Dear Parents:  

Welcome to Lakeview Elementary School! We are so excited to begin another wonderful school year. The Lakeview Elementary teachers and staff are working hard to plan a thorough and rigorous educational experience for all of our students. 

We want to work as a team, with parents, to create the optimal learning environment for our students. Continuous communication between home and school is paramount to the success of our educational program. As parents, you are encouraged to be actively involved in your child’s education by talking to your child about school, volunteering whenever possible, and participating in the Lakeview Parent Teacher Organization (PTO). This partnership will help contribute to our students’ mastery of the core curriculum while shaping our young people into considerate and responsible citizens. We look forward to celebrating with you the achievements of our students.

The Lakeview Family Handbook is written to share important information, regarding school policies and procedures. Please read it carefully and share the information with your child.

We look forward to joining with each of you as we work to provide your child with the best possible education. Please feel free to contact us if you have questions or need more information.

Warmly,

The Lakeview Staff
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RESCUE UNION SCHOOL DISTRICT
DISTRICT OFFICE ADMINISTRATION
2390 Bass Lake Road
Rescue, CA 95672

Cheryl Olson, Superintendent 677-4461

Sean Martin, Asst. Superintendent of Business Services 677-4461

Dave Scroggins, Asst. Superintendent of Curriculum & Instruction 677-4806

Phil Jones, Maintenance & Operations Coordinator 677-4461

Patrick Cahill, Director of Transportation Services 677-4461

Candice Harris, Director of Human Resources 677-4461

Larry Garcia, Information Technology Manager 677-4461

Laura Hendrix, Director of Student Support Services 677-4461

Kim Andreasen, Food Service Coordinator 672-4444

Virginia Tahmahkera, Personnel Technician 677-4815

Karen Schudy, Personnel Technician 677-4816

RUSD School Board meetings are open to the public. Meeting dates, times, and agendas are posted at the school.
School Motto

“Soaring to Success”

~

School Mascot

Eagles

~

School Colors

Navy, Gold, & White
<table>
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<tbody>
<tr>
<td>Kathy Miracle</td>
<td>Principal</td>
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<tr>
<td>Anna Doughty</td>
<td>School Secretary</td>
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<tr>
<td>Kim Combs</td>
<td>Student Services Secretary</td>
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<tr>
<td>Hilaria Diaz</td>
<td>Lead Custodian</td>
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<tr>
<td>Chris Waterman</td>
<td>Evening Custodian</td>
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<tr>
<td>Karen Nickell</td>
<td>Transitional Kindergarten Teacher</td>
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<tr>
<td>Cathy Keever</td>
<td>Kindergarten Teacher</td>
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<tr>
<td>Stephanie Polnasek</td>
<td>Kindergarten Teacher</td>
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<tr>
<td>Laurisa Stuart</td>
<td>Kindergarten Teacher</td>
</tr>
<tr>
<td>Nancy Zanatta</td>
<td>Kindergarten Teacher</td>
</tr>
<tr>
<td>Holly Manley</td>
<td>Kindergarten/First Grade Teacher</td>
</tr>
<tr>
<td>Jennifer Lewis</td>
<td>First Grade Teacher</td>
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<tr>
<td>Katriina Valencia</td>
<td>First Grade Teacher</td>
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<tr>
<td>Lisa Brenan</td>
<td>Second Grade Teacher</td>
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<tr>
<td>Barbara Lane</td>
<td>Second Grade Teacher</td>
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<tr>
<td>Cathy Murphy</td>
<td>Second Grade Teacher</td>
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<tr>
<td>Amanda Coyne</td>
<td>Second/Third Grade Teacher</td>
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<tr>
<td>Tasha Armstrong</td>
<td>Third Grade Teacher</td>
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<tr>
<td>Jennifer Dermer</td>
<td>Third Grade Teacher</td>
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<tr>
<td>Vicki Nelson</td>
<td>Third Grade Teacher</td>
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<tr>
<td>Terry Andersen</td>
<td>Fourth Grade Teacher</td>
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<tr>
<td>Cheryl Groves</td>
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<tr>
<td>Erin Koht</td>
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<tr>
<td>Jenni Bazor</td>
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<tr>
<td>April Kievernagel</td>
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<tr>
<td>Ashlie Oliver</td>
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<tr>
<td>Roxanne Simmons</td>
<td>Fifth Grade Teacher</td>
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<tr>
<td>Samantha Khachi</td>
<td>Fourth/Fifth Grade Science</td>
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<tr>
<td>Sonja Duckett</td>
<td>Resource Specialist Teacher</td>
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<tr>
<td>Erin Sargent</td>
<td>Librarian</td>
</tr>
<tr>
<td>Becky Davis</td>
<td>Instructional Aide, Resource</td>
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<tr>
<td>Rosemarie Beckman</td>
<td>Independence Facilitator/Inst.Aide</td>
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<tr>
<td>Deb Poulson</td>
<td>Independence Facilitator/Inst.Aide</td>
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<tr>
<td>Vickie Brownstein</td>
<td>School Psychologist</td>
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<tr>
<td>Terry Libbon</td>
<td>School Counselor (Mon./Thurs.)</td>
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<tr>
<td>Jennifer Craig</td>
<td>School Counselor (Friday)</td>
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<tr>
<td>TBD</td>
<td>Speech/Language Therapist</td>
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<tr>
<td>Mary Brown</td>
<td>School Nurse</td>
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<tr>
<td>Lori Clifton</td>
<td>Health Aide</td>
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<tr>
<td>Stacey Smith</td>
<td>Food Services Personnel</td>
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<tr>
<td>Month</td>
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Mark Your Calendar
## February
- 6: Early Release Collaboration Day – 2:00 Dismissal
- 13: Early Release Collaboration Day – 2:00 Dismissal
- 15: Lincoln’s Day – NO SCHOOL
- 18: President’s Day; NO SCHOOL
- 20: Early Release Collaboration Day – 2:00 Dismissal
- 22: END OF SECOND TRIMESTER/Minimum Day - 12:45 Dismissal
- 27: Early Release Collaboration Day – 2:00 Dismissal

## March
- 6: Early Release Collaboration Day – 2:00 Dismissal
- 13: Early Release Collaboration Day – 2:00 Dismissal
- 20: Early Release Collaboration Day – 2:00 Dismissal
- 27: Early Release Collaboration Day – 2:00 Dismissal

## April
- 3: Early Release Collaboration Day – 2:00 Dismissal
- 10: Early Release Collaboration Day – 2:00 Dismissal
- 15-22: Spring Break – NO SCHOOL
- 24: Early Release Collaboration Day – 2:00 Dismissal

## May
- 1: Early Release Collaboration Day – 2:00 Dismissal
- 8: Early Release Collaboration Day – 2:00 Dismissal
- 15: Early Release Collaboration Day – 2:00 Dismissal
- 16: Open House – 5:30 – 6:50
- 17: Minimum Day - 12:45 Dismissal
- 25: END OF THIRD TRIMESTER/Minimum Day - 12:45 Dismissal
  
  **Last day of School**

### SCHOOL TIMES
Lakeview office hours are from 7:30 AM until 4:00 PM each day school is in session.

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<tr>
<td>T. Kindergarten</td>
<td>8:45 AM</td>
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*See Daily Bell Schedule at mylakevieweagles.com for details.

### SCHOOL CALENDAR
August 9, 2018 – May 25, 2019 (Traditional Calendar)

*See RUSD Calendar online for details.

### MINIMUM DAYS
Minimum days are scheduled to provide time for teachers to conference with parents, complete report cards, or collaborate with one another regarding curriculum and/or best practices. Time spent collaborating as a staff can provide valuable insights between and across grade level teams. The professional development opportunities provided through minimum days support our efforts toward continually increasing student achievement. Scheduled minimum day reminders will be included in newsletters and posted on our school marquee.
On minimum days, all classes are dismissed at 12:45 PM. The regular school day has been lengthened to compensate for the time lost on minimum days. Advance notice is announced in newsletters and on the school marquee.

ARRIVAL AND DISMISSAL
Children should not arrive at school more than 10 minutes before their classes begin, as there is not supervision until 8:35 AM. Teachers are on duty and providing outside supervision from 8:35 AM – 8:45 AM. For safety reasons, it is the parents’ responsibility to see that children do not arrive earlier than 8:35 AM. Bus students are supervised from the time they arrive until 8:35 AM. Upon arrival, students should go directly to the amphitheater, located in the center of campus, where supervision is provided. On rainy days, students should report directly to the gym for supervision.

At the end of the school day students should proceed directly to the buses, or the parent pick up circle, for boarding. Students walking home should honor crosswalks and follow the guidelines set forth by the crossing guard. Children should not remain at school after their regular departure times. Supervision is not available unless a student is participating in a scheduled after-school activity. If this causes a difficulty, please consider enrolling your child in the Extended Day Program. Student attending our PTO sponsored after school enrichment should report directly to the program after school. Parents should communicate all enrichment information to their child, so they clearly understand the directions and location.

Students are not permitted to leave campus at any time, including lunch or recess, without permission from the school and parents. Parents may check a student in or out of school at the office.

STUDENT ATTENDANCE
Regular school attendance is vital for a child to derive full benefit from the instructional program. The Lakeview Elementary School attendance policy makes it necessary for parents to provide a reason for each child’s absence on a daily basis. Therefore, when your child is absent, please phone the school office prior to 9:30 AM on the day of the absence.

If a child is absent, and the school has not received notification of the absence, office personnel will call home. Parental assistance in notifying the school of an absence will help us account for each child in an efficient and timely manner.

Extended Absence:
If a child will be absent for five or more days, an Independent Study Contract is necessary at least ONE WEEK PRIOR to the absence allowing the teacher time to prepare make-up work. This contract allows the child to complete work that will be assigned during the absence and credit can be given for attendance. The contract work must be returned to the school office immediately upon returning. If contract work is not returned within one week, all absences will remain unexcused and your student’s work will receive no credit.

Tardies:
Students arriving after 8:45 AM should be escorted to the office and signed in. Please understand that state regulations require students with excessive absences or tardies be reported to county agencies. When excessive tardies or absences occur, attendance letters will be sent home and attendance meetings may be
scheduled. If attendance concerns continue, more stringent enforcement will take place. The California State Truancy Laws require schools to enforce.

EARLY RELEASE OF STUDENTS
To maintain the flow of instruction, leaving school early is discouraged. We realize, however, there are times when leaving early is unavoidable. If an early dismissal is required, youngsters must be picked up by a parent and signed out in the office. Teachers are instructed not to release a child unless told to do so by the office. Students may be released only to parents or an authorized representative of the parents. Authorization must be in writing or via a phone call to the school. Adults picking up students during the regular school day are asked to do so through the school office. Office personnel will call the child’s classroom and the student will be dismissed to meet the adult in the school lobby.

It is not reasonable for us to release a child to walk home alone during school hours. If a child is ill or has an appointment, we expect an authorized adult to pick him or her up at school and sign the release book.

FOOD SERVICE PROGRAM
Second Chance Breakfast is available for $1.75 during all morning recesses.

Hot lunch is available for $3.00, including milk. Free and reduced price ($0.40) meals are available for those who qualify. Forms can be picked up at the school office. Regular milk or chocolate milk may be purchased for $0.50.

Prepaid lunches are preferred. Prepaid lunches need not be eaten on consecutive days. It is suggested that parents pay for a block of lunches by check made payable to RUSD (Rescue Union School District). Checks may be left in the office for kitchen staff. Students who do not have money in their account can charge two lunches. When children forget their lunch money, or cold lunch from home, they can call home to request a parent bring food or money to school.

If the child is unable to reach his/her parent, an “emergency lunch” consisting of the garden bar and milk will be provided at no charge. You can view your child’s account, check balances and make payments by registering using your child’s 7-digit account number www.myschoolbucks.com.

Students at Lakeview enjoy both a lunch and recess break. This break allows 20 minutes for mealtime. To ensure student safety, yard duty personnel supervise student activities both in the cafeteria and on the playground. Yard supervisors have the same authority as the classroom teachers and are responsible for the conduct of students while on duty. They sincerely care about our students. Listening and respecting their directions, will support our efforts to provide students with an enjoyable lunch break experience.

Due to food allergies and parental dietary preferences, students must not share or trade food. For safety and environmental reasons, we ask that students not bring glass bottles or metal cans to school.

Outdoor Recess:
To safely monitor students during lunch/recess, our general practice is to require that all children go outside for recess. If special circumstances necessitate, a written request (preferably a doctor’s
note) to have a child remain inside must be presented to the teacher/office. Arrangements may then be made for the child to go to another classroom during recess time.

VISITORS
Although we enjoy having approved visitors on campus, arrangements for classroom visitations must be made in advance with the classroom teacher. Drop-in visits, even for a few minutes, can interrupt the flow of instruction and are unfair to the children and their planned program. For everyone’s safety, all visitors must report directly to the school office to sign in and receive a visitor’s pass. Staff have been instructed to politely redirect visitors without a pass to the office for a proper sign in. Visitors who sign-in and are cleared to volunteer should be invited by school personnel. Requests for visitation can be made at least 24 hours in advance and must be cleared through the classroom teacher and/or principal prior to the visit.

Children are under the supervision of Lakeview staff during school hours. Please do not attempt to handle a discipline issue or concern between your child and another Lakeview child. All concerns of this nature must be handled through the Site Administrator or your child’s teacher.

CHILD CUSTODY
Please provide child custody and/or guardianship documents to the school office to be kept on file.

BICYCLES, ROLLER BLADES, AND SKATEBOARDS
A bike rack is available for students who ride a bicycle to school. If riding a bicycle, state law requires students to wear a helmet. Once on campus, bikes should be walked to the storage area. Locking bikes to the rack is recommended. As per county ordinance, skateboards and roller blades are not permitted. Please understand that the school is not responsible for lost or damaged items.

CELL PHONES
Students may not use cell phones during school hours or allow other students to use their cell phones. Students with cell phones must store them in their backpack and the cell phone must be turned off immediately before arriving to school. Students need to tell their teacher or office staff if they feel they need to call their parents. Student calls to parents should be for important reasons only and must take place through the office. Cell phones may be taken by Lakeview staff if used in violation of this policy and kept in the office until picked up by a parent.

ELECTRONIC DEVICES
Radios, tape players, CD players, video games, laser pens, IPods or other electronic items should not be brought to school. Please understand that the school is not responsible for lost and damaged items.

MESSAGES
Parents are encouraged to email or send notes to school with their children rather than call to leave messages. The following procedures will be observed for the delivery of messages:

- To protect valuable instruction time, only messages of extreme emergency will be delivered to students during class time;
- Messages received before lunch times will be placed in teachers’ mailboxes, or sent via email, for delivery after lunch;
- We cannot guarantee that messages called within 15 minutes before dismissal time will reach students.
PARENTS COMMUNICATING WITH THE SCHOOL
Parents are urged to communicate with the school. When you are pleased with the actions of a staff member, let him or her know. Conversely, if you have a problem regarding your child, every effort should be made to resolve the problem directly with the teacher involved. If the problem cannot be resolved, the matter should be referred to the principal (refer to “Problem Resolution” below).

PROBLEM RESOLUTION
The following information outlines the process you should use to resolve any problems you or your child may have related to school personnel, your child's grades or academic concerns, curriculum or instructional materials. If you follow this process, it should assist you in solving concerns more quickly and efficiently. It is important to work through problems together for the benefit of the child.

1) Contact the teacher. Set up a time for a conference with him or her as soon as possible to discuss your concerns. Put your concerns in writing before you attend the conference so that all issues may be addressed. Most problems can be resolved at this level. If you have a concern regarding non-teaching staff, please contact the school secretary for guidance and procedures.

2) If you feel your concerns have not been addressed, set up a meeting with the site or department administrator (principal, director, etc.) and the employee if it is a personnel matter.

3) If the matter is still not resolved, obtain a Complaint Form and Procedures for Filing a Complaint from either the school site or the district office. Fill out the form and return it to the district office. This must be filed within 60 days of the act or event.

4) Your complaint will be investigated and the superintendent or designee will be contacting you to discuss your complaint.

5) Once the superintendent or designee has rendered a decision, you still have the right to appeal the decision to the Board of Trustees if you do not agree with the decision.

6) The Board will review your appeal and render a decision. The Board's decision is final.

EMERGENCY SCHOOL PROCEDURES
Parents and guardians, please keep your child’s/children’s emergency information updated throughout the year with any changes in phone numbers and emergency contacts. In case of accident, injury or any other emergency, children will only be released to persons specified in the emergency contact information of the Aeries data base. If this person is identified as an emergency contact, but unknown to school personnel, he or she will be asked to show identification.

During an actual emergency, you may not be able to reach the school by phone, as all staff will be involved in caring for the needs of the students. In the event of a local disaster or school emergency, school closure or evacuation, you will be notified by a Lakeview or Rescue District staff member, or the Rescue Union School District’s School message service as to where to reunite with your child. Our Emergency Procedures Plan identifies two possible reunification sites, the first one being on the school grounds. The second site is located off grounds and would be utilized only if evacuation of the school is necessary, you will be notified by phone of the exact location.
Even though statistics continue to show that a school is still among the safest places to be, we take the safety of the children entrusted to our care with the utmost seriousness.

In order to prepare the staff and students at Lakeview for the safe procedures and policies in place for such emergencies, we practice selected drills every month. Many drills are scheduled, but we also practice drills at unscheduled times. Should you enter the campus during a drill you may be asked to return to the parking lot or remain in the office. Should you be in the classroom, you are asked to follow the procedures under the direction of the classroom teacher. Emergency plans are important and taken seriously.

**Radio/Television Information Network:**

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<th>RADIO STATIONS</th>
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<td>KHYL FM 101.1</td>
<td>Channel 3</td>
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<td>KSFM FM 102.5</td>
<td>Channel 10</td>
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<td>KFBK AM 1530</td>
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**STUDENT MEDICATION**

School personnel are not permitted to give medication of any kind without a completed *Rescue Union School District Medical Authorization* form signed by both a parent/guardian and a physician. This prohibition includes cough medicine, aspirin, or any over-the-counter medication, as well as prescription medication. We will not make any change in the dosage or time indicated on the form, so accuracy is important. If a change occurs, a new form must be completed. Authorization is good for one year only, and a new form must be completed each year. No medication, prescription or non-prescription, may be transported by a student, or be in the student’s possession while at school. Medication will be administered under the supervision of our school nurse, health office aide, or secretary.

**MEDICATION AT SCHOOL**

Written authorization by the healthcare provider and the parent/guardian is required for students to take medication at school. For your convenience, the Rescue District “Medication at School” form is available on the District website and is also at all the school sites.

Medication includes prescription and over-the-counter remedies, nutritional supplements, and herbal remedies.

All medication must be brought to school in the original container or prescription bottle and immediately taken to the Health Office.

An adult must bring the medication directly to the school office. Medication may not be transported by a student, or be in the student’s possession while at school. The only exception is emergency medication that the healthcare provider has authorized the student to carry.

Written authorization by the healthcare provider and the parent/guardian is required each school year or if the medication or dosage changes during the school year.

**EMERGENCY ANAPHYLAXIS TREATMENT ANNUAL NOTIFICATION TO PARENTS**

California Education Code 49414 authorizes Rescue Union School District to provide epinephrine auto-injectors to trained personnel to use to provide emergency medical aid to persons suffering from an anaphylactic reaction.
Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex material, exercise, or in rare cases by unknown causes. This is a life threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to ensure the student’s health and safety at school. Therefore, the Rescue Union School District has adopted a policy for standing orders or to provide life-saving epinephrine to students who are in need of such treatment.

This policy states that a credentialed, licensed school nurse or trained, unlicensed school staff under the direction or indirect supervision of the credentialed school nurse (or supervisor of health), may administer epinephrine in the form of an epinephrine auto-injector during a severe, life-threatening allergic reaction. The epinephrine auto-injector delivers a pre-measured, sterile, single dose of epinephrine by direct injection through the skin.

**LOST AND FOUND**
A lost and found box is located outside the “student entrance” to the office next to the amphitheater. Students should check the box frequently. Valuables, such as glasses, money, or jewelry are turned in to the office. Please inquire with the office if valuables are lost. Periodically, the “Lost and Found” will be emptied and the items displayed before being boxed for donation. **Labeling children’s belongings will help keep the items in the “Lost and Found” to a minimum.**

**TRANSPORTATION**
School bus drivers have a tremendous task and responsibility. They must always be conscious of their driving while simultaneously supervising a busload of students. For safety reasons, children are expected to be well-behaved exhibiting respect to both the driver and fellow bus riders. Children who display poor behavior may be denied bus privileges. To ensure the safety of all, please impress upon your child the need to behave while on the bus.

**PLAY STRUCTURES**
Lakeview play structures are available for student use during supervised recess times. Since supervision of the playground is not provided before or after school, play structures are off limits during these times. The only exception to this rule would be for students enrolled in the Extended Day program while under the supervision of their personnel.

**PARKING – FOR STUDENT SAFETY**
We kindly ask that visitors to the school use the parking spaces in the lots in front of the office and next to the playground. There is no parking along yellow curbs, in the bus loop, or in front of the office. In addition, please note that the parking lot along Suffolk is for staff only. **Do not drop off or pick up your student in this parking lot. Please allow plenty of time for drop-off/pick-up of students.**

Please remember that handicap parking is reserved for vehicles with authorized handicapped permits only. Handicapped parking is not to be used, even as a drop off area, except for those who display a handicapped license plate or placard. In addition, each year a Lakeview family will have an opportunity to purchase a reserved parking space at our annual PTO sponsored fundraiser. Honoring this reserved space is requested and appreciated.

**WELLNESS POLICY**
Our goal is to provide the healthiest environment possible to our students. As part of this policy, we ask the following:
1. Regarding class parties, celebrations and rewards: School Staff will limit foods and beverages that are not nutritious.

2. Any food brought for a special occasion for club or class activity must be cleared with the classroom teacher, club advisor, or principal. Please do not bring treats, other than to your own child, without clearance from one of the above Lakeview staff members.

3. Student sharing of food, including lunch and snacks, is prohibited.

CLASS PARTIES
It has been customary to have approximately three classroom celebrations each year. These parties have typically been held to coincide with Halloween, winter break, and Valentine’s Day. Room parents, with input from the classroom teachers and students, organize and conduct the parties. Celebrations average 30-60 minutes.

BIRTHDAY PARTIES
Birthday celebrations are left to the discretion of the teacher. At most, parents may provide a “treat” with the expectation that celebrations do not interfere with the instructional program. Please contact the teacher before sending or bringing any treats to school. We encourage healthy alternatives for birthday celebrations. A positive alternative to treats are fun pencils, erasers, note pads, etc. Another suggestion would be to donate a book to the classroom, in the birthday child’s name.

FOOD AT SCHOOL
Any food brought for a special occasion for the classroom or club activity must be cleared with classroom teacher, club advisor or principal. Please do not bring treats to students without clearance from one of the above named Lakeview staff members.

BIRTHDAY BOOK CLUB
The Birthday Book Club is a program sponsored by the library that enables a student to become a permanent part of Lakeview Elementary. Membership in the club allows your child to choose a new book to be inscribed (complete with name and birth date) and added to the library’s collection.

To enroll your child, write on the outside of an envelope your child's name, birth date, and teacher. Enclose a $20 dollar membership fee and return it to school. The fee is applied toward the cost of one book and a decal. On, or near, your child's birthday, s/he will be taken to the special shelf of new Birthday Books to make a selection. Once the book is inscribed, the club member will be the first to check it out. Upon return, the book will be put into general circulation. Please explain that the selected book is not your child's book to keep, but part of the library collection and must be returned to the library for others to enjoy.

If your child has a summer birthday, you may pick any school day as the special day to select a book. Please send in your club membership by September 8, 2017. Please make checks payable to Lakeview Elementary.

REPORT CARDS
Elementary schools in Rescue Union use a checklist and narrative reporting system to communicate student progress to parents. Parents can expect report cards three times during the school year. Report cards reflect student progress over an eleven to twelve week period. Please refer to the calendar for dates that report cards are sent home. Parents should sit down with their
child(ren) and review the reports together celebrating accomplishments while offering gentle words of encouragement for areas that need improvement.

A progress report will be sent home, for children at risk of not meeting grade level standards, mid-way through each marking period. This report provides parents with an update of their child’s progress while allowing time for improvement before the report cards are issued. Progress reports for the primary grades are optional and will be sent home should a concern exist.

Parent-teacher conferences are at the conclusion of the first trimester. We encourage parents to attend parent-teacher conferences. It is extremely important that you become involved in your child’s education. We want you to be well informed about Lakeview Elementary School and what we are doing for your child. Any time you have a concern regarding your child’s progress, we encourage you to contact your child’s classroom teacher.

**CURRICULUM AND INSTRUCTION**
The Rescue Union School District follows the California Common Core Standard for [language arts, mathematics,] social science, and science instruction. Teachers are expected to teach to these standards while keeping in mind the needs of each individual student. Through varied and enthusiastic instruction, it is our goal to address the standards while offering a challenging and interesting curriculum that captivates students.

**FIELD TRIPS**
The surrounding metropolitan area has an abundance of interesting places to assist in educating children. Each classroom is encouraged to take field trips during the year that both reinforce and enrich the content standards. Before a child is allowed to go on a field trip, we MUST have a signed, Rescue Union permission slip from the child’s parent or guardian. Handwritten notes cannot be accepted. If permission slips are not returned, your child will not be allowed to participate in the field trip.

Rescue Union School District policy states “DOJ and FBI fingerprint clearance and TB clearance must be obtained through the Rescue Union School District for all volunteers who may supervise students without the immediate presence of a school employee, i.e., overnight chaperones, drivers supervising field trips.” The fingerprinting process begins with the classroom teacher and is paid for by the volunteer. The process may take several weeks, so planning ahead is advised.

**TEXTBOOKS**
Textbooks are the property of the Rescue Union School District and are checked out to each student on a loan basis. The student’s name and general condition of the book will be placed inside the front cover. A student will be responsible for paying full price for a lost textbook, or for any damage assessed by the teacher for ink marks, torn pages, etc.

**LIBRARY**
Lakeview has an excellent library that we encourage children to use frequently. Please urge your child to bring library books home on a regular basis. Reading with your child is an excellent way to spend time together while reinforcing important reading skills. Studies show that children who have been read to often develop a great love of reading. You can help by reading to your child, or listening to him or her read, daily. Checking out library books can also teach children responsibility. Children are expected to take care of the school’s books and return them on time.
To help defray the cost of book replacement/repair, students will be charged for lost or damaged books.

**SCHOOL SUPPLIES**
While basic supplies are provided, parents are encouraged to donate classroom supplies at the beginning of the year and as needed throughout the year. Should this pose a problem for your family, please contact your child’s teacher and alternate arrangements will be made.

From time to time teachers and students may wish to order additional classroom materials or educational publications such as weekly current events publications. The fees charged for these additional items are paid on a voluntary donation basis.

**HOMEWORK**
The staff at Lakeview Elementary School view homework as an integral part of the instructional program. As an extension of the classroom, teachers expect children to have a basic understanding of the work assigned. To teach responsibility, we expect students to complete class work and homework on time. However, if your child does not understand the assignment, or fails to accomplish the task because of difficulty, please write a note to the teacher informing him/her of the problem. Parents will be notified if incomplete homework becomes a problem.

Individual student capabilities, and demands upon time, are factors to consider when applying the following suggested homework-time guidelines (approximately 10 minutes per grade level). These suggested times are in addition to independent reading (picture or chapter books) that may be assigned by individual teachers.

<table>
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<tr>
<th>Grade Level</th>
<th>Daily Homework Time Guidelines</th>
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<tbody>
<tr>
<td>K-1</td>
<td>10-20 minutes</td>
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<tr>
<td>2-3</td>
<td>20-30 minutes</td>
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<tr>
<td>4-5</td>
<td>40-50 minutes</td>
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As per Rescue Union School District Board policy:
“Kindergarten homework assignments should stimulate students to talk often with their parents/guardians. Parents/guardians should be encouraged to read to their children.

Homework assignments in grades 1-3 should promote the development of skills and encourage family participation.

In grades 4-5, homework should continue to reinforce skill development and encourage family participation. Assignments should help develop good personal study habits and may include occasional special projects. Teachers should instruct students on how to develop good study techniques and habits.

Homework should not require the use of resources or other specialized materials unless sufficient time is allowed for students to get such materials from the library.”

Occasionally, special long-term projects are assigned to coincide with units being studied in school. Please talk to your child about these projects and share the adventure of learning new and interesting things. Your assistance in helping your child plan and budget time for extended projects is requested.
**Helpful Homework Guidelines:**
Home and school do not operate independently. Staff believes the following guidelines will help your child gain the maximum benefit from his/her school experience and from the schoolwork brought home.

Homework requires an investment in time, effort, and energy to work effectively. We encourage you to make this investment, as it will result in more quality learning and improved school performance.

1. **Set a definite time for study each school day which meets these conditions:**
   a. Primary age children should have parental help with homework assignments.
   b. Plan a time that will not be interrupted.
   c. Set both a starting and an ending goal time. Some children may find using a timer helpful.
   d. Have other material available, such as reading books, for use when a child completes his/her assignments prior to the end of the established time. Children must be working from the start to the end of the established time avoiding the temptation to rush through work to do something else.
   e. Keep the child’s attention span in mind when planning the length of study time. Young children may do better with two short study periods as opposed to one long one.
   f. Give the child some relaxation time after school prior to the start of the study session.

2. **Provide a proper place for study.**
   a. All students need a work area that is well lit and has a hard surface upon which to write.
   b. Research shows that some children produce their best homework when low levels of background music are present in the work area. This music should not be loud enough to disturb their concentration.

3. **Provide materials needed for completing assignments.**
   a. Pens/pencils, paper, a ruler, graph paper, crayons/markers, a thesaurus, etc. depending on the child’s age and ability.
   c. Older students may need to make trips to the library or access the Internet to locate resource materials.

4. **Help your child organize school materials.**
   a. Provide some type of organizational tool such as a notebook, folders, storage containers, etc.
   b. Have your child keep all returned assignments until you check them.

5. **Help your child make a daily list of homework assignments.**
   a. Provide a specific place for your child to list all homework assignments.
   b. Parents should develop the habit of checking this list daily.
   c. Provide a blank calendar for older children who will have to contend with long-range assignments such as book reports or projects.

6. **Provide support when your child becomes discouraged.**
   a. Help your child find the solutions to difficult assignments without telling him/her the correct answers.
   b. Sometimes a short break in the midst of a difficult assignment will help to clarify the problem.
   c. Do not hesitate to contact the teacher should your child have repeated problems with the difficulty of homework assignments.
7. **Help your child to understand the difference between studying a subject and completing an assignment.**
   a. Help your child read and reread textbook materials to gain basic information.
   b. Have children correct errors on returned work, quizzes, or tests.
   c. Encourage older children to take notes during class sessions.
   d. Have children review problems, work sheets, notes, and text information before taking quizzes or tests. Do not wait until the last minute to prepare for tests/quizzes. Studying in small doses several consecutive nights is recommended.
   e. Emphasize to your child that there is more to studying and learning than completing assignments and turning them in.

8. **Encourage your child to read for pleasure at every opportunity.**

**AFTERSCHOOL ENRICHMENT OPPORTUNITIES**
It is our goal to develop a rich after school program offering students a wide range of opportunities that touch upon a variety of interests and talents. Over time, after school opportunities will grow in both quantity and diversity.

**OPPORTUNITIES FOR STUDENT LEADERSHIP**
The Lakeview staff aspires to offer students a variety of opportunities designed to develop leadership skills. One such program is Student Leadership “IMPACT” program in which 4th and 5th grade students may volunteer to take an active role in contributing to decisions involving school-wide service teams and events, in addition to organizing community service projects benefiting both the school, local community and global community, at large. Our goal is to continue to expand leadership opportunities for our students.

**CHARACTER EDUCATION & POSITIVE RECOGNITION**
A program of positive reinforcement is used to encourage and recognize good citizenship and responsible behavior. It must be remembered that the vast majority of students obey all school rules all the time. It is our goal to reinforce their understanding of the connection between demonstrating self-discipline and positive results of following the rules. The school has in place several recognition programs, both school-wide and in the classroom, as a means to teach and reinforce positive choices and responsible behavior.

**SUPPORT SERVICES**
The Resource Specialist Program is designed to help students with special needs. To be eligible, a child must demonstrate learning needs that require services beyond those provided by modification of the regular school program. The procedure for placing students in a special program begins with the classroom teacher or parent. If you have concerns, please discuss these with your child’s teacher, who may then fill out a SST referral. You will then be invited to a Student Success Team (SST) meeting where we will discuss your child’s background and needs.

**Psychologist:**
The district psychologist assists the Individual Education Plan Team (IEP) in developing programs for referred students and assesses students for placement in special programs. The psychologist is at school two days each week.

**Nurse:**
The nurse verifies immunizations, examines sick children, acts as a resource for the staff and helps children with special needs as well as screens students for physical problems. She also
serves as our health expert and takes an active role in teaching children about nutrition, good health habits, and hygiene. The nurse is at school one day per week.

**Health Office Nurse:**
The health office nurse works in the nurse’s office from 9:45 – 2:45 daily. The health office aide is available to help students who are ill, injured, need medications, etc., as well as to assist the nurse.

**Speech and Language Therapist:**
This specialist assesses children who may have difficulty communicating. The speech and language therapist provides therapy for the students identified as having speech and/or language problems.

**Student Success Team (SST):**
Students having any kind of difficulty (learning, behavioral, attendance, making friends, etc.) may be referred to Lakeview School’s Student Success Team by teachers. The student’s parents may also request a SST meeting. The SST consists of teachers, the principal, the nurse, parents, and the psychologist (depending on the needs of the student).

**SCHOOL SITE COUNCIL**
The Lakeview Elementary School Site Council (SSC), a governing body within our school is composed of parents, school employees (both certificated and classified), and members of the community who are elected for a two-year term of office.

The main purpose of the SSC is to collaboratively develop the Single Plan for Student Achievement (SPSA) and to modify it if necessary in order to provide the best possible program for students.

**ANIMALS AND PETS**
Animals and pets are not allowed on campus. Animals/pets may be brought into the classroom for educational purposes, or for “show and tell”, providing prior permission has been granted by the classroom teacher and building principal. In such instances, animals should be appropriately housed and properly handled to ensure the safety of both the animal and the students. When planning your pet’s visit, please be sensitive to allergies and possible fears others may have toward particular animals. **Please do not bring dogs on campus when visiting, dropping off or picking up children, except as described above.**

**PARENT VOLUNTEERS**
We are always in need of parent volunteers and encourage your involvement. Giving your time and talents to the school is a great way to support your child’s education while communicating to your son/daughter the importance of learning. We realize busy schedules can hinder ones ability to spend time at school. Still, you can show your support by talking to your child about school, spending time together reading, and reviewing schoolwork. A positive and cooperative attitude toward your child’s education is contagious. Your support signifies to your child the value you place on education. All parent volunteers must be approved through RUSD’s volunteer process.

**WORKING TOGETHER – THE HOME/SCHOOL CONNECTION**
Lakeview School depends on the cooperation and support of the home to help make an ideal environment where children can learn and grow. Students, staff, and parents share responsibilities so that this can occur. We expect that:
Students will respect the adults who supervise them and their classmates, maintain regular attendance, follow all school rules, and strive to do their best.

Staff will follow the goals, objectives, and guidelines of the elementary program, supervise and evaluate programs aimed at the improvement of education.

Parents will encourage their children to study, support school goals and programs, and participate, whenever possible, in school activities.

APPROPRIATE DRESS
We expect children to come to school dressed appropriately for learning. Clothing should be comfortable, clean, and not a distraction to others. The following guidelines are based upon the idea that grooming and attire should coincide with the importance we place on learning:

- Shirts with inappropriate language, logos or words that promote alcohol, drug, gangs, violence, tobacco, bigotry, or contain sexual connotations are not permitted;
- The midsection and underclothing must remain covered. Pants must be worn at the waist;
- No students shall wear articles of clothing, jewelry or accessories, which, in the opinion of administration, could pose a threat to the physical well-being and safety of the student or others;
- Wearing apparel or makeup, which disrupts the classroom, is prohibited - this includes sunglasses;
- Hats may be worn outdoors and must face forward;
- Girls’ shorts and skirts must be long enough to cover the upper thigh. Leggings can be worn under shorts or skirts that are a bit shorter in length.
- Girls’ tank tops must have straps one inch or more thick at the shoulders. Sweaters or jackets can be worn over spaghetti straps to avoid dress code violations.
- **Shoes must be closed – toed and have back support so that students are safe at recess and able to participate in P.E. Sandals, heels, flip flops are not appropriate for students.**

Here are some examples of inappropriate attire:

- See-through, fishnet blouse/shirt or bare midriff, off the shoulder tops, spaghetti straps;
- Skirts or shorts shorter than mid-thigh (*finger tip) length;
- Flip flops or backless shoes;
- Swim/beach wear, exercise wear;
- Chain of any kind (such as wallet chains), clothing or jewelry with protrusions that could be considered dangerous or unsafe;
- Any clothing or other attire that is distracting, disruptive or derogatory.

The ultimate decision regarding clothing (dress) are made by the principal.

Finally, we expect students to wear clothing appropriate for the weather. We go outside for recess every day, except during rainy weather. Sweaters, jackets, and other outside gear should reflect the weather.
HATS
To provide shade, students may wear hats outdoors, during recess. Otherwise, hats should not be worn. The only exceptions are special, school-sponsored days (such as Student Council Hat Day) or as part of a uniform, e.g., Cub Scouts.

GUM
Students are not permitted to chew gum while at school, unless teacher permission is granted.

EXTENDED DAY PROGRAM
The El Dorado County Office of Education offers an Extended Day Child Care Program at Lakeview Elementary. Care is provided Monday through Friday for kindergarten through fifth grade students. For more information, please call the County Office of Education at 530-622-7130.

STUDENT PLACEMENT
It is educationally advantageous to have professional educators look at teaching and learning styles and make the best possible placement for each child.

Rather than requesting a specific teacher, letters should include sound educational reasons regarding class placement emphasizing the environment in which your child learns best.

We place a great deal of time and importance on creating class lists which are balanced in academic abilities, gender, work habits and social behavior. Our goal is to provide every student with a strong, productive learning environment. Class placement changes are extremely rare. If you feel a class change is needed, please attend Back to School Night presentations and meet with the assigned teacher, prior to requesting a change. If a class change is still seen as necessary, you may complete a Class Change Request form in the office. Class changes will not be made within the first two weeks of school.

PHOTOGRAPHING AND VIDEOTAPING OF STUDENTS
Throughout the year, staff of the Rescue Union School District may take still or video pictures of children in school. Students frequently participate in quality concerts, plays, and other programs that the general public enjoys. The school or district newsletters, social media and/or websites are media that often broadcast the accomplishments of youngsters. There may also be times in which local TV and news media report on school happenings as well. Parents must sign the Rescue Union RELEASE FORM to allow student work and student pictures to be used in the school newsletter, district newsletter, the school/district webpage, or the local media. Parents may request that their child not be photographed or videotaped by indicating these wishes on the district release form.

TECHNOLOGY USE
Rescue Union School District recognizes that technology is used to support learning and to enhance instruction. It is a general policy that all technology is to be used in a responsible, ethical, and legal manner. Students and parents are required to read and sign the district Technology Contract in order to use the technology available in each classroom and the library.

RULES AND PROCEDURES
We expect children to behave properly while attending school. To this end, we believe children should be taught to be responsible citizens. Students must have a clear understanding of our behavioral expectations and must be responsible for their part in maintaining these regulations.
Students should also be aware of the consequences when rules are broken. School personnel will intervene in conflicts as necessary, and will work with students to resolve conflicts constructively.

Children who repeatedly exhibit inappropriate behavior, or engage in fighting or serious issues, are referred to the principal. When a child is referred to the principal, it is our practice to notify and actively involve parents when dealing with serious or continuing problems. We have found that by working together, disciplinary situations can become “teachable moments” resulting in a memorable lesson learned. While infractions will be handled by using corrective measures short of suspension whenever possible, there may be times in which a suspension is warranted. In the handling of each offense, every effort shall be made to have the action taken commensurate with the nature of the offense in light of surrounding circumstances. Lakeview utilizes two types of referrals: a Conduct Report and a Lunch/Recess Report. Each report is used to monitor and communicate behavioral concerns to teachers or the principal. With the receipt of each report, consequences become more stringent with continual review of the behaviors in an effort to remediate problems rather than experience repeat offenses. Parental support in our disciplinary efforts is encouraged and greatly appreciated.

**Lakeview Personal Standards**

Show Respect  
Make Good Decisions  
Solve Problems

**General Rules:**  
Be polite, friendly, respectful, and considerate of both schoolmates and adults  
Follow classroom/school rules, procedures, and directions  
Solve disputes constructively  
Help keep the school clean  
Refrain from chewing gum  
Wear my hat during recess, only  
Walk throughout the campus  
Keep my hands, feet, and other objects to self

**Playground Rules:**  
Walk at all times, except on the field or basketball courts during the course of a game as appropriate  
Observe game rules  
Line up quietly when the signal is given  
Use equipment properly  
Play in designated areas only

**Lunch Rules:**  
Talk quietly  
Keep eating areas clean  
Use utensils as intended  
Raise hand to be recognized  
Remain seated until dismissed by a supervisor  
Do not flip bottles  
Do not share or trade food
**Grounds for Suspension & Expulsion**

A student may be suspended or expelled for any of the acts listed below. The school’s authority to suspend or expel extends to the following circumstances:

1. While on school grounds;
2. While going to or coming from school;
3. During the lunch period, whether on or off the school campus;
4. During, going to, or coming from a school-sponsored activity

Students may be suspended, or recommended for expulsion, when the superintendent, principal, or principal’s designee of the school in which the student is enrolled determines that the student has committed any of the acts listed below:

**Education Code Section 48900:**
- Caused, attempted to cause, or threatened to cause physical injury to another person;
- Possessed, sold or otherwise furnished a firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission from a certificated school employee, with the principal or designee’s concurrence;
- Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any controlled substance (as define in the Health and Safety Code 11053-11058) alcoholic beverage, or intoxicant of any kinds;
- Unlawfully offered, arranged, or negotiated to sell any controlled substance (as defined in Health and Safety Code 11053-11058) alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid substance or material and represent same as controlled substance, alcohol beverage or intoxicant;
- Committed or attempted to commit robbery or extortion;
- Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel;
- Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, (as defined in Section 11014.5 of the Health and Safety Code);
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties;
- Knowingly received stolen school property or private property;
- Possession of imitation firearms, i.e. a replica of a firearm that is so substantially similar to physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

**Education Code Section 48900.2**
Committed sexual harassment as define in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victims academic performance or to create an intimidating, hostile, or offensive education environment (grades 4-12).

**Education Code Section 48900.3**
Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
Education Code Section 48900.4
Intentionally harassed, threatened, or intimidated a student or group of students to the extent of creating an intimidating or hostile educational environment.

HARASSMENT
Lakeview Elementary is committed to providing an educational environment for its students that is respectful of human dignity, including one that is free from harassment. Abuse of the dignity of any student by means of slurs, obscene, lewd, vulgar, or indecent language, or through other derogatory or objectionable content, including, but not limited to, unwanted or offensive behavior, which will not be tolerated.

The school will discipline any individual who retaliates against any person who reports alleged harassment or participates in an investigation. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

STUDENT SEARCHES
To protect the safety and welfare of students and school personnel, school authorities may search a student, student desks, or other student property under the circumstances outlined below and may seize illegal or unauthorized materials discovered in the search. Student desks are school property and remain at all times under the control of the school district.

Illegal items (firearms, weapons, etc.), or other items reasonably determined to be a threat to the safety or security of the student or school personnel, would be seized. Items that are used to disrupt or interfere with the operation of the school may be temporarily removed from student possession. Search of persons or clothing shall be done only with good reason by the school principal or her designee with a witness present.

A student’s person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If such a search yields illegal or unauthorized materials, such findings will be turned over to proper legal authorities.

DRUG FREE ZONE
Lakeview Elementary has been designated a Drug Free Zone. Law prohibits the possession and use of drugs or alcohol. Compliance with these standards is mandatory in accordance with the laws in the State of California.

Transportation Rules and Regulations
Our district transports a large percentage of our students. The safety of students while riding the buses is one of our prime concerns. It is a privilege to be able to ride a school bus.

Aside from the mechanical condition of the bus fleet, the drivers are key factors in transporting students safely to and from school. It is their responsibility to maintain order on the bus, while at the same time watching the road and traffic conditions. This is an impossible task for bus drivers if students are disorderly or uncooperative.
Students, parents, and school personnel must share the responsibility for the safe transportation of students. We urge you to share the following pages with your children.

**REMEMBER**, the bus driver is not only responsible for the bus, but has complete authority to control the conduct of the bus passengers while in transit. All students will follow instructions issued by the driver. If at any time, in the judgment of the driver, a student fails to follow instructions and becomes a violator of any of the rules, the driver will fill out a written notice.

**Prior to Loading:**
1. Student conduct at the bus stop is a joint responsibility of parents and school officials. Children, while waiting for the bus, should be watched by the parents whenever possible.
2. Students must walk to the bus stop using the sidewalk.
3. If there is no sidewalk, stay as far from the road as possible. Always walk facing traffic.
4. Students should be at their designated stop at least FIVE minutes, but not more than TEN minutes, prior to the scheduled arrival time.
5. Students should stay off the road at all times while waiting for the bus and conduct themselves in a safe manner.
6. Remember the "Danger Zone". Always stay at least ten feet away from a moving bus.
7. Wait until the bus comes to a COMPLETE stop before attempting to enter the bus. There can be absolutely NO pushing or shoving. There will be NO saving of spots in line with books, bags, jackets, or whatever.
8. Riders may board and depart only at their assigned bus stops.

**While on the Bus:**
1. Students are forbidden to do anything that is detrimental to the health and safety of any passenger or the driver.
2. Students should not extend anything out of the windows at any time, i.e., themselves, books, papers, etc.
3. Students are forbidden to throw any objects within the bus, out of the bus, or at the bus driver.
4. Students are forbidden to hold on to or touch in any way the outside of the bus while it is in motion.
5. Bus riders must treat the seats and other equipment in the bus with respect. Students are forbidden to mutilate or deface the bus in any manner. The offender, or the parents, prior to using school transportation again must pay for damage to the bus.

6. Students are forbidden to fight on the bus, at the bus stop, or on the way to and from the bus stop.

7. Students will use the emergency door only in the case of an emergency or as directed by the driver during evacuation drills.

8. Students are prohibited from smoking and using alcohol or narcotics in any form on the bus.

9. Students are forbidden to carry weapons of any nature aboard the bus.

10. The bus driver is in complete charge of the bus and the students while in transit and students will obey the driver.

11. Each student boarding the bus will locate a seat, sit down, and stay in a sitting position on that seat until arriving at the destination. The driver will not place the bus in motion until all passengers are seated properly.

12. Students cannot reserve or “save” seats.

13. The bus driver has the authority to assign seats.

14. Students will not lower the windows unless the driver gives permission.

15. Students will not be allowed to bring anything on the bus that cannot be held comfortably and safely on their laps. Students will not bring animals on the bus. Do not bring glass containers on the bus.

16. Students are expected to help keep the bus clean, sanitary, and orderly. No eating or drinking will be allowed on the bus.

17. Students are not allowed to create excessive noise or distractions that might prevent the driver from hearing emergency vehicles or in any way distract the driver from driving in a safe manner.

18. Students are not allowed to use profane language or make obscene gestures.

19. Students will not tamper with any mechanism or switches on the bus, including the doors.

20. Students must not talk while the bus is stopped for railroad crossings.

21. Students must get off the bus at their regular stop, unless proper authorization is received from their parent and school official.
General Rules:

1. Under NO circumstances are students to stop in front of the bus.

2. Students NEVER cross the road in back of the bus.

3. Students must not cross immediately in front of the bus. They should walk away from the front of the bus until they can see the driver's face. Proceed until they can see past the side of the bus. Students should look in both directions before continuing to cross.

4. Students should use the same precautions when leaving their bus stop as they do when approaching the stop.

Thank you for taking the time to read and discuss our important information! Eagles Rock!