

# Lake Mills Elementary School

Name \_\_\_\_\_



## Student/Parent Handbook

2021 - 2022

102 South 4th Avenue East, Lake Mills, IA 50450

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Principal: Connor Kem

[Elementary Staff](#)

Visit our website at: [www.lake-mills.k12.ia.us](http://www.lake-mills.k12.ia.us)

### **THE LAKE MILLS COMMUNITY SCHOOL DISTRICT'S MISSION STATEMENT:**

Through Our *Collective* Efforts, We Are Committed To Teaching And Learning For All.

## **LMCS VISION**

We believe we are all learners who want what is best for every student, every day.

We envision a school in which collaborative teams:

- Identify the essential standards for each grade level/content area
- Seek and implement research-based strategies focused on student learning
- Use formative assessment to monitor student progress and to drive instruction
- Demonstrate a personal commitment to the academic success and social/emotional well-being of each student

## **LMCS ESSENTIAL OUTCOMES FOR LEARNERS**

### **Lifelong Learner**

Lake Mills Community School provides opportunities for students to creatively utilize knowledge, skills, and processes to succeed in future life roles.

### **Effective Communicator**

Lake Mills Community School provides opportunities for students to effectively communicate by using speaking, writing, reading, listening, and viewing skills and other forms of communication which broaden the students' view of the world.

### **Responsible Citizen**

Lake Mills Community School provides opportunities for students to display respect for themselves and others, exhibit acceptable social behavior, and use various resources which enable productive citizenship and achievement of goals.

### **Critical and Creative Thinker**

Lake Mills Community School provides opportunities for students to access and use various sources of information to establish and communicate viewpoints, and create original productions rather than reproduction of knowledge.

### **Healthy Contributor**

Lake Mills Community Schools provides opportunities for students to understand and demonstrate components for healthy life roles both as an individual and as a group member of society.

## **STUDENT ARRIVAL**

### ***All classes in the elementary school begin at 8:20 a.m.***

We ask parents and children to closely observe the time when school begins. We should only have students on the school grounds or in classrooms when staff members are present. Doors will open at 7:45 am and students will be asked to go to morning recess or breakfast.

### **Breakfast**

Breakfast is available for all students from 7:45 a.m. until 8:10 a.m. in the lunchroom. The cost of breakfast is \$1.35 for students and \$1.50 for adults. Students eligible for free/reduced-price lunches also qualify for free/reduced-price breakfasts.

Students arriving by bus who plan to eat breakfast should enter the building at the central office door (#3) and go directly to the lunchroom with their coats, bags, etc. to ensure they have enough time to eat. Once students finish breakfast, they should utilize the **front hallway** by the auditorium's main entrance when they return to the elementary to hang up their book bags. Then students should go immediately outside to the playground for the remainder of recess.

### **Doors Locked**

All of our doors are a part of an automated lock system, and doors are open for students and parents to enter starting at 7:45 a.m. Therefore, it is important for the safety and well-being of students that they do not arrive before that time. The doors will remain open until 8:25 a.m. After that, all doors will be locked for the safety of our students and staff until 3:05 p.m. The main elementary entrance (#4) by the office should be used during the remaining portion of the day, and everyone will need to be "buzzed in" by the office, which is equipped with a security camera and intercom. Parents and visitors are asked to check-in at the office and obtain a visitor's pass before going to any classroom or other parts of the building.

## **SIX DAY SCHEDULE**

The elementary school operates on a six-day schedule instead of Monday through Friday (5 days). Our days are known as Day 1, Day 2, Day 3, Day 4, Day 5, and Day 6. Through this system, whenever days of school are missed because of inclement weather or holidays, the students do not miss their special subjects because the number of days moves to the next day school is in session.

## **STUDENT DISMISSAL**

### **3:10/3:13 p.m. (Doors will automatically unlock at 3:05 p.m.)**

Preschool, transitional kindergarten, kindergarten, first grade, and second grade dismiss at **3:10**. Third, fourth, and fifth grades dismiss at **3:13**. Teachers will walk their grade level students down to the door closest to their classrooms. Pk-2nd (door 6), 2nd-3rd (door 8 then down Lincoln Street), 4th and 5th (door 7 down to Lincoln Street). We ask that parents wait for their students outside the school building unless the office is notified.

**\*There is no after school playground supervision for children.**

## **CHANGE IN AFTER-SCHOOL ROUTINE**

If a student's after-school routine changes from the normal schedule, please call the office or send a note with your child in the morning. This is the best way to communicate the change in plans with a student's teacher.

We do understand that occasionally circumstances will alter during the school day, and a student's after-school plans will also need to change. Please call the elementary office (641-592-1882) **before** 2:30 p.m. to allow adequate time to communicate the message to a student and his/her teacher. If a student does not have a note or a phone call has not been received, a student will be told to continue with the already established after-school routine.

## **ATTENDANCE**

It is the belief of Lake Mills Elementary that regular attendance is essential for every child to be successful in school and life, and it is the responsibility of the parent or guardian to make sure his/her child enrolled in the Lake Mills Community School District attends school every day and is on time.

## **STUDENT ABSENCES**

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Educational success in school is seriously impaired by absenteeism. No single factor is as important to the achievement of educational goals or a feeling of satisfaction in school work as is regular attendance. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. (Code No. 501.9)

***If a student is going to be absent from school, please call the elementary office (641-592-1882) and/or leave a message stating your child's name and the reason for the absence prior to 8:20 a.m.***

**The following procedures will be followed for students with excessive absences:**

**Ten** days absent, parents will receive a letter from the school detailing the number of absences and days tardy.

**Fifteen** days absent, parents will receive a second letter from the school detailing the number of absences and days tardy.

**Twenty** days absent, parents will receive a third letter from the school detailing the number of absences and days tardy. If a student has been truant, the letter will also contain a notice that further absences or tardiness could result in a notice sent to the county attorney.

## **ILLNESS**

Please do not send a child to school when he/she is ill. Students must be free from fever (without the aid of medicine), vomiting, or diarrhea for 24 hours before returning to school. If a child develops a temperature of 100 or above during school, vomits, or has diarrhea during the school day, a parent or emergency contact will be notified by the nurse or secretary to come to pick up the child from school.

### **CHECK-IN/OUT PROCEDURE**

Students arriving after 8:20 or leaving prior to dismissal time must check-in/out with the office. Students will only be able to leave with a parent/guardian, a person designated on the registration form, or another approved adult after a verified parent/guardian provides permission for that individual.

Please come to the elementary office to pick up a child for an appointment or illness as students will not be allowed to leave without someone coming into the school to check them out.

### **CHANGE IN PHONE NUMBERS AND/OR ADDRESS**

***We must have a current phone number and address for all students. It is imperative that we know how to reach parents/guardians at all times in case of an emergency involving a child.*** Please notify the elementary office as soon as possible with updated home phone numbers, cell phone numbers, home or mailing addresses, non-custodial parent contact information, emergency contact information, baby-sitter, or employment information changes.

### **CONFERENCES-PARENT/TEACHER/STUDENT**

Conferences are scheduled for August, November, and March to provide parents and teachers the opportunity to discuss a student's needs and progress during the school year. Teachers may schedule conferences at other times of the school year if needed, and parents/guardians may also contact a teacher or the office to schedule a conference.

### **PBIS**

Lake Mills Elementary has established a systematic approach to student behavior called PBIS. Positive Behavior Interventions and Supports (PBIS) applies evidence-based programs, practices, and strategies for all students to increase academic performance, improve safety, decrease problem behavior, and establish a positive school environment. The program recognizes the importance of positive relationships among all members of a school community.

Throughout the building, we have implemented a common language for expectations in shared areas such as the lunchroom, hallways, playground, buses, and restrooms. We have established a system of teaching these expectations and a method for reinforcing positive behavior. In addition, we have created a system of consequences that clearly communicates to parents, staff, and students the ramifications of their behaviors.

## **Lake Mills Elementary PBIS Bulldog Pride Expectations:**

- Be Safe
- Be Respectful
- Be Responsible
- Do Your Best

*\*Please see the table at the end of the handbook for each specific area's behavior expectations and/or the PBIS handbook posted on the school website for more information.*

### **BUS EXPECTATIONS**

Students must follow the LMCS bus expectations while they are passengers in order to keep all riders safe. In addition, the bus driver is authorized to assign seats to assist with student behavior. If a bus rider is misbehaving and not following the expectations, as a consequence, the bus driver can complete a bus conduct report for that student and will provide a copy of the report to the parent and building level principal.

If you have a bus question or concern, please contact Brad Evenson, Transportation Director at the bus garage at 641-592-7001 or at 641-590-3019.

*The bus conduct report lists the following notification levels:*

**First Notice** - The situation is becoming more serious and merits attention.

**Second Notice** - A two-day suspension is given from riding the bus. The student must still be in attendance at school and submit a written apology.

**Third Notice** - A one-week suspension is given from riding the bus. The student must still be in attendance at school and submit a written apology.

**Fourth Notice** - A student's bus riding privilege is rescinded by the school.

These measures have been put in place to help ensure all students arrive safely to their destinations.

### **ADDITIONAL RECESS EXPECTATIONS**

#### **Special Rules for Winter**

1. No throwing or kicking of snowballs or ice
2. No intentional sliding on the ice

#### **Snow Boots:**

**ALL** students in preschool through fifth grade need to wear boots during recess. (Boots need to be worn even if there is no snow on the blacktop and in the play equipment areas because of the wet/muddy conditions that still exist.)

If a student forgets his/her boots, he/she will need to stand by one of the doors or walk on the north sidewalk.

#### **Snow Pants:**

Students in *preschool through first grade* **always** need to wear snow pants at recess.

**All** students in second through fifth grade need to wear snow pants if there is snow on the blacktop and play equipment areas. If there is no snow on the blacktop and play equipment areas, students will need to wear snow pants and boots if they choose to go out and play in the field.

### **Weather – Inside or Outside Recess?**

Recess is outside unless...

- It is storming, raining, or extremely wet
- The “real feel” temperature is below zero

\*Jackets and coats must be worn until the temperature is **60 degrees or above**.

### **ELECTRONIC DEVICES/GAMES, TOYS, AND CELL PHONES**

The school is not responsible for any personal belongings brought to school, and this includes toys, electronic devices/games, or cell phones. We strongly encourage elementary students to leave these items at home. If cell phones or other electronic devices are brought to school, they should **not** be turned on, seen, heard, or used until the dismissal bell at the end of the school day (this includes lunch and recess). Inappropriate use of an item will cause it to be confiscated and the parent/guardian notified.

### **ANTI-BULLYING/HARASSMENT POLICY**

Harassment and bullying of students and employees are against federal, state, and local policy and are not tolerated by the school board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district. (Board Policy 105)

### **HARASSMENT AND BULLYING REPORTING**

Harassment and bullying complaints should be made in writing to the administration of the Lake Mills Community School District. Complaint forms are available in each office and on the school website. LMCS administrators will investigate complaints and communicate with all involved parties. The administration will communicate the outcome of the investigation, but will not disclose consequences or details regarding punishment because of concerns for student privacy and confidentiality.

### [Department of Education Contact Information](#)

### **PLANNERS/ASSIGNMENT BOOKS (Grades 3-5)**

In an attempt to promote organization skills in our students, the school district supplies students in grades 3-5 with planners. Students are expected to write down their daily assignments in these planners and keep them in a safe place throughout the school year.

### **ASSIGNMENT OF STUDENTS TO CLASSES**

Class lists for the following year will be determined in the summer. Consideration is given to class size, behavior, academic performance, gender balance, peer relationships,

and students' needs. Parent information relative to any child's unique needs is valuable and welcomed and should be submitted in writing to the principal by May 1 for the following year. **Requests for specific teachers will not be accepted in the interest of equity and fairness for all.**

### **SPECIAL DELIVERIES TO STUDENTS**

Please do **NOT** have flowers, balloons, etc. delivered to the school. We encourage home delivery rather than school delivery as school deliveries cause disruption to the learning atmosphere and disappointment to other children who never have the same opportunity to receive these items.

### **BIRTHDAY INVITATIONS/TREATS**

We ask that if your child is having a birthday party, please do not pass out the invitations in school unless the whole class is invited. We encourage snacks that are brought to be purchased and prepackaged with the ingredients listed. Healthy options are encouraged.

### **BICYCLES**

Bicycles are **not** to be ridden on the sidewalks around the building or on the playground. All bikes will be parked in the bike rack. Students riding bicycles are encouraged to wear helmets.

### **INCLEMENT WEATHER**

Inclement weather which may affect the travel safety of students or staff at Lake Mills Community School can result in late starts, early dismissals or cancellations of school. Information will be announced over SchoolWay alerts, and the local TV or radio stations. The decision to cancel school will be made as early as possible. Parents should inform their children of procedures prior to these situations, including adequate dress for cold weather conditions.

Elementary students will follow their emergency early dismissal plan given by parents on the Student Information Form included in the school registration packet. Please DO NOT ask the staff to call you in the event of an early dismissal. It would be impossible to call all parents.

### **SCHOOL ALERT AND ANNOUNCEMENTS – School Messenger**

We have a new communication service this year called School Messenger, and it allows the district to deliver important information to you via SMS text messaging. Detailed information regarding the service can found at [www.SchoolMessenger.com/tm](http://www.SchoolMessenger.com/tm) To participate, simply text any one of the following words to the number 67587: *subscribe, optin, yes*. You'll know you were successful if you receive the following reply message: *You are registered for SchoolMessenger notifications. Reply STOP to cancel, HELP for help.*

### **LUNCH**

Students have the choice of eating school hot lunch or bringing a sack lunch from home. Carbonated beverages are not allowed in sack lunches. Students will not be



allowed to drink it during lunch and milk may be charged to their account. Students may also choose to purchase milk to have with their sack lunches. **We ask that you do NOT bring in lunch from a restaurant if you are joining your child for lunch** out of fairness to all students and to prevent hurt feelings from others unable to have the same opportunity or privilege. If you plan to come and eat with your child, please check in with the office.

### **Lunch Cost:**

Transitional Kindergarten – Fifth Grade \$2.40

Middle/High School \$2.60

Adult Visitor \$3.85

Milk \$.50

### **STUDENT RECORDS**

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently standing. The custodian of the records is the building level principal. Questions regarding student records should be directed to the principal's office. (Board Policy 506)

### **PERSONAL APPEARANCE/DRESS CODE**

There is no specific dress code in the elementary school, but we encourage children to dress in a manner consistent with standards of respect, good character, and reasonable levels of modesty that promote a proper learning environment. Acceptable appearance includes not only the appropriate selection of clothing but also personal grooming. Clothing that promotes the use of alcohol, drugs, or tobacco is not permitted.

### **STANDARDIZED TESTS**

Students in transitional kindergarten through fifth grade will be tested three times a year using the Formative Assessment System for Teachers (FAST) in reading, math, and social/emotional/behavioral well-being. These screening tests are utilized to measure development and identify students who may be at-risk and need additional support in these areas.

Students in third through fifth grade will take the Iowa Statewide Assessment of School Progress (ISASP) in reading, math, and science (in fifth grade only) in the spring. This is a norm-referenced test and is used to look at how students compare to other students in Iowa and nationally.

### **NAMES ON POSSESSIONS**

Since many children have identical items, it is sometimes difficult to know to whom it belongs. Therefore, we ask you to place your child's name on all possessions (including coats, shoes, bags, etc.) he/she will have at school.

### **LOST AND FOUND**

Items found on the playground, in hallways, classrooms, etc. are returned to a designated container in the building or to the office. We encourage parents to

periodically check these areas for lost belongings. These items will be donated or disposed of after a few weeks.

## **TECHNOLOGY USAGE**

### **Use of District Technology and Personal Electronic Devices**

Technology integrated into effective instructional practices will support students and staff to grow as creators, contributors, and empowered, connected learners so that each person is prepared to achieve a lifetime of personal success. The PBIS Bulldog Pride expectations of safety, respect, responsibility, and personal best apply to all students when using technology. Staff may establish additional expectations for the use of technology depending on their instructional objectives, and students are required to follow the terms and protocols outlined by the teacher. Technology should never be used in a manner that disrupts the educational environment and is strictly forbidden in restrooms and locker room areas. At all times, students are subject to Board Policy #605.70: Technology Use by Students.

Devices will be provided to students when the educational program requires the use of technology. Students who choose to bring a personal electronic device (cell phone, iPod, e-readers, etc.) to school do so at their own risk. Lake Mills Community School is not responsible for lost, damaged, or stolen items. The use of any electronic devices by students is also subject to Board Policy #605.70.

### **Technology Fines**

As with any district property issued to students, Iowa statute allows the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Reimbursement may not exceed the actual cost to repair or replace the device. Fines will be assessed at the discretion of building administration. Fines will not be assessed for manufacturer defaults or incidental damage resulting from normal wear and tear (ie. minor cosmetic marks).

Any damage to, or loss of, student technology devices must be reported to the district immediately. Failure to do so may result in delayed repairs or increased fines. Under no circumstances should a student attempt to repair a damaged device or pay for the device to be repaired by an agency other than Lake Mills Community School. If you have any questions or concerns regarding technology fines, please contact the building principal.

### **Google Apps for Education (GAFE)**

Lake Mills Community School offers all students a Google Apps for Education (GAFE) account to use on a variety of school-related projects. GAFE provides a variety of online collaboration tools including productivity software, shared calendars, website authoring tools, internal email, and internal instant messaging. The district believes that learning to use these types of tools in safe and productive ways is essential in preparing students for a lifetime of personal success. For more information about Google Apps for Education, please visit <https://www.google.com/work/apps/education/>.

Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of Lake Mills Community School. The district maintains the right to immediately withdraw access to the account if there is reason to believe that violations

of law or board policies have occurred. In such cases, the alleged violation will be referred to the building principal for investigation.

### **Use of the Network**

Students may be able to access the Internet at school. Individual student accounts will be issued to students. It is the student's responsibility to protect their account information. Our intent is to protect the rights of students and parents who choose not to risk exposure to questionable material. The use of the network is a privilege and may be restricted or taken away for violation of Board policy or regulations. It is the user's responsibility to abide by the policies and procedures of any accessed network or site. Students will adhere to appropriate online behavior at all times including respect for all copyright and license agreements and citations of all references and sources. Students are also expected to apply the same privacy, ethical, and educational considerations utilized in other forms of communication.

### **Restricted Material**

Students will not intentionally access or download any text file or picture, or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations. Additional guidelines appear in Board Policy # 605.70: Technology Use by Students.

### **Unauthorized Costs**

If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs. Students who access restricted items on the Internet are subject to disciplinary action.

### **Non-Discrimination**

*It is the policy of the Lake Mills Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator by writing to: Connor Kem, 102 S 4th Av E, Lake Mills, IA 50450, or call 641-592-1882, or email ckem@lake-mills.org. The Lake Mills CSD offers career and technical programs in the areas of agriculture, business, family and consumer science, and industrial technology.*