

LAKEWOOD SCHOOL'S

2020-21

PARENT HANDBOOK



LAKWOOD ELEMENTARY SCHOOL'S PARENT HANDBOOK 2020-21

Dear Families:

Welcome to Lakewood Elementary School for the 2020-21 school year. We are looking forward to another exciting year. We encourage you to join us at Lakewood and assist your child's teacher in the classroom. Parent Club organizes various events over the course of the school year and your support is always appreciated. I encourage you to become an active member of our Parent Club.

Lakewood School continues to be a place where high academic achievement is emphasized and life skills are used to help build well-rounded students.

We stress to our students to be part of the Pride:

- 1) **Problem solving**
- 2) **Respect**
- 3) **Integrity**
- 4) **Decision Making**
- 5) **Effort**

Please read and discuss the information in the handbook with your child/children. Feel free to call or visit us in the office with your questions, comments, or concerns.

Sincerely,

Mrs. Brown
Principal
Lakewood Elementary School

SCHOOL VISION AND MISSION

At Lakewood School our mission is to meet the educational and social needs of every student. Primarily important, we provide opportunities for all students to reach their full potential. This is accomplished by facilitating the development of academic abilities, increasing knowledge in the area of technology, and respecting diversity. By focusing on these key beliefs and supporting our District Mission statement and adopted Board goals, we pride ourselves on our accomplishments.

Students + Parents + School Staff = Success for All

Lakewood School is a safe and caring place where there is an atmosphere of cooperation, trust, respect and a sense of belonging. Life Skills are modeled by everyone. All cultures, languages and other forms of diversity are valued. All students and adults in the learning community are expected to treat each other and school property with respect. Students are challenged in their academics. Expectations and consequences are clear to everyone and are consistently enforced.

LAKWOOD SCHOOL STAFF

ADMINISTRATION

Michelle Brown, Principal

TEACHING STAFF

Rebecca DeValle	A.M. T.K.
Sarah Hopperstad	P.M. T.K.
Elizabeth Prizmich	A.M. K
Sarah Stone	P.M. K
Christy Seymour	1 st
Melissa Crone	1 st
Renee Anderson	1 st
Julie Violet	2 nd
Bobbi Fonda	2 nd
Aleta Kotecki	2 nd
Nicole Milligan	3 rd
Casey Kooger	3 rd
Robbin Ransome	¾ combo
Melanie Greenwood	4 th
Alyssa Oliver	4 th
Stephanie Troncale	5 th
Jeanine Fox	5 th
Matt Hummel	6 th
Brian McKilligan	6 th
Steven Swofford	SDC
Kristi Oborn	SDC
Melody Munsey	DHH
Elle Torlai	Intervention
Karen Van Alen	RSP
Carolina Snow	Music
Dianna Snyder	P.E.

OFFICE STAFF

Johanna Miner	Principal's
Secretary	
Carol Kerney	Typist Clerk

SUPPORT TEAM

Roxanne Gilley	Speech
Desiree Mora	Counselor
Christy Hannon	Psychologist
Angeline Paraskevas	Nurse

INSTRUCTIONAL ASSISTANT

Norma Guevara	Bilingual Aide
Lisa Nickel	RSP Aide
Ashley Burdewick	RSP Aide
Jesus Garcia	SDC Aide
Jennifer Lund	SDC Aide
Graciela Huerta	DHH Aide

ADDITIONAL STAFF

Tony Peavy	Custodian
Rodrigo Pinedo	Custodian
Kari Parks	Librarian
Tammy Archer	Cafeteria
Carla Woods	Cafeteria
Ravendra Singh	Cafeteria
Susana Rodriguez	Cafeteria
Jackie Burriesci	Noon Duty
Maira DeSantiago	Noon Duty

SCHOOL HOURS

A.M.- TK/Kindergarten 7:50 a.m. – 11:30
a.m.

P.M.- TK/Kindergarten 10:30 a.m. – 2:10
p.m.

Grades 1 – 6 8:00 a.m. - 2:10
p.m.

MINIMUM DAY DISMISSAL TIME

All TK and Kindergarten classes will follow

A.M. schedule 7:50a.m.- 11:30a.m.

Grades 1– 6 8:00a.m.- 12:15 p.m.

OFFICE HOURS

7:30 a.m. – 3:30 p.m.

AFTER SCHOOL

When children are dismissed from school for the day, they should go directly home. Students are asked to wait in the front of the school to be picked up. Students are asked to wait behind the fence when staff are done with after school duty. The City of Lodi Parks and Recreation Department has an After School Program at our site. Information regarding the program can be obtained by calling the City of Lodi Parks and Recreation Department at (209) 333-6742.

Aeries Portal- Emergency Contacts

Emergency Contacts are extremely important! Each child must have emergency contacts on file in the Aeries Portal so that school office and teachers have contact information if needed. The information on this account is used to contact you or others you have listed if your child is ill, hurt, etc. Anyone who is picking up your child at school should be listed on the emergency contacts. The office staff will ask to see identification.

***Please make sure that the phone numbers you have listed are current, local, and working.**

*** Please update this information as necessary. Any change of address and phone numbers must be updated on the Aeries Portal.**

BREAKFAST/LUNCHESES/MILK

Breakfast is served each morning from 7:30 – 7:55 a.m. A hot lunch includes milk. Milk is available separately. For current costs, please call the Food Service Department at (209) 331-7157 or go to <http://www.lodiusd.net>. Please be sure that your child has lunch money or money on his or her account, or a sack lunch each day. A debit card system is used and money may be placed on your child's account any time before lunch. Money may be placed on your child's lunch account by using the myschoolbucks.com online as well as <http://www.lodiusd.net> and clicking online payments. For more information, the cafeteria phone number is (209) 331-7355.

MEDICATIONS

If your child needs to take any medication – either prescription or over-the-counter, you must have your doctor fill out and sign a “Medication in School Parent Request” form, which is available in the office. Children are not allowed to have medication in their classrooms, backpacks, lunch boxes, or in their pockets. All medicine must be dispensed in the office.

ABSENCES

Absences must be verified. When your child is absent from school, please call the school office before 9:00 a.m. to indicate the reason for the absences. If you do not contact the office, your child will be marked as unexcused. Please notify the office any time your child is absent so we know that he or she is safe. Any absence lasting more than three days will require a Doctor's note.

HOME COMMUNICATION

The staff at Lakewood School believes that communication with parents is a vital part of the school community. One of the ways we attempt to keep parents informed is with ConnectEd., our phone message system. The Aeries Portal will be the main source of communication. Parents are to make sure that emails and phone numbers are in the system and accurate, to assure that you are receiving the emails, phone calls and text messages from the school. Some teachers use specific ways to communicate such as Dojo, Remind, and Bloomz. Please be sure to ask your child's teacher what is the best way to communicate with them directly.

VISITATIONS

Teachers are willing to discuss the educational process with you. Please contact your child's teacher or the office for an appointment if you have any questions.

***Policy mandates that all visitors check in with the office and obtain a badge before entering or moving about the school. Please have your ID with you when checking in.**

SNACKS

If you would like to provide your child with a snack, you are more than welcomed to. We ask that they eat it during recess time against the wall where the staff on duty can see them. If you would like to provide snacks for the whole class, please communicate with the teacher to verify any food allergies in the classroom.

BIRTHDAY CELEBRATIONS AND SNACKS

We understand how exciting it is to celebrate your child's birthday in their classroom but balloons and decorations are NOT allowed. Please make sure that you arrange celebrations with your child's teacher FIRST. All goodies and snacks must be store bought. Please be mindful that there may be students with food or nut allergies, so please verify that with the teacher ahead of time. Birthday goodies can be dropped off at the office anytime of the day and will be left there until the teacher is ready for them.

RELEASE OF STUDENT

Should you need to have your child released from school during school hours, please come to the office to sign him or her out. Your child will not be released until he/she has been signed out in the office and we have checked your identification.

USE OF TELEPHONE

Students will be permitted to use the telephone only when the teacher, principal or secretary feels it is necessary for school business. We encourage students to take an active part in planning and organizing their lives in a purposeful manner. We make the effort to discourage forgetfulness by limiting student phone calls to essential matters or emergencies.

SCHOOL CONCERNS

When parents have a school concern or problem:

1. Please initially meet with your child's teacher
2. The next recourse is meeting with the Principal

TRANSFERS TO ANOTHER SCHOOL

Before your move, please inform one of Lakewood's secretaries when your child's last day of attendance will be and your destination. Be sure to return all library books, chromebooks and textbooks.

INSTRUCTIONS FOR PARENTS

Our goal is to keep classroom and office disruptions to a minimum. Please make every effort to get your child dropped off and picked up on time. We begin our day at **8:00 a.m.** and dismissal time is **2:10 p.m.** Time out of the classroom deprives students from instruction and the opportunity to learn.

A note should be sent with your child if he/she is:

- Staying after school for a special event.
- Riding or walking to an address other than his or her own
- Being picked up by someone who doesn't routinely pick up your child

*Please inform your child ahead of time with changes to their routine.

VOLUNTEERS

Parents are encouraged to volunteer at school and your help is much appreciated. This can be very rewarding and helps the teachers greatly. In order for you to volunteer in the classroom or fieldtrip, your fingerprints must be cleared first. You can pick up the form in the office.

KINDERGARTEN REGISTRATION

A child who will be five years on or before Sept. 2nd of his/her school year is eligible to enter Kindergarten. Kindergarten registration begins in late winter – usually early February. To enroll a child, parents should log into the Aeries Parent Portal (Lodi Unified School District website). Where they will need to update email addresses, basic info, emergency contacts and fill out all yearly forms. You must have a certified birth certificate, an up-to-date immunization record and a utility bill, that you must scan into the system under the child's information. Before starting first grade, students are required to have a physical by a doctor as well as an oral health exam.

BUS INFORMATION

If you have questions or concerns regarding bus transportation service, please call the LUSD Transportation Department at (209) 331-7170.

BICYCLE AND SCOOTER REGULATIONS

Students in grades 3-6 may ride their bikes, skateboards or scooters to school. These bicycles should be licensed and locked up at the bike rack. For safety reasons, the school

does not permit younger children to ride bikes, skateboards or scooters to school. Bicycle helmets will be enforced and bicycles **must** be walked on school property.

HOMEWORK POLICY

Homework policies will be discussed and distributed at Back-To-School Night. If you have any questions or concerns about homework or assignments please contact the teacher first.

STUDENT ATTIRE

Students are expected to dress appropriately for the school environment. Common sense, safety and good taste are appropriate for our Professional Learning Community.

- Clothing must completely cover underwear and may not expose mid-section. Spaghetti straps and low-cut tops are not allowed
- Students may wear mid-thigh walking shorts in warm weather. No tank or tube tops or shirts with low armholes
- Sandals must have straps attaching them to the foot at the heel. No Flip Flops.
- Student clothing should allow participation in ALL school activities including P.E.
- Clothing or accessories that in any way promote alcohol, drugs, or gang activity is prohibited. No dangling earring or excessive make-up.
- Hats may be worn on the playground during recess or P.E. as protection from the sun. Hats may not be worn in the classroom or the cafeteria
- Sagging is not permitted
- Bra straps must be covered at all times
- Pajamas are not to be worn to school unless it is a Spirit Day

TRAFFIC SAFETY

To ensure the safety of our children, please observe the following guidelines:

- Do not double-park
- Do not park in the zed or white zones
- No U-Turns are allowed in front of the school
- Respect Patrol/Crossing Guard signs
- Use the crosswalk when crossing the street
- White zone is just for drop off, not parking

LOST AND FOUND

We maintain a "Lost and Found" container for items of clothing, lunch boxes, etc. which is found on school grounds in the courtyard. Important items like glasses, jewelry, etc. will be held in the office. Please assist us in returning your child's belongings to him or her by writing his or her name on items brought to school. Parents are welcomed to come and

check for missing items before school starts or after school. Items not claimed by the end of each quarter will be donated to a charity.

INDEPENDENT STUDY

The school discourages vacations or trips taken during school time. When it is unavoidable, please check with your child's teacher about obtaining work while you are gone and have your child placed on an Independent Study two weeks before the planned absence.

STUDENT INSURANCE

School district insurance will not cover an injured student during school day. For this reason, we encourage parents to provide their own student insurance.

RAINY DAYS

When inclement weather prevails, children become confused as to transportation arrangements. Again, to avoid disruptions, please finalize transportation arrangements before your child departs for school.

DISCIPLINE PROGRAM PHILOSOPHY

Discipline enables students to make appropriate choices using defined rules and guidelines. At Lakewood School we believe that children can and do want to behave appropriately when treated with dignity and respect. A positive approach to discipline with a system of logical consequences maintains appropriate behavior. Classroom management plans are communicated to students and parents, and are consistently followed. Our three foremost rules are:

1. **Respect**
2. **Problem Solving**
3. **Making Good Choices**

In order to ensure that all students have the opportunity to be in an orderly, safe, productive learning environment while at school, certain rules and responsibilities must be present. The following rules support such an environment.

PLAYGROUND RULES

- Students are to play in their assigned area
- On the blacktop area, student must not run, play with bats, or kick balls
- For students in grades 1 – 6, when the recess bell rings, all playing is to stop and students will freeze. The yard duty or teacher will blow a whistle for students to walk to their lines

- Students shall not swing, sit on, or kick tether balls
- No running or throwing of bark is allowed in the bark boxes
- Students may not eat candy or chew gum on the playground. A healthy snack may be eaten at morning recess at a designated spot
- When playing softball or cage-ball, all players, except the batter, must stand behind the backstop until their turn at bat
- Students must stay out of trees
- All playground equipment will be used in a SAFE manner
- Bicycles must be walked on the campus and skateboards must be carried. Roller Blades shall be taken off and put on in front of the school by the flagpole
- Toys, radios, and video games are not permitted at school
- Cell phone are allowed on campus but must be turned off and put away during school hours
- Student may not touch or have physical contact with other students

POSSIBLE CONSEQUENCES FOR MISBEHAVIOR

- Conference
- Time-Out
- Loss of privileges
- Parent Conference
- Meeting with the principal
- In-House Suspension
- Suspension
- Expulsion

RESPONSIBILITIES

STUDENTS are responsible for:

- Attending assigned classes daily on time
- Bringing necessary materials from home (homework, pencils, notes, lunch money or sack lunch, etc.)

- Doing his or her personal best to achieve mastery in reading, writing, math, science, technology skills, social science and the arts
- Viewing school and school work as important and valuable
- Making appropriate and safe choices within Lakewood School
- Respecting the authority of teachers, the principal and all other school staff when they are enforcing school rules
- Behaving in classrooms and on school campus in a manner that does not disrupt or interfere with other's right to learn

PARENTS are responsible for:

- Helping ensure that his/her child arrives to school in a timely manner
- Actively participating in school activities and supporting his or her child's instructional program
- Viewing learning as life long and modeling this practice
- Valuing their role as his or her child's first teacher and continuing to fulfill this role
- Cooperating and working with teachers and other school official in carrying out appropriate consequences
- Reviewing school discipline rules with children at home
- Reinforcing appropriate school behavior at home

TEACHERS are responsible for:

- Constantly seeking ways to engage and challenge all students throughout the learning process
- Balancing direct instruction with cooperative and individual instruction
- Providing opportunities for students to make choices within the learning environment
- Establishing a classroom management system which emphasizes and rewards appropriate behaviors and allows every student the opportunity to learn
- Viewing learning as life long and modeling this practice
- Working with the development and enforcement of school rules
- Developing and communicating to the students and parents their classroom rules and discipline systems

ADMINISTRATOR is responsible for:

- Supporting teachers in the development and implementation of your child's education
- Clearly communicating rules, expectations and responsibilities
- Enforcing the discipline plan within existing district, state and federal laws
- Working with staff and parents to instill high expectations for their children
- Viewing learning as a lifelong practice

TOBACCO

Smoking presents a health hazard that can have serious consequences both for the smoker and the nonsmoker. Students shall not be allowed to smoke, chew ,or possess tobacco or nicotine products on school property or while attending school sponsored activities, or while under the supervision and control of district employees. Students who violate this policy shall be subject to disciplinary procedures that may result in suspension from school. (Education Code 48900) The District shall provide instruction regarding the effects of smoking on the human body and shall take steps to discourage students from making it a practice to smoke. (Education Code 48901, 51502)Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. Tobacco products include: (1) A product containing, made, or derived from tobacco or nicotine that is intended for human consumption whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco or snuff. (2)An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah. (3) Any component, part, or accessory of a tobacco product, whether or not sold separately. These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medications on campus.

Always Remember:

**ONCE A LAKEWOOD LION,
ALWAYS A LAKEWOOD LION!**



