

# Welcome to Lakeview Elementary

Earliest Drop Off for Students: 7:55 am

Instruction Begins: 8:10 am

Tardy: 8:15 am

Dismissal: 12:10 pm (Gr. K-2 Starting at 11:55, Gr. 3-5 Starting at 12:03)

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Dear Lakeview Families:

We want to officially welcome you to the 2020-2021 school year! This summer has been one like no other and the start of this school year proves to be the same. Classrooms will look different and both students and staff may take some time living in our “new normal”. While academics are always, and will continue to be, at a high standard, we will also continue to focus on the social and emotional well-being of our students to ensure all are in their optimal learning environment. Lakeview Elementary School provides opportunities for students to grow socially and emotionally, highlighting why we have been recognized as a National School of Character.

As we prepare for the opening of school, there are two priorities that drive the decisions we make and they are the **health** and **safety** of our children and staff. In order to open school in our present environment, we have needed to revise all of our protocols and procedures. Hopefully, the attached document will help you have a better understanding of the procedures and routines that have been established at Lakeview School to keep our children safe and happy.

The success of our reopening is based on community support. Modeling CDC guidelines for your child and having open conversations of why we wear face coverings and social distance is key to their success as they enter their learning environment.

We recognize collaboration among staff and partnering with parents breeds a community where student success and social emotional growth enable all students to be confident and creative builders of the future. We look forward to working in partnership to enable our children to meet their highest potential. Please consider joining our PTA and volunteering to bring together home and school thus creating a warm and supportive Lakeview community for our children to thrive in as learners and good citizens.

The teachers have been working diligently preparing their rooms and lessons for the arrival of the students. This highly skilled and gifted staff are dedicated to providing challenging and exciting opportunities for your students to continue to thrive in their academic arena. It promises to be an exciting year. The staff, Mr. Scala and I look forward to working with you.

Things may look and feel different, but our Lakeview School PRIDE will also be evident no matter the learning environment!

Sincerely,

Elizabeth C. Baisley, Principal

Evan Scala, Vice Principal

# Procedural Changes

## Schedule

### **In-Person Schedule**

7:55 - 8:10 Arrival to class

8:10 - 8:30 Morning Meeting/Social Emotional Health

8:30 - 12:10 Live Literacy and Math Instruction

1:07 - 2:53 Rotating Schedule of Science, Social Studies, Specials, and small group (virtual with all classmates)

\*Specials differ per grade level

### **Virtual Schedule**

8:10 Arrival to class

8:10 - 8:30 Morning Meeting/Social Emotional Health

8:30 - 12:10 Live Literacy and Math Instruction

1:07 - 2:53 Rotating Schedule of Science, Social Studies, Specials, and small group (virtual with all classmates)

\*Specials differ per grade level

### **Snack**

It is essential that the students have breakfast before they arrive at school.

Snack should be something simple and that they can eat independently.

Snacks should be a healthy nut free snack. (fruit, vegetables, granola etc.)

Please provide a refillable water bottle for your child.

### **Health Screening Form**

Parents need to complete a daily screening form. Details will follow. The forms need to be submitted by 7:30 am each day.

### **Virtual Students**

Each grade level has a virtual teacher assigned to the class. Information will be sent home to provide the students with a drive by meet and greet with the teacher and receive materials needed for the virtual program on September 3rd. More details will follow.

## Arrival and Dismissal

**Arrival: 7:55am - 8:10am**



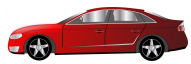
### **Bus: All Grades**

- Buses will drop students off in front of school



### **Walking: All Grades**

- Parents/Guardians may choose to park and walk their child to the entrance. (Cannot park against yellow curb on Birch Run)



### **Car: K-2 and 3-5**

#### **Kindergarten / 1st Grade / 2nd Grade**

- Cars enter campus and drive up and around the top lot. Then, pull alongside the building for drop off.
- Staff will be present to guide and support the children.
- Children **MUST** exit car on passenger side only



#### **3<sup>rd</sup> Grade / 4th Grade / 5th Grade**

- May drop off on Birch Run by entrance to Lakeview.
- Will walk to the building and enter in Gym doors (Grade 4 5) or the Cafeteria doors (Grade 3).
- Children **MUST** exit car on passenger side only



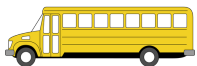
## Special Circumstances

- If you have children in both K-2 and 3-5, you may select the area for drop off.
- If your student has an injury or there are special circumstances, please contact the school nurse. Special arrangements will be made to accommodate your student.

## Dismissal: 12:10pm

**Grades K-2 - Starting at 11:55**

**Grades 3-5 - Starting at 12:03**



### Bus

- Students will go directly to their assigned bus when their bus is called.



### Parent/Guardian Pick Up

- There will be two locations for pick up. If you have children in both the lower grades (K, 1, 2) and the upper grades (3, 4, 5), all the children will go with the K, 1, 2 group and can be picked up at the flag pole doors.

### Grades K, 1, 2 - FLAG POLE DOORS (Revised 10/6/20)

- Parents/Guardians may line up outside the main entrance of the school.
- Staff will greet you at the door and retrieve your child(ren).
- Parents/Guardians may not enter the building.
- Please be prepared for inclement weather.



### Grades 3, 4, 5 - GYM DOORS BY CAFETERIA

- Parents/Guardians may line up outside of gym doors by the cafeteria.
- Staff will greet you at the door and retrieve your child(ren).
- Parents/Guardians may not enter the building.
- Please be prepared for inclement weather.



### Special Circumstances

- If your student has an injury or there are special circumstances, please contact the school nurse. Special arrangements will be made to accommodate your student.

### Dropping Off Late or Picking Up Early

#### Dropping Off Late

- Park in parking lot and walk child to main entrance security vestibule

#### Picking Up Early?

- Please be sure to send an email to [LVNOTES@denville.org](mailto:LVNOTES@denville.org) in the morning if he/she is leaving early so we can have your child ready (see "Notes to Teacher for Change to Dismissal Plan" below. If you are picking your child up early, please buzz at the vestibule entrance and your child will be brought to you. No visitors are permitted in the school.



**Notes to Teacher for Change to Dismissal Plan** (Leaving early, going home with someone else, not taking bus, etc)

- We have created one email address that all parents can email for a change to your child's dismissal plan → [LVNOTES@denville.org](mailto:LVNOTES@denville.org).



- Emails sent to LVNOTES@denville.org will be seen by all of our secretaries. The secretaries will then alert your child's teacher to the change to dismissal plans.

## **Security**

As you are aware, student safety continues to be a high priority at Lakeview School. All doors are locked. Due to COVID-19, visitors will not be allowed inside the building.

## **Health Safety**

### **Signage**

Signs are placed throughout the school reminding students of the importance of washing hands, wearing masks, coughing appropriately, and social distancing when possible. Each classroom and bathroom will have posted signs, as well as the hallways. Wearing masks are required of all staff and children.

### **Traffic Flow**

The hallways are marked with tape that separate the sides of the hallway, with arrows pointing the direction of travel. Areas that are less open will become one way, such as the Main Office and SIS.



### **Cleaning**

Classrooms will be thoroughly cleaned every day using the appropriate cleaning products. Bathrooms will be cleaned throughout the day, as well as door handles. Students will no longer use communal classroom supplies and instead will use their own each day. Please remember to label all of your child's individual supplies.

# Important Information

## Attendance

- Attendance is of paramount importance for your child's success.
- Supporting your student to be punctual and maintain great attendance is instrumental in developing positive work habits and ensuring success in school.
- Good attendance and punctuality eliminates the possibility of your student developing gaps in their education and enhances student achievement.
- Planning family vacations during scheduled school breaks is greatly appreciated. A school calendar can be found online.
- If your child is absent, it is your responsibility to call the school nurse prior to 8:00 am. Mrs. Vyksyuk's contact number is 973-983-6540 x 2.
- **If your child is sick or has a fever, please keep them home. We all need to be responsible in order to maintain a healthy and safe environment for our school community.**

## Emergency Contact Information

Please be sure to inform us if your telephone number, emergency contacts or email address changes during the year. This information is vital in case of any type of emergency.

## Parent Portal

The Parent Portal is available to all parents and guardians to access your student's attendance and report card information. You will be able to access your child's homeroom teacher assignment as well as complete many of the first day packet forms online. You may access the parent portal at <https://parents.genesisedu.com/denville/parents> . If you need any support with this process, please contact **parentportal@denville.org**. Please include your student's name and school when emailing questions.

## Mark your Calendars!

Class assignments will be available on August 28th.

The first day of School will be September 8th.

Please join us for a **VIRTUAL** Back to School Night on September 16<sup>th</sup>. Details to follow.