

Lake Mills Elementary School

Name_____



Student/Parent Handbook

2026 - 2027

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

Phone: (641) 592-1882

Fax: (641)-592-0883

Principal: Connor Kem

[Elementary Staff](#)

Visit our website at: 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 that 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 reproducing 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. We ask that parents and guardians drop their children at the school doors. This is for school safety reasons.

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 \$2.00 for students. 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 school 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 part of an automated lock system. Therefore, it is important for the safety and well-being of students that they do not arrive before that time. All doors will be locked for the safety of our students and staff. 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 must check in at the office and obtain a **visitor's pass** before going to any classroom or other parts of the building. **This includes drop-off and pick-up.**

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.

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-1st (door 6), 2nd-3rd (door 8 then down Lincoln Street), 4th and 5th (door 7 down to Lincoln Street). Parents must wait for their students outside the school building unless the office is notified.

***There is no after-school playground supervision for children. Children are expected to show Bulldog Pride to staff and school property.** There is video surveillance at all times.

Wednesdays will be 2:00 pm dismissal. Tk-2nd grade at 1:57 and 3rd-5th grade at 2:00pm

CHANGE IN AFTER-SCHOOL ROUTINE

If a student's after-school routine changes from the normal schedule, please call the office, email, seesaw, 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, the 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 is 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 that 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), fill out the PowerSchool absentee form, 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:

Chronic Absenteeism Provisions:

Definition: defines "truant" as a child for whom exceptions don't apply who has been absent from school, for any reason, for at least 20% of days or hours in the grading period. Defines "chronically absent" as absent from school for 20% of days or hours in a grading period established by the school. "School official" means an employee of a public school whose job duties involve identifying children at-risk for becoming chronically absent, creating interventions to limit the rate of student absenteeism, and participating in the legal process related to student absenteeism.

School Engagement Meeting: if a student is absent 15% or more of days/hours in the grading period, requires the school official to attempt to find the cause for the absences and initiate and participate in a school engagement meeting, the purpose of which is to identify barriers to attendance and determine appropriate interventions. Allows the school to initiate the meeting before 15%. Requires the child, the child's parent/guardian, and a school official to participate in the meeting. Requires creation of the absenteeism prevention plan during this meeting, requires all to sign it, and get a copy. The plan must identify the causes and any future responsibilities for each participant. Requires the school official to monitor compliance, and requires the school official to contact the participants at least once each week during the remainder of the school calendar. Allows the participants to initiate referrals to any series or counseling believed to be appropriate under the child's circumstances. Requires the county attorney to initiate a proceeding (public offense and/or CINA) if participants fail to enter into an absenteeism prevention plan, violate a term of the plan, or fail to participate in the school engagement meeting. Does not require this process for students in homeschool (Independent Instruction or Competent Private Instruction).

Attendance Letter:

Date:

Dear Parent/Guardian:

Regular, consistent attendance is a top priority in our school. In order for students to learn at the highest levels, they need to be active participants in class. The goal is to have your child present and on-time to school every day. It is only through regular attendance and class participation that your child will have access to the full benefit of their educational program and can achieve their greatest potential.

The purpose of this letter is to notify you of your child's attendance status so far this year. I understand there are circumstances that cause students to miss school from time to time. At Lake Mills Elementary, we want to partner with families to help our students be on time and attend school each and every day to maximize their learning experiences.

Listed below is our attendance procedure.

- _____ - **Level 1:** When a student has been absent from school or a class for five (5) cumulative days during a grading period (semester) of school, parents/guardians will be notified by the school via phone call or email to make them aware their child has reached five absences.
- _____ - **Level 2:** When a student has been absent from school or a class for seven (7) cumulative days during a grading period (semester) of school the building principal, school counselor, or other assigned staff member will contact parents/guardians strategies for improved attendance will be discussed.
- _____ - **Level 3:** When a student has been absent from school or a class for nine (9) cumulative days during a grading period (semester) of school, a school county attorney will be notified of the student's attendance record. A meeting with the parent/guardian and student with the building-level principal to discuss ways to improve attendance.
- _____ - **Level 4:** When a student has been absent from school or a class for thirteen (13) cumulative days during a grading period (semester) of school, a school engagement meeting will be scheduled and an Absenteeism Prevention Plan will be put into place. The county attorney will be notified of the student's attendance record and will be provided with a copy of the plan. If the Absenteeism Prevention Plan is broken, the county attorney will be contacted and truancy charges may be filed by the county attorney.

We miss our students when they are not here. Thank you for partnering with us regarding your child's attendance and learning.

Thank you,

Connor Kem, Principal
Lake Mills Elementary School

Absenteeism Prevention Plan

Date:

Dear **[Name of Parent(s)]**

Iowa Code establishes that a school board will set standards for student attendance, and that a district "shall contact the child's parent, guardian, or legal or actual custodian to participate in an attendance cooperation meeting" (299.12.2.) if those standards are not met, and put into writing an Absenteeism Prevention Plan (299.12.3). Failure to participate in the attendance cooperation process will result in the child being deemed truant (299.12.5). "A public school board or governing body of an accredited nonpublic school shall exercise the authority granted under this section as a means of increasing and ensuring school attendance of young children, as education is a critical element in the success of individuals and good attendance habits should be developed and reinforced at an early age." (299.12.6)

When a student drops below 85% attendance (has more than 13 or more days/hour absences) within a grading period, an Absenteeism Prevention Plan will be implemented.

As of _____, _____ has reached _____ absences. As stated above, the Lake Mills Community School District and you as the parent, guardian, or legal or actual custodian are required to implement a process to put into place an Absenteeism Prevention Plan.

The goal is to have your child be present and on time to school every day.

The purpose of the Absenteeism Prevention Plan is to outline the steps and processes that both parties will follow in order to best ensure that your child is missing the least amount of instructional time possible.

The Absenteeism Prevention Plan will be in place and considered in effect from either the time the agreement is signed by both parties, or; once both parties are notified of 13 days of absence and the parent, guardian, or legal or actual custodian fails to/chooses not to participate in the agreement process by not completing the Absenteeism Prevention Plan form.

If the following Absenteeism Prevention Plan is not followed, a letter will be sent to the county attorney for possible violation of truancy laws.

Please contact the Lake Mills Elem office at (641) 592-1882 if you wish to have a school engagement meeting prior to completing this plan.

Please see and complete the reverse side of this sheet in order to participate in the school engagement meeting process.

Lake Mills Community School District

And

_____, _____ & _____

DATE: _____

Absenteeism Prevention Plan Terms

_____ is expected to be in school and on time every day so that instructional time is not missed and learning is not delayed. The parent/guardian is expected to partner with the school to ensure that attendance is a priority. If extenuating circumstances exist, the following procedures will be followed.

1. The parent/guardian will communicate with the school to keep the school informed of their child's attendance status and to partner with the school to assure attendance is a priority and instructional time is not missed.
2. If an emergency prevents attendance, a parent will call the school.
3. If _____ is absent two consecutive full days due to illness, a note from a medical professional will be provided to the school verifying the visit and the illness.
4. For the remainder of the school year, if at all possible, medical/dental appointments will be scheduled after 3:15 pm (2:00 on Wednesdays) so _____ is able to be in school. If appointments cannot be made after 3:15 pm (2:00 on Wednesdays), a note from a medical professional will be provided to the school verifying the visit.

Connor Kem, Elem Principal

Date

Date

[Signature of Parent(s)]

Date

[Signature of Student]

County attorney: requires the county attorney of the county where the school's administrative office is located to be responsible for enforcement and requires any actions to be instituted in that county. Specifies that anyone who violates the terms of an absenteeism prevention plan or refuses to participate in a school engagement meeting commits a public offense. Defines a child who violates the terms of an absenteeism prevention plan, or refuses to participate in a school engagement meeting, is a child in need of assistance and allows that to be the sole basis for a CINA petition and immediate referral to DHHS for investigation. Also allows the county attorney, if a child is chronically absent, to make an immediate referral to DHHS and if the investigation warrants, file a family in need of assistance petition, or a CINA complaint, even if the child is otherwise compliant.

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, babysitter, 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) apply 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 the 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 utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. 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 the building-level principal.

If you have a bus question or concern, please contact Michael Wallin, Transportation Director at the bus garage at 641-592-7001 or 507-383-6421.

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 and reviewed by the school board.

These measures have been put in place to help ensure all students arrive safely to their destinations. After 3 warnings for bad conduct, the transportation director/building principal will have the authority to suspend the transportation privileges of the student or impose other appropriate discipline. Board policy 711.2.

Disruptive Behavior

Lake Mills CSD's approach to student conduct is intended to be consistent, instructional, developmentally appropriate, restorative when appropriate, and proportionate to the behavior. The goal is to help students understand expectations, take responsibility, develop problem-solving and self-regulation skills, and successfully return to the learning environment.

1. CLASSROOM EXPECTATIONS

Students are expected to:

- Follow reasonable directions from school personnel.
- Treat others with respect.
- Use appropriate language and behavior.
- Allow teachers to teach and students to learn.
- Follow classroom and school expectations.
- Seek adult assistance when needed.
- Take responsibility for their choices and behavior.

Staff will explicitly teach expectations and provide reasonable opportunities for students to correct minor or initial misbehavior when circumstances permit.

2. CLASSROOM BEHAVIOR AND RESPONSES

Staff may respond to inappropriate behavior through:

- Redirection or reteaching;
- Private conversation;
- Regulation or reset opportunities;
- Restorative/problem-solving conversations;
- Parent/guardian communication;
- Loss of a privilege;
- Classroom consequence; or
- Administrative referral.

Minor misbehavior does not automatically require removal from the classroom.

3. CLASSROOM REMOVAL – NONVIOLENT DISRUPTION

A student may be removed from the classroom when nonviolent behavior substantially disrupts instruction or prevents other students from learning. Examples may include repeated refusal to follow reasonable directions, significant disruption, inappropriate verbal behavior, bullying, or other behavior that substantially interferes with instruction.

The student will be placed under the supervision of the principal or designee for **at least 30 minutes**, consistent with Iowa law.

For **K–5 students**, the student will not return to the teacher's classroom until the principal/designee and teacher have met to discuss readmission.

4. BEHAVIOR REFLECTION AND RETURN

When appropriate, students may participate in a developmentally appropriate reflection or reset process. Students may identify:

- What happened?
- What expectation was not met?
- How did the behavior affect others?
- What could be done differently?
- What support may help next time?

Before returning to class, the student may be expected to be ready to participate safely, understand the expectation, and identify a strategy for success.

5. REPEATED CLASSROOM REMOVALS

When a student is removed from a classroom more than once, the teacher, principal/designee, counselor, parent/guardian, and other appropriate staff will meet to review the behavior and develop a behavioral plan and course of action.

When a student has been removed **two or more times during a quarter**, the school will take disciplinary action consistent with Iowa law and district policy.

The team may consider:

- Previous interventions;
- Frequency and nature of the behavior;
- Student, teacher, and parent perspectives;
- Academic, social-emotional, and behavioral needs;
- Additional supports or interventions; and
- Alternative learning environments when appropriate.

6. VIOLENT OR UNSAFE BEHAVIOR

Violent disruptions, threats, physical aggression, assault, weapons, or other behavior creating an immediate safety concern will be addressed immediately.

A student may be removed from the setting, placed under administrative supervision, and subject to disciplinary action consistent with district policy and law.

For K–5 students, the principal/designee and teacher will meet before the student is readmitted to the classroom. If a student assaults a teacher and the teacher does not consent to the student's return, the student will not be readmitted to that teacher's classroom, consistent with Iowa law.

7. STUDENTS WITH IEPs OR SECTION 504 PLANS

Discipline involving students with an IEP, Section 504 Plan, or other legally protected plan will follow applicable state and federal requirements. When required, the student's IEP team will meet to review the behavior, educational programming, supports, services, and placement.

8. SUPPORT AND PURPOSE

Following a significant behavioral incident, the school may provide counseling, behavioral support, restorative practices, MTSS/problem-solving support, or other appropriate interventions.

The purpose of the discipline process is to help students:

- Understand expectations;
- Take responsibility;
- Develop self-regulation and problem-solving skills;
- Repair relationships when appropriate; and
- Return to the learning environment ready to succeed.

The goal is an elementary school environment where students are **safe, respectful, responsible, supported, and able to learn**.

Public Conduct on School Premises:

The board expects that students, employees, and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline, and model fairness, equity, and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistently with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school-sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district, and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees, and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal, or physical conduct of individuals directed at students, school officials, employees, officials, and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials, and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene, or demeaning expressions directed at students, school officials, employees, officials, and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene, or demeaning expressions, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies, should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school-sponsored or approved activities. Board Policy 903.4

PK-5 students being accompanied by an adult to extracurricular events:

- To help ensure the safety and supervision of all students, **Preschool through 5th grade students attending school-sponsored extracurricular events must be accompanied by a parent, guardian, or an older sibling (6th-12th grade) who has been authorized by the student's parent or guardian to supervise them during the event.**
- Students may not be dropped off and left unattended at extracurricular events. The accompanying adult is responsible for supervising the student before, during, and immediately

following the event. Failure to comply with this expectation may result in the student being asked to leave the event with their supervising adult. We appreciate families' cooperation in helping maintain a safe, positive, and enjoyable environment for all attendees.

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 on 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 based on KIMT

*60 degrees and above: student choice

*50-59 degrees: long sleeves

*33-49 degrees: coats

*1-32 degrees: coats, hats, gloves (snow pants and boots once it as snowed)

*0 degrees: inside

ELECTRONIC DEVICES/GAMES, TOYS, AND CELL PHONES

The school is not responsible for any personal belongings brought to school, this includes toys, electronic devices/games, smart watches, or cell phones. We strongly encourage elementary students to leave these items at home unless approved by the classroom teacher or administration. 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.

Technology Usage

Key Changes for K–5 Students

- **60-Minute Daily Screen Time Limit:** Individual student digital instruction—which includes lessons, assignments, assessments, or activities on laptops, tablets, or smart devices—is now strictly capped at a **maximum of 60 minutes per school day**. This is a cumulative limit across all subjects and classes combined, not a per-class limit.
- **Device-Free Recess:** To support physical activity and social interaction, the use of digital devices is **strictly prohibited during recess**. Recess will remain entirely device-free for all elementary students.

What Counts as "Digital Instruction"?

The 60-minute daily limit applies to individual student device use, including:

- Lessons delivered individually via Chromebook/laptop, tablet, or computer.
- Assignments completed on a smart device.

Important Exemptions

The law recognizes that certain technology uses are necessary and beneficial. The 60-minute restriction **does not** apply to:

- **IEPs & 504 Plans / Assistive Technology:** Any device use required by a student's federally mandated plan or accessibility software (like screen readers) is fully exempt.
- **Teacher Demonstrations:** Teacher-directed instruction using a classroom projector or smartboard (where students are not individually using a device) does not count.
- **Local and State Assessments:** Standardized testing, universal screening, progress monitoring, and local diagnostics are exempt.
- **Specialized Curriculum:** Dedicated computer science and technology-focused courses do not count against the general academic screen time limit.

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 organizational 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. The public must be aware that the placement of students is a task that is not taken lightly. 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. Please check with your teacher before sending treats. Some classrooms may have certain food restrictions.

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 be found at www.SchoolMessenger.com/tm. To participate, simply text any one of the following words to the number 67587: *subscribe, opt-in, 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 a 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. Students eligible for free/reduced-price lunches will qualify for free/reduced prices.

Lunch Cost:

Transitional Kindergarten – Fifth Grade \$3.10

Middle/High School \$3.30

Adult Visitor \$5.15

Milk \$.60

STUDENT RECORDS

In order to facilitate the educational process of the student, records on each student are kept in the building where the student is currently attending. 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

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. Students wearing clothing that does not meet the school's dress code expectations may be asked to change their attire, cover the item, or contact a parent/guardian for assistance. Examples of attire that may require correction include, but are not limited to, the following:

- Halter tops, tube tops, or similar garments
- Clothing that exposes the stomach area, or is inappropriate for an elementary school setting
- Clothing displaying inappropriate language, messages, symbols, or images
- Clothing containing obscene, indecent, offensive, or suggestive sayings or pictures
- Clothing that advertises or promotes alcohol, tobacco, vaping products, drugs, or other prohibited substances
- Hats, hoods, or other head coverings worn inside the school building during the school day unless approved for religious, medical, or school-sponsored purposes

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 they belong to. 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 #605.4: 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, smartwatch, tablet, 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 #604.

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 the 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 that 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 that 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 Ave 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.