

2022-2023
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: Susan Hershberger
Assistant Principal: Viviana Morales**

2022-2023 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Approved 4/20

JULY 2022

S	M	T	W	T	F	S
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JANUARY 2023

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AUGUST 2022

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DECEMBER 2022

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JUNE 2023

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- First and last days of class for students
- All schools not in session
- All schools will dismiss early, check school building schedule
- Elementary school students NOT in attendance (plan days)
- Quarter start dates Quarter end dates

Rev. 4/8/22

GRADUATION DATES

- Thursday, May 18, 2023: Yankee Hill Program
- Thursday, May 18, 2023: Independence Adacemy
- Thursday, May 25, 2023: Bryan Community Focus Program
- Friday, Saturday and Sunday, May 26-28, 2023
- Fri: LNS | Sat: East/LHS/LSE | Sun: LNE/LSW

Calendar Options for Families: The Lincoln Public Schools District understands and appreciates that our community has a wide variety of rich and varied religious celebrations and observances. In the event families recognize these holidays, parents should notify schools. Students will be given excused absences and allowed reasonable opportunities to make up any schoolwork missed.

Note: Changes to the calendar may occur as a result of inclement weather or other circumstances. If sufficient school time is lost as a result of calendar changes, and it brings the total number of school hours for the year below the state minimum requirements, the Superintendent will implement a plan for making up this time, which may require additional minutes added to the day, additional days added to the calendar, days previously identified as non-student days re-scheduled as student day, or other appropriate calendar or schedule measures.

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PLEASE NOTE: All procedures, guidelines and dates outlined in these documents are subject to change, based on recommendations and health directives put into place by the Lincoln Lancaster County Health Department (LLCHD) and the Nebraska Department of Education. Please keep in mind that, as with our Standard Response Protocols, every Lincoln Public Schools building or program which provides services may not always be in the same risk category.

Welcome to Lakeview Elementary School!

This handbook has been prepared for all students and parents/guardians in hopes that it will be helpful in answering questions you might have about the policies and practices of our school. Please carefully review the contents with your child. The "Important Information" booklet provided by Lincoln Public Schools also gives critical parent/student information. You may access this at lps.org and under the parent tab. Note that dates for school events are subject to change. If you have questions or concerns regarding these publications, please do not hesitate to call the school office at 436-1149. On behalf of the entire staff, we look forward to working together to make this a productive and successful year of learning and growing for your children.

Mrs. Susan Hershberger, Principal and Lakeview Staff

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 400 kindergarten 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 research-based, 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

All students will improve achievement in math skills as measured by proficiency on report cards or showing adequate progress based on other measurable objectives.

All students will show growth in the area of reading skills as measured by proficiency on report cards or showing adequate progress of at least 1 years growth.



SCHOOL HOURS

Office: 7:45 a.m. - 4:00 p.m.

CLC: 7:00 a.m. - 9:00 a.m. & 3:40 p.m. - 6:00 p.m.

Breakfast: 8:40 a.m.

Regular Schedule:

9:00 a.m. - 3:38 p.m.

Early Dismissal Schedule: 1st 3 Days Of The School Year & PLC Meeting Dates (Last Tuesday Of Each Month):

9:00 a.m. – 2:18 p.m.

- August 15, 16, 17 & 30, September 27, October 25, November 29, December 13, January 31, February 28, March 28, April 25, May 25.

ARRIVAL & BREAKFAST

- The Lakeview campus is closed until 8:40 a.m. for the safety of students.
- Student supervision begins at 8:40 a.m. and students should not arrive before 8:40 a.m.

Students who eat breakfast, should not arrive before 8:40 a.m. Enter door #1 and proceed to the multipurpose room.

Bus riders will be dropped off in the cut out on Capitol Beach Blvd. Bus riders eating breakfast will proceed into the multipurpose room. K-3rd grade bus riders who do not eat breakfast will go to their assigned area in the hallway. 4th-5th grade bus riders who do not eat breakfast 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 8:40 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-3rd students will go to their assigned area in the hallway and 4th-5th graders will wait in the gym.

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 8:40 a.m. When students eat in the classroom it disrupts their learning.

Breakfast Prices:

Elementary Breakfast: \$1.30

Elementary Reduced Breakfast: \$.30

Adult/Non-Student: TBA

Students not riding the bus or eating breakfast may enter the building at 8:40 a.m. and proceed to their assigned areas. K-3rd students will go to their designated spots in the hallway outside of their rooms and 4th-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 at 402-436-1149. 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

We welcome you to join your child for lunch. The 2022-23 lunch times are as follows.

Grade	Lunch
Kindergarten	11:15 – 11:45
1 st Grade	11:45 – 12:15
2 nd Grade	12:05 – 12:35
5 th Grade	12:20 – 12:50
3 rd Grade	12:35 – 1:05
4 th Grade	12:45 – 1:15

Lunch Prices are as follows:

Elementary Lunch: \$2.50

Elementary Reduced Lunch: \$.40

Adult/Non-Student: TBA

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 escorted by the lunchroom supervisor back to their classroom.

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.



MAKE
TODAY
COUNT

DISMISSAL

- Students picked up early must be signed out by an adult in the office.
- 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 **at 3:15 daily**
- 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.
- Teachers will escort their students signed up for after school CLC to the multipurpose room.
- Teachers will escort their students being picked up to their designated area in front of school and wait with children 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 their grade level area 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 main hallway outside of the office if they are not picked up by 3:50 p.m.
- Parents must come into the building (main hallway) 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 only.
- Parking is not permitted in the church parking lot during dismissal time due to safety concerns with students crossing the street.
- 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 (7:00 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, Soccer, Cooking, Craft, 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
- 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: TBA
Vice President: TBA
Treasurer: TBA
Secretary: TBA



IMPORTANT INFORMATION NEEDED

Enrollment information should be accessed and updated through ParentVue.

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.

Hershberger Herald: Hershberger Herald contains announcements, information, school events, etc. This newsletter is posted on the website monthly.

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

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.

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 MTSS-B (Multi-Tiered Systems of Support) Framework. Positive Behavior Interventions and Supports (PBIS) model is used in conjunction with other the LPS practices. 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 MTSS-B framework, Lakeview utilizes the resources and strategies of BIST (Behavior Intervention Support Team). BIST focuses on increasing student learning time and stopping disruptive and hurtful behavior.

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.



The bottom line is...

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

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





School-Parent Compact

Lakeview Elementary
2022 / 2023 School Year



This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards. At parent-teacher conferences, the compact shall be discussed as it relates to the individual child's achievement.

Teacher/School:

It is important that students achieve. I agree to do the following:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.
2. Regularly communicate with parents on their child's progress.
3. Demonstrate professional behavior and positive attitude.

(Optional) Teacher Signature _____

Parent / Caring Adult:

I want my child to achieve; therefore I will encourage him/her by doing the following:

1. Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
2. Support your child's learning--volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.
3. Make sure my child is at school every day and on time, unless he/she is ill.
4. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.

(Optional) Parent Signature _____

Student:

I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:

1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed school work on time.

(Optional) Student Signature _____

Lakeview Elementary
Title I Parent and Family Engagement Policy
2022-2023 School Year

Lakeview intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

In General,

Lakeview shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements. Parents shall be notified of the policy in an understandable and uniform format and, to the extent, practicable, provided in a language the parents can understand. The policy shall be made available to the local community and updated to meet the changing needs of parents and the school.

Specifically,

- Lakeview shall provide opportunities for the participation of parents and family members including those with migratory children, limited English proficiency, or have disabilities. Parent shall be notified of this Parent and Family Engagement Policy, information related to school and parent programs, meetings, and other activities in an understandable and uniform format and to the extent practicable provided in a language the parents can understand;
- Lakeview shall convene an annual parent meeting scheduled at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of Lakeview's participation under this part and to explain the requirements of this part, and the right of the parents to be involved;
- Lakeview shall involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of this Parent and Family Engagement Policy;
- Lakeview shall provide opportunities for parents and family members to participate in decisions relating to the education of their children. Lakeview shall provide other reasonable support for parental involvement activities;
- Lakeview shall provide parents of participating children timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. Lakeview will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand;
- Lakeview shall educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners;
- Lakeview shall coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Bullying

If you feel that your child is being bullied by peers, please contact your child's teacher or the building principal, Susan Hershberger. 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.



2022-2023 LAKEVIEW STAFF

OFFICE

Susan Hershberger (Principal).....shersh@lps.org
Viviana Morales (Assistant Principal)....vmorale@lps.org
Michelle Lemke-Mohling (Secretary)....mlemke@lps.org
Marie Rhea (Secretary)mrhea@lps.org

KINDERGARTEN

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Hannah Johnson.....hjohnso6@lps.org
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1ST GRADE

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2ND GRADE

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Megan Soderberg.....msoderb@lps.org

3RD GRADE

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Judy Vojvo@lps.org

4TH GRADE

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Rachel Marshrmarsh@lps.org
Taylor Shermantsherman@lps.org
Tanner Soderbergtsoderb@lps.org

5TH GRADE

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Morgan Petersmpeters5@lps.org
Taylor Styskaltstyskal@lps.org

RESOURCE

Christine Harrecharre@lps.org
Natalie Hicks.....ncech@lps.org
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Katie Cloonan (Psychologist).....kcloonan@lps.org
Josie Sullivan (Speech)jsulliv1@lps.org
Arica Wieting (Speech).....awiet@lps.org

ELL

Kelly Mullendorekmullen@lps.org
Avery Finkafink@lps.org
Lydia Shearerlsheare@lps.org
Sarah Vera Chavezsveracha@@lps.org

SPECIALISTS

Craig Eveleth (Computer)cevelet@lps.org
MaKenna Lindgren (Vocal Music / Strings) ...mlindgre@lps.org
Bob Rung (PE)brung@lps.org
Ashleigh Grow (Creative Expressions).....agrow@lps.org
Lori VandeHoef (Library)lvande@lps.org
Taylor Cobb (Instrumental)tcobb@lps.org

INTERVENTIONISTS

Nancy Mosier.....nmosier2@lps.org
Susan O'Neill.....soneill4@lps.org

HEALTH OFFICE

Laura Bettey (Nurse).....lbettey@lps.org

STUDENT & FAMILY SUPPORT

Amy Monroe (Coach)awendte@lps.org
Lisa Moore (Counselor)lmoore@lps.org
Lorie Fink (Social Worker).....lfink@lps.org
Jacob Hanseling (Gifted).....jhansel@lps.org

CLC

Gina Bennegbenne@lps.org

PARAEDUCATORS

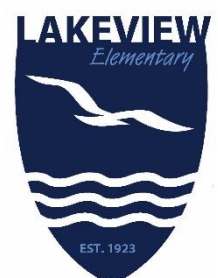
Kim McGarvie, Kelcie Meyers, Connie Richardson, Jenny Rider, Angie Shrader, Brittany Smith, Kara Wessel, Kaitlyn Ronspies

CUSTODIAL

Marquita Simms, John Keeling, Tom Pease, Adrian Payne

FOOD SERVICE

Jill Wilkin, Lori Schmidt, Alia MUSAAD, 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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