

**LAKESIDE ELEMENTARY SCHOOL
STUDENT / PARENT HANDBOOK**

2011-2012

Lakeside P.R.I.D.E Program

Positive Attitude

Respect

Integrity

Discipline

Excellence



Welcome to Lakeside Elementary!

Lakeside is a school filled with highly qualified staff and energetic students who are committed to learning. Our staff is committed to providing an engaging and challenging education for all of our students. We are proud of the hard work and success of our students each and every day.

Our school-wide expectations are the exhibited in our Lakeside PRIDE program. These characteristics are expected in all areas of our school; classroom, playground, hallways, and bus.

- Positive attitude
- Respect
- Integrity
- Discipline
- Excellence

Much time and energy will be devoted by our staff to develop a positive school environment that best serves the needs our students. Communication and teamwork between the family and school are valued at Lakeside! Our school is a great place for children to receive a quality education, for parents to be involved in their children's school experience, and for staff to partner with families to meet the unique needs of our students.

If you have questions or concerns, please do not hesitate to contact us. We look forward to meeting and working with you as we embark on this journey together!

Sincerely,

Sara Johnson
Lakeside Principal



ARRIVAL

All busses drop students off at the main doors in the front of the building from 8:30-8:50. Please do not get in the way of the school busses during this drop-off period. Parents may drop students off on the playground side of the building after 8:30 A.M.

Students are not to be in their classrooms before 8:30 A.M. If your child has to be dropped off at Lakeside in the morning he/she must wait in the front vestibule until 8:30 A.M. or until the arrival of the first bus, at which time they may go to their classrooms. Students are not to be on the playground since there is no supervision.

ART

Art classes will enable students to become more efficient illustrators through a variety of art media. Students will develop an awareness of art and its role in our culture and daily lives through creative and perceptual thinking.

ASSEMBLIES

Assemblies/lyceums are planned periodically as special events on the school calendar. The Chisago Lakes Parent/Teacher Organization sponsors them. There is often a significant investment in time and money in preparation for an assembly program. Special attention to etiquette and good citizenship is expected of all students.

AWARDS

Students receive special recognition at the school through a variety of award programs. These awards are intended to promote and recognize academic skills, athletic achievement and various aspects of good citizenship.

ATTENDANCE REGULATIONS (Compulsory Attendance Law)

***** If your child is absent from or tardy to school, please call the office by 10 a.m. or school personnel will need to contact you. Any absence not excused by the parent/guardian within 3 days is an unexcused absence.***

Attendance- What do I need to know?

Regular attendance is the foundation of a successful school experience and essential to the education program at Chisago Lakes School District. Classroom experiences are valuable and essential. Time lost from class cannot be regained and absences will result in the loss of valuable opportunities to learn. Research has clearly indicated that the amount of time a student is involved in instruction has a direct relationship to his or her academic achievement.

Minnesota Statute 260C.007 subd. 19 defines an Habitual Truant as “a child under the age of 16 who is absent from attendance at school without lawful excuse for seven school days...or for one or more class periods on seven school days if the child is in secondary level.”

Absence from School

All absences, including reason, should be reported to the school office as soon as you know your child will be absent. All absences not otherwise excused are unexcused. **An absence not excused by note or telephone call within 3 school days of the absence will be recorded as unexcused.**

The following reasons are examples which are recognized by the courts and school as legitimate:

1. Parent or doctor verified illness
2. Family Emergencies: Serious illness, injury or death of an immediate family member
3. Scheduled appointments
4. Religious holidays
5. Prearranged family vacations- Pre-arranged absence forms available from teacher or office
6. Court Appearances
7. Exceptional circumstances: coordinated by the parents with the school, in advance

While this list is not exhaustive, it does lay the groundwork for the primary excuses that are valid and would be recognized as such by the courts.

An unexcused absence is an absence for reasons that are not recognized by the courts and the school authorities as legitimate. The following reasons are examples of unexcused absences:

1. Car trouble
2. Overslept: alarm did not work
3. Shopping
4. Needed at home
5. Family vacation that is NOT prearranged
6. Visiting
7. Missed bus; no ride to school
8. Personal (no reason given)
9. No call or note from the parent/guardian verifying the absence within 3 days
10. Other absences as determined on a case by case basis

Attendance Procedures

The following attendance procedures for Taylors Falls Elementary School, Chisago Lakes Primary School, and Chisago Lakes Lakeside School were developed in collaboration with Chisago County Health & Human Services and school administrators.

Unexcused Absences

1. If a student has been absent without an excuse for three or more partial or full days, a letter may be sent by school officials.
2. If a student continues to be absent without an excuse for four or more partial or full days, the parent/guardian should be required to discuss the attendance concerns with a school official. At this time, the school official will schedule a phone meeting and/or a conference with the parent/guardian to address the issue. Parents/guardians who fail to complete the required sessions should be referred to Chisago County Health and Human Services.
3. If a student has been absent without an excuse for seven or more partial or full days, an educational neglect referral may be completed and sent to Chisago County Health and Human Services. This report will be reviewed by Chisago County Human Services to evaluate the need for services and could result in a referral to Chisago County Attorney's office to prepare a petition to court.

Excessive Excused Absences

1. Excessive excused absences can be defined as 3 or more consecutive days of absence, 4 or more days of absence in a month, 10 or more days of absence in a school year.
2. When students have excessive absences due to health reasons, they may be referred to a licensed school nurse for follow up.
3. If a student has 7 or more excused absences, school officials may notify parents by mail regarding excessive absences.
4. Students who acquire 10 excused absences during the year may be required to provide professional health care verification for additional excused absences.

Students should be required to make up all assignments or to complete alternate assignments as deemed appropriate by the classroom teacher.

Let's work cooperatively to encourage good attendance at school. Please contact the school with any questions or concerns.

WHEN PICKING UP CHILDREN DURING THE SCHOOL DAY, PARENTS ARE REQUIRED TO COME TO THE OFFICE AND SIGN OUT THE CHILD. At that time the secretary will call your child to the office. Please notify the office or teacher with a note or phone call by 2:00 p.m. of an early pick-up. We ask that you park your car in the parking lot by the service road. When picking up students at the end of the day we ask that you come into the lobby and safely escort your child to your vehicle.

PLEASE do not park your car/truck on the playground or blacktop on the West End of the building until after 3:15. With physical education classes and students on the playground, we do not want any accidents or injuries. We also ask that you not park in front of school after 3:10 because busses need to line up to load students.

BICYCLES

Students need to have a bicycle permission slip signed by a parent in order to ride their bikes to and from school. All bikes are to be parked by the bike stand and are not to be ridden during the school day. We recommend a padlock and chain for anyone riding bike to school. Bike helmet use is also recommended.

BUS CHANGES

Students are to go home on their designated bus except on an emergency basis. Bus passes are available in the office if a change is necessary. Please send a note with your child giving the following information: Bus number he/she should ride, and destination, including address. The school will notify the transportation department so that drivers are aware when a change is necessary. Bus passes are not given out for reasons such as parties, sleepovers, etc. Passes can only be given out and approved by the office.

CAFETERIA RULES

Whether the students bring their lunches or purchase them, eating will be permitted in the cafeteria only. Responsibility for keeping the cafeteria tidy rests with everyone who uses it.

You will be expected to observe the following rules:

1. Sit down quietly at your assigned table. Stay there until you are through eating and wait for someone to dismiss your class.
2. Keep your milk container with you at the table until you leave the cafeteria.
3. Under no circumstances do you touch or handle another student's food.
4. Keep voices at a conversational level.
5. Pick up all food or paper that has dropped on the floor and place it in the receptacles provided.
6. You are expected to show courtesy and respect to all lunchroom personnel and to obey them at all times.
7. Children should stay in a regular line whether they have hot or cold lunch.
8. No pop is allowed unless approved by your teacher.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. An announcement will be made on WCCO-AM radio (830), Channel 11 TV, KARE, Channel 4 TV, WCCO, Channel 5 TV, KSTP, or Channel 9 TV, KMSP. Parents are all encouraged to sign up for SchoolView to be notified by an automated calling system.

CARE OF SCHOOL PROPERTY

Accidents may happen. When something is broken by accident, we will replace it. Some people vandalize, break or deface school property without any thought as to who paid the bill in the first place and who is going to have to pay the bill to replace or fix the defaced item. The schools belong to the taxpayers in the district. Every time you destroy an item in school, you are putting an added tax burden on your parent. In cases where school property or equipment is damaged, lost or vandalized due to deliberate, negligent or careless action by a student, the student will be charged the value of the property or equipment.

COMMUNICATION FOLDERS

Just about every Friday, a folder is sent home containing important notes from school. Parents are asked to review its content, sign the folder, and return it to school the following Monday.

We ask parents to help us by impressing upon the child the importance of bringing home every message that we send out.

CONFERENCES

Parent/teacher conferences occur twice during the school year. These conference times are very valuable to the overall education program. Our teachers can do a much better job with students if they can share their understanding of the student directly with the parent. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time. Conference dates are Oct 17th, 18th, 19th and March 27th, 29th and 30th.

CUMULATIVE FILES

Lakeside School has a cumulative file for every student attending school. This file contains such items as: report cards, attendance, medical reports, psychological reports, and conferences.

Parents and legal guardians may access their files. If you would like to review your child's file, an appointment can be made by calling the office. (213-2300)

DATA PRIVACY RELEASE

The school will maintain records on all students. Information included in these records may not be released without written parental consent unless it is public data (directory information). Public data consists of student's name, current grade level (i.e. 5th, 9th, etc.), extracurricular participation (& height/weight if a member of an athletic team), picture (such as for the yearbook) or video taken and used for public distribution/viewing, and current teacher. Also public (unless parent/guardian "opts-out") is the release of student's address to the Armed services as allowable by law.

If a parent/guardian wishes to NOT have their student's data released, please send your written request (or use the "Data Privacy Request Form" at the District Office) to:

Attn: Superintendent
Chisago Lakes ISD #2144
13750 Lake Boulevard
Lindstrom, MN 55045

DESKS, LOCKERS, AND HOUSEKEEPING

Cleanliness and care for your desks and locker is your responsibility. Lockers are provided, but students are not allowed to put padlocks on their lockers. Good housekeeping habits will assist you in locating books and materials for your classes and will save wear and tear on expensive textbooks. Accept this responsibility of keeping things clean and orderly.

DISCIPLINE

All the buildings of the Chisago Lakes District share a district wide discipline plan. This plan, along with our own philosophy, consequences, and positive rewards should have a positive emphasis while helping children to function and mature in the school setting.

When everyone knows the rules and works together, our school climate is much more positive.

Philosophy

We, the staff of the Lakeside Elementary School, adhere to the belief that good discipline leads to self-discipline. Each child has the right to learn. Each teacher has the right to teach. Staff members will provide a positive and supportive school environment as a means of attaining good discipline.

Discipline techniques will be used to teach appropriate ways of behaving. Students who engage in behavior that is contrary to rules outlined in the student handbook, sexual harassment policy, dangerous weapons policy, or who are guilty of general insubordination to any staff member will be dealt with appropriately. The discipline procedures will be enforced strictly, but fairly. A teacher, school employee, school bus driver or other agent of the district may use reasonable force in compliance with Minnesota Statutes #121A.582 and other laws.

The staff recognizes the role of the parent as a partner in promoting acceptable rules of conduct. The support and cooperation of parents in fostering the student's growth in self-discipline is essential.

Rules

Students will contribute to maintaining a school environment that promotes learning by showing Lakeside Pride:

Positive Attitude
Respect
Integrity
Discipline
Excellence

LAKESIDE PRIDE will be followed in all areas of the building such as the classroom, hallways, lunchroom, gymnasium, media center, and the playground.

Positive Reinforcement

Students that contribute to a positive environment could receive praise, notes, telephone calls, and other rewards as determined by the classroom teacher such as EXTRA RECESS/LYCEUM/MOVIES.

Consequences

Consequences for unacceptable behavior will be dependent upon the age of the child, the nature of the incident, the seriousness of the misconduct, and whether the misbehavior is chronic in nature. The disciplinary action may include:

- Conference with observing adult
- Detention after school
- In school suspension
- Removal of noon recess privilege/detention
- Duties or jobs as assigned by the principal
- Referral to the Behavioral Program or other special education options.
- Removal from class
- Time out
- Exclusion/suspension

DRESS CODE

Students generally conduct themselves in a manner similar to the way in which they dress and groom. Any type of dress or grooming which is disruptive will not be permitted. We discourage wearing tennis shoes outside in extremely cold or very muddy weather. Children are requested to wear boots that may be removed in the entryway. We also ask that students do not wear hats or caps in school during school hours. Lakeside prohibits clothing that advertises anything illegal or unhealthy for elementary aged students to do, convey messages that are suggestive, solicit an undue amount of attention because they are too revealing or are a distraction or nuisance. It is important that student come to school each day ready to learn in a safe environment that is free from dress code distractions. Below is a list of guidelines to help students and parents in making decisions about what is appropriate:

- Shorts/skirts/dresses must be an appropriate length, no shorter than fingertip length
- A student's midriff and all portions of undergarments must be completely covered
- Skimpy tank tops, halter tops and strapless tops are not allowed. No low cut fronts.

ELECTRONIC DEVICES

Electronic devices includes, but is not limited to cell phones, iPods, MP3 players, electronic game players, electronic readers or other personal devices. Lakeside discourages students from bringing such devices to school since they do not serve an educational purpose. If a student does bring electronic devices to school, they must be stored in their locker and turned off. The school is not responsible to these items if they are lost or stolen. Items that become a distraction will be confiscated and brought to the office.

EMERGENCY DRILLS

Lakeside will conduct five fire drills, five lockdown drills and one tornado drill each year. For fire drills, each class has an escape route to an outside area a safe distance from the building. During a lockdown, students are to immediately get to a secured room which can be locked. During tornado drills each classroom goes to a designated area within the building. All children kneel with heads covered and face towards a wall.

EXCUSED FROM OUTDOOR ACTIVITIES AND PHYSICAL EDUCATION

Each year we have requests from parents to excuse their child from noon recess out of doors. In most cases, if a child is well enough to be in school he/she should be allowed to go outside for recess. However, if you feel your child needs to be excused from recess, please write a note for his/her teacher to stay in the homeroom, which is unsupervised.

If you feel your child needs to be excused from any phy.ed. activity longer than three (3) consecutive days you must provide the school with a written statement from a doctor starting on the fourth day.

FIELD TRIPS

Class trips are valuable because they provide concrete learning experiences, provide for pupil planning in real life situations, provide opportunity for training in courtesy, safety and good citizenship and help stimulate children's interest in the community. The parent will be notified when their child's class is planning a trip, at which time the parent or the guardian will be asked to give their permission for the child to go with the group. An admittance charge is sometimes necessary.

FOOD SERVICE

Accounts:

Each student is assigned a Personal Identification Number (PIN) to be used to access their individual account. The PIN number is used when depositing monies into a student account, purchasing a meal, second entrée, and milk or ala carte items. Students use the same PIN number each year. However, a new number will be assigned when they move to another school within the district.

Students may purchase one (1) reimbursable breakfast at \$1.10 for full pay, no charge for approved free or reduced. Student lunch price is \$1.90 for full pay, \$.40 for approved reduced and no charge for approved free.

Parents and siblings are invited to eat lunch at school anytime throughout the school year. Please call the school kitchen in the morning to “make reservations” so they will have extra food prepared. The cost for a breakfast is \$2.00 for adults and non-school age children. The cost for adult lunch is \$3.50 and \$2.25 for non-school age children.

For security purposes and to meet with federal and state guidelines, students are not permitted to use another student’s account. Balances remain on accounts and follow the student to the next school year.

Low Balances and Charging

Cashiers will provide a verbal notice at the cash register when the balance is low. (A stamp on the hand may be offered to the elementary students) Households will be notified by phone when a student’s balance is low via an automatic calling system. Students will be allowed to charge two (2) lunches into the negative, after two charges a peanut butter or cheese sandwich and milk may be offered as a courtesy gesture.

Prepayment for Meals

It is preferred that one check be written for each student’s lunch account. However, if more than one child in a family attends the same school, one check may be written. Please indicate the child’s name and PIN number on the check. Indicate the amount that goes into each account. If you have students in several buildings and prefer to write one check for all the students, you may send a check to the District Food Service Office and indicate the students’ PIN and the amount that goes into each account.

PAMS (Parent Account Management System): This system will allow you to pre-pay with a Visa, MasterCard, Discover, electronic check or debit card online: www.PayPAMS.com or by phone: 1-888-994-5100. It also allows you to access meal account activity and balance information online or by phone. Call the Food Service Office at 651-213-2066 with questions regarding this service.

Free/Reduced Price Meal Benefits

Families must complete a new application each school year. An application form is mailed to all households in August. A completed application must be sent to the District Food Service Dept., 13750 Lake Blvd., Lindstrom, MN 55045 or dropped off at the Principal’s office and it will be forwarded to the Food Service office. Benefits may be applied for anytime during the school year. Notification of the status of an application will be mailed.

Menus

The school’s breakfast and lunch menus are available on the school district’s web site: www.chisagolakes.k12.mn.us. They are published in the Chisago County Press and available on line. Copies will be available in the office for those that do not have access to internet.

Meals

All menus and portions are planned to meet the Meal Pattern Requirements established by the USDA. Breakfast Program offers students a complete breakfast every morning before school begins.

Lunch Program is designed to provide one-third of a student’s minimum daily nutritional requirements. Fresh fruits and/or vegetables are offered each day. Bread items contain whole wheat. Lactose reduced milk is offered to students whose parents submit a written request. These requests must be updated each school year.

Please call the Food Service Department at 651-213-2506 with any questions or concerns you have regarding the program.

HEADCOVERINGS

Students are not allowed to wear head coverings indoors during school hours. This includes such items as hats and caps. Exceptions to this may be approved by the principal.

HEALTH OFFICE

The health assistant and licensed school nurse are available during school hours to assist students with medication, first aid, and illness. Emergency information must be completed through SchoolView each year to provide school staff with current emergency contact numbers. Health forms are available for parents to complete regarding any health issues that need to be communicated to Lakeside. Students who are not feeling well will be assessed and allowed to rest for a short period before returning to class or notifying the parent to send them home. Students who become ill during the school day must report to the health office prior to leaving in order for the absence to be excused. A medically excused exclusion will be made for the following school day for fever above 100 degrees and/or for vomiting and/or diarrhea until symptoms have resolved. You may contact the school nurse for assistance with specific disease exclusion guidelines. It is important to note that school health office staff is not able to diagnose illness or injury. Parents who are in doubt as to the condition of their child are encouraged to consult with their doctor or clinic.

MEDICATIONS

Prescription and non-prescription medications taken during the school day must be dispensed through the health office. Medications must come in the original container accompanied by written permission from the parent and physician. Medication authorization forms are available in each of the school health offices and at most of the area clinics. Note: When getting prescriptions filled, ask the pharmacist for two bottles or inhalers (one for school, one for home.)

IMMUNIZATIONS

All students must have an up-to-date Pupil Immunization Record on file in the school health office. Students who are entering the 7th grade must provide evidence of the following vaccines by the first day of school: Tetanus (Td) adult booster, 2nd MMR, Hepatitis B (3 dose series) and two Varicella (chickenpox) vaccines or a physician's signature verifying the student had the chickenpox disease along with the date. Students transferring into the district have 30 days to submit documentation from their physician, public clinic, or parent statement of their immunizations.

HOMEWORK

The Lakeside teaching staff believes that homework can be an important part of our students' education. Homework is given when necessary to complete a daily assignment, special projects, or to study for a test.

HOURS

Office hours	7:30 A.M.- 4:00 P.M.
School hours	8:55 A.M. – 3:25 P.M.
Lunch hours	11:15 A.M. – 1:00 P.M.

INTERNET

The Chisago Lakes School District considers the use of electronic information networks like Internet as an educational resource. Proper use of the school district's Internet access and computer use is the responsibility of the individual user. Misuse of the Internet, computer or equipment may lead to revocation of access and possible discipline.

LIBRARY INFORMATION

Damaged books that are still usable must be paid for in proportion to the damage. Damaged books that are no longer usable must be paid for in full. See the librarian concerning the cost. Lost books and materials must also be paid for. However, should a book be found, a refund will be made. **WE WOULD RATHER HAVE BOOKS BROUGHT BACK THAN HAVE STUDENTS PAY FOR THEM.** No fines for books that are due will be charged. We trust that books will be returned within three weeks. The date due card in the book pocket is not to be removed from the book. The last date stamped on the card is when it is due at the library.

LOST AND FOUND

All clothing found at Lakeside is placed in the Lost and Found box near the office. Money, jewelry, or any other articles of value are turned in to the office. Students may claim them after proper identification.

MILK BREAK

A milk break is provided each day. If your child is to participate in this program, the cost may be paid for by the year or by the quarter. Each classroom varies in their milk break time but must be completed by 2:00 each day. Please contact your child's teacher for the scheduled milk break time, if needed.

MUSIC

All students at our school are enrolled in music classes. The music program provides opportunities for students to develop music skills and have a better understanding and enjoyment of music. The basic elements of music are presented to them through various experiences involving singing, playing instruments, listening, movement, creative expression and music reading.

OFF-LIMIT AREAS

Our school is maintained and operated for the benefit of our students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not allowed. These areas include the boiler room, storage areas, inner office, teachers' workroom, kitchen maintenance area, and over the hill by Little Green Lake. Students are expected to cooperate and refrain from playing in or visiting in those areas.

PARENT/TEACHER ORGANIZATION

We are very proud and pleased to work with our Parent/Teacher Organization to help provide a better all-around school for your son or daughter. For a nominal fee, you can be a member of an organization that sponsors so many activities and events. The Parent/Teacher Organization sometimes has a need for phone numbers and addresses of parents. Names and phone numbers

of our parents are sometimes shared with the Parent/Teacher Organization unless you give Lakeside School written directions not to do this. Our PTO normally meets the second Tuesday of every month at 6:30 in the Lakeside Media Center. Parents can visit the PTO website located as a link off the school web site: www.chisagolakes.k12.mn.us

PASSES

Teachers will issue passes to students who have a valid reason for leaving the classroom.

PERMISSION SLIPS

A signed permission slip must be on file in the office if your child walks or rides a bike, skateboard, scooter or in-line skates to school.

PETS

No pets, of any kind, are allowed at school unless the School District Policy (see policy “Animals in School Buildings”) is followed.

PHYSICAL EDUCATION

The staff at Lakeside School believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program. Rubber soled tennis shoes must be worn on the gym floor and are required of all children in grades 3-5. This is in the interests of both health and safety. Be sure that shoes are marked with the child’s name. Shoes with special flip down wheels or rollers are not allowed in the school.

PLAY GROUND RULES

Students are allowed to play only on the playground. Do not play in the street or in the parking areas. Under no circumstances should children be playing in the vicinity of automobiles. **THE LAKE AREA IS ALSO DEFINITELY OUT-OF-BOUNDS.**

1. All children will go outdoors at noon hour unless they have a special request made by a parent or classroom teacher.
2. Playground boundaries: Top of sliding hill and top of the lake hill in view of playground attendants. Stay within fence boundaries. Do not go behind the shed. If any ball goes outside these boundaries ask an adult to retrieve the ball.
3. There will be no playing in the street, in the parking lot, or in the area near the kitchen, where trucks load.
4. There will be no climbing on the fence or any building.
5. Proper clothing will be worn in the fall and winter so that children can play outside. **NO BOOTS=NO SLIDING.**
6. Tackle football, throwing snowballs, using hard balls, and physical contact are prohibited for safety reasons.
7. Visits to the lavatory during recess will be permitted on an emergency basis only. Once outside, you may not go inside unless a playground attendant lets you in.
8. The health room is open during recess for emergencies. Any illness or injury must be reported to the playground helper.
9. Children will “take turns” on playground equipment.
10. Children will exercise safety precautions on playground equipment so that there will be few injuries.

11. There will be NO jumping, pushing, or rough play on any equipment. No jumping off the swings or twisting on them. No head first or climbing up the slide. Go down on your bottoms all the way. No jumping off the slide.
12. When using the hill to slide, there is to be no pushing, tripping, standing, head first or roughness. Students must sit on sleds for sliding. No king of the hill.
13. No fighting, name calling, or bad language will be tolerated.
14. No climbing trees.
15. Playground rules and the playground attendants must be obeyed at all times.
16. Playground equipment will be off limits if these rules are not followed.

PICTURES

There are occasions when school pictures of an activity are sent to the newspaper for publication. If you do not wish for your child's picture to be published, please call the office at 213-2300.

PROMOTION/RETENTION

There are times when we as educators feel that certain pupils would profit from another year at a certain grade level. This opinion is based on tests, assignments, day-to-day activities, and teacher judgment. A conference will be scheduled with student's parents to discuss the possibility of retention.

PSYCHOLOGICAL SERVICES

A school psychologist serves as a resource person to the school. The services provided include: individual assessments, consultation with teachers, parents and administrators, and individual or small group counseling.

Consent of the parent or guardian is required for individual assessment. After the assessment is completed, a conference is held with the parent or guardian to explain the results and make recommendations.

If you feel that your child may be in need of psychological services, please contact our school.

RELEASE OF RECORDS

The school will maintain records on all students. Information included in these records may not be released without written parental consent.

REPORT CARDS

Report cards are issued three times during the school year. Please carefully review your child's progress and contact the school if you have questions regarding grades.

SCHOOL VISITORS

Lakeside welcomes all visitors to our school. To ensure the safety and security of our students, the following rules are in place:

1. All visitors must report to the office to sign-in and obtain a visitors badge.
2. Students are not permitted to bring student visitors to school.
3. Building tours can be arranged by calling the main office at 651-213-2300.
4. No former students will be allowed during the school day. Please make appointments to see staff prior to visiting Lakeside.

SILENT READING TIME

Reading is an important part of our school program. Each week there will be time set aside for silent reading where students can relax and just enjoy reading a book.

SOLICITATION

Students are not to be solicited for money unless a project has been approved by the principal.

SPEECH THERAPIST

A speech therapist is available at Lakeside School. Students who are referred by their teachers may work with the therapist on a regular basis. If any parent feels their child may need help in the area of speech development, they should contact their child's teacher to see about obtaining an evaluation from the therapist.

STUDENT ASSISTANCE SERVICES

Often times, students struggle with issues that can interfere not only with their academic performance, but with a variety of other developments as well. The main goal of the student assistance services is to systematically and professionally respond to student problems as they are manifested in school.

STUDENT REPRESENTATIVES

Lakeside School has a very active and effective student representative council. Each homeroom has a representative for the purpose of providing first hand experience for students in the methods and procedures of democratic government.

SUBJECTS

Your child will spend approximately 5 ½ hours of each school day in an instructional program. He/she will be given instruction in the following subjects: mathematics, reading, social studies, science, health, language arts, physical education, art, music, spelling, handwriting, and library skills.

TESTING

All grades will be taking the Minnesota Comprehensive Assessment (MCA) test in Reading and Math each spring. Students in 5th grade will take the MCA Science test. Additionally all students take the Measures of Academic Progress (MAP) tests in reading and math twice a year. Math Probes and Oral Reading Fluency tests are given to all students three times a year.

VALUABLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. We are not responsible for valuables which students bring to school that may get broken or stolen. We ask that students do not bring to school any valuable video equipment or personal possessions. There are a few occasions when your child will be bringing money to school. This money should be placed in an envelope with the child's name, the amount, and what the money is for, written on the outside of the envelope. This is especially necessary when small children bring money. **WE DISCOURAGE CHILDREN HAVING MONEY IN SCHOOL UNLESS IT IS ABSOLUTELY NECESSARY.**

VANDALISM

If a student destroys or ruins school property due to any reason other than an accident, they will be asked to replace that item.

VOLUNTEERS

We are very appreciative of any adults who volunteer their time and energy for the education of our children. If you would like to volunteer at Lakeside School, please call the school at 213-2300. Criminal background checks must be completed on all volunteers. The cost is \$10.00. If you have had a criminal background check done in the past year, a copy of that CBC is acceptable. Once a criminal background check has been done, it will not need to be done again unless you leave the district and return after 1 year.

WALKING STUDENTS

Students who wish to walk to school will need to have a walking permission form signed by a parent or guardian. Remember, there is no need to be here before 8:30 A.M.

WEB PAGE

Please visit our web page at: www.chisagolakes.k12.mn.us. It will contain numerous items of information pertaining to our school.