

**Lakeview Elementary School**  
**2008-2009**

***Mission Statement:***

We share the responsibility with the family and the community for the continuous physical, emotional, intellectual and social development of each child. We will provide an environment in which all children can learn.

***Beliefs:***

- ❑ Every child is absolutely precious to the school community.
- ❑ Each child has unique talents and abilities.
- ❑ We respect, honor and celebrate the parent-child bond as the strongest human relationship.
- ❑ As “ helping professionals,” we strive to work as partners with parents and families in the best interests of their children.

We embrace the challenge to continually develop excellence in instruction.

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Notice: The Lakeview Community School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The following has been designated to handle inquiries regarding the nondiscrimination policies.

## **Access/Disclosure of Student Records and Other Privacy Issues**

In compliance with the Family Educational Rights and Privacy Act (FERPA) and in accordance with School Board Policy, parents may review their children's cumulative education records at the school office upon request. If student education records are inaccurate or misleading, the student's parent or guardian may request an amendment by contacting the school principal. Cumulative records are treated as confidential material, and the privacy rights of parents and students are safeguarded. Except as provided by law, no outside agencies or individuals may have access to a student's record without written consent of the parent. If records are copied, a minimal fee may be charged.

Parents/guardians have the right to file a complaint with the Family Compliance Office, U.S. Department of Education for failure to comply with FERPA. Whenever a student transfers from one school to another, the scholastic and discipline record or a copy of the scholastic and discipline record will be transferred to the school upon request from that school.

The School Board authorizes making "Student Directory Information" public as permitted under state and federal laws and regulations. Student Directory Information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Student Directory Information is the following: name of student in attendance or no longer in attendance; address; date and place of birth; telephone listing; dates of attendance and other similar information. Examples include release of student name, school, and grade for submission to the media for scholastic recognition and/or to elected officials contacting the school division to request student addresses for congratulatory purposes.

Students may occasionally be photographed or filmed by mass media representatives. These student photographic or video images may be used by the media in ways, which

would not generally be considered harmful, or an invasion of privacy.

## **Accreditation**

Lakeview Elementary School provides a quality educational program for all students. The school meets Michigan standards for public schools. In addition the school is fully accredited by the North Central Association. Highly Qualified Staff: Every staff member is currently classified as "highly qualified" based on the criteria of the federal NO CHILD LEFT BEHIND law.

## **Attendance / Leaving School Early**

Regular and prompt attendance is necessary for a student to maintain satisfactory progress. Excessive absences and tardiness from school are detrimental to the educational process. With our hands-on, cooperative learning, regular attendance is crucial. Learning takes place through discussion and shared activities. Parents should plan vacations and trips which do not conflict with the school's instructional calendar. When students arrive late or must leave early, they miss valuable information and are at a disadvantage.

Late arrivals and early dismissals can be very disruptive to other students and to the teacher. When possible, please try to schedule appointments so they do not conflict with school hours.

If a student is to be absent, parents are urged to inform the school in advance whenever possible.

It is important to remember that if a child is picked up or dropped off during school hours this must be done **AT THE OFFICE**. **ALL VISITORS/GUESTS OF THE BUILDING MUST ALWAYS STOP AND CHECK IN AT THE OFFICE.**

## **Attendance Policy**

Absences due to illness will be considered excused if a parent calls the office with an explanation or writes an excuse for occasional absences. Please call the office by 9:00AM on the day your child is absent due to illness.

Teachers are asked to follow up with chronic absentees before referring them to the office. A staff member will contact you if there are unexplained absences.

Absences excused by a doctor's note are considered excused.

Excessive absences will be addressed in the following manner:

1. A letter from the office reiterating the importance of attendance and student and parental responsibilities.
2. If absences continue, a conference will be scheduled with the principal. Parents will be asked to sign a document acknowledging an understanding of state law and school policy.
3. If absences continue, the family may be referred to Montcalm Intermediate School District office for legal action.

### **Board Meetings**

The Lakeview Community School Board of Education holds public meetings on the second Monday of each month. Please call the superintendent's office for the time and location of these meetings.

### **Board Policies**

Copies of the policies of the Board of Education are on file in each school and are available for inspection. Policies are also available online at [www.neola.com/lakeviewcommunity-mi/](http://www.neola.com/lakeviewcommunity-mi/)

### **Breakfasts/Lunches**

Lakeview Community Schools participate in both the [National School Breakfast and Lunch Programs](#). The meals that are offered meet the established Recommended Dietary Allowances (RDAs), student's calorie needs and the Dietary Guidelines for Americans. The menu planning system provides students approximately 1/4 of the RDA for key nutrients for breakfast and approximately 1/3 of the RDA for key nutrients for lunch. Prices for breakfast are full price at \$1.25 and reduced price at \$0.30. Prices for lunch are full price at \$1.75 and reduced price at \$0.40. Milk is \$0.40. A la carte items are offered for sale in addition to breakfast and lunch items.

All schools use a computerized point of service system, which allow students to have individual accounts for prepayment of meals/snacks and payment at the time of service. Student accounts are used for full price meals, reduced price meals, free meals and a la carte purchases. This system also lessens the need for elementary students to carry money to the cafeteria each day. Applications for free and reduced price benefits can be obtained from the following sources:

School office

Through students when applications are sent home at the beginning of school year

Menus are published monthly and sent home with students.

### **Lakeview Elementary Zero Tolerance Bully Plan**

The Lakeview Elementary School staff will provide all students with guidance in the **Steps to Respect** program. This program teaches children to report bullying to adults within our school system. The Lakeview Elementary staff is trained to respond effectively to reports of bullying. All adults will follow the Zero Tolerance Plan.

### **Students who bully will receive the following consequences. All consequences will be documented in the student's discipline file.**

#### **For a Level 1 Behavior:**

- Pushing/kicking/hitting
- Spitting
- Gossiping/spreading rumors
- Embarrassing or making someone look foolish
- Mocking or mimicking
- Name-calling
- Dirty looks
- Taunting
- Teasing about clothing or possessions
- Threatening to reveal personal information
- Graffiti
- Publicly challenging to do something
- Defacing property or clothing
- Playing a dirty trick

### **Level 1 Consequences**

**First Offense:** The student will receive a **warning** slip to the office for his/her school discipline file. An adult will re-teach the rule that the student is having difficulty with.

**Second Offense:** The student will be sent to the principal. He will review school expectations and rules and assign the student to spend 5 days in the **Steps to Respect Group** during the second recess. The student will call his/her parent during this office visit.

**Third Offense:** The student will be sent to the principal and the parent will be notified. A student/parent/teacher/principal conference will be required. The student will spend 5 days in the **Steps to Respect Group** during second recess. Additional consequences may be discussed during the family conference.

**Fourth Offense:** The student will be sent to the principal. The parent will be notified and the child will serve an in-school suspension. The student will spend 5 days in the **Steps to Respect Group** during his/her second recess. If a student retaliates against a student who made a bullying report, he or she immediately goes to this step.

**Fifth Offense:** The student will be sent to the principal. The parent will be required to pick up the student for a short-term suspension. The principal and parent will discuss an action plan for the student to return to school.

### **For a Level 2 Behavior:**

- Defacing property
- Stealing
- Demeaning physical acts that are not physically harmful
- Locking in a closed or confined space
- Ethnic slurs
- Setting up to take the blame
- Humiliating publicly
- Excluding from group
- Social rejection
- Teasing about appearance
- Taking possessions

- Extortion
- Sexual or racial taunting

### **Level 2 Consequences**

**First Offense:** The student will be sent to the principal. He will review school expectations and rules and assign the student to spend 5 days in the **Steps to Respect Group** during second recess. The student will call his/her parent during this office visit. Additional consequences may be discussed during this visit.

**Second Offense:** The student will be sent to the principal and the parent will be notified. A student/parent/teacher/principal conference will be required. The student will spend 5 days in the **Steps to Respect Group** during second recess. Additional consequences may be discussed during the family conference.

**Third Offense:** The student will be sent to the principal. The parent will be notified and the child will serve an in-school suspension. The student will spend 5 days in the **Steps to Respect Group** during his/her second recess. If a student retaliates against a student who made a bullying report, he or she immediately goes to this step.

**Fourth Offense:** The student will be sent to the principal. The parent will be required to pick up the student for a short-term suspension. The principal and parent will discuss an action plan for the student to return to school.

### **For Level 3 Behaviors**

Physical violence/inflicting bodily harm  
Threatening with a weapon

### **Level 3 Consequences:**

**First Offense:** The student will be sent to the principal. The parent will be required to pick up the student for a short or long-term suspension. A plan of action will be discussed for the child to return to school. Criminal behavior will be referred to law enforcement for further action.

### **Bus Stop Safety**

The guidelines given below are designed to promote student safety at the bus stop: Students who must cross the road to board a bus should never do so until the bus has come to a complete stop, the proper warning signs are displayed, and the driver motions for students to cross. Students should cross the road in front of the bus, never cross the road behind the bus. Students should always stand a safe distance from the road (at least five feet). Students who must cross the road after exiting from the bus should always cross at least ten (10) feet in front of the bus after looking in both directions for traffic and after the driver motions for students to cross. Students should never run to or from the bus. Students should be at their assigned bus stop five minutes prior to the arrival of the bus. Contact the school or the Transportation Department for information about bus pick-up and drop-off times and locations.

### **Cafeteria Behavior**

Every student is expected to buy or bring lunch. While eating meals in the cafeteria, all students are expected to follow these guidelines:

1. Sit at the assigned table.
2. Practice good manners and socialize quietly.
3. Remain seated unless there is permission to get up.
4. Leave the table and surrounding area clean and orderly.
5. Be respectful of others.
6. Put trash in proper containers.
7. For health reasons, do not exchange food or remove food from the cafeteria.
8. An adult will dismiss students when it is time to leave.

### **Child Custody**

The school division recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a

court order decrees otherwise, either parent or a legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

**Reminder: All students must be picked up and dropped off at the Office. Please never go directly to a classroom without first stopping at the office.**

### **Dress Code**

The following guidelines are designed to promote a standard of appearance, which enhances the learning environment while allowing for reasonable comfort and individuality of all students. Students are expected to wear clothing appropriate to the school setting: extreme or outrageous apparel or appearance is to be avoided. Current "fads" involving appearance or clothing that disrupt the instructional process will not be allowed. Specific dress code standards are given below: Appropriate shoes are required; either hard-soled or tennis shoes are acceptable. For student safety, rubber-soled shoes are required for Physical Education. Shorts of an appropriate length and style are acceptable. A good rule to follow is that if a student holds his or her hands at their side, their shorts extend past their fingertips. Clothing which overexposes the body is unacceptable. Showing stomach or underwear are examples of unacceptable exposure.

Lewd or suggestive attire may not be worn (inappropriate wording...)  
Apparel, which advertises, glorifies, or symbolizes any illegal substance or substances illegal for use by minors may not be worn.  
Any item of jewelry or clothing that might create a hazard to a student's safety may not be worn.  
The principal will determine any questions regarding "appropriateness".

### **Hygiene**

Personal hygiene is important for all students. Being clean and neat helps everyone stay healthy, feel better, and work better at school. Because head lice are so easily spread from one student to another, any student who has head lice will be sent home and cannot return to school until the student's parent can show proof of effective treatment.

### **Inclement Weather and School Closings**

In the interest of student safety, decisions to close schools, delay school openings, or dismiss early are made by the Superintendent after consulting with the school district's Transportation Department, weather announcements and police and transportation agencies. Radio and TV stations are notified as soon as a decision is made.

Should school be cancelled due to inclement weather, make-up days will be determined by state requirements, district policy and employee contracts.

### **Lost and Found**

The school has a "Lost and Found" area where lost items are turned in and may be claimed. All items of clothing, such as coats, sweaters, and caps should be labeled with your name. Any items in the "Lost and Found" that are not claimed by the end of the month will be discarded.

### **Medication Policy**

The Lakeview Community Schools follow the medication policy stated in the MAISD policy manual. The full text of this policy is available at your request. What follows is a brief summary of this policy:

The school can administer medication with parental permission. It should be delivered by the parent and include written instructions, and be in the original container from the pharmacy.

We will keep the medication locked in a safe place and have a person designated to administer medication and a second adult to witness.

We will keep a record of all medication administered.

Under certain circumstances students can self-administer their own medication. This will be handled on a case-by-case basis and must be approved by the office.

### **Parent-Teacher Conferences**

Parents are encouraged to have periodic conferences with teachers. For a conference at any time other than on a regularly scheduled school conference date, please contact the office for arrangements to meet with the teacher.

### **Pet Policy**

Traditionally, certain animals have been included in elementary classrooms as part of the instructional program. Occasionally, students bring their own pets to share with classmates. In order to maintain an environment that is safe for all students, the guidelines below must be followed prior to bringing animals into the school building.

\*The teacher will request approval from the building principal before an animal is brought into the building. All animals must be current on immunizations and have proof from a veterinarian of those immunizations.

\*The classroom teacher must discuss animal behaviors with students. Because of the unpredictable behavior of animals in a new environment, children should not touch the animals.

\*Animals must be on a leash, in a cage, or in a carrier.

### **Physical Education**

The Physical Education program is an important part of the elementary education experience for students. If a health condition prevents a student from participating in physical activities over an extended period of

time, a note from a doctor indicating the limitation is required. For a student to be excused from physical education for a short period (up to three days) due to a temporary illness or physical condition, a written request from a parent is sufficient.

### **Pledge of Allegiance**

Students will be given the opportunity to recite the Pledge of Allegiance during each school day. If parents do not wish for their children to participate in reciting the Pledge they should tell the teacher about this or send a note to the teacher. Students who do not wish to participate may respectfully stand or remain seated.

### **Reporting Student Progress**

A formal report on a student's progress in school is sent to parents or guardians at the end of each marking period. Progress reports shall be sent to each family at marking period midpoints with the exception of the final marking period. Informal progress reports are issued at various times throughout the school year. These dates are included on the school calendars.

### **Safety**

Our school safety measures are extensive. School staff works diligently to ensure that the emergency plan is current and that all staff members are prepared for all types of contingencies. When you visit a school, you may notice that the first measure of security is the foyer of the main entrance to the school. Other than the main entrance doors, **all doors are either locked or under surveillance.**

Please be advised that school administration will work closely with the appropriate local public safety agencies, such as police and fire, to foster a safe school environment. For the safety of students and staff, our school safety plan is reviewed and updated annually. Emergency drills for fire evacuations, tornado, bomb threat, and intruder/lock-down situations are conducted on a regular basis.

### **School Pictures**

The PTO arranges to have individual and class group photos taken. Funds generated from this activity are used to buy various supplementary materials and equipment for the school.

### **School Regulations**

Guidelines have been established to maintain an effective learning environment and to provide for the safety and well-being of students. School regulations apply in the school building, on the school grounds, while traveling to and from school, and at any event where the school is represented.

For the safety of students, fund-raising activities which involve door-to-door solicitations by elementary students are prohibited.

Students are to ride assigned buses unless special permission has been requested and granted. Disruptive behavior on buses or at bus stops may result in loss of bus-riding privileges and/or other disciplinary measures. Students may not bring personal items such as toys, radios, tape recorders, televisions, microphones, etc., to school without permission from the teacher. The school will not assume responsibility for loss, damage, or theft of these items.

Chewing gum is allowed only in classrooms with teacher permission.

Animals may not be brought on school property without expressed permission from the principal.

### **School Visitors and Employees**

Visitors are welcome in the Lakeview Community Schools. For the safety and protection of students, all persons entering the school must sign in at the school office.

Trespassers are subject to legal action.

School buildings and grounds are smoke-free at all times.

### **Selling Things at School**

Students are not allowed to sell things such as collector cards, toys, candy bars, gum, or baseball cards to other students or teachers at school. Students are also not allowed to trade or give away these things at school.

### **Telephone**

Office telephones are needed for school business. Students will not be allowed to use these telephones except in case of an emergency. If they are sick, someone on the school staff will contact parents. If students need to make arrangements to go home with someone else, parents must send a note to school (students may not call home to make arrangements after arriving at school).

### **Cell Phones and other electronic devices:**

These items should not be brought to school. If they are required for after school activities they should not be seen or heard or they will be taken away.

### **Textbooks**

Textbooks are the property of the school and are loaned to students to use during the school year. Students are expected to handle books carefully and to keep them in good condition. Children's names should be in each textbook.

Students will be required to pay the cost of any textbooks that they lose or damage. If a book is lost, a replacement book will not be issued until the lost book has been paid for.

### **Tips for a Successful School Year**

Talk to your child's teacher frequently.

Together you are a team for your child's academic success. E-mail addresses are available at: 'www.lakeviewschools.net'.

Provide a quiet place and a consistent time to do homework. Support your child in homework efforts but refrain from doing the homework.

Help your child learn to follow directions. Give one- and two-step directions and see that the task is completed.

Teach your child to show respect for others by using polite phrases such as "please," "thank you," and "excuse me."

Model and reinforce appropriate behavior. Help your child learn his/her address and telephone number(s).

Guide and monitor your child's television viewing.

Listen to your child and encourage your child to talk about new experiences.

Explain the meaning of new words to your child.

Encourage your child to succeed by encouraging his/her best work, but do not expect more than your child is capable of doing.

Involve your child with reading and writing activities.

See that your child gets a good night's sleep and has a nutritious breakfast.

Write your child's name on all personal items brought to school such as coat, hat, gloves, boots, sweater, lunch box, etc.

Refrain from sending to school a sick child or one who has had a fever within the past 24 hours. This precaution will help preserve the health of other children. Please telephone the school when your child will be absent. Your child will need a written excuse upon returning to the classroom.

Dress your child according to the weather; outside activities will take place when the weather permits. A note from you will be required if your child should remain inside because of a physical condition.

Provide the teacher with a correct telephone number where parents or a family friend may be reached during the school day, in case of an emergency.

**Please discuss with your child what to do and where to go in the event you are not at home when he/she arrives.**