



Lake Arbor Elementary School

"Where Ordinary People Accomplish Extraordinary Things"

August 3, 2016

Dear Parents/Guardians,

Welcome to the 2016-2017 school year! I am looking forward to seeing our Lake Arbor Lions return to school with enthusiasm! At Lake Arbor, we take your child's academic and social growth seriously. We are committed to the District's Theory of Change-*"Focus on culture, data, and performance with a lens on literacy and then we will have outstanding academic achievement for all students."* Thus, we will continue to focus on:

- Building literacy across the curriculum
- Using the College and Career Readiness Standards to drive instruction, making learning more rigorous and meaningful.
- Renewing our culture to ensure a nurturing, safe, and positive environment

As part of our instructional focus, we gladly welcome parents and families to partner with us in our quest for academic excellence. We will have many opportunities for parents to participate in their children's learning. Our staff is committed to the vision. Thus we want to welcome our new staff members: Patrice Green (Kindergarten), Demetria Dennison (1st Grade) Bre'Anna Boykins (4th Grade) Cory Haley (4th Grade), Dine White (5th Grade), Peter Otumba (5th Grade), Rakia Mohamed (pre-K paraprofessional), Rachel Lee & Tonia Joseph-Armstrong (Special Education) and Christopher Molley (paraprofessional). We would like to congratulate LaTanya Sothern for her promotion to Assistant Principal, Aisha Ortiz for her promotion as Instructional Lead Teacher and Jaquia Frink for her transition to Special Education Resource Teacher here at Lake Arbor. We say farewell and best wishes to Ms. Garrett, Ms. Britt, Ms. Nelson, Ms. Mabie and Ms. Zynda. Last but not least, we want to say godspeed to our Kimberly Brown, Assistant Principal, who graciously served the Lake Arbor community for the last six years. She was promoted to Resident Principal.

First Day

The first day of school is Tuesday, August 23, 2016. Arrival begins at 7:30 a.m. The official start time for our school day is 7:45 a.m. and dismissal is at 1:55 p.m.. All students receive free breakfast, which is served directly in the classrooms beginning at 7:30 a.m. Students must be in their seats in their classrooms by 7:45 a.m. or they will be marked tardy. During the first two weeks of school we invite you to walk your students to class. After that we will begin our normal routine, which allows children to walk to class independently from the front door of the school building. School visits/observing classes will begin after September 30th. This window will allow students an opportunity to get use to their new classroom environment and allow teachers to establish relationships and routines.

SCHOOLMAX

Teacher Assignments/Schedules

SchoolMAX Student Information System is used to manage student data, including grades, attendance, and schedules. New parents should register for SchoolMax family Portal online at <https://family.sis.pgcps.org/>. Returning parents' username and password are the same as the year before. Teacher assignments will be listed in schoolmax by August 19, 2016. You may obtain your child's classroom teacher and room number by logging in to SchoolMAX and looking at the *Social Skills* teacher. Kindergarten and new students will receive teacher assignments during the New Student Orientation (see below).

Breakfasts and Lunches

Our school participates in the Maryland Meals For Achievement (MMFA) Classroom Breakfast Program. All students receive free breakfast daily. Breakfast is served in the classroom from 7:30 a.m. - 7:50 a.m. All students are required to eat lunch daily. A student lunch cost is \$2.75. Children may bring a cold lunch and purchase a carton of milk for 55¢. Additional snacks can be purchased daily by students. If you choose, you may have the snack option blocked by notifying the school cafeteria manager. Each student will be assigned a PIN number, which will remain the same as long as they are enrolled at this school. Students may apply money to their meal account daily, weekly, or monthly. Parents are strongly encouraged to maintain money in their child(ren)'s account. Online payments can be made at

www.myschoolbucks.com. Breakfast and Lunch menus are available at the PGCPs Food and Nutrition web page <http://www1.pgcp.org/foodandnutrition> and will also be sent home monthly. Applications for the Free and Reduced Meal Program are also available on the Food and Nutrition web page and in the main office.

Transportation

The Department of Transportation will be sending out correspondence directly to your registered SchoolMAX address with your child's bus number, bus stop and time. You will have transportation services on the first day of school if your child is fully registered and in SchoolMax by August 12, 2016. You may also access this information online by visiting the PGCPs website, <http://www1.pgcp.org/transportation>. Any registrants received after August 12th, but before August 23rd, will have transportation on August 29th. Parents should expect a 5 to 7 day turnaround for transportation to be processed at the beginning of the year.

Uniform

There is a STRICT ADHERENCE to the uniform policy. Students must be in navy blue bottoms and white or burgundy shirts. Students may wear shoes of their choice but they still must adhere to the PGCPs dress code and be in closed-toe shoes. Students may wear Lake Arbor Spirit Wear on Fridays. The full Uniform Policy is on our school website and on the attached School Supply List.

Agenda Books

Students in grades K- 5 are asked to purchase an agenda book for \$10.00 from the school. Please send cash or money order in a sealed envelope with your child's name printed on it the first week of school. Agenda books will be the main means of communication about assignments and class activities. Homework will be written in the book and the teacher will record your child's daily behavior (upon request). The *Parent Handbook* is located in the front of the agenda book with information about school policies. Agenda books are the first of many fundraisers we will have this school year.

New Student Orientation

There will be an orientation for all Pre-kindergarten, Kindergarten and new students (1-5th grades) on **Thursday, August 18, 2016 at 9:00 a.m.** Please arrive as early as 8:30 a.m. to receive your child's teacher assignment and room number prior to the orientation beginning. We will begin with a brief overview in the multi-purpose room. Then we will take you on a tour of the school, which will allow you to greet the teacher and find your child's classroom. Kindergarten students will receive back-to-school information on this day.

Sneak-a-Peak Day

We welcome you to stop by briefly to find out the teacher assignment, location of your classroom and bring in your school supplies and "sneak-a-peek" at your child's classroom on Monday, August 22, 2016 between 8:00- 9:30 a.m.

Back to School Nights- 6:00pm

- Wednesday, August 24, 2016 1st- 2nd grades
- Wednesday, August 30, 2016 3rd - 5th grades

I look forward to developing great school-home relationships with you and your families. Thank you for your continued support. Please visit our school website at www1.pgcp.org/lakearbor/ to receive the emergency form, school supply list, uniform policy and PTA letter. **Please have the attached emergency form completed and submit it on the first day of school.**

Sincerely,

Tonya Y. Riggins

Tonya Y. Riggins
Principal



Lake Arbor Elementary School
2016-2017
SUPPLY LIST
THIS LIST WILL NEED TO BE REPLISHED BY JANUARY 3, 2017

PRE-KINDERGARTEN SUPPLY LIST

- 2 pocket folders (labeled with your child's name)
- 2 boxes of Large crayons eight basic colors (leave one box at home)
- 8 glue sticks (leave four at home)
- 2 marble composition books
- A complete change of School Uniform Clothing in case of accident in a extra large plastic Ziploc bag
- Oversized T-shirt Labeled with child's name to use as a smock (Art Class)

KINDERGARTEN SUPPLY LIST

- Large Book Bag (no wheels AND labeled with child's name)
- 4 Plastic Folders with Pockets (red, yellow, blue, green)
- 1 Pair of Fiskar Scissors
- 4 glue sticks
- 2 Boxes of Large Crayons (Eight Basic Colors Only)
- 15 Jumbo Pencils
- 4 Primary Journals with large space for picture at top and dotted lines on bottom of each page
- A complete change of School Uniform Clothing in case of accident in a extra large plastic Ziploc bag
- Agenda Book (cost TBD - purchase at school)
- Oversized T-shirt Labeled with child's name to use as a smock (Art Class)

FIRST GRADE SUPPLY LIST

- 1 regular size Book Bag (no wheels AND labeled with child's name)
- 1 large size pencil pouch with zipper (NO BOXES)
- 3 Erasers (large pink rectangular)
- 1 pair of scissors
- 2 boxes of 24 count crayons
- 6 composition books (1 red-reading, 1 green-math, 1 blue-science/social studies, 1 purple-writing, 2 black- homework, spelling, small reading group)
- 4 glue sticks
- 3 packs of post-its (large or small)
- 2 packs of 24 No. 2 pencils (Sharpened)
- 1 pack of index cards
- 1 Index card box
- 1 pack of washable markers
- 2 stretchable book covers
- 5 plastic folders (Yellow, Orange, Blue, Red, any fancy folder)
- 1 paper green folder for Writing Fundamentals

- Agenda Book (cost TBD - purchase at school)
- Oversized T-shirt Labeled with child's name to use as a smock (Art Class)

SECOND GRADE SUPPLY LIST

- Book bag (no wheels AND labeled with child's name)
- 6 Marble composition books (NO SPIRALS)
- 2 packs of 24 No. 2 pencils (**NO MECHANICAL PENCILS**)
- 1 small pencil sharpener with closed lid
- 3 Erasers (large pink rectangular)
- 4 glue sticks
- 2 packs of Post-Its (sticky notes)
- 1 pair of scissors (blunt/child safe)
- 1 box of 24 crayons (no colored pencils or markers)
- 2 packs of **wide rule** notebook/loose leaf paper
- 1 ruler (centimeters/inches)
- 1 large size pencil pouch with zipper (NO BOXES)
- 6 pocket folders (**3 red and 3 yellow**)
- 1 pack of red ink pens
- Ear buds labeled in a small Ziploc bag
- Agenda Book (cost TBD) (purchase at school)
- Oversized T-shirt Labeled with child's name to use as a smock (Art Class)

THIRD GRADE SUPPLY LIST

- Book bag (no wheels AND labeled with child's name)
- 2 packs of 24 No. 2 pencils (**NO MECHANICAL PENCILS**)
- 5 pocket folders (1 green)
- 7 composition notebooks (NO SPIRALS)
- 1 small pencil sharpener with lid
- 3 Erasers (large pink rectangular)
- 4 glue sticks
- 1 box of 24 crayons (no colored pencils or markers)
- 1 pair of scissors (blunt/child safe)
- 1 large size pencil pouch with zipper (NO BOXES)
- 3 book covers (stretchy material extra-large)
- 2 packs of Post-Its (sticky notes)
- 1 pack of index cards
- 1 computer jump/flash drive
- ruler (centimeter/inches)
- 2 packs notebook/loose leaf paper (wide ruled)
- Ear buds labeled in a small Ziploc bag
- Agenda Book (cost TBD) (purchase at school)
- Oversized T-shirt Labeled with child's name to use as a smock (Art Class)

FOURTH GRADE SUPPLY LIST

- Book Bag (no wheels AND labeled with child's name)
- 1 ½ Ring Binder
- (1) 8 pack of dividers
- 2 packs of 24 No. 2 pencils (**NO MECHANICAL PENCILS**)
- 2 packs notebook/loose leaf paper (wide ruled)
- 4 composition journals
- Graph paper journal
- 4 spiral bound wide-ruled notebooks (red, yellow, green, blue)
- 1 box of 24 colored pencils
- 1 boxes of markers or colored pencils
- 2 highlighters
- Ruler (centimeters/inches)
- 1 zippered cloth pencil pouch (**NO BOXES**)
- 4 two-pocket folders plastic for durability (blue, red, yellow, green)
- 4 Glue sticks
- 4 book covers (stretchy material-extra-large)
- Scissors (blunt/child safe)
- 3 large pink erasers
- pencil sharpener with lid
- 2 packs of Post-Its (sticky notes)
- 1 pack of 3x5 index cards (white)
- 1 Computer Jump/Flash Drive
- Ear buds labeled in a small Ziploc bag
- Agenda Book (cost TBD and will be purchased at school)
- Oversized T-shirt Labeled with child's name to use as a smock (Art Class)

FIFTH GRADE SUPPLY LIST

- Book bag (no wheels AND labeled with child's name)
- 2 Inch Ring Binder (**NO TRAPPER KEEPERS**)
- (1) 8 pack of dividers
- 2 packs of loose leaf paper (wide rule)
- 2 packs of No. 2 pencils (**NO MECHANICAL PENCILS**)
- 1 zippered cloth pencil pouch (**NO BOXES**)
- 1 pack each of blue, black, multi-color pens
- 1 pack of Highlighters
- Pencil sharpener with lid
- 3 large pink erasers
- Notebook Binder 3-hole puncher
- 1 pack of Reinforcement for hole-punched paper
- Graph paper journal
- 4 two-pocket folders plastic for durability (blue, red, yellow, green)
- 8 composition books (**NO SPIRALS**)
- 2 packs of sticky notes
- 1 box of 24 Colored pencils (**NO MARKERS OR CRAYONS**)
- 6 book covers (stretchy material extra-large)
- Scissors (Blunt/child-safe)
- 4 glue sticks
- 1 Computer Jump/Flash Drive

- Ear buds labeled in a small Ziploc bag
- Agenda Book (cost TBD) (purchase at school)
- Oversized T-shirt Labeled with child's name to use as a smock (Art Class)

FOR ALL GRADE LEVELS

Below are Class Donations that are needed throughout the year. If you are able to provide these additional donations, please feel free. Thank you!

- 2 packs of white copy paper
- 1 pack of colored copy paper
- 1 pack of Vis-à-Vis overhead markers (washable)
- 1 (4) pack of Dry Erase markers
- 2 bottles of liquid soap
- 1 bottle of hand sanitizer (32 oz. or larger)
- 1 box of baby wipes
- 4 boxes of tissue
- 1 Disinfectant wipes
- 1 pack of paper bags (lunch bags)
- 1 box of Gallon size Ziplock Baggies (Girls)
- 1 box of Sandwich size Ziplock Baggies (Boys)
- 1 box of baby wipes (Labeled Art Class)
- 1 Liquid Soap (Labeled Art Class)

Mandatory Uniform Policy

THE UNIFORM POLICY WILL BE STRICTLY ENFORCED DURING TO 2016-2017 SCHOOL YEAR

- Navy blue traditional uniform pants. (No cargo pockets)
- Navy Blue knee-length shorts, skirt, skort, or jumper.
- White or burgundy polo style or Peter Pan/dress collared uniform shirt. (shirts must be tucked in)
- White or navy blue socks, tights, or stockings. (one solid color)
- Closed-toe shoes
- Black or brown belt
- Navy blue sweater/jacket (free of any logos or insignia; Lake Arbor Spirit Wear jacket is acceptable)

No addition accessories should be worn (ex. ties, suspenders, scarfs, vest) etc. Purses should be no larger than 8 X 11 (hint: measure it against notebook paper) Jewelry should be worn inside of clothing. Earrings should be about the size of a quarter. Any item/article of clothing that is a distraction to the learning process or deemed unsafe must be removed.

NOTE: NO OTHER ITEMS CAN BE ADDED OR REMOVED FROM TO THIS POLICY EXCEPT BY PTA VOTE

Lake Arbor Elementary School

Student Emergency Information Form * 2016-17

Student's Last Name

Student's First Name

Middle Initial

Student's Homeroom Teacher

Grade

STUDENT'S ADDRESS: _____

PLEASE NOTIFY THE OFFICE PROMPTLY OF ALL CHANGES IN PHONE NUMBERS OR ADDRESS.

DISMISSAL INFORMATION:

MY CHILD IS (check one only): Walker _____		School Bus Rider _____	Bus Number _____
*Car Rider _____ (authorized by parent/guardian)	After Care Van Rider _____ (picked up by commercial after care)		
Name of Other After Care Provider: _____		Phone Number: _____	

*PGCPS students are only classified as walkers or bus riders. If you designate your student to be a car rider, you must arrive to school on time and pick up your student on time. Failure to do so, could result in your child reverting back to a bus rider or walker. (Administrative Procedure 3541)

If parent/guardian is unable to pick up student in the case of an emergency, designate four (4) people who may pick up your child, and fill out the following information. **DESIGNATED PERSON MUST HAVE PICTURE I.D. (driver's license, etc.).**

NAMES OF PEOPLE WHO MAY PICK UP YOUR CHILD:

Name	Home Phone #	Work Phone #	Cell Phone #	I give permission to release medical/health info to this person:
1.				<input type="radio"/>
2.				<input type="radio"/>
3.				<input type="radio"/>
4.				<input type="radio"/>

ADDITIONAL SIBLINGS AT LAKE ARBOR ELEMENTARY:

Name: Grade: Teacher:	Name: Grade: Teacher:	Name: Grade: Teacher:	Name: Grade: Teacher:
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Medical Conditions (please list if applicable) _____

Food Allergies (please list if applicable) _____

PARENT/GUARDIAN CONTACT INFORMATION: (Please write legibly.)

Parent/Guardian Name	Work Phone #	Home Phone #	Cell Phone #	E-mail Address
MOTHER				
FATHER				

Signature of Parent/Guardian

Date