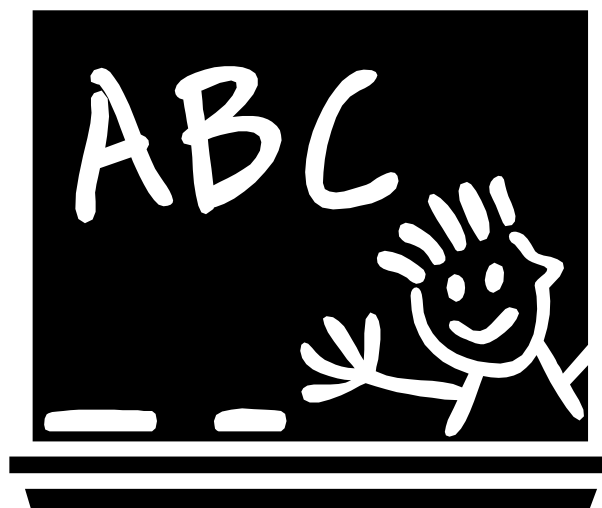


2018-2019

PARENT HANDBOOK

Le Mars Community
Elementary Schools



Clark – Franklin – Kluckhohn

Le Mars Community Elementary Schools School Supply Lists

2018-2019

Below is a general list of school supplies that students will need this fall. Please see your child's teacher for **additional** supplies needed for the classroom.

Please mark **ALL** supplies with your child's name.

PRESCHOOL

1 Standard Size Backpack-**PLEASE SEND WITH YOUR CHILD EVERY DAY!**

- 1 Pocket Folder
- 2 Bottles of Elmer's Glue
- 1 Spiral Notebook- College Rule
- 1 Box of Kleenex
- 1 Box of Crayola Washable Markers
- Boys- 1 Plastic Shoe Storage Tote (6 qt.)
- Girls- 1 Plastic Storage Tote (12 qt.)
- 1 Complete Change of Clothes, Socks, Underwear – *Labeled with first/last name*
- AM Class- Snack & Gallon Baggies
- PM Class- Quart & Sandwich Baggies

TK & KINDERGARTEN

- 1 Large Elmer's glue stick (1.4 oz)
- 2 Bottles -Elmer's **White** Glue (4 oz)
- Small Plastic Tote **Basket** (6"x9")
(Not a Pencil Box for Clark & Kluckhohn)
- Pencil Box w/lid (8 3/8"x5 5/8") *Franklin*
- 2 Boxes Kleenex (Large)
- 2 Pencils (No. 2)-Sharpened
- 3 Boxes of Crayons (**only 8 per box**)
- 4 Broad Tip Dry Erase Markers
- 2 Folders/Pockets (Bottom Pockets)
- Scissors (Fiskars)
- Large School Bag (large enough to hold snow pants & boots)
- Plastic** Folding Resting Mat (Red & Blue 1"x19"x45") *No Blankets*

MS. MICHELLE GAES – KLUCKHOHN ONLY

(All items are required.)

- 2 Bottle of Elmer's glue-8oz. (DO NOT GET WASHABLE OR "NO RUN" glue- they get clogged)
- 1 Box of Kleenex
- 1 Box of Markers (8 count)
- 1 Box of Crayons (24 count)
- 1 Package Paper Plates
- 1 Bottle of Dish Soap
- 1 Package of Paper Napkins
- 4 Pencils (#2)
- 1 Large Eraser
- 1 Container Wet Ones- Hand Wipes
- 1 Container Clorox Wipes
- 1 Box Quart Ziploc Baggies

If new to the class:

- 5" Fiskars Scissors
- Billfold or Small Purse
- Pencil Box (Cigar Box Size)

Optional Classroom Supplies to purchase for your teacher-
*Container of Clorox Wipes
*Ziploc Storage Bags

GRADE 1

- 1 Elmer's White Glue (4 oz)
- 2 Glue Sticks
- Pencil Box
- Sharpened Pencils and Erasers
- Crayons (24 per box) – 2 boxes
- 5" Scissors (Fiskars)
- 1 Wide Lined Spiral Notebook (70 pg)
- 2 - 1" White Binders w/ clear cover
(Binders – Kluckhohn and Clark only)
- 2 Folders/Pockets (Bottom Pockets)
- 2 Boxes Kleenex (Large)
- 6 "Expo" Dry Erase Markers
- Sock or Cloth for Dry Erase Marker Boards

GRADE 2

- Elmer's White Glue (4 oz)
No Gel or Glue Stick
- Pencils (**Yellow #2**) and Erasers
- 5" Scissors (Fiskars w/ sharp points)
- 2 Folders with Bottom Pockets
- 3 Wide Lined Spiral Notebooks
(70 pg ea- No Perforated Edges)
- 2 – 1" White Binders w/ clear cover
(1 Binder only at Clark)
- Crayons (24) + (opt.) Colored Pencils
- Crayola Markers
- Pencil Box (Cigar Box Size)
- 3 Boxes Kleenex
- 4 "Expo" Dry Erase Markers
- Cloth/Sock for Dry Eraser Boards

GRADE 3

- Pencil Box
- 1 Elmer's White Glue (4 oz.) &
- 1 Glue Stick
- Box of Pencils Sharpened (Yellow No. 2)
- 4-70 pg. Wide-lined Spiral Notebooks
- Crayons (24)
- 5 Folders/Pockets (Bottom Pockets)
- 2 – 3 Boxes Kleenex
- Scissors w/Sharp Points (Fiskars)
- Crayola Colored Pencils
- Eraser
- 4 "Expo" Dry Erase Markers
- 1 1-inch clear plastic pocket front white
- 3 ring binder – *Clark School only*
- No Trapper Keeper*

GRADE 4

- Elmer's White Glue (4 oz.)
- 1 Glue Stick
- Pencils (Yellow #2)
- Pencil Box
- Ruler – 12 inch
- Erasers
- Wide-lined Paper (Loose Leaf)
- 5 Spiral Notebooks (Wide-lined)
- 1" White Binder w/ clear cover
- Crayons (24)
- 5" Scissors (Fiskars)
- 6 Folders/Pockets (Bottom Pockets)
- 2 Boxes Kleenex
- Colored Pencils (12 or 16)
- 4 "Expo" Dry Erase Markers
- Sock, Cloth or Dry Erase Board Eraser
- Water Color Paints (Prang preferred)
- No Mechanical Pens/Pencils**
- No Gel Pens**

GRADE 5

- 1 Glue Stick
- Pack of Pencils or Mechanical Pencils
- Erasers
- 5 Folders/ Pockets (Bottom Pockets)
- 1 – 1 1/2" Binder
- 1 – 1" Binder
- Colored Pencils
- Black Sharpies (Extra Fine)
- 2 -70 pg. Wide Lined Spiral Notebooks
- Wide-lined Paper (Not Spiral or Colored)
- Calculator (*Franklin only*)
- Crayons (24)
- 3 Boxes Kleenex
- 5" Scissors (Fiskars)
- Ruler (*Clark & Franklin only*)
- 2 Correcting Pens or Pencils
- Highlighters
- 8 Pack of "Expo" Dry Erase Markers and Eraser or Socks
- Water Color Paints (Prang preferred)
- Pencil (Art) Box
- 1 Pair of Headphones for Technology

***Regular tennis shoes worn to school are appropriate for Gym Class.**

***ALL students need backpacks.**

***Backpacks should be brought to school every day.**

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WELCOME TO THE 2018-2019 SCHOOL YEAR

Dear Parents:

We would like to take this opportunity, at the beginning of the 2018-2019 school year, to welcome you and your children to the Le Mars Community Schools.

We are happy to have your children in school and trust that we shall have an opportunity to become better acquainted with you as the school year progresses. We hope your association with us will be a pleasant one.

This booklet is provided to help answer some questions you may have concerning school policies and procedures. We hope this information will be helpful. If you have questions, please feel free to visit with your child's teacher or principal.

Sincerely,

Patti Kruger, Principal

Clark School
201 2nd Ave. NW
712-546-8121

Franklin School
400 3rd Ave. SE
712-546-4185

Scott Parry, Principal

Kluckhohn School
1338 Central Ave. SE
712-546-7064



ELEMENTARY SCHOOL CALENDAR OF EVENTS

(Please note: **ALL** dates are subject to change.)

August 20, 21, 22 August 23	Teacher Workshop First Day of School
September 3 September 21	Labor Day (No School) Homecoming
October 11	Elementary School Pictures (Time Varies by Building)
November 5 & 8 To be determined November 21 November 22 & 23	Parent-Teacher Conferences, 5-8:30 PM (Elementary Only) Elementary Book Fair (Varies by Building) No School Thanksgiving Vacation
Dec.24 – Jan. 2	Winter Vacation
January 10 January 11	Elementary String Recital 7:30 PM First Semester ends
February 18	President's Day (No School)
March 4 March 14	Kindergarten Round-Up Parent Meeting (7:00 PM @ Clark) Upper Elem. Music Prog., 7:30 PM (Gr. 4-5)
April 3-5 April 8-12 April 18 – 22 April 25 April 26	Kindergarten Round-up CAoP (Iowa Assessments) Gr. 3-5 Spring Vacation Parade of Bands, 7:30 PM, (Gr. 5-12) Festival of Orchestras, 7:00 PM (Gr. 4-12)
May 2 TBD May 22	Lower Elem. Music Prog., 7:30 PM (Gr. 2-3) Puppy Relays (Gr. 4-5) Last Day of School

ELEMENTARY SCHOOL PERSONNEL

Ms. Patti Kruger, Principal – Franklin & Clark

CLARK SCHOOL	
Pre-School	Ms. Emily Majeres Ms. Jennifer Jorgenson
Kindergarten	Ms. Tanya Schroeder Ms. Amanda Larson
Grade 1	Ms. Linda Ludwig Ms. Missy Kerns
Grade 2	Ms. Nancy Lang Ms. Becky Boehmer
Grade 3	Ms. Katie Pick Ms. Vicki Oetken
Grade 4	Mr. Nick Knapp Ms. Sue Irwin
Grade 5	Ms. Deb Anthony Ms. Kayla Koopman
Special Ed Secretary	Ms. Jennifer Vlcek Ms. Renee Glenn
FRANKLIN SCHOOL	
Kindergarten	Ms. Heather Plathe Ms. Stephany Becker
Grade 1	Ms. Linda Cline Ms. Leigha Scheitler
Grade 2	Ms. Susan Veltkamp Ms. Connie Hoffman
Grade 3	Ms. Nikki Hoss Ms. Stacy Bunkers
Grade 4	Ms. Katie Majeres Ms. Daletta Bruggeman
Grade 5	Ms. Mary Boehmer Mr. Benji Kasel
Special Ed Secretary	Ms. Janet Van Boven Ms. Cheryl Plueger
KLUCKHOHN SCHOOL	
Transitional Kindergarten Kindergarten	Ms. Kim Rohrs Ms. Jayne Willer Ms. Kari Gengler Ms. Rachel Harris
Grade 1	Ms. Dawn MacGregor Ms. Melanie Murphy Ms. Courtney Washburn
Grade 2	Ms. Ashley Sitzmann Ms. Darci Palsma Ms. Donna Stevenson
Grade 3	Ms. Sheryl Brooks Ms. Darcy Reuter Ms. Cari Herbst
Grade 4	Ms. Kelley Johnson Ms. Amy Gehling Mr. Trevor Hightree
Grade 5	Mr. Ben Vonheeder Ms. Shannon Hanno Renken Mr. Cody Dyhrkopp
Special Ed Secretary	Ms. Malori Price Ms. Michelle Gaes Ms. Marie Kooistra
ELEMENTARY INSTRUCTIONAL COACHES	
Literacy	Ms. Vicki Borchers
Math	Ms. Denise Spieler
Technology	Mr. Eric Peterson
COUNSELORS -	
	Ms. Kari Kopperud– Clark & MS Ms. DeAndra Mahrt– Franklin & Kluckhohn

Mr. Scott Parry, Principal – Kluckhohn

TALENTED & GIFTED – Ms. Kathy Wingert	
ART –	Ms. Gina Statema-Clark & Franklin Ms. Kim Petersen-Kluckhohn
NURSE –	Ms. Jolynn Sitzmann
PHYSICAL EDUCATION –	
	Mr. Tyler Phelan– Kluckhohn & Clark Mr. Kevin Westhoff– Clark & Franklin
ESL –	Ms. Kristin Fober– Clark
READING –	
	Ms. Peggy McAllister – Kluckhohn Ms. Kay Powell – Franklin Ms. Jane Phillips – Clark Ms. Joanne Koth – Clark & Gehlen
LEARNING LAB –	
	Ms. Amanda Feller – Kluckhohn Ms. Shelby Kelley – Clark/Franklin Mr. Matt Rosener – Franklin Ms. Lyn Candor - Clark
MUSIC –	
	Vocal – Ms. Julie Drees Vocal – Ms. Kristen Iverson Instrumental – Mr. Randy Benton Orchestra – Mr. Ted Hallberg
AIDES –	
Learning Lab –	Ms. Donna Rohe – Franklin Ms. Jean Hansen – Kluckhohn Ms. Karen Peters – Kluckhohn Ms. Jenny Crank- Kluckhohn Ms. Jena Pottebaum-Franklin Ms. Shannon Wiltgen – Clark Mr. Jay Pratt - Clark
Library -	TBD – Franklin Ms. Connie Engebretson – Clark Ms. Linda Meis -Kluckhohn Ms. Kay Michaelson – Kluckhohn
Special Ed-	Ms. Donna Conaway – Kluckhohn Ms. Jennifer Rosener- Kluckhohn Ms. Mindi Jalas - Kluckhohn Ms. Krista Peters - Kluckhohn Ms. Judy Prins – Kluckhohn Ms. Angela Larson – Kluckhohn Ms. Ruth Oetken – Kluckhohn Ms. Julie Schultz – Kluckhohn Ms. Tonia Hessenius – Kluckhohn Ms. Angie Haack – Kluckhohn Ms. Danelle Bolton- Franklin Ms. Jeanine Penning – Franklin Ms. Brenda Baartman-Franklin Ms. Jill Van Roekel – Franklin Ms. Kris Dutton - Franklin Ms. Aleisha Gras – Clark Ms. Emily Beller-Clark
ELL -	Ms. Lucy Quintanilla – Clark Ms. Stephanie Ruiz - Clark
CUSTODIANS –	
	Ms. Dawn DeRochie – Clark Mr. Brandon Anderson – Franklin Mr. Bill Miller – Kluckhohn
COOKS –	
	Ms. Mary Lubben, TBD– Clark Ms. Tara Allen, Ms. Carol Pottebaum -Franklin Ms. Eileen Harringa, Ms. Mary Galvin, Ms. Bonnie Ruether -Kluckhohn

STUDENT-PARENT INFORMATION

DAILY SCHEDULE

8:00	Time when students may arrive at school
8:00 - 8:15	Students may be in the classroom or on the playground
8:15	Students are to report to their classrooms
8:20	Students arriving after this time are counted as tardy
3:20 - 3:30	TK - 5th grade students dismissed (varies by building)

STUDENTS ARE TO GO DIRECTLY HOME UPON DISMISSAL!

DISMISSAL CHANGES

If your student's dismissal plans change or involve going to someone else's house, parents must notify the school by sending a note or calling the office. If a note or phone call is not received, the student will be asked to follow their normal dismissal plan. Arrangements between parents should be made ahead of time. It is not the practice of the office to allow students to call during school hours to make or change arrangements.

TELEPHONE INFORMATION

Teachers should not be asked to leave their classes to answer telephone calls. The call should come to the office and the secretary will give the teacher a message.

Please do not call your child during school hours unless it is an emergency. We do not make a practice of calling children from their classes to answer telephone calls. In case of a real necessity, please feel free to call the office and we shall be glad to deliver a message to your child. WE DISCOURAGE CHILDREN FROM MAKING TELEPHONE CALLS FOR AFTER SCHOOL ARRANGEMENTS.

It is important that the office be notified immediately when a family changes their address or telephone number.

Cellular phones need to be turned off during school hours and remain in the student's backpack. If phone calls need to be made on the student's cell phone, the student should come to the office to use their phone.

ATTENDANCE

Regular attendance at school establishes for the child a good foundation for learning as well as developing a pattern for later life. We ask your cooperation in seeing that your child is regular in attendance and on time.

In the event it is necessary for a student to be absent for any reason, we ask that each parent notify the school either by telephoning the office by 9:00 a.m. or send word with a brother or sister to the office.

A child who is present for at least half of a morning or afternoon session is considered present for the entire session. A child who is not present at the beginning of a session is considered tardy. (10:00 a.m., 2:00 p.m.) Students will not be counted tardy for Doctor or Dental appointment.

KINDERGARTEN ENTERING AGE

A child may enter kindergarten on reaching age five on or before September 15. As a matter of practice, parents are discouraged from sending their children to kindergarten if they have just attained the age of five and demonstrate a lack of maturity. Kindergartners who transfer into the district must meet the above age requirements or have been attending kindergarten regularly in another school district. A child eligible for kindergarten, and not in attendance by December 1, will not be admitted until the following year.

Eligibility for kindergarten is determined when birth certificates or other acceptable evidence is presented to school authorities.

Iowa law requires that a pupil must present an appropriate immunization card before being admitted, along with a completed physical form including Lead Test, a completed dental screening form, and a vision screening. See the attached forms on pages 27-29.

CHANGE OF ADDRESS AND WITHDRAWALS

If you are moving to a different school district within the city of Le Mars, please call the school principal immediately, so that it can be decided if a change in attendance center is necessary.

If you are moving to a different school district in a different town, we are asking that parents sign a release form for your student (s) school records so that they may be forwarded to your new school.

REPORT CARDS - PARENT/TEACHER CONFERENCES

Report cards for Grades TK-5 are issued at the end of each quarter. Grades TK-2, the marking system for academics is M-Mastered, G-Good, X-On the way, /-Not yet; for work habits, S-Satisfactory, I-Improving, etc. Letter grades (A,B,C) are used for marking in grades 3,4, & 5.

Parent-teacher conferences are held at the end of the first nine weeks of school. Parents are invited to come to school for a conference with his/her child's teacher. His/her academic progress, social adjustment, and general well-being will be discussed.

If you feel your child is having a problem with his/her school work at any time, please arrange a meeting with the teacher. The teacher also may wish to schedule conferences with you other than at the regular times.

POWERSCHOOL PARENT LOGIN

PowerSchool is our school district's web based student record keeping program. With your login and password, you may review your student's attendance, grades, lunch balance, etc. You may pick up your login/password from the school secretary.

MONEY

Since money is impossible to identify as to ownership, we suggest that children do not carry money to school. If it is necessary for the child to bring money, it is recommended that he/she give it to the classroom teacher until the end of the day.

CLOTHING IDENTIFICATION

*** Please mark with the child's name ALL articles of clothing and personal property.***

Any "lost or found" articles should be reported promptly to the school secretary's office. The school cannot be responsible for any lost articles. We advise students not to wear or carry expensive or valuable items. Parents are asked to check the "lost or found" on a regular basis. Items in the "lost or found" will not be carried over from one year to the next.

STUDENT DRESS & APPEARANCE

The criteria for determining the acceptability of student appearance shall include safety, health, modesty, cleanliness, and no disruption or distraction to the educational process. A student's dress and grooming have a substantial effect upon his/her performance both in school and on the job. The well-groomed student is encouraged toward better schoolwork and behavior. All students are not expected to dress in a uniform manner, however all students are expected to dress in an appropriate manner. Examples of inappropriate dress will include clothing promoting alcohol, drugs, tobacco, gangs, sex, cults, or satanic activities. This includes clothing with logos that are clearly identified as such or that make blatant inferences. Pants that are worn well below the normal waist or belt line or are overly distressed are not permitted due to the distraction they cause which disrupts the educational process.

The State of Iowa Health Code does require that shoes be worn at all times. Caps, hats, and sunglasses are for outside wear unless approved in advance through the principal's office. Biking shorts are not appropriate for school. Should a student need to ask if clothing is acceptable, it probably is not. Use common sense and good judgment in selecting clothing for school each morning. Chains such as those attached to billfolds and belt loops are not allowed to be worn regardless of the length of the chain or where on the body they are worn. Students not dressed appropriately will be required to change, and may be counted unexcused in their absence from class while they find acceptable clothing. This may include being sent home.

MUSIC

Free instrumental lessons are available to 5th and 6th graders. Orchestra lessons are available to 4th, 5th, and 6th graders.

PERSONS COMING FOR CHILDREN

We request that the school be notified if anyone other than parents or legal guardian call for a child during school hours. Parents should impress upon their children the need for caution in offers of help, rides, etc. coming from strangers.

WHEN PICKING UP CHILDREN AFTER SCHOOL – Please pick them up at appropriate locations. Make sure children use crosswalks at all times.

PEDESTRIAN SAFETY

Safety education is an integral part of each child's educational program. Since safety is preventive in nature, emphasis is always on keeping our building and grounds in a safe condition. The school will strive to develop habits of carefulness and obedience to safety rules at home, on the street, at school and at play. Skateboards, roller blades, etc. will not be allowed on school grounds.

TOYS/ELECTRONICS

Any toys/electronic games brought to school are at the risk of the owner.

BICYCLE SAFETY

The school will make an intensive effort to teach safety habits and to encourage and enforce safety regulations. The school will encourage children to respect each other's bikes; however the school cannot be responsible for stolen or "borrowed" bicycles.

Your child may ride his/her bike to school, if he/she meets the following requirements: (1) is in the third grade or above; (2) parks his/her bike in the racks provided by the school; and (3) always observes the rules of safety.

SCHOOL BUS PROCEDURE

All students in our school system who ride a bus to school are subject to regulations until they get off at their school or the bus stop near their home. Any misbehavior which distracts the driver is a **VERY SERIOUS HAZARD** to the safe operations of the vehicle, and as such, jeopardizes the safety of all passengers.

Every school bus and driver has been supplied with a School Bus Incident Reporting System which reflects the rules of student conduct. Students will be cited for inappropriate activities such as the following:

Failure to remain seated	Smoking on the bus
Refusing to obey driver	Throwing objects out of bus
Fighting	Throwing objects on bus
Profanity	Hanging out the windows
Lighting matches	Disobeying bus monitor
Spitting	Bothering others
Vandalism	Eating food on bus when prohibited
Drinking pop in bus when prohibited	

If your child is reported for inappropriate activities, the principal will usually take the following disciplinary action:

<u>First Offense*</u>	A warning to the student with a report to his/her parents. It is hoped that the parents will help prevent a reoccurrence.
<u>Second Offense</u>	Riding privileges may be suspended for at least one day. A report will be given the parents.
<u>Third Offense</u>	Automatic suspension of riding privileges - the length of time to depend on the seriousness of the infraction. A parental conference must be held before riding privileges are resumed.

* If the first offense is of a serious nature, a student may be suspended after the first offense. Further problems will result in permanent suspension of riding privileges for the year.

We hope you will take this opportunity to review school bus conduct with your children so that **THEY** know that **YOU** know what is expected of them.

City Bus Fees - \$30/quarter or \$50/semester per student (fees are subject to change)
Families may apply for financial assistance through the principal's office. Students will be assigned to ride a specific bus. **Rides will not be provided for staying overnight at a friend's house, birthday parties, etc.** If students not already bussed are asked to move from their neighborhood school to balance class size or to meet individual special education needs, bussing will be provided at no cost to parents/guardians.

FIRE AND DISASTER DRILLS

1. Fire- State law requires that fire drills be held 4 times annually. A long loud buzzing sounds indicates a fire drill. Procedures to be followed in the event of fire are posted in a prominent place in all classrooms.
2. Disaster-Disaster drills are held at regular intervals. If there is evidence of a tornado, the teacher will be notified that a watch is in effect.

HEALTH POLICIES

Medications

Prescription Drugs & Medications at School- The school will honor a parent's request for necessary medicine to be given by the school nurse or trained school personnel.

Prescription drugs must be in the **original pharmacy bottle** the medication comes in. Students taking long-term medications must supply the most current labeled bottle.

The prescription label will include:

- (1) child's name
- (2) name of the medication
- (3) time to be given
- (4) dosage to be given
- (5) doctor's name

The parent will sign consent a form authorizing the school to administer the medication. (See the form on page 26.)

Over-the-counter medications **must be in the original container**. A parental consent form will be signed. (See the form on page 26.)

**NO MEDICATION CAN OR WILL BE FURNISHED BY THE SCHOOL.
THIS INCLUDES TYLENOL.**

Minor Illnesses

In the event a child becomes ill at school, he/she will be taken care of to the best of our ability until the parent can be contacted. No child is ever sent home alone when ill, unless a parent is contacted.

Control of Head Lice

Head lice are usually transmitted through close personal contact with another infested individual. The Iowa Department of Public Health recommends two treatments of lice shampoo (spaced 7 days apart). (See information on page 24).

First Aid:

It is policy of the Le Mars Schools in case of a serious accident or medical emergency to have the school administer any necessary first aid. Every possible effort is made to contact the parent to find out what their wishes are in the matter. If a parent cannot be contacted, the school assumes the right to call a doctor to administer emergency treatment. The school does not assume financial obligations.

Iowa law requires parents to have their children adequately immunized against polio, diphtheria, tetanus, whooping cough, measles, rubella, hepatitis B, and varicella (if the child has not had chicken pox) as a condition to enroll in schools. A "certificate of immunization" must be filed with the school your child attends. (See the attached form on page 28.)

The Sick Child

In spite of good care, your child will have some illnesses. Most of them will be minor, some will be serious. All of them will require you to observe your child carefully, have patience, and perhaps lose a night's sleep.

HERE ARE SOME SYMPTOMS THAT INDICATE YOUR CHILD IS ILL:

- Vomiting and nausea, frequent loose stools.
- A temperature of over 100.
- A sore throat, runny nose, severe cough, frequent cough, croup
- Body aches

DO NOT send him/her to school until he/she has had none of the above symptoms for 24 hours. DO NOT send him/her to school if you have given fever reducing medications, this only relieves symptoms, your child is still ill.

REQUESTS TO STAY INDOORS AT RECESS

It is our thinking that if a child is well enough to come to school, he/she is well enough to participate in the daily program. Exceptions are made in certain cases where the family physician requests that a child be excused from outdoor activity. Fresh air and a chance to "run off" excess enthusiasm are a must for elementary children. Please be sure that your child is dressed appropriately for his/her recess "run."

If for some medical reason your child cannot participate in outdoor activity, please send a note to your child's teacher so stating, so the nurse can keep it as part of the health record.

Your child is not asked to go out in inclement weather.

PROTECTIVE CLOTHING FOR BAD WEATHER

Children are expected to participate in outdoor activity at recess time when the weather is favorable. Therefore, we suggest warm caps, jackets, and mittens as well as some type of protective footwear for the following reasons:

1. A child can be very uncomfortable in the classroom wearing wet or damp shoes.
2. Many children wear tennis shoes and these do not afford enough protection in cold, snowy, or wet weather.
3. It is very difficult to keep the classroom neat and clean when water, snow and mud are carried on the shoes. Remember our classrooms are our living room!
4. A child is more apt to catch cold & runs a greater chance for illness when the feet are damp & cold for a long period of time.

PROPER SHOES FOR RECESS AND OUTDOOR ACTIVITIES

Children are encouraged to wear tennis shoes or closed toed shoes that tie or buckle for recess and outdoor activities. These shoes provide the most protection for the foot. We discourage the wearing of sandals or flip flops at recess times because of the possible injury to the foot.

INSURANCE

School insurance is available to all school children. This insurance is purely optional, but it is strongly recommended that all students be protected under this policy if you do not have other insurance. Dental insurance is also available through this plan.

BREAKFAST & LUNCH PROGRAM

1. Cost of Daily Breakfast (prices subject to change)

Grades TK-5	\$1.75
Adult	\$1.85

2. Cost of Daily Lunch (prices subject to change)

Grades TK-5	\$2.60
Adult	\$3.65

3. Lunchroom Manners & Etiquette

A Grade A lunch will be served daily in the lunchroom. Children are encouraged to at least taste everything on the plate. We expect children eating lunch at school to practice acceptable table manners and proper behavior. Although talk is permitted, children should use a "quiet conversational voice." We reserve the right to take away the lunch privilege from any child who fails to comply with acceptable lunchroom behavior. A five-minute quiet time may be used towards the end of the period for dismissing, serving seconds, and finishing their meal.

4. Parent/Adult Lunches

Parents are always welcome to eat with their child. The cost is \$3.65 per adult lunch. (Price subject to change.) Please contact the school office if you plan to eat with your child. Please see the School Secretary to purchase your meal.

5. Cold Lunch

Students who bring sack lunches also eat their lunch in the lunchroom. Milk may be purchased at the cost of 50 cents per carton. (Price subject to change)

Good behavior and acceptable table manners are expected of these students also. We discourage the trading of food at lunchtime.

6. Leaving School Grounds at Noon

No student will be allowed off the school grounds, unless permission from the parents or school principal is granted.

SPECIAL MILK

Students in transitional kindergarten through second grade (TK-2) may drink a half-pint carton of milk daily at milk break. Semester payments are encouraged, but payments may be made quarterly. This program is optional.

Cost of this program is \$40.00 per semester or \$70.00 per year. (Cost subject to change)

BOOK RENTAL AND FEES

1. Materials Fee: Grades PK-5 \$35.00 per year (Fees subject to change)

2. Activity Tickets: Activity tickets are available for all elementary school children at a cost of \$40.00 each.

3. Lost and/or Damaged Books or Media: The classroom teacher or librarian will assess students for books or media that are damaged, lost or destroyed. The assessment will be in correlation to the original cost of the books or media.

STUDENT PICTURES

Individual school pictures are taken of all elementary students near the beginning of the school year. Packets of pictures will be developed only for children who pay in advance.

PARTIES AND TREATS

We discourage pupils from bringing treats to school to be distributed to their classmates or friends. Please do not bring any party invitations to school. Invitations should be mailed rather than brought to school for distribution.

School parties (TK through Fifth Grade) - Halloween, Christmas, Valentine's Day.

Please follow these guidelines for the Halloween parties:

- TK – 2nd grade students may wear entire costume during parties.
- 3rd grade students may wear masks only.
- 4th and 5th grade students may not wear costumes or masks.
- Painted faces and hair sprayed with color are not allowed.

SCHOOL VISITATIONS

Parents and adults are always welcome to visit the rooms of their children so they will become familiar with school routine and observe the progress of their children. We request that younger brothers and sisters do not accompany their parents when visiting school.

Please use the security system, located at the main entrances of each elementary building. Visitors are to report to the office to sign in and receive a visitor's badge.

In the best interest of children, we ask that you do not visit during the first two weeks of school, days prior to vacation, special days, and during the last two weeks of school. If possible, it is appreciated if you can schedule your visit in advance and for no longer than two hours.

NEWSPAPERS AND COMMUNICATIONS

We try to keep parents informed of upcoming events or changes in routine by means of notes and "flyers." Please take time to read these communications which are usually sent home in Thursday folders.

CLOSING OF SCHOOL

Occasionally, it may be necessary to close school because of weather, for furnace or water problems, etc. In this event it would be well for you to plan with your child what to do in an emergency of this type. All parents will be asked to fill out an early dismissal card and we will follow the plans listed on the card.

As soon as a decision is made to cancel school because of weather conditions, the following stations will be advised: Radio-KLEM 1410 AM or 96.9 FM, Le Mars; Daily Sentinel Text Alert, Le Mars; Television- Channel 4, Sioux City.

Please do not call the school offices or the school administrators as these lines must be kept open for communication.

VANDALISM

Most children recognize and display a healthy respect for property at school and do their utmost to keep the building in good condition.

Therefore, any student identified as a vandal or caught purposely vandalizing any school property will be expected to pay for the damage and/or put in time at school working to help improve the physical appearance of the school.

BUILDING AND PLAYGROUND RULES

Students are expected to leave school grounds at dismissal time. Playgrounds are closed after 4:00 p.m. Prior to 4:00, students unsupervised by parents will be asked to leave.

Since each elementary building is different in number of students, area location, grades within a school, etc., each elementary building will develop a set of rules and regulations pertinent to their own particular school.

These rules and regulations shall be developed by classroom teachers. It is the responsibility of both teachers and pupils to familiarize themselves with these rules and regulations and then observe and respect them.

BULLY AND HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by this school district. The district is committed to providing a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the district 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 students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district. Bullying and harassment of staff will also not be tolerated in the school or school district.

This district prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics:

including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment or bullying against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the district; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct which is based on any actual or perceived trait or characteristic and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the individual in reasonable fear of harm to person or property;
- Has a substantially detrimental effect on the individual's physical or mental health;
- Has the effect of substantially interfering with the individual's academic performance; or
- Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimizations that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.
- Sexual harassment including unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principals will be responsible for handling all complaints by students alleging bullying or harassment. The assistant superintendent of operations will be responsible for handling all complaints by employees alleging bullying or harassment. It is the responsibility of the superintendent, in conjunction with the assistant superintendent of operations and building principals, to develop procedures regarding this policy.

SEXUAL HARASSMENT AND ASSAULT INFORMATION

The Iowa Department of Education has directed school districts to provide age-appropriate materials and a list of available community and web-based resources on sexual harassment and assault to parents at registration and to include the materials and resource list in the handbook. A short handout developed by the Iowa Dept. of Education entitled “The ‘Basics’ of Sexual Violence” will be available for parents to pick up at registration and in each building office. Included below is a list of age-appropriate web-based resource and materials that have been approved by the Iowa Dept. of Education:

Elementary Resources:

How to Protect your Child from Child Abuse (<http://www.scouting.org/filestore/ypt/pdf/46-015.pdf>)

No Way, don't Go There, & I Don't Think So (www.GirlScouts.org)

Stop It Now! (www.stopitnow.org)

Pacer Center's Against Bullying (www.pacer.org/bullying/)

Families are Talking ([www.siecus.org/pubs/families/FAT Newsletter V3N3.pdf](http://www.siecus.org/pubs/families/FAT%20Newsletter%20V3N3.pdf))

MULTICULTURAL & NONSEXIST EQUITY EDUCATION OPPORTUNITY

Code 100.2

It is the policy of the Le Mars Community School District to provide equal opportunity in its provision of educational and auxiliary programs for students. The district will not engage in any illegal discrimination on the basis of race, color, national origin, religion, gender, age, sexual orientation, gender identity, socio-economic status, creed, disability or marital status in its educational programs, activities or employment policies and practices.

The board requires all persons, agencies, vendors, contractors and any other persons or organizations doing business with or performing services for the district to subscribe to this policy and to all applicable federal and state laws or lawful regulations.

In addition to its policy and practice of equal opportunity and non-discrimination, the board directs that the district's education program shall foster knowledge and appreciation for the historical and contemporary contributions of diverse cultural groups as well as those of both women and men. The curriculum will also reflect the diverse variety of occupational and societal roles open to both women and men.

Questions or complaints alleging illegal discrimination on the basis of gender should be directed to the district's Title IX and Multicultural Gender Fair Coordinator – Curriculum Director-Ms. Rachel Leavitt, 940 Lincoln St SW, Le Mars, IA 51031, phone (712) 546-4155.

Questions or complaints alleging any other types of illegal discrimination should be directed to the district's Equity Coordinator –Curriculum Director-Ms. Rachel Leavitt, 940 Lincoln St SW, Le Mars, IA 51031, phone (712) 546-4155.

Inquires or complaints may also be directed to the Iowa Civil Rights Commission in Des Moines, IA, or to Region VII Office of Civil Rights, Education Division, Kansas City, Missouri.

DISCRIMINATION GRIEVANCE PROCEDURES FOR THE LEMARS COMMUNITY SCHOOL DISTRICT

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One – Principal, Immediate Supervisor or Personnel Contact Person

Employees with a complaint of discrimination based upon their gender, race, national origin, creed, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and “marital status” isn’t a protected class for employees.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, creed, religion, marital status, sexual orientation, gender identity or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two – Equity Coordinator

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Equity Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Equity Coordinator will investigate the complaint and attempt to resolve it. A written report from the Equity Coordinator regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three – Superintendent

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the Superintendent within five working days after the grievant receives the report from the Equity Coordinator, the grievant may request a meeting with the Superintendent. The Superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

GRIEVANCE PROCEDURE

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four – Appeal to the Board

If the grievant is not satisfied with the Superintendent's decision, the grievant can file an appeal with the Board within five working days of the decision. It is within the discretion of the Board to determine whether it will hear the appeal.

The Equity Coordinator is:

Name: Curriculum Director-Ms. Rachel Leavitt

Office Address: 940 Lincoln St. SW, Le Mars, Iowa 51031

Phone Number: 712-546-4155

Office Hours: 8:00 AM to 4:30 PM

GRIEVANCE DOCUMENTATION

Name of Individual Alleging Discrimination or Non-Compliance

Name _____

Grievance Date _____

State the nature of the complaint and the remedy requested. _____

Indicate Principal's or Supervisor's response or action to the above complaint. _____

Signature of Principal or Supervisor _____

PROCEDURES FOR INVESTIGATING INCIDENTS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

According to Chapter 102 of the Iowa Law, abuse may fall into either of the following categories:

1. "Physical abuse" means non-accidental physical injury to the student as a result of the actions of a school employee. Physical abuse may occur as the result of intentional infliction of injury or excessive unnecessary or unreasonable use of force.
2. "Sexual abuse means any sexual offense as defined by Iowa Code Chapter 709, Iowa Code Section 728.12(1), or any sexual act with or directed toward a student. The term also encompasses acts of the school employee that encourage the student to engage in prostitution as defined by Iowa Law. Any such incidents are to be reported to the school nurse at 546-7064.

HOMELESSNESS STUDENT NOTIFICATION

Iowa law defines a "homeless child or youth of school age" as a child or youth between the ages of 5 and 21 who lacks a fixed, regular, and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed to be a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends.

Anyone who has knowledge of any such children or youth should contact the Curriculum Director at 546-4155. The Le Mars Community School District is obligated to identify these children or youth and to strive to get them enrolled in school when appropriate. The Le Mars CSD has examined its policies and rules to assure that there are no barriers to the enrollment of homeless children or youth.

SERVICES FOR STUDENTS AT RISK

Each school year, a number of students experience academic and/or behavioral difficulties. Some of these difficulties require services or programs beyond those available through the general education program. Our school guidance programs, Title I Reading program, referral and collaboration with outside helping agencies, and special education programs are examples of resources available to provide additional assistance. Our schools will attempt to resolve problems in the general education program whenever possible. Parents will always be informed, and we will always attempt to keep parents involved with efforts to resolve problems that students may be experiencing. Positive parental involvement and collaboration is critical to students' school success!

HUMAN GROWTH & DEVELOPMENT

All Iowa public school districts are required to provide instruction in Human Growth and Development including instruction regarding human sexuality, self-esteem, stress management, interpersonal relationships, and aids; in grades one through twelve.

The law also requires public schools to annually provide parents/guardians with information about this requirement and the procedure by which parents/guardians may inspect instructional materials prior to them being utilized in the classroom. A student shall not be required to take instruction in Human Growth and Development if the student's parent or guardian files with the appropriate principal a written request that the student be excused from the instruction.

Parents/guardians of students enrolled in the Le Mars Community Schools are hereby advised that well prior to their student's receiving Human Growth and Development instruction, they will receive written notice and upon receipt of this notice, they should immediately contact the appropriate principal if they want to inspect the instructional materials to be utilized for instruction.

REQUEST FOR STUDENT INFORMATION

In the case where a student's parents no longer live at the same residence, the school will provide copies to the non-custodial parent, upon request, of the following information unless otherwise stipulated by a court order: report cards, newsletters, calendar of events.

We ask parents to share day-to-day information concerning the student's progress. Other information concerning the student's academic progress will be provided upon request.

STUDENT RECORDS

Parents and eligible students have the right to inspect and review the student's education record, the right to exercise a limited control over other people's access to the student's record, the right to seek to correct the student's education record (in a hearing, if necessary), the right to report violations of this policy and the right to be informed about Family Education Rights and Privacy Acts rights.

STUDENT DIRECTORY INFORMATION

Code 505.9

Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, student ID number, user ID or other unique personal identifier, photograph and other likeness, and other similar information. Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Prior to developing a student directory or to giving general information to the public, parents (including parents or students open enrolled out of the school district and parents of children home schooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

POSSESSION OF WEAPONS POLICY

The possession of a weapon; including any device which can fire a projectile by the explosion of a propellant charge, or any other device designed to incapacitate, threaten or inflict injury is prohibited on any school property or at any school-sponsored activity regardless of the location of the activity, and is a violation of School Board Policy 502.2.1. This prohibition includes look-alike weapons. Violation of this policy will have very serious consequences including the possibility of suspension and/or expulsion.

SEARCHES

School district authorities may, without a search warrant, search students or protected student areas based on a reasonable suspicion that a school policy, school rule or regulation, or the law has been violated. Any search shall be in a manner reasonable in scope to maintain and promote the educational environment and protect the safety and welfare of students, employees and visitors to the school district's facilities. The furnishing of a locker, desk or other facility or space owned and controlled by the district to a student shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, space or other facility.

In the instance of searches of lockers, desks, spaces or other facility owned by the district and provided to the student, school officials may conduct random searches without reasonable suspicion and without notification to the student other than notice at the beginning of each school year that random periodic searches may be conducted during the year provided that someone else is present with the school official conducting the search.

In the instance of searches of protected student areas which include but are not necessarily limited to clothing carried by the student; a student's pocketbook, cell phone, briefcase, duffel bag, gym bag, book bag, backpack or knapsack; or any other container or transportation vehicle used by the student for holding or carrying personal belongings of any kind, the search must not be excessively intrusive in light of the age and gender of the student and the suspected violation. Either prior to a search of a protected student area, or within a time reasonably practicable after a search of a protected student area, school officials must notify the student of the search. Search of protected student areas shall be conducted in private by a school official of the same sex as the student, with another official of the same sex present unless the health or safety of students, staff or visitors will be endangered by the delay which may be caused by following these procedures.

In the instance of the search of a student, the search must not be excessively intrusive in light of the age and gender of the student and the suspected violation. The search of a student shall be conducted, in private, by a school official of the same sex with another official of the same sex present. School officials cannot conduct a strip search or conduct a body cavity search or use a drug-sniffing animal to search a student.

School authorities may seize any illegal materials or materials unauthorized by school policy or rule discovered in a search. Illegal or unauthorized materials are not to be used or possessed by students while they are on school district property or on property within the jurisdiction of the school district; while on school owned vehicles and/or chartered vehicles; or while attending or engaged in school sponsored activities regardless of their location. Use or possession of such items will be grounds for disciplinary action including suspension or expulsion. Possession of illegal items will be reported to law enforcement officials.

Head lice facts, please see the school nurse or a hard copy of the handbook.

**LE MARS COMMUNITY SCHOOLS
PARENTAL AUTHORIZATION AND RELEASE FORM
FOR THE ADMINISTRATION OF MEDICATION TO STUDENT**

Student _____ **Age** _____ **Grade** _____ **Building** _____

It is necessary he or she receive the following medication at school:

Name of Medication _____

Dosage of Medication _____

Time of Medication _____

Reason for Medication _____

Physician/Dentist _____ **phone** _____

Name of Pharmacy _____ **phone** _____

I request that the prescribed drugs or medication be dispensed according to the written directions. I request that this medication be given by a qualified staff person. The student has experienced no previous side effects from the medication. I further agree that school personnel may contact the prescriber as needed and that medication information may be shared with school personnel who need to know.

I acknowledge that medication will not be given if it has expired or it has an improper label. Please check the container before sending it to school and send the new prescription bottle each time you bring medication to school.

Parent/Guardian Signature _____

Date _____

Home/Cell # _____

Work # _____

Suggestion: When you pick up your child's prescription, ask your pharmacist for a bottle labeled for school use.

Dental Screening Form and Immunization Form and Vision Screening Form, please see the school nurse or a hard copy of the handbook.