LAKEVIEW

ELEMENTARY SCHOOL

26335 FRIES LANE, WIND LAKE, WI 53185

(262) 971-1850

2026-2027

STUDENT & FAMILY HANDBOOK

(UPDATED 07/2026)

MUSKEGO-NORWAY SCHOOL DISTRICT MISSION

Every Student, Learning, Growing… Succeeding

LAKEVIEW ELEMENTARY SCHOOL VISION

Small school, big heart, lasting impact

WELCOME

Dear Lakeview Elementary Families,

Welcome to Lakeview Elementary School; a place where students are at the heart of everything we do. I am honored to be part of the Muskego-Norway School District serving as building principal for Lakeview Elementary School. Within the walls of Lakeview, one will find passionate educators, creative students, and dedicated families. At Lakeview, we strive to ensure our students are learning, growing, and succeeding each and every day. We put students at the forefront of each decision we make.

The staff at Lakeview Elementary is top-notch. They are dedicated to their craft; working diligently to meet the needs of each learner from a whole-child perspective. Together we make sure our school is a place where students belong, matter, and excel in academics. Our teachers utilize a rigorous curriculum while being responsive to specific learning needs. We capitalize on students' strengths and talents to design a personalized learning experience.

Lakeview embraces parents, as they are essential to their child's educational journey; through parent input, frequent communication, and teamwork, education becomes a high priority. It's inevitable that when we work together, everyone is more successful!

Warm regards,

Laura Shanahan, Principal

SCHOOL HOURS

9:10 a.m. to 3:45 p.m.

OFFICE HOURS

7:30 a.m. to 4:00 p.m.

CONTACT ADMINISTRATION

Laura Shanahan, Principal
262-971-1850 x3135
laura.shanahan@muskegonorway.org

Karen Torbeck, Administrative Assistant
262-971-1850 x3136
karen.torbeck@muskegonorway.org

STAFF DIRECTORY

DISCLAIMER: School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guide book; however, we expect students to follow the rules/policies contained in this handbook. See attached Board Policies and Administrative Guidelines. REVISED 5/19/25

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LUNCH & RECESS SCHEDULE

8:50am - Arrival
(School starts at 9:10am)

KINDERGARTEN
10:45am - 11:00am - Morning Recess
12:30pm -12:55pm - **Lunch**
12:55pm - 1:15pm - Recess

1ST GRADE
11:00am - 11:15am - Morning Recess
12:45pm - 1:10pm - **Lunch**
1:10pm - 1:30pm - Recess

2ND GRADE
11:00am - 11:20am - Recess
11:20am - 11:45am - **Lunch**
2:45pm - 3:00pm - Afternoon Recess

3RD GRADE
12:00pm - 12:25pm - **Lunch**
12:25pm - 12:40pm - Recess
2:45pm - 3:00pm - Afternoon Recess

4TH GRADE
12:15pm - 12:40pm - **Lunch**
12:40pm - 1:00pm - Recess
2:45pm - 3:00pm - Afternoon Recess

3:45pm - Dismissal

ARRIVAL/DISMISSAL PROCEDURES

With student safety as a primary goal, we ask that you follow the morning drop-off procedure in front of Lakeview. Please read the following plan and review the illustration. Feel free to call if you have any questions or concerns. Thank you for your help in this very important matter.

ARRIVAL: Starting at 8:50am

1. Enter the SAFETY ZONE-DROP OFF lane from the frontage road and proceed to the farthest available point in the lane. (Watch for pedestrians in the crosswalk area. Proceed with CAUTION). Note: Ideally, you should be in this lane for approximately 1 minute.

2. Stop your car and your child/ren should exit on the side nearest the sidewalk/school. Children should be ready to exit the car as soon as it stops to keep the traffic flow moving. Note: Please remain in your car as your child exits directly onto the sidewalk. Please park in a parking spot if your child needs help getting out of the car.

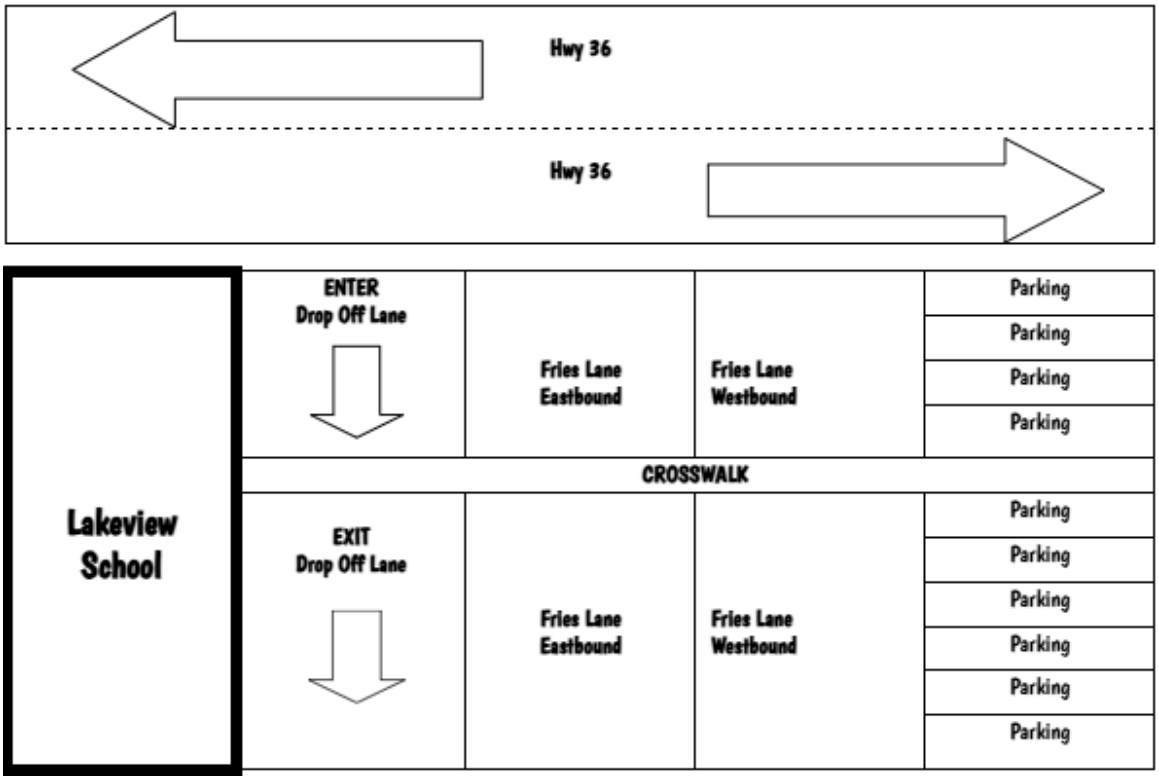
3. Proceed out of the SAFETY ZONE-DROP OFF lane and continue on Fries Ln.

Please do NOT attempt to make a U-Turn out of the drop off lane as this presents an additional safety hazard.

PARKING

If you wish to escort your child/ren into school, thank YOU for parking in one of the designated parking spots located on Fries Lane. There are two places parents can park when Lakeview Elementary School is in session: parking stalls located across from Lakeview Elementary School and along West Wind Lake Road. Parking alongside the sidewalk directly in front of our school is not permitted. The crosswalk should be used whenever crossing Fries Lane, and is safest when the student is accompanied by an adult. We also have a parking lot on the back playground which can be utilized at specified times for events, when buses are not in the back of school, and for evening events.

*****Staff will be present to assist with this arrival procedure.*****



Please watch the video to better understand how parents pick up has changed for the upcoming year. Car tags will be provided for each family to display on the windshield.

BUS EXPECTATIONS

Questions/Concerns: email/call Dairyland Busing at 262-203-9938

It is the policy of the School Board (po8600) to transport by bus all students attending Lakeview School unless **WRITTEN PERMISSION** is given by the parents to transport privately.

Parents, it is very important that you and your child have had a discussion regarding the following bus standards, and the child shows an understanding of his/her responsibilities:

1. Know your route and bus number.
2. Be at your stop five (5) minutes before pick-up. The driver must keep a schedule and cannot wait.
3. Be careful in approaching the bus stop. Walk on the left side of the road toward oncoming traffic.
4. If it is necessary to cross the road after leaving the bus, always wait for a signal from the bus driver; walk at least ten feet (10) in front of the bus and wait for the signal before crossing.
5. Use the same school standards while riding on the bus.
6. Remain seated while the bus is moving.
7. Obey the bus driver's instructions promptly.
8. Loud talking, laughing or unnecessary confusion can distract the bus driver's attention and make the task of providing safe transportation is extremely difficult.

Potential behavioral interventions to assist students in following the Bus Standards:
*Assigned seating arrangement
*Suspended from riding the bus for a designated number of days
Bus drivers have been instructed to notify the school whenever students have violated any of the established regulations. Appropriate disciplinary action will be taken which may include written or verbal warning, suspension from bus transportation, detention, and/or referral to the Muskego Police Department. Parents will be notified by the school of rule infractions.

STUDENTS WHO DO NOT RIDE THE BUS TO SCHOOL ARE NOT TO ARRIVE BEFORE 9:00 A.M. UNLESS THE PARENT/GUARDIAN REMAINS TO SUPERVISE.

If you choose to supervise your child, please do the following:

- Stand with your child at the front of the school, or
- Keep your child inside of your car until the front doors open.
- Utilize the sidewalk/crosswalk to transition your child to/from school/car.

PICKING UP YOUR CHILD AFTER SCHOOL

Anyone picking up students after school must be here no later than 3:45 p.m.
Parents or caregivers who routinely pick their child up from school each day (or on specific days of the week) must have a Note to School form filled out. The form will be laminated for regular pickups. The school must be informed if there is a schedule change or if someone other than a designated adult will be picking up.

LATE PICK-UP

If you are going to be late, please make arrangements for your designee to pick up your child(ren) or work with a daycare provider so that your child knows where to go at the end of the school day. The office closes by 4:00pm.

Families will be given **"A Note to School"** pad, which provides a uniform method of communicating with the teachers and the school office. Written notification is required if your child is to walk to or from school, or if the parent desires the student to get off the school bus at a different bus stop, or if transportation differs from the student's normal schedule.

LOITERING

Students are to promptly leave school premises and grounds after their daily program is finished. Only students involved in supervised, school-sponsored activities are to be on school premises outside of the regular school day.

ACADEMICS

ACADEMIC HONESTY POLICY

Any form of academic dishonesty is illegal, unethical, and prohibited.

EQUAL EDUCATIONAL OPPORTUNITIES

The Muskego-Norway School District is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, chane of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student programs and activities. Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of policy (Policy 2260) to teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity according to the policy guidelines.

ATTENDANCE/ABSENCES

REPORTING AN ABSENCE: Phone number 262-971-1850 option 2

Regular school attendance is expected of all students. When your child is absent, parents should telephone the school office before classes start. If this procedure is not followed, the school will call the parents to determine the reasons for the student's absence. After 10 absences, a formal attendance letter will be sent to the parent/guardian, and a doctors' excuse may be requested for all future absences. If a student is unable to participate in physical education for more than two days, a doctor's excuse is needed.

TRUANCY

Please note that according to Wisconsin law truancy is defined as an absence for part or all of any day on which school is held and the school has not received legal cause for the absence. Five or more unexcused absences during a school trimester constitute habitual truancy and you will be asked to attend a meeting with the principal, school social worker, and school psychologist. Truancy cases will be referred to the District attorney. Muskego-Norway Board Policy 5200.

If a medical or dental appointment requires that your child be released from classes early, parents should send a note to the teacher with the child that morning so the teacher may make plans in advance. We ask that parents make every attempt to schedule family matters at times which will not require the child to miss school, even if only for the last 10 minutes or so of the school day. Removing a child from class at *any time* disrupts learning for all students. Removal from school before 2:30 pm will be considered a half day absence. Any student taken out of school during the school day for any reason, must be signed out in the office. A student must also be checked in at the office when returning to school after being out.

TARDINESS

The first bell rings at 9:00 am, and the day begins at 9:10 am. A student will be considered tardy for school if he/she is not IN THE CLASSROOM when the final bell rings. Students who are tardy to school need to be signed in at the office, including the reason for tardiness, by a parent or guardian.

RELEASING STUDENTS FROM SCHOOL

Parents/guardians or any other adult designated by the parent/guardian, must sign their child out if it is not a day they are scheduled to be picked up, or they are picked up early.
Parents are required to either call the office ahead of time or use the Home School Note as a method to communicate a change in transportation procedures or an early pick up for a child.
When a parent chooses a designee to pick up their child (whether for sickness or an early pick up), the parent/guardian must communicate with the office the identity of this individual.
In the event an adult's identity who is picking up a child is unclear, Lakeview Elementary School will detain the release of the child until confirmation of the adult's identity is cleared by the parent/guardian/police.

GUIDELINES FOR KEEPING SICK CHILDREN HOME

Many families have questions about the decision to keep children home from school when they are ill. Please use the following as guidelines in determining whether to send your child to school. The following information is not intended to take the place of your pediatrician's advice, but to provide guidelines to be followed until your doctor can be contacted for his/her opinion.

- Fever: The best way to check for a fever is with a thermometer. A child with a temperature of 100 degrees or higher by mouth should be kept at home. They should NOT return to school until they have been without a fever for 24 hours without the use of medication.
- Cold/Sore Throat/Cough: The common cold is a frequent problem for children. A child with a persistent, dry, hacking cough belongs at home, even though they may not present a fever. If white spots can be seen in the back of the throat or fever is present, keep him/her home and call your doctor. If strep throat is diagnosed, the child needs to be on antibiotics for 24 hours before returning to school.
- Vomiting or Diarrhea: Consult your doctor if your child has a stomachache that is persistent or severe enough to limit his/her activity. Children should stay home until they have been free of vomiting and/or diarrhea for 24 hours and until he/she can keep fluids and food down.
- Rash: A rash may be the first sign of one of the many childhood illnesses, such as chicken pox. A rash may cover the entire body or may appear only in one area. If a rash is present, your child should see a doctor to determine whether it is infectious before he/she can return to school.

Health Services Webpage

BEHAVIOR

Lakeview Elementary School utilizes the Positive Behavior Interventions and Supports model (PBIS). It is an approach that uses universal strategies to help students achieve important social and learning goals. It changes the focus from negative behaviors and exchanges to positive expectations and interactions. As part of the PBIS program, we have established clear rules for the behavior we expect in all areas of school. Our motto at Lakeview is Be Safe, Be Kind, Be Responsible. Students will be taught what is expected of them throughout various settings of the building. Students are acknowledged for their positive behavior and choices.

CODE OF CLASSROOM CONDUCT

The District recognizes and accepts its responsibility to create, foster and maintain an orderly, safe and caring school environment, conducive to teaching and the learning process. By using their experience and expertise, staff will create schools where effective learning is possible. Students are expected to come to school ready and willing to learn.

Students should be able to attend school as free as is reasonably possible from unnecessary and unwarranted distraction and disruption. Behavior which fosters such disruption can interfere with the classroom environment and will not be tolerated. As outlined in the District's Code of Classroom Conduct Board Policy 5500, a student who engages in classroom conduct or behavior which is disruptive may be removed from class by a teacher. In this event the student will be placed in an alternative setting in accordance with established procedures.

PBIS (Positive Behavior Intervention and Supports)

PBIS is Positive Behavior Intervention and Supports. Lakeview uses PBIS as a positive approach to managing behavior. **This** handbook is a guideline to this behavior system.

At Lakeview, we think of discipline as guiding students and changing behaviors rather than punishing them. Our teachers provide individualized attention and clearly defined rules and expectations for students' behavior in relation to self, to others and to the environment. When individual behavior problems occur that disrupt the learning environment for that child, for other students, or interfere with teaching, these procedures are followed:

- Students are brought together to talk out their feelings and to find a better solution to the disagreement than hurting one another. We help them begin to take responsibility for their behavior, and we attempt to help them understand how this behavior affects others. This provides a way for students to communicate with each other in a positive, healthy way.
- If the behavior is repeated, teachers will communicate problems with the student's parents and discuss the best way to solve the problem.
- In the case of purposeful physical or verbal abuse, the student will be brought to the office to discuss the incident. A phone call home will be made in addition to the completion of a pink behavior reflection sheet that will be sent home and signed by the parent. Serious behavior incidents may result in a suspension and are determined on a case by case basis.
- Students may also be referred to the Lakeview CST for suggestions of ways to improve behavior.

All discipline issues are handled on an individual basis. Since there is no one prescription for handling all discipline issues, some of the procedures listed above may differ depending on the situation.

Minor (yellow) discipline incidents are "warnings" and a chance for students to think/reflect about their behavior. Some examples of minor incidents are: disruptive behavior, cheating, misusing the computer, lying, inappropriate language (swearing), arguing with adults. This follows a verbal warning. Our intention is that the student's reflection will give them better ways of following the school expectations of being respectful, responsible and kind. If the student has 4 incidents in a trimester, it becomes an office referral (major). We ask that the parent sign this minor slip and their child return it to school. Please use this tool as a means of discussing the event with your child.

Major (pink) discipline incidents involve actions that require being sent to the office. Some examples of major incidents are: fighting/physical aggression, vandalism, harassment/bullying, stealing/theft, open defiance/refusal to comply. Students are asked to reflect on their behavior by completing a reflection sheet. Oftentimes additional consequences will be given, such as a detention, that will be served at recess. We ask that parents sign this slip and their child return it to school. Please use this tool as a means of discussing the event with your child and know that we value your partnership in caring for the whole child.

BIRTHDAYS

We have moved away from edible treats for birthdays and replaced them with non-food celebrations.

Any edible treat that is brought to school will be returned home

Students, teachers, and parents can collaborate to choose an appropriate celebration option for their child, if necessary. Some examples may include: choosing a favorite movement break (i.e. *GoNoodle*), having the child read a special book to the class, donating a game or book to the class in their honor, having a special show and tell for the birthday child, playing a game, bringing in a non-food based item to share with each of their classmates, etc.

In addition, students' birthdays will be recognized during the morning announcements and all students will receive a birthday pencil from the office. (Summer month birthdays will be celebrated on their half-birthday beginning in December.) If you do not wish to have your child's birthday recognized, please contact the school office.

BIRTHDAY INVITATIONS

On the topic of birthdays, the distribution of invitations to parties and/or birthday presents **may not** occur at school. It creates a distraction from learning and hurt feelings for those students who are not included. Unless you are able to invite all children from his/her class to a birthday celebration, please do not send invitations to school for distribution.

CLASS PLACEMENT

Throughout the year teachers and staff discuss the growth, behavior and development of each child. At the conclusion of each school year, we discuss academic status, social/emotional growth and development, and peer relationships. We use this information to create balanced classrooms, academically and in regards to gender, while keeping in mind each student's social, emotional and academic needs. This multifaceted process requires that we take into careful consideration what we know about each child and what we know about each teacher with whom the child may be placed.

We value input from parents. If parents wish to provide input into the next year's placement of their child, a form will be available in the spring in the weekly newsletter. Input can include a description of your child's learning needs or style and any other information or concerns you would like us to consider. We do not take requests for specific teachers, but we do consider your child's learning needs as you describe them, as we construct balanced classes. Please complete it prior to May 1st because many decisions are made with teams of teachers during the month of May in order to get ready for the following school year. What appears to be a very simple request is seldom simple or easy, given all the differing factors we weigh and measure.

GIFTED AND TALENTED PROGRAMMING SUPPORT

A Muskego-Norway School District committee of parents, educators and administrators meets regularly to collaboratively learn and discuss pertinent topics related to gifted and talented programming. The committee meets periodically throughout the year. If you would like more information on how you can become involved, please contact our Elementary Director of Student Learning @ 262-971-1800. For more information, see the GT page via Muskego-Norway's web page found under "district organizations."

RELIGIOUS BELIEFS

In the event that class content or activities conflict with a student's religious belief or value system, the Muskego-Norway Schools will honor a written request from the parents/guardians for the student to be excused from a particular class.

COMMUNICATION

Communication is an essential component for establishing a positive working relationship between the school district and the community it serves. In order to foster positive communication between the school and community, a process has been established to make that communication as easy and effective as possible. Please see the district website for procedures and appropriate feedback forms.

PARENT CONFERENCES

Conferences are held in **October** and **March** (optional). They are important to understanding your child's progress. If a parent wishes to have an additional conference to discuss your child's progress, by phone or in person, please call your child's teacher to set up a time. A conference sign up will be sent to families.

"Dropping by" before, during or after school makes it difficult for teachers to prepare for your child's lessons. In order to facilitate a prompt daily opening of school, uninterrupted classes and a smooth dismissal, we request that you communicate with teachers by emailing them directly. If you have an urgent message for your child or their teacher, please contact the office directly at 262-971-1850.

Parents are asked to communicate with the school:

- When someone will pick up a child other than the parent or authorized person. Authorization must be in writing.
- When they will be out of town and their child will be in the care of someone else, the dates of their absence, how we can reach them, information regarding who is in charge of the child, and where that person can be contacted.

- When there are issues being experienced in the family, so we can support the student.
- Our key method of communication will be done electronically via Parent Square, Infinite Campus Parent Portal, email, and phone.
- Lakeview Ledger, sent electronically via Infinite Campus every Thursday.
- Classroom teachers will communicate with parents through newsletters, phone calls, and email on a routine basis.
- Report cards, Our website https://www.muskegonorway.org/schools/lakeview/

EMERGENCY RESPONSE & PROTOCOLS

In the event of a true emergency (such as a lockdown, fire, gas leak, or other situation) that requires urgent action - school staff will immediately initiate the appropriate emergency response plan. District communication will be sent to families as soon as it is safe and feasible to do so.

To protect the privacy of students and staff, if an incident arises that involves medical, behavioral, or professional assistance (e.g., police, ambulance, or fire personnel), only those directly involved will be contacted. It is not uncommon for emergency vehicles to be present at school for routine reasons such as staff training, classroom events, or precautionary responses.

Please know that while all emergencies are taken seriously, not all situations will warrant a full school-wide notification. If you ever have questions or concerns about an incident at school, you are encouraged to call the main office directly. In true emergencies, a timely district-wide message will always be provided once it is appropriate to share details.

EMERGENCY SCHOOL CLOSING

In the event that school is closed, closed early, or we encounter a delayed opening, the first information will be available on the district website at www.muskegonorway.org. Please check the website first. Parent Square is our emergency, rapid communication service.
Should an emergency school closing take place, you will be contacted via recorded telephone message at your designated home, cellular or work phone numbers as well as email addresses. It is imperative that the correct information is reflected in Infinite Campus. Please contact the school office as soon as any changes occur.
In the event that school needs to be kept closed, closed early or we encounter a delayed opening, a public announcement will be made on the following stations:

WTMJ AM620	WKTI FM94	Channel 4
WOKY AM920	WLTO FM97	Channel 12
WEMP AM1250	WMYX FM99.1	Channel 6
WISN AM1130	WMIL FM106	Channel 58

Late Start

When Muskego-Norway Schools is announced, it includes Lakeview School. On occasion, it may be necessary to delay the morning start of the bus runs to provide time for the roads to be cleared. This announcement will be made on our district's web page, and the TV stations listed above. Normally, the announcement will read "Muskego-Norway Schools - 1 hour delay." The buses will pick up children one hour later. Because there won't be any supervision at Lakeview School, children who are normally dropped off at school should be dropped off one hour later.

COLLABORATIVE SUPPORT TEAM (CST)

A CST team consists of teachers and administrators who meet with parents to find better ways to support students. The main objective of the team is to collaborate in developing further supports to support specific students. Once a request (from parent(s) or teacher) for student help comes from forward, we begin to gather data to better understand the student's strengths and challenges. We collect perspectives and collaborate from parents, student records and teachers' observations to make informed decisions. All this information is kept confidential and is used to support the students and the teacher in ensuring a successful school experience.

PERSONAL COMMUNICATION DEVICES

While elementary and middle school students may possess personal communication devices (PCDs) in school, on school property, during after school activities (e.g., extra-curricular activities), and at school-related functions, they must be kept out of sight and off during the instructional day (from the bell at the beginning of the day until the dismissal bell at the end of the day). For purposes of this policy, "personal communication devices" (PCD) include computers, tablets, electronic readers, cell phones, smartphones, MP3 players, handheld games, and/or other web-enabled devices of any type. The school is not responsible for these items if they are stolen. Given that our lockers are unlocked throughout the day, we ask that electronic equipment as described above is not brought to school. See Board Policy 5136 for more information.

If you need to contact your student during the school day, please do so by calling the school office.

DRESS CODE

The Muskego-Norway School Board has established student dress guidelines (Policy 5511) to address decency and moderation. We believe that students and parents can freely choose apparel that demonstrates individuality, as well as maintain the standards of appropriateness.

The following guidelines will be the expectations for Lakeview students:

- All students are to remove hats and sunglasses upon entering the building.
- Footwear should be safe, comfortable, and suitable for school and recess.
- Shorts and skirts should be an appropriate length.
- Shirts must cover the midriff, chest and back.
- Shirts or tops that advertise drugs, alcohol, gang activity, violence (including professional wrestling), tobacco, or that promote disrespectful attitudes will not be permitted.
- Clothing should fit properly and not be distracting to learning - not excessively tight or loose.
- Shirts intended to be worn under a buttoned shirt should not be worn as regular attire.
- Insignias, jewelry, or clothing that depicts violence, in any way, will not be allowed.
- Make-up may be used for school plays/performances, but is not to be part of a child's daily attire.

Staff recognizes that the appropriateness of dress may sometimes need to be considered on an individual basis. To resolve any dress code concerns, students will be offered spirit wear/age appropriate replacement clothing or the parent/guardian will be called to bring an alternative outfit to school.

WINTER DRESS—it is important that students are properly dressed for play outside at recess and while waiting for the school bus. We ask that students wear coats, snow pants, hats, mittens/gloves, and boots every day during the winter season.

FOOD ALLERGY MANAGEMENT

Food Allergy management is an important part of providing a safe learning environment for all students and staff. Pursuant to MNSD Policy 5335: Care of Students with Chronic Health Conditions.
Notable components include:

- **Snacks for an individual student**
  - All snacks in instructional settings must be free of peanuts and tree nuts.
  - Specific areas in instructional settings may be designated for use by any student with an identified food allergy and will be kept free from any such identified food allergen.
  - Snacks may never be shared.
  - Classrooms will have saltines available when a student forgets their snack.
- **Birthday Treats**
  - Elementary schools will have non-food-based birthday celebrations.
- **Treats For a Classroom Or School-Wide Celebration**
  - Students/Families may bring in food-based treats for planned classroom or school-wide celebrations that are pre-approved, prepackaged, clearly labeled, which have been reviewed and approved.

FOOD SERVICE AND HOT LUNCH

CONTACT INFORMATION-

Benny D'Epiro, Food Services Director, 262-971-1790 ext. 4552
Heather Gerbing, Lakeview Cook 262-971-1850 ext. 3141

PAYMENT PROCEDURES - Muskego-Norway Schools utilizes a computerized lunch system whereby all parents and their children have a lunch account. Parents are to deposit money into this account (check made out to MNSD) to cover their children's lunch costs. Each time the child goes through the lunch-line, their account is debited at the point of sale for the items they purchased. All payments should be enclosed inside a sealed envelope with your child's first and last name on the outside/check. These checks will be collected by the food service personnel and deposited into your child's account in approximately 1-2 business days.

Steps for making a deposit:

There are three ways you can pay for your child's lunch. First, your check can be dropped off into Lakeview's black Lunch Deposit Box located in the front vestibule of Lakeview School. You can also make a payment on-line, or you can mail your deposit to the address listed below.

MNSD Food Service Department
Muskego High School
W183 S8750 Racine Ave.
Muskego, WI 53150

STUDENTS NEW TO LAKEVIEW SCHOOL

There may be a delay in setting up an account for students who are new to our school. Parents can follow the same procedures as listed above, and your deposit will be made once the account is set up. This delay will NOT interfere with your child receiving a hot lunch or milk.

- **Account Balance-** Families with internet access are able to gain account information via a link on the MNSD website. We strongly recommend that you check this information weekly.
- **Eating Time-** Lunch time is a wonderful time for boys and girls to enjoy their lunch and socialize with one another. However, because of time limitations and the need to prepare our gym for physical education classes, children will be encouraged to make the "eating" portion of the lunch time a priority.
- **Overflow Table-** Students receive approximately 20 minutes to pick up their hot lunch and finish their meal. Students who need additional time, may excuse themselves to the "Overflow Table" and finish their lunch there. Under no circumstances, are students ever required to dump their lunch and return to class unless they are finished eating.
- **Lunchroom Procedures for Students-** Students are to conduct themselves in the cafeteria just like they do at home. Below are our lunchroom standards which explain key procedures:
    1. Try their best to eat the meal they purchased or was made at home.
    2. Enjoy some light conversation while they eat.
    3. Clean up after themselves when finished eating.
    4. If they need more time to finish their meal, they can do so at the overflow table.
    5. Remain seated at their table until they are dismissed to return to class.

Parents or guardians may join their child for lunch. If you intend to eat the school lunch, please inform the school office of your selection prior to 10:00 a.m. so you are included in the count. The cost of your lunch will be deducted from your child's lunch account. Students that choose to purchase school lunch must have and present to food service staff a school issued identification card. If they do not have their ID, they may be asked to step to the back of the line.
Application forms for free or reduced lunches are available on the district website or in the office. Click HERE for website.

HEALTH, ACCIDENTS, AND MEDICATION

The **health room** is located in the front office. If a student becomes ill or injured during the school day, he/she will report to the health room with a pass from their teacher or an aide. In case of emergency, the office will contact you via the information you provided in Infinite Campus. If any contact information changes throughout the year, notify the school office immediately. Direct and prompt notification is our goal. **If your child has a life threatening allergy, severe asthma, or seizure disorder (and you have not already been in contact with the district nurse to develop a care plan) please fill out the appropriate care plan with your child's physician and return to school as quickly as possible. It is important that staff know what interventions are necessary in case of an emergency for your child.** Wisconsin Statutes allow for the administration of prescription medication, non-prescription drug products, and emergency medication as long as in a properly labeled package and accompanied by proper documentation.

PRESCRIPTION MEDICATION

Prescription medication must be supplied in the original pharmacy-labeled package, and the package must specify the name of the student, the name of the prescriber, the name of the prescription drug, the dose, the effective date, and the directions in a legible format. All medications must be kept in a locked location in the health room. Students should not carry any medication or keep it in their lockers.

- Prescription medication written instructions must be signed by a licensed healthcare professional and consented to by a parent or guardian

NON-PRESCRIPTION DRUG PRODUCTS

Non-Prescription Drug Products must be supplied in the original manufacturer's package, and the package must list the ingredients and recommended therapeutic dose in a legible format.

- Non-Prescription drug products written instructions must be signed and consented to by a parent or guardian.
  - See also Opt-In Consent for Non-Prescription Drug Products
- The administration of non-prescription drug products in a dosage other than the recommended therapeutic dose is considered a Prescription Medication.

EMERGENCY MEDICATIONS

The following emergency medication may be administered to any pupil or other person who appears to be undergoing a medical emergency:

- Opioid antagonists if one appears to be undergoing an opioid-related drug overdose
- Epinephrine auto-injector or prefilled syringes if one appears to be experiencing a severe allergic reaction
- Glucagon if one is a known is diabetic and appears to be experiencing a severe low blood sugar event with altered consciousness.

As soon as practicable, the emergency must be reported to an emergency medical service provider ("911").

WI Statute 118.29 - General School Operations: Administration of Drugs and Emergency Care) Forms can be found on the district website, www.muskego norway.org, under Parents and Students, Information, District Nurse. Medication will not be administered if the appropriate forms are not on file.

INSURANCE FOR STUDENTS

If parent(s)/guardians(s) of a student choose to have insurance coverage for general accident, intramural or interscholastic activity, it must be provided at their own expense. (Policy 8760)

INFINITE CAMPUS

Parents and students can access grades and attendance information online. This program will allow parents and students with internet access to stay up to date with assignments, quizzes, and test grades. If you have questions regarding your account, or how to log on please contact our district's technology staff.

LOCKER/DESKS

LOCKER/DESK SEARCHES

School lockers in the Muskego-Norway School District are the property of the school district. Students will be held responsible for damage to their lockers. At no time does the District relinquish its exclusive control of student lockers, which are provided for the convenience of students. School authorities, for any reasonable suspicion, may conduct periodic general inspections of lockers at any time, without notice, without student consent and without a search warrant. Students will be assigned a locker and are responsible for its condition and its contents. The school retains the right to search lockers when there is reason to believe that the locker contains stolen, illegal or harmful items. Any unauthorized items will be removed. Students are expressly prohibited from tampering with and/or entering into lockers which are not assigned to them.

Although student lockers are considered school property, the District expects students to assume full responsibility for the security of their lockers. Open food or beverages are not permitted in the lockers. The school is not responsible for items stolen from lockers. Students should not bring valuable items to school. (Policy 5771)

LOST AND FOUND

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are turned into the school's Lost and Found bucket. Unlabeled or unclaimed property is turned over to a charity prior to our breaks in: **December and June.**

POSTER/ADVERTISEMENTS

We strive to ensure that flyers, posters and banners meet the school's public information criteria, are posted appropriately, and then removed after the advertised event date. Posted content should be related to Lakeview's academic and student activities. All non-MNSD flyers and posters must be approved by the Superintendent before posting on the designated surface spaces. Please contact the principal if you need more information.

RECESS

Students go outside for lunch and either morning/afternoon recesses. On days of inclement weather, students will be notified of indoor recess where they will have the opportunity to play a variety of indoor board games.

Excluded from Recess or Physical Education Class for medical reasons- Students who need to be excluded from recess or Physical Education Class for medical reasons, need to have a doctor's excuse.

Indoor Recess in the Winter- Indoor recess is determined in the following ways: First, we determine the temp/wind chill. We use www.weather.com and type in 53185 for our location. If the temperature or wind-chill is 0 or below, we stay inside.

SAFETY AND SECURITY DRILLS

Exterior Entrance - All exterior doors (except the main office entrance) will be locked during the school day.
Secure Interior Entrance - The front interior entrance is designated as a secure, locked entrance.
Items Being Brought to School - Items that need to be taken to the classroom should be dropped off at the secure entrance.
Visitors - All parents/guardians/visitors need to check in at the secure entrance with a valid driver's license or photo identification to obtain a visitor badge.
Volunteers - All volunteers should wear a visitor badge when inside the building. Volunteers must have a current application on file with the district. The district wide volunteer application is currently for two years. Volunteers must submit a new application upon expiration. HERE is the link on how to complete the application.
Strangers Around School - All staff members have been instructed to introduce themselves to anyone not wearing visitor identification and request that he or she return to the front office for a badge.
Staff Badges - Lakeview School personnel wear badges that clearly identify them as employees of the school.
Playground Emergencies - Each playground supervisor carries a two-way radio so they may have instant communication with the office and the health room.
Lockdown – We no longer conduct Lockdown Drills. Instead, we will facilitate a lockdown over the PA with a scripted focus on critical thinking in each classroom.
Evacuation - In the event the building would need to be evacuated (including a bomb threat) a mutual aid agreement.
Fire and Tornado Emergency Procedures - A building-wide plan has been created and practiced with staff and students. Fire drills are conducted monthly. EVERY PERSON in the building is to leave promptly and quietly at the sound of the fire alarm. Tornado drills are conducted annually in the spring. Students are to regard a fire drill or tornado drill with an attitude of utmost seriousness, being quiet and orderly at all times.
Designated Nut-Free Areas - Due to severe allergy threats, some classrooms are designated as nut-safe zones. Teachers will communicate specific classroom needs to their families. For the health and safety of all of our students, families are asked to be respectful and diligent of designated safe zones.
Safety Walks - General safety inspections are conducted by the head building custodian and principal a minimum of once per month to monitor and ensure fidelity of the safety plan.
Unusual Circumstances/Emergency Situations - The Muskego Police/Racine Sheriff may be contacted if there is the possibility of inappropriate behavior that interferes with a safe and orderly environment for staff and/or students.
Crisis Plan - The Lakeview Crisis Plan was coordinated through a district-wide administrative effort in conjunction with the Muskego Fire & Police Departments. The plan addresses multiple concerns and crises. Staff members are alerted as to the nature of the crisis and the plan of action. The goal is to keep the children in safe areas away from immediate danger. If we do have a crisis, please do not call the school. Our first priority will be to initiate the Crisis Plan and get everyone to a safe area. When you are notified that your child may be picked up from school or another location, you must check your child out with your child's teacher or the staff member in charge. Each child must be accounted for during the crisis and as we are releasing students.

VIDEO CAMERAS – NOTICE TO STUDENTS

The School Board authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses.

VISITORS

The Muskego-Norway School Board welcomes and encourages visits by citizens, taxpayers, and parents to school buildings and facilities in the district. Citizens are urged to visit school facilities and to join with the Board in improving the school system. Citizens are encouraged to channel expressions of approval as well as constructive criticism to the Building Principal and the Superintendent. The Board also believes that the parents of children attending the schools have special rights and responsibilities, in addition to those of taxpayers generally, to keep themselves informed about the day-to-day operation of the schools. Administrators are expected to encourage parents to visit the district's facilities thereby developing a spirit of mutual collaboration.

The Board also recognizes that it has a responsibility to make reasonable efforts to:

- provide for the general safety of students, employees and other individuals authorized to be in school buildings
- enable educational and other activities to be carried on effectively and without interruption
- preserve and safeguard the buildings, equipment and other property of the district

All persons on school property must first inform the principal or supervisor in charge of their presence in the building and conform with reasonable rules regarding conduct on and use of school facilities.

In order to ensure and maintain proper security and student safety, all persons visiting school are asked to report to the school office to sign in, show the office staff their picture ID, and receive a visitor badge before going directly to a classroom to see a teacher/volunteer. Parents should also sign out when leaving the building. Arrangements should be made ahead of time for a conference with interested staff members.

If a family matter requires that a family member speak with a student, we ask again that they report to the office first. The student will then be called out of class. The front doors are the only doors to be used as both the entrance and exit to Lakeview Elementary School.

VOLUNTEERS

All volunteers must be registered as a volunteer through completing a Registered Volunteer Application Form online. This does expire after two years. Thank you for considering this wonderful opportunity to contribute/volunteer your time to our school.

Questions can be directed to Riley Gray at the Educational Services Center 262-971-1800.

MUSKEGO-NORWAY SCHOOL DISTRICT BOARD POLICIES

The following School Board policies and administrative guidelines should be reviewed by each student and family. If you are interested in reading the entire policy or administrative guideline, please access them by clicking on the provided links below. For any reason, if you are not able to access the full policies or administrative guidelines, please contact
Laurie Buxengard ext. 2110 or laurie.buxengard@muskegonorway.org

Administrative Guideline 2240B - **ALTERNATIVE LEARNING ACTIVITIES FOR OPT-OUT STUDENTS**

Board Policy 5200 - **ATTENDANCE**
Administrative Guideline 5200 - **ATTENDANCE**

Board Policy 5517.01 - **BULLYING**

Board Policy 2240 - **CONTROVERSIAL ISSUES IN THE CLASSROOM**

Board Policy 5511 - **DRESS AND GROOMING**

Board Policy 8500 - **FOOD SERVICES**

Board Policy 2270 - **RELIGION IN THE CURRICULUM**

Board Policy 5771 - **SCHOOL AND STUDENT SAFETY - SEARCHES**

Board Policy 2260.01 - **SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY**

Board Policy 5517 - **STUDENT ANTI-HARASSMENT**

Board Policy 5500 - **STUDENT CODE OF CLASSROOM CONDUCT**
Administrative Guideline 5500 - **STUDENT CODE OF CLASSROOM CONDUCT**

Board Policy 2416 - **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

Board Policy 8330 - **STUDENT RECORDS**
Administrative Guideline 8330 - **STUDENT RECORDS**

Board Policy 5530 - **STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA**
Administrative Guideline 5530 - **DRUG PREVENTION**

Board Policy 2260 - **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

Board Policy 2266 **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES**

Board Policy 5136 - **PERSONAL COMMUNICATION DEVICES**

Board Policy 2451 - **PROGRAM OR CURRICULUM MODIFICATIONS**

Board Policy 9130 - **PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS**

Board Policy 5772 - **WEAPONS**
Board Policy 7217 - **WEAPONS**