

**Lakeview Elementary School
A 'No Excuses' University
Parent and Student Handbook**



Our job is to learn!

This book belongs to:

Label

Mission statement:

Lakeview believes and ensures that each student can learn and succeed.

"Each Student is College Bound"

Welcome from the Principal
We believe that ALL children can learn.
And they do.
-Nancy Inchinaga



Dear Students and Parents,

Welcome to another exciting year of learning at Lakeview Elementary School! This year our students will learn like never before as we prepare each child's path to college. Each and every Lakeview student has the ability to achieve at high levels. This high achievement is witnessed on a daily basis by our students working hard in the classroom on reading, writing, and math. In addition, each student has the opportunity to display positive character by focusing on safe, respectful and responsible behaviors. By combining a hard work ethic and positive character, all of our students are college bound.

As you read through this handbook, you will learn about the expectations we have for all Lakeview students. We know and believe that all Lakeview students are capable of great things!

I am proud of each Lakeview student and I look forward to celebrating our successes throughout the school year!

Sincerely,
Dr. James Tohme
Principal



Lakeview believes and ensures that each student can learn and succeed.

Lakeview's Vision

We are a responsible professional learning community of students, parents, and staff that is committed to achieving excellence in a positive learning environment.

We, as a community, believe:

1. that each student needs to be actively involved in, and responsible for, their own learning and behavior.
2. in achieving excellence through high expectations for students, parents, and staff, to ensure future success.
3. in having every student meet or exceed state standards on achievement tests.
4. in establishing and maintaining a focus on student academic growth through the accumulation and use of appropriate data.
5. in providing students with the strategies and materials needed to meet their individual goals.



Lakeview's Collective Commitments

We will:

1. inform/educate students and parents about the different assessments that are utilized and how we use the results.
2. provide remediation and enrichment opportunities through our systems of support so all students will be successful. We will work together to create flexible schedules that provide for students' needs.
3. teach students strategies they can use to help them make good choices in their learning community.
4. utilize and share data with our students so they are actively involved in their goal setting and so that they can take ownership of their learning.
5. collaborate as a team by exercising unconditional acceptance and understanding. We will display professionalism and respect to the entire Lakeview community.
6. provide information and support to our parents to help them be more involved in their child's learning.
7. work as a PLC to use essential outcomes and common assessments to guide our instruction and in order to ensure all students are making continuous growth.

School Pledge

I pledge today at Lakeview School
That I will follow every rule

I pledge to learn and use my mind
To always be safe, fair, and kind

I pledge to do my very best
In Reading, Math, and all the rest

I pledge to try in every way
To have a most successful day

NO EXCUSES!

What will we do as a building community?

Each Monday morning we start our week by asking our students:

"Why are we here?" They respond, "To learn!"

"Why are we learning?" They respond, "To go to college!"

Lakeview Spirit Days

Monday



Wear your favorite college shirt or college colors! It can be the university that your classroom is partnered with or any college! Let's show everyone that we are all college bound!

Wednesday

Wear your No Excuses University shirt! There are no excuses at Lakeview; we are here to learn!

Friday

Show your "Paw Pride!" Wear your favorite Lakeview apparel or red and white! We're proud to be the Lakeview Lions!

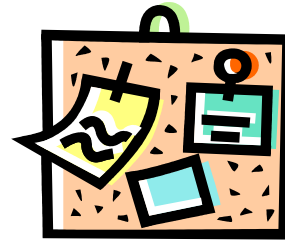
School Mascot:

Lazlo



Contact Information:

Lakeview School
615 Lakeview Lane, Hoffman Estates, IL 60169
Telephone: (847) 357-6600
Fax: (847) 357-6601
Absence Line: (847) 357-6602



SCHOOL HOURS:

8:25 a.m.	First bell, children line-up at assigned doors
8:30 a.m.	Second bell, children are let in
8:40 a.m.	Final bell, school starts
11:10 a.m./10:55 Wed.	Morning Kindergarten classes end
11:30 a.m. - 12:15 p.m.	LUNCH PERIOD FOR GRADES 1, 2, 3
12:20 p.m. - 1:05 p.m.	LUNCH PERIOD FOR GRADES 4, 5, 6
12:30 p.m./12:15 Wed.	Afternoon Kindergarten classes begin
3:00 p.m.	School is dismissed

PLEASE NOTE:

Wednesday dismissal is at 2:30 p.m. to provide the Lakeview staff time to work together for continued professional growth.

Contacting Staff Members

During school hours, 8:30-3:00, you may leave a message on a staff member's voice mail. If your phone call requires immediate attention please press 0 during the message or call the main office.

Each staff member also has an email address. You can obtain their email by going to our website at

<http://lakeview.sd54.org>

Reporting an Absence:

ABSENTEE PHONE NUMBER (847) 357-6602

Parents are required to call each day when their child is absent from school. A follow-up phone call will be made to the parents of absent children who have not been reported. Parents may be contacted regarding excessive absences.

For your convenience, to report absences we have an answering machine operating 24 hours a day. Please call (847) 357-6602 each day that your child is absent. Our telephone starts getting very busy at 8:00 a.m., so if you know that your child will be absent, please call in as early as possible. We should receive your call by 9:00 a.m. After the message and the tone, please provide the following information:

1. Child's name (PLEASE SPELL LAST NAME)
2. Reason for absence
3. Room # or teacher's name
4. Your name and relationship to the child



It is important to be on time and attend school everyday. If students are not able to attend school, parents are asked to call the office. In addition, students should also speak to their teacher to find out the work they missed when they were gone. When your child misses school, he or she misses out essential learning opportunities.

Visitors

When visiting Lakeview, please report to the office when entering the building to obtain a visitor's pass before going to your destination. We ask that everyone follows this rule to provide safety to the entire Lakeview community.

Dress Code:



Tops

- No tank tops, tube tops, halter tops, tops with thin straps, backless or off the shoulder tops, and no tops that show a bare midriff are permitted.
- Tops may not be see-through
- There must not be any profanity, or inappropriate words, pictures, or slogans on the shirt.

Pants

- Must be worn so they are fitted at the waist
- Must cover underwear.
- Pants may not drag on the ground.
- Students may not wear any type of bands (i.e. rubber bands, elastic hair bands) around pant legs and may not have multiple bands on their wrists.

Shorts

- Must be fitted at the waist and cover underwear.
- No biker-type/spandex shorts are allowed except under skirts or dresses.
- Shorts must not be too tight, and should reach a length midway between the hip and knee.

Head Covering

No head coverings may be worn in school except for religious or medical reasons. This includes caps, hats, bandanas, hoods, etc.

We feel this is one more step in providing an appropriate educational atmosphere for the children of Lakeview School, and we thank you in advance for your support. If students wear inappropriate clothing, they may be provided with acceptable clothing by the office or parents may be contacted to bring in a change of clothing.

Things to Keep at Home



1. Please do not bring gum, toys, computer games, i-pods, mp3 players, cell phones, laser pointers, roller blades, skateboards, and similar items to school.
2. Weapons, or simulated weapons (look-alikes), may NEVER be brought to school. These include, but are not limited to, squirt guns, lighters, pocket knives, air powered guns, knives, explosives, and all other dangerous objects. Students may be suspended or expelled if they are found with weapons or look-alikes.



Lakeview Pride Awards:

A Pride Awards are given weekly to students who demonstrate good conduct and responsible behavior. Typically one or two students per classroom will be selected by the classroom teacher or other staff members to receive this award. On Friday, the names are announced and students proudly come to the office to accept their award during a small ceremony. Students receive a pencil, sticker and certificate in honor of their accomplishment. You will find these awardees in the weekly Paw Pride picture on a bulletin board at Lakeview.

PBIS

Lazlo's Laws

PBIS creates a positive school culture that encourages positive behavior and interaction while discouraging problem behaviors. Emphasis is directed towards developing and maintaining a safe learning environment where teachers can teach and students can learn. At Lakeview we have defined our expectations through **Lazlo's Laws**. The three overarching expectations are to be **safe, respectful and responsible**. Lazlo's Laws defines how these three basic ideas are expected to be applied in the various school settings. Lazlo's Laws are explicitly taught through demonstrations, role plays and classroom community meetings. Appropriate behaviors are acknowledged through school wide incentives, such as paw pride tickets, drawings, and school wide celebrations. Behavioral errors are corrected proactively by individual and school-wide problem solving and re-teaching. Behavior referrals are used to document behaviors and to communicate between home and school. They are documented as minors (misbehavior handled in the classroom) and majors (misbehavior which necessitates administrative intervention). The majority of minors are communicated to parents through the referral document being sent home. Parents are asked to sign behavioral referrals when they come home and return them to school to ensure information is being communicated. We also encourage parents to contact their child's teacher with any questions. Data from referrals is used to design lessons to re-teach expectations.

Lazlo's Laws

	Arrival/ Dismissal	Hallway	Playground	Bathroom	Bus	Classroom	Stairs	Classroom Lunch Time
Be Safe	<ul style="list-style-type: none"> *Walk *Use crosswalk and sidewalk *Come and go the right way 	<ul style="list-style-type: none"> *Keep hands and feet to self *Stay to the right *Keep doors closed 	<ul style="list-style-type: none"> *Walk in the Quiet zone *Use equipment appropriately *Inform staff of unsafe behavior 	<ul style="list-style-type: none"> *Wash hands with soap and water *Keep water in the sink *Report unsafe conditions 	<ul style="list-style-type: none"> *Sit with bottom to bottom and back to back *Keep hands and feet to self *Eating and drinking not allowed 	<ul style="list-style-type: none"> *Walk *Hands and feet to self *Four on floor *Cover coughs and sneezes 	<ul style="list-style-type: none"> *One step at a time *Single file with elbow close to the wall *Keep backpack on your back or in front of you 	<ul style="list-style-type: none"> *Stay in your seat *Clean your hands before and after lunch *Only eat your food - Sharing of food is not allowed
Be Respectful	<ul style="list-style-type: none"> *Obey the supervisor *Keep hands and feet to self *Kindly greet others 	<ul style="list-style-type: none"> *Allow traffic to flow past you *Travel quietly *Close lockers gently 	<ul style="list-style-type: none"> *Be quiet in the Quiet zone *Share equipment/space *Demonstrate good sportsmanship 	<ul style="list-style-type: none"> *Give privacy to others *Keep hands and feet to yourself *Treat school property with care 	<ul style="list-style-type: none"> *Use appropriate language/kind words *Treat bus with care *Speak quietly 	<ul style="list-style-type: none"> *Use appropriate language/kind words *Listen *Share and take turns 	<ul style="list-style-type: none"> *Walk with quiet feet *Travel quietly *Be aware of personal space 	<ul style="list-style-type: none"> *Use appropriate language/kind words toward students and adults *Listen and follow directions the first time *Use an inside voice
Be Responsible	<ul style="list-style-type: none"> *Be on time *Wait in designated area (line) *Be prepared (Do I have everything?) 	<ul style="list-style-type: none"> *Keep locker organized *Go directly to destination *Be prepared (Do I have everything?) 	<ul style="list-style-type: none"> *Play by the rules of the game *Check out and return equipment where you found it *Handle conflicts peacefully 	<ul style="list-style-type: none"> *Use facilities and paper products appropriately *Keep bathroom clean *Observe time limits 	<ul style="list-style-type: none"> *Keep aisle clear *Listen to bus driver *Sit in your assigned seat 	<ul style="list-style-type: none"> *Be a prepared and active learner *Solve problems peacefully *Take care of community materials 	<ul style="list-style-type: none"> *Keep moving *Listen and follow adult directions 	<ul style="list-style-type: none"> *Clean your area and throw away or recycle all waste *Solve problems peacefully *Be considerate of time, space, and others

Student Behavioral Data Communication Form

Name: _____ **ID No.:** _____
Date: _____ **Time:** _____
School: _____
Referring Staff: _____
Grade: K 1 2 3 4 5 6 7 8
Bus Route No.: _____

Location

- | | |
|--|--|
| <input type="checkbox"/> Bus | <input type="checkbox"/> Hallway |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Bathroom |
| <input type="checkbox"/> Gym/Locker Room | <input type="checkbox"/> Library |
| <input type="checkbox"/> Lunchroom | <input type="checkbox"/> Arrival/Dismissal |
| <input type="checkbox"/> Playground | <input type="checkbox"/> Other _____ |

Minor Problem Behavior	Major Problem Behavior Date: _____	Possible Motivation
<p style="text-align: right; margin-right: 20px;"><i>Dates of Offense</i></p> <input type="checkbox"/> Inappropriate Language _____ <input type="checkbox"/> Physical Contact/Aggression _____ <input type="checkbox"/> Defiance/Disrespect _____ <input type="checkbox"/> Disruption _____ <input type="checkbox"/> Property Misuse _____ <input type="checkbox"/> Dress Code Violation _____ <input type="checkbox"/> Technology Violation _____ <input type="checkbox"/> Cheating (HW) _____ <input type="checkbox"/> Tardy _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Unknown _____ _____ minors = major	<input type="checkbox"/> Abusive Language <input type="checkbox"/> Fighting/Physical Aggression <input type="checkbox"/> Defiance/insubordination <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Disruption <input type="checkbox"/> Tardy <input type="checkbox"/> Skip Class/Truancy <input type="checkbox"/> Property Damage/ Vandalism <input type="checkbox"/> Forgery/Theft /Cheating <input type="checkbox"/> Technology Violation <input type="checkbox"/> Other: _____ <input type="checkbox"/> Unknown All majors require administrator contact, parent contact, and signature.	<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Avoid peer(s) <input type="checkbox"/> Avoid adult(s) <input type="checkbox"/> Avoid task/activity <input type="checkbox"/> Other: _____
Others Involved in incident: None <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Peers <input type="checkbox"/> Unknown <input type="checkbox"/>		

TEACHER INTERVENTION

Re-teaching should occur before first minor is written.

_____ Conference with student individually Date(s) _____ _____ Re-teach expectations Date(s) _____ _____ Establish a plan to meet expectations Date(s) _____ _____ Parent notification Dates: _____ _____ Team discussion with student Date(s) _____	_____ Referral to counselor Date(s) _____ _____ Teacher Consequences _____ Date(s) _____ _____ Conference including _____ Date(s) _____ _____ Establish a behavior plan Date(s) _____ _____ Office referral Date(s) _____
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Description of incident:

1st _____

2nd _____

3rd _____

Administrative Decision

<input type="checkbox"/> Loss of privilege <input type="checkbox"/> Time in office <input type="checkbox"/> Conference with student <input type="checkbox"/> Parent Contact <input type="checkbox"/> None (if applicable)	<input type="checkbox"/> Detention : Date _____ <input type="checkbox"/> AM <input type="checkbox"/> Lunch <input type="checkbox"/> PM _____ Period <input type="checkbox"/> Bus suspension: _____ day(s) Date(s) _____ <input type="checkbox"/> Suspension : _____ day(s) Date(s) _____ <input type="checkbox"/> Out of School Suspension: _____ day(s) Date(s) _____ Other _____
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Student Signature _____ **Date:** _____
Administrator Signature _____ **Date:** _____
Parent Signature: _____ **Date:** _____

I would like to speak to the student's teacher
 I would like to speak to an administrator

Academic Expectations

At Lakeview Elementary School, we have high expectations for all students and believe if students work hard they can and will be successful. In addition, we are determined to provide all students with the academic and social skills necessary to be successful in junior high, high school, and the choice to go to college. Each school year, students will be asked to set specific academic goals in the areas of reading and math. We believe that establishing a strong foundation in these two subject areas is critical to the future academic success of our students. Teachers and parents will be asked to review these goals with students regularly using a form similar to what is on the next page.



MAP Testing:

MAP is an individualized, adaptive assessment in the areas of reading and math. Using a computer, all students in grades K-6 will take the MAP tests in the fall, winter, and spring. Teachers will use MAP scores throughout the year to measure student growth in reading and math and score reports will be sent home to parents following each administration. Students will be asked to set growth goals based on individualized MAP data.



Differentiated Instruction:

The Lakeview staff is committed to differentiating instruction to meet the specific learning needs of EACH student in attendance. Our innovative programs are specifically utilized to achieve this goal. ALL students will achieve at high levels when teachers, parents and students work together to develop strategies that provide students with extra time and support for learning.

Acceleration:

Each grade level team at Lakeview School has a structured, 45 minute block set in our schedule referred to as *acceleration* five days per week. During this block, students are flexibly grouped across the grade level team for intervention and/or enrichment instruction according to need based on common assessments. Acceleration time enables us to maximize the use of our literacy specialists, special education support staff, social worker/psychologists, bilingual staff, gifted resource teacher, and instructional assistants. It also ensures that students receive targeted daily instruction in their area of specific need.

GOAL SETTING WORKSHEET

Student Name: _____

Grade: _____

READING/MATH				
RIT	SPRING 10	FALL 10	Winter 11	Spring 11
240				
235				
230				
225				
220				
215				
210				
205				
200				
195				
190				
185				
180				
175				
170				
165				
160				
155				
150				
145				
140				

Fall Goal Area: _____

What I need to learn: _____

Action Plan: _____

Winter Goal Area: _____

What I need to learn: _____

Action Plan: _____

	Fall 2009 RIT	Fall National Percentile	Typical Growth	End of Year RIT Target	Winter Goal (RIT Target)	Winter RIT	Spring RIT	Spring National Percentile	End of Year RIT Growth
READING									
MATH									

I **reached** my growth target! Date: _____ I **doubled** my growth target!! Date: _____



Lazlo's Leaders Student Leadership Opportunities

A wide range of involvement opportunities are available for Lakeview students including:

Peer Mediation-Peer Mediators are students in fifth and sixth grade, which with adult supervision, help solve problems between fellow students.

Campus Safety Patrols-Lakeview's Campus Safety Patrol is made up 5th and 6th grade students this year. Their roles are to help maintain safety for the students on our campus at the beginning and end of the school day.

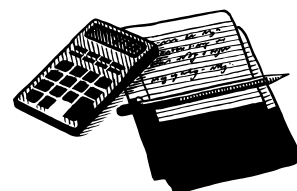
Student Ambassadors-The Student Ambassador program is a student leadership opportunity for fourth through sixth grade students

Office Helpers-The Office Helpers are fifth and sixth grade students who help with various clerical duties in the main office.

Library Helpers-The Library Helpers are fifth and sixth grade students who help with various clerical duties as assigned by Mrs. Brewster.

Extracurricular Activities:

Clubs- Clubs are great opportunity for students in grades kindergarten through sixth to be involved in a before or after school club. A variety of clubs will be offered during lunch and before or after school. The clubs are taught by Lakeview staff members and vary in topic. Brochures with information about clubs are typically sent home twice per year (fall and winter) with your child. This year you will see many more clubs and opportunities for students to become invested in school.



Parental Involvement



Volunteer Program

Why Volunteer?

Through their gifts of time and talent, volunteers demonstrate the community's commitment to the education of their young people. They set an example for the students to follow. Volunteers are playing an increasingly important role in the educational process. They:

Improve instruction by permitting more individual help for students

Enrich curriculum by adding experience and special interests

Strengthen school/community relations by bringing more adults into schools

Improve curriculum by providing more opportunities for children and adults to exchange ideas

Increase student motivation for learning

Who Makes a Good Volunteer?

Individuals with...

A desire to help kids

An ability to enjoy young people

An understanding of the goals of the school

Reliability!!

Who can be a School Volunteer?

Parents

Professionals

Grandparents

College Students

Retirees

High School Students

Community Members

Become a Volunteer

Time Commitments

We realize that everyone has different schedules and time constraints. Volunteers can work at school or at home. Any time you can give is greatly appreciated whether it is an hour a day, an hour a week, or an hour a month!

Volunteer Opportunities

Volunteers provide many valuable services for Lakeview students, including:

Working in the library

- Shelving books
- Leveling books
- Repairing torn or binding books



Assisting in the classroom

- Learning centers
- Instructional games
- Listening and reading to children
- Reproducing/laminating materials
- Helping with projects

Projects at home

- Cutting out laminated materials
- Making posters
- Making instructional games
- Recording books
- Collating A-Z books

Projects around the school

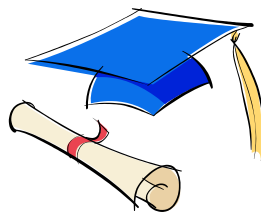
- Book fairs
- Bulletin boards

If you are interested in becoming a volunteer, please contact your child's teacher or the main office at 847-357-6600.

Join PTA:

- PTA is the nation's original parent group for schools, which influences millions of parents, past and present, to get involved in their children's education.
- The number one reason to join the Parent Teacher Association is to benefit your child. In doing so, you also help your school community.
- PTA addresses issues that are important to parents and public school staff.
- PTA registration forms can be found on the Lakeview website or in the monthly Campus Connection Newsletter.

Schaumburg Parent University



There will be many opportunities throughout the school year for parents to get involved in their child's education. There will be various workshops offered throughout the year designed to help parents support the academic, social, and emotional needs of their child. Look for information in the Campus Connection Newsletter and the District 54 website about upcoming workshops.

Look for additional information about the following school wide events:

Welcome Back to Campus Night
Homecoming
Fall and Winter Parent-Student-Teacher Conferences
Lakeview Showcase of Pride
Family Game Night
Talent Show