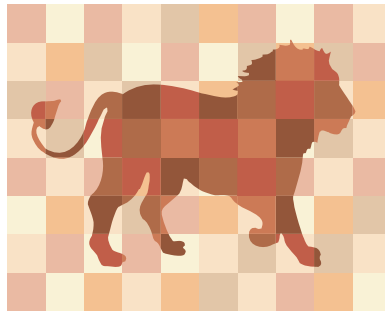


# Lakeside Elementary School

*"Where Kindness Counts"*



**2009-2010  
Parent Guide and Directory**

# Lakeside Elementary School

2325 Hall Street, SE  
East Grand Rapids, Michigan 49506-4045

Linda Kehm – Principal      Email: [lkehm@egrps.org](mailto:lkehm@egrps.org)  
Chris Hnatowsky – Secretary      Email: [chnatows@egrps.org](mailto:chnatows@egrps.org)  
Sarah Swaney – Secretary 8-10:30      Email: [sswaney@egrps.org](mailto:sswaney@egrps.org)

## Important Telephone Numbers

Lakeside Office:	235-7553
Lakeside Fax:	235-3915
Absence Line:	252-1479
Voice Mail:	235-7599
(Use prompts to leave messages for staff)	
District Office:	235-3535
Breton Downs Elementary	235-7552
Wealthy Elementary	235-7550
EGR Middle School	235-7551
EGR High School	235-7555
Before & After School Childcare	235-7595
Transportation	682-9075
Food Service	235-7555

## School Hours

Children Enter	8:15 AM
School Starts	8:20 AM
AM Recess	10:15 – 10:30 AM
Lunch	11:27 AM - 12:13 PM
PM Recess	2:00 – 2:15 PM
Dismissal	3:25 PM
AM Kindergarten	8:20-11:31 AM
PM Kindergarten	12:19-3:25 PM
AM Young Fives	8:20-11:31 AM



## 2009-2010 Staff Listing

Name	Assignment	Voice Mail 235-7599	E-Mail
ACCOLA, KAREN	PARAEDUCATOR	2011	kaccola@egrps.org
BARKWELL, SHARON	PARAEDUCATOR	2360	sbarkwel@egrps.org
BATTLE, MICHELLE	1st GRADE	2002	mbattle@egrps.org
BENHAM, KAELYN	4TH GRADE	2017	kbenham@egrps.org
BROWNLEY, HOLLY	YOUNG FIVES AM	2003	hbrownle@egrps.org
BURMANIA, KATHY	OCC THERAPIST	1029	kburmania@egrps.org
BUXTON, MOLLY	SPANISH	2408	mbuxton@egrps.org
CAMPBELL, BRIDGET	PARAEDUCATOR	2601	bcampbel@egrps.org
CANNON, HELEN	PARAEDUCATOR	2624	hcannon@egrps.org
CASEY, MOLLY	NOON HR PARAEDUCATOR		mcasey@egrps.org
CENTA, JENNA	ART TEACHER	2026	jcenta@egrps.org
COMEAU, KAREN	ENGLISH AS SECOND LANGUAGE	2024	kcomeau@egrps.org
DAY, MICHELLE	2nd GRADE	2006	mday@egrps.org
DEMBINSKI, JAY	NIGHT CLEANER	2484	jdembins@egrps.org
DEWILDT, CHARLES	PHYSICAL ED	3406	cdewildt@egrps.org
FENNEMA, ERIN	2 <sup>nd</sup> GRADE	2008	efennema@egrps.org
FULLER, JILLIAN	2nd GRADE	2007	jfuller@egrps.org
GALLAVIN, NANCY	READING	1409	ngallavi@egrps.org
GAST, CHRISTY	KNDG. TEACHER	2010	cgast@egrps.org
GRIN, ERIN	KINDERGARTEN	2011	egrin@egrps.org
HEAGLE, LINDA	PARAEDUCATOR	2623	lheagle@egrps.org
HNATOWSKY, CHRIS	SECRETARY	2400	chnatows@egrps.org
JOHNSON, GERRI	RESOURCE ROOM	2009	gjohnson@egrps.org
KEHM, LINDA	PRINCIPAL	2405	lkehm@egrps.org
KENWARD, CHRIS	SOCIAL WORKER	2510	ckenward@egrps.org
KING, KAREN	NOON HR PARAEDUCATOR		kking@egrps.org
LARSON, KATHY	VOCAL MUSIC	2023	klarson@egrps.org
LUNDQUIST, DEB	PARAEDUCATOR		dlundqui@egrps.org
MCSKIMMING, NANCY	4th GRADE	2018	nmcskimm@egrps.org
MITCHELL, SHANNON	3rd GRADE	2012	smitchell@egrps.org
MITTON, SCOTT	3rd GRADE	2013	smitton@egrps.org
MURRAY, STEVE	NIGHT CUSTODIAN	2407	smurray@egrps.org
O'ROURKE, LAURA	PARAEDUCATOR	2475	lorourke@egrps.org
PULLEN, MARK	3rd GRADE	2016	mpullen@egrps.org
PUTNAM, MATT	PHYSICAL EDU & MUSIC	1028	mputnam@egrps.org
RABIDDEAU, KRISTEN	5th GRADE	2020	krabideau@egrps.org
REARDON, ERIN	5TH GRADE	2021	ereardon@egrps.org
REIFINGER, KIRK	1st GRADE	2004	kreifinger@egrps.org
RIES, RACHEL	4th GRADE	2019	rruis@egrps.org
RIETH, BRIDGET	3 <sup>RD</sup> GRADE	2015	brieth@egrps.org
SCHEIDEL, BRETT	5th GRADE	2022	bscheide@egrps.org
SETH, SARA	SPANISH	2416	sseth@egrps.org
STEARNS, SUSAN	READING RECOVERY	2025	sstearns@egrps.org
STOREY, KATHY	READING	2014	kstorey@egrps.org
SULLIVAN, KAREN	1st GRADE	2001	ksullivan@egrps.org
SWANEY, SARAH	SECRETARY 8-10:30 AM	2401	sswaney@egrps.org
SWIETER, KATHY	PARAEDUCATOR		kswieter@egrps.org
TURNER-WOLFORD, TRACY	KINDERGARTEN	2010	tturner@egrps.org
VOSS, JUDY	FOOD SERVICES	2700	jvoss@egrps.org
WERNER, AMANDA	SPEECH THERAPIST	3112	awerner@egrps.org
WISEMAN, BOB	HEAD CUSTODIAN	2430	rwiseman@egrps.org
WISNIEWSKI, KATHY	PSYCHOLOGIST	4132	kwisniew@egrps.org
ZABEL, LINDA	PARAEDUCATOR	2483	lzabel@egrps.org

Lounge 2425 Lab 2027

Conference room 2404

Lobby Conf. Room 2406

Absence 252-1479

Sage 2602

# Lakeside PTA

## Executive Board

2009-2010

President – Beth Kiisk-Milanowski	975-3919	<a href="mailto:beth@grtrolley.com">beth@grtrolley.com</a>
Vice President – Holly Goulet	464-3657	hollygoulet@gmail.com
2 <sup>nd</sup> Vice President – Jay Forstner	248-4013	forstnerj@comcast.net
Recording Secretary – Carol Distel	975-3766	caroldistel@yahoo.com
Corresponding Secretary – Jeannine Frazier	855-4916	jeannine@beyondbackup.com
Treasurer – Tamara Christians	957-0326	tamara.christians@comcast.net
Assistant Treasurer – Patty Woodhouse	243-0595	pwoodhouse@comcast.net
Past President – Christy Biermacher	475-4605	cbiermacher@hotmail.com

## Committee Chairpersons

Auction – Tamara Christians

### **Benefits –**

Boxtops – Heidi Driscol

Book Room – Trish Reid

Community Service – Julie VanGessel

Cultural Arts – Holly Goulet

Family Fun Night – Julie Burns

Fifth Grade Farewell – Christy Biermacher/Britt Campbell/Rebecca Chuba

Friends of the Library – Trish Reid

### **Fun Day**

Heart to Heart – Laurie Blanchard/Kathy Bego

Lakeside Displays – Stephanie Socie

Landscape Committee – Margaux Drake

Lakewear – Faith Micho

Legislation – Lucy LaFleur

Newcomers – Ann Bell/Heidi Driscol

Photographer – Katherine Tippett

### **Playground Pals –**

PTA Membership – Ann Roubal

Room Parents – Julie Burns

School Pictures – Elizabeth Loos

Staff Appreciation – Betsy Kratt/Christy Biermacher

### **Yearbook -**

# LAKESIDE ELEMENTARY ROOM PARENTS 2009-2010

<b>Young Fives A.M. – Mrs. Brownley</b>		<b>Third Grade – Mr. Mitton</b>	
Pam Morris		Diane Ronda	
Emily VanderLaan			
<b>Kindergarten A.M. – Mrs. Turner-Wolford</b>		<b>Third Grade – Mr. Pullen</b>	
Bonnie Brandstadt		Julie Burns	
LeeAnne Williams		Tracy Douglas	
		Emily VanderLaan	
<b>Kindergarten P.M. – Mrs. Turner-Wolford</b>		<b>Fourth Grade – Mrs. McSkimming</b>	
Lindsay Olsson		Judi Morgan	
Karla Cuff		Beth Milanowski	
<b>Kindergarten AM – Mrs. Grin</b>		<b>Fourth Grade – Mrs. Ries</b>	
Julie Turner		Betsy Kratt	
Julie Burns		Siri Graves	
<b>First Grade – Mrs. Battle</b>		<b>Fourth Grade – Mrs. Benham</b>	
Tamara Christians		Shari Bayer	
Julie DeKoker		Tamara Christians	
<b>First Grade – Mrs. Sullivan</b>		<b>Fifth Grade – Mrs. Rabideau</b>	
Beth Milanowski		Rebecca Chuba	
Kristen Waschbusch		Kim Alkema	
<b>First Grade – Mr. Reifinger</b>		<b>Fifth Grade - Mr. Scheidel</b>	
Tracy Douglas		Jennifer Higgins	
Janelle Henderson		Stacy Roberts	
<b>Second Grade – Mrs. Day</b>		<b>Fifth Grade – Miss Reardon</b>	
Susan Weiss		Christy Biermacher	
Kris Freiburger		Britt Campbell	
<b>Second Grade – Mrs. Fuller</b>			
Suzanne Belanger			
Traci Douglass			
<b>Second Grade – Mrs. Fennema</b>			
Ann Beeney			
Susan Jennings			
<b>Third Grade – Miss Mitchell</b>			
Ann Berman			
Kris Shannon			
Jenny Hiorns			
<b>Third Grade – Mrs. Rieth</b>			
Ann Roubal			
Janet Romanowski			

## **ABSENCES**

If a child is to be absent from school for any reason, we request that parents notify our office by 8:30 a.m. The attendance number is **252-1479**. Please give the child's name, teacher, and reason for absence. If the initial absence is in the afternoon, a call by 11:45 a.m. would be appreciated. Our policy is that you call us or we call you - to assure ourselves of the child's whereabouts. We want the child who has left home to arrive safely to school.

If it is known in advance that a child will be absent for several days, the parents should contact the teacher to make arrangements for make-up work as deemed appropriate.

## **ARRIVAL TIME FOR CHILDREN**

Safety Patrol members serve as crossing guards on a few corners and intersections. Children should leave home at times that will allow them to arrive at school just shortly before the entry bell. Because of safety factors, we strongly discourage arrivals prior to 8:10 a.m. and 12:10 p.m. Our playground is unsupervised before and after school.

When weather permits, children will remain outside until the entry bell rings at 8:15 a.m. and 12:13 p.m. During rainy weather, children may enter the building as they arrive after 8:10 a.m. and 12:10 p.m., although we would prefer that children wait at home so as not to necessitate early entry.

## **ART**

Art is provided to all students in first through fifth grade for one hour per week. We have a beautiful art room, plenty of storage and supplies. Miss Jenna Centa is the Art Teacher. Creativity, problem solving, and developing skill with art medium is the focus in our art instruction.

## **ATTENDANCE (POLICY #8020)**

We ask that all children be in attendance during our regularly scheduled school days, unless they are ill or absent due to injury. A child must be in school at least one hour in the morning or one hour in the afternoon session to be counted present for that half day. **In the event a child enters the classroom after 8:20 a.m.; he/she will be marked tardy.**

If a doctor's appointment or other such necessity calls for dismissing a child early, a written note or phone call to the office, in advance is required to avoid unnecessary interruptions to the classroom. **We also require that parents meet their children in the school office and sign them out. Children are not allowed to go home nor leave the school grounds during school hours by themselves.**

## **BICYCLES AND SCOOTERS**

Children in the elementary grades in East Grand Rapids are asked to ride bicycles on the sidewalks at all times. All cyclists must wear safety helmets as required by Title X, Chapter 105, of the Code of the City of East Grand Rapids. We require all bicycles ridden to school to be licensed through the East Grand Rapids Department of Public Safety and to be locked while in the bike rack.

Bikes and scooters **must be walked/carried** when entering school property. While at school, all bikes must be locked in the rack provided outside of school. No skateboards, roller skates or roller blades or "Ripsticks" please.

## **BIRTHDAY CELEBRATIONS**

We request that any birthday invitations be delivered away from school. Decorating lockers on birthdays or special occasions is not allowed and birthday party invitations should be sent through the mail and not handed out at school.

## **BOARD OF EDUCATION INFORMATION**

The Meetings of the East Grand Rapids Board of Education for the 2009-10 school year will be held on the following dates and times.

### **REGULAR MEETINGS – 7:00 PM @ WOODCLIFF CENTER**

September 28, 2009  
October 26, 2009  
November 23, 2009  
December 14, 2009  
January 25, 2010  
February 22, 2010  
March 22, 2010  
April 26, 2010  
May 24, 2010

## **CHECKING IN/OUT**

All parents and/or visitors need to sign-in/out on the daily sheet in the school office. **It is important that we know who is in the building at all times!** In order to keep classroom interruptions to a minimum, the office will deliver forgotten lunches or other articles to your child's classroom or locker.

## **CODE OF STUDENT CONDUCT (POLICY #8300)**

Students have a responsibility not only to make a maximum effort toward academic achievement, but also must make an effort to behave properly in any school situation. A primary objective of the East Grand Rapids School District is to assist all students in developing into responsible, self-disciplined individuals who exercise full freedom of decision making within their rights of citizenship. The school's responsibility is to support the students through this process recognizing that some students will learn more rapidly than others will.

In addition to observing and understanding all of the rules of conduct of the school and District, students are expected to recognize that there are established channels through which rules and conditions can be reviewed and appealed.

Students who operate outside of their legal rights and responsibilities, or who violate Board policy and/or school rules will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383. In addition, students who violate local, state or federal laws will be referred to the East Grand Rapids Public Safety Department.

## ***Parent/Guardian Responsibilities***

Parents/guardians are expected to insure regular and punctual attendance of their children, establish and maintain appropriate communications with the school and assume responsibility for working cooperatively with the school personnel in resolving behavioral problems.

## ***Teacher Responsibilities***

In addition to providing a good example to students, teachers are expected to:

1. Know and enforce the rules and policies of the school and administer discipline consistently and fairly;
2. Seek conferences with parents and other school personnel in an effort to understand students who present behavioral problems.

## **CODE OF STUDENT CONDUCT (POLICY #8300-2)**

### ***Student Responsibilities***

All students are expected to abide by the Code of Student Conduct policies 8305 through 8397 regarding criminal activities, including use of controlled substances and substance abuse during the school year on school property and at school activities. All students are prohibited from the use, possession, purchase, sale or distribution of any form, or those represented as such, of tobacco, alcoholic beverages, inhalants, marijuana, illicit drugs, or drug paraphernalia during the entire school year at any place, commencing with the beginning of the school year or the first co-curricular activity, whichever comes first and continuing through the end of the school year or the last scheduled co-curricular activity of the school year, whichever comes last.

Co-curricular activities are an integral part of the East Grand Rapids Public Schools and attendance and participation in them is regarded as a privilege. Students are expected to conduct themselves in such a manner as not to bring discredit or embarrassment to the school, the group they represent or themselves.

## **COMPUTER LABS**

Technology is an important part of our curriculum and school. One computer lab containing thirty student stations is used by all classes. Classrooms are also equipped with computers that are used to supplement and enhance instruction. A mobile/wireless laptop lab is also used by the 3<sup>rd</sup> through 5<sup>th</sup> grade students in their classroom. Lakeside school is networked with wireless access to the internet.

## **CURRICULUM**

Faculty teams in the East Grand Rapids school district has created an "aligned" curriculum developed to ensure academic and social development for all of our students.

## **DOGS AT SCHOOL**

We all love our pets, **but they do not belong at school**. Too many young children are either allergic or frightened by them. When picking up your child at school, please **do not bring your dog into school or on the playground.**

## **ELECTRONIC DEVICES (POLICY #8320)**

Electronic devices such as, but not limited to: cell phones, ipods, camera cell phones, cameras, tape or CD players, video games, video players, MP3 players, etc., and their ear attachments are not permitted for use by students anywhere in the school building during the instructional day (the instructional day is defined as the start and end times posted for the high school, middle school and elementary buildings, including lunch periods). A camera and/or camera phone feature on an electronic device is prohibited at all times from use in restrooms, locker rooms, changing areas or any other space where privacy would be expected. If electronic devices are seen or heard during

the instructional day, they will be confiscated, unless a specific exception has been given by the school building administrator(s) and/or the Assistant Principal for educational or health purposes.

**ELECTRONIC DEVICES – STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES (POLICY #8320-R)**

- First offense: the Building Administrator and/or Assistant Principal will keep the electronic device until the end of the school day.
- Second offense: the Building Administrator and/or Assistant Principal will keep the electronic device until a parent conference is held.
- Third offense: The student will receive a co-curricular suspension to be determined by the administration.
- Further offenses will result in additional progressive disciplinary consequences under Board Policy #8380 (Persistent Disobedience).
- All electronic devices shall not be seen or heard during the instructional day unless a specific exception has been given by the Building administrator and/or Assistant Principal for educational or health purposes.
- The administration reserves the right to enforce a higher level of discipline in instances including, but not limited to:
  - the use of any device to record individuals in a locker room, bathroom or any other spaces where privacy would be expected.
  - the use of any device for academic misconduct.
  - the use of any device to record a staff member.When appropriate, police authorities may be contacted.

# FREQUENTLY ASKED QUESTIONS

## Use of Electronic Devices Policy #8320 and #8320-R

**Why does the policy need to be changed? Why doesn't the school just enforce the original policy?**

*The original policy simply required the phone to be silenced during instructional time. This meant that students could text message during class and check messages. Classes were often interrupted by loudly vibrating phones or phones which students forgot to silence. Students were permitted to use electronic devices in the hallways and cafeteria. It was simply too easy for students to forget to silence phones or students were leaving class to use phones.*

*In addition, there were incidents in which students and/or teachers were filmed without their consent. The original policy did not address this particular situation.*

**When would the revised policy go into effect?**

*The revised policy would go into effect on the first day of the second semester, January 21, 2008.*

**Can I bring my cell phone into the building?**

*Yes. Students can bring electronic devices into the building; however, devices must not be used, seen or heard between 7:40 a.m. and 3:05 p.m.*

**Can I listen to my Ipod in class?**

*No. Electronic devices including headphones of any kind cannot be used, seen, or heard during the instructional day.*

**Is there any situation under which a student could use a cell phone or Ipod in the building?**

*Yes. As long as the exception is granted by the Assistant Principal and the reason for its use is for an educational or health related purpose.*

**Can I listen to my Ipod when I am walking in the hallways?**

*No. Electronic devices including headphones cannot be used, seen, or heard during the instructional day.*

**Can I use my cell phone in the hallway?**

*Only if it is before 7:40 a.m. or after 3:05 p.m.*

**Can I use my cell phone in the cafeteria?**

*Only if it is before 7:40 a.m. or after 3:05 p.m.*

**Can I wear my headphones in school? What if my Ipod is off, then can I wear my headphones?**

*No. Headphones cannot be used, seen, or heard during the instructional day.*

**Can I use my cell phone as a daily planner or check it to see what time it is?**

*No. An electronic device, even if used as a planner or clock, cannot be used, seen or heard during the instructional day.*

**Am I allowed to check messages on my cell phone?**

*No. An electronic device cannot be used, seen, or heard during the instructional day.*

**Am I allowed to write text messages on my cell phone when at school?**

*No. An electronic device cannot be used, seen, or heard during the instructional day.*

**Can I use a camera if I am in Digital Photography class?**

*Yes. As long as the use of the camera is directly related to work associated with Digital Photography class.*

**Can I use an Ipod in class if I am done with my work?**

*No. An electronic device cannot be used, seen, or heard during the instructional day.*

**What if I need to talk to my mom or dad during the day?**

*You may use one of the two phones in the main office to call home or you may leave the building and use an electronic device to contact a parent or guardian.*

**What if my mom or dad needs to speak to me during the day?**

*A parent can call the office and leave a message for a student. The main office will get the message to the student.*

**Aren't electronic devices needed in case of an emergency?**

*Yes. Electronic devices could be useful in such cases. Under the revised policy students are permitted to have electronic devices in a purse, backpack, or pocket. In the rare case of an emergency the device would be at the student's disposal if the situation warranted.*

**Can I have a cell phone or Ipod in my purse, backpack or pocket?**  
*Yes; however, the electronic device cannot be used, seen, or heard during the instructional day.*

**Can I have a cell phone or Ipod in the building before 7:40 a.m. and after 3:05 p.m.? If so, can it be used, seen, or heard?**

*Yes. Electronic devices can be seen, heard, and used before and after the instructional day.*

**Can a cell phone or Ipod be seen or heard during my lunch hour?**

*Yes, but only if you are outside of the building on your lunch hour. No if you are inside the building.*

**Can I leave class and go into the bathroom or hallway to use my cell phone?**

*No. Electronic devices cannot be used, seen, or heard during the instructional day.*

**Since I cannot have a cell phone, Ipod, camera, or headphones during the school day, should I even bother bringing it to school?**

*Such a decision is left up to each individual. With the new policy there is no reason to possess or use an electronic device during the instructional day.*

**If I want to bring a cell phone or Ipod to school, but do not want it to be seen or heard where should I keep it?**

*A student is permitted to keep an electronic device in a purse, backpack, or pocket. The best place to keep an electronic device is in your locker.*

**If I keep my cell phone in my locker can I check messages or use it between classes?**

*No. Electronic devices cannot be used, seen, or heard during the instructional day.*

**Are there any exceptions to this policy?**

*Yes. Exceptions to the policy for educational or health reasons can be made. Exceptions must be approved by the Assistant Principal.*

**Is the policy for electronic devices at EGRHS stricter than policies at similar high schools in the state?**

*No. The new policy falls in line with the policies of most other high schools in the state.*

## ENROLLMENT

Lakeside Elementary is a Young Fives through Fifth grade school serving 470 students. We have one teacher for Young Fives, two for Kindergarten, three teachers for 1<sup>st</sup>, four for 2<sup>nd</sup>, three for 3<sup>rd</sup>, four for 4<sup>th</sup> grade and three teachers for 5<sup>th</sup> grade, a special education staff, and a support staff of para-educators, custodial/maintenance, food service, and transportation.

## EVACUATIONS

Each year we practice evacuating to the middle school or Breton Downs. If we ever needed to leave Lakeside School, this practice gives the students and teachers the opportunity to feel comfortable with the procedures and route.

## FIRE & TORNADO DRILLS

Ten drills per year are planned for the school year. A map is located in each classroom, which guides the teacher's route out of the building and to their location on the playground.

## HEALTH REGULATIONS

- A. Children enrolling in any Michigan public school for the **first time** (i.e., incoming Young Fives, Kindergartners and new students) are required to be examined by a physician before the opening of school.

**State law requires that certain immunizations be provided and that school records show they have been met. Exclusion from school is the alternative mandated by the state. As our local intent and desire is to keep children in school, parental attention to this matter is a necessity.**

- B. Hearing Screening of children in grades Kdgn., 2 and 4 and Vision Screening for students in grades 1, 3 and 5 are made during the school year. Children at other grade levels, as observed by teachers or parents, may be referred for screening. Children who show definite problems in these areas are referred for correction through parents.
- C. We ask that each child have on file in the school office a parent Consent for Emergency Care document, which enables a designated local hospital to provide emergency care in the event we cannot reach the parent. **Please be sure you have completed this portion of the Enrollment Form for each child.**
- D. An accident report is made out at school for each child involved in a mishap. This report is filed in the principal's office the day of the accident. Parents are notified as soon as possible if the injury is in need of medical attention.
- E. Administration of Medication  
*School Administration of Medication – Prescription*

**Prescription medication to be given at school must be delivered by the parent/guardian in a container with a pharmacist's printed label, specifying:**

- 1. The child's full name;**
- 2. The name of the medication and the dosage;**
- 3. The time of day medication should be administered; and**
- 4. The name of the physician.**

**A permission form must be on file with the school office, containing above information.**

*School Administration of Medication –Nonprescription (Policy #8100)*

**A permission form must be on file with the school office, containing all information indicated above, and must be signed by the parent/guardian. The medication must be delivered to the school office by the parent/guardian in the original container, labeled with the student's name.**

### **HEALTHY SNACKS**

Please be cautious when preparing treats for a classroom. Many students have food allergies. It is important to make arrangements with teachers before you bring food to the classroom.

### **HOLIDAY PARTIES**

Room parties and birthday treat information will also be in the classroom newsletter. Parties are planned by each room individually for Halloween, Winter Holidays, and Valentines Day.

### **HOMEWORK GUIDELINES (Policy #7580)**

Homework is one means of teaching the necessary skills of independent study and learning outside the classroom. Homework assigned will depend on the judgment of each teacher based on the knowledge of the student's ability and the practice of good learning theory. The following are some reasons for homework:

- To complete work started in class
- To expand and/or enrich regular class work
- To build interest in reading and learning
- To make up work missed due to absence
- To encourage parent's awareness of student learning
- To provide an opportunity to pursue special interest or ability
- To increase learning time
- To establish independent study skills.

The administration will develop rules and regulations to implement the Homework Policy. Listed below are approximate homework times appropriate for each grade level:

#### **1st Grade** 10-15 minutes per night

- Reading aloud
- Retelling
- Math Home Links - Once weekly
- Review math concepts
- Read conference book
- Complete assignment in Homework book

#### **2nd Grade** 20-25 minutes per night

- 10-15 minutes reading.
- 10 minutes Home Links, spelling practice or other.
- Two or three research reports during the year.

#### **3rd Grade** 30 minutes per night

- 20 minutes of reading nightly
- Spelling choice menu activity- (once weekly) along with individualized words
- Practice math facts (individual level- addition, subtraction, multiplication, division, & mixed facts)- 15 minutes weekly

**4th Grade** 45-60 minutes per night

- Finish work not completed in class
- Review concepts taught in class
- Practice math facts
- Spelling menus
- Independent Reading Logs
- Prepare for tests
- Complete special projects as assigned

**5th Grade** 45-60 minutes per night

- Math, science or social studies work as assigned
- Thirty minutes of independent reading nightly
- Long-term projects will be assigned in science and social studies during the year so as not to overlap one another

**ILLNESS**

State regulations indicate that the superintendent, principals and teachers of any school shall exclude from school any child suspected of having a communicable disease. The school function is not to diagnose illness, but to exclude children purely on the basis of symptoms.

**LION'S ROAR**

Announcing Lakeside's "The Lion's Roar". The Lion's Roar is a monthly newscast written and produced by Lakeside students. The 10 minute broadcast will include Lakeside News, Spotlight (Student or Event), Book Review, Lion's on the Roam (Field Trips, Out of school events and accomplishments, etc...), Principal's segment, Joke of the day, Spanish Segment.

**LOST AND FOUND**

All children should have their name on their personal property. Lost and found items are placed in the lost and found boxes, which are near the third grade entry doors. Please check these boxes periodically. All items not picked up by the end of each semester are donated to charity.

**LUNCH**

Our lunch period is 11:27-12:13. Children may go home for lunch (time and distance permitting) or remain at school. Most of our children remain at school and a large number of those purchase hot lunches, made available to us from our high school kitchen. We are now paperless with our lunch menu and it can be viewed online at [egrps.org](http://egrps.org). Click on Food Service to view the Elementary School menu. Children who bring their lunches may purchase milk. Lunches sold at school include milk. The 2009-2010 prices for lunches cost \$2.35 per day and milk costs \$.50 per day. We use a "debit card system" for the purchase of both lunches and milk. Parents deposit money into an account for their children so that they may use their debit cards to purchase lunches/milk. Parents are notified when additional deposits are needed. Children order lunches in their classrooms each day if they wish to have hot lunch/food bar.

Please make checks payable to **EGRFS** (East Grand Rapids Food Service).

Lunch period starts at 11:27 a.m. and finishes at 12:13 p.m. First and second graders (third graders are on a rotation schedule) eat during the first lunch period, while third (rotation schedule), fourth and fifth graders are outside, they then switch with the younger students going outside and older students coming in for lunch. Supervising the lunch period is one lunch supervisor for each grade level along with our cook, Mrs. Judy Voss and head custodian Mr. Bob Wiseman.

Juice/milk/water are allowed during lunch, but no pop. Parents may check their child out of school for lunch, however, space will not allow for parents to eat in the lunchroom.

### **MEDIA CENTER**

Our media center contains over 16,000 books. All students have at least thirty minutes per week of library time coordinated by Bridget Campbell, our media center para-educator.

### **MUSIC/CHOIR**

Mrs. Kathy Larson uses the "Orff" method, which is a hands-on approach using speech, song, instruments, and movement involving the whole child. Our curriculum is based on the National Standards for Music Education K-12 grades. Fourth and Fifth graders can also be a part of our wonderful Lakeside choir. We meet before school 7:35 – 8:10 AM in the music room. During the year, the choir sings in several assemblies and performances.

### **NEWSLETTERS/SCHOOL COMMUNICATION**

Every other week (on Friday) the *Pride*, our school newsletter, will be posted on the internet at (<http://www.egrps.org/schools//newsletter/index.html>) and an email reminder will be sent to parents that it has been posted. The deadline for *Pride* articles is Tuesday at noon and may be emailed to [chnatows@egrps.org](mailto:chnatows@egrps.org)

On the alternate weeks, all teachers will post a classroom newsletter on the internet with information specific to their classroom. An email reminder will be sent to parents from each of their child's teachers that it has been posted. Classroom newsletters may also be accessed via the Staff Directory page ([www.egrps.org/district/directory//staff.html](http://www.egrps.org/district/directory//staff.html)). Simply click on your child's teacher's name to access their web page. Field trip information will be contained in classroom newsletters.

### **PARKING**

Parent parking is provided in two locations. The lower lot off Burchard is the preferred drop off and pick up location. Please, never allow students to walk through the center of the parent parking lot. Use the sidewalks and the walkways next to the curb.

The second parking location is the side lot. This lot is reserved for visitors, staff and handicapped parking. Please notice the Hall Street drop-off and pick-up signs for your convenience. We do request adherence to the 15 minute time allotment.

### **PARENT-TEACHER PROBLEM SOLVING & COMMUNICATION**

#### 4 Steps

1. Talk to the teacher first. Be sure when you finish talking you are both clear on what and when things will happen.
2. If the problem is not resolved, talk to the principal.
3. If the principal cannot help, talk to the superintendent.
4. If the superintendent cannot help, contact the School Board.

#### Talking To The Teacher:

1. Call the school and leave a message.
2. The best way is to leave a message on the Voice Mail system or email.
3. In your message let the teacher know why you are calling so he/she will be prepared when they talk to you. It can save time and the need for a second return phone call.
4. Have patience. It may take a day for the teacher to call back, as they have limited free time during the day to make calls. Staff members practice 24 Hour call back for voicemail

5. Send a note with your child.
6. Try not to “drop in” for a talk. Plan ahead so the teacher can give you the attention you deserve.
7. Keep matters confidential. They tend to stay in perspective.

### Appointments With Teachers

Interruptions in the classroom during class hours do disrupt the instructional program. We suggest that parents plan to confer with teachers when they do not have students. A call to arrange a meeting is always appreciated. Each staff member at Lakeside Elementary has a voice mail “box” and you may feel free to leave messages for staff at 235-7599. A list of teacher extensions is included in this handbook.

### Communication

There is no bad communication! The more communication, the better. The basis of a good parent/teacher relationship is trust. Teachers have our children's best interests at heart. They understand busy family schedules and the daily stress of being a child.

### **PARENT(S)/GUARDIAN(S) VISITATION OF CLASSROOMS (POLICY # 9410)**

The Board recognizes the central role parent(s)/guardian(s) play in the education of their children, and supports active parent(s)/guardian(s) involvement in the educational process.

Parent(s)/Guardian(s) are encouraged to maintain regular contact with their child's instructors. To familiarize themselves with their child's learning environment, parent(s)/guardian(s) are also encouraged to come to planned conferences, school open houses, and visitation days.

Parent(s)/Guardian(s) may also visit their child's classes on other days, subject to the approval of school administration and the following guidelines. Parent(s)/ Guardian(s) are asked to understand the Board's responsibility to safeguard the learning environment for all students, and be sensitive to the disruption that can be caused by frequent visitors. The Board also has an obligation to protect the privacy rights of all students and their families.

The Board adopts the following regulations for parent(s)/guardian(s) visitations:

1. All parent(s)/guardian(s) visitations are subject to the approval of the school Principal.
2. Parent(s)/Guardian(s) desiring to visit a classroom shall make a request to the Principal before the date. The Principal should consult with the teacher and respond to the parent(s)/guardian(s) in a timely manner.
3. Visitors are required to check in at the school office before the start of the class that they wish to observe, and to follow individual school procedures for visitor sign-in, passes, escorts, etc.
4. Parent(s)/Guardian(s) in classrooms are there as guests and are asked to behave as quiet observers of classroom activities, unless specifically requested otherwise by the classroom teacher.
5. Visitation shall not be allowed during tests or other student examination/evaluation.
6. An appointment should be made with the teacher if the parent(s)/guardian(s) wish(es) to discuss their child's educational progress. Visiting parent(s)/ guardian(s) are to refrain from using classroom observations for impromptu parent(s)/guardian(s)-teacher conferences either during or outside of class time.

Parent(s)/Guardian(s) who fail to abide by these regulations or who intentionally disrupt the educational process of the school may be asked to leave and/or be denied permission for future visits.

### **PHYSICAL EDUCATION**

Physical education is offered to our students once per week under the direction of our teaching staff of Charles DeWildt and Matthew Putnam. The curriculum (EPIC) is being implemented with the focus on health, skill building, fitness, and instruction in collaborative and competitive activities. In addition to our regular physical education class, the EGR Recreation Department at 949-1750, offers many sports opportunities for students of all ages.

### **PLAY DATES**

For your child's safety we encourage all children to leave the school property immediately after school. They should hurry home and check in so you know they've arrived safely. We request all students make play date arrangements away from school, as they may not use the school phone for that purpose.

### **PRIVACY OF GRADES - (Policy #7581)**

Student grades are confidential and should be accessible only by the student, parent/guardian and appropriate school personnel.

Students should not "correct", grade or score the homework of another student nor shall students be required to reveal homework grades or scores in the presence of other students. However, good educational practices such as peer editing and peer feedback may be part of the classroom learning experience.

### **PROMOTION AND RETENTION (Policy #7600)**

Promotion and retention of students shall be the responsibility of the Principal with recommendations from the professional staff and shall be made in the best interest of the individual student with parent involvement.

### **READING SUPPORT SERVICES**

Our Reading Specialist Team consists of: Mrs. Kathy Storey, Mrs. Susan Stearns and Mrs. Nancy Gallavin. They provide instruction both one-on-one and in small groups. First grade students are all assessed in the beginning of the school year, and then are provided with support if necessary. Our team also provides instruction for a limited number of 2nd-4th graders yearly. Their teaching approach is research based and highly effective.

### **RECESS**

Recess is an important time for children to engage in play and physical activity. **Students may stay in the office for recess with a doctor's note only.** Our students have three recesses a day: morning recess is from 10:15-10:30 AM; lunch recess is for 20 minutes during lunchtime; and the afternoon recess is from 2:00-2:15 PM. During the morning and afternoon lunch, four teachers and para-educators are assigned to different sections of the playground for supervision. If the temperature is at or below 0 degrees, students will have indoor recess.

### **RELEASE OF STUDENTS FROM SCHOOL**

In the event a student needs to be released from school for a medical or dental appointment we ask that the following procedures be used:

- A note is sent to the teacher indicating reason and time for leaving.

- Parent reports to the office to sign out the student - the student will then be called from the classroom to the office.

### **REPORT OF PUPIL PROGRESS TO PARENTS**

For all grades, there are two scheduled parent-teacher conferences during the school year. Conferences at other than the regularly scheduled times are encouraged as needs become apparent and may be initiated by either the parents or the teacher. Report cards are issued for all students in January and June. Duplicates of these reports are made and kept on file in the office.

### **RESPECT FOR PROPERTY**

Your child should be reminded to be careful of all private property on the way to and from school and at school. This should include a reminder that children do not cut across lawns of residents along the way to school.

### **SAFETY (Policy #8360)**

All students are expected to comply with the state and federal laws and local ordinances pertaining to the possession of weapons or explosives, the approved safety and fire codes, and laws pertaining to civil disobedience. All criminal activities are prohibited, including but not limited to the following:

- a. the possession or use of firecrackers, slingshots, fireworks, squirt guns, smoke guns, knives, razors and other items which, in the principal's discretion, could do injury to persons or property;
- b. violation of approved safety and fire codes;
- c. engaging acts of civil disobedience;
- d. setting false alarms
- e. physical attacks, fighting, extortion and/or threats or activities which endanger the safety or well being of others.

Those who violate the Board policy and/or school rules will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383.

The Board of Education is continually concerned about the safety and welfare of district students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

### **SAFETY PATROL**

We are fortunate that several of our fifth grade students volunteer to serve as crossing guards on a few of our street crossings. We urge you to talk to your children about the responsibility and importance of this job and we ask that your child cooperate, respect the crossing guards and follow their directions when crossing. Please feel free to call school about any safety problems that you feel needs attention.

### **SAFETY PATROL WILL NOT BE ON DUTY DURING SEVERE WEATHER CONDITIONS.**

If the temperature is at or below 0 degrees, Safety Patrol will not be on duty and students will have indoor recess.

Please review these procedures with your children and arrange for an alternate shelter home where students can go if you will not be home.

### **SAFETY SUGGESTIONS FOR PARENTS DRIVING CHILDREN TO SCHOOL**

There are several good reasons why children should be encouraged to walk to and from school, as opposed to parents transporting them. If rainy weather or other factors create the necessity for

parents to transport youngsters, we would appreciate the observance of safe driving practices and use of caution when children are exiting their vehicles.

## **SAFETY SUGGESTIONS FOR PARENTS DRIVING CHILDREN ON FIELD TRIPS**

### **4350-R Student Transportation in Private Vehicles**

--Field Trips

When private vehicles are used for elementary and middle school field trips, the following requirements shall be met:

1. Only an adult (non-high school student) licensed driver shall be allowed to drive the vehicle;
2. The vehicle shall be equipped with seatbelts and the number of passengers limited to the number of seatbelts available. Seatbelts shall be used at all times by all passengers when the vehicle is in operation;
3. The vehicle shall be generally in good condition, particularly as it pertains to safety equipment such as brakes, horn, tires, lights, etc;
4. Vehicle and driver shall be insured;
5. No open-type vehicle, such as a pickup or truck, shall be used for transporting students other than in the cab of the vehicle where proper seat belts can be used, except for parades;
6. Non-ownership insurance as a secondary coverage shall be carried by the District either on a permanent or temporary basis as determined by the Superintendent; and
7. A form verifying certain desired information to be signed by the driver of the vehicle shall be kept on file.
8. **For students that require a booster seat (under 4'9" or the age of 8), it is the responsibility of the parent to send in the booster seat for that field trip. If they do not send it in, the child will not go on the field trip and other arrangements will be made for their education at school.**

### **SCHOOL ADMISSION TO CLASSES (Policy #8040)**

Students are assigned to specific classes, grade levels and teachers by the building Principal. In making assignments, to the extent possible, Principals may consider (with input from teachers and parents) the following factors: (i) individual student needs; (ii) learning styles of students; (iii) teaching styles; (iv) gender ratio; (v) heterogeneous make-up of the class; (vi) class size; and (vii) special education needs.

### **SCHOOL SAFETY**

Safety of students and staff is our first priority. To that end, we have established extensive safety plans and procedures. These procedures include:

Doors: All doors in the building except the front doors next to the office are locked.

Check In/Out: Please report to the office and sign in/out every time you enter/exit the building.

Crisis Planning: A faculty team meets periodically to plan and review of building crisis plans.

### **SCHOOL PROCEDURES/RULES**

Lakeside Elementary School, in partnership with our community and parents, will ensure that each student acquires the knowledge, skills and strategies necessary to reach his or her full potential, and become a productive, responsible citizen. We are guided in these efforts core principle defined as "*Kindness Counts.*"

### **SEVERE WEATHER AND OTHER EMERGENCIES**

If there is a severe weather watch or warning during school hours, students will remain in school until regular dismissal. They may be detained beyond the school's regular dismissal time if weather conditions warrant. Parents may pick up their child(ren) at any time, or the child may be released to any adult designated by the parent.

If a watch or warning occurs outside of school hours, the school district will not begin any school activities (sports, PTA, etc.). During a tornado watch or warning; if the activities are in progress, the students will be dismissed and the activities will stop. After school activities may be held if such activities are scheduled to being one hour after a tornado watch or warning has been lifted.

**TORNADO WATCH**

Conditions conducive for tornado formation exist in the area. Children and staff may be detained beyond regular dismissal, if weather warrants.

**TORNADO WARNING**

One or more tornadoes have been sighted in the area. Take cover immediately. Children will **NOT** be sent home.

**SEVERE THUNDERSTORM WATCH**

The possibility of severe storms, including dangerous lightning, damaging winds, and possible hail exists in the area. Children dismissed at regular time unless severe weather conditions exist.

**SEVERE THUNDERSTORM WARNING**

Storms as described above are in the area and are imminent. Children may be detained. In the event of any of the above conditions, keep tuned to the radio or television for details.

Parents must assume the responsibility for making certain that their children understand and follow these procedures, as well as instructing their children to stay off the streets once they reach home.

Parents are encouraged to provide alternate home arrangements for their child(ren) if there is a need to release students for **other types of emergencies** (power outages, loss of heat, etc.). Please attempt to locate an alternate home of a friend or relative close to school where your child(ren) could go until such time as you return home. Please review your family’s plan with your child(ren) on a regular basis during the school year.

In the event of a **fire**, the school building will be evacuated in a safe and orderly manner. Fire drills are held during the year. A planned route is explained to the children and we are proud of the fine cooperation of the children during these drills. We customarily empty the building in less than 60 seconds.

**SOCIAL WORKER**

The purpose of our school social worker, Mr. Chris Kenward, is to assist children and families with social and emotional issues. He provides individual, group social skills training and counseling. He can be contacted at 235-7553.

**SPECIAL EDUCATION**

A full range of special education services including speech and language therapy, occupational therapy, physical therapy, and academic support services are provided. Academic and psychological and social testing is available from our school psychologist, and student and family social services are provided by our school social worker. To assist staff and parents in meeting the needs of our students, weekly child study meetings are scheduled to discuss the strengths and challenges faced by individual students.

### **STUDENT FEES AND FINES (Policy #8990)**

Building Principals or designated representatives shall be authorized to collect school fees authorized by the Board. School property loss, damaged or destroyed by a student shall be paid for by such student in accordance with the rules prescribed by the District, building or department.

### **STUDENT JOBS**

Fifth graders all have leadership opportunities within the school. The students are assigned tasks within the library, art room, Lion's Lair, lunchroom, and safety patrol.

### **STUDENT VISITORS**

We are often asked to accommodate out-of-town, school age visitors to our school. The district's position regarding this request to have cousins or friends attend school with our students includes the following conditions. With teacher approval, a child may visit for approximately one hour. This minimizes any additional responsibilities for classroom teachers. This policy also reduces liability concerns.

### **VARIETY SHOW**

One of the highlights of the year is the Variety Show (previously the Talent Show). Students and teachers prepare fun acts that they display during a day and evening show during the fall that attracts several hundred at each show. It's incredible.

### **TECHNOLOGY CODE OF ETHICS (Policy 7355)**

The use of technology in the East Grand Rapids Public Schools is an opportunity extended to students, faculty and staff to enhance learning, productivity and information processing. The computer hardware and software of the East Grand Rapids Public Schools shall be used solely for educational purposes specified by the Board of Education and staff of the East Grand Rapids Public Schools. The use of computer and related equipment and software for the purpose of sending or receiving information or images of a prurient nature is expressly prohibited.

#### **Rights:**

Students and staff

- may use hardware and software which they have received permission to use;
- may access information from resources outside the school district; and
- may access the Internet to receive and send information.

#### **Responsibilities:**

Students and staff are responsible for:

- Utilizing information technology only for educational purposes, including, but not limited to, the attainment of outcomes, goals, and objectives specified in curriculum documents of the district or otherwise delineated by teachers, administrators and the Board of Education;
- Using hardware and software in a manner that enables its ongoing usage;
- Adhering to the rules, including, but not limited to, those posted in classrooms or computer labs or otherwise specified by school employees, for the use of hardware, software, labs and networks in the school;
- Obtaining permission from a school official before bringing in their own software and using it on school equipment;
- Avoiding installing computer viruses or enabling the spread of such viruses on school equipment;

- Keeping hardware and software from being relocated, removed from school premises, or modified without permission of an administrator;
- Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords;
- All material received from sources outside the school district, including the Internet, under their user accounts and for accepting responsibility for keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school;
- Adhering to the law and district policy pertaining to copyright and privacy rights in the use of hardware and software and in the transmission or copying of text or files;
- Avoiding using the technology for personal or private business, for product advertisement, or political lobbying; and
- Avoiding the malicious use of information technology to disrupt the use of technology by others, to harass or discriminate against others, or to infiltrate unauthorized computer systems.

### **Disciplinary Action:**

Students and staff violating any of these Rights and Responsibilities will face disciplinary action, which may include:

- Banning their using school information technology;
- Making full financial restitution for any unauthorized expenses incurred or any damages caused;
- Attending training sessions; and
- Facing additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school system up to dismissal from employment, litigation or expulsion from school.

### **TELEPHONE**

In the office, near the door, is the parent/student telephone. Dial 9, then the local number to make a call.

### **TESTING AND ASSESSMENT**

A range of tests and assessments are given to all students at Lakeside.

**Y5 –2nd graders** – Teachers assess students reading ability in a yearly on-going manner using the Michigan Literacy Progress Profile (MLPP). This assessment tool helps us measure literacy progress and guide instruction.

**1<sup>st</sup> graders** – Take a district math assessment in late April.

**2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> graders** – Will take the Stanford/Otis Lennon test during late February and early March, which covers reading and mathematics.

**3<sup>rd</sup> graders** – Take the English language arts and math MEAP tests in October.

**4<sup>th</sup> graders** – Take the English language arts and mathematics MEAP tests in October.

**5<sup>th</sup> graders** – Will take the English language arts, math and science MEAP tests in October.