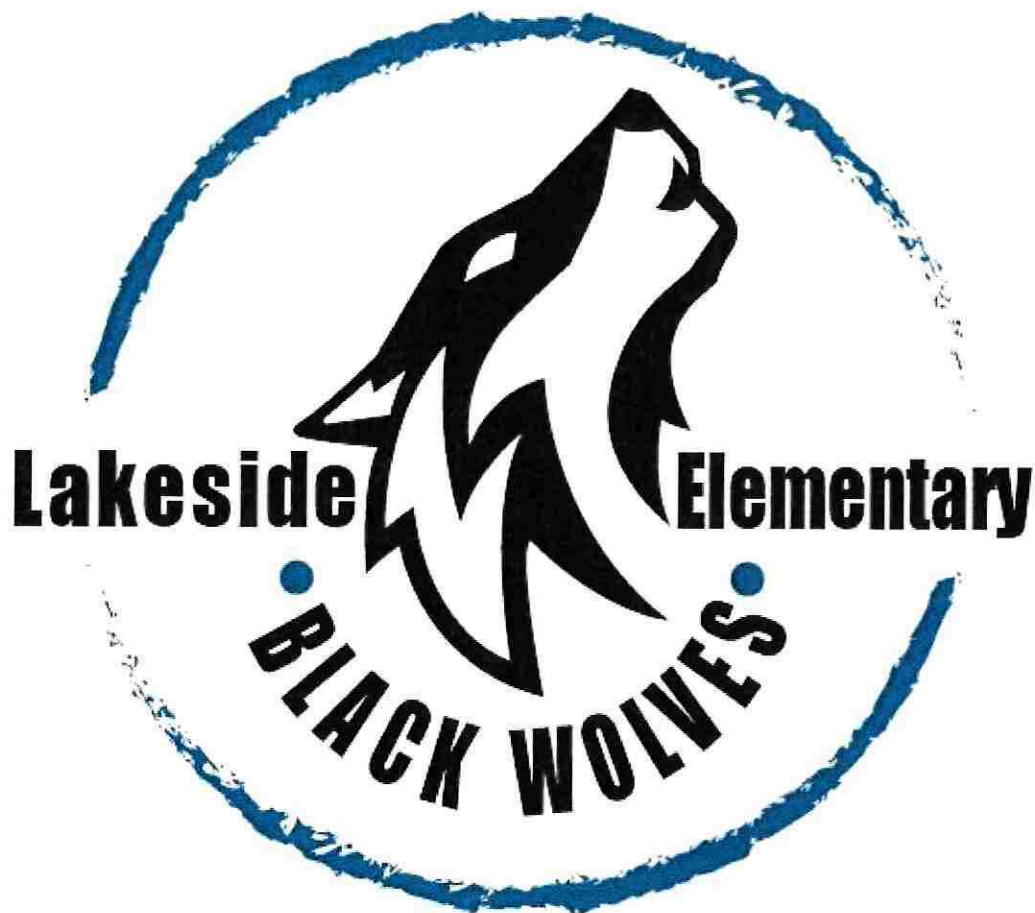


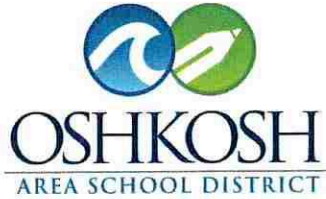
Lakeside Elementary School



2020-2021 Family Handbook

4991 South U.S. Hwy 45, Oshkosh, WI 54902 (920) 424-0131 FAX (920) 424-7584

School Mission: Lakeside is a family-centered community dedicated to building positive relationships in a caring environment. Together we believe all students have the ability to learn, grow, and succeed.



OASD Mission- The mission of the Oshkosh Area School District System is to create citizens who are critical, creative thinkers, responsible in their actions, and committed to learning for life by working together with families and communities.

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Dear Lakeside Family,

Welcome to another great school year ahead at Lakeside Elementary School. Whether you are starting your first year at Lakeside, or have been part of our school community in the past, the Lakeside staff is happy to welcome you to a wonderful year of learning! Our hope is to build a partnership with your family to find the best ways to educate the children that come to school here each day.

The information included in this handbook is intended to help families understand the procedural routines and expectations of our school community. We hope the information shared will help you better understand your child's school experience and the processes in place at school so that you can focus on your child's learning and achievements throughout the school year.

Lakeside will continue to use the PBIS (Positive Behavioral Intervention Systems) Framework to acknowledge positive behaviors at our school. We call PBIS the "Lakeside Way" and use the words respectful, responsible, and safe often to outline our school expectations. I am pleased to share that our school has been awarded for successful implementation of PBIS for the last five years! I encourage you to read more about the Lakeside Way in the handbook and through our school newsletters.

Lakeside welcomes parents to volunteer and visit school and values their contributions to the school day. Please remember that you must complete a confidentiality agreement and an annual criminal background check to work with students as a volunteer.

Feel free to contact the office at any time if you have a question, compliment, or concern. We welcome your feedback and perspective on issues facing our school community.

Wishing you a wonderful school year,

Amy Ashton, Principal

PTO

Lakeside Elementary School has a very active and involved PTO (Parent Teacher Organization). The purpose of our PTO is to promote education and enhance the welfare of the students at Lakeside School through communication and cooperation between the staff and the families and to recognize their common interests in the development of children. It also provides funding to educational opportunities as they arise. There are unlimited opportunities for parent involvement in volunteer activities within the school. The PTO has meetings once a month throughout the year. Please read the school newsletter to find out more about days and times the PTO will meet.

Lakeside Elementary School

School Hours: 7:45 am – 2:45 pm

Early Dismissal Time on designated Wednesdays: 12:30 pm



School Colors:

Blue and Black

School Mascot:

Black Wolves

<u>Kindergarten</u> Mrs. Nicole Koepl Mrs. Lisa Mueller <u>First Grade</u> Mrs. Katie Grasley Mrs. Jodi Jari <u>Second Grade</u> Mrs. April Davis Ms. Rachel Tigert <u>Third Grade</u> Ms. Kristen Carmody Mrs. Julie Murphy <u>Fourth Grade</u> Mrs. Leah LeClair Mrs. Sharon Wagner <u>Fifth Grade</u> Mrs. Jodi Guido Ms. Lindy Mateyka <u>Special Education Teachers</u> Ms. Kalee Skriver Ms. Julie Ruck	<u>Art</u> Mrs. Melody Wollangk/Ms. Ashley Jeske <u>Audiologist</u> Mrs. Emily Halla/Mrs. Susie Long <u>Behavior Interventionist</u> Mrs. Mary Diedrich <u>English Language Teacher</u> Mrs. Jenna Glorioso <u>Music</u> Mr. Kevin Plekan <u>Physical Education</u> Mrs. Wendy Schlies <u>School Counselor</u> Mrs. Melissa Palecek <u>School Psychologist</u> Mrs. Bailey Avers <u>School Social Worker</u> Mrs. Rebecca Holmes <u>Speech and Language</u> Mrs. Kristin Larschied <u>eAcademy Teacher</u> Mrs. Suzy Greeninger	<u>Instructional Support Teachers</u> Mrs. Jennifer Ruechel, reading Mrs. Aimey Kane, math Mrs. Teri Rucinsky, library Mrs. Kathleen Stephany, technology Mrs. Julie Birschbach, special education <u>Paraprofessionals</u> Mr. Matthew Bell Mrs. Julie Dutscheck, library Mrs. Erin Siwert Mrs. Susanne "Elsa" VetteMoseley Mrs. Barb Zellmer <u>Health Office</u> vacant, health assistant Mrs. Katie Draxler, nurse <u>Custodians</u> Mr. Dan Eckstein Ms. Katlyn Kryzaniak <u>Secretary</u> Ms. Kami Zuercher <u>Principal</u> Mrs. Amy Ashton
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Arrival Procedures

Due to the location of Lakeside on a major highway, children are not allowed to walk or ride bikes to school. Parents are encouraged to have their children ride the bus to ensure they will arrive at the same time as the other students. Buses will unload on the east side of the building for arrival and dismissal. Buses will be unloaded at Lakeside at 7:20 a.m. by a recess supervisor. Upon arrival at school, children will go to the playground. After school, buses will be loaded by 2:50 p.m.

When dropping off students at Lakeside, please drive in the south entrance and park near Door #10. A supervisor will be there to ensure students make it safely to the playground. Please open your child's door to avoid damage to other car doors. Students should not be dropped off before 7:20 a.m.; there is no supervision on the playground. If the weather is inclement, a morning supervisor will signal for students to come directly into the building and enter the gymnasium.

2020-2021 Changes due to COVID-19:

- The District has requested that children arrive to school right at the start of the school day. Due to the large number of children in one space at a time, we will not have recess in the morning. Classes will have recess during the day with their class cohort only. If you provide transportation for your child, please arrive between 7:35 and 7:40. Park in a space along the north side (facing the building). Grades K-3 should enter Door #11 and Grades 4-5 should enter Door #10 (closer to the back/gym). Children should be wearing masks when entering the building and maintain distance from other students.

Building Reservation Process

If you plan on using any part of the building at Lakeside after school hours, you must complete a request to do so. The Oshkosh Recreation Department is the source for the rental and use of the various facilities in the Oshkosh Area School District. If you need a place to host a special event in Oshkosh, contact the Recreation Department office at 920-424-0150, and we will help you select a great location and schedule your activity. The process to rent a school district facility begins by submitting a request through our online reservation system: <https://fs-oshkoshrecdept.rschooldtoday.com>.

If you schedule your group to use the school gym after school hours, please make sure that students wear tennis shoes, not street shoes. The physical education equipment is not available for these activities; you must provide your own equipment.

Change of Address/Telephone

Report any change in address or telephone number (including cell phones) through the Parent Portal or to the school office, as we must be able to contact you if your child becomes ill or injured at school. If you have no telephone, please provide us with the name and number of someone we may contact in an emergency.

If both parents are going to be out-of-town for a day or longer, please make sure that you contact the office and provide us with the name and contact information of your back-up emergency person.

Class Placement Requests

Class lists are created with the belief that student needs are best met through heterogeneous/mixed groups that take into consideration such variables as student numbers, boy/girl ratios, student behaviors, and achievement levels. The services of our special education teachers and other academic specialists also impact a student's placement. As a result, requests for classroom placements are usually not necessary.

The talents of our teachers at Lakeside are diverse. Matching teaching and learning styles requires appropriate knowledge of both the learner and the teacher. In addition, OASD Board Policy charges us with the important task of creating balanced classes. It also includes this statement: "Parent/guardian request for assignment of students to specific teachers prior to receiving notice of placement will be carefully limited to assure an equal opportunity for all students."

If parents still would like to submit a request, they must base the request upon a legitimate need of the student. Due to the need to balance classes, distribute learning abilities, place students together in workable groups, and numerous other variables that must be considered, we are unable to guarantee that requests will be honored. Look for more information on class placement requests in the late March or early April newsletter. A request deadline is always printed in the school newsletter.

Communication



Written

Newsletters, Infinite Campus “blasts,” and important messages are sent home at regular intervals during the school year. They are meant to keep you informed about meetings, upcoming events, and items of interest. Please encourage your child to bring these information papers home to share with you. Many times notes get buried at the bottom of backpacks, so please check them often.

E-Mail

We will send newsletters home electronically for those with email addresses. In addition, messages are sent out to families about important school updates and grades via Infinite Campus, our student information system. A directory of teacher and staff email addresses can be found on the “About Us” page on the Lakeside website (<https://lakeside-elementary.oshkosh.k12.wi.us/about-us>), and we welcome your e-mail communications.

Facebook

Please visit our school Facebook page often for updates and pictures! Go to: <https://www.facebook.com/oasdlakeside2015/> to check it out!

Withdrawal from School

Please notify the office at least a week in advance if your child is leaving Lakeside Elementary. If the transfer is made within the Oshkosh Area School District, the records will be made available to the new school. If you are moving out of the Oshkosh Area School District, we will need your written permission in the form of a signed release to transfer your child’s records to another district. It is very important that all Lakeside property be returned, including classroom books, library books, and anything else that your child might have checked out. Lost items will need to be purchased.

Dismissal Procedures

You may either wait in the parking lot near Door #11 to pick up your child after school or come into the building through Door #1, and wait in the front lobby (park on north side of building along the fence if entering building). The children who are being picked up will walk to the front lobby. For the security of our children, we ask that all visitors remain in the lobby. If a child is not picked up by 2:50 p.m. at the front lobby, we will make a phone call home or to an emergency contact.

A note to the teacher is necessary if:

- Your child’s normal after school plan is changing
- Your child is being picked up by another parent
- Your child is being picked up by someone other than their parent

- Your child is planning to ride another bus
- Your child is staying for an afterschool activity

A daily note or one note for the school year to be kept on file in the school office may be sent for any of the above requests. **Telling your child is not sufficient. You must provide written notification or contact the office before noon so the proper individuals may be made aware of the special plans.**

Early Dismissal

Requests to have children dismissed early should be sent to the teacher. At the designated time, parents may pick their child up at the office. Due to safety reasons, we will not send your child outside to wait to be picked up. You must pick them up in the office or lobby area and sign them out.

We realize that certain appointments are difficult to make but, whenever possible, please arrange for them before or after school hours or on vacation days.

2020-2021 Changes due to COVID-19:

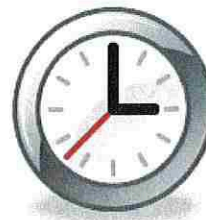
- For parent pick up: Students will maintain social distance when exiting the building. Students in grades K-3 will exit through Door #11. Students in grades 4-5 will exit through Door #10. This is subject to change; thank you for your flexibility!
- For busing: Students will maintain social distance when exiting the building and will sit in an assigned seat on the bus.
- If you are picking up your child(ren) for an appointment, please call the office and stand outside Door #1. Your child(ren) will be escorted outside.

Early Release

On early release Wednesdays, the school day will end at **12:30 p.m.** The school will need to be notified who will be picking up children on these days if different from normal school days.

Below is a list of Early Release Wednesdays for the 2020-2021 school year:

<ul style="list-style-type: none"> • September 16 • October 14 • November 11 • December 9 	<ul style="list-style-type: none"> • January 6 • February 10 • March 10 • April 14 • May 12
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Emergency Closing

It may be necessary to close school early due to inclement weather. When the local weather conditions become ominous, a message will be sent to families on Infinite Campus.

Field Trip Permission Form Information

Field trips within the city and to nearby points of interest are scheduled by various classroom teachers throughout the year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources in the community. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. District policy indicates that we must have a written permission slip before allowing a child to go on a field trip. Verbal permission by parents over the phone cannot be accepted, so **"No Slip, No Trip."** Typically, a small amount of money may be requested from each student to help defray transportation or facility use costs. If there is a financial hardship, please contact the office; our PTO and school support families that are in need of funding for field trips.

Parents are sometimes invited to join as chaperones, based on space availability. We welcome and encourage attention to the students in your charge; therefore, we request younger siblings not come on field trips with their parent. If a younger child gets sick or has difficulty keeping up with the group, the supervision of others could be jeopardized. This will also give you some special quality time with your child without the other siblings around. Students are expected to ride the bus to and from the field trip, per School Board Policy. For more information, please see the principal.

Food Service Program



Lunch and Milk Program

Full paid lunch: \$2.70 a day.

Reduced lunch: .40 cents a day.

Recess milk and cold lunch milk: .40 cents per carton of milk.

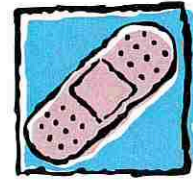
Students may make a DAILY choice of hot lunch, recess milk, and lunch milk. **Each family sets up a hot lunch account** at the beginning of the school year, which acts as a debit account. The account is charged only when your child consumes lunch or milk. If your child is planning to take hot lunch or milk, you must deposit money into your child's account in advance. **Daily payments for hot lunch will not be accepted.** Please make sure your child knows his/her pin number.

Free and reduced lunches are available for those families who qualify. (NOTE: If your income changes during the school year and you are in need of free or reduced lunches, you may fill out an application anytime during the school year. Either call the office at 424.0131 or call Food Service at 424.4936 to receive an application.)

Hot Lunch for Parents, Younger Siblings and Visitors to Lakeside Elementary School

If you are going to be eating the school hot lunch meal with your child on a given day, please remember to call school by **8:00 a.m.** to order lunch. Lunch is \$3.60 for an adult.

Health Information



Accidents

Children injured at school should report the injury to an adult in charge on the playground, to a classroom teacher, or to the school office. First aid will be given at school. For more serious injuries, the parent will be notified. If a parent cannot be notified, the emergency person noted in the Infinite Campus Parent Portal will be notified. Staff judgment will be used to determine if it is necessary to call an ambulance.

Communicable Disease Control

- ❖ Students with open, draining sores, which cannot be covered, may not be in school.
- ❖ Students with unidentified rashes may not be in school until diagnosis and treatment has occurred.
- ❖ It is appreciated if immunization records are presented at the time of enrollment. The state of Wisconsin requires the specific day, month, and year for each individual vaccine.
- ❖ Parents are instructed to report cases of chickenpox to the Winnebago County Public Health Nurse Office at 232.3000. Students will need to remain out of school seven days and until the sores are dried and crusted. You will receive additional information over the phone and in the mail from this agency.
- ❖ If your child has a highly contagious disease like pink eye or strep throat, please contact the office.
- ❖ Head lice- Parents who discover their child has head lice are strongly encouraged to notify the school so that appropriate preventative measures may be taken in the school environment. Your call will be handled with care and confidentiality.

Infinite Campus Parent Portal

The Infinite Campus Parent Portal provides points of contact in the event of an accident/injury to a student and are essential for emergency medical treatment, should the need arise. (NOTE: We cannot release your child, for safety reasons, to an emergency contact person unless you have specifically listed them on the team.)

Health- when you should keep your child home

Healthy children are the best learners so we want everyone to be as healthy as possible. If your child is sick, please keep him/her home. Call the office to report an absence due to illness and also the child's symptoms. Sometimes you may be unsure whether to send your child to school. If your child is complaining of an upset stomach, sore throat, earache, etc. in the morning, we ask that you keep him/her at home that day. Any child with a fever of 100.00 degrees or more will be sent home. We ask that you err on the side of caution with regard to illnesses because sending ill children to school simply spreads more germs to other students and staff.

2020-2021 Changes due to COVID-19:

Students with any symptoms of COVID-19 are asked to stay home. Please call the school to report the absence and symptoms. Our school nurse will follow up with you if necessary or requested. More information on protocols for COVID-19 will be shared with you in future newsletters and District-wide messages.

Medication Policy

If a child requires medication or treatment at school, parents must sign a “Medication/Treatment Request Form,” which authorizes school personnel to administer it. This form is available in the school office. This policy also pertains to asthma inhalers and epi pens for allergic reactions.

The office does not have medication (i.e., Tylenol, Ibuprofen, cough drops, etc.) to dispense to children. If your child needs any of this during the school day, you must fill out the above request form in order for us to dispense it. The medication must be in its original container. NOTE: If a child is receiving medication three (3) times a day, you must do this at home (morning, after school, and before bed); the office will not administer it.

Homework

Your child will have some homework, especially in the areas of math and reading. Wednesdays have been designated by the school district as “light” homework days so that students who attend religious classes are not overburdened on this night. Homework is intended to reinforce and build upon the things that were learned during the school day. Reading every night is critical to student growth and success in elementary school. Please encourage reading every night. Modeling reading, reading together, and reading to pets/younger siblings are all great ways to encourage fun, family-style reading. Please provide proper study conditions in your home – a comfortable, well-lit area free from distractions (such as television, radio, etc.)

Homework During Absences

Parents often request work to be completed during the time their child will be missing school. The teacher will give the students as much homework in advance as possible. However, it is not always possible for teachers to determine exactly what assignments might be given during a period of absence. Frequently lesson plans are changed from day to day in order to meet the needs of individual students or the class as a whole. The teacher will collect work while the child is gone. The child will have up to one (1) week to complete the work after they return. Learning in the classroom continues while your child is away. Many opportunities may not be able to be “made up” because of the hands-on, interactive style of the lesson.

When calling your child in sick for the day, please let the office know if you would like homework and who will be picking up the homework. It is very helpful for the teachers if you would pick the homework up at the end of the day. This gives them the day to gather the homework and give you school communications.

Lost and Found

Lost articles may be claimed at the “Lost and Found” area located in the hallway near the library. **Please remember to label clothing, books, and equipment with your child’s name.**

After parent/teacher conferences in the fall, near spring break, and at the end of the school year, items not picked up from the “Lost and Found” will be donated to charity. We always have lots of clothing items that are not claimed. Please check with your child periodically to make sure they have not lost any items.

Newsletter

Every other week, the school newsletter (*The Black Wolf Bulletin*) will be sent to you in Infinite Campus. For any families that do not have email, the newsletter will be sent home with your child. It will contain updates on what is happening at school, as well as other important information from the district. The school newsletter is posted on our website and will remain there throughout the school year, in case you need to reference an old newsletter. Thanks in advance for reading online!

Parental Involvement

PTO

Lakeside’s PTO is an active group of parents that meet monthly to plan fundraising activities and fun family events for our school community. PTO has graciously funded Smartboards for classrooms, birthday books for students, artists in residency, and many other school technology and literacy initiatives. In addition, PTO fundraised for our playground. More parents are always needed to share ideas and help out with all the PTO does for the students at Lakeside! Please see the school newsletter for upcoming dates and times of PTO meetings.



Parties, Treats, and Snacks

Three parties a year are observed at which time treats are provided: Halloween, Christmas, and Valentine’s Day. Classroom teachers organize these parties with parent help.

Students are **not allowed** to bring birthday treats, per the district snack policy. Students will celebrate their birthday with their classmates and teacher by singing, playing a short game, and/or discussing birthday highlights.

(cont.)

If your child is going to be having a party at your home, we ask that you do not have him/her give out invitations at the school unless the entire class is being invited. This will prevent hurt feelings by those who are not invited. If the children are going to go home with you for such a party, they will each need a signed permission slip allowing them to do so.

Snacks

We highly encourage healthy snacks during the school day. A district wide snack policy was approved by the Board of Education during the 2011-2012 school year. Please see the Appendix for specific details on the snack policy and an approved snack list.

Physical Education and Recess

Students are expected to participate in physical education classes and go outside for recess unless a doctor's written excuse states the contrary. A doctor's request should specify the type of gym activities a child is able and unable to participate in.

2020-2021 Changes due to COVID-19:

All recesses will be scheduled with individual class cohorts. Classes will not mix together for recess this year.

Programs

After School Activities

At times, children may need to remain after school for an activity such as Boy/Girl Scouts, softball, or soccer. Parents are responsible for sending a note to your child's teacher indicating that their child will be staying after and are also responsible for transporting the child home.

After School Care

Lakeside Elementary School has an after school childcare program in place. This will be run by the Oshkosh Boys and Girls Club. Contact Kevin Mueller at the Boys and Girls Club for more information: 233.1414, ext. 121.

Report Cards

Report Cards

Report cards will be emailed to families via Infinite Campus at the end of quarters 2 and 4. Parent/Teacher Conferences will be held by request in November and for all students at the end of January/early February.

All grading is based on proficiency levels: minimal, basic, proficient, and advanced. In the Common Core State Standards (what teachers use to plan their lessons), students are expected to reach proficiency ("proficient")

level expectation) by the **end of the school year**. Students may start the year at a minimal or basic level, and that is okay. We hope to see growth throughout the year. Teachers will provide feedback based on the standards and communicate that with students and parents throughout the year.

School Rules and Procedures

Animals in School

Live animals are allowed on school property only for educational purposes, and only if the safety and welfare of all children and adults and the animals are ensured. Written permission by the building principal must be provided in advance. Service animals are permitted. Please inquire in the office if you have further questions about animals in school.

Bus Rules

The following general rules apply when riding on a school bus:

1. Cooperate with the bus driver.
2. Stay in your seat – facing forward.
3. Keep head, hands, and feet inside the school bus.
4. Keep hands, feet, and objects to yourself.
5. Show the Lakeside Way: respectful, responsible, safe.
6. Keep the school bus clean.
7. Silent voices when crossing railroad tracks.

Persistent infractions of the stated rules will result in the bus driver completing an Unsatisfactory Bus Conduct Report. The report will be shared with the building principal who will then meet with the student. The student is required to forfeit recess time that day. A copy of the report will also be sent home with the child. Ongoing or serious infractions will result in withholding bus privileges. Kobussen will be using a positive reward system and giving tickets to students who are modeling great bus behavior. Those tickets can be turned into the office for a small prize.

Kobussen expects that parents are present when students are dropped off at the end of the school day.

If you have questions pertaining to bus routes, rules, concerns, etc., please contact Kobussen Buses, LTD at 424.7575.

Clothing

Please **be sure to label your child's jackets and boots**. All children will participate in short (15-20 min.) recess periods. Normally, students who are too ill to take part in outdoor play are too ill to be in school. Outside play periods are cancelled on rainy or extremely cold days, and recess is held indoors. The office staff monitors the temperature and wind chill prior to recess on very cold days.

Please see that your child is **properly dressed** for the various seasons when leaving home in the morning as the children will be going outside as long as the weather permits. During winter, all students need to have snow boots, a winter jacket, gloves or mittens, and a hat. Snow pants are required if students play in the snow.

Unless a school wide special day has been designated, hats may not be worn in the building. Make sure your child(ren) has extra tennis shoes for physical education. Students should not wear revealing clothing articles to school (bare midriff, back, and shoulders). Clothing which bears inappropriate pictures or words such as alcohol, tobacco, profanity, etc. is prohibited. Students will be asked to turn the shirt inside out if possible or be required to call home for a change of clothes. Shoes are required to be on and laces tied during the day.

Internet and Technology Device Information

The Oshkosh School Board has adopted a policy on student access to networked information. The policy states that the board expects staff to use the Internet throughout the curriculum and provide guidance and instruction to students in its proper use. Access to the Internet will enable students to explore thousands of libraries and databases and have access to communication tools with people throughout the world. If students are found to misuse the computers or the Internet, their computer privileges may be revoked. All students in grades K-5 will have access to a Chromebook each day at school. A technology agreement will be sent home with children within the first month of school detailing information about respectful, responsible, and safe use of technology.

Lunchroom Procedures

1. Students are to line up for lunch in an orderly fashion.
2. Appropriate manners are always expected.
3. Students are to remain seated until the lunchroom supervisor dismisses them.
4. Food is to be eaten in the cafeteria, not outside or in hallways.
5. Students are never allowed to take food off another child's tray.
6. Students are expected to pick up after themselves when they have finished eating. Students will clear trays and stack them.

**** Parents are encouraged to provide their child(ren) with a nutritious lunch. We will strongly encourage students to eat all or most of their lunch; however, we cannot force them to do so.**

Playground Rules

1. Students must stay away from the fence at Lakeside and are not allowed to go over the fence to retrieve balls or equipment. The custodian will get items that go over the fence or on the roof. Students must also stay away from the retention pond, which is strictly for water runoff. Students are not allowed in the front of the building or in the parking lots.
2. Games involving "tackling, grabbing, and pushing" or any activity that is potentially dangerous are not allowed. Fighting is not permitted.
3. Spitting or exchanging of any bodily fluids (example: wiping blood on another student or their belongings) is a serious health risk and is prohibited.

4. Occasionally, the playground may be too wet and muddy for students to play on, and they will be required to remain on the blacktop, or woodchip areas only. This will be determined by the custodian, principal, or secretary who monitors the weather conditions.
5. When snow is on the ground, boots and snow pants are required to play in or with the snow.
6. Snow stays on the ground. Students are not allowed to throw snowballs.
7. While out on recess, students are not allowed to re-enter the building without an adult's permission. The supervisor will give the student permission to enter the building at the designated entrances.
8. Temperatures and appropriate outside recess wear is:
 - Below 50 degrees: students need a coat
 - Between 50-60 degrees: students need to wear long sleeves
 - 61 degrees and above: student's choice (shorts are allowed)

2020-2021 Changes due to COVID-19:

- Recess equipment will be assigned per classroom this year and no "hands on" equipment will be allowed. Specific locations for playing on the playground will be determined and students will rotate to different locations each day.
- Students will be assigned a lunchroom seat with social distancing in mind in the lunchroom. Plexiglass will be used if seats are not 6 feet apart.

Toys at School

We discourage students from bringing toys, music players, electronic games or devices to school unless it is for a special classroom event such as "Show and Tell." Trading cards (Poke'mon, baseball, basketball, etc.) are not allowed. It has been our experience that if students bring personal items to school and they become lost, broken or stolen, a great deal of discord results which interferes with the learning climate in the classroom.

School Safety

It is the policy of the Oshkosh Area School District that all students and staff have the right to attend schools that are safe and secure. In compliance with the district policy and in consideration of the needs of students, parents, and staff, the following procedure will be followed during the school day.

All parents and visitors are required to report to the office via door #1 to sign in and pick up a volunteer/visitor tag from 7:45 a.m. to 2:45 p.m, as well as before and after school hours, if meeting with a staff member. Security cameras have been installed to monitor all visitors to the school. **OASD schools are now using the Raptor system for any non-OASD staff in the building. Please have your driver's license ready to give to the secretary to scan. A pass will print out and will need to be worn when inside the building.**

Parents picking up students during the school day should send a note to the child's teacher indicating the pick-up time. Parents are asked to check in at the office. Office staff will contact the classroom to have the child(ren) excused.

2020-2021 Changes due to COVID-19:

If you are picking up your child(ren) for an appointment, please call the office and stand outside Door #1. Your child(ren) will be escorted outside.

Lakeside Crisis Plan

In the event we have an emergency, Lakeside Elementary has an Incident Command Team. We are continuously improving our crisis response plans for the following possible emergencies:

- ❖ Bomb Threats
- ❖ Chemical or Hazardous Material Spill
- ❖ Death of a Student or Staff Member
- ❖ Fire
- ❖ Intruders in the Building
- ❖ Severe Weather
- ❖ Weapons in School



Weapons Policy

No one shall possess or use a dangerous weapon or look-alike weapon in school buildings, on school grounds, in school vehicles, or at school-sponsored activities.

Dangerous weapons, or look-alike weapons, are defined in both federal and state statutes and include a gun (includes pellet guns), knife (includes pen knives), razor, martial arts equipment, metal buckle, or any other object or material which, by the manner in which it is used, is intended to be used for, or is capable of inflicting, bodily harm, discomfort or injury.

****Disciplinary measures taken will be the responsibility of the building principal and may include suspension, (in non-threatening situations), and/or referral for expulsion (in threatening situations). Students in grades K-12 bringing a dangerous weapon or look-alike weapon to school, using it, or threatening to use it will be required to attend a pre-expulsion conference held by the Superintendent of Schools/designee. If the facts in the situation indicate that the health and safety of students, faculty, or others present have been endangered, a recommendation of expulsion will be presented to the Board of Education. Students determined to have brought a weapon as defined by the Gun-Free Schools Act to school will be expelled by the board for a period of not less than one year, but the expulsion requirement may be modified on a case-by-case basis.**

The following are exceptions to this policy:

1. Weapons under the control of law enforcement personnel are permitted.
2. Weapons registered with the building principal/designee and properly handled during the community use of school facilities may be permitted.
3. Pen knives and knives used by district employees in the course of fulfilling their work-related responsibilities (e.g., maintenance department staff) are permitted.

Student Absences

Absences

Children are excused from school because of illness or if there is a sudden emergency in the family. All other excuses must be cleared by the principal. Please call the school office at 424.0131 between 7:20 and 7:45 a.m. if your child is unable to attend school. If you call during non-school hours, you may leave a message on our voicemail. If we do not receive a call, it is necessary for the office to contact you. If we are unable to reach you at home, we will contact you at your place of work. If students are not accounted for, they will be marked truant (unexcused).

An absence involving a communicable disease requires a release from the County Health Department before your child is allowed to return to school. If your child contracts measles, mumps, chicken pox, etc., report this to the Winnebago County Public Health Nurse Office @ 232.3000. You will be sent a release when the proper time has elapsed and the disease is no longer contagious. A specific document regarding COVID-19 information and protocol will be shared out separately.

Upon returning to school, children are expected to participate in physical education and engage in all physical activities, including going out for recess, unless a physician's written instructions indicate otherwise. If a child is to be excused from the gym for more than 1 (one) day, the district Physical Education Excuse Form is required. If your child has had a long-term illness and special arrangements need to be made on return to school, please speak with your child's classroom teacher.

Attendance

We expect students to be on time and at school daily. The district policy for attendance outlines that students may not be absent for more than 10 total days throughout the school year (including illness and vacations). When possible, please get a doctor's excuse if your child is sick. A letter of concern is sent home after approximately 8 days of absences to notify about the district attendance policy. A medical letter is sent home after 10 days of absence and a truancy letter is sent home after 5 days of unexcused tardies or absences. To read more about the district attendance policy, go to the district website (<https://go.boarddocs.com/wi/oshko/Board.nsf/vpublic?open>) <https://go.boarddocs.com/wi/oshko/Board.nsf/vpublic?open> and search "attendance". More information is outlined in sections below.

Vacations

It is the responsibility of parents to make sure students attend school every day it is in session. The Wisconsin Act 239 requires that parents provide a written excuse prior to a planned absence for personal or non-health related reasons such as a vacation. Pre-planned Parent Excused Absence Forms can be picked up in the office.

Each day or part of a day a student is absent for a planned absence counts as one (1) absence. The state law limits parent written excuses to ten (10) per school year. When a student reaches a total of ten (10) planned absences in one school year, the social worker or principal will schedule a conference with parents to discuss the situations. Principals in the Oshkosh School District will be notifying parents in writing when the number of parent-written excused absences nears ten (10). Parents taking children out of school for vacations should

notify the teacher at least one week in advance, so that arrangements can be made. A Pre-planned Absence Form also needs to be submitted. We strongly encourage you to plan vacations during the scheduled vacation days. After ten days, all vacation days are unexcused.

Absences during Testing

We are required to administer a state-wide test, the Forward Exam, to all 3rd-5th grade students again this spring. It is imperative that you do not schedule vacations and doctor/dentist appointments during the testing window. Your child's teacher will send home information about the test schedule prior to the testing period.

Tardiness

Students are expected to be in their seats and ready to begin when the morning bell rings (7:45 a.m.). If you are transporting your child to school, please be sure to get him/her to school on time. If late, the child and parent will need to check in at the office to sign in. This is a way for us to keep track of where our children are for safety reasons. Being sure your child is on time teaches him/her valuable life lessons about the importance of punctuality.

Additional Information

"Truancy" means any unexcused absences in part of or all of five or more days on which school is held during a semester. In such truancy cases, the district policy will be followed.

Absences for family emergencies, funerals, illness, required doctor, dentist, or orthodontist visits are not included in this limit, although the school must still be notified of the absence, either by phone or written excuse.

If students are to be successful in school, it is important they attend every day. It is our hope that we can work together to make sure students learn the importance of good attendance habits.

Student Conduct

School and classroom climate is critical to student achievement. Lakeside Elementary has embraced a new way of thinking about behavior management. We will continue to implement PBIS (Positive Behavioral Intervention Systems) this year. Instead of saying PBIS, we will call it ***The Lakeside Way***. Several teachers are helping lead this group toward a more positive focus toward student discipline. Students will have behavioral expectations for common areas (cafeteria, hallways, etc.) to meet and staff will positively acknowledge students when they are meeting these expectations. This will be a universal system for **all** students. More information about ***The Lakeside Way*** will be shared through school communications (school newsletters, Facebook updates, and classroom newsletters).

As a result of implementing *The Lakeside Way* at Lakeside Elementary School, we plan to:

- Create a more positive culture at Lakeside, which will make life in school better for ALL STUDENTS.
- Create clear and consistent expectations among all ADULTS for how behaviors are taught and reinforced to children.

Communication about Behavior Concerns

Depending upon the seriousness of an infraction, students in most cases will be given a warning or consequence for inappropriate behavior. More consistent problems or offensive behavior (such as fighting, inappropriate language, bullying, etc.) will result in a phone call home. On all serious referrals, the principal or teacher will contact the parent for a telephone or an in-person conference concerning the behavior. Progressive discipline is used for repetitive, aggressive situations, as determined by the building principal.

Violence Statement/Policy (name-calling, threats)

Lakeside's goal is to maintain a school environment free from fear of violence or verbal threats. All verbal threats where a student states, "I am going to harm/kill another student," will be taken seriously. Bullying of any kind, whether physical or verbal, will not be tolerated. Parents will be contacted and consequences will be determined by the intent of the threat.

Removal of Student from Class

Under Oshkosh School District Policy 5602, a teacher may remove a student from class for disruptive, dangerous, or unruly behavior that interferes with the teacher's ability to teach effectively.

Support Services

The Pupil Services Team at Lakeside Elementary School consists of the School Psychologist, School Social Worker, Guidance Counselor, School Nurse, and the Principal. A parent who has a concern regarding academic or developmental progress of their child should please contact the child's teacher. The teacher will work with the child and parent to try specific classroom interventions. The teacher will forward concerns to the Pupil Services Team who will work with the teacher and the specific specialist (some listed below) to evaluate each child's individual educational needs and specific educational interventions to be used. Parents can also contact any member of the team to discuss their child's educational needs.

Guidance Counselor

The Elementary Counselor provides a developmental guidance program in the classroom. Individual and small group counseling is also provided. Small groups are available for topics such as social skills, friendship problems and anger control. Individual counseling is available for students' and families' specific needs and concerns. Crisis counseling, working with at-risk students, and helping new students with adjustment are services the counselor provides. The counselor is available to meet with staff and parents to address concerns and to serve as a liaison between school, home, and community agencies.

School Psychologist

The School Psychologist provides the following services:

1. Psychological consultation to parents, teachers, school personnel, professionals, and agencies in the community.
2. Child advocates recommending special programs (accelerated, remedial, special education).
3. Individual assessment in the areas of intelligence, academic achievement, perceptual motor, social self-help skills, personality, and emotional development.
4. Direct intervention when appropriate, parent counseling, individual and group counseling, and other therapeutic approaches for children.
5. Education and training programs.

Cross-Categorical Special Education Teacher

The Lakeside staff is determined to meet the individual needs of every student. The cross-categorical special education teacher provides students with alternative forms of learning in a smaller group setting than is provided in a regular education classroom. The special education teacher also provides assistance with regular classroom curriculum, as well as serving as a teacher resource to coordinate the child's learning process. We are committed to provide a solid education in the least restrictive environment possible. Team planning and integrating our resource staff (special education teacher, guidance counselor, school psychologist, and speech and language pathologist) into the classroom setting allows children to benefit from personalized instruction without interrupting peer relationships.

Instructional Support Teacher - Literacy

The Literacy Resource Teacher's main role is to serve as a coach for classroom teachers to help improve literacy instruction in the classroom. In addition, the Literacy Resource Teacher is available to discuss parental concerns regarding literacy development.

The Literacy Resource Teacher provides reading supports for children. Reading instruction is delivered in a variety of ways: EIR (Early Intervention in Reading), integration and, at times, pullout. The LRT also provides teacher, student and parent resources, individual student teaching, classroom instruction, and reading incentive programs throughout the year.

Speech-Language Pathologist

Good speaking, listening, and thinking skills are important for performing well in school. A Speech-Language Pathologist can help students who have problems with these skills. The pathologist will:

- Identify and evaluate students with speech, language, and related problems.
- Plan and conduct activities to improve a student's speaking, listening, and other language skills.
- Collaborate with parents, caregivers, teachers, and other professionals in understanding and meeting a student's speech, language, and academic needs.
- Monitor and document the effectiveness of treatment and student progress.
- Write reports and other required paperwork.
- Educate parents, teachers, and administrators about communication development disorders.

(cont.)

Instructional Support Teacher - Math

The Instructional Support Teacher serves your child and school in three capacities. The Instructional Support Teacher builds capacity through professional development to support teachers with best practice in instruction and assessment practices. Through professional development, the Instructional Support Teacher provides support to the classroom teacher through collaboration to help differentiate to meet the needs of the gifted and talented learners, as well as supporting students who have gaps in math.

Visitors & Volunteers

Guidelines for Parent Classroom Visitation and Volunteers

Parents and guardians are welcome and encouraged to visit our school at any time. A criminal background check must be completed **every year** by anyone who wishes to volunteer in the schools to ensure the safety of our children and staff. The following guidelines should be followed:

Classroom Visitation

- ❖ Parents are **required** to check in at the office (Door #1), sign our Visitor's Log, and obtain a visitor's badge, which will be issued through our new security system, Raptor. Please be prepared to give the school secretary your Driver's License upon entry to the office.
- ❖ During the visit, parents are asked not to interrupt the class or ask the teacher about their child's learning experiences. Parents may call the teacher at school at a later time to set up a meeting time to discuss their child's progress.
- ❖ Parents are allowed to help their child, but not give them the answers.
- ❖ Grandparent classroom visitation is also welcome, and the same procedures apply as to parent visitation.

Classroom Volunteers

- ❖ Parent volunteers are encouraged to help with a variety of instructional activities within each classroom. The classroom teacher organizes the activities. Parents who would like to volunteer should contact the classroom teacher to set up times when volunteer help is needed.
- ❖ Parents are expected to adhere to the ethics of confidentiality when visiting or volunteering in the classrooms.

Please indicate your interest to help out by speaking to your child's teacher or by contacting the school office at 424.0131.

2020-2021 Changes due to COVID-19:

This year we are restricting the number of adults entering our building. Please call the office if you have specific questions.

Parking

Lakeside has parking available along the fence and along the side of the building for staff, volunteers, and visitors. The front of the building is reserved for buses; please do not park in the front lot.

Your Feedback

Your feedback is critical to helping Lakeside remain an outstanding school for children to learn and grow. Please email suggestions, comments, questions, or concerns to amy.ashton@oshkosh.k12.wi.us. Together, we can cultivate a flourishing environment for students, staff, and families. Thank you for sending your child to us each day!

"The Oshkosh Area School District, including all school buildings/sites/programs, does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Therefore, no student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any curricular, extracurricular, student services, recreational or other program or activity. When separation by sex in education activities is appropriate for health and/or safety reasons, equal educational opportunities shall be provided for both sexes."

Appendix

- OASD snack guidelines
- 2020-2021 school calendar



School Snack Guidelines

Board Rule 453.35 states "Parents will be encouraged to supply treats or other food items that are commercially prepared, individually wrapped, or prepared by a city/state health-inspected bakery. Food products prepared at home should be wrapped in accordance with City Health Department guidelines."

Is a snack really necessary? With normal breakfast and lunch consumption, school age children should need nothing more than one mid-morning/mid-afternoon snack milk during the school day. Keep in mind, many children go home after school and have a snack.

What is a "healthy" snack? A good definition of a healthy snack is one that is low in added sugars and sodium, and provides important nutrients like fiber, protein, and heart healthy fats, such as those found in nuts.

Milk as a Snack

The Wisconsin School Day Milk Program is a great way to incorporate a healthy snack into the school day, while ensuring that children will have the appetite to eat a well-balanced lunch.

Milk can offer many essential nutrients that many other snack choices cannot. Providing protein, carbohydrate, calcium, vitamin A, vitamin D, and B vitamins, milk in itself is a healthy and nutritious snack option.



Why only Milk for School Day Snacks?

1. Food Safety – We cannot assume all kitchens are as clean as ours. We cannot assume everyone is washing their hands after using the restroom and before touching the food being brought to school. Are foods for snacks properly refrigerated?

2. Excess Calories – Calories needed to support growth in a child ages 9 – 13.

Girls 1600 – 2200 calories

Boys 1800 – 2600 calories

(myplate.gov)

DPI uses 1935 calories

	Calories
School Breakfast Program – 1/4 RDA	484
School Lunch Program – 1/3 RDA	645
Calories from 1 Recess Milk	128
Calories from After School Snack Program	238
Total Calories in School Day	1495
Calories available for the remainder of the day	440

3. Economics for Families – Many families have a difficult time providing school supplies for their children. Asking families to purchase crackers for snacks is an additional financial burden.

Birthday Treats – "Food-type" birthday treats will not be allowed, for all the same reasons as listed above.

School Party Days – Halloween, Winter Holiday, and Valentine's Day

1. Allow cut fruit, vegetable, and cheese trays only if purchased already assembled from a grocery store. These items must be refrigerated until served.
2. All "dry" items such as cookies and crackers must be store purchased and individually packaged.



Schools have a responsibility to help students establish lifelong habits of healthy eating patterns and regular physical activity. By establishing healthy habits early in life, children can dramatically reduce their health risks and increase their chances for longer, more productive lives. You love your children and you want the best for them. You can show this by creating opportunities for them to make healthy food choices.

Is a snack really necessary? With normal breakfast and lunch consumption, school age children should need nothing more than one mid-morning/mid-afternoon milk **OR** healthy snack during the school day. Keep in mind, many children go home after school and have a snack.

What is a "healthy" snack? A good definition of a healthy snack is one that is low in added sugars and sodium, and provides important nutrients like fiber, protein, and heart healthy fats, such as those found in nuts.

Milk as a Snack

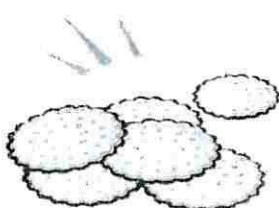
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Milk can offer many essential nutrients that many other snack choices cannot. Providing protein, carbohydrate, calcium, vitamin A, vitamin D, and B vitamins, milk in itself is a healthy and nutritious snack option.

➡ **Milk will be the only snack offered at the elementary schools.**

Sending "Food" Snacks from Home

Parents may send a snack from home for their child. If you choose to send a "food" snack along with your child, we encourage all parents to use this information as a guide in providing healthy snacks for your children.



Key: grams = gm
milligrams = mg

Fruit

- Any whole fruit, such as apples, oranges, or bananas
- Sliced or wedged fresh fruit, individual packaging
- Dried fruit, individual packaging
- Individual fruit cups, all kinds



Vegetables

- Any raw vegetable sticks or slices, individual packaging

Protein Foods, individual packaging

-Part-skim Mozzarella Cheese Stick, 1 only
-Yogurt



-Trail Mix

Look for:

- ✓ Less than 125 calories
- ✓ Less than 2 gm of fat
- ✓ Less than 100 mg of sodium
- ✓ More than 2 gm of fiber

Examples include: Emerald® brand

Dry Snacks, individual packaging

Cereal Bars/Cereal & Fruit Bars

Look for:

- ✓ About 100 calories
- ✓ Less than 3 gm of fat
- ✓ Less than 100 mg of sodium
- ✓ 2 or more gm of fiber

Examples include: Special K® and Kashi®

Crackers, individual packaging

Look for:

- ✓ Less than 140 calories
- ✓ Less than 5 gm of fat
- ✓ Less than 250 mg of sodium
- ✓ Take any fiber you can get!

Examples include: Goldfish Crackers®, Scooby Doo Graham Snacks®, Teddy Grahams®, Ritz Snack Mix®, Nabisco 100 Calorie Sweet & Salty®, Cheese It "Right Bites"® – 100 calories, Quaker Mini Delights®, Animal Crackers



OSHKOSH AREA SCHOOL DISTRICT TEACHER AND STUDENT 2020-2021 CALENDAR

August 17th - August 19th
New Professional Staff Training Days

August 24th & August 26th - 28th
Professional Development

August 25th
Convocation/ Professional Development
(A.M.)/Staff Meetings (P.M.)

August 26 - Open House (virtual)

AUGUST 2020				
M	T	W	Th	F
17	18	19		
24	25	26	27	28

FEBRUARY 2021				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

February 10th
Early Release - No School 4K/EC

February 15th
No School - Professional
Development for Staff AM/PM

September 1st
1st Day of School

September 7th
Labor Day - No School

September 16th
Early Release - No School 4K/EC

SEPTEMBER 2020				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MARCH 2021				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

March 9th
Juniors only at HS for ACT Testing
(Full Day)

March 10th
Early Release - No School 4K/EC

March 23rd
End of Third Quarter

March 29th - 31st
Spring Break

October 14th
Early Release - No School 4K/EC

October 15th
MS Fall PT Conferences - By Invite

October 19th
HS Fall PT Conferences

October 23rd
No School

OCTOBER 2020				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

APRIL 2021				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April 1st - 2nd
Spring Break

April 14th
Early Release - No School 4K/EC

November 2nd
End of First Quarter

November 11th
Early Release - No School 4K/EC

November 25th
No School for Students -
EL/MS/HS Conferences (A.M.) - Exact
dates and times TBD by each school

November 26th - 27th
Thanksgiving Break

NOVEMBER 2020				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

MAY 2021				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

May 12th
Early Release - No School 4K/EC

May 31st
Memorial Day - No School
Oshkosh North High School
Graduation - 6:00 p.m.

December 9th
Early Release - No School 4K/EC

December 23rd - December 31st
Winter Break - No School

DECEMBER 2020				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JUNE 2021				
M	T	W	Th	F
	1	2	3	4

June 2nd
Oshkosh West High School
Graduation - 6:00 p.m.

June 3rd
End of 2nd Semester/Last Day of School

June 4th
Record Keeping
Snow make-up day #6

January 1st
No School

January 6th
Early Release - No School 4K/EC

January 15th
End of 1st Semester

January 18th
No School for Students Prof. Development
(A.M.)/Record Keeping (P.M.)

JANUARY 2021				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Teacher Days: 185
Student Days: 177

