

August 6, 2018

Dear Parents/Guardians:

Greetings from Lake Country School! We hope that you are enjoying the summer and would like to take the opportunity to remind you of our registration process. There will no longer be a Registration/Picture Day in August. Registration for the 2018-2019 school year and beyond will all be online. **Starting Monday, August 13<sup>th</sup>, we will be opening up Skyward Family Access and the online registration process.** It will remain open thru Friday, August 31<sup>st</sup>, but we encourage you to complete it earlier rather than later. If you need any assistance, please contact the school office at 262-367-3606.

Your blue family folder will be available in your youngest (or only) child's homeroom the evening of open house, August 28<sup>th</sup>. Be sure to ask for it!

To complete online registration, go to [www.mylakecountyschool.org](http://www.mylakecountyschool.org) and click on the Skyward Family Access link. Log in with your login and password (your child's will not work) and follow the prompts. Once you have completed the online registration for your child/ren, you can either pay your fees online with a credit/debit card, or drop off a check in the school office the night of open house, August 28<sup>th</sup>. If you pay by check, one check, made out to LCS, can be written per family which includes registration fees, snack milk, lunch money, and Chromebook purchase or lease. Athletics will require a separate check please.

**Note: All families MUST complete online registration!**

**Fees will include:**

- Registration: \$70 per child (family maximum of \$210 or 3 children); additional children no charge.
- Snack Milk: \$54 for the school year ***(grades 4K-3<sup>rd</sup> only)***
- Lunch Fees (includes a milk): 4K-3<sup>rd</sup>, \$2.65 per lunch; grades 4-8, \$2.75 per lunch  
*(deposit any amount you wish)*
- Chromebook Purchase: \$270 (for students in grades 5-8)  
*The purchase fee can be split into two payments; \$135 due by September 1st and \$135 due by January 15 2019.*
- Chromebook Lease: \$70 (for students in grades 5-8)  
***Note: Chromebooks, whether purchased or leased, must be done thru LCS.***
- Sports – only girl's basketball fees will be collected at this time. All girls in grades 4-8 are eligible for basketball. The season runs from October 1<sup>st</sup> thru mid-December. Fourth grade's focus is on skill building and is non-competitive therefore there is no fee. For grades 5-8, the fee is \$60. Sign up will be open thru Friday, 9/07/18.

**Follow these directions to sign your daughter up for basketball:**

- After logging in to Skyward Family Access, click on Fee Management on the left side of screen
- Under your child's name, click on Make a Payment
- Under your child's name, next to Fee Management Payment, click on Update Payment Amount
- FIND, CLICK ON, and ADD your daughter's GRADE LEVEL basketball fee
- Proceed to pay fee thru our vendor RevTrack or drop off a check in the office at open house.

NOTE: 4<sup>th</sup> grade basketball does not have a fee HOWEVER, you still need to add it to your account to get on the basketball roster.

Important Dates:

Date	Time	Event
08/13/2018 thru 08/31/2018	All Day	Online Registration process is open
• 08/28/2018	9-10 a.m.	4K Practice Bus Run & Orientation
• 08/28/2018	Food is available for purchase at 5:00 p.m.	Cookout sponsored by FAME (Friends & Advocates of Music Education)
• 08/28/2018	5:00 - 6:00 p.m.	PTO Sponsored New Family Welcome
• 08/28/2018	5:30 – 7:00 p.m.	Open House
• 08/28/2018	5:30 – 7:00 p.m.	Google Chromebook Information
09/03/2018	All Day	Labor Day Holiday – LCS Closed
09/04/2018	7:30 a.m. – 4:00 p.m.	First Day of School – Office Hours
09/27/2018	8:00-2:00 p.m. (approx.)	Picture Day
10/30/2018	8:00-12 noon (approx.)	Picture Retake Day

Other Information:

- **Open House** – is Tuesday, August 28<sup>th</sup> from 5:30-7:00 p.m. This is a time for the students and parents to meet the teachers and drop off school supplies in the classrooms. Don't forget to ask for your blue family folder in your youngest or only child's classroom!
- Friends & Advocates of Music Education (FAME) will be selling food at the front of the building as a fundraiser. Food will be available as of 5 p.m., however families are asked not to go to the classrooms until 5:30 p.m.
- K4 students will have a special orientation and practice bus run the morning of August 28<sup>th</sup>. A special bus route with pickup times will be mailed separately to those families in early August. Typically, the child and his/her parent(s) are picked up between 8 and 9 a.m. and brought to school to see their classroom, meet their teacher and drop off supplies. The orientation is from 9-10 a.m. followed by the bus company taking them back home. K4 families who are open enrolled are also invited to the orientation, however bus service is not provided. All families are welcomed to return in the evening.
- **New Family Welcome** – The PTO is sponsoring a new family open house reception on Tuesday, August 28<sup>th</sup>, from 5-6 p.m. in the conference room. Feel free to stop in any time during this hour. This is an opportunity to learn about the LCS environment, meet our school administrator, PTO president, and members of the school board. Also, it's a chance to get to know other new and veteran families.
- **Google Chromebook** – If your child is entering 5th grade OR you have a 6th, 7th or 8th grader who is new to our school, stop in Mrs. Frank's technology classroom (Rm #209) in the 7th/8th grade wing any time during open house for more information.

**Math Placement Letters** – for grades 5-8 can be found in your blue family folder for returning students.

**Classroom Placement** – Your child's homeroom teacher can be found under the "Student Information" tab in Skyward Family Access. Class lists will also be posted in the atrium at open house.

**First Day of School** – is Tuesday, September 4<sup>th</sup>. The last bell rings at 8:04 a.m. with announcements at 8:05 a.m. All students arriving after 8:04 a.m. will be issued a tardy pass from the office. All students arriving late or leaving early must report through the school office.

**Attendance** - As part of our Strategic Plan, we are identifying attendance as an area for improvement. We encourage regular attendance throughout the school year. We do understand there will be extenuating circumstances related to absences, however chronic student absence reduces even the best teacher's ability to provide learning opportunities. Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance. Students who are ill and have been out of school for more than three consecutive days due to that illness, need to submit a doctor's excuse. In an effort to improve overall attendance, any student who has more than ten days of absences and requests an absence for vacation will not be allowed to ask for makeup work. We highly recommend that students who travel out of state for more than 20 consecutive days consider withdrawing from Lake Country School and, upon return, re-enroll. In accordance with Wisconsin State Law, section 118.15, all students are required to attend school regularly on a consistent and timely basis. If a student is absent from school without an acceptable excuse for part or all of eight or more days per semester, a petition may then be

filed through the juvenile system. Though we respect that parents have the right to excuse their child from school, it is at the district's discretion to determine whether or not absences are valid. **On the third tardy in any quarter, the student will be assigned a mandatory after school detention. If students miss more than 8 days of school per any semester, they will be assigned after school detentions at the discretion of the administration. Attendance is so important to the academic and social development of your child. As you may or may not know, our school report card is impacted by any absences that exceed a certain percentage.**

To help the school maintain accurate attendance records and to assure that your child's absence will be properly excused, **please call the school office before 8:30 a.m. when he/she will be absent.** In the event that an absence has not been confirmed by a telephone call, it will be necessary for school personnel to contact the parents/guardians at home or at their place of employment.

**Skyward Family Access** – is available for parents at all grade levels to check demographic information, attendance, discipline, food service balance, health and emergency information and report cards which are posted quarterly. The teacher's gradebook, however, is only open to parents of students in grades 5-8. Logins, passwords and lunch ID's are the same for returning parents and students. **Everyone will receive a separate email with their login. If you have not received your password or forgot your password, click on the "forgot my password" link. Please call the school office if you need assistance.**

**Emergency Call System** – Lake Country School utilizes the emergency calling system through Skyward's Skylert System to call all our parent/guardians on their primary phones by 6 a.m. when school is closed for the day, OR your primary, cell, and work phone numbers if school has to close mid-day. YOU have the ability to prioritize which phone numbers and/or email addresses you would like to be contacted at for school closings. In Skyward Family Access, go to the Skylert link and populate with the information required.

**Bus Transportation** – We have seven bus routes. If you live in district, your route number is included in the family folder that you will pick up on August 28<sup>th</sup> at open house. All district students are entitled to transportation to and from school each day. Open enrollment students wishing to utilize the bus service on a daily basis to a designated bus stop on one of the LCS bus routes may complete a contract with Arrowhead District Transportation Cooperative for that service. The cost is \$370.00 per child per year. Contracts should be completed before school starts. Forms are available from Nancy Kuehl, the open enrollment coordinator.

Students wishing to ride the bus to a different stop on a particular day, must present a parent note to the office for confirmation and a signature. Routes will be closely monitored for overage, based also on attendance for that day. Any requests that will exceed the route limit will be denied. Last minute notes or phone calls will not be honored, except in an emergency.

**Visitor Policy** – Parents and visitors are reminded to sign in and take a visitor's badge whenever they are in the building. During the school day, the hallway doors will be locked. Visitors, parents and/or guardians MUST sign in at the office before proceeding elsewhere in the building.

**Parent/Student Handbook** – The updated handbook will be available on our website [www.mylakecountryschool.org](http://www.mylakecountryschool.org) under the School Information link as of August 13th. The link is also found as part of the online registration. Please review it and contact the school office if you have questions.

**Student Dropoff/Pickup Procedures** – Bus loading and unloading takes place at the circle drive by the activity doors. Parents can drop-off and pick up at the main doors in the front. All children need to be in a supervised program before 7:45 a.m. and after 3:25 p.m. Contact the YMCA if you need before or after school child care. Any students in the building after 3:25 p.m. should either be enrolled in the YMCA Great Escape Program or under the supervision of another adult.

**T-Shirts & PBIS** - Lake Country School will again be implementing our PBIS program (Positive Behaviors Interventions and Supports). This initiative is intended to have year-round, school-wide activities that build positive community across all school environments (classroom, playground, hallways, etc.). The focus will be on teaching and reinforcing positive behaviors observed by our students. Visible reminders are up around the school to support positive behaviors. There will be different themes during the four quarters, which will be presented in all-school assemblies, classroom buddy activities and conversations within their classrooms. The District partnered with the PTO to purchase new t-shirts for all students to show Lake Country School pride and unity. These t-shirts will be replaced every two years. *This year ALL students will be using the same shirts as last year. New Students entering the school year will receive a shirt.* Students and staff wear these t-shirts the first Thursday of every month in conjunction with PTO sponsored Spirit Night at the Hartland Culver's. Parents will be notified in advance so that all children remember to wear their shirts.