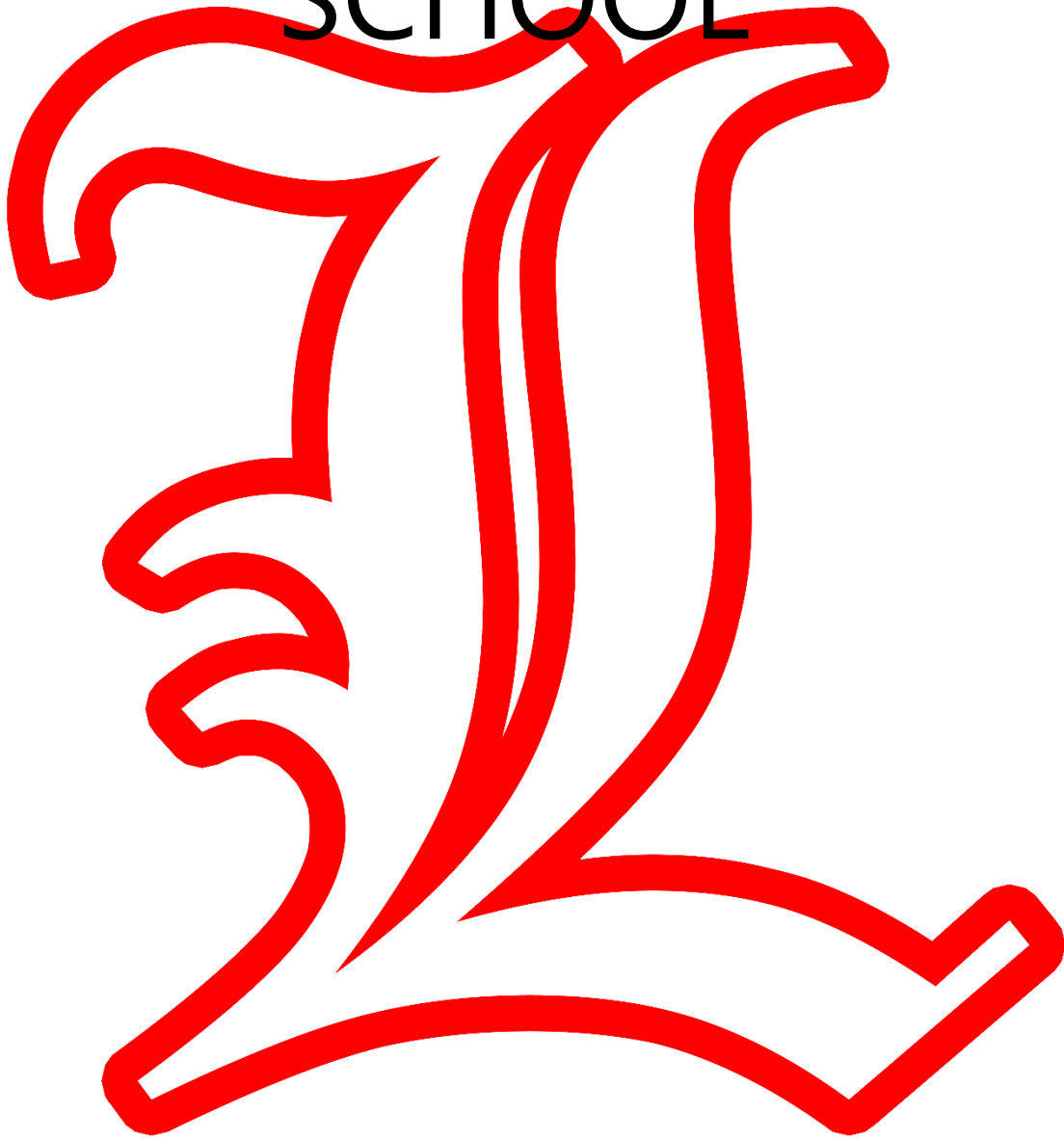


LUVERNE ELEMENTARY SCHOOL



PARENT/STUDENT HANDBOOK
2023-2024

TABLE OF CONTENTS

GENERAL INFORMATION

Age of Admission	1
Arrival/Dismissal	1
Bicycles/Scooters	1
Directory Information	1
Dress Code	1
Drop Off/Pick Up	1
Food Service	1
Lockers	2
Money and Safekeeping	2
Phones	2
Playground Expectations	2
Safety and Security Drills	2
Snacks/Treats	2
Student Activity Passes	2
Transportation	2
Visitors	3
Weather	3

ACADEMICS

Curriculum	3
Flexible Learning Days	3
Grades	3
Make-Up Work	3
Parent-Teacher Conferences	4
Permanent Record Folder	4
Testing	4

ATTENDANCE

Notification of Absences	4
Maximum Absences	5
Unexcused Absences	5
Tardies	5
Leaving the Building	5

DISCIPLINE

SOARR Program	5
Code of Conduct	6
Weapons Policy	6
Bullying	7
Harassment/Violence	7
Corrective Measures	8

HEALTH SERVICES

Health Information	8
Health Records	8
Head Lice, Fleas, or Scabies	9
Illness	9
Immunizations	9
Screenings	9
Medication Administration	9

APPENDIX

Appendix A – Staff Directory
Appendix B – 2023-2024 School Calendar
Appendix C – Attendance Policy
Appendix D – Playground Expectations
Appendix E – Transportation Expectations

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 handbook 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.

GENERAL INFORMATION

AGE OF ADMISSION: In accordance with state law, kindergarten students must have reached the age of 5 years before September 1 of the current year.

ARRIVAL/DISMISSAL: The school day officially begins at 8:00 a.m. and ends at 3:15 p.m. Students should not be dropped off before 7:40 a.m. or remain in the building after 3:30 p.m. unless they are involved in a directed activity or receiving assistance from a teacher.

BICYCLES/SCOOTERS: During school hours, bicycles and scooters are to be walked on the sidewalk while on school property and be parked in the bike racks located on both north and south sides of the building. Skateboards and rollerblades are not to be used on school grounds.

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 categories of such information. Directory information includes (Policy 515):

Student's Name	Weight and Height of Members of Athletic Teams
Date and Place of Birth	Dates of Attendance
Names of Students' Parents	Degrees and Awards Received
Participation in Officially Recognized Activities	The most previous Educational Institution Attended
Grade Levels Completed	Photo of Student if Available

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

- Footwear must be worn at all times. Students are encouraged to wear tennis shoes to school to prevent foot/toe injuries.
- Clothing containing obscene, discriminatory, profane language/pictures or advertising or representing substances illegal for juveniles is prohibited.
- Shorts should be of modest length.
- Tank top should have straps on both shoulders. Halter tops are not allowed.
- Hats and Hoods (excluding wearing of headgear for religious purposes) must be removed upon entering the building.
- Students are expected to wear appropriate clothing for the weather to play outside. This includes warm coats, boots, hats, gloves, etc. when the weather is cold. When there is snow on the ground, students are required to wear boots and snowpants to play in the snow.

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.

DROP OFF/PICK UP: The north parking lot is designated for parents to drop off their children in the morning and pick their children up at the end of the day. The south bus lot is reserved for buses only from 7:40-8:05 each morning and 3:00-3:30 each afternoon. Parents can park in designated parking lots and walk to the entrance to meet their children if desired.

FOOD SERVICE: Breakfast and hot lunch is offered to all students. Breakfast will be served from 7:30-8:00 a.m. Lunch is served at designated times during the school day. Meals are to be eaten in designated areas only.

LIVERNE ELEMENTARY SCHOOL

For the 2023-2024 school year, breakfast and lunch are provided for all students. If students bring their own lunch and elected to take a milk, their account will be charged \$.40. Adult breakfast is \$3.50 and lunch is \$5.50.

One account is set up on the food service program for each family. Money may be sent in the mail or brought in by the student/parent. Parents are also able to deposit money in their family's lunch account using a credit card through the online Pay Schools program.

LOCKERS: 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. Lockers are provided 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. (Policy 502)

MONEY AND SAFEKEEPING: Students are encouraged not to bring money or valuables to school. In the event it is necessary to bring money or valuables, students should check it in with the office or classroom teacher for safekeeping.

PHONES: A phone is located in the elementary office for students to use in case of an emergency. 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. Any phone seen or heard during the school day will be held until the end of the school day. Students may pick up the phone at the school office on the first incident. Parents will need to pick up the phone on subsequent incidents.

PLAYGROUND EXPECTATIONS: Luverne Elementary School recognizes the importance and value of recess time during the school day. Students benefit from the physical activity and the opportunity to socialize with peers. In order to create a safe place for all students at recess, the staff have developed expectations for the playground. (Appendix D)

SAFETY AND SECURITY DRILLS: Staff and students have been trained with the ALICE program to Alert, Lockdown, Inform, Counter, and Evacuate in response to emergency situations. Luverne Elementary School conducts fire, severe weather, and ALICE drills throughout the year. Students are to familiarize themselves with 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.

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.

STUDENT ACTIVITY PASSES: All K-12 students enrolled in Luverne Public Schools are eligible for a free student pass for all home activities. Students in K-5 are required to be accompanied by an adult at events.

TRANSPORTATION: The school district will provide transportation for all resident students who live one mile or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent/guardian. Specific behavior

expectations are outlined in Appendix E. For detailed information, see the Student Transportation policy (709).

VISITORS: Visitors are not allowed to attend classes during the school day, except in extremely rare situations where prior arrangements have been made with the administration and necessary teachers.

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 the local TV stations, KELO, KDLT, and KSFY. Parents will also be notified via phone message or text through our school messenger program. Parents are encouraged to inform the school of their most current contact information to ensure proper notification.

ACADEMICS

CURRICULUM: The curriculum used at Luverne Elementary School is based on the Minnesota Academic Standards as required by the Minnesota Department of Education. Each subject area is reviewed every seven years to ensure the most effective, research based materials and methods are utilized.

Grade level curriculum guides will be provided upon parent request. This guide provides an overview of the curriculum provided in each grade. Parents who have questions regarding the curriculum are asked to contact the elementary office.

FLEXIBLE LEARNING DAYS: In an effort to minimize disruptions to academic progress and provide a reasonable plan to utilize technology and blended learning opportunities, Luverne Public Schools may implement flexible learning days for up to five emergency closures as determined by school administration.

In the elementary, students will engage in activities as outlined in the Flexible Learning Day packets or through Google Classroom as provided by teachers. Flexible Learning packets will be reviewed and updated on a regular basis to maintain relevant instructional materials. Teachers will provide up to two days of available materials.

Attendance must be taken by the teacher and records of attendance must be kept. If a student does not complete the Flexible Learning task(s) at the direction of the teacher, that student will be counted absent. Students will have five school days to complete assignments.

GRADES: Luverne Elementary School utilizes a Standards Based Grading (SBG) system. Teachers provide scores on academic standards based on students' evidence, knowledge, and ability. Report cards are prepared at the end of each grading period and sent home with the student.

MAKE-UP WORK: If students are absent one day, no arrangements will be made to provide make-up work. If a student is absent two or more consecutive days, make-up work will be provided upon parent request. Requests for make-up work should be made to the office by 10:00 a.m., and homework can be picked up later that day.

Students are expected to make up work in a timely manner. As a general rule, students have one extra day to complete work for each excused absence.

LUVERNE ELEMENTARY SCHOOL

Make-up work from pre-approved absences is due upon returning to class unless other arrangements have been made in advance with the teacher.

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

PERMANENT RECORD FOLDER: A permanent record folder is kept on every child enrolled at Luverne Elementary School. Information included:

Family Information	Final Grades
Attendance	Picture
Standardized Test Scores	Withdrawal Information

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.

TESTING: Students enrolled in Luverne Elementary School will be screened three times a year with the FASTBridge Assessments. These screenings will be in the areas of literacy (K-5), math (1-5), and social emotional (2-5). The screenings provide important data to identify areas of need for students, and allows staff to develop appropriate interventions.

Students in grades 3, 4 and 5 will take the Minnesota Comprehensive Assessment tests in Reading, Math, and Science (5th grade only) each spring.

Reports from the MCA tests and the FASTBridge assessments will be shared with parents either with report cards or conferences.

ATTENDANCE

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. It is the responsibility of the student and parents to see that the student attends school every day school is in session. For detailed information, see Appendix C – Attendance Policy

NOTIFICATION OF ABSENCES: The school must be notified of a student's absence by the parent /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 attendance line or office prior to 8:30 a.m. The phone number is 507-283-4497 – option 1 for elementary attendance, option 4 for the elementary office.
2. If a student plans to leave school during the school day, the office must be notified by either a note or phone call from the parent prior to leaving.
3. If a student becomes ill during the school day, he/she must report to the health office. Health office personnel will determine if the student needs to go home and will contact parents/guardians.

4. Pre-excused absences are encouraged for certain occasions such as out-of-town medical appointments. To obtain such an excuse, the office must be notified by the parent at least one-day in advance of the planned absence.
5. 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 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 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

Parents must contact the office for their child's absence to be excused.

UNEXCUSED ABSENCES: The authority to decide whether an absence is excused or unexcused rests with the building administrator. Examples of unexcused absences:

1. Any absences more than 10 in a semester without a physician's excuse
2. Lack of notification or confirmation of absence from parent/guardian

TARDIES: A student will be marked tardy if he/she is not in his/her homeroom before the 8:00 bell. Students with more than 6 unexcused tardies in a trimester 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. Parents must contact the office by note or phone call prior to leaving. Parents must be present to pick their child up to leave school grounds. No child will be permitted to leave without a parent or designated adult accompaniment.

DISCIPLINE

Discipline 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 at 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.

Our SOARR program also encourages students to follow rules and to behave appropriately through acknowledgement and praise. Students earn Cardinal Cards as acknowledgement for doing the “right thing.” We celebrate these acknowledgements through special drawings and recognize other student accomplishments at our school-wide assemblies.

Inappropriate behavior, during the school day, will be addressed in a timely manner. Minor discipline issues will be handled by the classroom teacher. Major behavior infractions will be referred to the elementary 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 district’s mission is that “Luverne Schools will engage students in lifelong learning to achieve their maximum potential in becoming productive citizens”. 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.

CODE OF CONDUCT: The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. For detailed information, see the Student Discipline policy (506).

1. Vandalism or willful damage to school or personal property
2. Violation of district Internet/Technology policy (524)
3. Use of profanity or obscene language or possession of obscene materials. Some names, jokes, or phrases may also constitute sexual harassment and may be in violation of the district harassment and violence policy (413)
4. Using, possessing, or distributing tobacco, alcohol, or illegal substances or illegal paraphernalia
5. Physical or assaultive behavior, which causes or could cause injury
6. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, or intimidating
7. Threats or disruptions to the school day

WEAPONS POLICY: No student, or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in district policy 501. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. For detailed information, see the School Weapons policy (501).

1. A “weapon” means any object, device or instrument designed as a weapon or through use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices, or instruments shall be treated as weapons including, but not limited to,

weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possessions and use of a weapon.

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.

BULLYING: An act of bullying, by either an individual student or group of students, is expressly prohibited on school premises, on school district property, at school-related functions or activities, or on school transportation.

Bullying is defined as:

1. Intimidating, threatening, abusive, or harming conduct that is objectively offensive
2. Includes an actual or perceived balance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct
3. The conduct is repeated or forms a pattern
4. Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Cyberbullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

For detailed information, see the School Bullying policy (514)

HARASSMENT AND VIOLENCE: Luverne Public Schools maintains a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Harassment may include the following when related to religion, race, sex or gender

1. name calling, jokes or rumors;
2. pulling on clothing;
3. graffiti;
4. notes or cartoons;
5. unwelcome touching of a person or clothing;
6. offensive or graphic posters or book covers; or
7. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or action make you feel uncomfortable or fearful should be reported to the counselor, the principal or the Human Rights Officer (District Superintendent).

A written report may also be submitted. It should be given to a teacher, counselor, the principal or the Human Rights Officer (District Superintendent).

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.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

This is a summary of the School District policy against religious, racial and sexual harassment and violence. For detailed information, see the Harassment and Violence policy (413)

CORRECTIVE MEASURES AND DISCIPLINARY ACTION: The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

1. Conference with Teachers, Counselors, or Principal
2. Parent Contact/Conference
3. Detention or Restriction of Privileges
4. Loss of School Privileges
5. Removal from Class: Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this policy.
6. Out of School Suspension under the Pupil Fair Dismissal Act
7. Referral to in-school support services
8. Referral to police, other law enforcement agencies, or other appropriate authorities
9. Expulsion under the Pupil Fair Dismissal Act
10. Other disciplinary action as deemed appropriate by the school district

HEALTH SERVICES

Health services are available to all students and staff during the school day. The school nurse/health office personnel provide emergency care, assessments and interventions for illness and injury occurring during the school day. The health office is centrally located to serve all throughout the district. School nurse's office hours are 7:30 AM – 3:45 PM daily. Email: p.paquette@isd2184.net

HEALTH INFORMATION: The school requests annual health information for all students and emergency health plans as needed for students with medical diagnosis. Individual health plans are developed for students with special health needs.

HEALTH RECORDS: The health office maintains a permanent health record for each student. This record contains 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.

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 for treatment. It is the expectation of the school that you and your student seek the appropriate medical attention and treatment 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.

ILLNESS: If students become ill during the school day, the students should report to the health office and the school nurse/health office personnel will decide what action should be taken. Students are not to leave the building, because of illness, without authorization. If the health office is locked, students are to report to their respective school office: Elementary School or Middle School/High School.

If a student is ill with a fever (over 100.1) 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 12-24 hours before returning to school depending on the diagnosis.

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.

SCREENINGS: The school nurse and his assistants will provide vision, hearing, height and weight screening for the students in grades kindergarten through 5th grade and all the 8th and 11th grade students. All students with special concerns will be screened as well. The parents will be notified of any screening results that do not meet minimum guidelines according to the Minnesota Department of Health.

MEDICATION ADMINISTRATION:

1. Prescription Medication:
 - a. 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 and on the school website. Authorization must be renewed each school year, and may be faxed to the Luverne Public Schools (283-9681).
 - b. The Luverne Public 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.
 - c. 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.).

- d. 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.
 - e. The Luverne Schools will not administer any medications that are not approved and regulated by the Federal Drug Administration (FDA).
 - f. Medication will be returned or destroyed when discontinued, or at the end of the school year, in accordance with the procedure for medication destruction.
 - g. 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.
2. Non-Prescription Medication:
- a. 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.
 - b. 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. An over the counter authorization form is required and is available in the health offices and on the school website. The time the student last received the medication must also be sent.

For detailed information, see the Medication Administration policy (516)

All District Policies can be found on the District's
webpage:
ISD2184.net – About LPS - Policies

APPENDIX A – STAFF DIRECTORY

SCHOOL BOARD MEMBERS

Tim Jarchow, Chairman
Eric Hartman, Vice Chairman
David Wrigg, Clerk
Mike DeBates, Treasure

Ryan DeBates, Director
Zach Nolz, Director
Randy Saker, Director

DISTRICT STAFF

Craig Oftedahl Superintendent
Tyler Reisch, Business Manager
Brenda Teal, District Administrative Assistant
Phillip Paquette, School Nurse

Renee Guy, School Psychologist
Wade Hiller, Technology Coordinator
Susan Beers, Technology Integration Specialist
Stacy Schepel, Social Worker

ELEMENTARY STAFF

Stacy Gillette, Principal
Corey Wynia, Administrative Assistant
Julie Wynia, Administrative Assistant
Meghan Elgersma, SPED Administrative Assistant

Marie Atkinson-Smeins, Counselor
Zoey DeBates, Child Guide
Tina Petronek, Media Center Specialist
Jon Schomacker, Behavior Interventionist
Sara Weber, ELL

Kindergarten

Susan Bullerman
Monica Edstrom
Jessica Van Batavia
Brooke Van Essen
Jill Wagner

First Grade

Christina Aukes
Rylie Haugen
Madeline Jones
Alicia Reker

Second Grade

Kelly Bergan
Laura Louwagie
Lori Nath
Kristin Schomacker

Third Grade

Pam Christensen
Diane Kindt
Amy Lysne
Dana Wolf

Fourth Grade

Molly Carbonneau
Peyton Elbers
Lori Oechsle
Luci Rofshus

Fifth Grade

Travis Bullerman
Gordie Hansen
Amy VonHoltum
Chelsie Wermager

RTI

Angela Ahrendt
Jodi Nelson
Lynette Stensland

Music

Beth Capistran
Angie Swenson - Band
Morgan VanHolland

Physical Education

Brooks Maurer – DAPE
Corey Nelson
Skyler Wenninger

Special Education

Jake Aukes
Traci Davis
Amanda Fields
Shelley Krueger
Aimee Richters
Ann Robinson
Rebecca Runnoe

Speech/Language

Sara Gorter
Jacqueline Johnson

LIVERNE ELEMENTARY SCHOOL

APPENDIX B – 2023-2024 SCHOOL CALENDAR

July 2023

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 2024

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
4 – School Resumes
15 - Staff Inservice - No School
19 Days in Session / 92 Total

August 2023

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		

28-Sept 1 - Staff Inservice
0 Days in Session / 0 Total

February 2024

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		

16-19 No School-Presidents Day
19 Days in Session / 111 Total

September 2023

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
4 – Labor Day
5 - First Day of School
19 Days in Session / 19 Total

March 2024

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 – End of 2nd Trimester
Mar 29-Apr 1 - Spring Break
31 - Easter
20 Days in Session / 131 Total

October 2023

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				

19-20 – MEA – No School
20 Days in Session / 39 Total

April 2024

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 - Spring Break - No School
21 Days in Session / 152 Total

November 2023

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		

21- End of 1st Trimester
22-24 Thanksgiving–No School
19 Days in Session / 58 Total

May 2024

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	

22 – Last Day of School
23-24 Staff Inservice
26 - Graduation
27 – Memorial Day
16 Days in Session / 168 Total

December 2023

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						

Dec 22-Jan 3 Winter Break No School
15 Days in Session / 73 Total

June 2024

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						

APPENDIX C – ATTENDANCE POLICY

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.**
 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.
-

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 marked unexcused.

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 8:00 bell. Students with more than 6 unexcused tardies in a trimester 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.

APPENDIX D – PLAYGROUND EXPECTATIONS

Luverne Elementary School recognizes the importance and value of recess time during the school day. Students benefit from the physical activity and the opportunity to socialize with peers. In order to create a safe place for all students at recess, the following expectations have been developed:

BE SAFE



All students have the right to feel safe at school

- Listen and follow directions of adults on the playground
- No rough housing
- Use all equipment appropriately

BE RESPECTFUL



Treat everyone with kindness

- No inappropriate language
- Teasing or name calling will not be tolerated
- Game rules will be followed with no excessive arguing

BE RESPONSIBLE



We are responsible for our actions and our words

- First Violation - Student will be reminded of the expectation and receive a warning to correct the behavior.
- Second Violation - Student will have a time out with length determined by the supervisor.
- Third Violation - Student will be referred to the office.

Students will receive an automatic office referral for fighting or disrespecting the supervisor.

Students referred to the office will sit out the remainder of that day's recess and will have a restricted recess the following day. A restricted recess will be determined by the situation and may include but is not limited to:

- Additional recess time out
- Limited activities during recess
- Modified recess with a smaller group or different location
- Office detention

APPENDIX E – TRANSPORTATION EXPECTATIONS

Riding a school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses and students are expected to follow the rule outlined in district policy 709.

BUS STOP EXPECTATIONS

- Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at your bus stop
- Keep your arms, legs, and belongings to yourself
- Use appropriate language
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus
- After getting off the bus, move away from the bus
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay
- No use of alcohol, tobacco or drugs

BUS EXPECTATIONS

- Follow the directions of the driver
- Sit in your set facing forward
- Talk quietly and use appropriate language
- Keep all parts of your body inside the bus
- Keep your arms, legs, and belongings to yourself
- No fighting, harassment, intimidation, or horseplay
- Do not throw any objects
- No use of alcohol, tobacco, or drugs
- Do not bring any weapons or dangerous objects on the school bus
- Do not damage the school bus

CONSEQUENCES:

- First Incident: Students will receive a verbal warning from the driver.
- Second Incident: Students will receive a written warning and parents will be notified.
- Third Incident: Student will be referred to the administration for possible suspension of bus privilege.