

**Louisa-Muscatine Elementary
Parent/Student Handbook**



2019-2020

LOUISA-MUSCATINE Parent/Student Handbook
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Louisa-Muscatine Community School District
We Value, We Challenge, We Prepare - Every Student Every Day
Louisa-Muscatine Elementary School

Letts, Grandview, Cranston, Fruitland, and other surrounding areas consolidated into the Louisa-Muscatine Community School District in 1959. The Louisa-Muscatine campus is located in a rural setting between the towns of Grandview and Letts and serves the students in the entire district.

Louisa-Muscatine Elementary is a school, serving students in Kindergarten through 6th grade. The student population is around 440 students. The school also has a preschool serving three, four, and five-year children as well as before and after school care. The elementary building is a modern, beautiful facility to learn and work.

Louisa-Muscatine Elementary has dedicated teachers that, although they bring varied backgrounds to their jobs, they are dedicated to the children they teach. They are involved with the district's professional development and bring best practice learning strategies into each and every classroom.

The Louisa-Muscatine Elementary staff would encourage you to come to school and see for yourself the work we do, the eagerness of the students we teach, and the progress we make with them in the time that they are with us.

Contacting Us

Elementary Principal	Aimee Wedeking	Office 726-3634, Ext. 270
Secretary	Amanda Wetzel	Office 726-3634, Ext. 273
Office/Health Associate	Monica Bieri	Office 726-3634, Ext. 272
Busy Hands Preschool Director	Betsy Clements	726-3634, Ext. 200
Student Absence Reporting.....		726-3634, Press 1
School Website.....		www.louisa-muscatine.k12.ia.us

Student Learning Beliefs:

Students graduating from Louisa-Muscatine CSD will be able to:

- Accept responsibility for their roles as good citizens in the school and community.
- Apply knowledge gained in all disciplines to effectively solve problems.
- Use technology as a tool to effectively gather, organize, analyze, and communicate information.
- Develop a desire to pursue lifelong learning in a variety of disciplines including the arts, humanities and vocational areas.
- Communicate in a clear, culturally sensitive way in the school and within the diverse community.

Louisa-Muscatine District Goals

- Goal I:** Increase the number of students performing in the Proficient and Advanced levels on the Iowa Assessments by integrating the Iowa Core standards into reading, math, and science curriculum.
- Goal II:** Enhance student achievement by providing students a consistent, safe and nurturing environment by actively teaching, modeling, and reinforcing appropriate social/emotional skills.
- Goal III:** Increase school, family and community relationships with the common focus of improving student learning by providing information and opportunities for connecting students, families, and the school.
- Goal IV:** Integrate Iowa Core 21st century technology skills into daily curriculum, preparing students for technological competence in their lives.

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

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

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

Reporting Procedures (Initial): Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded

Complaint Procedure (Formal): An individual who believes that he/she has been harassed or bullied will notify the building principal, the designated investigator. The alternate investigator is the school nurse. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Investigation Procedure: The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Counseling services shall be offered to the complainant.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

Attendance Policy

Process/Procedure

We expect students to be in class and make attendance a top priority. Regular attendance and being well prepared for class helps students succeed in school and helps prepare them for adulthood.

Participating in class discussions, developing an appreciation for the views and abilities of other students and forming the habit of regular attendance are legitimate class objectives. The learning lost due to an absence can never be replaced.

Parents/guardians are periodically updated on attendance status.

Reporting an absence

For each day or classroom period a student is unable to attend, a parent/guardian must phone the Elementary Office at 319-726-3634 before 8:45 a.m. You can call the school attendance line 24 hours a day. When you do, please leave your name, student name, grade, homeroom and specific reason for absence.

Leaving the building during the school day

If a student must leave school during the school day a note or phone call prior is appreciated.

A student who becomes ill during the school day must see the nurse or designee for assessment and must not call or message a parent. **If a student is ill, the office staff will contact the parent/guardian.**

Make-up work

If a student has been absent they will be held accountable to complete make up work. Some of the assignments may be sent home or recess time may need to be used to get caught up. If you know you are going to be absent please give the teacher as much notice as possible to gather some work to help stay caught up. Know that some work may need to be done upon returning to school.

Excused and unexcused absences

School administrators are responsible for determining if an absence is excused or unexcused. Parents/guardians are responsible for informing the school of the reason for the absence.

Excused Absences

- Death or funeral
- Family illness
- Court appearances or other legal proceedings
- Illness of student with or without medical note
- Illness when student is sent home from school
- Religious holidays
- Hazardous weather

Unexcused Absences

- Skipping class
- Student absent for illness beyond 10 days without medical documentation
- Parent/Guardian request to take student out of school
- All other absences not on the list as excused

We provide attendance notifications to parents/guardians as appropriate to make them aware of students' attendance issues. Please note: after 10 excused absences, medical verification for absences due to illness may be required.

Excessive Unexcused Absences and Truancy

The school is responsible for holding parents/guardians and students accountable for school attendance. Truancy and excessive excused absences as well as unexcused/excessive tardiness will not be tolerated. Parents will receive a letter expressing concern if absenteeism becomes excessive. 5 or more absences in a semester will be considered excessive and parents/guardians will be notified. Excessive absences may warrant school consequences such as loss of recess privileges. An excessive number of unexcused absences from school or an assigned area or class(es) may be considered as truancy, which may require mediation or legal action through the county attorney. Administrative discretion will be used in all cases.

Tardiness

Tardiness may result in consequences assigned by teachers and/or administration. This may include owing recess or afterschool time. Students are considered tardy if they are not at school and in their classroom when school starts. Students who arrive late to school must sign in at the elementary office. Students not completing a full day of school (8:20 AM until 3:25 PM) will not be eligible for a perfect attendance award.

Back to School Night

Back to School Night is an opportunity for parents and students to meet and visit with their child's teacher. Students can bring their supplies to school, meet their teachers and new classmates and relieve pre-school anxiety. It is usually held before the first day of classes.

Behavioral Expectations for Every Student

LOUISA-MUSCATINE Elementary has set the following expectations for student behavior. Each student is expected to be responsible for his/her own actions and should recognize the relationship between achieving academic success and developing positive social and interpersonal skills. The STAR program focuses on students' creation and maintenance of a proactive and positive learning environment.

We believe that all adults who work or visit our school have the responsibility to model the same expectations that we are developing in our students. They look to us for examples of how to be positive citizens through our actions, behavior, language, and dress. We, as adults, must teach by example.

STAR Expectations for Success:

1. Show respect.
2. Treat others with kindness.
3. Act responsibly.
4. Reach for our best together.

We show **RESPECT** by:

1. listening
2. using polite language
3. staying in our own space
4. matching our voice level to activity
5. using good manners

We treat others with **KINDNESS** by:

1. accepting others' differences
2. including others
3. being supportive

4. smiling and greeting others
5. being helpful

We act **RESPONSIBLY** by:

1. following rules
2. following instructions
3. being helpful
4. acting safely
5. doing what is expected

We reach for our best **TOGETHER** by:

1. respecting others' property
2. trying our hardest
3. taking turns
4. sharing
5. showing patience

School Rules Against Bullying

- We will not bully others.
- We will try to help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Birthdays

In order for invitations or announcements of private birthday parties to be distributed at school, every student (or every boy or every girl when applicable) in that classroom must be invited. This is to avoid hurt feelings. Our elementary school does not provide addresses and/or phone numbers of our students. If birthday treats are prepared, they should be nutritious.

Book Rental Information

Book rental fees are determined each summer for the following school year. This fee will be adjusted for students qualifying for free and reduced lunch. If books are abused or lost during the period of use, a fine will be assessed. Students are expected to use their books in a manner that will keep them in the best possible condition. The following fines will be assessed for lost or damaged books:

- Lost/totally damaged	1/5 pro-rated per year of cost of book.
- Broken covers & bindings	\$3.00
- Torn covers	\$1.00
- Torn page	\$1.00
- Soiled books	\$1.00

Bringing and Picking up Students

Students should not arrive at the school before 8:00 AM. Adult supervision is available at 8:00. Students brought to the school by parents are to be dropped off at the main entrance to the building. If you need to bring your child earlier, Busy Hands Daycare is available. Please call Ms. Clements for information at 319-726-3634 ext. 200.

If your child needs to leave school before the day is over, please send a note telling the office of your instructions. When picking up your child please come to the main office and tell the secretaries that you are here to pick up your student. The office will call students to the office where parents may pick them up. From 8:00-8:25 and 3:10 to 3:30, please park in the parking lot to avoid blocking bus traffic.

If your child needs to go home on a different schedule or bus than usual, please send a permission slip on the day of the change. This would include, but is not limited to, students staying for sports practices, girl scouts, boy scouts, etc. If we receive no written or phone notice, we will assume that your child will go home via his usual plan.

Bus Behavior Policies

Students are responsible for their behavior on the bus. Due to safety concerns, students may lose bus privileges if their behavior endangers other students and driver. Problems with behavior and other infractions will be reported and disciplinary action will be taken in accordance with guidelines.

A. Parent Responsibilities

Parents/guardians are requested to support proper behavior on the bus. They are also expected to support disciplinary actions that are necessary to help their child fix inappropriate behavior.

B. Student responsibilities while waiting and loading the bus

1. Respect private property at the bus stop area.
2. Be on time according to route schedule.
3. Stand at least ten (10) feet from roadway, unless specifically provided otherwise.
4. Board the bus in a single file line.
5. Load at the specific stop on the route.
6. Ride the bus as directed by the route schedule or as per note received from the office.

C. Student responsibilities while riding the bus

1. Go directly to their seat and do not block the aisle.
2. Face forward and converse quietly with students around them.
3. Remain in the same seat unless permitted to move by the driver.
4. Do not eat, drink, strike matches, smoke or chew tobacco on the bus.
5. Keep hands and objects inside the bus at all times.
6. Respond promptly to the driver's instructions and observe all rules.

D. Student responsibilities during and after unloading the bus

1. Depart the bus only at designated stops.

2. Remain in seat until bus has come to a complete stop.
3. Leave bus unloading area promptly.
4. When the bus' stop arm is used, cross in front of the bus upon instructions from the driver.

E. General Courtesy

1. Drivers should be notified in advance of students being required to bring cumbersome items.
2. Show and tell items; such as live animals, bulky and fragile items, etc. would be more properly transported by parents to and from school.
3. Musical instruments or large parcels should be stored as the bus driver requests.
4. Firearms, knives, and other potentially harmful items shall not be carried on school buses.

F. Driver Responsibilities

1. The bus driver is responsible for the bus, the immediate conduct of the pupils, and the safe transportation of the riders. He/she has the authority to assign seats.
2. The driver will report behavior infractions on the forms provided with copies given to the building principals and parents as necessary.
3. The driver shall be responsible for discipline on his/her bus and the reporting of infractions of rules.

Bus Cameras

Your student's school bus will have a video surveillance camera on it during operational hours. Students' behavior and the driver's management of that behavior are the two key elements to safe and enjoyable bus rides. The purpose of the camera is to assist the bus driver in the management of student behavior. If you have any questions concerning this program, please contact the Transportation Office at 726-3541.

Bus Ticket Due Process Progression

Level 1 Referral (Bus Driver)

Possible Consequences

- Warning
- Assigned Seat
- Noon Hour/Recess Detention
- One-day removal from the bus
- Other Applicable Consequences

Substitute bus drivers will turn in referrals to the Transportation Director

Level 2 Referral (Transportation Director, SAM or Designee)

Possible Consequences

- Warning
- Assigned Seat
- Detention
- Conference with parent, student, and driver
- Maximum of 10 days off the bus
- Other Applicable Consequences

Level 3 Referral (Building Administrator or Designee)

Possible Consequences

- Warning
- Assigned Seat
- Detention
- Conference with parent, student, driver, and building administrator
- Maximum of 30 days off the bus
- Saturday School
- In-School Suspension
- Out-of-School Suspension
- Other Applicable Consequences

Level 4 Referral (Superintendent)

Possible Consequences

- Maximum of total loss of riding privileges up to one year from date of infraction.
- Expulsion

Athletics and Activities and Bus Ticket Progression - When a student has had his/her bus riding privileges suspended, the loss of privileges will apply to both the activity route and the regular route. The loss of riding privileges do not impact the student riding the bus for field trips or activities/athletic trips unless deemed necessary by the building principal.

Busy Hands Preschool/Childcare

Our Busy Hands Preschool serves children age three through five, is licensed by the Department of Human Services and is part of the State Voluntary Preschool Grant, which provides preschool, including transportation, at no cost for students who are four years old by September 15. In addition to preschool, Busy Hands also offers before and after school care for students, grades pre-school through sixth grade.. The goal of the Busy Hands Program is to develop pre-academic skills, positive self-concepts and socialization skills, laying the foundation for a positive and productive school career..

Cell Phones/Electronic Devices

Cell phones and electronic devices may be brought to school, but must be turned off and kept in the child's locker or school bag. Other electronic devices may be used during recess or other times at the discretion of the staff. Items such as electronic watches can be worn, as long as they are not a distraction to learning. Violations of this policy will result in confiscation for the day and possibly until parents come pick it up. Lost or stolen electronic equipment is the responsibility of the student and parent.

Classroom Placement

During the spring semester, teachers in each grade, along with the principal and support staff, work to create balanced classroom groups for the following school year. It is essential that each group be comprised of students with even distribution of gender, cognitive and developmental levels, academic abilities, social and leadership qualities, work habits, cultural and socioeconomic backgrounds, and behavioral attributes. Individual and group relationships among students are also

taken into consideration.

In some instances, there may be information or a strong preference regarding a particular placement of a student. In such cases, parental requests will be considered in the placement decision. To be considered, the principal must receive requests in writing by May 1st. All requests must include a 1st and 2nd choice of instructors. Please refrain from requesting teachers in effort to be placed with friends or allowing your child to choose their teacher. The school reserves the right to make the final decision as to student placement. Final placement decisions will be made in an effort to provide what is best for each child while maintaining a balance in and between classrooms.

Counseling Program

The elementary counseling program is designed to meet the unique needs of the elementary student. The counselor conducts structured classroom lessons on a bi-weekly basis where students learn valuable proactive life, relationship and conflict resolution skills. Sometimes students need a little extra support. Throughout the year students may be invited to participate in individual or small group counseling as they work through various life circumstances such as changing family struggles, grief, anger control, friendship problems, social-emotional issues or school related skills. The counselor also consults with parents, teachers and staff regarding children's individual needs. Please contact the school counselor for more information about the support available for your child.

Daily Schedule

8:00 AM - School begins, students enter the building for SmartStart.

8:00 – 8:20 AM - Students may eat breakfast.

8:20 AM - Classes begin.

10:55 - 12:50 PM - Lunch is served (class times vary).

3:20 PM – Students prepare for dismissal.

3:25 PM - Students are dismissed.

Directory Information

Student information is kept confidential. Occasionally, student information may be given to outside groups for specific reasons. Please refer to school board policy or contact the principal with questions about releasing information about your child.

Dress and Grooming

We have simple dress suggestions for our elementary school students. The following guidelines have been established:

1. Students are expected to dress appropriately for the school environment. Please be aware of what your student is wearing to school.
2. If a students' attire will create an educational distraction as determined by the school staff they will be asked to modify their clothing and parents will be notified.
3. Undergarments cannot be revealed.
4. Shoulders must be covered with straps wide enough to cover undergarments.
5. Please make sure that tops and blouses cover student's midriff while walking or sitting.

6. Student's shorts/skirts need to be appropriate in length. The clothing should be no higher than approximately $\frac{1}{2}$ way between the knee and hip bone.
7. Any student whose clothing or grooming creates a health hazard, is vulgar, advertises cigarettes, alcohol, or drugs will need to replace it, turn it inside out, or cover it.
8. Hats, sunglasses and hoods are not to be worn in the building during the school day (unless given specific permission).

Field Trips

Field trips are an excellent extension of students' academic and social learning. In order to participate, students will need a Field Trip Permission Form, filled out by a parent, before leaving campus. Field trip permission forms are available at registration. If you have not filled one out, please contact the school and one will be provided. In rare cases, phone calls between 8:00-8:30 the morning of the field trip giving verbal permission will be accepted. Students are encouraged to ride to and from the field trip with their class and grade. Information about the trip, expectations and educational supporting information may be shared during the ride to and from the trip site. Parent/guardian volunteers may attend and help on field trips, but may be asked to provide their own transportation. No younger or older siblings (school age) will be allowed to attend field trips. Please refer to the Chaperone Letter attached at the end of the handbook for details.

Food Service

School lunches may be purchased or cold lunches may be brought from home. Our school uses a computerized payment program. Your child will have a meal account that allows the student to purchase breakfast, lunch, and extra milk from this account. Please keep in mind the following guidelines:

1. Deposits are made into the account at the main office or through PaySchool. For deposits made at the office, a receipt will be provided to your child.
2. Student prices:
 - a. Breakfast - \$1.65
 - b. Lunch - \$2.60
 - c. Extra milk - \$.40
3. Adult prices:
 - a. Breakfast - 2.00
 - b. Lunch - \$3.75
4. You may deposit any amount into your child's account, but daily deposits are discouraged.
5. E-mail and/or phone/text messages are sent to students whose accounts have fallen below \$5.
6. The food service program can allow your child's account to be blocked from having breakfast or extra milk if you so choose. Contact the office for details.
7. It is our expectation that all students will eat lunch. Students may eat either school lunch or cold lunch brought from home.
8. The drinking of soda pop or caffeinated energy drinks (Red Bull, Monster, etc.) in the lunchroom is not allowed. (Per federal mandates.)
9. Parents are encouraged to come and eat lunch with their student. Please notify the school if you are interested in having lunch with your student.

- 10. Parents who drop off fast food for their child to eat at lunch may do so, but please remember the soda pop rule above.
- 11. Students may purchase extra milk for their lunch. Extra entrees are not available.

Free or Reduced Prices for School Food Service

Free or reduced lunches are available. Parents wishing to apply for free or reduced prices may receive an application form at the main office. Qualifications are based on USDA guidelines.

Nutrition Education Goal:

The school district will provide nutrition education and engage in nutrition promotion that:

- Provides K-12 students with the knowledge and skills necessary to promote and protect their health.
- Nutrition education will include one or more of the following:

Elementary	Intermediate	High School
Accepting body size difference	Dietary Guidelines for Americans	Dietary Guidelines for Americans
Balancing food intake and activity	Eating disorders	Eating disorders
Benefits of healthy eating	Healthy weight control	Healthy weight control
Eating more fruits, vegetables, whole grains and calcium rich dairy foods	Understanding influences on food choices	Understanding influences on food choices
Following food safety practices	Following food safety practices	Following food safety practices
My Pyramid**	My Pyramid**	My Pyramid**
Making healthy food choices for meals and snacks	Making healthy food choices for meals and snacks	Making healthy food choices for meals and snacks
Using food labels	Using food labels	Using food labels

Cafeteria Expectations

Goal: Our goal is to provide a safe and clean dining environment where people interact in a respectful and responsible way.

In the CAFETERIA, STAR students:

Show Respect by:

1. talking quietly at the table
2. using good manners
3. picking up trash
4. staying in our own space

Treat Others with Kindness by:

1. being helpful
2. waiting patiently

Act Responsibly by:

1. holding our tray with both hands
2. waiting patiently

Reach for our Best Together by:

1. reminding others about STAR
2. modeling STAR behavior

EXPECTATIONS:

- Use correct entrance and exit.
- Use inside voices.
- KHFOOTY: Keep hands, feet and other objects to yourself
- Walk in the cafeteria.
- Stay seated unless you are receiving your meal or throwing away litter.
- Clean up your area.
- Wait to be dismissed by the lunchroom supervisor.

Gum

Gum will not be allowed in common areas (hallways, library, cafeteria, playground, etc.). Gum may be used in specific classrooms for special occasions at the discretion of the teacher. The teacher will be responsible for proper disposal.

Homeless

The Board of directors of the Louisa-Muscatine Community School district is responsible for locating and identifying homeless children and youth who are “identified” within the district. A “homeless child or youth of school age” is defined as one between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designated as a permanent home; living in a community shelter facility; or living with non-nuclear family members or friends who may not have legal guardianship over the child or youth of school age. The district shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, vocational courses or programs, programs for the gifted and talented, health services, and food and nutrition programs, on the same basis of those services and assistance provided to resident pupils. If you need further assistance/information, please contact the building principal, counselor, or the superintendent of Schools, 14478 170th Street, Letts, Iowa 52754.

Insurance

Optional health and/or dental insurance application forms for the students are available at all times. Information will be made available to the parents at registration. Otherwise, it is available from the

school secretary.

Insurance (HAWK-I) for Children

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at www.hawk-i.org for more information.

Internet Acceptable Use Policy

Internet access is provided to students and staff for educational and research purposes in accordance with the mission of Louisa-Muscatine Community Schools. Use of the internet is considered a privilege that is governed by an Acceptable Use Policy. Copies of the complete policy are available upon request from the office. Activities prohibited by this policy include, but are not limited to:

- Business activities
- Political activities
- Obtaining or distributing pornographic or obscene material
- Activities in violation of federal or state law

Violation of this policy will result in the following penalties:

1st violation: Loss of unsupervised Internet privileges for a period not to exceed one month. Use of the Internet at school will be done only under the direct supervision of school personnel. Violation of this penalty will result in due process procedures of misconduct.

2nd and subsequent violations: Loss of unsupervised internet privileges for a period not to exceed one school year. Use of the internet at school will be done only under the direct supervision of school personnel. Violation will result in due process procedures of misconduct.

If you have any questions concerning this policy, contact your building principal or Rick Johnson, Technology Supervisor.

Locker Policy

All lockers in the school building are the property of the school district and remain school property even though they are temporarily assigned to students. The lockers are subject to inspection by school personnel for cleanliness, missing school property, etc.

Lost and Found Items

All found items are brought to the main office. Items may be claimed there.

Learning Supports

A variety of extra supports is available for students who qualify. Programs include learning center, Title I reading and math, special education, and gifted and talented. Contact your child's teacher or the principal for more information.

Non—Discrimination Policy Statement

It is the policy of the Louisa-Muscatine Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Amy Lantigua, Curriculum Director, 14478 170th St. Letts, Iowa 52754, (319) 726-3541 ext 354, alantigua@lmcisd.org

Nurse and Health

Our district school nurse's hours at the elementary are approximately: 8:00 – 1:00 PM daily and 2:00 - 3:50 PM daily.

If your child is sick:

When a child is at school and complains of being sick, the child's temperature will be taken. A fever above 100° and complaints of illness will usually merit a call to parents. If the health complaint occurs late in the day, the child may stay in the infirmary until the end of the day.

When should your child not be sent to school?

If your child has a temperature of 99° or above prior to the beginning of school, please keep him/her home. If he/she has vomited and/or had diarrhea the night before, please have the child spend the next day at home.

Medication Policy

As per School Board of Education policy, under no circumstances will the school supply medications to students. It must be supplied by parents and sent with the student.

Prescription medications, required to be taken during the school day, shall be administered when the following are on file at school:

1. A parent's signed and dated authorization including name of medication, dosage, administration route, time to be given at school, and reason receiving.
2. The medication shall be in the original packaging and labeled as dispensed by the prescriber or pharmacist and shall identify the medication, strength, and time interval to be administered. Two labeled containers may be requested: one for home and one for school. If necessary, the physician may be contacted for clarification on medication administrations.
3. Students with asthma and allergies frequently have the sudden onset of symptoms. Students whose parents and physicians judge that they have sufficient maturity to control the use of inhaled medications are allowed to retain these inhalers in their possession. The student who needs to carry their inhaler will need a written statement from their physicians.
4. Non-prescription medications required during school which cannot be managed otherwise are to be sent to school with a signed permission slip from the parent stating what the medication is, why the student must take it at school, dosage, and time to be administered. Non-prescription medications must be in the original container.

Administering Medications at School

All medications are administered in the nurse's office. A variety of medications are administered daily to students there. With the large volume of students taking different medications, the nurse is better able to make sure all of the students who need school-administered medications receive them. If you have questions or concerns, please contact the school nurse.

Illness or Injury at School

Minor first aid and health care will be administered by school personnel and recorded. A note will be sent home to parents for all minor visits to the nurse. Parents will be contacted in instances of any questionable or more serious injury or illness. If an emergency should arise at school your child will be transported to the nearest emergency room (Muscatine).

Health Record and Screenings

Your child's kindergarten physical and dental exams are the beginning of your child's school health record. This record will accompany him/her through high school graduation. It will include your child's immunization record, records of vision and hearing screenings, and any special health concerns.

Health Screenings

1. Hearing - Students in kindergarten, 1st, 2nd, 5th, and all new students to Louisa-Muscatine have their hearing evaluated free by the AEA. Parents of students who have hearing abnormalities will be notified.

2. Vision – Students in 1st and 5th grades or by a teacher referral will receive a vision screening by our nurse during the first semester. Notification is sent to parents with vision concerns.
3. Height and weight screenings will be conducted each fall. Results will be available upon request of parent/guardian.

Special Health Concerns/Food Allergies

Please talk with the school nurse or your child’s teacher if you have any special health needs or concerns. Examples may include blood testing for diabetic students, inhalation therapy for students with asthma, etc.

Food Allergies

We are food allergy conscious. Please talk with the school nurse if your child has any food allergies that would impact their safety or learning. We will work to meet the special dietary needs of your child and take precautions as necessary.

Communicable Diseases

Periodically, children are exposed to communicable diseases such as strep, chicken pox, impetigo, etc. If a communicable disease is diagnosed in your child’s classroom, you will be notified through a letter.

Head Lice

Head Lice is an on-going issue in every community. You may assume that your child is always vulnerable. When necessary, the nurse will notify specific parents and work with them to correct the problem.

Medical Excuses for Recess/Physical Education

Students who have extended injuries or illnesses that would keep them from participating in physical education and recess will need a doctor's note. If a student is excused from physical education, we will also follow the same restrictions during recesses. In addition, the school will need a doctor's note that releases them back to full PE and recess.

Orientation to 7th Grade

Our 6th grade students spend time each spring preparing for junior high. Junior high staff orients students to junior high. Registration for classes is conducted at the elementary school. A visit to the junior high alleviates many students’ concerns. For more information, contact the junior high school office.

Outside Recess Procedures

It is important that students have a break from their schoolwork periodically to stretch, move around, do large motor muscle movement, and work some “wiggles” out. We believe that fresh air

is important and try to take students outside when possible to achieve that purpose.

Temperature Criteria for Outdoor Recess

Weather permitting; students will go outside for recess. On days when the temperature becomes a factor in deciding to stay inside or go outside, we will use the following criteria: If the temperature is 0 degrees or above (including wind chill), outside recess will be held. If the weather is below 0 degrees, inside recess is held and students will stay in their classrooms.

It is important that your child comes prepared for the weather. Please make sure that your child comes with a warm coat, something on their ears, boots, and gloves to wear. Anyone not dressed appropriately will stay inside with adult supervision. Unless your child is under a doctor's care or has been absent due to illness, we will be sending your child out for recess.

On the PLAYGROUND, STAR students:

Show Respect by:

1. listening to adults
2. reporting, not tattling
3. playing fairly

Treat Others with Kindness by:

1. including others
2. taking turns
3. being helpful

Act Responsibly by:

1. picking up
2. lining up at the sound of the bell
3. leaving rocks and snow on the ground

Reach for Their Best Together by:

1. walking to and from recess
2. using equipment properly

SAFETY RULES:

- Rocks stay on the ground.
- Students are to stay in the playground area (on the sidewalk or rocks, lower wing) and in sight of the teacher. Outdoor classroom is off limits during recess.
- Students will stay in their own space.
- Students must sit to swing and the swing must go back and forth, not side to side or twisting. The swing must be stopped for the student to leave.
- Go down the slide, feet first, not up the slide. One at a time.
- Tire Swing Rules: Feet inside; time limits may be used.
- No wrestling, hardball, or tackle football.
- Water and mud areas are off limits during recess time.
- Recess is over when the whistle/bell sounds. Students should cease play and line up to return to class.
- Snow stays on the ground.

Parent—Teacher Conferences

There are four quarters within our school year. Two personal conferences will be scheduled per school year. Conference dates are:

Fall Conference - Thursday, Oct. 24, 4:30 - 8:00 PM

Tuesday, Oct. 29, 4:30 - 8:00 PM

Spring Conference - Tuesday, March 10, 4:30 - 8:00 PM

Thursday, March 12, 4:30 - 8:00 PM

Families will be notified of the dates and times with notes sent home and on the school website. If you wish to schedule an extra conference at any time, please contact the office or your child's teacher.

Pay Online

We are able to accept many payments online. These include:

Registration Fees

- Book Fees
- Busy Hands Preschool Fees
- Meal Deposits
- Field Trip Donations

E-checks (which directly debits your bank account), Visa, Mastercard or Discover cards will be acceptable methods of payment. PaySchool uses Secure Sockets Layer (SSL) software, requires passwords throughout the program and does not store personal bank or credit card information to ensure privacy and security for users.

Pets at School

It is possible for pets to come to school for a show and tell activity. If you wish to do so, please receive prior approval from your child's teacher. Large animals need to be viewed by students outside. Some classrooms will require a certificate of health from a licensed veterinarian prior to the visit.

P.T.O.

The Parent-Teacher Organization (P.T.O.) is an active group of parents and teachers whose goal is to provide financial support to the schools and educational information to all. The P.T.O. is a preschool-12 organization. New members are always welcomed and encouraged. Contact the school for more information.

Report Cards

Report cards are administered four times during the school year. These are either sent home or given out at conferences. The fourth quarter report card is mailed home at the end of the school year.

School Closing Information

Official announcements regarding Louisa-Muscatine Community School District's operation during inclement weather will be broadcast over the following radio and television stations:

Radio:

KWPC 860 AM
KBOB 104.9 FM
KUUL 101.3 FM
WLLR 103.7 FM

Television:

WHBF Channel 4
KWQC Channel 6
WQAD Channel 8
KLJB Channel 18

Also, check our website: www.Louisa-Muscatine.k12.ia.us There is a message and a link to Channel 6, KWQC, entitled "School Closing Information."

Pre-recorded messages to individuals' phones are available for school schedule announcements. Contact central office for more details.

School Parties

Three school-sponsored parties occur during the school year. If you prefer your child not participate please let your child's teacher or the office know and we will make arrangements for your child during those times.

1. Halloween Party: Teachers organize the parties and students in grades Preschool through 3rd grade have a parade.
2. Winter Party: A \$3.00 student gift exchange may occur.
3. Friendship (Valentine) Party

School Pictures

Individual and group pictures will be taken in September. Spring casual pictures will be taken March. A yearbook will be available for purchase in April and/or May and will be delivered the following fall.

School Visitation Procedures for Parents, Volunteers & Guests

In order to keep our school safe, we have established procedures for visiting school. When visitors come to school, they must use the main entrance (or parking lot entrance). You must be buzzed in at the entrance and sign in and pick-up a visitor's badge. Visitors without badges will be asked to go back and check in at the office.

We ask that no visitors come during the first and last month of school.

Searches

A student or a student's possessions, clothing, locker, etc., may be searched if the principal or designee has reasonable suspicion to believe that contraband items will be found.

Standardized Tests

In order to meet the unique needs of every student, Louisa-Muscatine Elementary administers a variety of standardized tests, including the Iowa Assessments, Curriculum Based Measurement (CBM), the Cognitive Abilities Test (CogAT) and FAST. Results of these assessments are available and shared with parents.

Students Moving into Adolescence

Once yearly, our nurse provides information to intermediate aged students about their changing bodies. The 4th, 5th and 6th grade boys see an educational film and have discussion time. The 4th, 5th, and 6th grade girls see an educational film, receive a booklet, and have discussion time. Please direct questions about the content of this material to the nurse.

Talented and Gifted Program

To be identified for the Gifted and Talented program, a multi-faceted criteria is used and may include the following:

1. Observation inventory
2. Nomination by teacher, principal, counselor, parent
3. ITBS scores in vocabulary, reading, math, and total composite (95% or above based Iowa Norms)
4. Cognitive Abilities Test (total score of 90% or above)
5. Ravens Progressive Colored Matrices
6. Structure of Intellect Creativity Assessment
7. Renzulli Characteristics Rating Scale
8. Belin-Blank Bests test (score of 65% or above)

The Talented and Gifted program is built around the affective needs of the Louisa-Muscatine gifted population. Affective needs include: Academic counseling, career counseling, long-term goal setting, short term goal setting, social implications of giftedness, academic implications of giftedness, moral intensity, sensitivity to expectations, personal standards, perfectionism, long-term life planning and long-term academic goals. The program works to meet these needs by teaching hands-on activities, higher order thinking skills, problem solving, research and process skills, and differentiated intellectual experiences and activities to meet high potential needs. Please contact Abagael Schrader for more information.

Title 1

The Title 1 program is an intervention program aimed to reach students that need some extra teaching in the area of reading and/or math. See the addendum at the end of the handbook for the complete, school board approved policy.

Tobacco-Free Environment

(Reference section 905.2 of the School Board Policy): School district facilities, including school vehicles, will be tobacco free. This policy applies at all times, including school-sponsored and non-school sponsored events. Persons failing to abide by this request will be required to leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

Volunteer Program

The School Volunteer Program exists to enhance the effective use of the teachers in the classrooms, to broaden the educational experiences of our students, and to generate greater community involvement and good will in the school. We need adults who are willing to donate time, and talents to strengthen our educational system. A background check is required for all volunteers. To learn more information or volunteer, contact your child's teacher or the office.

Youth League/Youth Sports Foundation

Youth League and Youth Sports Foundation are not part of the school system, but works closely with the school. Contacts are:

Youth League Sports: Jamie Runnells, 319-750-9502

- Tee Ball
- Coach Pitch Baseball
- Minor/Major Baseball
- Minor/Major Softball
- Volleyball
- Basketball

Youth Wrestling: Randy Phillips, 563-260-3760

Youth Sports Foundation: Rocky Phillips, 563-506-5419

- Football (3rd-6th)
- Track

Wellness Policy

(Reference section 507.9 of the School Board Policy): The board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

Field Trip Expectations for Parents

Thank you for your support!

At Louisa-Muscatine Elementary we believe that field trips provide a valuable educational experience for students. The children encounter “being there” and they are better able to connect their current learning to past and future experiences.

In order to help ensure that our field trips remain safe and rewarding, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Guidelines for Volunteer Chaperones

1. All school rules apply on field trips. Chaperones are expected to comply with school policies, follow the directions given, and work cooperatively with other volunteers and staff members and model appropriate behaviors for students. The chaperone will follow the trip plan developed by the teacher.
2. In order to comply with the school policy, before or during the trip, chaperones:
 - *may not use or possess alcohol or other drugs (this includes vaping)
 - *may not use tobacco in the presence of, or within the sight of, any students (this includes vaping)
 - *may not administer any medications, prescription or nonprescription, to students (other than their own)
3. Chaperones may be supervising a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you at all times. Please account for all group members regularly.
4. Chaperones must be at least 18 years of age.
5. Eating and drinking are not permitted outside of designated areas and times.
6. For the protection of both student and adult, chaperones should not place themselves in situations in which they are alone with a student.
7. No younger or older siblings (school age) will be allowed to attend.
8. Please refrain from use of your cell phone, unless an emergency.

With proper planning and supervision, we hope that the field trip will be an enjoyable experience for all! Thank you again!

Parent and Family Engagement Policy
Louisa-Muscatine Community School District

It is the policy of Louisa-Muscatine Community Schools that parents and family members of participating children shall have the opportunity to be involved jointly in the development of the district plan and in the district's review process for the purpose of school improvement.

Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students. The district provides coordination, technical assistance and other supports necessary to aid in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports this partnership through providing information about standards and assessments; providing training and materials for parents to help their children; educating school personnel about involving parents and the value of parent contributions; and developing roles for community organizations and businesses to work with parents and schools.

1. This jointly developed and agreed upon written policy is distributed to parents and family members of participating Title I children through the Parent Handbook which is distributed to every family at the time of registration. In schoolwide buildings, this will include all parents. (ESSA Section 1116(a)(2))

2. The district will provide technical assistance and support to schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance through professional development regarding parent and family engagement. The district will partner with community groups as a means to engage families more creatively and successfully. (ESSA Section 1116(a)(2)(B))

3. The district will work to find ways to work cooperatively with other Federal, state, and local programs. The Title I program will work with local public preschool programs, Headstart programs, local library programs, and special education programs (IDEA). Our homeless education program coordinates with the local backpack program to offer support to students that are food insecure, especially over the weekends. (ESSA Section 1116(a)(2)(C))

4. The district conducts an annual evaluation of the content and effectiveness for the Parent and Family Engagement Policy. The evaluation includes parents in a meaningful manner. In addition to surveys, the district uses focus groups and open discussion groups for this evaluation. Parents and families have a voice. The evaluation tools and methods identify the type and frequency of school-home interactions and the needs of parents and families have to better support and assist their children in learning. The evaluations will target at least three key areas: barriers, ability to assist learning, and successful interactions. (ESSA Section 1116(a)(2)(D)(i-iii))

5. The district uses the findings for the annual evaluation to design evidenced-based strategies for more effective parent and family engagement. The evaluation results will help uncover best practices that are working and adapt those ideas to the district and individual school needs. (ESSA Section 1116(a)(2)(E))

6. The district involves parents and family members in activities of the school. The district has established a parent advisory committee comprised of a sufficient number and representative group of parents or family members to adequately represent the needs to the population, revised, and reviewed the Parent and Family Engagement Policy. (ESSA Section 1116(a)(2)(F))

7. At least one annual meeting will be held to inform parents and family members of the school's participation in the Title I program and to explain the requirements of the program and their right to be involved. The meeting shall be for parents of both public and private school. Notification will be sent in the district and building newsletter. (ESSA Section 1116(c)(1))

8. Parent and family meetings, including parent conferences, will be held at different times during the day and Title I funds may be used to pay reasonable and necessary expenses associated with parent and family engagement activities, including transportation, childcare, or home visit expenses to enable parents to participate in school-related meetings and training sessions. (ESSA Section 1116(c)(2))

9. The district will involve parents in the planning, review, and improvement of the school's Title I program through participation in stakeholder groups and in-person meetings where parents give input and feedback. (ESSA Section 1116(c)(3))

10. In a schoolwide program plan, parents are asked to be involved in the joint development of the building's schoolwide plan through in-person meetings, surveys and electronic feedback as appropriate. Applies only to Title I schools operating a Schoolwide Program. (ESSA Sections 1116(c)(3) and 1114))

11. Parents and family members of participating children are given assistance in understanding the Title I program, with timely information about the Title I program. Through annual meetings and parent- teacher conferences, the school will provide parents and family members of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. Parents and family members receive an explanation of the school's performance profile, the forms of academic assessment used to measure student progress, and the expected proficiency levels in the annual progress report distributed to all stockholders in the spring of the year, through individual reports given to parents at conference time, and through report cards. (ESSA Section 1116(c)(4)(A) & (B))

12. If requested by parents, the school will provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. (ESSA Section 1116(c)(4)(C))

13. If the schoolwide plan under Section 1114(b) is not satisfactory, parents of participating students may comment. Comments may be made in writing to the school principal. (ESSA Section 1116(c)(5))

14. A jointly developed school/parent compact outlines how parents and family members, the entire school staff, and students all share responsibility for improved student achievement. The compact also describes the means by which the school and parents will build and develop a partnership to help children achieve our local high standards. It is distributed in the parent handbook and is reviewed at the annual meetings. (ESSA Section 1116(d))

15. Parents will be notified of this policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. The policy will be provided in English and Spanish and will be free of educational jargon. (ESSA Section 1116(b)(1))

16. In order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency shall:

1. Provide assistance to parents in understanding challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;

2. Provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement;

3. Educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;

4. Coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children;

5. Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and

6. Provide such other reasonable support for parental involvement activities under this section as parents may request. (ESSA Section 1116(e)(1-14))

17. The school, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children) by providing information and school reports required under Section 1111 in a format and language the parties can understand. (ESSA Section 1116(f))