

District #624 MISSION STATEMENT



Leading minds to learning
Hearts to compassion
Lives to community service

Lakeaires Elementary School
3963 Van Dyke Street
White Bear Lake, MN 55110
651-653-2809

LAKEAIRES ELEMENTARY SCHOOL GENERAL INFORMATION

Principal: Mr. Cary Krusemark

Administrative Assistant: Mrs. Michon Sommers

Health Aide: Mrs. Jill Becker

Nurse: Ms. Molly Miller

Lakeaires Main Office: 653-2809

Principal's Office: 653-2818

Health Office: 653-2612

Absence Notification - 653-2810

Office Hours:

The School Office is open from 7:00 a.m. until 3:00 p.m.

School Hours:

Building opens at 7:30 a.m. *Students not in their classroom at 7:45 are marked tardy.*

Instructional Day Ends at 2:15 p.m.

Students should not arrive earlier than 7:25 a.m.

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Absences

Please call the **Attendance Line each day at 653-2810** to let us know if your child will be absent or late for school. It is school policy to contact parents/guardians when a child has not shown up for school and we haven't received any messages pertaining to their whereabouts. When children arrive at school late they will need to stop into the office with their parent or guardian to be signed in on the Student Sign-In Sheet and receive a pass to class. You can also report changes to the end of the day or absences by emailing: LakeairesDismissalRequest@isd624.org

Absences are categorized by either half or full day absences, late arrivals or early releases. Elementary Students who arrive or leave **within** 45 minutes of the start or end of the school day are marked tardy/early release, which may be excused or unexcused. Students arriving/leaving **more than 45 minutes** are marked as a half-day absence which may be excused or unexcused.

The School Board's policy on excused and unexcused absences is as follows:

1. **Excused Absences**

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental, orthodontic treatment, or a counseling appointment.
 - (5) Court appearances occasioned by family or personal action.
 - (6) Religious instruction not to exceed three hours in any week.
 - (7) Physical emergency conditions such as fire, flood, storm, etc.
 - (8) Official school field trip or other school-sponsored outing.
 - (9) **Pre-approved family travel, vacation, or college visitation by the building principal in advance of the absence.**
 - (10) Family emergencies.

[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minn. Stat. § 120A.22, Sub. 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy: an absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) **Vacations with family may be considered unexcused if the student/family have been warned of an attendance issue or the vacation has not been pre-approved.**
- (4) **Absences resulting from accumulated unexcused tardies (3 tardies equals one-half day unexcused absence).**
- (5) Any other absence not included under the attendance procedures set out in this policy.

Excessive Absences: Students who are absent (excused or unexcused) more than ten percent of student contact days at any time during the school year may be considered to have excessive absences.

a. Procedures for addressing students with excessive absences

- (1) School calls parent with attendance concerns
- (2) School will communicate with parents in writing concerning attendance issues
- (3) If the student continues to have excessive absences, the school may choose to take the following steps:
 1. Consider the absences unexcused according the Minn. Stat. 120A.22, Sub. 12.
 2. Refer the student to a truancy intervention program.

Accidents

In most cases, we will call the parents of a child who is injured or ill before we would call 911. **It is very important that you furnish us with the phone number where you can be reached during the school day.** This includes home numbers, work numbers, cell phone numbers or pager numbers. Family Profiles will be updated by parents during our Annual Review via Skyward Parent Access before the start of each school year. Please contact the office staff if there are any changes to these numbers during the year.. If we cannot reach you and the school administrator, school nurse or designee determines it necessary we will call 911 to attend to your child's needs. Any cost due to emergency care from 911 calls becomes the responsibility of the parent.

With school age children, it is not uncommon for students to get minor bumps, bruises, scrapes, etc. A majority of these health office visits do not result in a call to the parent.

Age Requirements (School Enrollment)

Minnesota State Statutes require that kindergarten students must be five years old on or before September 1st of their kindergarten year. The District Office considers requests for early entrance to school before April 1st prior to the next school year. You may speak to the building principal if you have early entrance questions.

AVID Elementary

Lakeaires Elementary started implementing the framework of AVID (Advancement Via Individual Determination) in the spring of 2019. AVID Elementary is a foundational component of the **AVID** College Readiness System, and supports. **AVID's** mission is to close the achievement gap by preparing all students for college and career readiness and success in a global society.

B

Behavior Expectations

STEP UP AT LAKEAIRES!

The Behavior Program at Lakeaires uses what we call “**Written Reminders**” and **Fix It Plans**”.

This is how it works:

- Every student can begin with a fresh start each day
- If a student needs to Stop, Think and/or Reflect because of a behavior or poor choice, they may need to complete a **Written Reminder** as determined by the staff intervening with the student. This allows for the adult and child to process through the behavior so it can be avoided and an alternative can be made in the future. A copy may be sent home to the parent/guardian, communicating between home and school.
- We believe that when a student has a chance to think about how their behavior is affecting those around them, the child will make a positive change. If, however, they may need an additional behavioral intervention. In this case a “**Fix It Plan**” may be assigned. Like a Written Reminder, students process through the situation with adult support to process and identify alternative choices. Students may be asked to call their parent(s) and share the problem. When a Fix It Plan is given, a consequence or restitution will follow in most cases. We are looking for your support to strengthen the teaching and learning time in the classrooms, therefore keeping negative behaviors to a minimum

If behavior becomes increasingly frequent during the day or a chronic problem over several days, the student may be required to provide additional restitution as determined by staff and/or the administration. We ask the parent/guardian to discuss the concern with the child at home by reviewing and discussing the problem. The form detailing the behavior needs to be returned the next school day. It does take a village to raise a child. The Lakeaires’ student body is an excellent group of children. We learn by our mistakes, and then by being guided through better options, we learn to make better choices the next time.

Bicycles

With a signed permission slip from their parents, students in **grades three, four and five** are allowed to ride their bikes to school. Students must lock their bikes in the bike racks provided for them by the school. Lakeaires assumes no responsibility for the safety of student bicycles. **Bike riding is not allowed on school grounds and students must walk their bikes off the grounds to the street.** Scooters, skateboards, rollerblades and roller skates are not allowed on school grounds during school hours. Also, there are no lockable places to keep these expensive personal items safe during the school day. If you would like a permission slip, please contact the office.

Breakfast Program

Lakeaires offers breakfast for students at the beginning of the school day if they choose. Students arriving at school **may enter the cafeteria upon arrival any time after 7:25 a.m.** The breakfast menu can be found on the district's webpage, under the Nutrition Services tab or at this link: <http://isd624.nutrislice.com/> . If you need a paper copy of the lunch menu sent home, please contact the office. Costs are listed at the top of the menu and will be deducted from the same computerized prepayment program that we use for lunch.

Bus Transportation/Safety

2021-22 Busing information

For the 2021-22 school year, aside from the exceptions listed below, all general education students will automatically be assigned to a bus route. A transportation form is only required for those students who are attending WBLAHS - South Campus or ALC (form for both schools is here, Spanish version is here) or for those who are attending a daycare within the district (form is here).

If you have moved over the past year, please make sure that you email transportation at transportation@isd624.org with your new address to ensure we are routing your students to and from the correct address.

Busing information will be posted on the students' Parent Portal by August 30, 2021. Families of Early Childhood or SpEd students will receive an email or phone call with their student's busing information.

As of right now, per CDC and TSA requirements and recommendations, **everyone using public transportation is required to wear a mask, which includes students on buses.** We will continue to monitor this and continue to communicate with families on any upcoming changes.

If you have any questions in regards to these topics, please email transportation@isd624.org.

All bus students are expected to ride their assigned bus only. Students may not ride a bus, they are not assigned to.

Bus assignments will be mailed to you in late August. Bus students should always catch the bus at their assigned corner. **Riding the bus is a privilege, not a right.** Students are responsible for their behavior while riding the bus. Incidents of misconduct will be reported by the bus driver to the school principal which requires additional attention. Serious behavior infractions may result in immediate loss of ridership privileges regardless of the number of previous offenses. Building principals, at their discretion, may implement other consequences in addition to or in place of those listed below.

Disciplinary Guidelines for misbehavior are as follows:

1. 1st Report: Warning with a parent/guardian notification.
2. 2nd Report: If a student is not suspended from the bus, the student will be placed on probation and the parent/guardian will be notified that further behavior bus infractions may result in loss of ridership privileges.
3. 3rd Report: Student will be suspended from the bus for 3 days.
4. 4th Report: Student will be suspended from the bus for 5 days.
5. 5th Report: Student will be suspended from the bus for 10 days.

***Administration may adjust consequences as deemed appropriate.**

School Board Adopted Bus Rules:

1. Stay out of the “Danger Zone” around the bus.
2. Follow the driver's instructions.
3. Be on time for the bus 5 minutes early.
4. Always SIT DOWN and face forward.
5. Be courteous. No pushing, tripping, yelling or use of profanity.
6. No eating or drinking.
7. Keep your bus clean. Do not damage the bus.
8. Keep your head and arms inside the window.
9. Do not throw objects in or outside of the bus.
10. No animals or dangerous objects on the bus.

For questions about bus transportation, call 407-7538.

Do not park for any reason in the bus zone, for any length of time. Drop Off and Dismissal Guidelines and Maps explain the describe the procedures and physical locations. [21.22 Drop Off and Dismissal Procedures](#)

C

Calendars

The District 624 School Calendar is sent to families in August and contains general information pertaining to school holidays, conferences, activities, etc. Lakeaires specific events will be listed on the school’s website.

Chaperones

Teachers often ask for chaperones when planning field trips. Please be aware that anyone wishing to help chaperone needs to have completed a background check through the school district **before being allowed to chaperone**. Please contact the school office for the link to process your background check.

Conferences

Conferences are held twice a year, once in fall and again in winter/spring. Each year the school will communicate how parents may sign up for a conference. Lakeaires staff feel very strongly about the importance of parent/teacher communication, so please make every attempt to attend. Please call the school office or your child’s teacher to reschedule if you find you cannot make your scheduled time.

Communication

Communication between home and school is important, occasionally the school will utilize the “School Messenger System” to send parents important reminders or school information via home phone, cell phone, email and text messaging. District staff also use email and SeeSaw to promote communication and awareness of school and classroom events.

Custodial Rights or Limitations

It is the responsibility of the legal guardian(s) to provide any current court documentation to the school which addresses parental rights, limitations or any other judgments that would affect who the school can and cannot share information with and/or release students to. This can often be a sensitive or private matter so please know that Lakeaires will work with you on who “needs to know” as it relates to your family situation.

D

DARE

The DARE program is a joint effort between Lakeaires Elementary and the White Bear Lake Police Department to help our students recognize and resist the many subtle pressures that may influence them to experiment with alcohol, tobacco, and drugs. The 5th grade DARE program is led by a specially trained uniformed police officer along with the classroom teacher.

Data Privacy

Data Privacy Laws prohibit us from releasing the name, phone number, or address of any student. The Lakeaires staff requests that you contact them at their school phone number or by email. (See Staff Directory).

Dismissal of students

Bus Students will be dismissed to their assigned bus at the end of the day following a staggered dismissal bell.

Parent Pick Ups - [21.22 Drop Off and Dismissal Procedures](#)

If you need to change the NORMAL end of the day routine for your child please send a note to the School Office or call the office **prior to noon** that day. **You can also email any changes BEFORE 1:00 PM the day of to: Lakeairesdismissalrequest@isd624.org**

Without communication from a parent/guardian, children will follow their REGULAR end of day routine. Emergency contacts, family friends or relatives can **NOT** pick up students without prior proper notification to the school.

Please do NOT leave messages about changes in your child’s end of day routine with the teacher’s email or voicemail. They don’t always have time to see or hear these messages before the end of the day. Call or email the office.

Dress Code

It is the responsibility of the parents to see that Lakeaires students come to school in clothes appropriate for the weather, as well as for our learning environment. Shoes with wheels (Heeley’s) are not allowed on school property.

Clothing or dress deemed inappropriate by the administration and/or disrupts the educational process is not permitted. The use of makeup, unusual hair color, sparkles or tattoos are also a distraction in the classroom. Parents will be called and asked to bring appropriate clothing for their child if clothing is visually or verbally offensive.

DRILLS: Fire/Lock Down/Tornado Drills

To help our students and staff to be as prepared as possible for emergency situations, Lakeaires conducts several fire and lockdown drills throughout the year. In addition, each spring a Severe Weather Drill is conducted with our students and staff so in the event of severe weather, we are ready and familiar with the safety procedure.

Drop-Off

In the morning parents that drive their child(ren) to school may drop them off in the **Assigned Drop Off Zone**.

Procedures can be found here: [21.22 Drop Off and Dismissal Procedures](#)

Please do not drop your children off prior to 7:20 a.m. as there is no supervision.

Drug-Free Environment

Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location is prohibited. It is against the law to smoke on the school campus, including the parking lot, at all times.

E

E-mail

Lakeaires staff members have email addresses that can be found in the Staff Directory. We encourage our staff and Lakeaires families to utilize this avenue of communication. Please let us know if you would like to receive future school information via e-mail by supplying your child's teacher with your email address.

Extended Day

Provided by the Community Services Department, Extended Day is available from 6:30 a.m. to 9:00 a.m. and from 3:40 pm to 6:00 pm for all students in grades K- 5. For more information call 407-7510 or visit the Extended Day webpage at: <http://www.whitebear.k12.mn.us/CommunityServices/index.asp?ID=2706>

F

Field Trips

All classes will take at least one field trip during the school year. You will be notified by your child's teacher to complete the permission and fee form in advance. Alternative school activities will be provided for any student unable to go on a field trip; however, we encourage all children to take advantage of the enriching opportunities provided.

G

Gum/Candy

Lakeaires students are not allowed to have candy or gum in school. Gum may be allowed if this is part of a sensory accommodation agreed upon by the teacher and parent.

H

Harassment

It is the policy of District 624 to maintain learning and working environment that is free from racial or sexual harassment. Any complaints will be investigated and reported according to district policy. School Board policy states “It shall be a violation of this policy for any student or employee of School District No. 624 to inflict, threat to inflict, or attempt to inflict religious, racial or sexual harassment or violence on any student or employee.”

Health Services

The School Nurse and Health Aide are responsible for dispensing medication, determining appropriate action in health emergencies, and monitoring absences, late arrivals and/or early release from school. If your child will be absent or tardy, please call our **Attendance Line 651-653-2810** and state the reason for their absence (illness, doctor appointments, vacation, etc.)

The Health Office must be informed about students taking medication during the school day. Both prescription and over the counter medications need to be in the original container. Over the counter medication that is to be given short-term (less than 2 weeks) will need to have an “Authorization for Administration of Medication at School” form completed by the parent. The authorization form can be picked up in the health office. Long-term medications must be accompanied by a physician’s authorization.

The School Nurse should be notified if your child has any health issues that may require specific actions should your child become ill at school (diabetes, seizures, asthma, allergies, etc.).

If a student is to self-medicate, a written agreement between the parents, the school nurse, and the physician must be filled out. Students will not be allowed to self-medicate any controlled substances (Ritalin, Dexedrine, Codeine, etc.). The school must be notified immediately of any change in medication or if the medication is no longer needed. Dosage changes must be accompanied by a note from a physician.

Vision and Hearing: The school nurse will conduct vision and hearing screening in compliance with Minnesota Department of Health guidelines. A screening is always available upon teacher or parent request. Fifth grade girls will also have a scoliosis screening, done by the School Nurse. Parents will be notified if further testing is necessary.

Food Guidelines: The school has the right at any time to restrict or eliminate foods that put students with food allergies at risk. This may also affect classroom snacks, parties, special events and lunches.

Homework

Homework assignments vary from teacher to teacher, however, it is Lakeaires policy to try and provide time in school for students to complete part of their independent work under the supervision of the classroom teacher. On occasion, work may be assigned to be finished at home, if it cannot be completed in the allotted time at school.

I

Immunizations

White Bear Lake Area Schools follow Minnesota State Statutes in regard to immunizations required before students enter school. If you have questions regarding immunizations please contact our school nurse in the Lakeaires Health Office at 651-653-2810.

Internet Usage

Instruction and guidance on acceptable use of the Internet is the responsibility of the child's parent and classroom teacher. A copy of the Internet Acceptable Use Policy is available in the school office and is posted on the District Internet Web Site.

The Internet is meant to be a teaching tool and students will be using it to access online reference materials such as encyclopedias, atlases, magazines and educational sites. Inappropriate use of the Internet may result in suspension of computer privileges and/or other disciplinary action.

J

Job

At this time in their life, it is your child's job to go to school and learn all they can to prepare them for a successful future. You can help them towards this goal by making sure they have:

- A good breakfast
- A good night's sleep
- All of their homework is finished
- School's "Take-home" folder is returned promptly the next day
- Their backpacks packed ready to go

K

Kindergarten

Kindergarten Information Night is held in January for parents interested in enrolling their child into kindergarten for the following school year. All students must be preschool screened and provide immunization records prior to the first day of kindergarten. Children must meet age requirements as well. To learn more about Kindergarten Information Night you can call the office at 653-2809.

L

Leaving School during the Day

If your child needs to leave school during the school day **call the office at 651-653-2809**. When you arrive to pick up your child, allow time for your child to transition from class to the office. We keep students in their learning environment until you arrive. For safety and security reasons, *we require a parent to come into the office and sign a student out.* The same holds true for a student who is coming to school late or is returning from an appointment. If you need to change the end of the day routine for your child you can also email any changes BEFORE 1:00 PM the day of to: Lakeairesdismissalrequest@isd624.org

Lost and Found

The Lost and Found containers are located in the back entryway to the school. The best way to ensure that your child does not lose clothes and other valuable items is to make sure all items **are marked with a permanent marker**. Items not claimed at the end of the quarter are donated. Parents are encouraged to come to school and look through the lost and found area, which is located at the bottom of the north doors at the bottom of the stairs.

Lunch Program

Hot lunch menus are planned using Federal Standards and are available on the district's web page, under the Nutrition Services tab or at <http://isd624.nutrislice.com/>. If you need a paper copy of the lunch menu sent home, please contact the office. Costs for breakfast, lunch and milk can be found at the top of the menu.

With our automated system, each student has their own PIN number and/or Bar Code Lunch Card that they use to pay for lunch. Prepayment is deposited into the student's account by sending lunch money in an envelope that is clearly marked with the student's name, grade and PIN number. Envelopes may be dropped into the wooden box attached to the wall in the lobby of the school, where they will be collected daily.

The application for Educational Benefits/Free or Reduced meals application is also available online at: [Free/Reduced Lunch Information](#). All information is strictly confidential. We encourage families to complete the online application to see if they qualify for free or reduced meals.

Students may bring their own lunch to school and buy milk in the lunch line.

Please do not send pop or candy with cold lunches.

Parents are invited to come to school and have lunch with their child any time they wish. Please inform your child's teacher or the office if you plan to have hot lunch with your child. Please do this in advance so the cooks can plan accordingly.

Lunchroom behavior:

We encourage students to enjoy conversations during lunch but we still have high expectations with regard to table manners. In addition to following the **Lakeaires 5 Expectations**, we also encourage students to eat their lunch and not waste food taken.

Each class is assigned to specific tables, one table is for food allergies. For safety we only allow school provided lunches at this specific table and any student identified with a severe food allergy, as to avoid contact with any possible allergens.

Students are responsible for picking up their own trash and being respectful to all adults and other children in the lunchroom. Certain grade levels will also take responsibility for wiping down their table after lunch is over.

M

Money Collections

To reduce the amount of cash transactions, we highly encourage payments to be made online through the Smart School K12 payment system at: [SmartSchoolK12](#). If you cannot pay online, please place all cash or checks in an envelope with your child's name, teacher's name and what the money is to be used for before sending it to school with your child. Money should be given to the classroom teacher unless otherwise specified. Lunch money deposits may be placed in the wooden box attached to the wall in the school foyer if the online option is not utilized. Please include your child's PIN number on the memo line of the check.

N

Noon Recess

Students will play outside at recess unless:

- The temperature or wind chill is below our set [guidelines](#)
- It is raining too heavily
- There is lightning
- There are other conditions which make it unsafe to be outside
- There is a disciplinary need
- Students with a written medical excuse from their doctor will be allowed to stay in from recess

Nuisance Objects

Items such as, but not limited to toys, collector cards, jewelry, makeup, electronic devices or other objects that are deemed not appropriate at school. These or other objects can disrupt the educational process at school and may be confiscated or banned.

O

Office Hours

Office hours are from 7:00 a.m. to 3:00 p.m. If you are calling before or after office hours, please leave a message on the secretary's voicemail and she will return your call as soon as possible. The main office phone number is 653-2809.

P

Parent Teacher Organization (PTO)

The PTO is composed of parents, teachers and community members working together for the good of the children. The PTO is instrumental in coordinating volunteers, fundraising, and providing our students with wonderful enrichment opportunities throughout the school year. They are responsible for sending our children to theater productions, assisting in fundraising for technology equipment, providing transportation expenses for the many field trips planned for each grade level, and so much more. We encourage you to participate and take advantage of a wonderful opportunity to get involved in your child's school life and get to know the many wonderful Lakeaires parents who are members of this great group!!

Patrols

Lakeaires provides School Safety Patrols made up of responsible 5th graders and some years 4th graders to aid those children on the bus and those that walk to school. Patrols will be placed at various crosswalks and will be on the job before and after school. They have been trained for this job and students should treat them with respect and do as they are asked. Patrols are held to a very high standard and are expected to follow the school rules and policies to remain a School Patrol. School Patrols must abide by the Patrol Expectations or they may be removed as determined by the Patrol Expectations, the administration or designee.

Phone Use by Students

Students are not allowed to use the school phones unless they have permission from their teacher or office staff. In the case of an emergency, please communicate the situation to the office staff and/or the administration for assistance. **Cell Phones** are a common tool for many families to communicate with their older elementary children. Lakeaires understands this and expects that cell phones will be **turned OFF and secured out of sight** until the student is **OFF school property**. If it is an emergency, school officials will be the ones contacting the guardian(s). If there is an emergency or special need for a student to call a parent, he/she must communicate the need to the teacher, principal or principal designee.

Physical Education

All students will participate in gym class inside the gym or outdoors, as weather permits. For safety reasons, we require that all students either wear tennis shoes to school on gym day, or leave a pair at school.

Playground Supervision

We will provide adult supervision for our playground only during the scheduled recess times. We do not provide supervision before or after school. **Students may not enter the building before 7:30 a.m.** except if eating breakfast, which starts at 7:25. Upon entering the building, students are expected to go directly to their classrooms unless getting breakfast, which they should complete first. After school, students are expected to go directly home.

Q

Quiet Zones

To help promote a productive learning environment we call many of our common spaces, Quiet Zones. These may include but are not limited to: Kitchen food station, hallways, stairwells, foyer and bathroom areas. All students, staff, parents and volunteers are expected to respect the Quiet Zones.

R

Registration

New students are registered through our website's registration page. If an in person registration is needed you can do so at the Centralized Registration Office, located at 4855 Bloom Avenue in White Bear Lake. The phone number is 651-407-7674. Lakeaires school tours are available upon request. You may contact the office at 653-2809 to schedule a tour.

S

SeeSaw

With SeeSaw, educators and students can use a digital platform to communicate, collaborate and share what is happening in the classroom. All classrooms use either SeeSaw or in the case of our upper grades, some teachers utilize Google Classroom. Your child's teacher can assist and support most questions for either platform.

Smoke Free Environment

Lakeaires School and the entire White Bear Lake School District has been a smoke free environment since 1988. We do not allow smoking or tobacco use in our building or on the school grounds, including the parking lot. All parents and visitors must respect this rule at all school events.

Snacks

The Lakeaires lunch schedule varies grade to grade each year. Sometimes this creates a large gap between breakfast and lunch time or if lunch is early, a gap between lunch and the end of the day. Our teachers and staff frequently build in a morning or afternoon snack time, depending upon their lunch schedule. Students may bring a **healthy snack** to school to eat during their scheduled classroom snack break. Because they will be eating snacks in the classroom, we ask that you please do not send fruit cups with liquid inside, colored juice drinks or sugary items for snack. As part of our BearPower initiative, we ask that parents send healthy, non-sugary snacks for their child to eat.

Step – Up Kids

As a way of rewarding students for staying on task, helping a staff member, or another student, or just generally having a good day, staff members may give students a “Step Up Award”. Each Friday, names are randomly drawn from Grades K-5. Those student’s names are announced on the LATV News by the principal or a special guest. Each child will receive a “Step Up” pencil. Homeroom teachers also incorporate their own positive behavior reward system in their classrooms.

T

Toys in School

With few exceptions, students are not allowed to bring toys and other personal playthings or belongings to school, unless they have received special permission from their teacher. Students will be responsible for their own possessions, and as always it is a good idea to mark them with your child’s name. Unauthorized toys may be taken away by staff and returned to the student or parent at the end of the school day.

Treats

We know that there are special occasions during the year when your child may want to bring treats for the whole class. Lakeaires is a BearPower School increasing our awareness and practice of healthy choices. **Lakeaires’ procedure is to not share any food items or other food related birthday treats at school.** We all acknowledge that a child’s birthday is special and each individual should be celebrated on their birthday or half-birthday. Lakeaires teachers and staff will continue to recognize this special day in the classroom and on the LATV morning news. It would be appreciated if you also refrained from sending any items as birthday prizes. Our goal is to keep the focus on students and learning, rather than students concerned with prizes.

Understanding

It is Lakeaires policy to treat all students equitably and with compassion. If your child is having a problem at school, please reach out to your child’s teacher, principal or principal designee. If we are aware of an issue we make every effort to resolve the situation. If we are not aware of an issue that a student is experiencing because it is not reported, please let us know. If we do not know about it, we can not help in a timely manner.

V

Violence Prevention

The purpose of this school board policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior. Part of our proactive educational instruction is to utilize Second Step, an anti-bully and character education curriculum. Through this resource we are able to build awareness and skills within our students to help better prepare them if or when situations arise.

Visitors

As you enter the building, state statute requires that you check in at the school office. Visitors or volunteers are also required to wear an ID badge that the office provides. Staff has been instructed to escort visitors not wearing an ID badge to the office to sign in and get an ID badge. Do not be offended, this is for the safety of the students and staff.

All visitors must provide a reason for their visit. In most cases, visitors are attending a class event, volunteering or joining their child for lunch. **However, if a parent wishes to observe the classroom this MUST be arranged in advance with both the teacher and the principal. This is to ensure data privacy rules are followed.**

Volunteer Opportunities (Pending COVID mitigation practices)

Parents and adult family members are encouraged to volunteer at their child's school and with the White Bear Lake Public School system. Volunteers provide a valuable service to all students and staff. Volunteers must complete an application and background check before serving students affiliated with White Bear Lake Public Schools. Minnesota requires a school hiring authority to request a criminal history background check from the superintendent of the Bureau of Criminal Apprehension on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether any compensation is paid. Volunteers must also abide by confidentiality and ethical standards set out by the district for all district staff. Volunteer applications are available at all school and district offices.

The district will cover the cost of the background check. Your participation in our school is very valuable and we welcome your help. If you are interested in volunteering your time and working with children, please contact your child's teacher to discuss his/her classroom volunteer schedule, or call the school office. We greatly appreciate your help. Please remember that all volunteers must sign in at the school office and wear an ID badge.

W

Walkers

Students who walk to school **should not arrive at school before 7:20 a.m.** Students are to follow the directions of the school patrols when crossing streets on their way to school. They should walk on the sidewalk when available, and walk on the side of the street when they are not. Students should not be on the playground before school, **as there is no adult supervision.** Walkers eating school breakfast may enter school any time after 7:25 a.m. and proceed directly to the cafeteria to eat.

Weapons/Firearms

According to School Board policy, no weapons of any kind will be allowed on school property. This includes all firearms, replicas of real weapons, knives of any kind, matches or lighters, explosives, bows, arrows, darts, or any other item that may be perceived as a threat.

If you have a permit to carry a firearm, you must follow MN state statute if you would be walking or driving onto school property as well as entering any school facility.

Weather Related Issues

When severe weather occurs and school buses cannot operate, it may be necessary to close school for the day. Announcements will be made on KSTP (1500 AM) and WCCO (8:30 AM) as soon as a decision is made by the Superintendent of Schools. Please have a plan in place with your child, in the event that school should let out early due to bad weather conditions. Your child should know where to go if you will not be at home.

It is always your right to make the decision not to send your child to school, if you feel that weather conditions present a dangerous situation and your child's safety is at risk. **The phone number for the Emergency School Closing Hotline is 651-407-7540.**

REQUESTS FOR TRANSLATIONS

(Hmong & Spanish)

HMONG:

LUS CEEB TOOM! Yog koj xav tau tsev kawm ntawv cov ntawv txhais ua lus Hmoob, thov hu rau Mas Lias Xyooj los yog Xw Xyooj. (651) 407-7623.

SPANISH:

ATENCIÓN: Si usted necesita hablar con una persona que hable Español, por favor, llame al (651) 407-7625.