

Lakeview Elementary School

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504 W. Haight St.

Ludington, MI 49431

Carol Nelson, Principal

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Carol Nelson, 504 Coordinator

Mission Statement—Lakeview Elementary School

Lakeview Elementary School provides all students with a safe, secure and respectful learning environment, which nurtures the academic, personal, and social growth of each individual child. We promote a life long commitment to learning and responsible citizenship.

Mission Statement—Ludington Area Schools

The Ludington Area Schools, in partnership with the community, will achieve excellence in a positive environment where motivation in quality instruction ensure learning and equip students for success in society.

Each Ludington Area School District student will achieve personal excellence in the following areas:

- Academia
- Processing and Acquiring Information
- Communication
- Becoming Technologically Versatile
- Problem Solving
- Becoming Responsible World Citizens
- Working Independently and Cooperatively

Lakeview Elementary School Staff

Principal	Carol Nelson
Secretary	Terry Hibschman
Home/School Liaison	Jennifer Shaw
Kindergarten	Alan Albrecht Ashley McDonald Sarah Savel
First Grade	Chaz Dila Cindy Jarvie Ann Kasley
Second Grade	Laura Holmes Robin Luke Amy Mesyar
Special Education Reading Specialist Title One Reading Support Staff	Traci King Carol Pehrson Wendy Schoen Sue Van Gills Julie Taranko
Title One Math	June Rozell
MCI Teacher MCI Support Staff	Rebecca Skiba Jeanine Petersen Deb Lathrop
Art Physical Education Vocal Music	Emily Kanine Thad Shank Carleen Shinn
Librarian	Cheri Thoreson
Head Custodian Night Custodian	Charley Agens Dan Haynor
Support Staff	Kim Spuller
Food Service	Michelle Coleman

School Closings and Early Dismissal

There are times when the weather or unforeseen circumstances prohibit the opening of school at the regular time or require that school be closed early. In the event of a closing or delayed opening the information will be carried on:

Radio

WKLA FM	106.3
WKZC FM	94.9
WCXT FM	105.3
WMOM FM	102.7

Television

Channels	7/4
Channels	9/10

In the case of an early emergency dismissal, each child MUST have the Early Dismissal Form completed and returned to her/his teacher. This form must provide instructions for the child to get to her/his destination and must not involve using the telephone. Please do not call school. The school telephone lines need to be kept open for emergency calls.

Parent Volunteers & Visitation

At Lakeview School we welcome volunteers! Please feel free to coordinate with your child's teacher to set up a time to volunteer in your child's classroom. Prior to visiting our school you must always sign in through the office and receive a visitor's badge. Also, if you are volunteering to assist in a classroom or with a school activity, we still need you to sign in through the office and receive a volunteer's badge. This allows us to make sure all visitors feel welcome as well as assuring school safety for our children.

Recess

Recess will be held every day unless the temperature or the windchill drops below zero degrees Fahrenheit.

Normally, children who are too ill to take part in outdoor play (recess) are too ill to be in school. We request that parents not send notes asking that a child remain indoors. The only exception will be in cases of extended illness where the parent and/or the doctor, by note to the school, states the necessity of the child being confined indoors for a period of no longer than three (3) days. Any extended period beyond three (3) days must be by written order from the doctor.

Since we live in an area where the weather is changeable, please be sure your child comes to school with appropriate clothing.

Breakfast Program

The cost for breakfast is \$1.10 daily. If your child qualifies for free or reduced lunches, he or she also qualifies for free or reduced breakfasts. The cost for a reduced price breakfast is \$.30 daily. Breakfast is served at 7:40am in the Lakeview lunchroom. Bus students come into the lunchroom as soon as they arrive at school.

Lunch Program

Lunch at Lakeview may be purchased by the day. The cost is \$2.00, including milk, or \$.35 for milk only. Qualifying students may purchase lunch including milk at a reduced price of \$.40. Each student will have a food service account. Deposit envelopes will be provided and should be labeled with your child's name and the dollar amount that is enclosed. Please make checks payable to Ludington Area Schools. Requests can be made any time at the Central Business Office to have a copy of your child's food service account activity, which will include deposits and meals purchased.

Our daily lunch order is tallied and phoned into the Ludington High School Cafeteria first thing each morning. If your child will be arriving late, you must either call the Lakeview Office by 8:30am and order lunch, or your child should bring in a sack lunch for that day. If the school does not receive a phone call by 8:30am, your child will be given a peanut butter and jelly sandwich for lunch. Milk is available for purchase if you would like your child to drink it with their cold lunch. The cost is \$.35. Students must pay for their milk when they order it during the lunch-count each morning in their classroom. If your child qualifies for free or reduced lunch and they only order milk, they must still pay the \$.35. If they order hot lunch the milk comes with the lunch and they do not pay \$.35.

Field Trips

Each grade level will participate in various field trips throughout the school year. These trips are curriculum based, and therefore children are expected to attend. We ask that you complete one form to cover your child going on all of the scheduled trips with his/her class. Some of these events are by bus, and some are walking trips. In order for your child to take part, a permission slip signed by a parent must be on file.

Permission slips will be sent home in September, and must be signed and returned.

Emergency Card

You will fill out an emergency card for your child on the first day of school. It is important that the information on your child's card is kept up-to-date at the school. **Please be sure to notify the school when your address, phone number, or place of employment changes.**

Pick Up and Drop Off

If you need to pick up your child after school, you may wait in the lobby. Hallways must be kept clear for student safety. Students who are picked up by a parent will be dismissed at 3:15 p.m. and will meet you in the school lobby.

Your child should be dropped off at the East side of the building in the drop off zone by the playground entrance if you drive her/him to school. **There are NO DROP OFFS in the west parking lot due to safety concerns.**

Students who ride Dial-a-Ride will be dropped off on the West side of the school on Gaylord Avenue, and walkers go directly to the playground. For the safety of the children, the East and West doors will be kept locked from 8:10-3:20 p.m. Children will not be allowed to exit the building unless accompanied by an adult prior to 3:20 p.m.

Toys From Home

Children should not bring toys from home. When toys are brought from home they create problems with sharing and we cannot be responsible for toys that get lost or broken. The only exception to this rule is when it is your child's share day.

After School Arrangements

A written note must be sent with your child if there is a change in where or with whom he or she normally goes after school. Bus riders will be put on their regular take-home bus unless that child has a note from his or her parent or guardian specifying that an alternative arrangement has been made. Without the proper note, a student will not be allowed to change his or her normal going home arrangements.

Early Check Out

All children must be signed out at the office if they leave the school grounds before the dismissal bell. It is important for children to attend school each day from the opening to the closing bell. If it is absolutely necessary for you to pick up your child before the closing bell, you must stop in the office and sign out your child.

If there is a custody issue, please inform the principal or the secretary of this situation.

Parent/Teacher Committee (PTC)

The Parent/Teacher Committee (PTC) and parent volunteers are important members of the Lakeview school team. Together they assist and supplement the learning of our children. For these groups to best serve both students and teachers, we need your continuing interest, support and participation. Whether you are working full-time or part-time outside or inside your home, please ask what you might be able to do to make your child's school even better.

Lakeview's PTC organizes several activities during the year and supports Family Nights. Lakeview PTC meetings are held on designated dates in the school library. Childcare is provided.

Internet

All Ludington schools have Internet access. Students may be exposed to the Internet at some time during the school year. Students will not use computers to access the Internet without direct supervision by an adult. Please contact Carol Nelson, Lakeview Principal, if you have any concerns about classroom Internet use, otherwise we will assume your consent.

Attendance

Lakeview School encourages good attendance and punctuality. The laws of the State of Michigan make school attendance mandatory for all children under the age of sixteen and place the responsibility for attendance on the parents of the student.

When a student is absent for any reason, the school requests that a parent call the building secretary with absence information and, when the student returns, send a signed, dated excuse stating the reason for the absence. Schoolwork may then be assigned to be made up at the discretion of the classroom teacher.

Lakeview School does not count absences if there are medical excuses or counseling appointments, but we must have a note signed by the physician. The only time a student is not marked late is if the tardiness is due to transportation difficulties on the part of the school district. Please note that a student will be marked absent for the morning if he/she arrives after 10:00 a.m. He/she will be marked absent for the afternoon if he/she doesn't arrive before 2:00 p.m. or if he/she leaves before 2:00 p.m.

A letter will be sent to parents/guardian when a child has been absent for ten full days during the school year. Copies of the letter will go to the teacher and the student file.

A letter will be sent to parents/guardian when a child has been absent for 15 days of the total school year. Copies of the letter will go to the teacher, the student's file, and may go to the Superintendent of Schools, and the sheriff's liaison officer, FIA, and the Prosecuting Attorney as is required by our school district attendance policy. A meeting will be set up with the parents to devise a plan to improve school attendance.

A letter will be sent to parents/guardian when a child has been absent for 20 days of the total school year. Copies of the letter will go to the teacher, the student's file, and may go to the Superintendent of Schools, the sheriff's liaison officer, Child Protective Services, and the Mason County Prosecuting Attorney. At this time a decision will be made regarding further action.

If a student is tardy ten (10) minutes or more after the entrance bell rings six (6) or more times in a marking period, parents will be notified by letter. Long term illness, documented by the attending physician, will be taken into consideration.

Discipline Policy

Parents are the most powerful influence in a child's life, with schools being the second. We use the team approach to discipline, with parents and staff working together to foster the success of every child.

This year we are continuing our Positive Behavior Support Program. We have adopted the theme:

Little O's.....

Obey **safety** rules,
Have
Outstanding **respect**,
And
Oh! Don't forget
responsibility!

This program involves modeling expected behaviors, a reward system, and consequences for not following the rules. During the first few weeks of school the staff will teach the expected behaviors for each aspect of the school day. These expectations will be reviewed on a regular basis. After the training period, we will expect students to be responsible citizens.

Each teacher has a behavior plan for their classroom that will be taught to the students. It will be posted in the room and will be explained to parents during Back to School Night.

If a child has inappropriate behavior, a discipline referral form will be completed and sent home. Parents must sign and return this form.

On the next page is a matrix of our expectations for students in each area of the school. These expectations will be posted throughout the building.

Personal Property

Lakeview Elementary is not responsible for any personal items that are brought to school. Accidents may happen and occasionally personal property is discovered missing. It is our suggestion that all personal items of value be left at home.

Lakeview's Little O's Rules

	Responsibility	Respect	Safety
Classroom	Listen when others are speaking to the class; wait your turn; follow adult directions immediately; take care of all materials and belongings; stay on task; don't bother others as they work	Speak with a quiet & calm voice; don't talk when others are speaking to the class; listen & follow all directions	Sit flat; hands & feet to self; use materials as intended
Playground	Follow all adult directions immediately; include others; be dressed appropriately for the weather; If problem: stop, think, admit, and then make it right	Take turns; walk to your line when you hear the bell or whistle; use kind words; enjoy with self-control	Use equipment properly; rocks, sand & snow stays on the ground
Lunchroom	Clean your area (on or below); plan ahead - know what items you want	Use please, thank you and you're welcome; Speak with a quiet & calm voice; if someone says "stop" you stop ("no" means "no")	Stay seated until you are dismissed; walk to line up; stay seated until the signal is given; keep hands & feet to self
Hallway/Lines	Line up immediately; move when the line moves	Voice off; follow adult directions immediately; enter room quietly; go to assigned spot	Hands & feet to self; face forward; stay to the right; stay behind the person in front of you
Restroom	Give people privacy; use the toilets and urinals properly; only go when needed & at appropriate times; 2 or 3 pushes for paper & soap	Go; flush; wash; put trash in can; return to class; speak with a quiet & clam voice	Keep hands & feet to yourself; wait for your turn patiently
Special Events	Follow adult directions immediately; pay attention and learn; use manners when asking appropriate questions; remind talkers with quiet sign	Sit flat on seat/floor; sit quietly; respect others' space; enjoy with self-control	Stay with group; hands & feet to self
Bus Zone	Be backpack ready; know where you are going	Follow adult directions immediately; wait patiently; speak with quiet & calm voice	Keep hands & feet to self; stay in line face forward
"Specials"	Get basic supplies ready right away; leave teacher's hand out materials alone until instructed; cleanup after your self and help clean up room	Speak in a quiet & calm voice; follow adult directions immediately; use equipment as intended; enjoy with self control; enter quietly and go to assigned spot	Walk to class; sit flat on seat/floor

Dress Code and Lost & Found

Students are encouraged to dress in a neat and clean manner. Lakeview School relies on parents' good judgment as to what students should wear.

Tennis shoes are required for physical education. No boots, black soles or dress shoes may be worn in gym. Tennis shoes need to be marked with your child's name. Flip flops should not be worn as they are considered unsafe for school and playground wear.

Please mark each article of clothing (particularly coats, boots, gloves and hats) with your child's name. Urge your child to check the lost and found when something is missing. The lost and found is located in the Lakeview gym. Items remaining in the lost and found will be donated to a charitable organization on the first of each month.

Medication

We will administer medication to a student during the school day ONLY if the appropriate form has been signed by the child's parent or guardian. Medication shall be brought to school in a pharmaceutically filled container and kept in such a container. Refill of the prescription shall be the responsibility of the parent upon notification of the school. Students may NOT transport medication. Non prescription medication must also be in the original package and we must have a signed medication form in order to administer.

All medication will be stored in a secure place in the office and will be administered by authorized school personnel in the presence of a witness.

Head-Lice Policy

The school follows a no-nit standard as recommended by the District #10 Health Department. School wide checks will begin at the start of school and continue as needed. If your child is found to have head-lice and/or nits, he/she will be sent home from school. Your child may return to school when he/she is nit-free. Parents need to accompany a student to school for re-examination. Students will not be allowed to ride the school bus until they have been cleared in the school office.

School Day Schedule

7:00-4:00	Office Hours
7:30	Supervision begins on Playground
7:40	Doors open for Breakfast
8:00	Opening Bell

Lunch

11:25-12:00	Kindergarten, Kasley and Jarvie lunch/recess
11:50-12:25	Second and Dila, lunch/recess

Recess

9:45-10:00	Albrecht, Dila, Mesyar, Luke, Holmes
10:00-10:15	Savel, McDonald, Jarvie, Kasley
3:20	Dismissal

Morning Line-Up

Students will meet their teachers at the west side of the building.

South Door:

Albrecht – red circle
Savel – blue star
McDonald – yellow circle
Holmes – orange circle

North Door:

Mesyar – yellow triangle
Luke – blue triangle
Dila – pink triangle
Kasley – orange triangle
Jarvie – green triangle

Health Department

The local health department is required to provide hearing and vision screening to preschool and school age children. Technicians are in the schools providing this service at certain grade grades throughout your child's school experience. If you do not wish for to have your child screened for vision and hearing, please notify the school office.

Dropping Off Students at School

It is a requirement of the Ludington Police Department that students must be dropped off and picked up on the school side of the street. If you are dropping off your child and are on the east side of Lewis Street, you must pull to the curb and students may only cross the street using the crosswalk. They may not cross in the middle of the block.

Parent Involvement Policy for Lakeview Elementary

Parents are welcomed into the school in many ways. We encourage you to become involved in your child's education and we recognize that you are the most important teacher in your child's life.

Communication: Parent communication is very important in maintaining open relationships. Staff and parents share two-way communication on student progress and needs. This is accomplished through building and classroom newsletters, phone calls, website, open door policies, Family Night events, PTC, parent/teacher conferences, daily progress and behavior reports, parent participation on the school improvement team, and report cards.

Parent Involvement: The staff believes that student learning is improved when parents are an integral part of their child's education process. Parents are invited to become involved in their child's education through many opportunities such as Title One Annual Parent Meeting, Kindergarten Round-Up, Open House, Parent/Teacher conferences, parent trainings, and volunteer opportunities.

Decision Making: The staff values the parents' role in decision making regarding their child's education. Parents share in the decision making process by participating on the school improvement team, one on one meetings, input from the parent perception surveys, PTC input and parent volunteer input.

2010-2011 School Calendar

September	1	Teacher Professional Development Day (PLC) Back to School Night, 5:45
	7	First day of school for students (8:00 – 3:20)
October	8	No School for Teacher Prof. Dev. (PLC)
	26	Picture Day
November	12	No School for Teacher Prof. Dev. (PLC)
	22-24	Parent-Teacher Conferences Half-Day 11:55 student dismissal
	25-26	No School (Thanksgiving Break)
	30	Picture Retakes
December	17	Half Day for Teacher Prof. Dev. 11:55 dismissal Dismiss at 11:55 (Holiday Break Begins)
January	3	School Resumes
	14	No School for Teacher Prof. Dev.
February	11	No School for Teacher Prof. Dev.
March	2-4	Parent-Teacher Conferences Half-Day - 11:55 student dismissal
	25	No School – Spring Break Begins
April	4	School Resumes
	22	Good Friday – no school
	29	No School for Teacher Prof. Dev. (PLC)
May	27	No School for Teacher Prof. Dev. (PLC)
	30	No School (Memorial Day)
June	2-3	Half day for students 11:55 student dismissal
	6	Teacher Work Day

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Franklin Elementary

Handbook



2010-2011

