

Lakeview Elementary School Parent/Guardian Handbook

2015-16



26335 Fries Lane
Wind Lake
262-971-1850

School Hours:
9:10-3:45

Welcome!!

Dear Parents,

On behalf of all the staff at Lakeview Elementary School, welcome! Inside this handbook, you will find a comprehensive list of procedures and tools helpful to making you and your child's learning experience the best ever!

You will find the district mission and vision statement, along with Lakeview's foundation document. Key to sustaining your child's achievement and the focus for our school, will be to monitor our school's progress towards fulfilling our mission.

Additionally, you will find District and school policies and procedures compiled to help provide you with the necessary information for a successful year of learning. Please take time to read through this Parent Handbook and refer to it as needed during the course of the school-year. Additionally, the school's web page is a digital location rich with grade-level specific information and loads of other digital resources for the whole family! www.muskegonorway.org (Click on schools, then Lakeview...and off you go!).

Together, we can make a powerful impact upon your child's life. From lessons linked to developing strong character through our life skills program, to deepening your child's understanding of written text, this year is an important next step in your child's learning journey...and we're thrilled to be a part of it!

Warmest Regards,

Alyson Eisch, Principal

Staff Contact Information

Alyson Eisch, Principal Ext. 3135

Karen Torbeck, Administrative Assistant Ext. 3136

Student Absences Ext. 3204

Name	Room	Ext.	Voice Mail # (If different from ext. #)	Assignment	Email Address
Awve, Nancy	10	3210		EEN Aide	Nancy.Awve@muskegonorway.org
Bennin, Brianna	5	3227		Music	Brianna.Bennin@muskegonorway.org
Besler, Jessica	1	3101		Kindergarten	Jessica.Besler@muskegonorway.org
Bomberg, Kerri	Library	3150		Tech Aide	Kerri.Bomberg@muskegonorway.org
Bores, Rebecca	Little VIPs			4K Assistant	
Buxengard, Laurie	10	3210		EEN Aide	Laurie.Buxengard@muskegonorway.org
Crawley, Bob		3142		Custodian	Robert.Crawley@muskegonorway.org
Davis, Sarah	Kitchen	3141		Food Services	Sarah.Davis@muskegonorway.org
Dybul, Lynn	8	3208		LD	Lynn.Dybul@muskegonorway.org
Gabbert, Sandy	Aides Room	3214		Aide	Sandra.Gabbert@muskegonorway.org
Goelz, Karen	21	3121		3 rd grade	Karen.Goelz@muskegonorway.org
Goldberg, Heather	24	3124		4 th grade	Heather.Goldberg@muskegonorway.org
Greig, Amy		3140		Speech & Language	Amy.Greig@muskegonorway.org
Haeffel, Cindy	Aides Room	3214		Aide	Cynthia.Haeffel@muskegonorway.org
Harper, Kristin	15	3115		1st grade	Kristin.Harper@muskegonorway.org
Heinowski, Toni	Library	3221	6500	Librarian	Toni.Heinowski@muskegonorway.org
Hoover, Linda	Aides Room	3214		Aide	Linda.Hoover@muskegonorway.org
Humke, Kathy	25	3125		3 rd grade	Kathy.Humke@muskegonorway.org
Hynning, Teryn	Office	3228		Nurse	Teryn.Hynning@muskegonorway.org
Joswick, Amy	Library	3150		Tech Aide	Amy.Joswick@muskegonorway.org
Kalkopf, Gary	Gym	3325		P.E.	Gary.Kalkopf@muskegonorway.org
Kierzek, Jolie	16	3116		Interventionist	Jolie.Kierzek@muskegonorway.org
Krause, Mary	4	3222		Art	Mary.Krause@muskegonorway.org
Klawans, Susan	18B	3145		Reading	Susan.Klawans@muskegonorway.org
Kruszka, Jessica	21	3121		3 rd grade	Jessica.Kruszka@muskegonorway.org
Kupkovits, Jamie	Office A	3223		Psychologist	Jamie.Kupkovits@muskegonorway.org
Name	Room	Ext.	Voice Mail #	Assignment	Email Address
LaShell, Wendy	Kitchen	3141		Food Services	Wendy.LaShell@muskegonorway.org

Liberski, Andrea	Health Room	3228		Aide	Andrea.Liberski@muskegonorway.org
Loeffelholz, Amy	Aides Room	3214		Aide	Amy.Loeffelholz@muskegonorway.org
Martin, Lynn	Kgn-B	3134		Kindergarten	Lynn.Martin@muskegonorway.org
Maule, Kim	26	3126		2 nd grade	Kim.Maule@muskegonorway.org
Meddaugh, Meghan	10	3210		EBD	Meghan.Meddaugh@muskegonorway.org
McIntosh, Nancy	20	3120		3 rd grade	Nancy.McIntosh@muskegonorway.org
Mlachnik, Jenny	19	3148		2 nd grade	Jennifer.Mlachnik@muskegonorway.org
Moll, Angie	10	3210		EEN Aide	Angie.Moll@muskegonorway.org
Mortier, Kristen	18B	3146		Instructional Coach	Kristen.Mortier@muskegonorway.org
Nicoson, Sue	10	3210		EEN Aide	Susan.Nicoson@muskegonorway.org
Pachowitz, Jean	Office B	3220	6350	OT	Jean.Pachowitz@muskegonorway.org
Phillips, Julie	Kgn-A	3133		Kindergarten	Julie.Phillips@muskegonorway.org
Plier, Amy	14	3114		1 st grade	Amy.Plier@muskegonorway.org
Reno, Carrie	10	3210		Interim LD	Carrie.Reno@muskegonorway.org
Roegner, Debra	16	3116		Interventionist	Debra.Roegner@muskegonorway.org
Rux, Colleen	27	3127		2 nd grade	Colleen.Rux@muskegonorway.org
Sander, MaryAnn	23	3123		4 th grade	MaryAnn.Sander@muskegonorway.org
Smith, Meghan	13	3113		1 st grade	Meghan.Smith@muskegonorway.org
Stridde, Julie	Little VIPs			4K Teacher	Julie.Stridde@muskegonorway.org
Torbeck, Karen	Office	3136		Admin.Asst.	Karen.Torbeck@muskegonorway.org
Wachula, Joanna	22	3122		4 th grade	Joanna.Wachula@muskegonorway.org
Welsh, Deanna	Office B	3220	262-422-1131	Social Worker	Deanna.Welsh@muskegonorway.org
Zetwick, Mary Lynn	Aides Room	3214		Aide	Maryllyn.Zetwick@muskegonorway.org
Staff Lounge	2	3103			
Dragon Cave	12	3112			
Computer Lab	19	3148			



Muskego-Norway Schools

Our Mission

Every student learning, growing...succeeding.

Our Vision

The Muskego-Norway School District is the district of choice in Southeastern Wisconsin for prospective students, parents, and staff. High student achievement, system-wide continuous improvement, and sound stewardship of community resources are the hallmarks of Muskego-Norway Schools.

Our Commitments

To our students

- Challenge students and establish high standards of learning that we will help all students achieve
- Provide rigorous, relevant, coherent, and engaging K-12 curriculum and programs
- Ensure that students are respected, inspired, and encouraged to grow
- Model life-long learning
- Develop innovative, caring, responsible and globally aware citizens, who possess strong problem solving and critical thinking skills
- Prepare world-ready students for an ever-changing future

To our staff and profession

- Recruit, develop, and retain educators who skillfully apply best practices and share their passion for learning with students
- Work collaboratively in the best interests of students
- Assess student readiness and respond appropriately so that all students can learn
- Monitor and support the continued growth of each student and school so that student achievement continuously improves throughout the district
- Benchmark district progress against the best in class

To our parents and community

- Partner with families and community in the responsibility of educating our children
- Commit to achieving greatness so that we are not satisfied with being good
- Actively challenge underlying assumptions of the status quo and identify leverage points for continued improvement

- Provide quality education while being fiscally responsible to stakeholders



Equal Educational Opportunities

The Muskego-Norway School District is committed to equal educational opportunities for all students in the District. In accordance with state law, no person, on the basis of sex, race, religion, national origin, ancestry, creed, color, parental status, physical, mental, emotional, or learning disability or handicap may be denied admission to any school in the district or be denied participation in, be denied the benefits of, or be discriminated against in any curricula, co-curricular, pupil services, recreational or other program available in the district.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1984 (race, color, national origin), Title IX of the Education Amendments of 1972 (gender), Section 504 of the Rehabilitation Act of 1973 (handicap), and Americans with Disabilities Act of 1990 (disability).

The district encourages informal resolution of complaints under this policy (School Board Policy 411P). A formal complaint resolution procedure is available to address allegations of violations of the district policy.

Directory Information

Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences.

Student "directory data information" may include the following:

- Student's name, address, telephone listing, date and place of birth, participation in activities and sports, student photographs, dates of attendance, major field of study, degree

and awards received, height and weight of athletic team members, and name of the school most recently/previously attended by the student.

Parents have the right:

1. To deny the release of such information
2. To inspect, review, and obtain copies of student records
3. To request the amendment of students school records (and how to make the request) if they believe the records are inaccurate or misleading
4. To consent to the disclosure of the student's school records, except to the extent of State and Federal law authorizes disclosure without consent
(School Board Policy 347)

Family Education Rights and Privacy Act

Parents and eligible students who need assistance or wish to file a complaint under the Family Educational Rights and Privacy Act FERPA may do so in writing to the Family Policy Compliance Office, US Department of Education, 400 Maryland Ave SW, Washington, DC 20202-5920

Infinite Campus

Parents and students can access grades and attendance information online. This program will allow parents and students with internet access to stay up to date with assignments, quizzes, and test grades. If you have questions regarding your account, or how to log on please contact our district's technology staff.

Personal Communication Devices

Students who bring cell phones or paging devices to school are responsible for keeping their telephones **off and out of sight** during the school day. Students shall not turn on or use cellular telephones while being transported to and from school or during school sponsored activities or field trips, unless they receive permission from the supervising teacher or bus driver. If you need to contact your student during the school day, please do so by calling the school office. Students who bring MP3 players, headsets, computers, tablets, electronic readers or cell phones during the day must follow the rules

established in each class. No hand held games allowed during the school day. The school is not responsible for these items if they are stolen. Students are not to possess or bring laser pointers onto school premises at any time. (School Board Policy #443.5)

Religious Beliefs and Values System

In the event that class content or activities conflict with a student's religious belief or value system, the Muskego Norway Schools will honor a written request from the parents/guardians for the student to be excused from a particular class.

Safety and Security Drills

Drills are scheduled regularly to ensure for the safety and security of staff and students. Emergency plans are posted in all rooms stating where to go in the event of an emergency. Students are expected to remain quiet during drills and emergencies to hear directives of staff. Severe weather drills are held in the spring of each year.

Telecommunications

Make proper use of all computers and follow the school district's Telecommunication Acceptable Use policy that is signed by the student and parent/guardian at the start of middle school. (School Board Policy 363.1)

Code of Classroom Conduct

The District recognizes and accepts its responsibility to create, foster and maintain an orderly, safe and caring school environment, conducive to teaching and the learning process. By using their experience and expertise, staff will create schools where effective learning is possible. Students are expected to come to school ready and willing to learn.

Students should be able to attend school as free as is reasonably possible from unnecessary and unwarranted distraction and disruption. Behavior which fosters such disruption can interfere with the classroom environment and will not be tolerated. As outlined in the District's Code of Classroom Conduct policy, a student who engages

in classroom conduct or behavior which is disruptive may be removed from class by a teacher. In this event the student will be placed in an alternative setting in accordance with established procedures.

Student Insurance

If parent(s)/guardian(s) of a student choose to have insurance coverage for general accident, intramural or interscholastic activity, it must be provided at their own expense.

EMERGENCY SCHOOL CLOSINGS

In the event that school needs to be kept closed, closed early or we encounter a delayed opening, a public announcement will be made on the following stations:

WTMJ AM620	WKTI FM94	Channel 4
WOKY AM920	WLTO FM97	Channel 12
WEMP AM1250	WMYX FM99.1	Channel 6
WISN AM1130	WMIL FM106	Channel 58

You may also be notified via the Alert Now Service or an Infinite Campus new blast!

LATE START

When Muskego-Norway Schools is announced, it includes Lakeview School. On occasion, it may be necessary to delay the morning start of the bus runs to provide time for the roads to be cleared. This announcement will be made on our district's web page, and the TV stations listed above. Normally, the announcement will read "Muskego-Norway Schools - 1 hour delay." The buses will pick up children one hour later. Because there won't be any supervision at Lakeview School, children who are normally dropped off at school should be dropped off one hour later.

CITIZEN QUESTIONS, SUGGESTIONS, AND/OR CONCERNS

Communication is an essential component for establishing a positive working relationship between the school district and the community it serves. In order to foster positive communication between the

school and community, a process has been established to make that communication as easy and effective as possible.

Please see the district website for procedures and appropriate feedback forms.



ASSIGNMENT NOTEBOOK

The assignment notebook was developed as a tool to facilitate the following life skills: organization, communication (between school and home), and independence (grades 2 - 4). Students will write in their assignments nightly, and teachers may on occasion write a note home. Please develop a system at home where you check the assignment notebook *each day* to reinforce the value of this organizational tool. Also, please use the Assignment Notebook as a communication tool between home and school when needed. Replacement cost for the Assignment Notebook will be \$5.00 and can be purchased through the Office.

ATTENDANCE

Attendance Phone Number 262-971-1850 ext. 3204

Regular school attendance is expected of all students. When your child is absent, parents should telephone the school office before classes start. If this procedure is not followed, the school will call the parents to determine the reasons for the student's absence. After 10 absences, a formal attendance letter will be sent to the parent/guardian, and a doctors' excuse may be requested for all future absences. If a student is unable to participate in physical education for more than three days, a doctor's excuse is needed.

If a student is truant from school, parents will be contacted by phone

and/or mail and actions will be taken in accordance with Muskego-Norway Board Policy. Excessive truancy will lead to a court referral.

If a medical or dental appointment requires that your child be released from classes early, parents should send a note to the teacher with the child that morning so the teacher may make plans in advance. We ask that parents make every attempt to schedule family matters at times which will not require the child to miss school, even if only for the last 10 minutes or so of the school day. Removing a child from class at *any time* disrupts learning for all students. Removal from school before 2:30 pm will be considered a half day absence. Any student taken out of school during the school day for any reason, must be signed out in the office. A student must also be checked in at the office when returning to school after being out.

A NOTE TO SCHOOL

Each new family and incoming kindergartners will be given "A Note to School" pad (compliments of the PTO) which provides a uniform method of communicating with the teachers and the school office. Written notification is required if your child is to walk to or from school, or if the parent desires the student to get off the school bus at a different bus stop, or if the child is being picked up by a parent. School Board policy is such that there will be no need for students to ride bicycles.

CLASS PLACEMENT

Each spring, staff at Lakeview Elementary School begin the thoughtful process of creating next year's learning communities. When creating class lists for the up-and-coming school year, teachers balance the following key learning community qualities: student abilities, gender, and special needs of all students. If a parent would like to provide us with additional information regarding their child's learning style to provide us with additional information s we place them into a balanced classroom, they can do so by completing a *Learning Community Input Form*. **These forms are available in the office in the spring. (Watch for specific dates in the March/April Newsletters).**

DRESS CODE POLICY

The Muskego-Norway School Board has established student dress guidelines (Policy 443.1) to address decency and moderation. The Lakeview School site plan requires that a dress code be established for students to clarify these expectations. We believe that students and parents can freely choose apparel that demonstrates individuality, as well as maintain the standards of appropriateness.

The following guidelines will be the expectations for Lakeview students:

- All students are to remove hats and sunglasses upon entering the building.
- Footwear should be safe, comfortable, and suitable for school and recess.

- Shorts and skirts should be an appropriate length.
- Shirts must cover the midriff, chest and back.
- Shirts or tops that advertise drugs, alcohol, gang activity, violence (including professional wrestling), tobacco, or that promote disrespectful attitudes will not be permitted.
- Clothing should fit properly and not be distracting to learning - not excessively tight or loose.
- Shirts intended to be worn under a buttoned shirt should not be worn as regular attire.
- Insignias, jewelry, or clothing that depict violence, in anyway, will not be allowed.
- Make-up may be used for school plays/performances, but is not to be part of a child's daily attire.

Staff recognize that the appropriateness of dress may sometimes need to be considered on an individual basis. To resolve any dress code concerns, students will be offered spirit wear/age appropriate replacement clothing or the parent/guardian will be called to bring an alternative outfit to school.

EMERGENCY INFORMATION

If a pupil has an accident during school hours or during a school sponsored activity, the pupil must report this to his/her teacher at the time of his/her injury. Therefore, it is essential that Infinite Campus have the most up-to-date emergency information. If there is a change in information (home phone and work number), please update Infinite Campus immediately.

If a pupil has a health condition that may affect his/her school work, the parent is urged to notify the nurse so that the condition can be recorded on the pupil's health records and a Health Plan be developed if necessary.

GIFTED AND TALENTED PROGRAMMING SUPPORT

A Muskego-Norway School District committee of parents, educators and administrators meets regularly to collaboratively learn and discuss pertinent topics related to gifted and talented programming. The committee meets periodically throughout the year. If you would like more information on how you can become involved, please contact our Elementary Director of Student Learning @ 262-971-1800. For more information, see the GT page via Muskego-Norway's web page found under "district organizations."

LOST AND FOUND

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are turned into the

school's Lost and Found lockers located in the front hallway lockers near the office. Unlabeled or unclaimed property is turned over to a charity prior to our breaks in: December, April and June.

LUNCH PROGRAM PROCEDURES

Contact information

- Food Services Director, 262-971-1790 ext. 4552
- Lakeview Cook 262-971-1850 ext. 3141

Payment Procedures - Muskego-Norway Schools utilizes a computerized lunch system whereby all parents and their children have a lunch account. Parents are to deposit money into this account to cover their children's lunch costs. Each time the child goes through the lunch-line, their account is debited at the point of sale for the items they purchased. All payments should be enclosed inside a sealed envelope with your child's first and last name on the outside/check. These checks will be collected by the food service personnel and deposited into your child's account in approximately 1-2 business days.

Steps for Making a Deposit

- There are three ways you can pay for your child's lunch. First, your check can be dropped off into Lakeview's black Lunch Deposit Box located in the front foyer area of Lakeview School. You can also make a payment on-line, or you can mail your deposit to the address listed below.

*MNSD Food Service Department
Muskego High School
W183 S8750 Racine Ave.
Muskego, WI 53150*

Students New to Lakeview School

- There may be a delay in setting up an account for students who are new to our school. Parents can follow the same procedures as listed above, and your deposit will be made once the account is set up. This delay will NOT interfere with your child receiving a hot lunch or milk.

- **Account Balance** - Families with internet access are able to gain account information via a link on the MNSD website. We strongly recommend that you check this information weekly.
- **Eating Time** - Lunch time is a wonderful time for boys and girls to enjoy their lunch and socialize with one another. However, because of time limitations and the need to prepare our gym for physical education classes, children will be encouraged to make the "eating" portion of the lunch time a priority.

Grade	Lunch	Lunch Recess
K	12:20-12:40	12:30-1:05
1	12:25-12:45	12:45-1:05
2	12:30-12:50	12:50-1:10
3	12:45-1:05	12:25-12:40
4	12:40-1:00	12:20-12:35

- **Overflow Table** - Students receive approximately 20 minutes to pick up their hot lunch and finish their meal. Students who need additional time, may excuse themselves to the "Overflow Table" and finish their lunch there. Under no circumstances, are students ever required to dump their lunch and return to class unless they are finished eating.
- **Peanut Free Table** - Another table is located in the lunchroom specifically for students who have peanut allergies. Students/guests who are buying hot lunch (also peanut free) may eat at this designated table.
- **Lunch Room Procedures for Students** - Students are to conduct themselves in the cafeteria just like they do at home. Below are our lunchroom standards which explain three key procedures:
 1. Try their best to eat the meal they purchased or was made at home.
 2. Enjoy some light conversation while they eat.
 3. Clean up after themselves when finished eating.
 4. If they need more time to finish their meal, they can do so at the overflow table.
 5. Remain seated at their table until they are dismissed to return to class.

MEDICATIONS

We cannot dispense medication without a signed permission slip. A medical doctor's signature is required in order for us to dispense prescription medication. Forms are available in the office upon request.

PARENT CONFERENCES

Parent conferences are held in October and March. They are important to understanding more fully, your child's progress. If a parent wishes to have an additional conference to discuss your child's

progress, by phone or in person, please call your child's teacher to set up a time.

PARKING

There are two places parents can park when Lakeview Elementary School is in session: parking stalls located across from Lakeview Elementary School and along West Wind Lake Road. Parking alongside the sidewalk directly in front of our school is not permitted. The crosswalk should be used whenever crossing Fries Lane, and is safest when the student is accompanied by an adult.

PETS AS VISITORS IN OUR SCHOOL

Due to the fact that many students and staff have allergies to animals, please speak with your child's teacher to determine if your child's pet can in fact come to school. Muskego Norway School District Board Policy 381, has specific steps that need to be followed prior to visiting day, which your child's teacher will inform you. Please contact your teacher for further information.

PLANNING ROOM

The Planning Room is a supervised space in our library, where students:

1. Can complete incomplete work from the day or the day prior.
2. Can go to reflect over a particular reoccurring behavior challenge that is coming up at school. A Lakeview staff member will assist the student with a reflective activity, which in turn will help the student develop a plan to help them be more successful in the future.
3. Work/read quietly on a pre-approved task or activity.
4. Parents will receive a note home stating that their child was in the Planning Room, which will need to be signed and returned to school the next day. If a student is in the Planning Room often, a teacher, parent, student, principal conference may be called.

PTO (PARENT TEACHER ORGANIZATION)

Lakeview has a very active and supportive Parent Teacher Organization (PTO). This group of parents and teacher representatives meets monthly during the school year. The PTO focus is on making a positive connection between the families and staff of Lakeview. Membership is open to all those interested in the learning and well-being of the Lakeview community and the PTO typically meets the first Thursday of each month from 6:00-7:00 p.m. in the library.

Through the main fall fund raiser and a number of on-going smaller ones (General Mills box tops, Market Day, Campbell Soup labels), the PTO is able to help support bussing costs associated with field trips, support large school events (Harvest Day, Holiday Shoppe, Ice Cream Social) and other student centered related events.

Programs sponsored by PTO include: the annual fall Dragon Dash/Dinner, Family Winter Wonderland and Holiday Shoppe, a spring Family Fun Night, Family Night activities (swimming, bowling, movie night), Spirit Wear, and contributes to the Muskego-Norway PTO Scholarship fund.

RECESS

Students go outside for lunch and morning/afternoon recesses. On days of inclement weather, students will be notified of indoor recess where they will have the opportunity to play a variety of indoor board games.

Excluded from Recess or Physical Education Class for medical reasons

- Students who need to be excluded from recess or Physical Education Class for medical reasons, need to have a doctor's excuse.

Indoor Recess in the Winter - Indoor recess is determined in the following ways: First, we determine the temp/wind chill. We use www.weather.com and type in 53185 for our location. If the temperature or wind-chill is 0 or below, we stay inside.

SCHOOL SAFETY PROCEDURES

Parents/guardians or any other adult designated by the parent/guardian, must sign their child out from the office when picking the child up from school.

Parents are required to either call the office ahead of time or use the Home School Note as a method to communicate a change in transportation procedures or an early pick up for a child.

When a parent chooses a designee to pick up their child (whether for sickness or an early pick up), the parent/guardian must communicate with the office the identity of this individual.

In the event an adult's identity who is picking up a child is unclear, Lakeview Elementary School will detain the release of the child until confirmation of the adult's identity is cleared by the parent/guardian/police.

SCHOOL STORE

Open for student/parent shopping on: Tuesdays

Time: 9:00- 9:10 a.m. Location: Library

The Lakeview School Store is located on a portable cart in our school library and provides a service to Lakeview students by selling supplies that students need on a regular basis (e.g. pencils, crayons, pens, erasers, glue...and other really cool things!). The store, operated by the fourth grade students

and parent volunteers, is overseen by teachers. At the end of the year, profits from the sales are used to fund the 4th Grade Farewell Celebration and may include other charitable donations.

SNACKS

Our students begin their school day, in some cases, a couple of hours after their first meal of the day. Sending a nutritious snack to school can help bridge the hours between breakfast and lunch. Snacks that are light, low in sugar are preferred. In addition, soda at school is reserved for special occasions (like class parties) and should not be sent along with your child's snack or lunch.

Growing bodies need a mid-morning snack. Healthy snacks nourish the body and feed the brain; our human growth and development curriculum communicates these same wellness standards. As a help, we are offering the below list of ideas that will help fuel your child for a day of learning. We encourage you to sit with your child and discuss the list and help them make choices they will enjoy eating.

Raisins	trail mix	dry cereal
granola	fruit cups	cheese and crackers, graham crackers
animal crackers	rice cakes	Go-gurt / wrapped string cheese
bagels /muffins	raw veggies	fresh fruit

SUGGESTIONS

- Parent Satisfaction Survey - Each spring, a digital link is sent to our parents for an anonymous school survey. This same survey is used throughout the school district and provides our school and staff with feedback about our service to your child and your family. Thank YOU in advance for completing this survey.
- Suggestion Box - A suggestion box is located in the front foyer area of our school and is checked every other week. Lakeview's School Improvement Team (made up of teachers and the principal) will review all suggestions and consider ways to incorporate the feedback into our school improvement process.
- Personal Conversation - All staff at Lakeview School welcome the opportunity to discuss your ideas/concerns at any time throughout the school year.

TUESDAY TAKE-HOME FOLDER

This folder will also be a daily communication tool, and should be checked regularly. This folder will be used in three ways:

1. To store homework assignments.
2. To take home completed homework assignments for parent review.
3. On Tuesdays, to deliver *most* school related mailings.

VISITORS IN OUR SCHOOL

The Muskego-Norway School Board welcomes and encourages visits by citizens, taxpayers, and parents to school buildings and facilities in the district. Citizens are urged to visit school facilities and to join with the Board in improving the school system. Citizens are encouraged to channel expressions of approval as well as constructive criticism to the Building Principal and the Superintendent. The Board also believes that the parents of children attending the schools have special rights and responsibilities, in addition to those of taxpayers generally, to keep themselves informed about the day-to-day operation of the schools. Administrators are expected to encourage parents to visit the district's facilities thereby developing a spirit of mutual collaboration. Board Policy 860

The Board also recognizes that it has a responsibility to make reasonable efforts to:

- # provide for the general safety of students, employees and other individuals
authorized to be in school buildings
- # enable educational and other activities to be carried on effectively and
without interruption
- # preserve and safeguard the buildings, equipment and other
property of the district

All persons on school property must first inform the principal or supervisor in charge of their presence in the building and conform with reasonable rules regarding conduct on and use of school facilities.

In order to ensure and maintain proper security and student safety, all persons visiting school are asked to report to the school office to sign in, show the office staff their picture ID, and receive a visitor badge before going directly to a classroom to see a teacher/volunteer. Parents should also sign out when leaving the building. Arrangements should be made ahead of time for a conference with interested staff members.

If a family matter requires that a family member speak with a student, we ask again that they report to the office first. The student will then be called out of class. The front doors are the only doors to be used as both the entrance and exit to Lakeview Elementary School.

VOLUNTEERS IN THE SCHOOL

All volunteers must be registered as a volunteer through completing a Registered Volunteer Application Form. This form can be found by going to our district's web page, clicking on the: District Office, Human Resources and then Forms. There you will find the Volunteer Application Form to complete and submit back to the district office, human resource department for processing before you volunteer in our schools. Thank you for considering this wonderful opportunity to contribute/volunteer your time to our school.



TRANSPORTATION

STUDENTS WHO DO NOT RIDE THE BUS TO SCHOOL ARE NOT TO ARRIVE BEFORE 9:00 A.M. UNLESS THE PARENT/GUARDIAN REMAINS TO SUPERVISE. If you choose to supervise your child, please do the following:

- Stand with your child at the front of the school, or
- Keep your child inside of your car until the front doors open.

- Utilize the sidewalk/crosswalk to transition your child to/from school/car.

Pick Up Form -

Parents or care givers who routinely pick their child up from school each day (or on specific days of the week) may complete one of these forms, available in the office. Once this form is completed, parents will no longer need to sign their child out from the school office on those specific days.

Picking Up Your Child After School -

Anyone picking up students after school must be here no later than **3:45 p.m.** to sign your child out in the gym.

Late Pick-up -

If you are going to be late, please make arrangements for your designee to pick up your child(ren) or work with a daycare provider so that your child knows where to go at the end of the school day.

Drop Off/Pick Up & Parking Procedures (start and end of day)

There is limited parking in front of Lakeview School. In our attempt to create the safest transition to-and-from school, we'd like parents to do the following: **(See directions and map enclosed in this handout)**.

Bike Riders/Walkers

Students are permitted to ride bicycles and or walk to school. Bikes must be parked in the bike rack. Use of skateboards is never permitted.

Transportation to Events Held Off Campus

The school district provides transportation for all students to school - sponsored events held away from the school. Students participating in school activities such as music festivals, forensic and drama contests, athletic events, field trips, etc., are required to ride the bus to the events, and return by bus from the event.

The only instance in which a student will not be required to return to school on the transportation provided is when parents/guardians have requested in advance of the activity/event to transport their student after the event, and when the advisor/coach personally releases the student to the parent/guardian at the conclusion of the activity/event.

BUS PROCEDURES AND STANDARDS

Questions/Concerns: Call Lamers Bus Company @ 262-679-8920.

It is the policy of the School Board to transport by bus, all students attending Lakeview School unless WRITTEN PERMISSION is given by the parents to transport privately.

Parents, it is very important that you and your child have had a discussion regarding the following bus standards, and the child shows an understanding of his/her responsibilities:

1. Know your route and bus number.
2. Be at your stop five (5) minutes before pick-up. The driver must keep a schedule and cannot wait.
3. Be careful in approaching the bus stop. Walk on the left side of the road toward oncoming traffic.
4. If it is necessary to cross the road after leaving the bus, always wait for a signal from the bus driver; walk at least ten feet (10) in front of the bus and wait for the signal before crossing.
5. Use the same school standards while riding on the bus.
6. Remain seated while the bus is moving.
7. Obey the bus driver's instructions promptly.
8. Loud talking, laughing or unnecessary confusion can distract the bus driver's attention and make the task of providing safe transportation extremely difficult.
9. Potential behavioral interventions to assist students in following the Bus Standards:
 - *Assigned seating arrangement
 - *Suspended from riding the bus for a designated number of days

RELEASING STUDENTS FROM SCHOOL

To ensure the safety of our students/your children please follow these four procedures when checking your children out from school when not using the typical transportation procedures for your child:

- Parents/guardians or any other adult designated by the parent/guardian, must sign their child out from the office when picking the child up from school.
- Parents are required to either call the office ahead of time, preferably by noon, or use the Home School Note as a method to communicate a change in transportation procedures for a child. The earlier the call is made to the school, the more efficient the change will occur.
- When a parent chooses a designee to pick up their child (whether for sickness or an early pick up), the parent/guardian must communicate with the office the identity of this individual.
- In the event an adult's identity who is picking up a child is unclear, Lakeview Elementary School will detain the release of the child

until confirmation of the adult's identity is cleared by the parent/guardian/police.

**Lakeview Elementary School
Morning Student Drop-Off Procedure**

Updated July 29, 2014

Dear Parents/Guardians,

With student safety as a primary goal, we ask that you follow the morning drop-off procedure in front of Lakeview. Please read the following plan and review the illustration. Feel free to call or email me if you have any questions or concerns. Thank you for your help in this very important matter,

~ Mrs. Eisch

ORANGE cones will be placed in the street to designate the SAFETY ZONE-DROP OFF lane in front of school. In accordance with the police and district recommendations this lane will

be designated a NO-PARKING fire lane. However, it will be used for drop off purposes in the morning.

STARTING AT 9:00 AM:

1. Enter the SAFETY ZONE-DROP OFF lane and proceed to the farthest available point in the lane. (Watch for pedestrians in the cross-walk area. Proceed with CAUTION). **Note: Ideally, you should be in this lane for approximately 1 minute.**

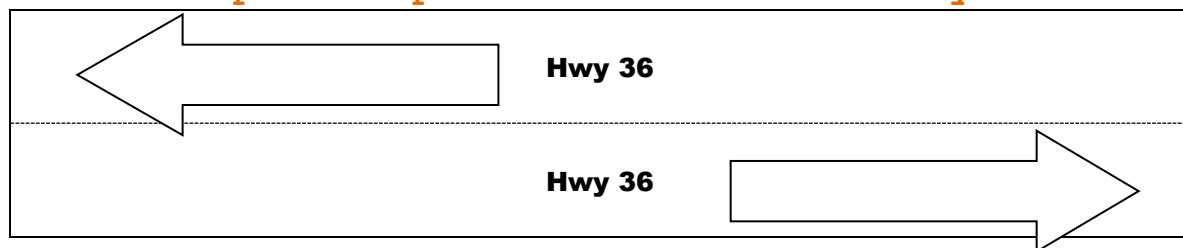
2. Stop your car and your child/ren should exit on the side nearest the sidewalk/school. Children should be ready to exit the car as soon as it stops to keep the traffic flow moving. **Note: Please remain in your car as your child exits directly onto the sidewalk.**

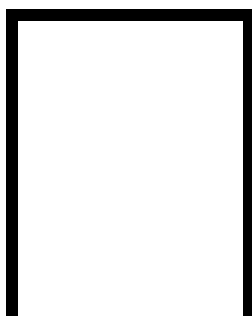
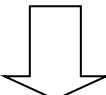
3. Proceed out of the SAFETY ZONE-DROP OFF lane and continue on Fries LN. **Do NOT attempt to make a U-Turn out of the drop off lane as this will present an additional safety hazard.**

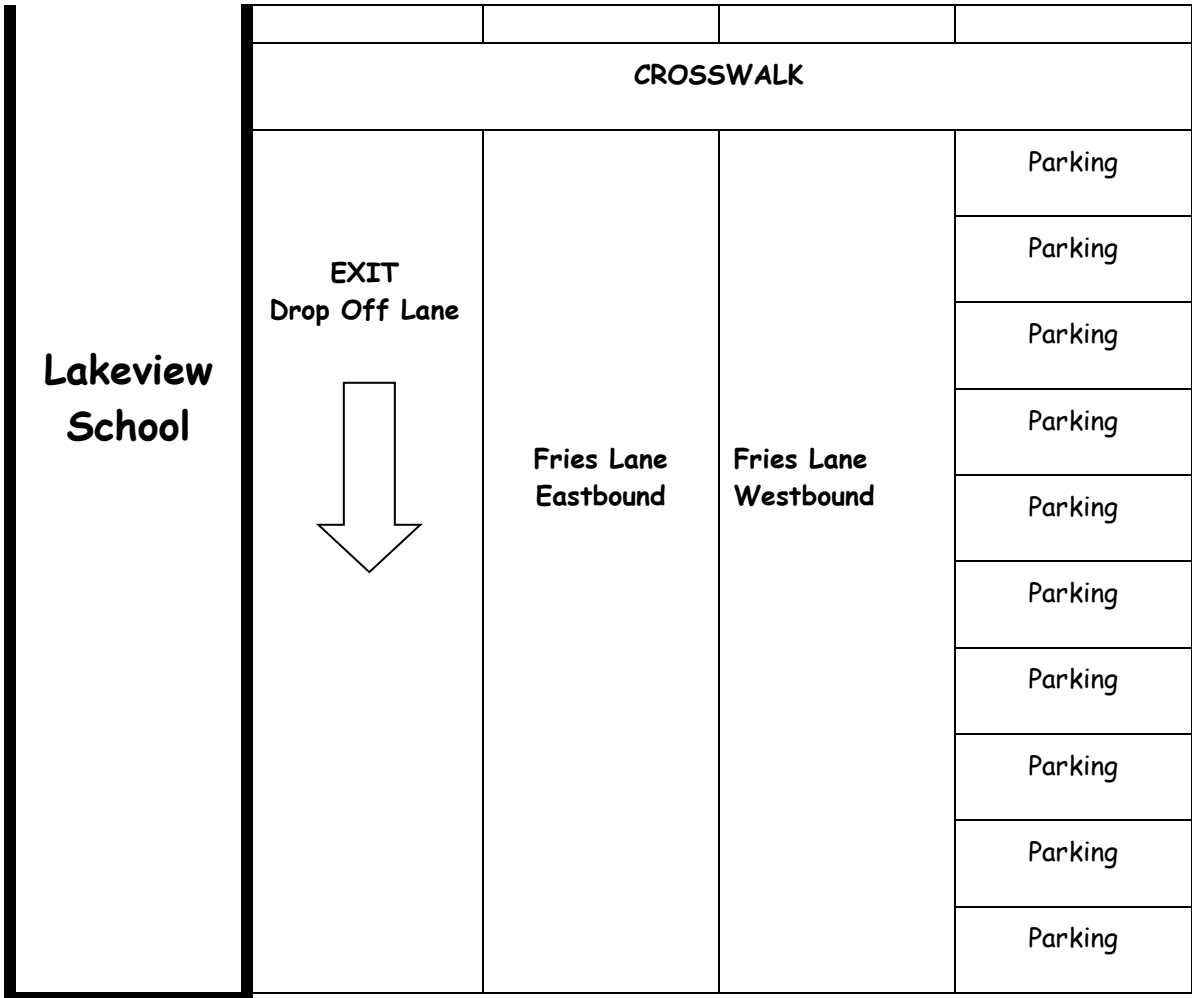
PARKING: If you wish to escort your child/ren into school, thank YOU for parking in one of the designated parking spots located on Fries Lane.

Staff will be present to assist with this arrival procedure.

Drop Off Map for Lakeview Elementary School



	ENTER Drop Off Lane 	Fries Lane Eastbound	Fries Lane Westbound	Parking
	Parking			
	Parking			
	Parking			



Curriculum



Educational Terms/Programs/Events/Curriculum

All The Right Type - DPI is recommending 30 minutes of instruction for 5-6 weeks. As a general rule, they are recommending keyboarding speeds of "5 words per minute X grade level", which would equal 10 wpm for grade 2, 15 wpm for grade three, and 20 wpm for grade four.

Technology and keyboarding expectations have increased due to Wisconsin's adoption of the Common Core State Standards. According to the English/Language Arts standards, by the end of grades 3, 4 (and 5), students are expected to:

Grade 2:

Grade 3: With guidance and support from adults, use technology to produce and publish writing (using keyboarding skills) as well as to interact and collaborate with others.

Grade 4: With some guidance and support from adults, use technology, including the Internet, to produce and publish writing, as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of one page in a single sitting

Community Service Projects -

Safety Patrol and Dragon Council are two of Lakeview's main community service teams. Safety Patrol and Dragon Council are both opportunities for fourth graders.

- **Safety Patrol , 4th Grade** - Safety Patrol was formed to help both model strong citizenship qualities as well as assist/guide Lakeview students' in using three key standards: Be Safe, Be Kind and Do Your Job. Members of the Safety Patrol team rotate duties each week during lunch recess.
- **Dragon Council, 4th Grade** - A service organization made up of fourth grade student representatives who meet regularly and report back to the student body. The council has two missions: (1) to enhance the school climate through spirit days and fundraisers and (2) to look beyond the school and provide community service.

Community Service Projects cont.

- **Recycling Club, 4th Grade** - These students help to collect and empty our recycling bins each week. Under the supervision of our head custodian, Mr. Crawley, students retrieve each classrooms recycling bin and help to empty these bins in a larger recycling bin for the whole school.
- **Cleanup Club - 3rd Grade** - This club is organized with the end goal in mind of keeping Lakeview School's playground area free of garbage and weeds. On a scheduled basis, the LV Cleanup Club will meet over their recess to walk our school campus and pick up any discarded garbage.
- **Dance Club - 4th Grade** - This club primarily meets in the spring to work together on the creation of a end-of-year dance related performance linked to our life skills program. Organized by

a 4th grade teacher, students will meet over their lunch recess time to organize, create and perform a wonderful choreographed piece to music and dance - sure to inspire audiences of all ages!

- **Math Club - K-4 Grades-** These students meet monthly over their lunch recess time to play a variety of challenging math games sure to push their thinking to higher levels. Students who participate in this club, love math and have shown a strong aptitude for mathematical challenges.

Computer Lab

- A portion of our library houses our computer lab. Students can be seen working independently or with their classmates. The lab is also used by our classroom teachers and our library technical aide and our school district librarian, to assist students in the development of skills needed for accessing the card catalog, conducting research through using the Internet as well as using various software programs.

DeBug - Conflict resolution procedures taught through to all students in Kindergarten through 4th grade. At times, a student may encounter another student who appears to be "bugging" them. Students are encouraged to use the steps below to stop the behavior.

1. Ignore
2. Move Away - Change your location.
3. Talk Friendly - "Please stop."
4. Talk Firmly - "I don't want you to do that!"
5. Talk to a Grown-Up

Special Education

Students with an IEP (Individualized Education Plan) could receive support from the following staff members based upon their Plan:

Learning Disabilities Teachers
Speech Pathologist
Emotional Behavioral Disorders Teacher
Psychologist
Social Worker

ENCORE (Art, Music, and Physical Education Instruction)

Art Instruction

- Each class meets once a week for 45 minutes. Art concepts are aligned

with the Muskego-Norway School District Art Standards and Benchmarks, and will challenge students to grow in their artistic understanding and expression. Students will also receive an integrated approach towards art instruction through classroom projects in many core content areas.

Your child will need a protective garment such as an old, over-sized shirt, with sleeves cut to an appropriate length or an apron. Since it will be kept in your child's classroom, the garment should include your child's name.

Music

- Students will receive music instruction 1x a week. The Muskego-Norway Music Standards are the curriculum used for music instruction. Lakeview students will perform in two major concerts each school year.

Physical Education

- Students will have three thirty minute sections of physical education per week. Students who need to be excused from Physical Education class for medical reasons, need to have a doctor's excuse.

Physical Education is an integral part of your child's learning experience at school. Children will be actively involved in every class. During our activities, we want each child to achieve a measurable degree of success in order to develop a positive self-concept. Also, we want your child to get lots of exercise and have FUN!

To better ensure that you child will be successful and safe during class, appropriate attire is expected. Tennis shoes must be worn during the P.E. class. It is extremely dangerous for your child to run and play with unsafe shoes!

****NOTE: All students are required to keep a separate pair of tennis shoes at school.**

The shoes do not need to be new or expensive. They need to have your child's name inside since they will be kept in the classroom and worn only in the gym during Physical Education class. If your child is unable to tie shoes, please consider buying velcro closing shoes or shoes with the curly (tension) laces.

Jump Rope for Heart

- A community service project under the supervision of Lakeview's P.E. teacher. Students jump rope to raise money for heart research.

Olympic Day! - This school wide event encourages all students to put their athletic skills to the test, in a fun way! From 4-square, to gunny sack races, everyone has a great time competing with one another during this spirited, athletic event!

Morning - Kindergarten - 2nd grade
Afternoon 3rd - 4th grade

Eye on the Goal - The goal process is used at Lakeview Elementary School to improve student learning in all content areas.

HOMEWORK POLICY

What is homework? Homework is a valuable aid in helping students make the most of their experience in school. It is one way for parents to evaluate their child's on-going progress.

- classroom assignments not completed during independent work time
- daily **Reading At Home**
- **Math and Mastery (M & M)** - practicing basic math facts appropriate to grade level
- Word Work - **Practice Spelling**
- long term projects
- weekly literacy-based assignments (Kindergarten)

What is the purpose of homework?

Homework assignments will:

- foster positive, life-long study habits
- strengthen basic skills in reading, writing, and math
- extend and reinforce classroom instruction
- develop responsibility and organizational skills

How can parents/guardians help?

Parents and guardians have a responsibility to be instrumental in making homework a positive experience for their child. It is important for parents and guardians to make homework a top priority. This should include setting a daily homework time and providing:

- necessary supplies
- a quiet environment
- praise and support

Additionally, parents/guardians should:

- assist their child in the practice of basic math facts and spelling words
- check their child's work for neatness, legibility and accuracy

What are the time requirements for homework?

Time required for homework assignments will vary according to the speed at which children work and manage their time. In addition to daily homework, students are expected to read, practice basic math facts

until mastered, and study spelling word lists to increase writing accuracy. Parents/Guardians should contact their child's teacher if there are any questions or concerns regarding homework.

Independent Reading - Individual students read and respond to text of their own choosing.

Library

- The Lakeview Library program provides support for the curriculum and a positive environment where students will enjoy reading and learning. We want to encourage a lifetime habit of library media use. Students are encouraged to visit the library daily to browse, select books, and explore the library.

- Library books are checked out for two weeks, but we encourage students to return them sooner if they have finished with them. Students may checkout magazines and books on tape for one week. Movies are checked out overnight and not on weekends. Please help them to establish good student borrowing habits.
- If a student has one or more overdue books, he or she cannot borrow any other books until the overdue books are returned. We do not charge fines for overdue books. If you damage a library book, let the librarian know as soon as possible and we will try to repair it. Students will be charged if a book is damaged beyond repair or lost.
- Children enjoy sharing their books with you. Reading and books will become much more significant if you are a part of the experience. It is the hope of the library staff that students find the library an informative, interesting place to visit, and that they request to visit there often.

Life Skills

- Each year a different theme is chosen. A monthly focus on character skills which help build life-long learners is the key to this program.

Literacy Benchmark Assessments

-Observational assessments used in K-4 classrooms to assess children's reading and writing performance over time. The assessments are used to develop appropriate instruction and to inform parents of a child's progress and will be discussed at parent conferences and reported out on each student's report card.

Destination Imagination (Formerly OM)

- An out of school creative problem-solving program for students and facilitated by parent volunteer. Teams are formed in October and begin

planning and working together to solve a problem and present their solution at a Saturday competition in the spring. If a parent is interested in coaching a team, they should contact the school office.

On-Demand Writing Assessments

- Students in grades K-4, will be given the opportunity to respond to a writing prompt throughout the year. Understanding that in the "real world" people are often placed in writing situations where they will need to apply their understanding of the writing process in a short amount of time.

Phonemic Awareness

- An understanding of the sounds of language, including rhyming, blending, segmentation, deletion and substitutions in words, syllables and sounds.

Phonics

- A code-based component of reading instruction based on letter-sound associations.

Reading Logs / Calendars

- This reading tool is to be used regularly to keep track of books students are reading and at times, to log the number of independent reading minutes each child has completed.

Read Aloud

- The portion of Balanced Literacy when the classroom teacher reads aloud to students both for enjoyment and at times, whole group instruction.

Reading at Home

We read for a variety of purposes: personal enjoyment, current events, research, gaining advice, becoming informed citizens, etc.. To be able to use this skill effectively as adults, children need to begin regular, daily reading at the elementary school level. Daily reading is a vital and important part of learning for all Lakeview students. To be successful, children need to read both at school and at home.

The following is a list of minimal daily time allotments for **Reading at Home**:

- Kindergarten: 10-15 minutes (reading to or with your child)
- First Grade: 10-15 minutes
- Second Grade: 15-20 minutes
- Third Grade: 15-20 minutes
- Fourth Grade: 20-30 minutes

Reader's Workshop

- An approach to reading instruction that allows students to become more actively involved in their reading learning. In the process, they learn how to read various kinds of text. This format helps students learn to work together as well as to set independent goals within a given time period.

Reading Intervention Program

- The Reading intervention program is primarily designed to support students through Early Reading Intervention OR Leveled Literacy Intervention. Parent/guardians will be informed if their child is identified to receive this support.

Report Cards & Student Progress

- All elementary schools have been divided into three trimesters. Consequently, parents and students will receive three report cards which will be hand-carried home in: December, March, and June. In addition, teachers and parents will conference two times during the school year. The conference schedule for fall and spring are: October and March.

Science Fair

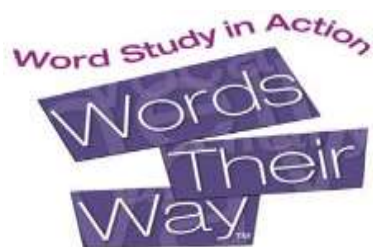
- This will be held during the spring. The Science Fair is an optional learning experience for students in Grades K-4.

Shared Reading

- The portion of Balanced Literacy when students and teacher share in the reading of poems, songs, charts, and Big Books, blending their voices into one.

State Assessments

- Grade 3 - Smarter-Balanced: March 30-May 22
- Grade 4 - Oct. 27-November 7 (Science and Social Studies)
- Grade 4 - Smarter-Balanced: March 30-May 22 (Reading / Lang. Arts)



Muskego-Norway School District
Parent Information

What is Words Their Way? Words Their Way is an Individualized, developmental word study program which emphasizes instruction in phonics, spelling and vocabulary. It is based on the developmental patterns of spelling acquisition (emergent, letter name, within word, syllables and affixes and derivational relationships.)

How does instruction look in Words Their Way? Kids are taught to look for similarities (and differences) in words by sorting them. The teacher models by: saying a word, thinking out loud about the sound/pattern and deciding where it belongs. Kids look and listen for sounds and patterns on their own and complete the sort.

What are the sorts like? Children will sort the words in various ways based on the sounds or patterns. The goal is for children to transfer their knowledge of known words to new words. Children should be able to use their learning from Words Their Way in reading and writing. For example: "sport" has a pattern that can help a child read/write "short" "fort" and "port".

What about tradition? Research says that memorization of lists of "spelling words" does not promote the development of spelling skills. Memorizing a list of words does not necessarily mean that a child will be able to transfer that knowledge to reading and writing. Word study encourages kids to explore patterns and discover the regularities, patterns and conventions of English in order to read, write and spell.

How to help at home? Parent involvement is very important! You can help reinforce the patterns your child is learning. Encourage them to sort by patterns and look for words with the patterns in books!

The **"No-Excuses"** words are the words that students are accountable for spelling correctly every time they write, in every subject, for every teacher. A list of the **"No Excuses"** Words, determined for each grade level, will be made available to students at all times and will grow as the year progresses. Students are expected to use this list as a reference for checking and reinforcing their spelling of these **"No Excuses"** Words.

The **"No Excuse"** Words for each grade level are:

- Grade 1: words 1 - 30
- Grade 2: words 1 - 100
- Grade 3: words 1 - 175
- Grade 4: words 1 - 330

Writer's Workshop

- An approach to writing instruction that promotes active learning in small groups as well as independent work. Like Reader's Workshop, it helps students learn to work together as well as to set independent goals within a given time period. Children are immersed in a variety of writing activities every day. Staff have student's use writing journals for students to write about personal experiences. Students write to respond to reading that they have done or heard read to them. Additionally, it provides opportunity for student's to simultaneously use/apply writing and reading strategies.

Report Cards & Home Communication Regarding Student Progress

Background

The elementary report card is an assessment tool used to inform parents and students of each individual student's progress. Over the past couple of years, and upon the direction of the Muskego Norway School Board, the elementary report card is the same report card used at each of the five elementary buildings. Additionally, as with any informative tool, the report card has undergone refinement in a variety of ways (always working towards greater clarity). Reading and writing progress is communicated with the inclusion of one additional report card.

Frequency

Report Cards are sent home with students shortly after the end of each trimester:

Grades Due	Sent Home
12/8/15	12/11/15
3/16/16	3/18/16
6/7/16	6/9/16

Infinite Campus

Parent's have the ability to see their child's report card electronically through Infinite Campus.

Parent Conferences

Parents will also be afforded two opportunities to personally meet with their child's teacher: In October and March. A conference slip will be sent home prior to each conference, asking parents to indicate 1st, 2nd, 3rd time preferences.

Developmental Stages of Reading

Continuum of Progress in Reading: A Parent Guide. Muskego-Norway School District

Some children learn to walk at 10, 14, or 17 months, and yet all of them are walking today. In the same way, not all children learn to read at the same time. Learning to read is developmental and follows predictable patterns. Continuums of Progress are used to share the growth of readers. Children will vary in the rate they move through these stages, demonstrating reading behaviors that may overlap stages. The Muskego-Norway Reading Continuum of Progress is like a roadmap for reading development showing where each child has been and where he/she needs to go next.

The MNSD reading continuum includes the developmental stages: emergent, transitional, beginning, advanced beginning, consolidating, and intermediate. Each stage includes indicators, strategic behaviors, and thinking

strategies.

What does this mean for you and your child?

1. Your child's teacher has indicated what stage your child is in by putting the trimester number (1,2,3) in the box above the developmental stage.
2. Now it is time to look at the indicators of this developmental stage. The indicators are the anchors of that developmental stage. Your child's teacher has marked the degree of independence in managing these strategies as **developing** or **secure** based on the evidence collected in the classroom.
3. Next, look at the strategic behaviors and thinking strategies listed below the indicators. Strategic behaviors are what your child needs to understand print. Thinking strategies are what your child needs to comprehend what he/she reads. Both of these work together to develop your child as a reader. Your child's teacher has marked the degree of independence in managing these strategies as **developing** or **secure** based on the evidence collected in the classroom.

How is my child doing as a reader?

You may have noticed the shaded bars at the top of the continuum. The shaded bar represents the expected developmental range for students at that grade level, with the darkest part showing the highest concentration of students within that grade level. (The grade level is located on the left.)

The benchmark for the grade level is indicated by the black vertical mark on the shaded bars. This vertical mark shows where we want all students to be **beyond** at the end of the year. For example, by the end of kindergarten your child should be **at least** at the middle of the transitional stage.

How can I help my child?

You can help by reading **to** your child and **with** your child. Help your child to find books that match his or her interests. Talk to your child about what he/she has read. You can help your child become an enthusiastic life-long reader together with your child's teacher.

9/12/12