

LONE TREE ELEMENTARY SCHOOL HANDBOOK



Lone Tree Community School District
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**LONE TREE
ELEMENTARY SCHOOL**

OUR MISSION

In partnership with the community, Lone Tree Community School will develop productive, lifelong learners whose goals are academic, vocational, and social success.

PURPOSE

The purpose of this handbook is to help students and parents understand school procedures at Lone Tree Elementary School. Through student adherence to these rules and expectations, combined with parental support and involvement in school, we can be most effective in assuring a quality educational program for each student.

School district policies, rules, and regulations are in effect while students are on school grounds, in school-owned or operated buses/vehicles/chartered buses, while being transported to school functions, while attending or participating in school activities, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district, or involves students or staff.

EQUITY STATEMENT

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, or disability. Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contribution of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district superintendent, Mr. Reeves. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U. S. Department of Education, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367, (816) 891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515)281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Elementary Principal is responsible for this process. Representatives from the Area Education Agency (AEA) may also assist the school district in this process. Parents wanting access to this process should contact Mrs. Amber Jacque, Elementary Principal at 629-4213.

HARASSMENT

The Lone Tree School is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Harassment and bullying will not be tolerated while students are on property within the jurisdiction of the Lone Tree School; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

The Lone Tree School prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital

status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

HARASSMENT AND BULLYING DEFINED: 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.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

Students who feel that they have been bullied or harassed should:

- Communicate that you expect the behavior to stop immediately. Contact a teacher, counselor, or principal if you need assistance.
- If the bullying or harassment does not stop, or you do not feel comfortable confronting the student, you should do the following:
 1. Tell a teacher, counselor, or principal.
 2. Write down exactly what happened, keep a copy.
 3. Give another copy to the teacher, counselor, or principal including:
 - a.) what, when and where it happened
 - b.) who was involved
 - c.) exactly what was said or what the student did
 - d.) witnesses to the bullying/harassment

- e.) what the student said or did, either at the time or later
- f.) how the student felt
- g.) how those involved responded

STUDENT GRIEVANCE PROCEDURE

Any complaint in regard to misinterpretation and/or misapplication of a school rule or regulation and/or noncompliance with Federal and/or State equal education/opportunity laws will be handled in the following manner.

Step One: An attempt shall be made to resolve any complaint in an informal discussion between the complainant and the principal. Any student shall request a meeting with the principal to discuss a complaint.

Step Two: If the complaint cannot be resolved informally, the student may file a grievance in writing and at a mutually agreeable time discuss the matter with the principal. The written grievance shall state the nature of the grievance, the rule or regulation or law in question and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within five (5) school days from the date of the event, giving rise to the grievance. The principal must make a decision on the grievance and communicate it in writing to the student and the superintendent within five (5) school days after receipt of written notice of the grievance.

Step Three: In the event the grievance has not been resolved at the second step, the student may file within five (5) school days of the principal's decision at the second step, a copy of the grievance with the superintendent. Within five (5) school days after such written grievance is filed, the student and the superintendent shall meet to resolve the grievance. The superintendent shall file a written decision within ten (10) school days of this meeting.

Step Four: If the grievance is not resolved at the third step, the student may request in writing a decision from the Board of Education. The Board, at the first regular meeting following receipt of the grievance, shall meet with the student. Disposition of the grievance by the Board of Education shall be sent in writing by the president of the Board to the grievant within five (5) school days after said meeting.

Please note the following:

1. The failure of a student to act on any grievance within the prescribed time limits shall act as a barrier to further appeal.
2. The failure of an administrator to give a decision within the time limits shall permit the grievant to proceed to the next step.
3. The time limits may be extended by written mutual consent.
4. The grievant shall have a right to representation at any step of the grievance procedure.
5. The person identified as the school district's Title IX Officer will assist any student in the filing of a written grievance.
6. Students under 18 years of age who are not emancipated minors must have written parental or guardian permission before proceeding beyond the second step

GENERAL INFORMATION

SCHOOL DAY: Students may enter the building at 8:15 A.M. and need to report directly to their classroom. Students may enter the building before 8:15 A.M. only if they have a pass from their teacher or are entering for breakfast. The school day begins at 8:30 A.M. and dismisses at 3:30 P.M.

BEFORE SCHOOL WAITING AREAS: Before school, all elementary students must wait either in east entrance or if dropped off by the school bus, they must wait in the west hallway entrance of the new addition. Students are not to be in any other area of the school without permission. When the 8:15 bell rings, students may go to their classrooms.

PARENTS: DROPPING OFF / PICKING UP STUDENTS: Parents are asked to drop off and pick up their children on the east side of the school building. If your child eats breakfast, you may drop him or her off on the south side by the entrance to the new addition. The west side of the school building will be used solely for bus loading and unloading. Reminder: The buses will park in the middle of the street on the west side of the building to load and unload. For safety reasons, we ask that you avoid this area when dropping off and picking up your children. ***If you pick your child(ren) up in the parking lot, please avoid parking on or near the sidewalk.***

BUILDING ENTRY: All school door entries will remain locked throughout the school day. If you need to enter the building, please use the buzzer system at either the Superintendent's Office or the Elementary Office. These doors will be locked from 8:30-3:15.

BUS CONDUCT: The Lone Tree Community School District provides bus transportation as a service to families living within the district. The bus ride should be conducive to safety and good order. Every passenger, as well as the driver, should be able to expect a ride free of inappropriate behavior and distractions. Students must follow the directions of the bus driver. Students need to remain seated and keep their hands, feet, and objects to themselves. The privilege of riding the bus may be revoked at any time for behavior that distracts, is violent, intimidating, or abusive toward others. If there appears to be a problem on the bus, please call the Steve Farrell, Transportation Director.

REPORTING AN ABSENCE: If a student is going to be absent from school, parents are asked to call the Elementary School Office (629-4213) and report the absence by 9:00 A.M. Please do not contact the teacher directly for the absence. When a parent/guardian cannot call the school to excuse the student prior to an absence, he/she will be contacted to confirm the absence. Written excuses from a parent/guardian will be accepted; however, these need to be given to the Elementary Office.

LEAVING / RETURNING TO SCHOOL DURING THE DAY: Students are required to report to the elementary office to be signed in / out when leaving or returning to school during the day. Written notification or a telephone call is required for the student to be released during the school day if persons other than parents or legal guardians will be withdrawing a child from school at times other than dismissal time. **All communication be done with the Elementary Office directly and not through the teacher.**

CONTACTING TEACHERS: Phone calls will not be transferred directly to the teacher during daily teaching time. If you desire to speak to a teacher personally, you may call before or after school or leave a voicemail message at any time throughout the day. Email addresses are available for your use as well. Phone extension numbers and email addresses are available at the end of this handbook. **Please be mindful that teachers only have one break during the day and this time is typically spent with students. So, teachers often do not return phone calls or emails until the end of the day.**

STUDENT RECORDS: Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are

allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours.

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EARLY DISMISSAL/CANCELLATION: In the event that school is canceled, dismissed early, or starts late because of weather, road conditions, etc., the following stations (TV and radio) will be notified: KGAN-TV (Ch. 2); KWWL-TV (Ch. 7); KCRG-TV (Ch. 9); KHAK Radio (98.1 FM); WMT Radio (600 AM/96.5 FM); KCJJ Radio (1630 AM).

VISITORS: Prior to your visit, please make contact with your child's teacher to set up a convenient, mutually agreed upon time to visit. Upon arriving at the school, please sign in at the elementary office. You will receive a visitor's badge to wear while in the building. Please limit the time of your visit to no more than one hour unless other arrangements have been made. Student visitors will not be permitted unless special circumstances prevail and prior approval is received from an administrator.

EMERGENCY DRILLS: Fire and disaster drills will be conducted during the school year. At the beginning of the school year, each classroom teacher will explain and post the exit procedure from his/her room. During fire alarms, students should, once outside, move 50 yards away from the building and remain outside with their class and teacher until instructed to return by an administrator or fire department personnel.

SEARCH: All school property is held in trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles under the circumstances as outlined in the administrative regulations to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

DRESS: Hats, head coverings (bandannas, head scarves, etc.) are not to be worn in the building. Clothing advertising alcoholic beverage, sex, alcohol, drugs, tobacco products, or any abusive or obscene language or symbolism will not be allowed. Such clothing will be reversed or changed. Students are asked not to wear halter-tops or shirts that show the mid-drift. Make sure that first and last names are on all outer personal belongings (jackets, sweaters, boots, snow pants, back packs, etc.)

TELEPHONES: Unless an emergency arises, students will not be called from class to answer the telephone. School district phones (office, faculty/staff work areas, or classrooms) are not to be used by students unless permission is received and it is an emergency situation. Parents or guardians may leave messages for their children. All efforts will be made to see that they are delivered in an expeditious manner. Parents or guardians are requested to limit telephone messages to situations of absolute necessity.

CELL PHONES: Students may not use cell phones during the school day. Students will be asked to turn off all cell phones that are in their bags in the classroom upon arrival. If a child is using a cell phone during the school day, the cell phone will be taken away and returned at the end of the day. The second time the child is using the cell phone during the school day, it will be brought to the office and a parent will have to pick it up.

VOLUNTEERING: Parents are encouraged to be actively involved in their child's education. Parental involvement has a positive influence on student success in school. Parents can help students by providing a place to do homework and by controlling the amount of time devoted to watching television and to working at after-school jobs. Parents may

be involved at Lone Tree in a variety of ways such as volunteering regularly, becoming involved in a school committee, attending Back-to-School Nights, Parent-Teacher Conferences, and music, drama, and athletic activities, and contacting faculty or administrators whenever they have a question, a concern, or a suggestion for improving their student's high school experience.

FAMILY: If you have a court order that limits the rights of one parent in matters such as custody or visitation, a copy must be on file in the elementary office. If there is no copy on file, the school is obligated to provide equal rights to both parents. Please inform the school office if there is a change in the adult's or child's name, address, or phone number during the school year.

LUNCH PROCEDURE: You can deposit any amount into your child's lunch account at any time. You may check the balance of your child's account at any time by logging into Powerschool. Prices are as follows:

Single Day Lunch (Students).....\$2.40
Single Day Breakfast (Students).....\$1.10
Single Day Lunch (Adults).....\$3.45

Elementary Lunch Schedules are as follows:

10:55-11:20 a.m.....Preschool (4-year-old)
11:00-11:25 a.m.....Kindergarten
11:02-11:27 a.m.....First Grade
11:04-11:29 a.m.....Second Grade
11:06-11:31 a.m.....Third Grade
11:08-11:33 a.m.....Fourth Grade
11:10-11:35 a.m.....Fifth Grade

LIBRARY: The library provides many services and resources to students. The facility is open to students from 8:15 A.M. to 3:45 P.M. each school day, as well as during evenings to the community as the Lone Tree Public Library.

LOST AND FOUND: Items that are left in the lost in found at the end of the year will be donated to a local charity or Goodwill.

MONEY AND VALUABLES: If a child is to bring money to school, please enclose it in an envelope and include the child's name, homeroom teacher, amount of money enclosed, and the purpose for which it is being sent.

SCHOOL PARTIES: During the school year three holiday parties are held. They are Halloween, Christmas, and Valentine's Day. Each homeroom teacher will coordinate party preparations. Please notify the teacher if you would prefer your child not to participate.

BIRTHDAYS: Students may provide birthday treats for classmates and teachers. The teacher will decide when the treats are to be distributed. If flowers or balloons are sent, they will remain in the Elementary Office until dismissal. Children are welcome to distribute party invitations at school as long as **EVERYONE** in the classroom is invited. If some children are excluded, parents should mail the invitations instead of having their child bring them to school.

PETS: Children may bring pets to school if the teacher gives prior permission. If a child brings a pet, it should be on a leash or in a cage, and brought to school and returned home by the parent. We ask that the parent make arrangements

with the teacher at least one day in advance.

TOYS AND ELECTRONIC EQUIPMENT: Students are NOT allowed to bring toys and electronic equipment or games to school. No trading of personal property is allowed. The school will not be responsible for items brought to school that are lost, stolen, or damaged.

FIELD TRIPS: Classes may take field trips throughout the school year. Parents will be informed of the place, time, and date of the trip. A parent permission slip will be sent home by the teacher to be signed by the parent and returned. No child will be taken on a field trip without a signed permission slip on file. A general permission slip will need to be signed for your child to walk in the community. If the teacher needs parent volunteers for field trips, those volunteering will be accepted on a first come, first serve basis.

STUDENT SERVICES

STUDENT SUPPORT

Support Services: Support services at our school are available to assist teachers when student concerns arise. These services include building staff and Grant Wood Area Education Agency (GWAEA) support staff such as a psychologist, social worker, consultant, and speech/language pathologist. Teachers may use input from individuals on an informal basis or request assistance in defining a concern in identifying strategies to address the concern, in carrying out the strategies, or in monitoring the student's progress. When an intervention plan is being considered, parents will be invited to become active participants in the process. These services are available for all students by teacher or parent request. Accommodation plans under the 504 Rehabilitation Act may be considered and initiated to support students who may be experiencing difficulty with schoolwork who have an identified disability.

Special Education: Services allowing special education programs are available as a result of cooperation between the Lone Tree Community School District and the Grant Wood Area Education Agency: physical disability, mental disability, emotional disability, learning disability, and communication disability. Placement in these special programs is made after identification of need, assessment and staffing of student, and parent permission.

Teacher Assistance Team: The Teacher Assistance Team is organized to assist teachers in the development of effective programs for students experiencing learning and behavioral problems. The team consists of the referring teacher, selected teachers, the principal, school counselor, and selected Grant Wood Staff. Parents are an integral part of the child study team and are strongly encouraged to participate in the process. The system is designed to provide prompt, individualized support and assistance to teachers. The Teacher Assistance Team and the teacher requesting assistance develop a student program plan through a structured process. The team identifies the problems, brainstorms solutions, and devises a plan of interventions. When appropriate, students are referred for further evaluation and consideration for special education.

The goals of a Teacher Assistance Team are:

1. Help teachers individualize instruction to meet the needs of all students.
2. Support and assist teachers in the inclusion of special needs students.
3. Provide support and interventions for parents and families in meeting student needs.
4. Provide an efficient, documented referral screening for special education services as mandated by the Code of Iowa.

HEALTH SERVICES

Nurse: Students should report to the nurse's office if they feel ill. Please be reminded to get permission from the classroom teacher before leaving class. Health office personnel will attempt to contact parents/guardians if it is

necessary for the student to be sent home. Students will not be sent home if there is no one there to take care of the student. In the case of a serious illness or injury, the school shall attempt to notify the parents according to information on the enrollment card. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency personnel if necessary and attempt to notify the parents where the student has been transported for treatment.

State law does not permit the health office personnel to issue medication. Students, however, may bring to the health office medication that a health professional/parent has approved. All medication should be distributed through the health office and the following guidelines should be followed:

- A. The student will supply the medication.
- B. A parent permission form should be completed and kept on file in the health office.
- C. The student will be required to take the medication in the health office.

Immunizations: Prior to starting school (or when transferring into the school district), students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements.

Dental Screening: Children entering into Kindergarten are required to have a dental screening form completed by their dentist and on file.

Illness: Children should be fever-free for 24 hours before returning to school following an illness. If your child will not be attending school for any reason please notify the elementary office (629-4213) by 9:00 that morning. If your child has any one of the following conditions, you will be notified to pick up your child immediately: contagious disease, fever over 100 degree F, vomiting or diarrhea, accident requiring medical attention, or live head lice.

Head Lice: Head lice infestation is a wide spread problem in the United States, largely confined to younger school children. To prevent the spread of head lice, the condition needs to be treated immediately. If a child is found to have live head lice while at school, the child will remain in school for the rest of the day. The school nurse will notify the parents by phone, provide educational materials on treatment, and review treatment protocols. The expectation is that the child be treated prior to returning to school the following day. A note will also go home with the classmates stating that a case of head lice has been found in the class. Also, other family members attending the school may be inspected. If there are several children in one room with head lice, the entire room may be inspected.

Vision and Hearing Screenings: Personnel from Grant Wood Area Education will conduct our hearing and vision screening. Not all grade levels will be screened. Testing for students with known hearing losses will continue annually. Screening will occur in the fall, and all parents of students who have been screened for hearing will receive a report. Parents of all students who have failed the screening will receive information in the mail.

Physical Education Excuse: To excuse a child from physical education, we must receive a note from your child's doctor recommending that he/she not participate. The note should include the length of time that your child is excused from PE and the reason for the excuse.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT SYSTEM

PBIS: The Lone Tree School District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning environment for students in their classrooms and to maintain proper

order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are expected to abide by all rules of behavior established by the administration and their classroom teachers. Lone Tree Elementary School has a matrix of **Expectations by Setting**. The matrix located at the end of the handbook defines these expectations and all common areas of the building and in the community in which children will be present. We encourage and expect appropriate behaviors. However, if inappropriate conduct prevails, a student may be referred to the office.

Goals:

1. To teach students appropriate behavior choices
2. To provide opportunities to practice these skills
3. To recognize students for appropriate behaviors
4. To assist students in determining and utilizing appropriate behaviors
5. To reduce behaviors that may harm or show disrespect toward themselves, staff, other students or school property.

School Expectations:

- Respect the rights and property of others.
- Keep hands, feet, and objects to yourself.
- Follow the directions of adults without arguing.
- Use the bathroom properly.
- Follow directions the first time that they are given.
- Use an inside voice while in the building.
- Harassment, teasing, bullying, name-calling, bad language and intimidating will not be tolerated.
- Follow safety rules.

Suspension:

Certain acts of misconduct may warrant suspension. Suspension may be served in or out of school. These actions of exceptional misconduct may be defined but not limited to:

- Extreme cases of intentional physical harm to another student or staff member
- Willfully defacing or injuring school property or the property of school employees, visitors, or students
- Extreme actions or verbal statements that harm others and /or severely disrupt the educational process or operations of the school.
- Bringing a weapon to school

RECESS CONDUCT: Generally, all children are expected to go out for recess as much as possible unless the wind-chill below 0 degrees. Please make certain that your child has appropriate coats, mittens/gloves, hats and foot-wear. When a child is recuperating from an illness or injury or has a health problem that temporarily requires his/her remaining indoors, the parent should notify the child's teacher by written notice. A doctor's written notice is preferred.

- Students will play only on designated areas of the playground.
- Do not throw rocks, wood chips, snowballs, ice or other inappropriate objects.
- Stay out of puddles and muddy areas.
- No games or activities are permitted in the school or on the grounds that involve undue bodily contact or whose purpose is throwing or pushing children to the ground.
- Students are not permitted to bring toys, playground equipment, etc. from home. The school will provide balls, jump ropes, etc.

Lone Tree Elementary School

www.lone-tree.k12.ia.us

319-629-4213

Name	Position	Email Address	Phone Extension
Mrs. Jacque	Principal	ajacque@lone-tree.k12.ia.us	107
Mrs. Feldman	Elementary Secretary	cfeldman@lone-tree.k12.ia.us	106
Ms. Lovgren	Preschool Teacher	klovgren@lone-tree.k12.ia.us	127
Mrs. Reeves	Preschool Teacher	jreeves@lone-tree.k12.ia.us	126
Mrs. Hotka	Kindergarten Teacher	mhotka@lone-tree.k12.ia.us	124
Ms. Wilson	Kindergarten Teacher	bwilson@lone-tree.k12.ia.us	128
Mrs. Nebergall	First Grade Teacher	dnebergall@lone-tree.k12.ia.us	123
Ms. Teubel	First Grade Teacher	kteubel@lone-tree.k12.ia.us	122
Mrs. Davidson	Second Grade Teacher	cdavidson@lone-tree.k12.ia.us	134
Ms. Yaeger	Third Grade Teacher	eyaeger@lone-tree.k12.ia.us	135
Ms. Huston	Third Grade Teacher	ehuston@lone-tree.k12.ia.us	136
Mrs. Wright	Fourth Grade Teacher	jwright@lone-tree.k12.ia.us	139
Ms. Decker	Fourth Grade Teacher	bdecker@lone-tree.k12.ia.us	112
Mrs. Haman	Fifth Grade Teacher	thaman@lone-tree.k12.ia.us	154
Ms. Ploeger	Fifth Grade Teacher	kploeger@lone-tree.k12.ia.us	155
Mrs. Close	Special Education Teacher	sclose@lone-tree.k12.ia.us	138
Mrs. Viner	Title I/Reading Recovery	kviner@lone-tree.k12.ia.us	125
Mr. DeVaul	Physical Education	cdevaul@lone-tree.k12.ia.us	114
Mrs. Callan	Library	scallan@lone-tree.k12.ia.us	116
Mrs. McGarvey	Art Teacher	lmcgarvey@lone-tree.k12.ia.us	120
Ms. Sorensen	Band	csorensen@lone-tree.k12.ia.us	119
Mrs. Smith	Music Teacher	bsmith@lone-tree.k12.ia.us	118
Mrs. Bryce	Counselor	sbryce@lone-tree.k12.ia.us	147
Mrs. TeBockhorst	TAG	ktebockhorst@lone-tree.k12.ia.us	143
Mrs. Lacina	Instructional Coach	rlacina@lone-tree.k12.ia.us	115