2017-2018

Lakeview Elementary School Student Handbook



300 Capitol Beach Blvd. Lincoln, NE 68528

Phone: 402-436-1149 Fax: 402-458-3249

http://lakeview.lps.org

Principal: Scott Nelson Coordinator: Kellie Joy

2017-2018 Student Calendar

Lincoln Public Schools Lincoln, Nebraska

Approved 2/16

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First and last days of class for students

PLC days-early dismissal (Plan Days and PLC Days are subject to change)

Schools not in session Students in elementary schools NOT in attendance (Plan Days)

Graduation Dates Thursday, May 24, 2018

Bryan Community Focus Program (at East)

Sunday, May 27, 2018

LSE, LNE, East (at Pinnacle) | LHS, LSW, LNS (at Devaney)

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Welcome to the 2017-2018 school year.

We are the school home for close to 425 pre-K through fifth grade students, from five different neighborhood areas. Our current building has had a presence in the historical Capitol Beach area since 1923, and has gone through 3 major additions since then. The latest was completed in the 2012. Lakeview families represent a wide range of cultural and economic backgrounds, which is one of the reasons it's such a special place.

As our Lakeview Mission Statement below reads, we continue to strive for the betterment of all students: Team Lakeview believes that education is a foundation of life's successes. Through purposeful instruction, guidance, and encouragement our students will excel and continuously grow.

Two of the ways we help our students meet high expectations is through the use of PBIS (Positive Behavior Interventions and Supports) and BIST (Behavior Intervention Support Team). PBIS is a research-based framework for proactively teaching and supporting positive behaviors for ALL students. Expected behaviors are identified, taught, modeled, and reinforced in a systematic way throughout the school. Students are "caught" engaging in desired behavior and this behavior is regularly reinforced and recognized.

The purpose of the BIST Model is to partner with students when they are struggling, and help them be accountable for their actions in order to make them more successful in life. BIST is designed to teach and protect students, via GRACE and ACCOUNTABILITY so that students can demonstrate the Goals For Life and make good choices. The Goals For Life are: I can be productive and follow directions even if I have an overwhelming feeling; I can be productive and follow directions even if others are not okay; and I can be productive and follow directions even if I don't want to.

There are many ways for families and community members to become involved at Lakeview. Two of the best are through the PTO/SNAC (Parent Teacher Organization/School Neighborhood Action Committee) and CLC (Community Learning Center). Our PTO/SNAC works to support our students' education through volunteerism and financial support. PTO/SNAC meetings and events are held throughout the year. Our Community Learning Center provides programs for before and after school, as well as family events throughout the year. The goals of our Community Learning Center are to increase student achievement, to support families, and to build stronger neighborhoods. The Willard Community Center is the lead agency for CLC at Lakeview. Please contact our site supervisor, Gina Benne at <u>gbenne@lps.org</u> for more CLC information.

Another way some families can become involved is through Family Literacy, a program that we began in February of 2016 to assist our non-English speaking families. Participating parents identify educational and career goals, and engage in adult education and 'Parent Time' designed to help them reach their aspirations. Participating children are supported to reach the goals established in LPS literacy curriculum. Families also benefit from PACT (Parent and Child Together) time that encourages lifelong learning habits on a weekly basis.

If you ever have any questions, concerns, or feedback to share, please contact our office. We can be reached at 402-436-1149.

Sincerely,

Scott D. Nelw

Scott D. Nelson, Principal

HISTORY

Named for the area near Capitol Beach Lake, Lakeview School was a one-teacher school on West P Street until 1923 when the present building was constructed at 300 Capitol Beach Boulevard. Additions were added to the original building in 1963, 1974 and 2012. Currently, Lakeview is the academic home of approximately 425 pre-K through fifth grade students from five different neighborhood areas. Small class size and a dedicated staff make this learning environment ideal. Lakeview's Community Learning Center offers a broad range of before and after school learning opportunities for students and along with the Lakeview Parent Teacher Organization sponsors activities that strengthen the partnership between the school and families.

LAKEVIEW MISSION STATEMENT

Team Lakeview believes that education is a foundation of life's successes. Through purposeful instruction, guidance, and encouragement our students will excel and continuously grow.

LAKEVIEW VISION STATEMENT

Team Lakeview will prepare students to be college and career ready by ensuring that we remain researchbased, student centered, and use embedded digital content within our daily instruction. School faculty and staff will actively participate in ongoing training and continue to be student data focused to make learning consistently accessible to all students. Staff, parents, students, and community stakeholders will partner to encourage students to excel and perform at their maximum potential. Using technology, teachers will facilitate collaborative conversations and guided instruction that will help students lead their own learning.



LAKEVIEW SCHOOL IMPROVEMENT GOALS

Students will improve their reading comprehension skills in grades 3-5, with Early Childhood – grade 2 focusing on reading fluency.

Students will improve their math skills.









SCHOOL HOURS

Office: 7:30 a.m. - 4:00 p.m. CLC: 6:30 a.m. - 9:00 a.m. & 3:40 p.m. - 6:00 p.m. Breakfast: 8:30 a.m.

Regular Schedule:

Kindergarten – 5th Grade: 9:00 a.m. - 3:38 p.m. Early Childhood Program Morning Session: 8:00 a.m. – 11:30 a.m. Early Childhood Program Afternoon Session: 12:00 p.m. – 3:30 p.m.

Early Dismissal Schedule: 1st 2 Days Of The School Year & PLC Meeting Dates (Last Tuesday Of Each Month): Kindergarten – 5th Grade: 9:00 a.m. – 2:18 p.m.

• August 29, September 26, October 31, November 28, December 19, January 30, February 27, March 27, April 24 Early Childhood Program Morning Session: WILL NOT BE IN SESSION

Early Childhood Program Afternoon Session: WILL NOT BE IN SESSION

ARRIVAL & BREAKFAST

- The Lakeview campus is closed until 8:30 a.m. for the safety of students.
- Students arriving for breakfast should not arrive before 8:30 a.m., as there is no supervision until that time.

Students being dropped off or walking, who eat breakfast, should not arrive before 8:30 a.m., enter door #1 and proceed to the multipurpose room.

Bus riders will be dropped off in the cut out on West Q Street. Bus riders eating breakfast will enter door #1 and proceed into the multipurpose room. Bus riders who do not eat breakfast will wait in the gym until 8:40 a.m. At 8:40 a.m. K-2nd grade students will go to their assigned area in the hallway and 3rd-5th graders will wait in the gym. Classroom teachers will pick up their students at 8:55 a.m.

We are aware that some parents must go to work prior to the time students may be at school. If you are interested in before school childcare please contact the Lakeview Community Learning Center at 402-525-2528. Students cannot be dropped off at school before 8:30 a.m.

Students arriving for before-school CLC need to enter door #16. CLC students will eat breakfast at 8:20 a.m. At 8:40 a.m. K-2 students will go to their assigned area in the hallway and 3rd-5th graders will wait in the gym. Classroom teachers will pick up their students at 8:55 a.m.

Any student who comes to school after 8:50 a.m. needing breakfast will pick up a sack breakfast and eat in their classroom. We prefer that students eating breakfast arrive at 8:30. When students eat in the classroom it disrupts their learning.

Breakfast Prices: Full Price: \$1.30

Reduced: \$.30

Adult/Non-Student: \$2.10

Students not riding the bus or eating breakfast may enter the building at 8:40 a.m. and proceed to their assigned areas. K-2 students will go to their designated spots in the hallway outside of their rooms and 3rd-5th grade students will report to the gym. At 8:55 a.m. teachers will meet their students at their assigned areas and walk them to their classroom.

Students arriving after 9:00 a.m. must check in the office and will be counted tardy. All doors are locked daily at 9:00 a.m. except door #1 on West Q Street.

ABSENCES

If your child is unable to attend school, a telephone call to the school office is required. Unless the school is notified, a call will be made to your home or place of work to verify this absence.

ATTENDANCE AT SPECIAL EVENTS, AFTER-SCHOOL AND/OR EVENING ACTIVITIES

Students attending after-school and or evening activities at Lakeview School must be accompanied by a parent/guardian. Students must be in attendance during the school day in order to attend special events during the school day, after school and/or evening activities.

LUNCH

in your child for lunch. The 2017-18 lunch times are as follows.
Lunch
11:10 - 11:40
11:25 – 11:55
11:40 - 12:10
12:00 – 12:30
12:15 – 12:45
12:25 – 12:55
C

Lunch Prices are as follows:	
Full Price: \$2.35	
Reduced: \$.40	

Adult/Non-Student: \$3.55 Extra Milk: \$.50

Teachers will walk students to the lunchroom and meet the lunchroom supervisors. Students will go through the lunch line, choose their lunch and provide the cashier with their lunch card that contains their lunch number. Students will then sit in line order at their designated classroom tables. At the end of lunch they will be met in the lunchroom by their teacher who will walk them back to class.

Parents / Guardians are welcome to join their child(ren) for lunch. All other visitors must be approved by the parent or guardian of the student. Please notify the office before 9:30 a.m. if you plan to have school lunch. Parents may also bring a lunch from an outside vendor. Parents may not bring food for children other than their own. If you are going to each lunch with child/children, we have guest tables for you.







DISMISSAL

- Parents are asked to contact the office by 3:00 if there is a change in the student's dismissal plan or they will be delayed past 3:45, due to emergency circumstances
- Messages will be taken to the classrooms <u>at 3:15 daily</u>
- All students are dismissed from the building at 3:38 p.m.
- All students must go directly home or to a school sanctioned after school activity.
- Students staying after school will notify parents by phone.
- Students riding the bus home will be dismissed out doors #3, #4 & #5.
- All other students will be dismissed through the following doors:
 - Kindergarten #17, 1st Grade #1, 2nd Grade #16,
 - \circ 3rd Grade Door #17, 4th Grade #16 & 5th Grade #1
- Teachers will escort their students signed up for after school CLC to the multipurpose room.
- Teachers will escort their students out their designated exit door and wait with children in the designated areas until 3:45.
- Students walking will dismiss from the parking lot side of the school. Older students will be expected to pick up younger students at the bike rack before heading home.
- It is the parent's responsibility to pick-up students by 3:45, if student doesn't walk or ride the bus.
- Students will be brought to the office to call home if they are not picked up by 3:50 p.m.
- Parents must come into the office and sign out students if they are not picked up by 3:50 p.m.
- The office will attempt to contact parents of students not picked up by 4:00 p.m. Please make sure all phone numbers are current.
- If late pickup becomes a pattern for families, a meeting will need to be arranged.
- School Campus (including the playground) is closed until 6:00 p.m. except for use by school childcare and clubs. Reservations for rooms/playground should be entered in the district Archibus system.

PICK UP/DROP OFF:

- Cars should enter the parking lot from the east on West Q St. Please stay in your cars and pull through as we send your student(s) to you. This helps avoid congestion and keeps traffic flowing. You should then exit going west on West Q St.
- At dismissal the car pick up line gets very long and often extends east of the parking lot entrance on West Q street. Do not park and wait for your students here, this blocks traffic flow.
- The cut out on West Q is available for student pick up only.
- Do not park in the Capitol Beach cutout to pick up students as this is our bus loading zone.
- Use crosswalks at all times. Children should not cross streets in unmarked areas unless accompanied by an adult. Pick up and drop off your student(s) on the passenger side of the car.
- Do not double park.
- For students' safety we ask that all parents drop students off in the morning in the parking lot on the east side of the building. Please observe the enter and exit signs.
- Parents should arrange to pick up their children at the same place each day.
- We will not dismiss students to adults who are not on our Emergency Contact list. Parents/Guardians need to



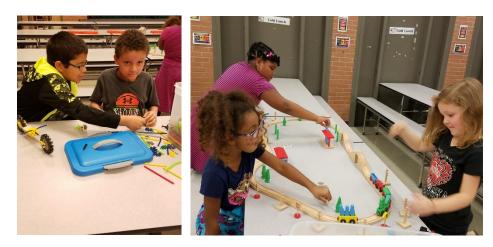
inform the school if someone not on the list is picking up their child. ID may be required.



Cars should enter the parking lot from the east on West Q St. For safety please stay in your cars and pull through as we send your student(s) to you. This helps avoid congestion and keeps traffic flowing. You should then exit going west on West Q St.

VISITORS

Parents/guardians and community members are encouraged to visit school. Children not enrolled at Lakeview may not visit unless accompanied by an adult. It is recommended that visitors limit their visit to 30 minutes. When visitors do come to school, they need to check in with security personnel and wear a nametag provided for you. Wearing this nametag will assure all staff that approval has been given by the office to visit.



LAKEVIEW COMMUNITY LEARNING CENTER

Before and after school care is available to families at Lakeview through the Lakeview Community Learning Center (CLC). CLC provides before (6:30 a.m. to 9:00 a.m.) and after (3:38 p.m. to 6:00 p.m.) school care for kindergarten through fifth grade students. Pre-registration is required. Please call 402-525-2528 for registration information and a fee schedule.

AFTER-SCHOOL CLUBS AND ACTIVITIES

The Lakeview Community Learning Center provides after-school clubs throughout the school year, which are open to ALL kindergarten through fifth grade Lakeview students and free of charge. Club and registration information will be sent home with students. Additional activities available to students (some for only designated grade levels) include: Lego Club, Rec Sports, Science Club, Wii Dance, etc. Other clubs and activities may be organized to address special interests of students and staff.

LAKEVIEW PTO / SNAC (PARENT TEACHER ORGANIZATION / SCHOOL NEIGHBORHOOD ACTION COMMITTEE)

The PTO is dedicated to working to support our children's education as supporters of Lakeview Elementary School, providing support to enhance school activities through volunteerism and financial support, acknowledging the hard work and dedication of the teachers and staff at Lakeview, and serving as an information resource and facilitator for discussion of general school policy and LPS initiatives.

PTO Supports:

Classroom Supplies Field Trips Playground Equipment Teacher Meals for Parent Teacher Conferences Science Fair Yearbooks Pumpkin Walk Bingo Night Bike Rodeo Movie Night



Please feel free to contact any of the following PTO members to see how you can help. Your support can be in the form of fundraising or assisting at a family night.

President: Jen Tlamka (jentlamka@gmail.com) Vice President: Bryan Tlamka Treasurer: Michelle Lemke-Mohling (mlemke@lps.org) Secretary: Staci Bolton (nufan4life_gbr@yahoo.com)

FAMILY LITERACY

The Adult Literacy Class meets daily and offers English language instruction to refugees. The class also offers a component of parenting classes one day a week and time with their children in the classroom.



IMPORTANT INFORMATION NEEDED

Enrollment information will be presented at open house to update. If you are unable to attend it will be sent home the first day of school with your child/ children. Fill out the Census Information Form carefully and completely and return it to the school the following day if possible.

It is very important that parents/guardians notify the school of any change in address and/or telephone number. The office must have a current telephone number on file in case we must contact you in the event of an emergency.

COMMUNICATION

Classroom Newsletters: Newsletters will focus on what is happening in the classroom, student acknowledgments, homework and reminders to parents, etc. They will be sent home once a month.

Principal's Press: The Principal's Press contains announcements, information, school events, etc. This newsletter is sent home monthly.

Website: Information is regularly updated on our website: <u>http://lakeview.lps.org</u>

Facebook: Check out school happenings on our Facebook page: "Like" us at https://www.facebook.com/LakeviewLincoln/

Community News: "Community News" is a newspaper distributed by Lincoln Public Schools, free to all elementary students the first week of every month from September through May. "Community News" replaces most informational flyers and can be used as a guide to community activities for students. The monthly school lunch menu is included in each issue.

Weekly Communication Folders: Typically, school news will be sent home via Wednesday folders. Please return the folder the next day including any notes to your child's teacher. General information will be sent with the oldest child in the family attending Lakeview School.

PARENTVUE: Parents may access communications, attendance information and more for their child through ParentVue. A "button" linking you to ParentVue can be found on our school website.

SCHOOL MESSENGER: This district-wide communication system sends school and district emails, texts, and phone calls to families with important information. Please be sure the school has your updated phone number and email address.

STUDENT USE OF TELEPHONE

Students will be permitted to call home regarding school matters after getting permission from the classroom teacher. Students are asked to make arrangements for participating in after-school activities or going home with a friend before arriving at school.



LPS STUDENT SUPPORTS AT LAKEVIEW

All LPS schools follow the Positive Behavior Interventions and Supports (PBIS) model. PBIS is a research-based framework for proactively teaching and supporting positive behaviors for ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can achieve social, emotional, and academic success. The benefits of implementing PBIS include ---

- fewer behavior issues
- increased time engaged in learning
- improved school climate

The foundation of PBIS in the Lincoln Public Schools lies in the fundamental expectations developed by each school. Lakeview has individualized our expectations: Be Safe, Be Respectful, Be Responsible.

As part of the PBIS framework, Lakeview utilizes the resources and strategies of BIST (Behavior Intervention Support Team). BIST focuses on increasing student learning time, stopping disruptive and hurtful behavior, and teaches skills that will lead to life success. Lakeview staff will partner with your child to develop skills to reach these goals:

- I can take good care of myself, even if I am mad.
- I can be okay when others are not okay.
- I can be productive and follow directions even if I don't want to.

The bottom line is...

- It is never okay to be disruptive
- It is never okay to be hurtful

If staff sees that a student is having difficulty following directions, they will repeat the direction. If the misbehavior continues, they will be asked to move to a seat in the room away from where the problem is happening. If the problem continues, they will be asked to move to a different classroom in the same grade level. When the teacher can take a moment from instruction, they will process with the student to identify the problem behavior and a plan to fix it. We stress to students that they are not in trouble when this occurs, that we are moving them away from where the trouble is occurring and helping them to keep the problem small so they can fix it easily. Data is kept when students are asked to move in these situations. This is to identify students who may be having more difficulty, so we can provide them with more support.

If you would like more information about Student Supports at Lakeview, please contact our office.





LAKEVIEW ELEMENTARY STUDENT / FAMILY / SCHOOL COMPACT 2017-2018



<u>Student</u>

I know learning is important. I agree to...

- Attend school every day and arrive on time.
- Strive to do my best
- Ask for help when needed from parents, teachers or community
- Trust in staff and peers
- Be involved, complete school work and homework
- Follow rules and adult directions the first time
- Be kind and helpful to all
- Believe I can learn if I work hard

Student Signature: ______

Date: _

Family

I understand that I play an important role in my student's success in school. I agree to...

- Communicate with my child, teacher and CLC about my child's academics and behavior.
- Get involved
- Have my child attend school daily and arrive on time.
- Establish a quiet bedtime routine to help my child get 8-10 hours of sleep each night
- Teach my child to be kind
- Provide a quiet place for them to study and do homework
- Provide learning opportunities at home.
- Discuss what's going on at school and ask "What did you learn today?"

Family Signature(s): ______

Date: _____

<u>School</u>

We understand our important role in each child's education. We agree to...

- Communicate freely and frequently with our students and their families through phone calls, notes and newsletters
- Collaborate with students and families by
 - Educating students on positive social interactions
 - Providing a safe learning environment for all students
 - Believing that all students can learn, perform and behave at or above grade level
- Provide high quality curriculum and instruction that enables participating children to meet the State's student academic achievement standards.

Teacher Signature:	Date:
Principal Signature:	Date:
Coordinator Signature:	Date:

Bullying

If you feel that your child is being bullied by peers, please contact your child's teacher or the building principal, Scott Nelson. All reported incidences of bullying/unsafe behavior will follow the protocol outlined in Lincoln Public Schools Board Policy 5482: Anti-Bullying Policy.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must include:

- Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change
 - over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
- Hurtful aggressive physical and/or verbal behavior.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

As an added prevention piece, please discuss with your child adults in the building who they can talk to if they feel that they are being bullied or are in an unsafe situation. These people may include, but are not limited to, their teacher, the administrator, school counselor, school psychologist, school social worker or any other adult in the building that they have built a positive relationship with.

Students are taught about what bullying looks like and sounds like, along with how to advocate for themselves through the District's Second Step program.







2017-2018 LAKEVIEW STAFF

OFFICE

Scott Nelson (Principal)scottnel@lps.org
Kellie Joy (Coordinator)kjoy@lps.org
Michelle Lemke-Mohling (Secretary) mlemke@lps.org
Nancy Douglas (Secretary)ndouglas@lps.org
Becky Remington (SEM)breming@lps.org

EARLY CHILDHOOD

Brittany Shackleton	bshack@lps.org
Alexis Hahn	acomstoc@lps.org
Megan Roberts	mrobert@lps.org

KINDERGARTEN

Hannah Johnson	hjohnso6@lps.org
Amy Monroe	awendte@lps.org
Nancy Mosier	nmosier2@lps.org

1ST GRADE

Jamie Hoyle	jhoyle@lps.org
Trisha White	tdomant@lps.org
Connie Young	cyoung2@lps.org

2ND GRADE

Sheryl Clark	sclark2@lps.org
Diane Schneider	dschnei@lps.org
Megan Soderberg	msoderb@lps.org

3RD GRADE

Kayli Hopper	khopper@lps.org
Tanner Soderberg	tsoderb@lps.org
Allison Yardley	ayardle@lps.org

4TH GRADE

Josh Fink	jfink@lps.org
Morgan Sexton	msexton@lps.org
Gina Vercellino	gvercell@lps.org

5TH GRADE

Amy Barton	aday@lps.org
Sandra Bruce	abarker@lps.org
Bryce Schwanke	bschwan@lps.org

RESOURCE

Kate Thomas	kthomas2@lps.org
Samantha Wessels	swessel@lps.org
Angelica Young	ayoung2@lps.org
Ann Clare (Psychologist)	aclare@lps.org
Gail Johs (Speech)	gjohs@lps.org

ELL

Kelly Mullendore	kmullen@lps.org
Avery Pella	apella@lps.org
Lydia Shearer	lsheare@lps.org
Deb Storz	dstorz@lps.org

SPECIALISTS

Craig Eveleth (Computer)	cevelet@lps.org
Annie Kleppinger (Vocal Music)	akleppin@lps.org
Bob Rung (PE)	brung@lps.org
Pam Shunkwiler (Art)	pshunkwi@lps.org
Lori VandeHoef (Library)	lvande@lps.org

READING RECOVERY

Liz Zeffezeff@lp	s.org
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HEALTH OFFICE

Kathleen Binge (Health Tech)	kbinge@lps.org
Laura Bettey (Nurse)	lbettey@lps.org

STUDENT & FAMILY SUPPORT

Melissa Hartter (Coach)	mhartte@lps.org
Cathy Simmerman (Counselor)	csimmerm@lps.org
Pat Polly (Family Involvement)	polly@lps.org
Kris Lewis (Social Worker)	klewis@lps.org

CLC

Gina Bennegbenne@lps.org

PARAEDUCATORS

Alissa Hanish, Angie Shrader, Stefanie Switzer, Larisa Reams, Jill Morris, Kaitlyn Evans, Diane Ketchmark, Dana Maaske, Kim McGarvie, Connie Richardson, Bethany Zelt, Virgina Baird

CUSTODIAL

Marquita Simms, John Keeling, Tom Pease, Adrian Payne

FOOD SERVICE

Jackie Duryea, Lori Schmidt, Olga Gorbun, Marian Mohamed



INTENT OF STUDENT HANDBOOK

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Lakeview Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained within it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although information found in this handbook contains detailed and specific information on a variety of topics, the handbook is not intended to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should the situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

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