

LU VERNE (CWL)

ELEMENTARY

STUDENT-PARENT HANDBOOK

2020-2021



SERVING THE COMMUNITIES OF CORWITH, WESLEY AND LU VERNE!

It is the policy of the Lu Verne Community School District not to illegally discriminate on the basis of age (for employment), race, creed, national origin, color, marital status (for programs), sexual orientation, religion, gender/sex, socio-economic status (for programs), gender identity or physical/mental disability 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, Tom Fey, Asst Admin, 405.Hanna.Ave.LuVerne.IA.50560, 515-882-3357, tfey@luverne.k12.ia.us

**CWL
LERVERNE CSD
Elementary School**

PO Box 69
Lu Verne, Iowa 50560
(515) 882-3357

**Jon Hueser
Superintendent/Principal**

**Karen Sandberg
Director of Curriculum and Instruction**

Board of Education

Charles (Chick) Legler- President

Meredith Collins - Vice President

Lany Mitchell

Cody Holmes

Jennifer Ludwig

MISSION STATEMENT

At Corwith-Wesley-Lu Verne Elementary, in partnership with our families and communities, we ensure ALL students grow socially, emotionally, and academically toward college and career readiness.

VISION

We are committed to providing a safe and nurturing learning environment with a positive growth mindset in the following ways:

- Work together interdependently in collaborative teams.
- Set high achievable standards for every student.
- Building character by encouraging a positive school climate.

- Provide real world experiences that promote lifelong learning

INTRODUCTION

Welcome to Lu Verne CSD! We hope that the new school year will be productive and rewarding for you as a student and as a parent/guardian. Our staff looks forward to working with you in providing the best possible educational opportunities and outcomes. It is only through close cooperation between the home and the school that this educational opportunity can be successful.

FACULTY AND STAFF

Administration:

Jon Hueser	Superintendent/Principal
Karen Sandberg	Curriculum Director
Le Ann Wempen	Board Secretary/Business Manager

Faculty/Staff:

Brown, Rachel	Title I/3rd Reading/4th Math
Carroll, Kira	Elem. PE/Media/Library
Coleman, Marlene	Teacher Associate
Coyle, Sandy	Head Cook
Poage, Dave	Bus Driver
Fannon, Courtney	Guidance/At-risk
Johnson, Jenna	Kindergarten
Gent, Lois	5 th Grade
Danielson, Dan	Bus Driver
Merkle, Linda	Bus Driver
Olson, Kristyn	3/4 Classroom/ELI/PLC
Robinson, Stephanie	Preschool
Curry, Shelby	1st Grade/Mentor/PLC
Roman, Karen	Special Education
Studer, Nicole	2nd Grade
Thompson, Ally	Secretary
Thompson, Greg	Custodian
Vorland, Tammy	Cook
Todd Herbst-Ulmer	Music/Band/TAG
Studer, Rox	Special Ed Associate
Leiting, Molli	Instructional Coach

JURISDICTIONAL STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language and should refrain from public displays of affection.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school owned and/or school-operated buses or vehicles, or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district, or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules, and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity, conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, before or after school detentions, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the high school office for information about the current enforcement of the policies, rules, or regulations of the school district.

SCHOOL DAY

All classes begin at 8:20 a.m. and last until 3:35 p.m. Preschool goes every day except Wed from 12:30 p.m. until 3:30 p.m.

We ask that students do NOT show up until 7:50 a.m.

Breakfast is served at 8:00 a.m.

Bus will depart at 3:35 p.m. each day (unless we have an early out).

ATTENDANCE INFORMATION

In order to maximize student learning potential and to empower our students to become confident, independent, productive citizens with good character, the Lu Verne CSD believes that daily attendance is very important. The LuVerne attendance policy is based on the fact that something important happens in class everyday and that the activity or interaction with the teachers and students can never be exactly duplicated. Irregular attendance and tardiness both hinder the student's own studies and interfere with the progress of those students who are regular and prompt in their attendance. Absences cause teachers to spend valuable class time to bring the absent students to a current status. The LuVerne School District expects its students, along with their parents/guardians, to put as a high priority the student's education and this cannot take place without regular attendance and promptness.

The Lu Verne CSD encourages students and their parents to make good sound educational decisions about school attendance, keeping in mind that attendance in school results in greater success. The following procedures have been developed to encourage good attendance and to establish early communication between teacher and student.

EXCUSED ABSENCES

1. The following includes examples of *excused* absences but is not an all inclusive list.
 - Personal illness when the parents contact the school the day of the absence. (Physician's verification may be required.)
 - Illnesses verified by doctor's statement.
 - Death or serious illness in your family or household.
 - Medical, dentist, lawyer, orthodontist, etc., - appointments which cannot be made other than during school time and for which verification of the appointment is presented before absences. If these appointments can not be scheduled any time other than during the school day, students are encouraged to use their lunch period or study halls so they do not miss out on instructional class time. Advance make-up work is required when possible.
 - The funeral of a relative or close friend.
 - Court appearances.
 - Up to two college visitations for seniors and one for second semester juniors. Advanced make-up required.
 - Placement in a treatment center.
 - Participation in school sponsored activities. Advanced make-up required.
 - Church related activities.

Unavoidable occurrences beyond the control of the student/parents.

- Other reasons approved by the principal.

In the event that the principal or his designee determines that it is advisable to verify an excuse given for an absence, he may take appropriate steps to do so. When it is determined that an excuse is forged or misrepresents the facts, the principal may treat those instances of absence as unexcused. While most parents and students are honest with school officials, some are not. This provision gives the school administration the right to investigate absences, even when excuses are furnished by the parent, and to take appropriate action when it is determined the absence was, in fact, without good reason.

2. Grade reductions due to *excused* absences are discouraged except in the following situations:

- Students fail to attend make-up sessions. These sessions are set by the teacher and not necessarily at the convenience of the student.
- Points or percentages for attendance and participation are used as a part of the student's grade as outlined in the class syllabus.
- Students fail to complete make-up assignments in the allotted time.

3. The following absences from school will be considered *unapproved* which means that being absent for these reasons do not carry the stamp of approval of the school, but will be considered *excused*. We want to discourage students from being absent for these reasons unless it is an emergency situation, but generally there will be no disciplinary action taken when students are absent for these reasons. Abuses of unapproved absences will result in disciplinary action and/or the absences being *unexcused*. Advance make-up work required unless emergency situation as determined by the principal.

- Work at home.
- Family vacations with parents or with parental permission.
- Translation for non-English speaking parents or family members. To obtain a driver's license/permit. One time per year will be considered unapproved, but excused. Class time missed should be kept to a minimum. Students should make arrangements to use study hall or lunchtime whenever possible.

UNEXCUSED ABSENCES

The following absences from school will be considered *unexcused*. The following are examples of unexcused absences but is not an all-inclusive list.

- Working for someone other than parent/guardian.
- Shopping.
- Hair appointments.
- Tanning appointments.
- Oversleeping.
- Missing the bus.
- Housework/baby-sitting.
- Leaving school without permission.

- Hunting/fishing trips.
- Trips not approved in advance.
- Birthday or other non-religious celebrations.
- Attending concerts.

At times the student/parent and the school differ about whether an absence should be excused or unexcused. The State Department of Education has determined that the CWL School District has the right and authority to define by policy what absences will be excused. The principal will determine the decision of the absence being excused or unexcused.

HEALTH

Sometimes it's difficult to determine whether or not to send your child if he/she complains of feeling ill. Guidelines of signs and symptoms to monitor are listed below. If your child has any of these symptoms, please keep him/her at home. If you have any questions whether you should send your child or if you like the school nurse to check him/her when arriving at school, please call the school nurse.

- Diarrhea, nausea or vomiting
- Excessive coughing and sneezing
- Sore, reddened throat, swollen glands, especially with a fever
- Red, watering or mattery eyes
- Large skin eruptions or rashes-especially with a fever
- Earache or drainage from the ears
- Temperature of 99.6 degrees or more and with symptoms

In case of absences, please notify the school secretary or teacher before schools starts, if possible.

Good Health habits are important for your child to develop so that he/she will stay healthy and free from illness. Some of them are listed below:

- Brush teeth twice a day-after eating is possible
- Wash hands thoroughly with soap and water after using the restroom, playing and before and after eating. Dry thoroughly
- Flush the toilet after using
- Cover nose and mouth with tissue when coughing or sneezing
- Keep hands away from mouth, nose, ears and eyes
- Wear suitable clothing for weather conditions. For elementary students this includes hats, coats, snowpants, mittens and water-tight boots. (children will be going outside for recess unless the wind chill factor is too cold or there are other adverse weather conditions. Boots are required once winter begins. If your child forgets to bring boots, he/she will have to stay inside at recess. If this happens frequently, parents will be notified.)
- Instruct your child not to share hats, coats, combs, etc. with other children. Teacher them to place his/her hat inside their coat sleeves when hanging their coats-this will prevent the hat from being in contact with other children's hats.

The school improvement community (SIAC) recommended to the Board of Education (and they approved) three goals for our wellness program.

The school district will identify at least one goal in each of the following areas:

- **Nutrition Education and Promotion:** Schools will provide nutrition education and engage in nutrition promotion that helps students develop lifelong healthy eating behaviors.
- **Physical Activity:** Schools will provide students with age and grade appropriate opportunities to engage in physical activity that meet the Iowa Healthy Kids Act.
- **Other School Based Activities that Promote Wellness:** As appropriate, schools will support students, staff, and parents' efforts to maintain a healthy lifestyle.

ILLNESS OR INJURY AT SCHOOL

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. Minor first aid will be given as appropriate. In the case of serious illness or injury, the school shall attempt to notify the parents that their child needs to be taken home or to a doctor as needed. If unable to reach the parents, the school will attempt to notify the listed contact person. If unable to reach these people, the school may transport the child home, to the doctor or to the emergency room.

While the school is not responsible for treating medical emergencies, employees may administer emergency care and/or call 911 for transport to the local medical facility. Continued attempts to notify the parents or the contact person will be made.

KINDERGARTEN ENTRANCE IMMUNIZATIONS

The law provides that “individuals not presenting the proper evidence of immunization, or exemption, are not entitled to enroll in a licensed child care center or school.” (Iowa Code 139A.8)

IMMUNIZATIONS

Every student enrolled in the district shall have on file a Certificate of Immunization that fulfills the requirements of the law. Student may be conditionally admitted to a school without this Certificate of Immunization if:

1. Records are in transfer from a previous school.
2. Students present an immunization record that does not meet the requirements of law but the Certificate of Immunization shows progress toward completion.

Students have a maximum of 60 days to submit the Certificate of Immunization that fulfills the compliance of the law. If a student is not in compliance with this law, the parent will be notified. The child may be excluded from school if compliance to the law is not followed within the 60 days.

Certificate of Immunization Exemptions are allowed as recognized by the law for certain medical or religious reasons.

HEAD LICE

Head lice are tiny insects that live in human hair. Assume that there are lice in the school/community at all times of the year. It is the parent's responsibility to screen their own children. Confidentiality will be maintained. Instructions for treating lice at home are available in the office.

MEDICATION AT SCHOOL

Medication can be administered at the school by authorized school personnel following specific conditions and procedures.

1. A school medication authorization and instruction form must be completed and on file in the main office.
2. All medication will be furnished by the parent and will be in the original container with all information properly labeled.
3. Proper labeling for prescription medicine includes:
 - a. Child's name
 - b. Name of medication
 - c. Time of day to be given
 - d. Amount of medicine to be given
 - e. Doctor's name

Pharmacists will cooperate and supply an additional container marked specifically for school use.

4. Non prescription medicines will be administered at the product prescribed levels only. These medicines need to be in the original package clearly marked with the student's name.

The Board assumes no responsibility for medical treatment of students. The School assumes no responsibility for monitoring the usage of medication by a school child during school hours when the student carries and self-administers his/her own medicines.

Medicine to be given three times a day can be given: 1) before school, 2) after school and 3) at bedtime, and need not require school assistance unless specifically ordered during the school day.

5. The school supplies Ibuprofen. This medication is administered for all students who have a signed parental consent. The signed parental consent is on registration forms for grades K-5.

LEAVING SCHOOL EARLY

A student wishing to be dismissed early must bring a signed excuse from his parent/guardian. (Parent/Guardian may also call.) Reasons for leaving school early should be for the following reasons:

doctor or dental appointment, funeral, family emergency or business. Students **must** be signed out when they leave. If a student is leaving because of illness, the school secretary will telephone the parent/guardian before **the student** will be able to leave.

TARDIES

Being on time is a part of being a responsible, mature person. It is a habit that is important in school as well as in the workplace. Not being on time causes disruptions in the classroom which in turn takes away from time on task by the teacher as well as the other students. While unexpected situations do occur, most tardies are avoidable. If a student is tardy in arriving to school, they are to report to the Principal's office for a pass to class. If a student is not in class when the bell rings, they will be considered tardy.

TRUANCY

Truancy is defined as an absence from school without prior parental knowledge and/or consent. Penalties for truancy will be as follows:

1. First Offense: In-school suspension time equal to amount of truancy time missed from school.
2. Second Offense: In-school suspension time equal to twice the amount of truancy time missed from school. Parent/Guardian and student will be invited to meet with principal concerning truancy.
3. Third Offense: Principal may recommend to the Board of Education for student to be expelled from school for the remainder of the semester.

BOOKS

All textbooks and library books are either rented or loaned to you. Please treat them with care and make sure you turn in library books before they become overdue. Students may not be allowed to check out new books until previously checked out books are returned or restitution made.

STUDENT SEARCHES

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and
- the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and particularly suspicion to believe that illegal, unauthorized or contraband items are contained inside.

The district may use drug dogs periodically to conduct searches of buildings and grounds.

BUS CONDUCT

Riding a school bus is intended to be a safe and enjoyable experience for all students. Rules of conduct are established for the safety of everyone.

Driving a school bus is a difficult task as it involves the responsibility for the safety of many students. The driver's attention must be on the driving conditions at all times. Anything that causes the driver to divert his/her attention endangers the safety of all the riders. Therefore, it is absolutely necessary that the students riding the bus conduct themselves in the best possible manner.

Bus safety rules must be observed while waiting at pick-up stops, while boarding and unloading, and while riding the bus. Violations of bus rules will result in disciplinary action. Failure to abide by the regulations may result in the student being denied the privilege of riding the bus for a period of time.

Since safety is important, the following bus rules must be observed:

1. Upon entering the bus, the student will go directly to his/her seat.
2. Students will not use profane language, obscene gestures, or spit while on the bus.
3. No fighting or wrestling.
4. No abusive body contact: slapping, hitting, poking, shoving, pulling hair, ect.
5. Students will not extend their hands, arms, or head through the windows; or open or close windows without permission from the driver.
6. Students will not throw objects in the bus or out the bus windows.
7. No unauthorized exit from the bus.
8. No standing or walking while the bus is moving.
9. Students will remain properly seated by facing the front and not blocking the aisle with feet, knees or books. The aisle must be clear at all times.
10. No yelling in the bus or yelling out the windows.
11. No throwing litter of any kind on the bus floor or out the bus windows.
12. Students will not vandalize the bus in any way.
13. All students are under the authority of the bus driver.
14. The bus driver has the authority to regulate the use of pop, food and candy. He/She can ban pop food and candy during the use of school transportation at his/her discretion.

The bus driver and/or school are not responsible for any items left on the bus.

Riding the bus is a privilege extended to students by the school district and is not a requirement by law.

The bus discipline procedure is as follows:

1st Offense: Verbal warning and notice to parents/guardians by the bus driver.

2nd Offense: Conference with the bus driver(s), student, principal/Admin Asst, and possible short-term suspension.

3rd Offense: Long term suspension from the bus riding privilege.

Please Note: Steps may be skipped depending on severity of the offense.

If a student is to ride a bus which they normally do not ride, he/she must present a note to the office. When a note is received at the office, the secretary will give the student a bus pass, which needs to be presented to the bus driver by the student.

BIKE SAFETY

The school makes an intensive effort to teach and encourage good safety habits. However, parents should remember that they are primarily responsible for their children when they give them permission to ride bicycles in the street (also skateboards, scooters, roller blades).

SECURITY CAMERAS

The Lu Verne CSD have installed security cameras in the district's attendance center and busses. The cameras have been installed to protect school/district property and assets from theft and vandalism through deterrence and video documentation, as well as, to assist the school administrator's performance of disciplinary investigations. Cameras are operational at all times. Recordings from the security cameras may be viewed by the administration and law enforcement at any time. Signs are posted warning students about the use of cameras.

DOOR SECURITY

The Lu Verne CSD will have locked and secured doors during the school day. The front door will be open until 8:30 a.m and after 3:15 p.m. If you need to enter the building during the regular school day, you must come to the front door and use the buzzer systems for the office to let you into the building. We have installed a camera and buzzer at the front door of the school building. We have begun to take steps to increase our security in the elementary building and we thank you for your patience.

BUILDING EVACUATION DRILL

The Lu Verne Elementary School will follow the district developed Emergency Operation Plan for evacuations. In the event that we use the evacuation plan, parents will be notified by our online alert system.

LOCKDOWN DRILLS

The Lu Verne CSD will be having intruder/lockdown drills within the building. We feel it is just as important to drill for intruders as it is for Tornado and Fire. We will work with the students to make them comfortable with doing these drills. We will also send out a JMC notification on the day we are doing our intruder drills.

FIRE AND TORNADO SAFETY DRILLS

Fire and tornado drills are required by law to develop safety practices that will help students move quickly and in an orderly manner to pre-designated safety areas during an emergency. It is essential that everybody obeys orders promptly and moves to the prescribed areas as quickly as possible. Running is not permitted. Explicit instructions will be posted in each room and should be reviewed regularly by students and teachers.

FIRE ALARM – Continuous Blast

In case of building evacuation, the first students to reach an outside door are to hold it open until all have left the building. Students should remain quiet and proceed at least 50 feet away from the

building until the signal is given by an administrator or his authorized representative.

TORNADO ALARM – Intermittent Blast

During a tornado warning, students are to move quickly and quietly to designated areas, taking a hardback book with them. Upon arrival, students should sit in a kneeling position with the book shielding the back of the neck. **NO ONE IS TO LEAVE THE BUILDING.**

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, lockers, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

CLOSING OF SCHOOL

When conditions are such as to make it necessary to close school for the day, you will be notified by an announcement by the following radio station KLGa-AM & FM in Algona. Announcements will also be broadcast on the following television stations: WHO- TV, KCCI-TV, WOI-TV5 and KIMT (Channel 3).

In the event that school is closed due to inclement weather conditions all activities/events for that day will be postponed or canceled. All buildings will be closed for activities or planned events at the time of student dismissal.

On days that there is a late start due to inclement weather conditions all activities scheduled before the start of classes will be postponed or canceled for that day.

You may also sign up for our JMC Alert system. This system will inform you of early outs, late starts and school closings. Contact the office if you are interested in signing up.

FEES

A sheet listing all fees will be available at fall registration. Fees should be paid at this time. Second semester fees if necessary will be collected or refunded at parent-teacher conferences during the third nine weeks of school.

STUDENT FEE WAIVER AND REDUCTION PROCEDURES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived.

It is the policy of the Lu Verne Community School District not to illegally discriminate on the basis of age (for employment), race, creed, national origin, color, marital status (for programs), sexual orientation, religion, gender/sex, socio-economic status (for programs), gender identity or physical/mental disability 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, Tom Fey, Asst Admin, 405.Hanna.Ave.LuVerne.IA.50560, 515-882-3357, tfey@luverne.k12.ia.us

Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Superintendent's secretary or at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

FIELD TRIPS

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy. Make-up work must be completed in advance. Prior to attending a field trip, students must return a note signed by the student's parents.

FOOD, GUM, CANDY, JUICE AND POP MACHINE RULES

Candy, gum & pop will **not be allowed in the classrooms (unless it is a special occasion)**. Students will be allowed to have water bottles in their classroom (teacher decision). All spills and messes should be cleaned up by the student (s) causing the accident.

If you are sending treats to school please discuss this ahead of time with your child's teacher.

INFORMED CONSENT STATEMENT

Throughout the school year many opportunities are made available for students' participation in school activities. From time to time students are video recorded, photographed, interviewed and included in print articles. This information may be used in the newspaper, on the radio, on television or in other publications such as website or social media sites.

Please notify the office in writing if you do not want information about your son or daughter to appear in any of the above examples. It will be the responsibility of the parent or student to inform the Principal, teacher, supervisor, or advisor to the activity that you do not want the release of student information to be used.

Keep in mind that recordings or pictures at public events (concerts, ball games, etc) by members of the public, are not under the control of the school district.

PARTIES AND PARTY INVITATIONS

Parties are a part of the regular school program and these activities for students, kindergarten through fifth grade will be held during the school day. The school does not sanction or sponsor any promotion parties/activities. School time or facilities may not be used for this activity.

We understand that it is easy to have your child hand out party invitations at school. Unless you are inviting the entire class to the party we ask that you please refrain from having your child hand out invitations. We know that your child might not want everyone to attend the party but we also want you to please remember the feelings of the other kids that are not invited to the party.

GUIDANCE SERVICES/COUNSELING

The student personnel services in the Lu Verne School are based on the principle that guidance is a fundamental and integral part of the school program. Every staff member performs some of the many pupil personnel services, which are provided for all students. The principle functions, however, are centered in a counselor.

The responsibility of the counselor is to work with the student, his parents, and teachers to help him plan and carry out an educational program best suited to his needs. The counselor assists the student and his parents to interpret test data and other information about his abilities, interests, and achievements in order that he may grow in self-understanding. Problems which interfere with a student's progress in school are examined and efforts are made to help him work out satisfactory solutions.

TITLE I

This program is designed to help remediate identified reading difficulties. Federal and state guidelines are utilized in the selection of students. The Lu Verne CSD meets the requirements of having qualified reading teachers. Parents have the option of checking the licenses of Title I staff by contacting the Superintendent's office.

SPECIAL EDUCATION

Appropriate special education classes are provided, with Area Education Agency staff providing support services to teachers and students with special needs.

SPEECH AND HEARING SERVICES

The Area Education Office provides speech and hearing specialists who serve the Lu Verne CSD schools. They aid pupils with speech and hearing difficulties by working with them in small groups and individually in the correction of their difficulties. They also recommend to teachers and parents of pupils appropriate supportive procedures in the classroom and in the home.

TALENTED AND GIFTED

This program is designed to serve those students who have been identified as excelling in skill areas.

ELL

It is the policy of the Lu Verne Community School District not to illegally discriminate on the basis of age (for employment), race, creed, national origin, color, marital status (for programs), sexual orientation, religion, gender/sex, socio-economic status (for programs), gender identity or physical/mental disability 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, Tom Fey, Asst Admin, 405.Hanna.Ave.LuVerne.IA.50560, 515-882-3357, tfey@luverne.k12.ia.us

This program is designed to serve those students who have been identified as needing English As Second Language services.

INTERNET

The Internet has become an essential tool for learning. Teachers create instructional activities that include the use of the Internet, and the internet has become an integral part of the education system and as a result, all students will obtain automatic internet access. Lu Verne CSD has connected every computer to a local area network that brings the INternet to the computers in the classroom and media center. All Internet activity is monitored and filtered. While this approach to removing unwanted and inappropriate content form the Internet is desirable, it is not fully guaranteed. If staff or students access inappropriate content, they must leave that web site immediately and report it to a staff member.

The Internet is provided for the purpose of obtaining education resources for school use. Entertainment (social media, gaming, music, etc) are prohibited activities on the Internet. Our students will be directly supervised. Students who do not use the INternet for education purposes which it is intended will lose Internet access as a result the student will be required to use traditional resources to complete assignments.

Please notify the office in writing if you do not want your son or daughter to be allowed to use the Internet.

HOMELESS INFORMATION AND DEFINITION

A homeless child is defined as a child or youth between the ages of 3 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 as a permanent home; who is living in a community, emergency or transitional shelter facility; abandoned in a hospital; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age or a child awaiting foster care placement.

LOCKERS

Each student may be assigned to a locker. Use only the locker assigned to you, and keep it clean. No pop or pop containers **will** be stored in lockers. For sanitary reasons, please put your empty pop cans in the appropriate boxes. Locker posters displaying drugs, alcoholic beverages, obscene, or suggestive materials are prohibited. All personal items and books, when not in use, are best kept in lockers. **DON'T LEAVE VALUABLE ARTICLES IN YOUR LOCKER.** Although the school cannot be responsible, please notify the office immediately of any misuse or disappearance of locker items. If you feel that you would like to put a lock on your locker, please check with the office.

Although school lockers are temporarily assigned to individual students, they remain the property of

the school district at all times. The school district has a reasonable and valid interest in insuring the lockers are properly maintained. For this reason periodic inspections of lockers is permissible to check for cleanliness and vandalism. Any contraband discovered during such searches will be confiscated and turned over to the proper authorities. **Lockers may be searched when reasonable cause to do so has been established.**

LUNCH/BREAKFAST

Each student will be provided a period for lunch. Some students may wish to bring lunch from home instead of buying one. No juice/pop is allowed during lunch. All students are required to eat in the lunchroom. **Quiet, orderly conduct is a necessity in the lunchroom. Proper table manners will also be stressed. Cost of the meals are announced at the beginning of each school year and free and reduced lunch applications are available from the school office.**

MEDIA CENTER

The Media Center has books, magazines, and pamphlets for assigned study and recreational reading. It is open for use during the entire school day, and a short time before and after school. Lost books and magazines will be charged to the student having checked them out.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be conducted at designated times through the year. The conferences will be scheduled. Parents are encouraged to call or visit the school at any time throughout the year.

REPORTS TO PARENTS

Grade report cards are issued at the end of each semester. These grades will be mailed. The grades you make in Lu Verne school forms a part of your permanent records. We will have PT Conferences at the end of each quarter so you may discuss your child's progress with their teacher. Your records mean something –do the best you possibly can.

VISITATION

We maintain an “open door” policy for adult guests. We suggest that in general a visit of an hour of the school day should be sufficient. We ask that you not visit the first week of the school nor the last week. We feel this does not give a fair presentation of school work. Pre-school children unaccompanied by an adult are not permitted to visit school.

We sometimes have requests to allow visitation by school age children who are visiting the homes of our regular students. We feel that if they choose to visit, either their parent or the parent of our regular student should accompany them. We recommend that the visit be no longer than one hour. We follow the same guidelines for former students of the district.

SCHOOL SPIRIT

School Spirit may be divided into three categories:

1. Courtesy –toward teachers, fellow students, and the officials of school activities.
2. Pride—in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship—the ability to win and lose gracefully. School spirit means loyalty to all functions of the school. A loyal student supports his school and does his utmost to keep his scholastic and activity standards at the highest possible level.

SICKNESS IN SCHOOL

The sick room is located next to the principal's office. Students should report to the principal's office when sick. Parents will be notified by the principal or secretary if a student needs to go home because of illness. If the student's parents cannot be reached they may stay in the sick bed, but they will be counted absent. Students are not to leave the building without the permission of the principal.

STUDENT DRESS

There appears to be a definite relationship between good dress habits, good work habits, and proper school behavior. When a student's dress causes distraction from the normal school operation or presents a safety or health hazard, the principal/admin asst. has the authority to act. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

The wearing of clothing bearing profane language, having pornographic overtones, or suggestive of drugs, alcohol, or tobacco is prohibited. Footwear is mandatory. Hats are not allowed during the school day. Pants with holes in the seat are also prohibited. Any mesh shirt worn, must be worn over another shirt.

TELEPHONES

The telephones located in the school offices are business phones are to be used for that purpose only. Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency. Parents calling the school should call by way of the school office number.

Cellular phone use is prohibited during school hours. If a student is found using a cell phone without permission during school, the phone will be taken away. The first time this happens it may be

picked up in the office by the student at the end of the school day. Every occurrence after the first will result in the cell phone remaining in the school office until a parent/guardian comes to pick it up.

VEHICLE (POP AND FOOD USE)

The bus driver has the right to regulate the use of pop and candy when using Lu Verne transportation. He can ban pop and food during the use of school transportation at his discretion.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school ground or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violations of this policy may be contacted, and the students may be reported to law enforcement officials.

WEAPONS

School district facilities are not an appropriate place for weapons or dangerous objects and look alike. Weapons, other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects may be reported to the law enforcement officials, and students may be subject to disciplinary action including suspension or expulsion.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

Failure by any student to maintain acceptable standards of self-discipline while in the building or at a school-sponsored event could result in one of the following actions being taken:

- 1. Detention before and after school** for failure to assume certain school

responsibilities.

2. **Loss of Privileges:** Students may lose any or all privileges because of improper behavior. These privileges may include class/field trips, lunchroom, and commons privileges.
3. **Suspension:** A student who commits a serious breach of discipline either in a classroom or at any school sponsored activity may be suspended for a number of days deemed appropriate by the principal; or
4. **Expulsion:** This procedure will follow Board Policy.

SUSPENSIONS

It may be necessary on occasions to suspend a student who cannot adjust properly to the policies of the Lu Verne CSD. Students may be suspended for:

1. Using or possessing tobacco (including chew), alcohol, steroids, or other controlled substances, or “look alike” substances that appear to be tobacco, alcohol, steroids, or other controlled substances, by students on school property or at any school sponsored activities, on or off school property.
 - Use or possession of tobacco product or “look a-likes”
-minimum 2 day suspension.
 - Use or possession of alcohol or other controlled substances
– minimum 5-day suspension.
2. Stealing or destruction of property.
3. Fighting
4. Skipping School
5. Harassing other students based on gender, disability, or ethnic culture.
6. Other infractions as deemed necessary by administration.

DUE PROCESS

When confronted with a problem regarding a school issue, the following procedure is intended to give guidance. The key is to begin at the source of the problem.

1. Take your concern to the person closest to the problem (A problem you or your child faces may be the result of an oversight or misunderstanding. It might be easily corrected with communication to the staff member).
2. If not satisfied, present your concern at the next level (You need to find out who is responsible for supervision of the staff member).
3. Talk with the Superintendent (515-882-3357)
4. Request to speak to the board as outlined in Board Policy 102.R1

PRESCHOOL SPECIFIC- TOILET LEARNING

Toilet Learning (QPPS 5.7)

Four year old children entering preschool are expected to be toilet trained. In special circumstances meet with the teacher. Toilet learning is an important time in a child's development. For children who are unable to use the toilet consistently, the following procedures are in place:

1. Diapering will only be done in the designated diaper area, i.e., this is located in the classroom or in the locker room (since our locker rooms are not used). Food handling will not be permitted in this diapering area.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards: Standard 5, Criteria 7:
 - Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
 - Staff check children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.
 - Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
 - At all times, caregivers have a hand on the child if being changed on an elevated surface.
 - Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
 - Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
 - Diapering and Gloving posters will be posted in the changing area showing procedures through the use of visuals and words. These procedures are used by the program administrator to evaluate teaching staff that change diapers.
3. Potty chairs will not be used due to the risk of spreading infectious diarrhea.
4. All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

PARENT CONDUCT

ACTIVITY PARENTS' CODE OF CONDUCT

As the parent of an activity participant, I will:

It is the policy of the Lu Verne Community School District not to illegally discriminate on the basis of age (for employment), race, creed, national origin, color, marital status (for programs), sexual orientation, religion, gender/sex, socio-economic status (for programs), gender identity or physical/mental disability 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, Tom Fey, Asst Admin, [405 Hanna Ave. Lu Verne, IA 50560](mailto:405.Hanna.Ave.LuVerne.IA.50560), 515-882-3357, tfey@luverne.k12.ia.us

- Remember my daughter or son participates in educational activities for fun.
- Do my best to understand the purpose of educational activities which always puts education first.
- Remember it is a privilege, not a right, for my son or daughter to participate in interscholastic activities.
- Remember my attendance at an interscholastic activity is a privilege, not a right.
- Always conduct myself with character, and insist my daughter or son do the same, even when it is not the popular thing to do.
- Treat all people (coaches/advisors, contestants, contest officials, other spectators) with respect at all times and insist my son or daughter do the same.
- Support all students participating, not just my son or daughter.
- Be gracious in victory and accept defeat with dignity.
- Honor the spirit and intent of the rules under which my daughter or son participates
- Never demonstrate threatening or abusive behavior or use foul language.

Try my best to be a fan, not a fanatic!

HAZARDOUS CHEMICAL RISKS RIGHT TO KNOW LAW

The LuVerne Community School District is in compliance with this state-mandated law. The training of personnel, community right to know, and emergency responses have been worked on and are now in use.

MULTICULTURAL AND NONSEXIST EQUITY EDUCATION OPPORTUNITY

Enrolled children in the school district community shall have an equal opportunity for a quality public education without discrimination regardless of their race, creed, sex, marital status, national origin, ability, or disability.

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, respect, and appreciation for the historical and contemporary contributions of diverse cultural groups as well as men and women to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes. Inquiries regarding compliance with Title IX, Title VI, or section 504 may be directed to the Tom Fey, 405 Hanna Ave, Lu Verne, Iowa. Telephone # is 515-882-3357

ASBESTOS NOTICE

As a result of ongoing inspections of our school buildings, we have determined that our buildings contain friable and non-friable asbestos. The districts have developed written Asbestos Management Plans that detail the inspections, the results to include types and location of ACBM, and the district's intended response actions. This plan is available for inspection by anyone in the Superintendent's office during normal working hours.

STUDENT RECORDS

Student records are defined to be all official records, files, and data directly related to children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system; specifically including, but not limited to: identifying data, academic work completed, level of achievement (grades, standardized test scores), attendance data, scores on standardized intelligence, aptitude, and psychological test, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

The intent of this regulation is to establish procedures for granting requests from parents for access to their child's records, use of those data, and procedures for their transmittal within 45 days or sooner if practical.

A. ACCESS TO RECORDS

1. The parent or legal guardian of a student will have access to these records upon written request to the offices of student personnel services, which maintain student records within this school system. The parent or guardian will, upon written request to the office of student personnel services, have the opportunity to receive an interpretation of the records, have the right to question the data, and if a difference of opinion is noted, shall be permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.
2. School personnel having access to student data are defined as "any person or persons under contract to the school and directly involved in working toward either the affective or cognitive goals of the school".

The following personnel have access to student records at the Corwith-Wesley-LuVerne Schools. They may have access to these records without obtaining permission from the Superintendent or Principal. All others must have the Superintendent's or Principal's permission.

1. Superintendent
2. Asst Admin/Dean of Students
3. Social Worker
4. Special Ed. Teacher
5. Audiologist
6. Psychologist
7. Principal
8. Principal's Secretary
9. Business Manager
10. Learning Disabilities Consultant
11. Classroom Teacher
12. Counselor
13. All appropriate AEA Personnel

B. RELEASE OF INFORMATION OUTSIDE THE SCHOOL

1. To release student records to other school (s) in which the student intends to enroll, the parents, legal guardian, or student if over the age of 18, must be notified of the transfer and the kinds of information being released. They will receive a copy of such information if it is requested in writing and shall have the opportunity to challenge that record as described below.
2. Student data may be released to official education and other government agencies only if the names and all identifying markings are removed to prevent identification of individuals, except in the case of an official State Department of Education audit.
3. To release student records to other persons or agencies, written consent shall be given by the parent, legal guardian, or by the student if he/she is 18 years of age or older. This consent form will state which records shall be released, to whom they shall be released, and the reason for the release. A copy of the specific records being sent will be made available to the person signing the release forms if he/she desires.
4. Student records will be furnished in compliance with judicial orders, or pursuant to any lawfully issued subpoena, if the parents, legal guardian, or student if he/she is 18 year old or older are notified in advance.
5. All authorizations for release of information will be filed in the student's cumulative folder and a record of such disclosures will be maintained in each student's folder.
6. Director information may be disbursed by the administration following (1) proper notification of student or guardian to request that the information not be disbursed. Any request restricting distribution will be honored.

NOTE: * If the student is 18 years old or older, only the student has the right to determine who, outside the school system has access to his records.

USE OF STUDENT RECORDS

An accurate record shall be maintained for all students attending the school district. All such records will be preserved, either in original form or on microfilm, as prescribed by law and district regulation.

School record data are designated to promote the welfare of the students. When parent (s) or guardian (s) and students fill out forms and give personal information about themselves, they have a right to expect that such information will be used in a professional manner and in the best interests of the students.

Parent (s) or guardian (s) of minor students have the right of access to information about their children in school record-keeping systems. Minor students accompanied by parent (s) or guardian (s), adult students, or former students of adult age (18 years old or older) have the same right of access to information about themselves. Parent (s) or guardian(s) of minor students, adult students, or former students of adult age (18 years or older) can receive copies of any folder information for the cost of copying same.

Appropriate school personnel have the right to view student records. Those other than appropriate

school personnel may view or obtain copies of student records only after securing parental or adult student permission.

Parent (s), legal guardians (s), or adult students may challenge the content of these records to correct or amend alleged inaccuracies.

Surveys, questionnaires, and study proposals submitted to the district from outside organizations or individuals must be referred to the Superintendent for review, recommendation, and coordination.

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student of age (18) or older, parent, or guardian not wanting this information released to the public must make objection in writing within fifteen days of enrollment should enrollment occur after that date, to the principal or other person in charge of the school in which the student is attending. It is desirable to renew this objection at the beginning of each school year.

THIS INFORMATION INCLUDES:

1. NAME
2. ADDRESS
3. TELEPHONE LISTING
4. DATE AND PLACE OF BIRTH
5. MAJOR FIELD OF STUDY
6. PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS
7. WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS
8. DATES OF ATTENDANCE
9. THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED
10. DEGREES AND AWARDS RECEIVED
11. ANY OTHER SIMILAR INFORMATION

Elastic Clause

The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly in the handling of the situation. The best interest of the student and school will be considered at all times. Each situation is different and will be handled on an individual basis based on the information/facts presented to the administration and by the investigation.