

Lake Crystal Wellcome Memorial Elementary School



Student Handbook

2016 - 2017

Preschool - 5 Elementary School

502 Watonwan Street East, PO Box 810
Lake Crystal, MN 56055

Phone: 507-726-2320

Fax: 507-726-2003

www.isd2071.k12.mn.us

“Educating future leaders, one child at a time.”

District Mission Statement: *Educating for Tomorrow's World*

Elementary Slogan: *Noble Knights: Be Respectful, Be Responsible, Be Safe*

Important School Phone Numbers

LCWM Elementary School:

726-2320

School Hours: 8:00 am - 2:50 pm

LCWM Secondary School: 726-2110

School Hours: 8:00 - 3:00 pm

LCWM District Office: 726-2323

Office Hours: 7:30 am - 4:00 pm

LCWM Community Education: 726-2673

Champlin Bus Service 726-2832

Superintendent

Tom Farrell

Assistant to Superintendent

Nadine Meyer

Accountant

Braden Wesley

Accounts Payable

Lori Huls

Payroll Manager

Lori Huls

Board of Education

Linda Leiding, Chair

Jill Antony

Erin Berle

Kelly Hoeft

Tony Jacobs

Jacob Quade

Kent Thiesse

More information about the Lake Crystal Wellcome Memorial School Board may be found on the district website. All district wide policies may be viewed on the district website at www.isd2071.k12.mn.us or may be viewed at the district office located at 607 Knights Lane, Lake Crystal, MN 56055.

This handbook may be changed or amended during the school year. Changes will be approved by the school board and posted in the elementary office and on the elementary school's website.

2016-17 Elementary Staff

Principal	Dan Beert
Secretaries	Kathy Schroepfer, Abbey Solem
Preschool/ECFE	Kim Kleven (Coordinator), Alisha Bosshart, Erica Spiess, Anna Hall
Knights Plus	Chelsea Copeland
Kindergarten	Holly Heidebrink, Sue Owens, Brenda Reid
First Grade	Brittany Grunig, Devin Moline, Lora Rahn, Katelyn Skovbroten
Second Grade	Kelly Brandon, Lisa Harnitz, Victoria Kunkel, Brooke Sanders
Third Grade	Kiley Harguth, Brittany Orde, Allison Paul, Megan Schwaegerl
Fourth Grade	Emily Cook, Melissa Dudgeon, Erica Lieske,
Fifth Grade	Karla Caldwell, Jenna Johnson, Jon Schwaegerl
Special Education	Lori Friedrichs, Shawn Lee, Jennifer Plasschaert, Kara Wasson
Music/Band/Choir	Marin Oldenburg, Malia Jones (Gr. 5 Band), Kim Lau (Gr. 5 Choir)
Physical Education	Gail Graupman, Laurie Jacobs
Media Specialist	Brenda Rogers
Art	Jessica Guggenberger, Denise Friesen
Speech	Deann Johnson, Britta Sharkey
Psychologist	Sue Kawlewski
Title I & II	Jessica Phelps
Reading & Math Corp	Elizabeth Hynes
District Nurse	Jessica Thormodsgard
LPN	Tina Gravelle
Social Worker	Ashleigh Foster
Custodians	Shirley LaFavor, Carrie Sullivan, Ken Sullivan
Kitchen	Kathy Barnett, Kathy Lewis, Cheryl Sandstrom, Nancy Sorgatz
Paraprofessionals	Tayna Backstrom, Bonnie Barott, Marri Bateman, Ryley Becker, Jennifer Bierma, Shauna Brockmann, Angie Caven, Jenny Eilermann, Jenny Friedrichs, Cynthia Gaylor, Monica Grannis, Deb Grant, Tammi Greenough, Teri Grenz, Heather Hendriks, Nicole Kelley, Nicole Klinkner, Tracy Loreth, Amber Mann, Gayle McMonagle, Kim Merrill, Barbb Olson, DeDe Peterson, Holly Peterson, Kristee Richards, Rachel Siebert, Lee Sing, Kelly Strenge

TABLE OF CONTENTS

Attendance.....	5
Birthdays.....	5
Building Security.....	5
Bullying Prohibition Policy.....	5-6
Bus Behavior and Rules.....	7-8
Cell Phones/Video Games/Ipods/Other Electronic Devices.....	8
Communication.....	8-9
Crisis / Disaster Drills.....	9
Discipline Plan.....	9-10
Dress Code.....	10
Drop off/Pick up Procedure.....	10
Emergency Numbers.....	10
Field Trips.....	10
Food Service Information.....	11-12
Homework.....	12
Library Materials.....	12
Lockers.....	12
Lost and Found.....	13
Medication Policy.....	13
Money/Valuables at School.....	13
Non-Discrimination Notice.....	13
Nurse.....	13-14
Parent Teacher Organization (PTO).....	14
Parent-Teacher-Student Conferences.....	14
Pets.....	14
Physical Education.....	15
Playground/Recess.....	15
PLC Late Start Schedule.....	15
Portal.....	15
Release of Students from School.....	15
Right to Privacy.....	16
School Closing.....	16
School Hours.....	16
School Resource Officer.....	16
Sleep and School.....	17
Smoke Free & Tobacco-Free Environment Policy.....	17
Telephone Calls.....	17
Textbooks.....	17
Visitors.....	18
Volunteers.....	18
Weapons Policy.....	18

ATTENDANCE

We believe that all students in our school must be in attendance on a regular basis in order for us to provide the best possible educational experiences. Each day, a student attendance record is completed by the school office personnel. All parents are asked to phone the school office before the beginning of the school day on which their child is absent. Excused absences might include: illness, family emergencies, funerals, emergency doctor appointments, or educationally relevant outings. Unexcused absences might include: oversleeping, missing the bus, babysitting or shopping. *We ask that when you call in to the school you give a specific reason why your child will not be in school.* Your child's teacher and the office should be notified by parents prior to planned absences.

If a parent fails to call the school office, our staff will attempt to contact you either at home or at work to verify the absence. If contact with a parent is not made, attendance will be marked as unexcused. If a problem in regular attendance is identified, our school social worker will make personal contact to offer assistance in correcting the situation. Also, the school is legally required to report seven or more unexcused absences for a child to the Blue Earth County Child Protection.

In the event that your child will be absent from school, **make up work may be requested after the second day of the absence.** If a student is not feeling well enough to be in school, he or she is probably not feeling well enough to work on school assignments. It is much better to allow students to make up the work when they are well enough to return to school and can have the assignments clarified by the teacher.

WE MUST HAVE A CURRENT PHONE NUMBER ON FILE TO BE ABLE TO CONTACT A PARENT OR GUARDIAN. If you change phone numbers, please notify the office immediately.

LCWM Elementary takes attendance seriously. We are required to report our attendance to the Minnesota Department of Education. We appreciate your cooperation.

BIRTHDAYS

Please let the teacher know ahead of time if you would like to send treats to class to celebrate your child's birthday. *Birthday treats need to be purchased at a store – not homemade. **Please do not send birthday party invitations to be distributed at school unless all children in the classroom are invited to the party.***

BUILDING SECURITY

All entrance doors into our building will be locked each day at 8:15 am. All visitors must enter through the main entrance Door A.

BULLYING PROHIBITION POLICY (DISTRICT POLICY #514)

TO VIEW THE ENTIRE POLICY ONLINE: SEE THE DISTRICT'S HOME PAGE>SCHOOL BOARD>POLICY MANUALS

Purpose

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment.

The school district

cannot monitor the activities of students at all times and eliminate all incidents of bullying between students,

particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is

Bullying Prohibition Policy Continued...

within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

General Statement of Policy

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

- "Cyberbullying" means bullying using technology or other electronic communication including but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy.

The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

BUS BEHAVIOR AND RULES

Bus behavior and rules follow the PBIS expectations of students being Respectful, Responsible and Safe. All LCWM students receive school bus safety training during the first weeks of school every year, as required by state law. The training consists of both classroom instruction and practical training using a school bus.

NOTE: Students are required to give a note to the bus driver if they are riding a bus that is not their normal bus and going to a location other than their own home or daycare.

Bus Safety Competencies

1. Understand that transportation is a privilege, not a right.
2. Be familiar with district policies for student conduct and school bus safety.
3. Demonstrate appropriate conduct while on the bus.
4. Know the danger zones surrounding a school bus.
5. Know procedures for safely boarding and leaving a school bus.
6. Know procedures for safe vehicle lane crossing.
7. Demonstrate school bus evacuation and other emergency procedures.

Rules at the Bus Stop

1. Get to your stop 5 minutes before the scheduled pickup time. The driver will not wait for late students.
2. Respect the property of others while waiting at your stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassing, intimidating or horseplay.
9. No use of alcohol, tobacco or drugs.

Rules on the Bus

1. Immediately follow directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.

6. No fighting, harassing, intimidating or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of tobacco or drugs.
9. Do not bring any dangerous or sharp objects on the school bus.
10. Do not damage the school bus.

Bus Behavior and Rules Continued...

Bus Consequences for K-5:

The consequences will apply to all regular routes and field trips.

Consequences:

1st offense • warning - parent sent notice

2nd offense • 1 school day suspension from riding the bus

3rd offense • 3 school day suspension from riding the bus

4th offense • 5 school day suspension from riding the bus/meeting with parents

Further offenses • individually considered.

Students may be suspended for longer periods of time, including the remainder of the school year. Also, when a student goes sixty calendar days without a report, the student's consequences may start over at the first offense.

NOTE: Dangerous or destructive offenses will result in the IMMEDIATE suspension of busing privileges with NO warning given.

CELL PHONES / VIDEO GAMES / IPODS / OTHER ELECTRONIC DEVICES

The above electronic devices may not be used during school hours unless permission is granted by the classroom teacher. If cell phones are brought to school they are to remain turned off in the student's backpack or locker. If a student does not have it stored in a backpack or locker the electronic device will be confiscated until a parent can pick it up. Students bringing any of the above electronic devices to school do so at their own risk. The best policy is to leave these often costly items at home.

COMMUNICATION

Open communication between home and school is critical to your child's success. Infinite Campus, conferences, notes and newsletters are some of the formal ways we use to keep you informed about your child's school experiences. We encourage you to call or contact us when you have concerns or need questions answered. Please talk with your child's teacher first. If the problem is not resolved, or you need further information or assistance, please call the office at 726-2320.

Friday folders are a very important communication tool between school and home. The folder will come home every week, and you will receive special information, student papers, home communications, etc. Please make sure you check the folder, sign the dated form to verify that you have seen the folder, and return it with your child the next school day. If the folder is lost, extras are available in the school office for \$1.00.

Elementary newsletters will be sent home in your child's Friday Folder. Other home/school communications will also be sent home in this folder each week.

The school will also use social media for special updates, pictures, announcements, etc.
Facebook: LCWM Elementary School and Twitter: @lcwmelementary.

Communication Continued...

Please remember to keep the school informed of changes in your child's routine. A dated, signed note sent to your child's teacher or the school office is required in the following circumstances:

- Your child is going to someone else's home after school.
- Your child is riding a different bus.
- Your child will leave early, or will leave and return during the day.
- Your child will be picked up by someone other than you as a parent.

CRISIS / DISASTER DRILLS

LCWM has a full crisis and emergency procedure plan and every attempt will be made to maintain a safe and secure environment. Drills are practiced throughout the year to ensure safety and the necessary knowledge of the proper procedures to follow in an actual emergency. State law requires that school districts conduct disaster drills throughout the year (1 tornado drill, 5 lockdowns and 5 fire drills). Teachers will provide students with directions specific to each classroom. During a drill, students with outside passes are not excused until an All Clear is issued.

DISCIPLINE PLAN

LCWM Elementary School is in the eighth year of a Minnesota Department of Education grant to participate in a school-wide *Positive Behavioral Interventions and Support Program*. The program is a systems approach to discipline that emphasizes prevention, social skills, instruction, and data based decision making to reduce problem behaviors and improve academic performance. Our slogan is "Noble Knights: Be Respectful, Be Responsible, Be Safe." Our school focuses on the positive behaviors of all students. Recognition slips are handed out to individual students and classrooms that are following the rules of the school and being good citizens. Slips are collected in the school and student names are drawn each week for a special recognition award. The committee recognizes positive behavior throughout the year.

A behavior expectation matrix was designed for the classroom, hallway, bathroom, lunchroom, recess, media center, music/band, physical education, and assemblies. These expectations are posted around the building. Expectations are taught at the beginning of the year and reviewed if necessary throughout the year. Electronic and paper forms are available for staff to monitor student misbehavior. Each child's consequences for misbehavior are determined by the teacher or principal. Staff will use a variety of choices of interventions to help change the student's behavior. The PBIS Team will meet with students and/or parents of students that receive multiple referrals to work as a team to change a student's behavior.

LCWM Elementary staff expects our students to follow our PBIS Noble Knight Behavior Expectations in our school as well as at any district athletic, drama or musical event. A printed copy may be requested from the office.

We want families to know that school resources may be involved to help a student develop their responsibilities. These may include the school principal, resource room teacher, school social worker, school nurse and school psychologist. These resources are available upon request by parents, teachers, and students as the need arises.

Discipline Plan Continued...

The LCWM staff will communicate minor behavioral concerns with parents before those issues become more significant and/or persistent. Minor behaviors include: inappropriate language, physical contact/aggression, defiance/disrespect/non-compliance, disruption, and property misuse. If persistent minor issues occur, we will intervene to re-teach expectations, determine the motivation behind that behavior, and work with the student to eliminate those behaviors that are interfering with his or her learning.

We encourage you to discuss the importance of LCWM's expectations with your child(ren), Respectful, Responsible, Safe. We are dedicated to creating a positive and safe learning environment for all students. With your support and involvement, all Knights will continue to succeed.

DRESS CODE

We request that our students dress so that they do not distract from the educational process. Students should not wear short shorts, bare midriffs, thin straps on shirts, off the shoulder tops and other similar apparel. T-shirts and regular length shorts or pants are most appropriate for the warm weather days. The guideline for shorts or skirts is fingertip length when a student is standing with their hands at their sides. If a student is wearing inappropriate attire they will be asked to change clothing and/or a parent will be contacted. Hats, hoods and headgear are not to be worn in the classroom or lunchroom unless permission is granted.

Apparel, jewelry, etc. that mentions alcohol, tobacco, or has inappropriate language or sayings should not be worn to school. Flip flops/open toed shoes are not allowed on the playground or during gym classes.

DROP OFF / PICK UP PROCEDURE

Parents dropping off or picking up children are reminded of the following procedures:

- If you are dropping off your child and will not be exiting your vehicle, please stop briefly in the non-yellow painted areas in front of the school.
- If you are picking up your child after school and will not be exiting your vehicle, please wait in your vehicle in the non-yellow painted areas for your child to exit the building.
- If you are walking your child into the school, or coming in to wait for them in the entry after school, please park in the parking lot.

EMERGENCY NUMBERS

The office keeps a record of parent/guardian phone numbers and the phone number of a friend or neighbor that can be contacted in an emergency. It is essential that this record be kept current. **Please notify the office if there are any changes or additions during the school year.**

FIELD TRIPS

Field trips are intended to meet a specific educational objective. Parents/guardians will be notified when a field trip is scheduled. School rules apply during a school-sponsored field trip and students are expected to display socially appropriate behavior. Violators may not be allowed to attend future events. If a student is absent or unable to attend an event, another assignment may be given to meet the educational objective and goal.

FOOD SERVICE INFORMATION

Breakfast Program

A good breakfast every morning enables your child to be alert, energetic and productive at school. Although children may not be hungry when they first get up, a good breakfast is essential to the demands of working in school all morning. Parents are asked to always make sure that their child has a nutritious meal to eat before school every day. The school also has a breakfast program that will begin the first day of school.

Breakfast prices: Kindergarten \$0.00 Gr. 1-6 \$1.50 Reduced \$0.00 Adult \$2.00

Healthy Snack Program

Students will have the option to enroll in our Healthy Snack Program. Those who enroll can pick one of several snack options which may include: Milk, raisins, cheese, yogurts, nuts, fruit or vegetables. Each Kindergarten student will receive one free milk each day as a part of a federal program. Kindergarten students are still encouraged to enroll in the snack program. Enrollment forms will be available at before school conferences.

Lunch Program

A healthy lunch will be offered daily. Federal Guidelines mandate an Offer versus Serve (OVS) concept that applies to menu planning and the meal service. OVS allows students to decline some of the food offered. The goals of OVS are to reduce food waste and to permit students to choose the foods they want to eat.

Under OVS, all students, at any grade level, must take:

- At least 3 of 5 food components AND
- One of the choices selected must be at least a ½ cup serving of the fruit or vegetable component or a ½ cup total serving of both fruit and vegetable.

Students are not required to take the main course if they have chosen 3 other components offered.

Each student is assigned a PIN number to purchase lunch. LCWM has a lunch system that allows you to monitor your child(ren)'s lunch balance in the Infinite Campus parent portal. The accounts are individual and not family accounts, so you will need to check each child's account. Once your child's lunch account falls below \$10.00 you will receive a statement in your child's Friday Folder. Email reminders will also be sent from the district office. Once a lunch account is at a zero balance there will be a grace period of 2 days. After that, the student will be served an alternative lunch or they may bring a sack lunch from home. The student will be

able to eat a hot lunch again when they have a positive balance in their account. If assistance is needed contact Lori Huls at the School District Office, 726-2323.

Lunch payments can be made online using the Payschools Online Payment System on the district website: www.isd2071.k12.mn.us or you may send money with your child to school.

Lunch menus are sent home each month in your child's communication folder. They are also posted on the school website. Families are invited to join their child for lunch. **Please let the school office know by 9:00 a.m.** if you are requesting a hot lunch. If you have any questions about the food service program, call 726-2323

Lunch prices: K-6 \$2.50 Reduced \$.00 Adult \$3.60

Food Service Information continued...

Elementary Lunch Schedule:	Kindergarten	11:20-11:50
	2nd Grade	11:30-11:45
	4th Grade	11:45- 12:00
	1st Grade	11:50-12:05
	6th Grade	12:00-12:15
	3rd Grade	12:10-12:25
	5th Grade	12:15-12:30

HOMEWORK

LCWM Elementary has a homework policy for elementary students. Homework is defined as:
...a faculty guided activity or assignment expected to be completed outside of the regular classroom. Parents and students can expect that some homework will be a regular part of each student's learning experience. The amount of time devoted to homework would probably increase in proportion to the intellectual development of students as they progress through the schools.

LCWM Elementary will use the following research-based guidelines when assigning homework:

- Homework will be purposeful and vital to learning
- Feedback on homework will be given to students in a timely manner.
- Homework will be differentiated based on student need
- Homework will be used to inform parents of current learning, allowing parent to observe their child's thinking, as well as the child's strengths and weaknesses in an area.

LIBRARY MATERIALS

Students are responsible for all books and materials they check out from the library. The LCWM School District will charge an appropriate fee for all library materials that are lost or returned damaged.

LOCKERS

Lockers must be kept clean at all times. If a locker is not working properly, report the situation to the office. Lockers may be subject to inspection at any time. If a student opts to put a lock on their locker, do not share your lock combination or locker with anyone. The school is not responsible for the replacement of lost or stolen items. Thefts from lockers should be reported immediately to the office

Minnesota State Law regarding school lockers: "School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

LOST AND FOUND

The best way to avoid lost belongings at school is to **mark your child's first and last name** in items such as shoes, jackets, hats, gloves, etc. That way, if found, they can easily be returned. Often children have great difficulty identifying their own possessions and many children have identical items of clothing. Items not claimed at the end of the month will be donated to G.R.A.C.E.

MEDICATION POLICY

If it is necessary for a child to receive prescription medication during the school day, parents and physician must fill out a *Consent Form for Administration of Medication during the School Day* form. Also, if it is necessary for a child to receive over the counter medication at school a *Consent Form for Administration of Medication during the School Day* must be signed by a parent/guardian. This form may be found on the district website under the Program & Services then Health Services or may be picked up at the school office. **An adult should bring the medication to school in the original container.**

MONEY / VALUABLES AT SCHOOL

On very few occasions are children requested to bring money to school. When such occasions arise, printed notices are always sent home with the child explaining the reason(s). When sending money to school, please help us by putting the money in a sealed envelope with the following information on it: STUDENT NAME, TEACHER, GRADE AND PURPOSE FOR SENDING MONEY.

Valuable items should be given to the teacher or office for safekeeping during the school day.

NON-DISCRIMINATION NOTICE

The Lake Crystal Wellcome Memorial School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to youth groups. The following person has been designated to handle inquiries regarding non-discrimination policies: Ashleigh Campbell, 502 E. Watonwan, Lake Crystal, MN 56055 507-726-2320 x225 or Doug Burns, 607 Knights Lane, Lake Crystal, MN 56055 507-726-2323 x 1230.

NURSE

Emergency Care

In the event of emergency or serious illness, LCWM Elementary will provide appropriate medical response and to contact the parent/guardian in a timely manner. In a life-threatening emergency, the school will contact emergency response personnel immediately. The parent/guardian, or designated emergency person, will be contacted in a timely manner. If the situation is not life-threatening, but the student requires urgent care and the school cannot contact a parent/guardian or designee, school personnel will transport the student to a clinic located in Lake Crystal for care. When parents arrive at the clinic or hospital, they will be able to change health care providers at that time if they so desire. It is the responsibility of the parent/guardian to pay any incurred medical expense.

Nurse Continued...

Communicable

If your child develops a communicable disease throughout the school year we encourage you to notify the school health office. This will help us to identify other students with similar symptoms. Some examples of common communicable health concerns are chicken pox, pink eye, strep throat, head lice, impetigo, and influenza. Please call the school nurse if you have questions regarding your child's illness or have questions about returning to school. Staff and students are encouraged to get an annual influenza vaccine to prevent influenza.

Illness

If your child becomes ill during the school day they will need to see the school nurse. The nurse will assess the child and determine the appropriate action to be taken.

- Keep your child home if they have a fever of 100 degrees or more, they should remain at home until they have been fever free without the use of medications for 24 hours.
- If your child has vomiting or diarrhea keep them home for 24 hours after the last episode.
- If your child has any rash or skin condition of unknown cause please check with your healthcare provider before sending them to school.
- Please complete the Annual Health Form indicating any life threatening allergies, chronic health conditions or if your child has a shunt or implant device.

Remember if your child is ill, please call the school daily to report the illness.

PARENT / TEACHER ORGANIZATION (PTO)

PTO meetings for the 2016-17 school year will be held the 2nd Thursday of every month at 6:30 p.m. in the LCWM Elementary School Media Center. Meetings and other PTO events will be noted in the PTO newsletter. All parents are invited to attend the meetings. Free childcare is provided in the school gym. For more information or questions about PTO email: lcwmpto@gmail.com.

PARENT / TEACHER / STUDENT CONFERENCES

Conferences are scheduled three times a year. The first conference (entrance) is a time for parents, teachers and student to get to know each other as well as to discuss philosophy, expectations, anxieties, concerns and goals for the year. The second and third conferences are a time to follow up on discussion from the previous conference, report progress and redefine goals.

PETS

We ask that family pets are not brought to school to share with the class. We have students in the school with allergies to animals. Also, while a pet is comfortable with your family in your home, they can become frightened with so many children in a classroom.

PHYSICAL EDUCATION

All students will need appropriate footwear to participate in physical education. Please provide your student with a pair of tennis shoes that provide adequate support for movement and non-marking soles. If possible, please keep these tennis shoes as a separate dedicated pair of “gym shoes” to be left at school.

PLAYGROUND/ RECESS

Students generally go outside for at least a few minutes of fresh air each day, unless it is raining, or when the wind chill is well below zero. Please make sure your child comes to school adequately dressed for the weather each day. If a student does not come appropriately dressed (snow pants, boots, etc.) he/she will be asked to stay on the blacktop area only for the day.

It is important to remember that no one catches cold from cold weather. Children do not get sick from going outside for a few minutes of fresh air. Please do not ask your child to be excused from going outdoors for this time. If you believe that your child is too ill to go outdoors for recess, he or she should not be in school. The exception would be medical conditions that are affected by cold weather or injuries.

Students are expected to play safely while on the playground. They are also expected to follow directions given by *any* adult supervising on the playground. Students will use as a guide the PBIS expectations for playground behavior.

PLC LATE STARTS

Late starts are held on the 2nd Monday of each month. School will begin promptly at 10:00 am.

PORTAL

Students and their parent/guardian may view attendance and grades, as well as other information, via the Infinite Campus Portal. Contact the office to set up an account.

RELEASE OF STUDENT FROM SCHOOL

For your child's protection, it is our policy not to release a student to anyone other than parents unless we have received a signed, dated note stating the name of the person who has permission to pick up the child. On occasion, you may have to take your child out of classes for a short period of time or before the end of the school day. Please come to the office to sign them out and your child will be called to the office to meet you. No child will be allowed to leave the classroom until the teacher has been notified that they have been signed out in the office. Please do not go to your child's classroom to pick them up. This creates an unnecessary interruption in instructional time for everyone in the classroom.

RIGHT TO PRIVACY (DISTRICT POLICY #515)

Parents or guardians must contact the school by September 18, 2015, if they do not want their student's picture and/or name in school publications. Anyone taking pictures or videos of students or staff without their permission is subject to disciplinary action.

SCHOOL CLOSING

The directive to close schools comes from the office of the superintendent of schools. If school is cancelled for the afternoon or all day, after school activities/programs are also cancelled for the day. Local radio and television stations announce school delays and closings in the morning before school opens, and also announce early dismissals due to developing severe weather.

Announcements concerning school closings, late starts or early dismissals may be obtained through the Infinite Campus Messenger system or on the following stations:

KEYC-TV, Mankato (Channel 12)

KYSM, Mankato (FM 103.5)

KYSM, Mankato (AM 1230)

KTOE, Mankato (AM 1420)

KEEZ, Mankato (FM 99.1)

WCCO, Minneapolis (AM 830)

Please avoid calling the school during this extremely busy time. Students may also be kept in school after regular dismissal time if severe weather poses a danger for them. School staff will supervise the children until it is safe to go home.

It is important to make prior arrangements with friends, neighbors or relatives to care for your child in the event that school must be dismissed early. It will be almost impossible to reach the school by phone during an emergency or early dismissal due to school personnel using the phone to ensure the safety of all students.

SCHOOL HOURS

The regular school day is from 8:00 a.m. - 2:50 p.m. **Students go to classrooms at 8:00 a.m. directly from the buses, unless eating breakfast.** (*Breakfast is served in the lunchroom from 7:45-8:05 a.m. daily. See "Food Service Information" for more information.*)

SCHOOL RESOURCE OFFICER

LCWM partners with the Lake Crystal Police Department to have a School Resource Officer available for resolution of conflicts, education and consultation about legal issues or safety concerns.

SLEEP AND SCHOOL

If your child is doing well in school, he/she is probably getting enough sleep. However, if there are concerns about academic progress, or behavior choices at school, the *amount* of sleep a child is getting and the schedule for sleep can often be one place to examine for ways to help your child.

Sometimes children appear *sleepy* in school on a regular basis. Some children can tell us what they watched on late night TV. Children who do not get enough sleep usually display problem behaviors in school such as:

- increased irritability
- increased aggressiveness
- poor concentration skills
- decreased thinking and problem solving abilities
- decreased learning

Please help us by maintaining a reasonable, consistent bedtime for your child. Pediatricians tell us that most 5, 6 or 7 year olds require about eleven hours of sleep each night. Children who are 8, 9, and 10 years olds need an average of ten hours of sleep. Many children do not get enough sleep on a regular basis. A bedtime story or a chance to talk over the day with a parent is a great relaxing idea to help a child get in the mood for sleep.

SMOKE-FREE & TOBACCO-FREE ENVIRONMENT (DISTRICT POLICY #419)

LCWM is proud to be a smoke-free and tobacco-free school. The Board has designated funds for participation in cessation programs or self-help materials.

TELEPHONE CALLS

Parents who wish to contact a classroom teacher should be prepared to leave a message with the office or on the individual teacher's voicemail requesting the teacher contact them. **Teachers are generally not available to come to the telephone during the time school is in session.** Leaving a message may be necessary

even before or after school since the teacher may be involved in a conference or attending a meeting at the time your call is made.

Students will not be called out of the classroom to take a phone call except in an emergency. If you need a message to be relayed to your child or your child's teacher please contact the school office **before** noon to allow teachers to relay the message after lunch and time to plan appropriately. Classrooms are not interrupted to give reminders to students about pre-arranged activities. We ask that you find other ways to communicate with your child's teacher, for example, a note in your child's backpack or communication folder.

Student use of the telephone is strongly discouraged. Students will be allowed to use the phone only in cases of emergency or with teacher permission. After-school plans should be made prior to leaving home in the morning.

TEXTBOOKS

Textbooks are provided to students by the school district. Books are expensive and good care is only common sense. The school expects normal wear of their books. However, if excessive misuse of a book results, a fine will be set at the end of the school year to cover repair or replacement.

VISITORS

Parents are welcome to visit our school. To limit interruption of the learning environment in the classroom we ask that parents limit visits to 30 minutes. Please call the teacher ahead of time to make the arrangements. All visitors, including parents, should stop in the school office to sign in and receive a visitor's badge. We ask that students not bring visitors (cousins, friends, etc.) to visit during the school day.

VOLUNTEERS

Volunteer opportunities may be available at our school. Please call the school office if interested. The school district may also elect to do background checks depending on the volunteer position.

WEAPONS POLICY

District #2071 recognizes the need to provide safe and secure schools throughout the District. Safe and secure schools lead to effective teaching/learning situations. This, in turn, leads to positive outcomes. The presence of weapons creates an environment that is opposed to what schools believe. This policy includes all school related areas including parking lots, athletic fields, buses, and vehicles, which may be parked on school property.

For the purpose of this policy:

A WEAPON MEANS: Any firearm, whether loaded or unloaded, any device or instrument designed as a weapon, or through its use is capable of threatening or producing great bodily harm or death. Also, any device or instrument that is used to threaten or cause bodily harm or death. Examples, but not limited to, include: guns (including pellet guns, look-alike guns, non-functioning guns that could be used to threaten others),

knives, clubs, metal knuckles, nunchucks, throwing stars, explosives, stun guns, ammunition, and any other items used in a threatening manner.

POSSESSION: Shall mean having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

CONSEQUENCES: Action may include but not limited to confiscation of the weapon, notification of the police department, immediate suspension for five (5) days, and a possible recommendation that the student be expelled from school.

“The greatest mistake you can make in life is to be continually fearing you will make a mistake.”

Elbert Hubbard