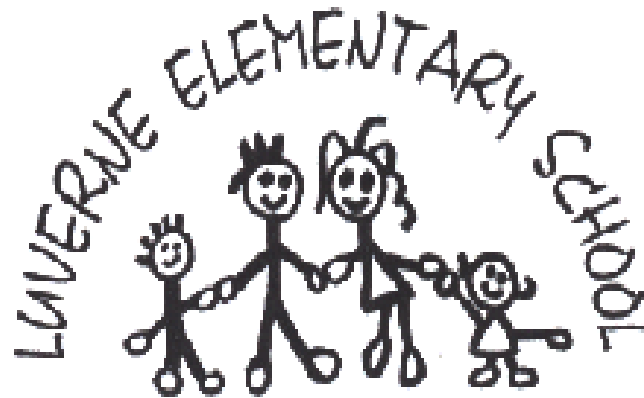


# Luverne Public Schools

Grades PreK - 5



2016 - 2017

**Parent/Student Handbook**

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## **INTRODUCTION**

The policies and procedures contained in this Parent/Student Handbook are the result of a concerted effort on the part of the faculty and the administration. The rules and regulations contained in this book have been adopted by the School Board and govern the conduct of all students. Included are various policies and timely hints set up for you to follow throughout the school year. Parents are referred to the District Handbook for more specific details on district policies outlined in this handbook.

## **SCHOOL BOARD MEMBERS**

Katie Baustian	Chair
Jodi Bosch	Vice Chair
Shelley Sandbulte	Clerk
Eric Hartman	Treasurer
David Riphagen	Director
Colleen Deutsch	Director
Reva Sehr	Director

## **DISTRICT STAFF**

Craig Oftedahl	Superintendent
Wade Hiller	Technology Coordinator
Susan Beers	Technology Integration Specialist
Renee Guy	School Psychologist
Stacy Schepel	School Social Worker
Phillip Paquette	School Nurse
Marlene Mann	Business Manager
Brenda Teal	Payroll/Superintendent's Secretary

## **COMMUNITY EDUCATION FACULTY AND STAFF**

Karen Willers	Community Education/ECFE Director
Jon Schomacker	Summer Rec. Director
Cindy Arends	Community Education Secretary
Shelley Krueger	Early Childhood Special Needs Teacher
Angela Janiszkeski	Discovery Time Teacher
Debbie Mitchell	Early Childhood Teacher
Lisa Nath	Parent Educator





# BACK TO Class

**Preschool**

Rebecca Runnoe

**Kindergarten**

Darlene Dreessen  
Cathy Rust  
Heidi Schacht  
Jessica Van Batavia  
Jill Wagner

**First Grade**

Angela Ahrendt  
Susan Hup  
Sandy Klosterbuer  
Lisa Lundgren

**Second Grade**

Kelly Bergan  
Laura Louwagie  
Lori Nath  
Kristin Schomacker

**Third Grade**

Christy Amborn  
Kim Christensen  
Laci Rofshus  
Brooke Van Essen

**Fourth Grade**

Jennifer Engesser  
Deb Hoogendoorn  
Lori Oechsle  
Jon Schomacker

**Fifth Grade**

Wendy Bosshart  
Gordie Hansen  
Katie Mostad  
Amy VonHoltum

**RTI/Title**

Carrie Bakken  
Jane Cote  
Lynette Stensland

**Music**

Beth Capistran  
Shirlee Gilmore  
Angie Swenson

**Physical Education**

Brooks Maurer – DAPE  
Corey Nelson  
TJ Newgard – 5<sup>th</sup> Gr. Health

**Special Education**

Gabrielle Bright  
Amanda Fields  
Diane Kindt  
Diane Robinson

**Speech**

Laura Endres  
Theresa Graff

Marie Atkinson-Smeins – Counselor  
Al Brinkman – ELL  
Lisa Dinger – Child Guide  
Diana Erickson – 5<sup>th</sup> Gr. Computer  
Renee Guy – School Psychologist  
Shawn Kinsinger – Literacy Tutor  
Tina Petronek – Media Center  
Specialist  
Susan Beers – Technology  
Integration Specialist  
Phillip Paquette – School Nurse

## GENERAL INFORMATION

THE SCHOOL DAY: The school day officially opens at 8:15 a.m. and closes at 3:15 p.m. Students are not to be dropped off before 7:45 a.m. or remain in the building after 3:30 p.m. unless they are involved in a directed activity or are receiving assistance from a teacher.

DROP OFF/PICK UP: The north parking lot is designated for parents to drop off their children in the morning and pick up their children at the end of the day. **The south bus lot is reserved for buses only from 7:45-8:15 each morning and 3:00-3:25 each afternoon.**

AGE OF ADMISSION: In order to enter District #2184 Public School, kindergarten students must have reached the age of 5 years before September 1 of the current year.

DIRECTORY INFORMATION: Directory information may be released to the public without prior parent or student consent unless the parent or student, if the student is 18 or older, has objected in writing to the release of one or more category of such information. According to School Board Policy 605.1.4.1P directory information includes the following:

Student's name	Grade levels completed
Student's address	Weight and height of members of athletic teams
Student's telephone number	Dates of attendance
Date and place of birth	Degrees and awards received
Names of students' parents	The most previous educational institution attended
Participation in officially recognized activities	Photo of student if available

LUNCH: All students receive a 50-minute lunch/recess time during the day. Parents are welcome to come and join their children for lunch any day.

Lunch A: 10:45-11:35

Lunch B: 11:20-12:10

Lunch C: 11:55-12:45

FOOD SERVICE: Breakfast and hot lunch is offered to all students. Breakfast will be served from 7:30 - 8:10 a.m. (Prices are subject to change.)

### BREAKFAST

Adults	2.50
Kindergarten Students	No Charge
Students 1-5	1.40

### LUNCHES

Adults	3.80
Students K-5	2.75
Students K-5 Reduced	No Charge

1. One account is set up on the lunch program for each family. Money may be sent in the mail or brought in by the student/parent. Money can also be deposited through the online Pay Schools program. All lunch money brought to school should be given to the classroom teacher or the elementary office. A receipt will be given for the money received; we suggest that you keep this receipt for verification. **Families with a negative balance of \$25.00 will not be allowed to eat school lunch.** Notification of any negative balance will be sent home in the Friday Folder.
2. Free and reduced priced breakfast and lunches are offered to all students who qualify. Parents should check with the Superintendent's Office for qualifications and applications.

TELEPHONE: A telephone is located in the elementary office for students to use in case of an emergency. Messages from parents only will be taken and distributed at the end of the day.

CELL PHONES ARE BECOMING MORE COMMONPLACE WITH OUR STUDENTS. IF STUDENTS BRING A CELL PHONE TO SCHOOL, THE PHONE IS TO REMAIN OFF DURING SCHOOL HOURS AND IN THE STUDENT'S LOCKER OR CHECKED IN WITH THEIR TEACHER. Any phone seen or heard during the school day will be confiscated until the end of the school day. Students may pick up the phone at the school office on the first offense. Parents will need to pick up the phone on subsequent offenses.

**LOCKERS AND DESKS:** A hall locker is furnished for each student. Lockers are the property of District #2184 and can be inspected or searched by school personnel at any time without warning. This service is for your convenience to provide a place in which to keep your possessions. The school is not liable for items lost or stolen from lockers. The school reserves the right to search any locker or desk when deemed necessary. **Further information may be found in District Policy 401.11 which is available at the District Office or online.**

**MONEY AND SAFEKEEPING:** Students are encouraged not to bring money or valuables to school. Large sums of money should never be carried to school. In the event it is necessary to bring money or valuables, check it with the office for safekeeping.

**APPROPRIATE DRESS:** All students are expected to observe standards of dress and grooming which emphasize neatness and appropriateness.

1. Footwear must be worn at all times. Students are encouraged to wear tennis shoes to school to prevent foot/toe injuries.
2. Shorts should be of walking shorts length.
3. Tank tops should have straps on both shoulders.
4. No spaghetti string tops or halter-tops are allowed.
5. Students are not to wear headgear in the school building.

If a child comes to school wearing inappropriate clothing as per the principal's discretion, they will be required to either: 1) change clothes, borrowing from supplies we have on hand or, 2) wait in the office until someone from home can deliver appropriate clothes.

**WINTER CLOTHING:** Parents are urged to provide their children with coats that are sufficiently warm, snow pants, mittens, caps, etc. when the weather is cold. Students will spend time outside everyday except for rainy or extreme cold conditions. The school recommends that students wear boots when the weather is cold and snowy. Children will be required to stay on the blacktop where it is dry if they are not wearing boots.

**BICYCLES:** Bicycles are wheeled vehicles and when on the road must always be driven on the right side, obeying every traffic rule and sign. At busy intersections the bike should be walked across the crosswalk under the direction of the patrols. During school hours bicycles are to be walked on the sidewalk while on school grounds and be parked in the bike racks located on both the north and south sides of the building. Skateboards and rollerblades are not to be used on school grounds. Students are to remove rollerblades and carry skateboards when on school grounds. Students are encouraged to use a bike lock.

**PLAYGROUND:** Students use the playground equipment every day. A lot of time, effort and money has been dedicated to make our playground areas fun and safe for all students. While the equipment is designed to be extremely safe, accidents can happen through careless use and horseplay. Particular emphasis should be placed on the fact that children must listen to and obey the playground supervisors whether they are teachers or other designated adults.

Playground rules include:

1. Obey and respect playground supervisors
2. Appropriate use only of playground equipment
3. Play without excessive physical contact
4. Keep balls to the west of the black light pole on the North side

Boundaries – subject to supervisor's discretion

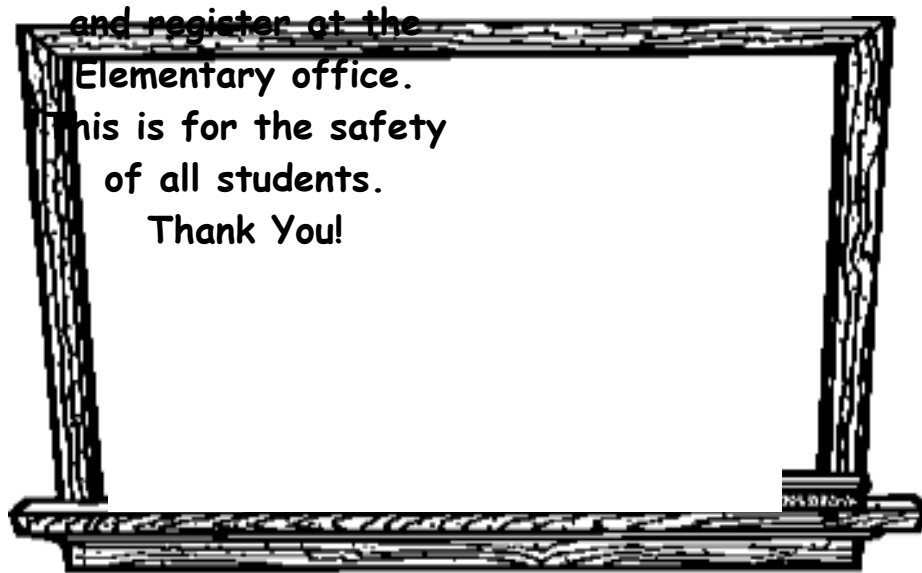
1. Must always wear boots if playing in snow
2. Stay off of the grass when it is muddy or wet
3. Playing at the west end of the building is not allowed

Appropriate use of equipment – examples

1. Go down the slides, not up
2. Do not climb on the outside of the slides
3. One person at a time on the gliders
4. Never push anyone while he or she is on the glider

Adults who visit the  
school for any reason are  
required to wear a visitor badge

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VISITS: It is our policy not to allow visiting relatives or students to visit during school hours. When this happens, it is often a disrupting influence in the classroom. The only exception would be that a former student may visit with prior approval through the office. Parents are welcome to visit their child at school. Appropriate visit times would include performances, presentations, lunch time, or for a class activity/party. If parents wish to visit at other times, they are required to contact their child's teacher prior to their visit and to limit their visit to no more than an hour.

SNACKS/TREATS: Parents are often asked to provide classroom snacks for break time. It is also traditional for parents to bring in treats for their child's birthday. Parents should check with their child's teacher regarding guidelines for classroom snacks and treats. All food brought to school should be commercially prepared. No homemade treats will be allowed in school.

SAFETY & SECURITY DRILLS: Safety & Security drills are conducted regularly throughout the school term. These include fire, severe weather and lockdown drills. Students are to familiarize themselves with the exit routes from each class. It is important that movement is made rapidly and orderly. Tampering with fire extinguishers and fire alarms is against Minnesota Law and subject to a misdemeanor charge.

INCLEMENT WEATHER: In the event of inclement weather, any announcements of school closings will be made over KQAD, Luverne – AM 800 and FM 101.1, and KWOA, Worthington – AM 730 and FM 95.1. Announcements will also be listed on the local TV stations KELO, KDLT, and KSFY.

Weather related announcements will also be sent to parents through an automated phone notification system. Parents are encouraged to inform the school of their most current contact information to ensure proper notification.

## **ATTENDANCE**

It shall be the responsibility of the student and parent to see that the student attends school every day school is in session. The school and the community place great emphasis on regular attendance because it is absolutely necessary for satisfactory progress in school. **State Law requires that all children between the ages of 7 and 16 must attend school every day that school is in session. No child can be excused from compulsory school attendance until after he has reached the age of 16.**  
Student's Responsibility: It is the student's right to be in school. It is the student's responsibility to attend all assigned classes and study halls every day that school is in session and to follow the correct

procedures when absent from an assigned class or study hall. Therefore, it is also the student's responsibility to be familiar with all the procedures governing attendance. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Parents' or Guardians' Responsibility: It is the responsibility of the student's parents or guardian to encourage the student to attend school, to inform the school in the event of a student's absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Teacher's Responsibility: It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to avoid confusing the students. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request.

Administrator's Responsibility: It is the administrator's responsibility to encourage students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students. It is also the administrator's responsibility to maintain accurate records on student attendance and to publish a legible list of the previous day's absences, stating the status of each. Finally, it is the administrator's responsibility to inform the student's parents or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

Therefore, in accordance with the regulations of the State Department of Education and the Minnesota Mandatory Attendance Law, Minnesota Statutes Section 120.10, the students of District No. 2184 are REQUIRED to attend all assigned classes and/or study halls every day school is in session.

NOTIFICATION OF ABSENCES: The school must be notified of a student's absence by the parent (or guardian). This pertains to all students regardless of age.

1. If a student is absent from school in the morning, **the parent or guardian must call the elementary office between 7:30 a.m. and 8:30 a.m.** The phone number is 283-4497.
2. Any student who has been absent for any part of the day must bring a note to the elementary office when they return to school.
3. If a student has been in school any part of the day but plans to be absent from school later, the school must be notified by written permission from the parent prior to the time the student leaves. The parent must sign the student out at the office before leaving the school building.
4. If a student becomes ill **at any time during the school day**, he/she must get permission to go home from the school nurse or office staff. Parents or guardians will be contacted. Leaving the building at any time during the day will be treated as an unexcused absence.
5. Pre-excused absences are encouraged for certain occasions such as out-of-town medical appointments. To obtain such an excuse, the student must bring written permission from his/her parents at least one-day in advance of the planned absence.
6. It is realized that an occasion may arise when a parent may feel it necessary to request that a student be excused from school to work at home. Such requests should be limited. Any absence for work should be only from the student's own parents. Working for anyone other than parents will be an unexcused absence.

MAXIMUM ABSENCES: Students will be allowed up to **ten** absences per semester. The following are examples of excused absences:

1. Illness of the student
2. Serious illness or death of family member
3. Dental and medical appointments which cannot be made outside of school time
4. Court appearances will be excused in advance by bringing the "summons to appear" to the office.

Any student receiving an **eleventh** absence without a physician's excuse shall be given an Attendance Hearing. Members of the Attendance Hearing Board will meet with the student and his/her parents to determine what needs to be done to correct the situation.

UNEXCUSED ABSENCES: As required by current statutes, regulations of the State Department of Education, and the School Board of District #2184, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the



building principal. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time. For purposes of this policy, truancy is the absenting of one's self from school or class without the knowledge and approval of the school. Truancy will be considered as an unexcused absence, parents will be notified and disciplinary action will be taken. Students will receive zero "0" credit for all classes missed.

**TARDIES:** A student will be marked tardy if he/she is not in his/her homeroom before the 8:15 bell. Students with more than 5 unexcused tardies in a quarter will be referred to the office.

**LEAVING THE BUILDING:** Medical and dental appointments may be scheduled during the school hours when it is impossible for the doctor to see the student at any other time. A written note from the parents stating the time of the appointment must be received before permission is given. **Parents are to sign out their children in the office when they must leave school grounds. No child will be permitted to leave without a parent or designated adult accompaniment.**

**MAKE-UP WORK:** If students are gone **one day** because of illness, no arrangements will be made to receive make-up work. If students are gone **two or more consecutive days** because of illness, parents are encouraged to call for make-up work. Calls should be made by 10:00 a.m. and homework may be picked up at the elementary office.



## **ACADEMICS**

**CURRICULUM:** Grade level curriculum guides will be provided upon parent request. This guide will detail the curriculum provided in each subject for your child's specific grade level. Parents who have questions regarding the curriculum are asked to contact the elementary office or the district's curriculum director with concerns.

**PERMANENT RECORD FOLDER:** A permanent record folder is kept on every child enrolled in the elementary school. Information included:

Family information	Attendance
Standardized test scores	Pictures
Withdrawal information	Final grades

This information is considered confidential and may be seen only by parents, school personnel and those authorized by the parents. Some students may have an additional file if they are receiving any services through our special education department.

**REPORT CARDS:** At the end of each 9-week period, individual grade reports for each child are given to the students or to the parents at Parent-Teacher Conferences. Kindergarten students will receive Report Cards three times a year.

**MIDTERM PROGRESS REPORTS:** Midterm progress reports are sent to the parents at mid-quarter for students in grades 4 and 5. When parents receive a midterm progress report, they are encouraged to contact the teacher to discuss any concerns.

**PARENT-TEACHER CONFERENCES:** Parent-teacher conferences are scheduled for every student at the end of the 1<sup>st</sup> quarter. Conferences allow parents and teachers to share information about the students and to better meet his/her needs. This is a very important part of each child's education. Additional spring conferences are scheduled as needed upon request of parents or teacher.

## **DISCIPLINE**

The Discipline Program at Luverne Elementary School will emphasize respect and responsibility in all areas. The Luverne School System also has a responsibility which goes beyond the educational program by exercising every precaution to safeguard and control pupils while on the school premises, when using school transportation, and school related activities away from the school grounds.

### **SOARR PROGRAM:**

Luverne Elementary School has implemented a Positive Behavior Interventions and Supports Program (PBIS). PBIS is a nationally recognized program that provides a framework to implement the best evidence-based practices for improving academic and behavior outcomes for all students. The PBIS program at Luverne Elementary is called "SOARR." SOARR stands for Safe, Optimistic, Achieve, Responsible, and Respect. These are the values we emphasize with our students.

A behavior matrix has been developed to define the behavior we expect from all students in various situations. We expect students to be Safe, Responsible, and Respectful. Staff will teach students what it means to be safe, responsible, and respectful in various locations and situations in our school. This educational piece is a key aspect to our SOARR program.

A second component to our SOARR program is to encourage students to follow rules and to behave appropriately through acknowledgement and praise. Students will earn Cardinal Cards as acknowledgement for doing the "right thing." We celebrate these acknowledgements with weekly drawings and recognize other student accomplishments at our school-wide assemblies each month.

Students will receive a Red Tag behavior ticket when demonstrating inappropriate behavior. Minor discipline issues will be addressed by the classroom teacher. Major behavior infractions will be referred to the principal's office. These discipline issues will be documented to enable staff to identify patterns or "trouble" areas. Once identified, these areas can be addressed through increased monitoring, re-teaching expectations, and/or reinforcing the appropriate behavior.

The mission of Luverne Public Schools is that, "Staff, students and community will work together to provide quality education and co-curriculars that result in high individual achievement in all areas of life." The SOARR program supports the district's mission by providing a Safe environment for all students, encouraging Optimistic and positive attitudes, fostering academic Achievement, teaching students to be Responsible for their actions, and promoting Respect for everyone. We SOARR with success!

Disciplinary action may be taken against students for any behavior which is disruptive of good order or which violate the rights of others. The following acts are unacceptable behavior at school sponsored activities or on the school grounds and are subject to disciplinary action in accordance to District #2184 policy 502.01:

**DAMAGE TO SCHOOL OR PERSONAL PROPERTY:** All students are expected to show respect for school property and the personal property of other students or staff members. Students will be responsible for making restitution to the appropriate parties.

**PHYSICAL/VERBAL ASSAULT:** Physical assault is an act, which intentionally inflicts or attempts to inflict bodily harm upon another. Verbal assault is the use of abusive, threatening, profane, or obscene

language, either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicap. Physical and verbal assault by students against staff members or students is considered to be detrimental to a sound educational atmosphere and the principal or staff member must take immediate action to halt such behavior. In reacting to incidents of assault, staff members may be required to use reasonable physical force to prevent or minimize injury to student or staff.

INAPPROPRIATE LANGUAGE/NAME CALLING: The Luverne School District has adopted a Zero-Tolerance policy with regard to obscene or profane language. Students will be assigned detention when they use inappropriate language and/or name-calling. Some names, jokes, or phrases may also constitute sexual harassment and may be a violation of the district religious, racial and sexual harassment policy (no. 401.08).

THREATS AND DISRUPTIONS:

1. Dangerous Threats: Threats to normal school operations or school activities including, but not limited to the reporting of dangerous or hazardous situations that do not exist are unacceptable. Suspension or expulsion could result.
2. School Disruption: Any student whom disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.

INSUBORDINATION: Insubordination is the willful disregard of an adult's instruction. This includes any student who does not follow or refuses to follow reasonable direction and expectation of an adult.

WEAPONS POLICY: No students shall possess a weapon when in the school building, on school grounds or on any school-sponsored trip or activity. Possession refers to having a weapon on one's person or in an area subject to one's control on school property or at a school trip/activity. Weapons are identified in two categories:

1. Articles commonly used or designed to inflict bodily harm and/or intimidate other persons. Examples are: firearms (loaded or unloaded), knives, clubs, metal knuckles used in a threatening manner, numchuks, throwing stars, fire crackers and other explosives, stun guns, ammunition, chains, pellet guns, look-alike guns and other non functioning guns that could be used to threaten others.
2. Articles designed for other purposes but which are actually used to inflict bodily harm and/or intimidate. Examples include, but are not limited to: belts, combs, pencils, files, scissors, compasses and letter openers.

**A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.**

CORRECTIVE MEASURES AND DISCIPLINARY ACTION

Disciplinary action used will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct undesirable behavior. Each incident must be considered on an individual basis by the teacher or administrator. These procedures may include, but are not limited to:

1. Conference with Teachers, Counselors, or Principal
2. Detention
3. Loss of School Privileges
4. Removal from Class: It is a part of the school policy that each teacher has a responsibility and authority to maintain proper order in his/her classroom. If a student refuses to cooperate, the teacher will remove the student from class. The student is to report directly to the appropriate principal's office and the teacher is to file a written report on the incident at the end of that class period.
5. Suspension: Suspension is the short-term exclusion of a student from school, school property, and school sponsored events for a period exceeding one school day. During the term of suspension, the parent assumes custody of the student during school hours. Suspension may be for a period of up to fifteen (15) days. Students will be given a written notice of suspension at an informal administrative conference. Every attempt will be made to contact parents at the time of suspension. Parents will be notified of suspension by certified mail. All provisions of the Pupil Fair Dismissal Act of 1974 as amended will be adhered to. If a student returns to school or

school sponsored activities without permission during the suspension, the action can be considered a violation of the suspension and may be cause for further disciplinary action.

**A parent is expected to accompany the student for a reinstatement conference when a suspension is completed.**

6. Modified Student Program: After consultation with parents and staff, the principal may alter the student's class schedule by transfer or exclusion.
7. Alternative Program: The principal may upon approval of the superintendent prescribe a specific alternative educational program, which is believed to best serve the interest of the student and the school.
8. Police or Court Referral: The principal may refer a student to the court for incorrigibility or truancy. The principal may ask for the assistance of the local authority when appropriate.
9. Referral to Superintendent: The principal may refer a student to the superintendent for disciplinary action. The referral will be accompanied by a complete and up-to-date disciplinary record, and a hearing will be conducted before taking any disciplinary action. The student and parents will be notified of the hearing. At the hearing, the student may be accompanied by the parents or counsel. The principal and other personnel may be present.
10. The superintendent may take one or more of the following actions:
  - a. Defer action.
  - b. Place the student on home instruction.
  - c. Place the student in a modified or alternative program.
  - d. Attempt to seek placement in a school outside the district.
  - e. Refer the student to the school board for expulsion in accordance with State Law.
11. Expulsion: Expulsion is an action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year. Only the school board can expel a student and shall do so in accordance with the provision of the Pupil Fair Dismissal Act of 1974.

#### **UNDER CERTAIN SITUATIONS, THE PRINCIPAL MAY DEVIATE FROM THE DISCIPLINE HANDBOOK.**

### **RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE**

Everyone at District #2184 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

1. A harasser may be a student or an adult.
2. Harassment may include the following when related to religion, race, sex or gender
  - a. name calling, jokes or rumors;
  - b. pulling on clothing;
  - c. graffiti;
  - d. notes or cartoons;
  - e. unwelcome touching of a person or clothing;
  - f. offensive or graphic posters or book covers; or
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer (District Superintendent).
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer (District Superintendent).
5. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
6. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
7. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the District office upon request or can be found online.

**NOTE: Minnesota High School League rules apply.**

**RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE  
ARE AGAINST THE LAW.  
DISCRIMINATION IS AGAINST THE LAW.**

CONTACT:

**HUMAN RIGHTS OFFICER**

Superintendent

Luverne Public Schools

Luverne, MN 56156

**PHONE: (507) 283-8088**

## **STUDENT SERVICES**

The counseling department provides services to help students with educational, vocational, personal, and social problems and questions. Professional counselors work with students and parents in a setting that allows confidential discussion of the student's concerns.

## **HEALTH SERVICES**

Health services will be available to students during the school day. The school nurse's schedule is 7:45-12:15 in the elementary school health office and 12:15-3:45 in the middle/high school health office. Office personnel will be covering the health office at other times during the school day. The school nurse can be reached at 283-4497 in the morning and 283-4491 in the afternoon.

The school nurse/health office personnel will provide emergency care, assessments and interventions for illness and injury occurring during the school day. The school nurse will provide individualized health plans for students with special health needs. The school nurse will request annual health information update for all students and emergency health plans as needed for students with diseases that could become emergencies at school i.e. seizures, diabetes, asthma, and allergies. If students become ill in school, the students are to report to the health office and the school nurse/health office personnel will decide what action should be taken. Students must not leave the building because of illness without authorization. If the health office is locked, students are to report to their respective school office: elementary or middle/high.

The school nurse will maintain a permanent health record for each student. This record will contain their immunization records, screening results, medications, and special health needs. The student's health record will be shared with school personnel that have legitimate educational interest in the student.

The school nurse and his assistants will provide vision, hearing, height and weight screening for the students in grades kindergarten through 6th grade and all the 9th grade students. All students with special concerns will be screened as well. Scoliosis screening will be provided for the 5th and 6<sup>th</sup> grade girls, as recommended by the Minnesota Department of Health. The parents will be notified of any screening results that do not meet minimum guidelines according to the Minnesota Department of Health.

**RETURNING TO SCHOOL FOLLOWING AN ILLNESS:** If a student is ill with a fever (over 100.0) or has stomach flu related symptoms (vomiting and/or diarrhea), he/she must be symptom free for 24 hours before returning to school. The student should not receive any fever reducing medicine or have a stomach flu related episode within that 24 hour time period. If your child has been diagnosed with a contagious illness (for example: strep throat), and has been prescribed an antibiotic treatment, he/she should be on the antibiotic for 24 hours before returning to school.

### **PRESCRIPTION MEDICATION ADMINISTRATION:**

1. For a student requiring prescription medication during the school day, the medication will be given with written authorization from both parent/guardian and physician/licensed prescriber.

Medication authorization forms are available from the health offices. Authorization must be renewed each school year, and may be faxed to the Luverne Schools (283-9681).

2. The Luverne School District may rely on a verbal request from the parent and licensed prescriber to the licensed school nurse to administer medication for up to two school days, until authorization is received.
3. All medications must be in the original pharmacy labeled container. Each container should have the name and phone number of the pharmacy, student's name, physician's name, medication name, dosage, time to be given and route (oral, inhaled, etc.).
4. Medication will be kept in the Health Office in a locked and limited access storage space and administered by the licensed school nurse or his designee. When appropriate, a student can carry and/or self-administer a prescription medication with written authorization from the parent/guardian and physician/licensed prescriber.
5. The Luverne Schools will not administer any medications that are not approved and regulated by the Federal Drug Administration (FDA).
6. Medication will be returned or destroyed when discontinued, or at the end of the school year, in accordance with the procedure for medication destruction.
7. The parent or student 18 years old or older must immediately notify the school in writing of any changes in the student's prescription medication administration. A new medical authorization and container label with new pharmacy instructions will be required.

**NON-PRESCRIPTION MEDICATION:** The Luverne Schools has acetaminophen (generic Tylenol) and ibuprofen (generic Advil) available for students with complaints of headache and/or muscle aches. Written parent/guardian permission must be on file for students to receive acetaminophen or ibuprofen at school.

Any other over the counter (OTC) medication (e.g. cough/cold remedies, antihistamines, pain relievers, anti-inflammatories) to be administered at school must be sent in the original container with written parent/guardian permission. The time the student last received the medication must also be sent.

**Further information may be found in District Policy 602.09 which is available at the District Office or online**

**IMMUNIZATIONS:** All students enrolled in Luverne Public Schools are required to show proof of immunizations according to the current Minnesota immunization law. **If a student has not received the immunizations required by state law, the student will not be permitted to attend school until all such immunization requirements have been met or one of the following conditions have been met:**

1. A statement signed by a physician or staff of an immunization clinic stating that the student has commenced a schedule of the immunizations, and the dates of the initial immunizations and planned dates for further immunizations are included. The subsequent vaccinations must be completed within 30 days of the vaccine being due or the student will be excluded from school.
2. A statement signed by a physician stating that the immunization is contra-indicated for medical reasons, or that laboratory confirmation of the presence of adequate immunity exists.
3. A notarized statement signed by the student's parent or legal guardian stating that the prescribed immunizations are contrary to conscientiously held beliefs of the parent or guardian.

**HEAD LICE, FLEAS OR SCABIES:** If a student is found to have head lice, fleas or scabies, parents will be notified and the student will be sent home. It is the expectation of the school that you and your student seek the appropriate medical attention immediately. Appropriate steps need to be performed in your home IN ADDITION to those being done for your student and family members. The student may return to school after the appropriate treatment(s) have been performed.

*Healthy Kids Learn Better!*

**Snow Days will be made up as follows:**

- 1<sup>st</sup> snow day – May 30<sup>th</sup>
- 2<sup>nd</sup> snow day – May 31<sup>st</sup>
- 3<sup>rd</sup> snow day – June 1<sup>st</sup>
- 4<sup>th</sup> snow day – June 2<sup>nd</sup>

**July 2016 - June 2017  
LIVERNE PUBLIC SCHOOLS**

**July 2016**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 – Independence Day

0 Days in Session

**January 2017**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1 – New Year's Day

2 – Winter Break

3 – School Resumes

16 – Joint Staff Dev. – No School

20 – End of 2<sup>nd</sup> Qtr. (46 days)

20 – Early Dismissal – 1:30

20 Days in Session / 95 Total

**August 2016**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

29-31 – Staff Inservice

31 – Elem. Open House – 4-6pm

0 Days in Session

**February 2017**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

20 - President's Day – No School

19 Days in Session / 114 Total

**September 2016**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 – Staff Inservice

5 – Labor Day – No School

6 – First Day of School

19 Days in Session / 19 Total

**March 2017**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24 – End of 3<sup>rd</sup> Qtr (44 Days)

24 – Early Dismissal – 1:30

30-31 – Staff Inservice/No School

21 Days in Session / 135 Total

**October 2016**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20-21 – MEA – No School

19 Days in Session / 38 Total

**April 2017**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

13 – Early Dismissal – 1:30

14 – Easter Break – No School

19 Days in Session / 154 Total

**November 2016**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4 – End of 1<sup>st</sup> Qtr. (42 Days)

4 – Early Dismissal – 1:30

23 – Early Dismissal – 1:30

24-25 – Thanksgiving - No School

20 Days in Session / 58 Total

**May 2017**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

14 – Baccalaureate

26 – Last Day of School

26 – End of 4<sup>th</sup> Qtr (42 days)

26 – Early Dismissal

29 – Memorial Day

30 – Staff Inservice

20 Days in Session / 174 Total

**December 2016**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

23 - Early Dismissal – 1:30

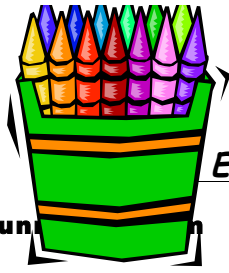
26-30 – Winter Break – No School

17 Days in Session / 75 Total

**June 2017**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

4 – Graduation



**Preschool - Ms. Runyon**

School Bag (large)  
Kleenex (1 large box)

**Kindergarten**

Crayola Crayons (1 box of 16 or 24 count)  
Elmer's Glue-All (4 oz. container - white)  
Glue Sticks (2 small)  
#2 Pencils (2)  
Scissors (Fiskars – child size, metal with pointed tip)  
Spiral Notebook – wide line (1)  
2-Pocket Folder (For Music)  
Hard Plastic Pencil Box  
Kleenex Tissues (1 large box) or Clorox Wipes  
Bath Towel (No rest mats)  
Backpack (Large size)  
Gym Shoes (velcro or elastic)

**Grade One**

Crayons (24 count)  
Yellow #2 Pencils (12)  
Eraser (large)  
Elmer's Glue-All (3 – 4 oz. white)  
Scissors (Fiskars)  
Washable Markers  
Glue stick (2 large)  
Highlighter (1)  
School Box (small plastic)  
Spiral Notebook – wide line (1)  
Expo Dry Erase Markers (8)  
Kleenex (2 large boxes)  
Headphones/Ear-buds in Ziploc bag w/name  
School Bag  
Gym Shoes  
\*NO LOCKER DECORATIONS\*

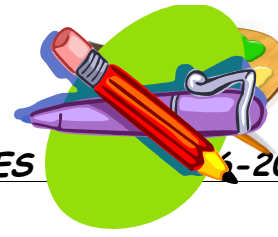
**Grade Two**

Pencils (12 - # 2)  
Crayons  
Erasers  
Expo Dry Erase Markers (8)  
Highlighters (2)  
Markers (Wide, Washable: 8-10 Count)  
Colored Pencils (10-12 set)  
8-Color Watercolor Paint Set (1)  
Elmer's Glue Sticks (2 – large)  
Glue Bottle (1)  
Scissors  
Spiral Notebooks (1 - wide line)  
4 Plastic 2-Pocket Folders w/3-hole punched (blue, red, green, yellow)  
School Box (small plastic box)  
Zippered Pencil Pouch  
Headphones/Ear-buds in Ziploc bag w/name (optional)  
Kleenex (2 large boxes)  
(1) Pair of Old Socks  
School Bag  
Gym Shoes

**Grade Four**

Ziploc Bag (2)  
#2 Pencils (12)  
Eraser (1 pack)  
Expo Dry Erase Markers (8)  
Highlighter (2 different colors)  
Glue Sticks (2 roll)  
Dry Erase Markers (4)  
Glue Sticks (3)

Classroom Dry Erase Markers (8)  
Spiral Notebook (5)  
Large Eraser  
Class Book Binder (Health)  
2-Pocket Folder (Solid, no glue music)  
2-Pocket Expanding File  
Headphones/Ear-buds in Ziploc bag w/name  
Pencil Case (over head)  
Ziploc Bag (1)  
Headphones/Ear-buds in Ziploc bag w/name (optional)  
Kleenex (2 large boxes)  
Ziploc Bag  
Headphones/Ear-buds in Ziploc bag w/ name  
School Bag  
Gym Shoes



**ELEMENTARY SCHOOL SUPPLIES**

**2016-2017**