

Parent Handbook

Lakeview Elementary School

2016 - 2017



LAKEVIEW ELEMENTARY: AN INTERNATIONAL BACCALAUREATE WORLD SCHOOL

CONTACT INFORMATION

Lakeview Elementary School

4110 Lake Drive North

Robbinsdale, MN 55422

General Phone: 763.504.4100 / Fax: 763.504.4109

Website: rdale.org/lve

Facebook: Lakeview Elementary School

MISSION STATEMENT

Lakeview Elementary is an internationally-minded, caring and accepting community committed to developing open-minded, knowledgeable, responsible and respectful life-long learners.

ADMINISTRATION

Bridget Hall, Principal

Molly James, IB Coordinator

Anne Mathena, Secretary

September, 2016

Greetings Lakeview Families,

Welcome to Lakeview Elementary School and the 2016-2017 school year. We are delighted that you are a member of our school community, and we look forward to creating a positive and caring partnership with you. We thank you for entrusting us with your student and see this as a true collaborative partnership.

Lakeview Elementary is committed to ensuring all learners with the opportunities for building a culture of collaboration, stretching our learners thinking, increasing their academic and social skill set, and celebrating those successes together. We are a community that is proud to celebrate our rich global diversity and learn from one another, as each of us (student, staff, parent, community) bring a special gift to the teaching and learning environment here at Lakeview Elementary School.

We look forward to a productive and successful school year through a strong relationship between home and school. Lakeview Elementary is a place to grow where *Every Child Matters. Every Day.*

Peace,

Bridget Hall (Principal) and the Lakeview Elementary Team.

FINGERTIP FACTS

ADMINISTRATION

Dr. Carlton Jenkins Departing Superintendent
Bridget Hall Principal
Molly James..... IB Coordinator
Anne Mathena Secretary

TELEPHONE NUMBERS

Office 763.504.4100
Absence Line 763.504.4110
Fax 763.504.4109
Nurse 763.504.4105
Kitchen 763.504.4107

ENROLLMENT (K-5)

Approximately 440 students

RECEIVING SCHOOL

Robbinsdale Middle School

SCHOOL HOURS

Great Start Pre-School (AM) 8:50 a.m. – 11:25 a.m.
Grades K – 5 8:50 a.m. – 3:10 p.m.
Great Start Pre-School (PM) 12:50 – 3:20 p.m.

Students may enter the building at 8:30 for breakfast.
Please do not have your student arrive prior to 8:40 a.m.
if s/he does not eat breakfast.

POLICIES AND PROCEDURES

ADVENTURE CLUB

Adventure Club is a before-and after-school childcare program for elementary students offered at all Robbinsdale Area elementary schools. A site supervisor at each location directs age-appropriate activities. Adventure Club hours are Monday through Friday from 6:30 a.m. to 6:00 p.m. It's also open during school vacations, conferences and in-service days. For fee and enrollment information, call 763-504-5320.

ARRIVAL TIME

If your child does not ride the bus, **please time his or her arrival for 8:40 a.m. or later.** The first morning bell rings at 8:40 a.m., the final morning bell at 8:50 a.m. Students entering classrooms after 8:50 a.m. are marked tardy. Although teachers arrive earlier, they are busy with preparations for the day and do not supervise playground or halls during that time. Children arriving late should report to the office to sign in.

ATTENDANCE

School attendance laws of the state of Minnesota require that children attend school regularly. The only excused absences from school are for student illness, religious holidays, or a death in the family. When your child is absent from school, a written note must accompany the child upon his or her return to school. The child should give the note to the teacher. If your child is absent from school, please call 763-504-4110 to report the absence. **Please call by 8:25 a.m.** Automated calls are sent to families for absences not reported by 8:25 a.m.

The school board believes that regular school attendance relates directly to success in academic work and benefits students socially. Regular attendance also promotes positive student/teacher relationships and establishes habits that will help the student in the future.

The goal for every student is a 95 percent attendance rate. **This means a student will be absent no more than 9 days a year for any reason.** Each student's attendance is reviewed periodically to monitor absences. Parents should pay particular attention to the following items:

- It is the parent's responsibility to ensure the student attends school and to inform the school in the event of a student absence. Parents may request that the absence be excused if there is a valid reason for the absence. This also applies to tardies.
- It is the principal's responsibility to excuse absences or tardiness. Family vacations when arranged and approved in advance will be excused absences. Request for prior approval must be submitted to the building principal in writing at least one week in advance.
- In cases where absences due to illness appear excessive, physician notes will be required to excuse further absences.

- Time absent due to unexcused tardies will accumulate as follows:
 180 minutes (3 hours) = ½ day unexcused absence
 270 minutes (4.5 hours or more) = full day unexcused absence
- Excessive absences on the part of non-resident students may jeopardize continued open enrollment in the district.

The Robbinsdale Area School District works in cooperation with Hennepin County and local police officials to enforce truancy laws in cases where school interventions are not effective. Please see the **Student Attendance** section of Robbinsdale Area Schools' *2015-2016 Student Behavior Handbook: Rights & Responsibilities* for a complete and detailed copy of the district attendance policy.

ABSENCE –TARDY DEFINITIONS

Robbinsdale Area Schools has established the definitions of an absence and a tardy as follows:

- Half-day absence..... 3-4.5 hours
- Daily absence Greater than 4.5 hours
- Daily tardyStart of school to 3 hours

BEHAVIOR

At Lakeview Elementary School, we are proud of our students because we know they will conduct themselves appropriately, showing pride in themselves and their school. The staff at our school has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure and happy, and in addition, have optimal learning opportunities. Our positive approach to school-wide discipline:

- Reinforces positive behavior.
- Utilizes simple rules.
- Helps students identify specific positive behaviors.
- Increases students’ positive self-esteem.
- Generates a positive climate.
- Makes it beneficial to follow suggested guidelines.
- Helps students to feel good about their behavior.

LAKEVIEW’S PBIS PROGRAM AND BIRDHOUSES

Positive Behavior Interventions and Supports (PBIS) is a district-wide strategy for enhancing behavior and academic outcomes for all students. PBIS is a whole-school approach that includes all students, staff members and school settings. Schools that use PBIS demonstrate learning

environments that are more engaging, responsive and preventive, address classroom management and disciplinary issues and promote a positive change in school climate. Our school motto is **Lakeview's Robins R.O.C.K!** The acronym stands for:

R—Respect and Responsibility

O—Open-minded

C—Caring

K—Knowledgeable

As robins, we have three colored birdhouses: red, blue and yellow. Each birdhouse is comprised of one classroom from each grade level. Each classroom has the opportunity to earn coins each month for positive behaviors. At the end of the month, a school-wide assembly is held where we reveal the birdhouse that has collected the most coins. The students in that house receive a prize. Individual student positive behaviors are recognized by "Robins R.O.C.K., You R.O.C.K." slips. When students demonstrate our R.O.C.K. motto, they receive a "Robins R.O.C.K., You R.O.C.K." slip. The slips are collected in the office and one slip is drawn weekly from each classroom to recognize positive student behaviors.

STUDENT BEHAVIOR REPORT

The Behavior Report is intended to notify parents/guardians of behaviors that have become a concern. When a student has not shown appropriate respect for property, self or others, has not acted responsibly, or has failed to meet behavioral expectations within the school, classroom and/or playground, an appropriate level of disciplinary action will be taken. Minor offenses are handled by classroom teachers. Major incidents result in an office referral. All students are subject to behavioral guidelines laid out in Robbinsdale Area Schools' *2016-2017 Student Behavior Handbook: Rights & Responsibilities*. Families receive a copy of this policy at the beginning of the school year.

BIKES, SKATEBOARDS, SCOOTERS, IN-LINE SKATES

Because of Lakeview's location near several busy streets, we do not allow students to ride their bikes, skateboards, or scooters, or wear in-line skates to school, unless the student has permission to bring one of the listed items on a field trip.

BIRTHDAY TREATS

Robbinsdale Area Schools discourages edible birthday treats. Lakeview Elementary supports this policy and encourages healthy alternatives for birthdays. Students are not allowed to bring birthday treats to share with others due to an increase in food allergies, the negative effect of sugar on learning, lost time for eating a healthy lunch, and comparing treats with their peers, which often results in hurt feelings. More information is found on the district web site www.rdale.org under Health Services > District Wellness Initiatives > Healthy Celebrations.

BOOK REPLACEMENT

The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students.

BUS SERVICE

Bus service is available for all children who live at least a half-mile from Lakeview. Riding the bus is a privilege that can be revoked if students do not cooperate and follow bus safety guidelines. Because transporting 60 to 70 children on a bus is very serious with potential dangers, we firmly enforce bus regulations. Parents are notified of any serious violations. A conference with parent, bus driver, principal and student may be held in cases of reported misbehavior. Students who are **designated bus riders must ride the bus to and from home** unless a parent sends a note to the teacher or calls the school office to indicate a change in plans for that day.

CELL PHONES

Cell phones are not allowed in school. However, we recognize that there may be times when a student needs to bring a cell phone to school. In those cases, the cell phone must be **turned into the school office at the beginning of the school day**. The student can pick the phone up at the end of the day. This process is necessary for the security of the phones as well as to remove the possible distraction the phones may cause in the classroom. If a parent/guardian needs to talk to a student during the school day, s/he may call the main office in order to reach the student.

CONFERENCE AND REPORT CARDS

Parents are encouraged to call their child's teacher when there are any questions about how their child is doing in school. On a more formal basis, parent-teacher conferences are scheduled in the fall and spring. The purpose of the fall conference is to provide an opportunity for the parents and teacher to share information about the child and set goals for the school year. The spring conference is to inform parents of the child's success in school. In addition, parents or teachers may request special conferences at any other time of the year, if desired. **Attending parent/teacher conferences is highly recommended.**

Report cards are issued three times a year. This report reflects the student's performance in terms of his or her maturity and ability. Students are graded in subject areas, as well as in study habits and social skills.

CUSTODY

In cases where parents are separated or divorced, and a parent has legal custody, the school must have proof in the form of a copy of the court order that states specific custody rights. Schools must have on file appropriate legal documentation in order to assure compliance with any limiting court order. State and federal privacy laws recognize the right of a natural parent, regardless of child custody determination, to have access to the school records of his or her child. A noncustodial, biological parent may arrange to review the school record of his or her child in accord with district policy.

DRESS

We encourage students to dress neatly and in a manner that reflects pride in themselves and their school. Although much of the day is spent in the classroom, students also spend about half an hour daily in the gym or on the playground. Clean, comfortable clothing suited to the weather is best. Hats, boots and mittens are necessary in winter. It is district policy that children have tennis shoes for physical education. Shoes should be clean and should not have built-in wheels or black soles that mark the floor. Other specific guidelines are found in Robbinsdale Area Schools' *2016-2017 Student Behavior Handbook: Rights & Responsibilities*.

EARLY CHILDHOOD SCREENING

Minnesota law requires early childhood screening for all children before kindergarten. Robbinsdale Area Schools offers free screening services for district families. Children ages 3½ to 5 are tested on age-appropriate skills and development. Individual appointments last about one hour and are scheduled September through May at the New Hope Learning Center. Call 763-504-4180 to schedule an appointment.

EMERGENCY TELEPHONE NUMBERS

We must have on file the name, address and telephone number of a relative or friend in case we cannot reach you in an emergency. It is essential that this record be kept current. **Please let the office know immediately of any changes to this information during the school year.**

FIRE DRILL / LOCKDOWN / TORNADO DRILL PROCEDURES

State law requires schools to have five fire drills, five lockdown drills and one tornado drill each school year. All drills are important for your child's safety.

FOOD SERVICE

A complete hot lunch program is available at our school. Students can purchase lunch credits on a daily or weekly basis. Lunch credits cost \$2.40 per day. Milk (50¢) and juice (40¢) are available for those students who prefer to carry their lunches. Menus are given to each child at the beginning of the month and are also on the district's website and published in the school newsletter. A daily breakfast program is available to students prior to the start of each school day for \$1.30. Adult lunch prices are \$3.70 for lunch and \$1.80 for breakfast.

All elementary students approved for free or reduced price meals will be able to eat breakfast at no cost. However, reduced price meal approved students will need to pay \$.40 for their lunches.

LUNCH PERIOD RIGHTS AND RESPONSIBILITIES

The lunch period is viewed as part of the child's total school experience. It is expected that students will demonstrate the same good citizenship during the lunch period as during the rest of the school day. To promote a pleasant lunch period for all students, the following rights and responsibilities are established:

Right: Students have the right to ask questions and request assistance of lunch period supervisors.

Responsibility: Students are responsible for asking questions and requesting assistance in a pleasant and courteous manner.

Students are responsible for following reasonable requests and directions of lunch period supervisors in a pleasant and courteous manner.

Right: Students have the right to pleasant surroundings and atmosphere in the cafeteria.

Responsibility: Students are responsible for speaking in normal voice levels to those at their tables. Students are also responsible for using good manners at all times.

Right: Students have the right to a nutritious, well-balanced meal.

Responsibility: Students are responsible for eating their lunch in the cafeteria.

Right: Students have the right to a safe, supervised lunch period.

Responsibility: Students are responsible for behaving safely during lunch and at all other times during the day.

HOMEWORK

Before requiring or approving assignments for students beyond the regular school day, the teacher should make sure that each student will benefit from the work and that each student understands the assignment. Primary-level homework should require no more than 30 minutes a day to complete. Homework should not be used as a disciplinary measure. Staff should follow these guidelines when assigning and grading homework:

- Homework should be purposeful and relevant.
 - If incomplete homework is submitted, credit should be given for the work handed in.
 - Partial credit should be given for late homework at least up until the start of a new unit of study.
- Carefully consider the weight of homework in determining the final grade.

KINDERGARTEN REGISTRATION

Each spring our school conducts a kindergarten registration for next year's kindergarten class. Your child may enroll in kindergarten if he or she is five years old by September 1. You will need to present a birth certificate, immunization records, pre-school screening and proof of residency at the time of kindergarten registration. You may register in the school office.

LOST AND FOUND

To help eliminate lost items, parent should consider the following suggestions:

- Clearly label your child's coat, jacket, sweater, cap, and boots with his or her full name and grade.
- When an article is lost, don't let time lapse before trying to locate it.

- Lost items will be placed near the display case by the main office.
- **Please do not allow your student to bring valuables to school.**
- If a student loses an item on a bus, the best way to retrieve it is to ask the driver the next time the student rides the bus.

Items left in the Lost and Found are donated to community service agencies quarterly.

NON-DISCRIMINATION INFORMATION

Robbinsdale Area Schools does not discriminate on the basis of race, color, national origin, sex or handicap in admission, treatment or access to its programs and activities, or in employment in its programs and activities. The district has designated two individuals to coordinate efforts to comply with federal laws and regulations.

The Human Resource Director is the designated coordinator under Title IX of the Educational Amendments of 1972 (nondiscrimination on the basis of sex in educational programs and activities, including employment and admissions). The director is responsible for coordinating district efforts to comply with Title IX, including investigation of complaints alleging noncompliance or alleging any actions prohibited by Title IX.

You will need to contact the building for Section 504 of the Rehabilitation Act of 1973 (nondiscrimination on the basis of handicap including admission, treatment or access to programs and activities, including employment in its programs or activities). The instructional assistant will be responsible for coordinating district efforts to comply with Section 504.

Inquiries concerning Title IX and Section 504 may be directed to Human Resources at Robbinsdale Area Schools, 4148 Winnetka Avenue North, New Hope, Minnesota 55427-1288, phone number 763-504-8000.

OUTSIDE RECESS

For student safety during recess, only students in grades 3, 4, and 5 are allowed to use the monkey bars and glider.

Lakeview Elementary School uses wind chill as the chief criterion for determining whether students go outside for recess. If the wind chill is colder than -10 degrees Fahrenheit, or if the temperature itself is below zero, students will be inside for recess. Each student must go outside on outdoor recess days unless he or she has a note from a doctor. Normally, children who are too ill to go outside for recess are too ill to be at school. This is particularly true in the case of severe colds. Children who come to school with severe colds are unable to function well at school and are a source of infection for other children. **Students with severe colds are highly encouraged to stay home.** (See **Health Services** section, further below.)

PARKING

When using the school's parking lot, please do not park in the driveway, in the yellow-striped area and/or fire lanes.

PICKING UP STUDENTS DURING THE SCHOOL DAY

Occasionally, you may have to take your child out of class for a short time period or before the end of the school day. If this happens, please send a note to the child's teacher in the morning. You will need to come to the office to sign your child out. We will call the student down to meet you. No child will be allowed to leave his or her classroom early without clearance from the school office. Identification is required to release children from school.

**To limit classroom interruption, we ask that parents refrain from going directly to classrooms to pick children up.
All early dismissals must go through the office.**

What do I do if I need to make a temporary change in how my child goes home after school?

If you need to make a change to how your child goes home after school, please call the office by 2:30 p.m. It is difficult at the end of the day to make sure students receive messages to change their after-school plans when we receive calls after 2:30 p.m.

SCHOOL DAY

Great Start pre-school (AM) 8:50 a.m. – 11:25 a.m.

Grades K – 5 8:50 a.m. – 3:10 p.m.

Great Start pre-school (PM)..... 12:50 p.m. - 3:20 p.m.

Please do not bring children to school prior to 8:40 a.m. Students must be picked up when school ends at 3:10 p.m. each day, and no later.

SCHOOL NOTICES

Each Wednesday students bring home notices and letters from school in their Wednesday envelopes. It is important that parents read these bulletins in order to stay apprised of school events. Occasionally, additional messages will come home during the week.

Please sign and date the Wednesday envelope and return it in your child's book bag. Near the beginning of each month, the school newsletter will come home with each student. Be sure to remind your child to bring home these important announcements. All the information on events for the next month is included in the newsletter. The newsletter is also available on our web page: www.rdale.org/lve.

SCHOOL PICTURES

Our school contracts annually to have individual pictures taken of school children early in the school year, and group pictures are taken in the spring. Information regarding prices, times and days is distributed by a bulletin from the school.

STORM DISMISSAL

The directive to close schools comes from the office of the superintendent. WCCO/830 AM, KARE-TV (Channel 11), KSTP-TV (Channel 5) and Northwest Community Television (Cable Channel 12) announce school closings in the morning before school opens. Students may be kept in school after regular dismissal time if severe weather poses a danger for them. Make plans to allow your child to stay at a neighbor's in case you are not home in the event of early dismissal. Do not call the school unless it is an extreme emergency. Parents may pick up only their own children.

SUPPLIES

Students are expected to be prepared for their school work. This includes having work completed and having necessary supplies, especially paper and pencils. Check periodically to ensure your student has all necessary supplies, restocking as necessary. Our school store sells basic supplies at reasonable costs.

TEN-DAY CYCLE

Robbinsdale Area Schools' elementary schools are on a two-week, 5 day schedule. Each day is assigned a number and some classes and activities are scheduled according to these numbers. After a day off, the numbers continue in sequence without skipping any days. Rotating physical education, music, art, media, Spanish, band and orchestra on a 5-day schedule means that no child misses these special activities because of holidays or staff development days.

TELEPHONE CALLS

Students may not be interrupted during school hours by outside calls and messages. However, if it is necessary to reach your child on a school day between 8:55 a.m. and 3:00 p.m., call 763-504-4100. The school secretary will relay messages to students. **CELL PHONES ARE NOT ALLOWED IN SCHOOL.** Student use of the school telephone is discouraged. Students will be allowed to use the phone only with teacher permission. After-school plans, whenever possible, should be made prior to leaving home.

Parents who wish to contact a classroom teacher should be prepared to leave a message requesting that the teacher contact the parent at the teacher's convenience. Teachers are generally not available to come to the telephone while class is in session. Leaving a message may be necessary even before and after school, since the teacher may be involved in a conference or meeting at the time of your call. Teachers also can be reached at their e-mail addresses. All district e-mail addresses are formatted as follows: **first name_last name@rdale.org** (e.g. John_Smith@rdale.org)

VACATION AND VACATION LESSON PLANS

Absences due to family vacations should be arranged in advance with the principal and the classroom teacher.

The principal and staff recognize the unique educational value of family trips. When taking a trip, parents are urged to use Lakeview's vacation lesson plans instead of asking for class assignments. Class assignments given in advance are not a quality substitution for in-class, teacher-directed instruction. Written assignments and worksheets follow day-to-day class work and are of limited value out of context.

Vacation lesson plans will be given to students before they leave on vacation and will generally be due about a week after returning from vacation. There will be make-up work in the basic skills areas of reading and math when the student returns to school. Other areas of curriculum will have been covered through the vacation lesson plan.

VISITING SCHOOL

Parents are always welcome to Lakeview Elementary School. Parents are invited to join their child for lunch any time. No prior reservations are needed. If you wish to visit a class, a call to the office beforehand is appreciated. The safety of our students and the security of our buildings is extremely important to Robbinsdale Area Schools. In an effort to enhance school safety and security, Robbinsdale Area Schools uses an electronic visitor management system. The system conveniently uses your driver's license or other form of government issued picture identification to create an electronic record of your visit and confirms your identity during visits. For the overall safety of our students, this procedure has been implemented to make it easier for staff to instantly and reliably identify who is in our buildings at any time. Robbinsdale Area Schools asks that visitors bring picture identification to assist us with a secure and convenient visitor check-in process. Alternate visitor check-in procedures are in place to serve visitors who do not have identification.

VOLUNTEERS

Many school learning experiences are greatly enhanced with parent volunteers. Parent volunteers are necessary, encouraged and appreciated. Lakeview utilizes a volunteer coordinator to schedule volunteers into classrooms. If you are interested, please contact us at 763-504-4100.

WALKING TO SCHOOL

Students who cross Lake Drive/County Road 9 to get to school **must** cross at the stoplight at the intersection of Lake Drive and Indiana Avenue with members of the school safety patrol.

WEBSITE

School information can also be found on the Lakeview website at www.rdale.org/lve.

HEALTH SERVICES

A registered nurse and/or health education assistant is on duty daily at Lakeview Elementary School. The nurse is available for consultation with parents, if needed. If your child needs to be excused from physical education, please send a note. If your student is to be excused long-term (more than one week) from physical education activities, the child must bring a written excuse from a physician.

HEALTH PROBLEMS

Please alert the school nurse and teacher if your child has a particular health problem that may affect the child's learning or functioning at school. If your child is on home-administered medication (e.g. allergy medication or antibiotic) that could affect his or her attention or behavior at school, please inform the nurse and your student's teacher.

IMMUNIZATION AND PHYSICAL EXAMINATIONS

Robbinsdale Area Schools recommends physical examinations for elementary school children prior to kindergarten and fourth grade. Forms are available from the nurse's office. Minnesota law requires that every child entering school show evidence of adequate immunization. This includes five doses of DPT (diphtheria, tetanus and pertussis), four doses of polio, and two doses each of measles, mumps and rubella. In addition, kindergarten students also need 1) three doses of the Hepatitis B vaccine and 2) the Varicella (chickenpox) vaccine or proof of having had the disease.

STUDENT INFORMATION AND VERIFICATION FORM

Every child enrolled at Lakeview has a student information verification form. It is our first reference in case we need to contact you regarding your child. **If information on the sheet, such as telephone numbers or email addresses change during the school year, please inform the school office.**

WHEN YOUR CHILD IS ILL OR INJURED AT SCHOOL

When your child develops a fever or other symptoms of illness or receives a significant injury, the parent or other person listed on the student information verification form will be notified. It is the responsibility of the parent or a designee to provide transportation home for the child. The child must be picked up as soon as possible.

MEDICATION

Administration of medication to pupils in school will be done only in exceptional circumstances where the child's health may be jeopardized without it. Medication will be administered only with written authorization from the child's physician and written permission from a parent.

Medications sent to school must come in a labeled pharmacy bottle. If you know your child will need to take medication at school, ask your pharmacist for a duplicate labeled bottle. Over-the-counter medications will not be administered without written authorization of a physician. All medications brought to school by students must be kept in the health office.

ILLNESS

Parents are frequently concerned about whether to keep children home or send them to school. The following information is intended to help parents with this decision:

- If a child has had a fever of 100 degrees or more, the child should stay home for 24 hours after temperature returns to normal.
- If a child has vomited or had diarrhea, the child should stay home until 24 hours after the last episode.
- If a child has any rash that may be disease-related or for which you do not know the cause, check with your family physician before sending the child to school.

SCHOOL ORGANIZATION

Lakeview Elementary School is organized in a traditional classroom arrangement with some variation in grade levels as student enrollment and needs change. It is possible for classes to work together as teachers see a need for it.

PRIMARY GRADES (K-4)

Generally, the primary grades (K-4) are self-contained, with teachers cooperating in certain subjects. Most subjects are taught by the homeroom teacher. Primary teachers spend the greatest amount of time teaching language arts and mathematics. Other subjects taught in grades 1-4 are health, science and social studies. In addition, students have instruction each week by special teachers in music, physical education and Spanish. Students will have instruction in media and art every other week.

GRADE 5

Grade 5 provides instruction through departmentalization. Every fifth grade student will have a homeroom teacher. Throughout the day, fifth grade students rotate between homeroom, math, literacy, science, and social studies instruction.

Intermediate students also have instruction by special teachers in physical education, music and Spanish. Students will have instruction in media and art every other week. Students may enroll in orchestra in grades 4 and 5, or in band in grade 5.

CURRICULUM



INTERNATIONAL BACCALAUREATE PRIMARY YEARS PROGRAMME

Lakeview Elementary is an IB World School.

IB MISSION STATEMENT

The International Baccalaureate (IB) aims to develop inquiring, knowledgeable, and caring people who create a better and more peaceful world through intercultural understanding and respect.

IB PHILOSOPHY

The Primary Years Programme (PYP), IB's grade school component, prepares students to become active, caring, lifelong learners who demonstrate respect for themselves and others and have the capacity to participate in the world around them. It focuses on the development of the whole child as an inquirer, both within and beyond the classroom, and nurtures independent learning skills, encouraging students to take responsibility for their learning.

PYP is a rigorous academic program that meets the needs of all students in the school. The program has high standards and is coordinated internationally to provide students around the world the same high quality education, regardless of national borders. It focuses on the inquiry-based method through an emphasis on creating meaning and understanding. Inquiry-based education promotes active and motivated learning. Through units of transdisciplinary inquiry, teachers are able to adapt instruction to the interests and ability levels of their students. The programme incorporates local and global issues into the curriculum, asking students to look at six related, transdisciplinary themes and to consider the links between them. These themes are:

- Who We Are
- Where We Are in Place and Time
- How We Express Ourselves
- How the World Works
- How We Organize Ourselves
- Sharing the Planet

WHO WE ARE

An inquiry into the nature of the self; beliefs and values; personal, physical, mental, social and spiritual health; human relationships including families, friends, communities, and cultures; rights and responsibilities; what it means to be human.

WHERE WE ARE IN PLACE AND TIME

An inquiry into orientation in place and time, personal histories; homes and journeys; the discoveries, explorations and migrations of humankind; the relationships between and the interconnectedness of individuals and civilizations, from local and global perspectives.

HOW WE EXPRESS OURSELVES

An inquiry into the ways in which we discover and express ideas, feelings, nature, culture, beliefs and values; the ways in which we reflect on, extend and enjoy our creativity; our appreciation of the aesthetic.

HOW THE WORLD WORKS

An inquiry into the natural world and its laws; the interactions between the natural world (physical and biological) and human societies; how humans use their understanding of scientific principles; the impact of scientific and technological advances on society and on the environment.

HOW WE ORGANIZE OURSELVES

An inquiry into the interconnectedness of human-made systems and communities; the structure and function of organizations; societal decision-making; economic activities and their impact on humankind and the environment.

SHARING THE PLANET

An inquiry into rights and responsibilities in the struggle to share finite resources with other people and with other living things; communities and the relationships within and between them; access to equal opportunities; peace and conflict resolution.

IB HIGHLIGHTS

- The prestigious International Baccalaureate Primary Years Programme is for all students, from kindergarten through fifth grade.
- Students are introduced to the Spanish language and culture.
- Minnesota ranks 12th in the nation in number of IB programs available to its students state-wide.
- Teachers and students are motivated to speak with energy and excitement about learning, discovery and intellectual adventure.
- PYP fosters superior critical thinking skills.

MEDIA

The elementary media program is an essential element of the total educational program. Media skills, taught in a sequential manner, are designed to be an integral part of the classroom instructional program. This process leads students to a lifelong appreciation and critical use of media.

TESTING

District curriculum referenced achievement tests in the areas of reading, mathematics and writing are given to students in grades 3, 4 and 5. Students in grades 3, 4 and 5 will also be taking the state of Minnesota Comprehensive Assessments (MCAs) in the areas of reading and mathematics. Fifth grade students will also take state testing in the area of science. Students in grades 1 – 5 will take the Measure of Academic Progress (MAP) assessment in the fall, winter and spring each year.

BAND AND ORCHESTRA

Students may join the orchestra in 4th grade, the band in 5th grade. Our orchestra and band teachers come to Lakeview one day a week for ensemble work and lessons.

SPECIAL SERVICES

SPECIAL EDUCATION SERVICES

A child may be referred to the Special Education staff by any one of a number of people. Most often, a referral is made by the teacher in conjunction with parents. Special Education teachers are assigned to Lakeview Elementary to work with students who have special learning disabilities. Students must meet the criteria set by the Department of Education. A systematic pre-referral procedure is followed to determine whether a student needs to be considered for alternative service, or if a comprehensive child-study assessment is needed.

No student can be assigned to the Special Education program without a full assessment by the Special Education staff. This due-process procedure can take up to one month. After the student has completed the various tests, a parent conference is held to discuss test results and make recommendations for the student's school program. If the recommendation is to enroll the student in the Special Education program, an individual education plan (IEP) is written. Parents have an opportunity to suggest goals for the educational progress of the student as he or she receives direct Special Education service. The classroom teacher and the Special Education teacher communicate frequently to assure the student's continued progress.

ENGLISH LEARNING PROGRAM (EL)

The English Learner (EL) program serves students whose first language is one other than English. Potential students are screened according to answers given on the home language questionnaire and are then evaluated by EL teachers for entrance into the program. The purpose of the instruction is to help students gain enough proficiency in English that they can participate fully in the classroom instructional program.

Students may meet individually or in small groups with the EL teacher, depending upon each student's needs.

TITLE I READING AND MATHEMATICS

Lakeview Elementary is a school-wide Title I school. Research demonstrates that the goal of academic success for all students requires special support that comes when resources, practices and procedures are coordinated across an entire school.

SCHOOL-WIDE EDUCATION REFORM

Goals of school-wide education reform include:

- Challenging standards for all students
- Resources targeted to students with the greatest academic needs, in amounts sufficient to make a difference
- A focus on teaching and learning, with components aligned and working together to help every student meet the standards
- Partnerships among families, communities, and schools to support student attainment of high standards
- Administrative flexibility to stimulate school-based initiatives, coupled with accountability for student performances

PARENT TEACHER ORGANIZATION (PTO)

Lakeview's PTO usually meets the second Monday of the month in the staff lounge. All parents are invited to attend. PTO goals include promoting the welfare of children in school, encouraging excellence in education, developing communication between educators and the community, and supervising educational programs that supplement classroom activities.

PTO ACTIVITIES

PTO sponsors many family activities during the school year, including our Family Fun Night, Fall Book Fair, and the Welcome Back Dance in January. In addition, they help with many other school events throughout the school year.

FUNDRAISERS

PTO usually has two or three fundraisers during the year. The monies from these activities are used to benefit students at Lakeview Elementary. In the past, PTO has provided new playground equipment, materials for the media center, computers, field trips for students, artist residencies, and supplementary materials for classroom teachers.

SCHOOL SAFETY PATROL

Fourth and fifth grade students are assigned to busy intersections near the school both before and after school. Students must follow the suggestions of safety patrol members at all times. All students who walk to school are expected to cross the streets immediately surrounding the school with the assistance of school patrol members.

LAKEVIEW ELEMENTARY SCHOOL STAFF 2016 - 2017

Phone: 763-504-4100 · Fax: 763-504-4109 · website: www.rdale.org/lve

Bridget Hall	Principal	763-504-4101	bridget_hall@rdale.org
TBD	Assistant Principal	763-504-4102	
Anne Mathena	Secretary	763-504-4103	anne_mathena@rdale.org
Molly James	IB Coord. / Instructional Coach	763-504-4139	molly_james@rdale.org
Sarah Rutledge	Instructional Coach	763-504-4120	sara_rutledge@rdale.org
Tammy Riste Wahlin	Band	763-504-4070	tammy_wahlin@rdale.org
Lisa Rye	Physical Education	763-504-4142	lisa_rye@rdale.org
Ann Bromenschenkel	Special Education	763-504-4116	ann_bromenschenkel@rdale.org
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Cheryl Retka	Social Worker	763-504-4135	cheryl_retka@rdale.org
Reva Vincent	Intervention Specialist	763-504-4146	reva_vincent@rdale.org
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Arden Leali-Broberg	Media	763-504-4108	arden_leali-broberg@rdale.org
Jane Flower	Nurse	763-504-4113	jane_flower@rdale.org

GREAT START PRE-SCHOOL

TBD	Room 121	763-504-4128	
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KINDERGARTEN

Janet Rein	Room 102	763-504-4126	janet_rein@rdale.org
Sherri Elasky	Room 101	763-504-4127	sherri_elasky@rdale.org
Kacyn Nistler	Room 106	763-504-4122	kacyn_nistler@rdale.org

FIRST GRADE

Jenny Bursell	Room 105	763-504-4123	jenny_bursell@rdale.org
TBD	Room 104	763-504-4124	
Alaine Pappin	Room 103	763-504-4125	alaine_pappin@rdale.org

SECOND GRADE

Jodi Elias	Room 120	763-504-4156	jodi_elias@rdale.org
Nancy Martin	Room 119	763-504-4130	nancy_martin@rdale.org
Megan Matson	Room 118	763-504-4129	megan_matson@rdale.org

THIRD GRADE

Roland Huyen	Room 213	763-504-4154	roland_huyen@rdale.org
Sarah Thurm	Room 212	763-504-4155	sarah_thurm@rdale.org
Erika Berg	Room 211	763-504-4131	erika_berg@rdale.org

FOURTH GRADE

Joseph Broadbent	Room 214	763-504-4152	joseph_broadbent@rdale.org
Carolyn Carlson	Room 216	763-504-4153	carolyn_carlson@rdale.org
Christa Olson	Room 215	763-504-4150	christa_olson@rdale.org

FIFTH GRADE

Elaine Swanson	Room 201	763-504-4151	elaine_swanson@rdale.org
Corrine Jackson	Room 202	763-504-4147	corinne_jackson@rdale.org
Peter Burnham	Room 217	763-504-4121	peter_burnham@rdale.org

