

Loon Lake Elementary Family Handbook

Dear Loon Lake Families,

We have created this handbook to provide important information to our school community. We hope both new and current families will find it beneficial.

We encourage you to go over the contents of this handbook prior to the start of the school year and periodically throughout the year. As appropriate, please talk with your child about relevant sections. We all play an important role in making our school a special place to learn and grow. It is not our intent to list every conceivable practice or policy, but we have tried to include topics that we most often receive inquiries about.

All families are also expected to read the Walled Lake Consolidated Schools' [Student Code of Conduct](#) and [Transportation Handbook](#). Parents acknowledge that they have read and agree to these handbooks during the online registration process.

If you have any questions or concerns, please do not hesitate to contact your child's teacher or the main office. We are always available to answer any questions you may have.

Sincerely,

Jami Rose
Principal
Loon Lake Elementary

Contact Information

Address

2151 Loon Lake Rd
Wixom, Mi 48393

Phone Numbers

- Main Office: (248) 959-4000
- Absence Line: (248) 956-4090
- Fax: (248) 956-4005
- Transportation: (248) 956-3090
- Transportation Late Bus Hotline: (248) 956-5199

Loon Lake Elementary School Daily Schedule

- 8:00 a.m. - Main Office Opens
- 8:50 a.m. - Drop Off Begins - First Bell for Students
 - This is the earliest students may arrive at school.
- 8:55 a.m. - Second Bell for Students - Official Start Time
 - Students will be marked tardy if they are not in their classroom at this time.
 - After 8:55 a.m. all students must be escorted into school by an adult.
- 12:25 p.m. - Half Day Dismissal
- 4:00 p.m. - Full Day Dismissal
- 4:07 p.m. - Buses Depart
- 4:30 p.m. - Main Office Closes

Breakfast and Lunch Hours

- 8:55 a.m. - Breakfast is served in classrooms
- 11:30 a.m. to 1:50 p.m. - Lunch is served in the cafeteria

Introduction

On behalf of our entire staff at Loon Lake Elementary, welcome to our educational family. Our community is composed of families and staff committed to providing all children a quality education. With your support and involvement, together, we can make your child's school experience more meaningful and valuable. Our staff is dedicated to providing excellent instruction in all areas while simultaneously fostering character development and a love of learning.

Take a moment to review the following information. This will give you a general overview of the Loon Lake Elementary expectations and procedures. As we launch the new school year, more detailed information will be shared with families.

**Please note that topics are organized alphabetically*

Accidents

We make every effort to prevent student injury or accidents. Students are supervised at lunch and recess. If an accident occurs, children are brought to the office and parents are notified.

If a child's injury is serious in nature and requires medication attention, we will use the emergency information provided on Skyward Family Access to contact a doctor or take the child to the hospital listed. The principal or a staff member will accompany the child until you arrive.

It is also important that all medical information is up-to-date and accurate. Please review your child's emergency information each year and make appropriate changes.

Arrival and Drop-off

General Information

- Students should not arrive at school before 8:50 a.m. Students are not permitted into the building until the first bell rings at 8:50 a.m. Staff is not available to supervise students inside the building prior to this time.
- Parents are not permitted to park and walk children up to school. Any child that arrives at LLE in a vehicle will need to be dropped off/picked up in the Loon Loop.
- To lessen congestion in our parking lot, students are encouraged to ride the bus, if possible.

- Please use caution during arrival and dismissal times. Our parking lot is a busy place and we all play an important role in keeping our students safe.
- Remember to drive slowly and check for students and parents who may be walking through the parking lot.

Loon Loop Drop-Off Line Procedures

- Your child must be dropped off along the sidewalk in the Loon Loop. School buses **ONLY** are permitted in the front drive of the school.
- Make sure your child is prepared and ready to exit the car quickly.
- Please pull forward as far as possible.
- Once your car reaches the designated drop-off area, you may begin drop-off.
- Children should only exit curb-side. They should never have to cross in front or behind your car.
- Be aware of pedestrians and use caution when pulling away from the drop-off line.

Please Note - We encourage families to take advantage of bus transportation for their child(ren). This eliminates congestion in our parking lot and ensures your child is on-time for school. Whenever possible, please use bus transportation instead of driving your child to school.

Attendance Procedures

As parents, you play an important role in ensuring strong attendance in school. Research has shown that excessive absences and tardies can negatively impact academic and social progress in school. Students are required to be in school on a daily basis, and they should only be absent in the case of illness or extenuating circumstances. Extended vacations when school is in-session are discouraged. Students are expected to be on time to school each day and ready for class to begin at 8:55 a.m. When your student is absent, please call the school office before school starts to verify his or her absence. We have a call back program in effect in order to ensure the safety of all our students.

District Attendance Policy

- **5 or more absences:** 1st parent contact by mail and doctor's notes need to be provided.
- **7-10 or more absences:** 2nd parent contact and a meeting will be scheduled with the teacher and/or Mrs. Rose unless the school is aware of extenuating circumstances.
- **11-24 absences:** Legal "Notice to Parents or Guardians with Non-Attendance of Children in School" sent to parent/guardian and referral to local agency.
- **25 or more absences:** School district takes legal action through the Juvenile Court system to return child to school via a truancy referral.

The goal of this policy is to support families, provide support services as needed, and ensure consistent attendance in school. We sincerely appreciate your support in this matter.

Absences

Michigan School Attendance Law provides that children must attend school between the ages of 6 and 16. Only illness or family emergency constitutes an excused absence. When your child is ill, he/she should not be permitted to attend school. If your child is going to be absent, the following procedure should be followed by a parent or guardian:

- A parent must call the school absence line, (248) 956-4090, before 8:55 a.m., if possible.
- Please leave a message with the following information: your name, your child's name, teacher, date and reason for absence.

The absence hotline is available 24 hours a day, 7 days a week. The office checks on unreported absences and your cooperation saves valuable office time. **Please call each day your child is absent**, unless you have previously indicated he/she will not be in school.

If a child is absent and no message was left on the absence line, our secretaries will contact parents using the phone numbers entered in Skyward Family Access.

Absences due to Illness

Periodically it is necessary for children to be absent due to illness. In these cases, please follow the steps for calling in absences (see above).

Illnesses spread quickly in schools and we appreciate your help preventing this. Please do not send your child to school if your child is ill. If the following symptoms occur, we encourage you to keep your child home from school: coughing, fever, sore throat, chills, runny nose, rash, upset stomach, or swollen glands. If your child has a fever, please keep them at home. Once they have been fever-free (without the use of medicine) for 24 hours, it is safe to send them to school.

Contagious Illnesses: Children who have other contagious conditions such as (but not limited to) COVID-19, pink eye, chicken pox, flu, or pediculosis (head lice) will be sent home until they are fully recovered. Please contact your doctor for evaluation, treatment, and to determine if your child is ready to return to school. If a child in the classroom has a contagious illness listed on the Oakland County Health Department's list of contagious illnesses, other families will be notified so they can take the appropriate precautions. Due to privacy laws, specific information about the child with an illness will not be provided. Only general information will be provided to other families.

If a child becomes ill during the school day, our secretaries will call his/her parents. We ask for your help in taking your child home as soon as possible so they can recuperate.

Your child's teacher will provide make-up work or homework upon your child's return to school. If you would like your child to work on homework/make-up work at home, please email your child's teacher before 8:45 a.m. This will give the teacher adequate time to prepare any assignments. Please indicate whether you will be picking up the assignments or if you want the work sent home with a sibling or neighbor.

Absences due to Vacations

It is extremely important that parents avoid vacations or unnecessary absences when school is in-session. If you choose to take a vacation or schedule an out-of-town trip, please notify your child's classroom teacher *at least* one week prior to the trip. Because most classroom learning experiences cannot be replicated outside the classroom or collected in a packet, please do not expect teachers to provide assignments to complete over vacations. If proper notice is provided to teachers, *some* assignments may be provided but it will also be necessary for your child to make-up assignments upon their return.

If a long absence due to a vacation is unavoidable, we urge you to maximize learning opportunities on your vacation. We suggest taking several books with you and setting aside time for reading each day; keeping a "vacation journal" to practice writing skills; and reinforcing math concepts like how to make change and calculating distances. Again, we urge you to avoid absences due to vacations. Thank you for your support.

Late Arrivals (Tardies)

Our official start time is 8:55 a.m. This is when teaching and learning begins. Students are expected to be *in their classroom* by our official start time at 8:55 a.m. If your child is still in the drop-off line at 8:55 a.m. or walking into school, they will be marked tardy. ***Students who arrive after 8:55 a.m. must be escorted into school by a parent and signed-in at the main office.*** A tardy slip will be provided by our secretaries.

It is important that your child is on-time and present in school. Please establish a morning routine that prevents chronic tardies which can impact your child's academic progress. If your child accumulates excessive tardies, you will receive a letter from the principal. If this pattern continues, an in-person meeting with the principal will be held and referrals to support services may be offered.

Early Pick-Up

Picking up your child early from school interrupts the classroom and impacts your child's progress. Please make every effort to avoid picking up your child earlier than the regular dismissal time. On rare occasions when early pick-up is necessary, please inform your child's teacher ahead of time. We will call your child down once a parent has signed the child out in the Main Office. We will not call children down to the Main Office early to ensure they miss as little instruction as possible.

Because the end of the day is a hectic time in our classrooms and main office, students will not be called down to the office for early pick-up past 3:30 p.m. We have found that last-minute pick-ups past 3:30 p.m. often cause confusion in both classrooms and the main office. After 3:30 p.m., we respectfully ask that parents wait outside in our Loon Loop (if you arrived by car) or in our Walker Wait Zone (if you are a walker) for their child, who will be dismissed when our regular dismissal process begins at 3:50.

Behavior Expectations

From time-to-time, there are situations in which more formal discipline actions are necessary. In these cases, the teacher, staff member, or principal will investigate the incident thoroughly. All points of view will be explored. When necessary, discipline actions per the Walled Lake Student Code of Conduct will be administered. Because each child and disciplinary incident is unique, the Code of Conduct provides a range of appropriate discipline actions. When determining disciplinary actions several factors will be considered including: severity of the incident, patterns of behavior, and the child's individual needs. When warranted, parents will be contacted and discipline actions will be communicated through Student Behavior Reports and/or a phone call. Your support at home is appreciated. Children greatly benefit from open, trusting communication and a strong home/school partnership.

Birthdays

Each classroom teacher has their own traditions for celebrating birthdays. Additionally, we have a school policy regarding birthday treats and celebrations. **We do not permit any birthday food treats.** If you choose to send a birthday prize/treat, we ask that they are non-food items like pencils, stickers, or donating a book to your child's classroom library. These prizes will be passed out to students according to the classroom teacher's schedule for the day. Children will not be delivering prizes to other classrooms as it disrupts our educational process and creates a safety concern. Additionally, we also do not permit students to pass out birthday party invitations at school. This often leads to hurt feelings and causes distractions in the classroom.

Bus Transportation

Please visit the district's [Transportation Department webpage](#) for information regarding bus transportation, bus routes, contact information and handbooks.

- If you have questions regarding your child's school bus, please call the Transportation Department at (248) 956-3090.
- Families will receive a postcard regarding bus routes and stops in late August.
- Please be patient with bus routines at the beginning of the year. It takes some time before our buses get into an efficient routine.

- If buses are running late, you can call the Transportation Department Hotline at (248) 956-5199. Information on buses that are more than 10 minutes late will be provided on this hotline.
- Students are expected to behave in a manner that ensures their own safety and the safety of others. Respectful, kind, and safe choices are expected.
- Please also refer to the Transportation Code of Conduct located on the district website.
- Students are not allowed to ride to or from school on any bus other than their own scheduled bus, except when after school childcare is an issue, and space is available to accommodate the extra student. The office will issue a bus pass upon receipt of a note from the student's parent and a note from the parent whose home the student is going to for supervision.
- If you need to change your child's transportation plan, please contact the office early in the day. ***While we understand that there may be last minute changes beyond your control, we may not be able to honor your request.*** Bus routes and times are established by the Transportation Office.

Cell Phones

We understand that a number of our students have cell phones that they use outside of school, however, **please note that cell phone usage is not permitted at Loon Lake. This also includes Apple Watches.** Should a child need to contact his/her parents, it will be done using the classroom or office phone. If your child must bring his/her cell phone/Apple Watch to school, it needs to be kept in his/her backpack at all times and should be turned off. Cell phones are not permitted in desks or pockets during school hours. If a student does not follow the guidelines listed above, his/her cell phone will be removed from the student's possession and placed in the school office. A parent will need to come to school to pick it up.

Please note -You are sending your child's cell phone to school at your own risk. There is not a need for cell phones at school and we strongly encourage you to keep your child's cell phone at home.

Classroom Placement

Each Spring, the staff at Loon Lake Elementary begin the thoughtful process of placing students in classrooms for the next school year. This process is lengthy and collaborative. The classroom teachers, together with the principal, and special area teachers meet to consider the best placement for every student with the ultimate goal being success for all. Many aspects of a child's development, including the academic, social, and emotional needs of all our students are carefully considered. In addition to individual needs, we must also consider the balance of each classroom, so that optimal learning environments are created for *all* students. The lists are created with no teacher assignment. When staffing is completed by the district, the principal will assign a teacher to the list. Per Board of Education policy, the final decision for placement rests with the principal. Specific teacher requests are not permitted due to the complexities of the placement

process and staffing. We value parent feedback and will send home a "Parent Input" form in the Spring. This is an important opportunity for you to share your perspective. Please make sure you complete this form by the deadline. Once class placements are developed, changes will not be made. We understand the importance of classroom placement and greatly appreciate the trust you place in our staff.

Communication

Contacting Staff

It is most convenient to contact teachers via email since they are unavailable to talk on the phone during the school day. However, we acknowledge that oftentimes a phone or in-person conversation is more appropriate. If a situation arises that warrants an in-person meeting, we promise to make ourselves available. Our goal is always open communication and collaboration.

Please understand that teachers are not available to speak with parents during arrival and dismissal times. During these times, teachers need to supervise students and help ensure procedures run smoothly. If you would like to meet with or talk with your child's teacher, please make arrangements beforehand.

Phone Calls by Students

Children are allowed to call home only in cases of emergency or other extenuating reasons. Telephone calls about forgotten items, such as lunches and homework assignments, or about after-school activities are discouraged. The child and the parent should take the responsibility to make necessary arrangements prior to coming to school.

Weekly Newsletter

The ***Loon Lake Latest***, the school newsletter, is published and emailed to parents via Schoolmessenger. This database draws from the email addresses in Skyward. In the event that you do not have internet access, please notify the office and a paper copy will be sent to the youngest child or only child in your family. Please be sure to carve out a bit of time to read this weekly newsletter. It addresses the current happenings at LLE.

Conferences (Parent/Teacher)

Parent/Teacher Conferences occur once a year at the end of the first trimester. It is important that parents attend these conferences to support their child's education and promote communication. Parent Teacher Conferences are intended for you to see how your child is progressing individually within the grade. If you are unable to attend, please make arrangements with your child's teacher for an alternate date/time or a phone conference.

Although Parent/Teacher Conferences occur once a year, we encourage you to keep the lines of communication open throughout the school year. Please do not hesitate to contact us whenever you have questions or concerns throughout the year. If it's important to you, it's important to us! Appointments may be made through a note to your child's teacher, email, or phone call. Appointments should not be requested during instructional time but may take place during the school day when the teacher has prep time available.

Curriculum and Instruction

Walled Lake Consolidated Schools' elementary curriculum is aligned with the Michigan State Standards. Our instructional philosophy in literacy includes a balanced approach that includes reading workshop, shared reading, guided reading, conferring, word study, writing workshop, shared writing, and vocabulary development. In mathematics, we utilize the Everyday Math (4th Edition) program as our core curriculum with supplemental materials used, as appropriate. Science standards are explored using hands-on, interactive science kits in each elementary grade. Social Studies standards include studies of history, geography, civics, and economics.

Curriculum Night

At the beginning of each school year, our teachers hold Curriculum Nights for each grade level. At this time, an overview of curriculum, class routines, and expectations are discussed. **This event is for parents only.** Specific dates and times for Curriculum Nights will be provided in back to school e-mails.

Custody Restrictions

If there are custody restrictions or legal documents that are pertinent, please make sure copies of these are provided to the main office. These documents will be kept in the child's school record folder. In addition, please note that our staff will politely decline becoming involved in court procedures for parents going through a divorce.

Dismissal

General Information

- Full-Day Dismissal Time: 4 p.m., Buses Depart at 4:07 p.m.
- Half Day Dismissal Time: 12:25 p.m., Buses Depart at 12:30 p.m.
- Your child will only be released to you or a person authorized by you.
- Please send a note to school if there are changes in your child's dismissal routine.
- Children are not released to anyone at the classroom door.

- When there is doubt as to where the student is to go after school, the student will be checked into Prime Time Care. The parent will be responsible for any applicable fees.
- Please use discretion when scheduling appointments that require early release from school. Due to the importance of daily instructional time, we wish to mitigate interruptions during the school day.

Loon Loop Pick-Up

- Loon Lake Elementary has a carpool system in place to ensure the safety of students who are picked-up at dismissal time.
- When available, bus transportation should be utilized instead of carpool/pick-up.
- All families who consistently or frequently use this service should indicate the use of the Loon Loop Pick-Up on the Dismissal Google form that all students will fill out prior to the start of the school year.
- All students will be assigned a Loon Loop Card, showing the student last name.
- Parents MUST have their last name card displayed on the passenger side of their vehicle. You can place it on the dashboard.
- Please stay in your vehicle and use the Loon Loop to pick up your child. Do not park in the parking lot and walk up. It causes too much confusion as we try to dismiss students to cars.
- If your Loon Loop card is lost, please email Mrs. Salama or Mrs. Evangelista in the main office and they will provide you with a replacement.

Walker Pick-Up

- Students who walk home will indicate they are a Loon Lake Walker on the Google Dismissal form that needs to be completed prior to the beginning of the year. Parents will use the form to indicate if the child will be walking home alone or if a parent will be picking their child up, by foot, at school.
- Walker students will exit out the front doors and parents who are picking up will wait in the Walker Pick Up Zone on the east side of the front parking lot. A staff member will escort the students to the pick up zone. The staff member will wait with students who are identified as students who are being picked up by an adult. Students who are permitted to walk home alone will be released to do so once they are escorted outside.

Please Note - *If parents do not arrive on time to pick-up their child from school or children are returned to school by their bus driver, we will call the designated emergency contacts. If a parent has not arrived by 4:30 p.m., the child will go to PrimeTime Care until a parent or emergency contact arrives. Parents will be charged for PrimeTime Care service.*

Dress Code

Students are expected to dress in a manner which meets reasonable standards of health,

cleanliness, and safety. This includes hats, mittens, and boots during the winter months. In addition, our physical education teacher has requested that a pair of tennis shoes be kept at school for P.E. class. Flip flops, clogs, crocs and sandals are not allowed on the playground as they invite injury.

Clothing should be worn in a manner which will convey self-respect and will not disrupt the educational process. Strapless shirts, short shorts/skirts, clothing that expose the midriff are not appropriate. Straps on tops should be three adult fingers wide and fingertips should be able to touch the bottom of shorts/skirts when arms are hanging down. We realize that it is difficult to find shorts that are fingertip length. However, if we are not able to see a child's shorts when their shirt is untucked, they are too short. Shirts displaying negative, profane or suggestive messages are not permitted. If a student is inappropriately dressed, the child's parent will be called to bring a change of clothing so their child may remain in school. We will attempt to provide an alternative clothing item if the school has something available. Please refer to the Walled Lake Consolidated Schools Student Code of Conduct handbook for more explicit information.

Emergency Information

Parents are required to complete and update student emergency information each year. It is important that this information is current and completed before the start of the year. Students are only released to authorized parties listed on the Green Emergency form, unless a note from a parent is submitted to authorize release to another party. This form will also be given to paramedics or police in an emergency situation requiring their assistance.

At home, please discuss with your child what to do in an emergency. We encourage you to designate "safe houses" where your child could go should unusual circumstances occur. Such situations may include emergency school closing, no one at the bus stop, when students arrive home to find no one there, or if students have lost their house key.

Emergency Safety Drills

At Loon Lake Elementary, we have specific plans we follow in case of an emergency. As a staff, we review these procedures and plans at the beginning of the school year and periodically throughout the year. In the case of an emergency, parents are advised to remain calm and await notification via our Skyward text/phone/e-mail communication system. Please make sure your contact information is updated in Skyward and any new phone number or email address changes have been noted. We adhere to emergency drill requirements and practice fire, tornado, and lock down procedures throughout the school year. Additionally, every classroom and office is equipped with an Emergency Management flip book that provides a detailed description of staff responsibilities for each emergency procedure.

Enrollment

All student enrollments are processed online and at our Educational Services Building (ESC). Please visit the [District Enrollment webpage](#). You will also find enrollment resources and criteria on that page. When you finish the online portion of this process, you will need to schedule an appointment at the Educational Services Center (ESC) to finalize your child's enrollment. Please call (248) 956-2086 if you have any questions about student enrollment.

Evening Activities

Throughout the year, there will be evening events at Loon Lake (i.e.-STEAM Night, Fall Festival, etc.). Please remember that children of any age should *not* be dropped off or permitted to attend a school event without adult supervision. This policy also applies to middle and high school students. Unattended students will either be asked to leave, or parents will be contacted and the child will wait in the school office until a responsible adult arrives.

Fine Arts and Physical Education (FAPES)

Art

The Visual Arts program at Loon Lake Elementary is well developed and includes much more than Production (the making of art). It includes Art History (what we can learn from art and its context), Aesthetics, (how to look and value it) and Art Criticism (how to judge and evaluate art). Through the exploration of different artistic mediums from clay to crafts and from fibers to fine arts, our students learn how to create drawings and objects that convey thoughts, ideas and emotions. They use critical thinking skills and talents that empower them to be creative problem solvers, cooperative workers, and knowledgeable citizens. If we are able to open your children's eyes to the visual arts, they will enjoy the benefits of enhanced vision throughout their whole life.

Physical Education

The physical education program tries to heighten the physical abilities of each child. Our program deals with the development of skills and the importance of physical fitness for each individual. Children are expected to participate in physical education unless they have a written doctor's request to be excused. All children in grades K through 5 have scheduled physical education classes and require a pair of gym only shoes. We strongly recommend velcro or

laceless tennis shoes for our younger students or anyone who does not know how to tie their shoes.

Media

Students go to the Media Center and have the opportunity to engage in a variety of interactive activities that support the 21st century learner. Not only do students learn computer skills and a variety of programs, they also learn how to code, problem solve, create, collaborate and so much more. Students are allowed to check out books from the Media Center for a one-week period. All books must either be returned or renewed at the end of that time. After the first week, any book not returned or renewed, is considered to be overdue. No further books may be checked out until overdue books are returned. After two weeks, a reminder will be sent home. After three weeks, the Media Center staff will contact parents by phone. After four weeks, the students will be expected to pay for the lost book. Computers in the Media Center have internet connection. These will be used for educational purposes and only under the supervision of the teachers and Media Center staff. There will be no unsupervised browsing of the internet.

Music

The music program consists of many different activities: singing, playing, dancing, listening, and moving to music. The Orff instruments encourage students to improvise, compose and create their own rhythmic accompaniments. They are played by all students, kindergarten through fifth grade. The recorder is a melody instrument. It is introduced in 3rd grade and developed in 4th and 5th grades. Music is an important part of your child's education. It follows the classroom curriculum, and enforces and enhances basic educational goals.

Field Trips

Field trips are planned to enhance or support learning. Most field trips are self-supporting activities of which students are asked to pay for costs (bus charges, entrance fees, etc.). Loon Lake's PTA generously provides monies to offset the costs of field trips. Parents may be asked to help chaperone and ride on the bus. Some field trips allow for parents to drive their own vehicle to the site. However, all students must ride the bus to and from the field trip location. District policy does not permit younger siblings (non-school age) to ride on Walled Lake buses. Students and families are given appropriate prior notice of field trips and deadlines for permission slips. Students not turning in permission slips will not attend the field trip and will spend the day in an alternative classroom or the office. It may not be possible to accommodate all interested parents who want to chaperone. Classroom teachers will implement a fair and unbiased selection process in these situations.

Food Allergies

To ensure the safety of children with food allergies, it is imperative that all students, parents, staff, and visitors adhere to the following procedures:

- No food or drink (besides water) in the hallways or common areas of our school. Common areas include the hallways, media center, gymnasium, music room, and art room. The only exception to this rule is, of course, the cafeteria.
- Individual classrooms with children who have food allergies will also have appropriate restrictions (i.e. no peanuts, no dairy, etc.). These classrooms will have signs posted outside their doors. Letters will also be sent home to parents.
- Teachers will have age-appropriate conversations with students about food allergies. It is important that classmates understand that their friends have serious allergies and that we need to work together to keep them safe. These discussions need reinforcement at home, too.
- Please consider food allergies when providing food for class parties or special events.
- Classrooms with food allergy restrictions will not be used for after school classes or clubs.
- The cafeteria has a "Peanut/Nut Free" table for students with food allergies. Students with food allergies that require them to sit at this table are allowed to ask two friends to join them. Any students who sit at this table must have lunches that are peanut and tree nut free. A teacher or cafeteria para must check their lunch beforehand.
- All students with food allergies must provide medical documentation and appropriate medications to the main office. This is crucial to ensure our staff can respond quickly in an emergency.

We appreciate your support to help minimize possible exposure for children with food allergies. The health, safety, and well-being of each and every child at our school is of the utmost importance to us.

Head Lice (Pediculosis)

We make every effort to prevent the spreading of head lice. Please note that head lice is a nuisance and not an issue of cleanliness or hygiene. We rely on our families to report cases of head lice immediately so we can take the appropriate action to address this issue. When a case is reported, a letter will be sent home with children in that classroom. We check all students in the same classroom, as well as siblings. Students found to have head lice will be sent home. The incubation period for head lice is several days or weeks. Eggs hatch in 7-10 days. Maturity reached in two weeks. The period of communicability is until lice and viable eggs are destroyed. The child will not be permitted to return to school until the first treatment is completed and all nits are gone.

Homework

Homework assigned by teachers is typically a review of concepts previously taught and may vary from week to week depending on the units being studied and the students' grasp of the concepts. Please see your child's teacher for their homework schedule and expectations. Students should be able to complete most homework assignments independently. If your child is struggling with homework, please contact your child's teacher.

Homework not only reinforces learning concepts, it is also an important way to develop responsibility and organizational skills. Please help your child by creating a distraction-free place for your child to complete homework. Please also establish a routine and set aside time for homework each evening. If there is a long term, or extensive project to be completed, it is recommended that you review a calendar with your child to break the assignment into smaller tasks and plan for necessary items. This models good work habits for your child and prevents the last minute rush of trying to complete an assignment.

The Student Planner is used to facilitate home to school communications in grades 3-5 and to update parents on school and classroom events. In the event that it seems that your child is taking too much time to complete his/her assignments and/or is having a lot of difficulty with content assignments, please contact your child's teacher to discuss ways to support your child.

Please refer to additional information provided by your child's classroom teacher regarding specific homework routines.

Immunizations

Immunizations are required by law. Student immunization records and/or medical waivers must be up-to-date. Routine inoculations may be obtained through Oakland County Health Department at no charge. Children not up-to-date on their immunizations will be excluded from school. Immunization waivers are available in special circumstances.

Kindergarten Orientation and Visitation

In January, incoming kindergarten parents are invited to join us for a presentation. Parents will learn about the kindergarten curriculum and Loon Lake Elementary.

Lost and Found

Articles of clothing and other items that are lost by students may be found, in most cases, in the lost and found located around the corner from the office. **Please label all clothing and personal items with your child's first and last name.** Other children may have similar styles and colors of clothing. Lost and found articles not retrieved each marking period will be donated to a charitable organization. Smaller items such as glasses, wallets and jewelry may be found in the office.

Lunch

Students have 20 minutes each day to eat their lunches. Students can bring a lunch from home or purchase a hot lunch from the school. A menu of hot lunch choices is provided by our food services department and published monthly. Families are encouraged to prepay using Skyward Family Access. Free or Reduced price meals are provided for students who qualify and meet the federal guidelines for this program. Information regarding the Free and Reduced Lunch program is available by contacting the main office.

When a student forgets his/her lunch, students will be allowed to charge up to two meals. If there is no payment after that, students will receive lunch through our Invisible Dad lunch program and will continue to receive this lunch until the account is paid. Please visit our district website for more information.

Medication

It is the policy of Walled Lake Consolidated Schools to cooperate with parents when medication needs to be administered during the school day according to physician's orders. Appropriate precautions are taken regarding medication and all information regarding medication is confidential.

No prescription medication *or* over-the-counter medication (cough syrup, cough drops, aspirin, vitamins, etc.) will be administered without the written permission of a physician. Please obtain a medication form from the office for you and your physician to complete. The staff is not permitted to allow students to self-administer non-prescription drugs while at school. **Please *do not* put medication in lunchboxes and instruct your child to take medications during lunch.** This policy protects the students taking the medication and also protects other students from inadvertently acquiring medication intended for someone else.

Whenever possible, please ask your physician to prescribe a dosage or frequency that will not require medication to be administered during school hours. We make every effort to remind

students to come down at their prescribed times. The building principal may refuse to honor a request to administer medication when in his/her opinion the nature of the situation dictates that a parent or guardian may be better suited to the task.

Multi-Tiered System of Support (MTSS)

(formerly known as Student Intervention Planning Process - SIPP)

MTSS is a framework that schools utilize to provide tiers of support to students regarding both academic and social-emotional (or behavioral) needs. The key components of MTSS are:

- Implementation of research-based core instruction
- A problem-solving model that emphasizes collaboration
- Comprehensive data and assessment systems
- Quality intervention based on student needs

As noted above, a collaborative problem-solving model is a critical component of MTSS. At Loon Lake, we hold MTSS problem-solving meetings twice a month. These meetings are a place to assist teachers and parents in finding solutions to academic or behavioral issues that students are experiencing. The MTSS team works on identifying solutions to challenges that students are experiencing whether they are struggling academically, exceeding grade level academic expectations, or struggling social-emotionally or behaviorally.

The MTSS team includes the principal, social worker, psychologist, teacher consultant, and the classroom teacher. Parents are an active part of this process. Oftentimes, parents will be invited to a MTSS team meeting. During this meeting, our goal is to brainstorm solutions and create an action plan to help our children be successful at school. This is a collaborative process to help us meet the needs of our children. If you have concerns about your child, please contact your child's teacher. We also use this process when considering grade skipping a child.

Outdoor Education Center

All fifth grade students participate in the Walled Lake Outdoor Education Program. Fifth grade students spend two and one-half days at the Outdoor Education Center with each child exposed to different areas of study such as orienteering, forest succession, wildlife, evergreens, and pond life. Outdoor Education Camp is an important part of the Walled Lake Schools science curriculum.

Parking at School

Parents and visitors park their cars in the lot on the west side of the building. Parking or dropping children off in the bus loop in front of the school during normal school hours is prohibited. This interferes with bus traffic and emergency vehicles. Our parking areas are limited. During special events, we kindly ask parents to consider carpooling.

Parties

School parties are typically planned for Halloween, Winter Holiday, and Valentine's Day. Classroom teachers and room parents work together to plan and coordinate efforts. These parties are to be no more than an hour in length. Please remember that these celebrations are not intended to disrupt our instructional day and parents are not required to attend. Also, be sensitive to children's feelings when scheduling parties outside school. Home/Birthday Party invitations may not be distributed at school, and if possible, please avoid picking up groups of students from school to attend an out of school party.

Pictures

Individual portraits are usually taken during fall and spring of each school year. You will receive information regarding the procedure prior to scheduled dates. Every child will have his/her picture taken, even if they do not desire to purchase a package. These pictures are used for school records and for the class composite in the yearbook.

Primetime

Prime Time Care is a state licensed service operated by Walled Lake Consolidated Schools. It is open from 6:30 a.m. to 8:50 a.m. before school, and from 3:58 p.m. until 6:00 p.m. after school. Prime Time Care services will be available on half days. To reach Kim Decker, Loon Lake's Prime Time Care supervisor, please call (248) 956-4099 or the school office at (248) 956-4000. For more information regarding the Elementary Prime Time Care Program, call the main district Prime Time Care office at (248) 956-5110.

Please Note - *If there is no school, or if school is closed early due to an emergency, there will be no Prime Time Care.*

Process for Concerns

A strong home/school partnership is one of our core values at Loon Lake Elementary. As parents or guardians, we welcome your engagement and collaboration. When concerns arise, we ask that you **assume positive intent** and **seek information** first, before drawing conclusions. When you have a concern specific to your child:

1. Contact the teacher or staff member involved first.
2. Ask for information, express a concern, suggest a solution through a conversation or meeting.
3. Collaborate to generate a plan and agree to a timeline for resolving the issue.
4. Monitor and evaluate the success of your plan and make adjustments as needed.

After genuine collaboration and open communication with your child's teacher, if resolution cannot be reached, it is then appropriate to contact the principal. Working with the teacher and principal, generate a plan that meets the situation's needs and agree to a timeline for trying the solution. If you are unable to agree to a solution at the building level, the principal will invite the next most appropriate administrator to join the process.

Prohibited Items

Students should come to school ready for their instructional day. Any items that distract from this goal should be left at home. This includes items that are dangerous, valuable or sentimental. Other prohibited items include electronic devices, large sums of money, or invitations to outside of school parties. Candy and gum may not be consumed on the playground due to the danger of choking. Dangerous items will be confiscated and returned only to a parent. Possession of these and other prohibited items is cause for action due to a *violation of the Walled Lake Consolidated Schools Student Code of Conduct*. You may refer to the Student Code of Conduct for additional information.

PTA

The PTA is an organization that consists of local, council, state, and national levels. There are five objectives of the PTA that span all of the organizational levels:

- To promote the welfare of all children.
- To help raise the standards of home life.
- To pass laws for the care and protection of children.
- To promote cooperation between the home and school.
- To unite educators and the public in a way that can provide our children with the highest advantages.

With these objectives in mind, the Loon Lake Elementary PTA seeks to increase and improve parent involvement in our school. Statistics prove that the greater the parent involvement, the

better the school and the greater the student's achievement. Parental involvement has a positive effect on student attitudes toward school and their social behavior while at school.

Opportunities for parents to participate at Loon Lake Elementary are numerous. A PTA membership drive is held early in the school year. We encourage everyone to join! Please attend our monthly meetings and watch our newsletter for requests concerning needs for volunteers. Become involved and stay involved in your child's education through your Loon Lake Elementary PTA.

Recess

We value physical education and the social skills that are developed when children play. Children have 20 minutes of recess every day and are supervised by our recess paraeducators at this time. This recess time is either before or after their lunch time. Children also have a 60 minute block recess once per week. During block recess, our teachers are engaged in important collaboration meetings. Typically, children have recess with students at their grade level (i.e. 5th graders do not have recess with 1st graders).

Please note, children will go outside for recess except when weather prevents this. During the winter, children will go outside unless the temperature (including the wind chill) is below zero. Indoor recess will also occur when it is raining. Please make sure your child dresses appropriately for the weather. During the winter months, hats, mittens/gloves, snow pants and boots are necessary.

If your child is unable to participate in recess due to injury or illness, a doctor's note must be sent in to the teacher. These requests should be kept to a minimum since supervision will be in the office where we are unable to accommodate large numbers of students. No student will be allowed to stay in for recess for more than one day without a doctor's note.

Report Cards

Report cards are issued three times a year and are available through Skyward Family Access. Fine Arts and Physical Education (music, physical education, and art) complete a report card twice a year. You should expect the end of the year report card to be available in Skyward Family Access shortly after the last day of school. Report cards are no longer printed, but may be viewed online. If you do not have Internet access, you may use a building computer or request a printed copy of the report card.

Reproductive Health Education

All fifth graders are involved in our Reproductive Health Education Program. This program is based upon the guidelines by the Michigan State Board of Education. A district wide committee

reviews all materials used in this program. Teachers are trained through Oakland Schools. Parents are encouraged to preview the classroom materials, and they are available prior to this instruction taking place. Parents may choose to have their child “opt out” of these lessons after previewing them.

Returning After Hours

Our goal is to foster responsible behavior in our students. Generally, when a child is brought back to school to pick up forgotten items, you are unintentionally undermining an opportunity to build responsible behavior in our students. This is true because it keeps the child from experiencing both the natural consequences of being unprepared and the responsibility for solving the problem for him or herself. Experiencing natural non-life threatening consequences is how children learn responsibility.

An occasional item forgotten is reasonable, but if you are bringing your child back frequently, please contact the classroom teacher. Also, please be sensitive to our evening custodians’ work responsibilities and do not ask them to unlock classroom doors. If the classroom is locked, that signals that the teacher has gone home for the evening and the student will need to accept the possible consequences and do further problem solving. You may wish to contact your child’s teacher for his/her specific preferences in this matter.

School Closings and Emergencies

Walled Lake Consolidated Schools uses the Skyward Family Access system to communicate school closings and emergency information. This system allows us to send emails, text messages, and automated phone calls to families. Please make sure the contact information entered in Skyward is accurate and up-to-date. Links for Skyward Family Access are provided on the district website.

Information will also be posted on the district social media channels and website; as well as, local news channels.

If it becomes necessary to send children home early due to deteriorating weather conditions or equipment failure, the school office will make every attempt to notify parents by use of the Schoolmessenger system. Be sure to listen to the voicemail message. Too often, parents call back to the office without listening to the message. During school emergencies, we need to keep our phone lines available and support staff working on the issue. Parents should review their family plan for emergencies with their children several times each year.

School Improvement

Loon Lake Elementary is accredited by AdvancEd and Walled Lake Consolidated Schools is presently following the District/Systems Accreditation Process with AdvancEd. At Loon Lake, our staff analyzes student achievement data and works collaboratively to determine areas of focus in order to increase student achievement. For information on our current school improvement goals, please read our annual report.

Security

Our students' safety is of primary importance to us. Walled Lake Consolidated Schools has a video entry system at each school. During school hours, visitors must enter through the main entry and use the video system. Simply press the button and state your name and purpose. Our secretaries will then allow you to enter through the doors on the far right. Upon entering the building, all visitors must sign-in at the main office. Please do not attempt to enter the building through any other doors. Please also be patient since our secretaries are often busy and there may be a slight delay during certain times of the day.

For the security of our students and staff members, all entrances to the building will be locked after students have been admitted for the school day. Please do not ask a student or a staff member to admit you into the building through other entrances or prop open doors. We appreciate your help in keeping our students safe.

Selling and Trading At School

There is no selling, trading, betting, gambling, at school or on the playground. Consequently, there is no need for children to bring money to school unless it is specifically for a lunch, school-related project, or activity. If your child brings money to school, it should be in a clearly labeled envelope.

Snacks

At Loon Lake Elementary, we believe in promoting healthy eating habits. Research also indicates that a healthy diet will help students learn and focus. Conversely, research also indicates that unhealthy eating and "junk food" can impede learning. Fresh fruit, vegetables, and healthy portions are encouraged. Your child's teacher will provide additional information about snacks. They will also notify you of any food allergy restrictions specific to your child's classroom.

Special Services

Walled Lake Consolidated Schools provides a full range of educational programs for academically and physically challenged students in compliance with state and federal laws. Programs through Special Services are customized to the student's individual needs in compliance with the Individuals with Disabilities Education Improvement Act. Support personnel may include Speech/Language Pathologists, Teacher Consultants, School Psychologists, School Social Workers, & Occupational Therapists.

Parents who are concerned about their child's educational process should first speak with the child's teacher. Each school also has a MTSS team which meets to brainstorm and investigate general education supports to help students be successful. If concerns persist after the MTSS process is initiated, it may be necessary to evaluate and determine whether the student meets the criteria to be eligible for special education programming and/or related supports and services. If the child is not yet in school and concerns exist about the child's development, the parents should contact the Special Services office at (248) 956-2160.

The district also has procedures in place to comply with the requirements of Section 504 of the Rehabilitation Act of 1973. For a student to qualify for Section 504 protection, the student must have a mental or physical impairment which substantially limits one or more major life activities. Please contact the principal for additional information on Section 504 evaluations and plans.

Supplies

Textbooks and library books are provided for students use without charge. Students are responsible for the care of these books and will be asked to pay for them if the books are abused or lost. This includes books and personal classroom items loaned by teachers. *Suggested* school supply lists for each grade level are uploaded to the school's website. The school will furnish the basic supplies your child needs on a scheduled basis. Notes may be sent home, from time to time, requesting donations of items like facial tissues or reward items to be shared with the entire class.

Testing

Each year, students at Loon Lake Elementary participate in state and local assessments. Students in Grades 3-5 participate in the Michigan Student Test of Educational Progress. Language Arts and Mathematics are assessed. Students in grade 4 will also take a Science test, and students in Grade 5 will take a Social Studies test. The M-Step is an online assessment, and

the tests are administered according to the timelines established by the State of Michigan and Walled Lake Consolidated Schools. All students in grades K-5 will participate in the iReady assessment during the course of the school year. This is also an online assessment that informs instructional groups and small group lessons.

Vision and Hearing Screening

In order to register for school, all kindergarten students must have proof of vision screening. In addition, children are screened for vision in Grades 1, 3, and 5, and for hearing in Grades K, 2, and 4. Staff may also refer a child for screening at any time if there is a concern about a students' ability to see or hear.

Vision and hearing screening are available at the Oakland County Health Department free of charge. Phone (248) 926-3361 for more information.

Volunteers

We encourage and welcome volunteers. Volunteers are a vital part of the success of Loon Lake Elementary. It is important for the safety of all our children to know who is in the building at all times. If you are a volunteer during school hours, please sign in at the office and request a volunteer badge.

Children are expected to treat our volunteers with the same respect as the school staff. Any questions regarding behavior or appropriate consequences may be directed to the classroom teacher or the office. Many opportunities exist both in and out of the classrooms, either working with children or helping prepare classroom materials. PTA also sponsors many activities which provide opportunities for volunteers before and after school, as well as during the school day. There may be some opportunities that allow for younger siblings to accompany parents; however we encourage volunteers to leave young children at home. Please check with the classroom teacher as to the advisability of bringing non-school aged children with you for your volunteer activity. All volunteers must have a Criminal History/Reference form completed.

Weather

It is important that students are dressed for the weather, especially during the winter months. The guidelines are listed below:

- Coat/Jacket
 - 50 degrees + - Child/Parent discretion
 - 40-49 degrees - Recommended

- 39 degrees and below-Required
- Hats/Gloves/Mittens
 - 45 degrees + - Child/Parent discretion
 - 35-44 degrees- Recommended
 - 32 degrees and below- Required
- Boots and Snow Pants
 - Required when off the blacktop if there is slush or snow

Please Note - Temperature degrees are based on wind-chill "feels like" temperatures.