

Lake Mills Elementary School

Name \_\_\_\_\_



Student/Parent Handbook

2016 - 2017

[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.

### **LEARNER OUTCOMES (LERCH)**

#### **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 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.

### **LEARNER CENTERED CLIMATE**

The ultimate goal of Lake Mills Community School is to improve achievement and have a collaborative climate. We believe every learner should be empowered to experience the excitement and motivation needed to reach success as LERCH.

To do this each student should:

- S = feel safe to take risks
- O = have ownership in their learning
- C = be able to have choices in their learning
- C = be able to collaborate with others
- E = be engaged at all times
- R = be involved in real world tasks, activities and assessments

### **STUDENT ARRIVAL**

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

We ask parents and children to closely observe the time when school begins. We should not have students on the school grounds or in classrooms when staff members are not present. Morning recess/playground supervision by learner assistants begins at 7:50 a.m. for transitional kindergarten through fifth grade students. Upon their arrival, elementary students are sent immediately outside to the playground after they have put away their school bags unless they are eating breakfast. Students remain outside until the bell rings at 8:15. In case of inclement weather, all students will be allowed to have before-school recess in their classrooms or the gym.

## **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 \$1.25 for students and \$1.50 for adults. Students eligible for free/reduced priced lunches also qualify for free/reduced price breakfasts.

Students arriving by bus who plan to eat breakfast should enter the building at the central (superintendent's) 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 days move to the next day school is in session.

## **STUDENT DISMISSAL**

### **Regular Day - 3:15 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.

### **Early Release - 2:10 p.m. (Door will automatically unlock at 2:00 p.m.)**

Preschool, transitional kindergarten, kindergarten, first grade, and second grade dismiss at 2:05. Third, fourth, and fifth grades dismiss at 2:08.

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

## **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 (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**

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

### **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 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 in to 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 systemic approach to student behavior called PBIS. Positive Behavior Interventions and Supports (PBIS) applies evidenced-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 common language for expectations in common areas such as the lunchroom, hallway, 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 which clearly communicates to parents, staff and students the ramifications of their behaviors.

*Lake Mills Elementary Bulldog Pride Expectations:*

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



# Lake Mills Elementary Expectations

<b>Expectations:</b>	<b>Hallway</b>	<b>Playground</b>	<b>Restroom</b>	<b>Lunchroom</b>	<b>Bus</b>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>*Use Body Basics</li> <li>Hands to your side</li> <li>Single file</li> <li>Keep to the right</li> <li>Voices off (at zero)</li> <li>Walk</li> </ul>	<ul style="list-style-type: none"> <li>*Play in the right place</li> <li>*Walk coming in and going out in the hallway</li> <li>*Use equipment properly</li> <li>*Be safe with hands and feet</li> <li>*Follow winter play expectations</li> </ul>	<ul style="list-style-type: none"> <li>*Wash hands with soap and water</li> </ul>	<ul style="list-style-type: none"> <li>*Eat only your own food</li> <li>*Keep your hands and feet to yourself</li> <li>*Walk coming in and going out</li> </ul>	<ul style="list-style-type: none"> <li>*Keep head, hands, feet and objects inside bus</li> <li>*Remain seated and face forward, keeping your belongings out of the aisle</li> <li>*At the bus stop, students should wait peacefully and safely until the bus arrives</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>*Greet others with a friendly wave</li> <li>*Voices off</li> </ul>	<ul style="list-style-type: none"> <li>*Come in quietly</li> <li>*Take turns and share</li> <li>*Show good sportsmanship</li> <li>*Be kind and include others</li> <li>*Follow adult directions the 1<sup>st</sup> time</li> </ul>	<ul style="list-style-type: none"> <li>*Respect others' privacy</li> <li>*Quiet voices</li> <li>*Respect property</li> <li>*Leave lights on</li> </ul>	<ul style="list-style-type: none"> <li>*Use a quiet voice and talk about kind things</li> <li>*Use good manners, including please and thank you</li> </ul>	<ul style="list-style-type: none"> <li>*Use a quiet voice and talk about appropriate things</li> <li>*Follow directions from the bus driver immediately</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>*Pick up items on the floor</li> <li>*Go directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>*Once out, stay out</li> <li>*Be a problem solver</li> <li>*Line up when bell rings or whistle blows (K-1)</li> <li>*Put away equipment</li> </ul>	<ul style="list-style-type: none"> <li>*Think 2: 2 pumps, 2 towels, 2 points; in 2 minutes</li> <li>*Flush once</li> <li>*Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up after yourself and others</li> <li>*Raise your hand when you need help</li> <li>*Wait quietly in a straight line</li> </ul>	<ul style="list-style-type: none"> <li>*Be on time</li> <li>*Use good manners</li> <li>*Clean up after yourself</li> <li>*Report damage or problems to the bus driver</li> </ul>
<b>Do Your Best</b>	<ul style="list-style-type: none"> <li>*Make good choices</li> </ul>	<ul style="list-style-type: none"> <li>*Make good choices</li> </ul>	<ul style="list-style-type: none"> <li>*Keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>*Try everything</li> </ul>	<ul style="list-style-type: none"> <li>*Obey bus rules</li> </ul>

## **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 provides a copy of the report to the parent and building level principal.

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 submits 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 submits a written apology.

**Fourth Notice** - A student's bus riding privilege is denied 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.

#### **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 only need to wear snow pants 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 **65 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 Lake Mills Community School District. Complaint forms are available in each office and on the school web site. LMCS administrators will investigate complaints and communicate with all involved parties. 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.

### **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.

Homemade treats are discouraged, and it is preferred that snacks brought 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 the following radio and television stations: Mason City KGLO AM 1300, Mason City KLSS FM 106.1, Forest City KLOW FM 107.3, Albert Lea KATE AM 1450, KIMT TV Channel 3, KAAL TV Channel 6 and e-mail through the school alert system.

Whenever possible, the decision to cancel school will be made by 6:30 a.m. Parents should inform their children of procedures prior to these situation, 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.

## **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 will be charged to their account. Students may also choose to purchase a 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.

### **Cost:**

Transitional Kindergarten – Fifth Grade \$2.30

Middle/High School \$2.50

Adult Visitor \$3.50

Milk \$.40

## **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) reading assessment. This individually administered assessment is utilized to measure literacy development.

Students in kindergarten through fifth grade will also be assessed with the Measures of Academic Progress (MAP) assessment in both math and reading. This is a criterion referenced test that students take two/three times a year to measure individual student growth throughout the school year.

Students in third through fifth grade will take the Iowa Assessments. 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.

## **EQUAL EDUCATIONAL OPPORTUNITY**

*The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, creed, sexual orientation, gender identity or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Equity Coordinator: Kari Wagner at 641-592-1882.*