa	Kiley Puetz			
			<b>Cardinal Club</b>	Linda Liebfreid	
<b>Intervention (Rtl)</b>	Natalie Mehling	Kayli Zzulka			
<b>English Language Learners</b>	Mari Jo Starks		<b>Cooks</b>	Brandy McDonald	Jana Benter
<b>Counselor</b>	Tori Todd			Kay Ziegler	
<b>Media Center</b>	Sharon Manley		<b>Custodian</b>	Desire Mendoza	
<b>Music</b>	John Harper				
<b>Band</b>	Brian Hamilton		<b>Secretaries</b>	Victoria Schrimpf	Nancy West
<b>Physical Education</b>	Dick Montgomery				
<b>Curriculum</b>	Sarah Berndt		<b>Principal</b>	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 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.

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:

### *Elementary*

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.

### **A.L.I.C.E. safety drill**

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**

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. 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

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

### Radio Stations

Winona Radio – AM: 1230, 1380 FM: 95.3, 98.7, 101.1, 101.5  
Rochester - KROC AM 1380, FM 106.9

### Websites

[www.lewalt.k12.mn.us](http://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 Free School Lunch Program in Minnesota 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.

<b>Sick Note</b>		<b>Excused Absence</b>
		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 – 5.

*Vision*– Vision exams are administered to Kdgn – 5<sup>th</sup> 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 needs update**



A milk break is provided for the nutritional care of your child. There is no charge for milk for students in grades K-3. Students in grades 4-5 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, 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 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](mailto: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 links below are for policies most often needed or of interest for students, parents and families of our Elementary School listed in numerical order.

[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](#)

**District Policies continued:**

[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/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.