



**LAGO VISTA
ELEMENTARY
SCHOOL**

**STUDENT HANDBOOK
SUPPLEMENT
2009-2010**

**Lago Vista Elementary School
Important Information**

Primary Grade Principal: Heather Stoner
Intermediate Grade Principal: Beth Mohler
Secretary: Heidi Hull
Registrar: Monica Kaiser
Counselor: Suzie Gallagher
School Nurse: Karen Karr

Important Phone Numbers:

Main school line: 267-8300, option 3
Nurse: 267-8300, extension 4507
Counselor: 267-8300, extension 4504
Cafeteria: 267-8300, extension 4508

Times to Remember:

Gym open for students to be dropped off: 7:15 AM
Gym doors closed for student drop off at 7:55 AM
School starts: 7:45 AM
Tardy Bell: 7:55 AM
Latest time to call in a transportation change: 1:30 PM
School dismissal: 2:45 PM

Dates to Remember:

September 1, Labor Day – School Holiday
October 13, Columbus Day – Student Holiday
October 24 – End of first nine weeks
November 26-28, Thanksgiving – Student Holidays
December 22-January 2, Winter Break – Student Holidays
January 15 – End of first semester
January 16, Teacher Workday – Student Holiday
January 19, MLK Day – Student Holiday
February 16 – President’s Day, Student Holiday
March 3 – Grade 4 TAKS Writing, Grades 3 and 5 TAKS Reading First Administration
March 16-20 – Spring Break
April 3 – End of third nine weeks
April 7 – Grade 5 TAKS Math First Administration
April 10, Good Friday – Student Holiday
April 13, Easter – Student Holiday
April 28 – Grades 3-4 TAKS Math
April 29 – Grade 4 TAKS Reading, Grades 3 and 5 TAKS Reading Second Administration
April 30 – Grade 5 Science TAKS Science
April 29-30 – Make up sessions for Reading and Math TAKS
May 12 – Grade 5 TAKS Math Second Administration
May 22 – Bad Weather Make Up Day
May 25 – Bad Weather Make Up Day
June 4 – Last Day of School

Lago Vista ISD Mission Statement

LVISD equips students for the rigors of the 21st Century by preparing them for a global based digital economy. LVISD will be recognized as a leader in educational innovation through: technology, facilities, curriculum, volunteerism and instruction.

Lago Vista Elementary School Mission Statement

Lago Vista Elementary School inspires and supports a safe community of lifelong learners where every individual is valued and respected as part of the team.

School Breakfast/Lunch Program

The Lago Vista Independent School District participates in the National School Lunch Program and offers free and reduced price breakfast and lunch based on the student's financial need. Information about the free and reduced lunch program can be obtained from the school office.

The school cafeteria is maintained as a vital part of the health program of the school. A well-balanced lunch is offered at a reasonable price. Students are expected to practice good manners and common courtesy at all times.

All students are expected to purchase breakfast and/or lunch tickets in the morning before the first bell. Breakfast and/or lunch tickets are purchased in the cafeteria from cafeteria staff. You may also access MealTime Online by using the link on the school website (www.lagovista.isd.net) or at www.mymealtime.com. Daily, weekly, and monthly meal tickets are available.

Prices

Breakfast	\$1.25
Lunch	\$2.00
Adult	\$3.00

When a student's charges reach \$8.00, there will be a denial of services in the normal lunch program. Sandwiches will be served in lieu of the cafeteria fare so that no child will go hungry.

Cafeteria Expectations

Students are expected to exhibit good manners, common courtesy, and respect for self and others in the cafeteria. Student responsibilities are as follows:

1. After being seated at the table, students will remain seated until they are dismissed by an adult on duty. In case of emergency, a student should raise his/her hand and the adult on duty will come to assist the student. Students are to get all necessary food items before being seated.
2. Students may talk with persons on their immediate left and right and across the table.
3. Students will refrain from throwing food or other objects.
4. Students will pick up any food or other objects that they drop.
5. When leaving the table, students should pick up their trays and walk in an orderly manner to dispose of their trash.
6. Students should line up in an orderly manner and wait to be dismissed by the adult on duty in the cafeteria.

Foods of Minimal Nutritional Value Policy

According to the Texas Department of Agriculture the following foods are restricted from distribution at Lago Vista Elementary School.

- Soda Water – any carbonated beverage. No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals, and protein.
- Water Ices – any frozen, sweetened water such as “...sicles” and flavored ice **with the exception of products that contain fruit or fruit juice.**
- Chewing Gum – any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
- Certain Candies – any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types:
 - Hard Candy – a product made predominantly from sugar (sucrose) and corn syrup that may be flavored and colored, is characterized by a hard, brittle texture and includes such items as sour balls, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints, and cough drops.
 - Jellies and Gums – A mixture of carbohydrates that are combined to form a stable gelatinous system of jellylike character and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.
 - Marshmallow Candies – An aerated confection composed of sugar, corn syrup, invert sugar, 20 percent water, and gelatin or egg white to which flavors and colors may be added.
 - Fondant – A product consisting of microscopic-sized sugar crystals that are separated by a thin film of sugar and/or invert sugar in solution such as candy corn, soft mints.
 - Licorice – A product made predominantly from sugar and corn syrup that is flavored with an extract made from the licorice root.
 - Spun Candy – A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.
 - Candy Coated Popcorn – Popcorn that is coated with a mixture made predominantly from sugar and corn syrup.

The following exemptions are permissible according to the Texas Department of Agriculture:

- School nurses: This policy does not apply to school nurses dispensing FMNVs to students on a case-by-case basis for medical purposes.
- Accommodating Students with Special Needs: Special Needs Students whose individualized education program (IEP) indicates the use of an FMNV for behavior modification or other suitable need may be given FMNV items.
- School Holiday Celebrations: Students may be given FMNV items during the school day for up to three different holiday celebrations each school year. These items may not be given during meal times in the areas where school meals are being served or consumed. **LVES will allow serving of FMNV at the Winter, Valentine’s and End of Year parties.** This policy is subject to change pending orders from the Texas Department of Agriculture.

Guidelines for Grading

The school year is divided into two semesters of nine weeks each. Report cards are issued on Friday of the week following the close of each nine-week period. Parents are asked to sign the report cards and return them to school the following school day.

The report cards indicate the following academic achievement for grades 3-5:

Excellent	90-100	A
Good	80-89	B
Average	75-79	C
Below Average	70-74	D
Failing	69 and below	F

- Lowest passing grade is 70
- Other criteria may be applied to students who receive special education services
- Written comments will also be a part of the student's assessment

Grades are based on a 100 point system. Students transferring to Lago Vista Elementary School with letter grades will have the following numerical values assigned:

A+=98	B+=88	C+=79	D+=74	F=69 or below
A =95	B =85	C = 77	D=72	
A-=92	B-=8	C-=75	D=70	

Kindergarten, First and Second grades will assess students in all academic areas using benchmark standards. Progress will be noted as a child moves toward mastery of the Texas Essential Knowledge and Skills. Students will be assigned a numerical grade of 1-4. Second grade will phase in letter grades (A, B, C, D, and F using scale above) as the year progresses in order to prepare for the transition to third grade.

The following guidelines will be used in assessing Computer, Music, Art and P.E. for grades K and 3-5:

E = Excellent
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Grades 1-2 will use the point scale 1-4 as with academic grades.

Conduct evaluation is important and will be awarded on the basis of the following standards:

4 or Excellent =	Mastery of grade level expectations/Student behavior is exemplary and the student has a positive, cooperative attitude that characterizes a good citizen.
3 or Satisfactory =	Making progress toward mastery/Student behavior is generally satisfactory.
2 or Needs Improvement =	Experiencing difficulty/Student conduct is not completely satisfactory; needs improvement.
1 or Unsatisfactory =	Below grade level/Student conduct does not meet the minimum standards of acceptance.

Special Programs

The district provides special programs for a variety of students with special needs. The Director of Special Education, the campus counselor or campus principal can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations.

Gifted and Talented

The gifted and talented program at Lago Vista Elementary School provides a combination of in-class enrichment and special classes. Identified students in grades K-5 are provided services in the four core academic areas. The classroom teacher and the gifted and talented teacher work together to provide a challenging curriculum for identified students. Students currently enrolled in the elementary school are nominated and tested in the spring semester for possible program placement the following fall. Students new to Lago Vista Elementary can be nominated and tested during the school year. Kindergarten students are tested at the middle of the year and begin services, if they qualify, during the spring semester.

Additional information about this program is available in the school office or from the campus principal.

Special Education

Lago Vista ISD provides a full continuum of services for students who qualify for special education services. We provide self-contained special education classrooms, pull out resource programs, inclusion within the regular classroom, or a combination of these options. In addition, the district provides speech/language therapy, occupational therapy, physical therapy, as well as services for the visually or hearing impaired.

Children who experience difficulty in the regular classroom may be referred for special education testing. Parent permission is necessary before any tests can be administered.

Dyslexia

Lago Vista ISD provides services for children identified as exhibiting characteristics of dyslexia who show an educational need for intervention strategies. We provide a continuum of services which could include pull out to a different classroom, inclusion within the regular classroom, or a combination of these options.

Children who experience difficulty with language processing in the regular classroom may be referred for screening for dyslexia. Parent permission is necessary before any tests can be administered.

English as a Second Language

Lago Vista ISD provides services for children whose primary language is not English. At the time of enrollment, parents will be asked to provide the district with information on the child's and parents' primary language. Children for whom the primary language is not English will be assessed and provided with ESL services as needed. Parent permission is required before any child can be served in the ESL program.

Reading Recovery

Reading Recovery is an early intervention program for first grade students to accelerate their progress in reading and writing. All first grade students are assessed on literacy skills at the beginning of the school year. Students are selected on the basis of this assessment. Students are in the program for approximately 12-20 weeks.

Title I

Title I is a federally funded program to accelerate students' reading. Students qualify for services on the basis of an Individual Reading Inventory, a phonological awareness assessment, TAKS results, and progress on benchmark tests. Students with the greatest needs are served.

The Title I program consists of small literacy groups focusing on Language Arts skills. Students work with a reading specialist in the Reading Lab or in the classroom. This program is supplemental to the classroom reading program.

LAGO VISTA INDEPENDENT SCHOOL DISTRICT
DISTRICT GUIDELINES
TREATMENT OF PEDICULOSIS/HEAD LICE

The following guidelines will be followed when a student is found to have live head lice or untreated nits:

1. A student with active head lice (visible evidence of the bugs) or untreated nits will be sent home. Parents will be notified and the child will need to be picked up from school.
2. Students with active head lice and/or untreated nits will not be allowed to ride the bus home. Parents will need to make arrangements for their student to be picked up from school.
3. A student sent home with active lice and/or untreated nits must be checked by the nurse prior to going back to the classroom. Students who still have active lice and/or untreated nits will be sent home again. Students who are sent home because of untreated nits and/or active lice will be rechecked daily for one week after their return to class.
4. If the student's hair has been recently treated and the nits are more than one-quarter inch from the scalp, the student will be allowed to stay. The nurse will contact the parent to offer advice and suggestions regarding the treatment and follow up. Students will be checked within the next few days to examine for active bugs or untreated nits.
5. Letters are sent home with each student in a classroom at the elementary school when someone in that class is found to have head lice. This is not possible at the middle school or high school because of the number of classes that each student attends each day.
6. Parents are encouraged to contact the school nurse at each campus with questions and concerns about head lice. School personnel cannot share information about other children with parents/guardians. They may discuss your student's needs but may not discuss issues that concern other students.

The school nurse checks all students for signs of head lice a minimum of once each nine weeks. The nurse checks classrooms where a problem is known to exist on a regular basis until the problem has been resolved.

Deliveries

At times it is necessary for a parent to deliver a lunch or forgotten backpack or some other item to a child. All deliveries must be made to the school office. A basket is available in the school office for parents to drop off items. Items will be marked with student's name and class. Deliveries are made daily at 10:00 AM and again at 2:00 PM. Parents are not allowed to make deliveries to classrooms as this is disruptive to instruction. No flowers or large gift items will be delivered until the end of the day.

Early Checkout

If you need to check your child out of school early, please send a note to school with the child on that day. School staff members will retrieve students from class. Please go to the school office to sign your child out. Upon parent's arrival at school, the student will be retrieved from class. Students will not be sent to the office prior to parents' arrival. This helps students to remain in class receiving instruction for as long as possible and avoids lost instruction time when a parent is running late. Persons picking up a child will be asked for picture identification before that child is released. Only the persons indicated on the emergency contact card may take a child from school without the child's parents' written permission.

Emergency Closings

Announcements of school closings on bad weather days will be made to all area media (TV and radio) and posted on the district web site. Days missed due to closing will be made up at a later point in the year according to district calendar.

In addition, you will be asked to fill out an information sheet on how your child should go home in case of an emergency dismissal during the school day. Please notify the school of any changes in how you want your child to go home or any change in emergency contact information as soon as possible.

Lago Vista ISD uses a system for emergency communications using electronic media—computers and cell phones—as the communication tools.

FlashNews and FlashAlert are companion products, helpful in the event of weather conditions that disrupt the school attendance calendar. FlashNews allows all area media (TV and radio) to be notified at the same time and with the same information about school closing.

Parents are invited to register to receive instant notification through their home computers and cell phones of any school closures.

This system allows the District to communicate emergencies, like weather closures, to its staff, employees, parents, and other interested subscribers **DIRECTLY** to their home computers and personal cell phones. This way, all receive the emergency information at the same time that the news media does.

A closure message will come directly to your specified home devices within five minutes of being sent out. It also allows for announcement of non-closure emergency or information such as electricity outages.

LVISD would like for as many staff members and parents as possible to sign up to receive emergency information by this system. Sign-up is voluntary; however, for the system to work adequately and get the information to as many people as possible, we need as many staff members and households as possible to sign up for this process. So...everyone with a home computer and/or cell phone is encouraged to register - up to five different email addresses or cell phone accounts can be signed up. Please access the LVISD website at http://www.lagovistaisd.net/parent_information.htm to sign up.

Honor Roll

In grades 3-5, Students who earn a 90% or higher in each course are placed on the “All A Honor Roll” at the end of the nine week reporting period. Students who earn 80% in two or less classes and 90% or higher in all other classes are placed on the “A/B Honor Roll”. In order for a student to earn a Semester All-A or A/B Honor Roll Certificate, the student must have earned the same Honor Roll or higher for both nine weeks of the semester. In order for a student to earn an All-Year A or All-Year A/B Honor Roll certificate, the student must have earned the same Honor Roll distinction or higher for all four quarters of the school year.

Perfect Attendance

Students in grades Kindergarten through fifth will be recognized for perfect attendance each nine weeks and for the school year. In order to be eligible for perfect attendance, a student must be present and **on-time** each school day in a nine-week period. Students who have earned perfect attendance for all four quarters will earn All-Year Perfect Attendance recognition.

Classroom Interruptions

Parents who wish to talk with a child’s teacher must schedule an appointment with that teacher during non-instructional time. Do not enter classrooms to have a discussion with a teacher while that teacher is instructing students. If a parent wishes to visit a classroom to observe instruction, the parent needs to make prior arrangements with that teacher 24 hours or more in advance so the teacher can plan accordingly to ensure that there will be no disruption of classroom instruction.

Office personnel will get students from class if a parent needs to speak to that child about an emergency. Deliveries will be made by office personnel at scheduled times.

Lost and Found

A lost and found box is maintained for any items found at school. All clothing and large items will be kept in a box by the gymnasium. Small items will be kept in the office. Parents may check the lost and found box or ask at the office for items at any time. All items left unclaimed by the end of the year will be donated to a charitable foundation or given to the school nurse to use for students who need a change of clothing at school.

Parties and Socials

Parties will not be held at school and no food or drinks may be brought into classrooms during school hours without prior approval from the principal. Winter Break, Valentine's and End-of-Year parties are the only parties authorized by the school. Primary grades (Pre-K through 2) may have an Easter egg hunt/party. Grade levels may also have a feast at Thanksgiving. Children are not allowed to distribute party invitations at school unless every child in the class is invited to the party and distribution does not interrupt instruction. Parents who wish to send cupcakes, cookies or a light snack for the class to share on a student's birthday should check with the classroom teacher prior to sending food items. Student birthday recognition will take place in the classroom. Parents may not distribute food to students other than their own children in the cafeteria. Birthday celebrations will be scheduled at teacher convenience with minimal classroom interruption. Holiday parties will occur on the day designated by LVES. Students will not be allowed to leave campus for parties unless approved by principal. (See FMNV policy for regulations about items served at parties.)

Retention/Promotion

A student may be promoted on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a subject, a student must receive a grade of 70 based on course-level or grade level standards. In order to be promoted, a student must have an average of 70 or higher in language arts AND mathematics. In addition as of 2003, third grade students must achieve mastery of the TAKS reading test in order to be promoted. As of 2005, fifth grade students must achieve mastery of the TAKS reading and mathematics tests in order to be promoted. There will be 3 administrations of these tests.

Student Insurance

At the beginning of the school year, the Lago Vista School District will make available to students and parents a low cost student accident insurance program. In addition, low cost medical insurance is available to parents. If you are interested in obtaining low cost medical insurance for your child, please contact the school nurse at 267-8300 ext. 4507.

Student Drop off and Pick Up

The school opens at 7:15 for students. Do not drop off students prior to this time as there will be no school personnel there to supervise them.

Students are to be dropped off ONLY at the entrance to the cafeteria/gym off of Travis Drive. Student volunteers and LVES staff are there to ensure safe entry and exit from the cars. Entrance to the cafeteria/gym will be closed and locked at 7:55 AM each day. After that time, students are tardy and should be dropped off at the Dawn Drive entrance and come to the office for a tardy slip.

Students are NOT to be dropped off at the entrance from Civic Drive. The buses drop students off in this location, and traffic there poses a danger to LVES students. Parents may park at the top of the hill on Civic Drive and walk to the building with their children. DO NOT park in the circular drive. It is posted as a no parking zone during school hours. A portion of it is also a designated fire lane.

Prior to 7:55 AM, DO NOT drop students off at the main entrance on Dawn Drive. This entrance is for parents who need to park and conduct business in the school. The volume of traffic in the morning creates a safety risk for any students who are dropped off in this area without a parent to walk them in to the building.

Teacher Conferences

Teachers at Lago Vista Elementary School are available to conference with students and parents. If a parent desires a conference with a teacher, he/she should make arrangements for a specific conference date and time. If a parent desires a conference with a teacher, an appointment time can be made by calling or e-mailing the teacher. To call the teacher, you may dial 267-8300 and enter the extension (see directory at back of supplement) or call the main school line at 267-8300 – choose option 3. To e-mail a teacher, enter firstname_lastname@lagovista.txed.net. Teachers remain at school until 3:30 PM Monday through Friday. Parents can also request a conference during the teacher's daily planning period. Parents are invited to visit the school to confer with teachers and the principal relative to the instruction of their children. Parents are expected to arrange conferences by appointment. All parents/guardians are encouraged to attend a conference with teachers within the beginning nine weeks of school. Teachers will contact families to arrange these conference appointments.

Transportation

Your child will have the opportunity to ride the bus, walk home, or be picked up from school each day. As schedules often change, the school will accept transportation changes up until 1:30 PM each day. If your child's means of getting home will change, please send a written note or contact the school at 267-8300 + Option 3 as soon as you are aware of the change. Students who do not have a parent phone call or a written note will not be allowed to change their transportation for the day. Students will not be allowed to call home after 2:20 PM to check on a transportation change. Students will never be allowed to leave the building with someone who is not listed on their enrollment card without express permission from a parent or guardian. We encourage you to use the form available on our website at www.lagovistaisd.net

Tutorials

Tutorials will be provided for any child failing a subject. Your child's teacher will schedule these tutorials. Tutorials will be provided during the school day or immediately before or after school. Your child's teacher will contact you regarding tutorials as necessary.

Volunteers/Visitation

Parent and community volunteers are a valuable resource for the elementary school. Volunteers support our curriculum by doing a variety of jobs for teachers and staff. There are many opportunities for volunteers – from tutoring a child to helping with school wide enrichment activities to preparing teacher materials at home. Volunteers who work on a regular basis in the school are provided with an orientation program and training. Individuals who volunteer in our school must undergo a criminal background check. LVES follows the LVISD policy governing volunteers. LVES reserves the right to accept or refuse volunteer services.

LVES strongly encourages parents to visit their children at school. LVES staff believe that the parent and school connection is very important. LVES staff also encourage parents to volunteer in the classrooms. Volunteer forms can be obtained in the elementary office.

At any time a parent/visitor is on campus, that person must check in and out in the main office and wear a visitor badge. Only those persons who are indicated on a student's emergency contact card will be allowed to visit a student without written permission from the student's parents. Visitors to LVES must have a valid state- or government-issued photo identification card before being granted access into the school. Acceptable forms of identification include driver license, state ID card, concealed handgun license, military ID, government ID, or Mexico driver license. The campus office staff will issue the visitor a badge to be worn while that visitor is in the building. The Raptor program matches identifying information against all states' Registered Sex Offender databases. For more information on LVISD's Visitor Identification System, please consult the LVISD Student Handbook.

Lago Vista Elementary School Faculty and Staff 2009-2010 and Phone Directory

Primary Grade Principal

- Heather Stoner

Early Childhood and Pre-Kinder

- Laura Bennett – ext. 4327
- Dottie de Roulac – ext. 4324

Kindergarten

- Martha Dalrymple – ext. 4312
- Barbara Erwin – ext. 4313
- **Amy Rowin – ext. 4324**
- Kristy Woodall – ext. 4326

1st Grade

- **Melissa Ballard – ext. 4314**
- Darcy Burke – ext. 4318
- Amanda Holleyman – ext. 4316
- Marie Simons – ext. 4320

2nd Grade

- Averil Burpee – ext. 4305
- Barbara Heussner – ext. 4303
- Lori Outlaw – ext. 4301
- **Lori Sherrin – ext. 4302**

3rd Grade

- Nancy Baker – ext. 4111
- Belinda Boyce – ext. 4104
- **Kathie Voisinet – ext. 4103**
- Heather Womack – ext. 4105

Special Education

- Teresa Halliwill – ext. 4311

Reading Specialist

- Marcia Temple – ext. 4319

ESL

- Cathy Evans – ext. 4310

Intermediate Grade Principal

- Beth Mohler

4th Grade

- Allie Ball – ext. 4115
- Maria Bricker – ext. 4117
- Erica Hutchison – ext. 4120
- **Rachel Karg – ext. 4118**
- Kelly Puschman – ext. 4112

5th Grade

- Rachel Canafax – ext. 114
- Deena Fell – ext. 4116
- Teresa Graham – ext. 4113
- **Tyler Simons – ext. 4109**
- Shana Tinnian – ext. 4110

Special Education

- Laurie Hulse – ext. 4106
- Suzanne Chandler – ext. 4322
- Pete Moulton – ext. 4107

Reading Specialists

- Misty Inman – ext. 4319

ESL

- Cathy Evans – ext. 4310

Math Coach

MK Hernandez – ext. 4315

Counselor

- Suzie Gallagher – ext. 4504

School Secretary

- Heidi Hull – ext. 4500

Attendance Clerk/Registrar

- Monica Kaiser – ext. 4503

Art

- Janine Ramsey – ext. 4204

Gifted/Talented

- C. Harding-Woodhull – ext. 304

Librarian

- Judi Flores – ext. 4206

Music

- Patricia Hahn – ext. 4325

Nurse

- Karen Karr – ext. 4201

Physical Education

- Sherry Durham – ext. 4404
- Shelby Womack – ext. 4404

Speech

- Kim Cook

Special Education Program

Director

- Valerie Guerra

Paraeducators

- Rhea Fox
- Tracy Kannmacher
- Jayni McCaleb
- Rachel Donahue
- Lisa Guillaume
- Judy Poss
- Rhonda Sescila
- Nita Thomas
- **Little Vikings Daycare**
- Diane Fox
- Tammy Moseley
- Vicki Stewart
- Melissa Whitelaw
- Lisa Wolf