



**2023 – 2024
Lakeview Family
Handbook**

**Lakeview Elementary School
3371 Brittany Way
El Dorado Hills, CA 95762**

916-941-2600

August 2023

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



Table of Contents

Rescue Union Administration	4	Birthday Book Club	17
Lakeview Motto, Mascot, & Colors	5	Report Cards	17
Lakeview Elementary Staff	6	Curriculum and Instruction	18
2023-2024 Calendar	7	Field Trips	18
School Times & Calendar	7	Textbooks	19
Minimum Days	7	Library	19
Arrival & Dismissal	7	School Supplies	20
Student Attendance	8	Homework	20
Early Release of Students	9	After School Enrichment	22
Food Service Program	9	Student Leadership	23
Visitors	10	SOAR Program	23
Child Custody	10	Support Services	23
Bikes, Roller Blades, & Skateboards	10	School Site Council	24
Cell Phones	11	Animals	25
Electronic Devices	11	Parent Volunteers	25
Messages	11	Home School Connect	25
Parent Communicating w/School	11	Appropriate Dress	25
Problem Resolution	12	Hats	26
Emergency School Procedures	12	Gum	26
Student Medication	13	Extended Day Program	27
Medication At School	14	Student Placement	27
Emergency Anaphylaxis Notification...	14	Photographing/Videotaping Students	27
Lost and Found	15	Technology Use	27
Transportation	15	Rules and Procedures	28
Play Structure	15	Harassment	30
Parking	15	Student Searches	30
Wellness Policy	16	Drug Free Zone	31
Class Celebrations	16	Transportation Rules & Regulations	31
Birthdays	16		
Food at School	17		

**RESCUE UNION SCHOOL DISTRICT
DISTRICT OFFICE ADMINISTRATION
2390 Bass Lake Road
Rescue, CA 95672**

Jim Shoemake, Superintendent	677-4461
Lisa Donaldson, Asst. Superintendent of Business Services	677-4461
Dustin Haley, Director of Curriculum & Instruction	677-4806
Dee Spillers, Director of Transportation Services	677-4461
Rene Buenrostro, Information Technology Manager	677-4461
Sunshine Handley, Director of Student Support Services	677-4461
Kim Andreasen, Food Service Coordinator	672-4444
Karen Schudy, Human Resources Coordinator	677-4816

**RUSD School Board meetings are open to the public.
Meeting dates, times, and agendas are posted on the RUSD website.**

School Motto

“Soaring to Success”



School Mascot

Eagles



School Colors

Navy, Gold, & White

Lakeview Elementary School Staff
2023-2024 School Year

Staff	Position
Laurisa Stuart	Principal
Jennifer Washburn	School Secretary
Charlene Bosso	Student Services Secretary
Scotty Harmon	Lead Custodian
Nick French	Evening Custodian
Nancy Zanatta	Transitional Kindergarten
Ashley Crane	Kindergarten Teacher
Cathy Keever	Kindergarten Teacher
Cara Levin	Kindergarten Teacher
Jennifer Lewis	1st Grade Teacher
Lisa Thoms	1st Grade Teacher
Katriina Valencia	1st Grade Teacher
Theresa Nichols	1st/2nd Grade Teacher
Lisa Brenan	2nd Grade Teacher
Cathy Murphy	2nd Grade Teacher
Amanda Coyne	2nd Grade Teacher
Tasha Armstrong	3rd Grade Teacher
Cheryl Groves	3rd Grade Teacher
Karen Nickell	3rd Grade Teacher
Michelle Silva	3rd Grade Teacher
Erin Koht	4th Grade Teacher
Holly Manley	4th Grade Teacher
Laura Haislip	4th Grade Teacher
Morgan Aasen	4th/5th Grade Teacher
Jenni Bazor	5th Grade Teacher
Ashlie Oliver	5th Grade Teacher
Kristina Seabury	5th Grade Teacher
Kristen Petty	PE Teacher
Sonja Duckett	Resource Specialist Teacher
Erin Sargent	Librarian
Tina Leonhardt	School Counselor
Quanisha Turner	School Psychologist
Robin Gaut	Speech/Language Therapist Pathologist
Mandy Tomlin	District School Nurse
Katie Clark	Health Office Nurse
Jessica Garcia	Food Services Personnel

RESCUE UNION SCHOOL DISTRICT CALENDAR

[RUSD 2023-2024 calendar](#)

DAILY SCHEDULE

[Lakeview Daily Schedule](#)

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. On minimum days, all classes are dismissed at 12:55 PM. The regular school day has been lengthened to compensate for the time lost on minimum days.

EARLY RELEASE WEDNESDAYS

School is dismissed at 2:10 pm every Wednesday for staff collaboration. Time spent collaborating as a staff provides valuable opportunities for training and planning. The professional development provided during early release collaboration days supports our efforts toward continually increasing student achievement.

ARRIVAL AND DISMISSAL

For safety reasons, children should not arrive at school before 8:40 AM. Teachers and staff are on duty and providing outside supervision from 8:40 AM – 8:55 AM. For safety reasons, it is the parents' responsibility to see that children do not arrive earlier than 8:40 AM. Upon arrival, students should go directly to the amphitheater, located in the center of campus. On rainy days, students should report directly to the gym.

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 difficulty, please consider enrolling your child in the EDCOE Charter Extended Day Program. Students attending our PTO sponsored after school enrichment should report directly to the program after school.

Parents should communicate all enrichment information to their child and their child's teacher, 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 succeed and thrive in school. 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, our automated system will call to verify the absence. 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 three 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 allow credit to 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, we must record all absences as unexcused and your student's work will receive no credit.

Tardies:

Students arriving after 8:55 AM should be escorted to the office by a parent or guardian 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 will be scheduled. If attendance concerns continue, more stringent enforcement will take place. We are required to enforce California State Truancy Laws.

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, students must be picked up by a parent or guardian 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 granted in our Aeries database or in writing 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

As a result of new legislation and funding from the State, Rescue Union School District (and all schools in the state) will continue to provide free breakfast and lunch to all students for the 2023-2024 school year. Second Chance Breakfast and lunch are provided to ALL students who order their meals with their teacher each morning. Second Chance Breakfast is available during morning recesses. Hot lunch is available during lunch time.

Students may also bring a healthy snack and/or lunch from home. Please write your child's name on their lunch bag and any reusable containers. 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, metal cans, or knives for cutting food to school. A nut free table is available for students with nut allergies to sit safely with a friend, when needed.

Yard supervisors assist students and monitor safety during lunchtime. Lunchtime expectations must be followed by all students. Students will eat outside with overhead shelter when weather permits.

Indoor lunch will take place in the multipurpose room during excessive heat, poor air quality days, extreme cold, and rainy/stormy weather.

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.

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. 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 proper sign in. 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 principal or your child's teacher.

CHILD CUSTODY

Please provide child custody and/or guardianship documents to the school office to be kept on file. If child custody disputes arise, please inform your child's teacher and the principal. Please avoid bringing concerning situations or confrontation to school grounds.

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. Please wait for staff to safely cross you if you are using a crosswalk, and walk your bike through the crosswalk.

Once on campus, bikes should be walked to the storage area. Locking bikes to the rack is recommended. As per county ordinance, skateboards, skates, roller blades,

and rolling shoes are not permitted on site. Please understand that the school is not responsible for lost or damaged items.

CELL PHONES

Students may not use cell phones or cell watches during school hours or allow other students to use their cellular devices. Students with cellular devices must turn them **off** immediately before arriving at school and must store them in their backpack. 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

Electronic devices **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 emergency messages 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 30 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 via email 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, you may request to set up a meeting with the principal and the employee (if it is a personnel matter).
- 3) Although rare, if the matter is still not resolved, you may 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 database. 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.

In order to prepare the staff and students at Lakeview for safety procedures, we hold practice drills monthly (evacuation, lockdown, duck and cover). 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:

RADIO STATIONS	TV STATIONS
KHYL FM 101.1	Channel 3 KCRA
KSFMFM 102.5	Channel 10 KXTV
KFBK AM 1530	Channel 13 KOVR

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, cough drops, 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

“Lost and Found” boxes are located in the breezeway at the school entrance during school hours. Students should check the boxes 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. School rules apply while riding on the bus. Students must also follow school expectations while waiting at the bus stop and walking home.

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 or at the entrance of this parking lot. Please allow plenty of time for drop-off/pick-up of students. Students and families must also avoid walking through this parking lot.**

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 food, other than to your own child, without clearance from one of the above Lakeview staff members. We must be certain that any students who are diagnosed with food allergies are safe. Parents must make arrangements with their child's teacher. Food that is brought in must be in a package with ingredients listed.
3. Student sharing of food, including lunch and snacks, is prohibited.

CLASS CELEBRATIONS

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.

BIRTHDAYS

Birthday recognitions are left to the discretion of the teacher. Please contact the teacher before sending any birthday acknowledgement to school. We encourage healthy alternatives for birthday celebrations.

Examples of positive alternatives are fun pencils, erasers, note pads, etc. Another suggestion is to donate a book to the classroom, in the birthday child's name. Balloons are not allowed in the classroom.

FOOD AT SCHOOL

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

BIRTHDAY BOOK CLUB

The **Lakeview Birthday Book Club** is a great way to honor your student's birthday *and* help fill our library with amazing new books!

For just \$20.00, your student is able to choose one brand new book to check out on or near their birthday* during their class library visit. When the book is returned, it is added to the library's collection for others to enjoy. A personalized label is put in the book signifying their birthday donation to the Lakeview library.

* Summer (June & July) birthdays will be celebrated on the closest possible "half-birthday" instead.

The Birthday Book Club is a **very** popular program here at Lakeview. Students love being recognized on or near their birthday during their class library visit. However, payment must be made ahead of time, in order to ensure that a good selection of books will be available throughout the year. Enrollment forms are sent home at the beginning of the year, and payment is usually due within the first few weeks of school. Extra forms are available in the office.

Please remind your student that when it is their turn to choose a book, the selected book will not be theirs to keep, but will become part of the library collection for everyone to enjoy.

Please contact Erin Sargent, school Librarian, at esargent@my.rescueusd.org or by phone at 916-941-2600 ext. 6080 if you have any questions or concerns.

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 available online. Parents should sit down with their child(ren) and review the report card together. Please celebrate accomplishments while offering 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 Standards 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.” Volunteer packets are available in the office. Fingerprinting must be 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. 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 where students learn a multitude of skills and are encouraged to develop a love of reading. The library houses a substantial and carefully curated selection of age appropriate material in both fiction and non-fiction for a wide variety of reading levels and interests. Students in grades TK-3 visit the library weekly with their class, while students in grades 4 & 5 visit every other week with their class. Students in TK-1 st grade may check out one book per week, provided they return their previous book. Students in grades 2-5 are allowed to check out up to two books each visit, again providing they return their previous books. Students in grades 2-5 may also renew any books they are still reading. Students in grades 4 & 5 may also put books on hold if they need books in between class library visits. The library is open before and after school for students to return books or pick up holds.

Checking out and taking care of school library books is a great way for students to learn responsibility. However, sometimes accidents happen. If a book is lost or damaged, it must be paid for in order to be replaced. The library is proud to offer and/or support the following programs: Birthday Book Club, Accelerated Reader program, I Love Reading Week, Read a Thon, California Young Reader Medal, Book Fairs, and IMPACT Library Aides.

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. 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.

<u>Grade Level</u>	<u>Daily Homework Time Guidelines</u>
K-1	10-20 minutes
2-3	20-30 minutes
4-5	40-50 minutes

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.

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:

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. Students (especially K-2nd grade) may need parental help with homework. Remain close by and available for questions.
 - b. Schedule a regular time for your child to complete homework. Avoid interruptions and distractions.
 - 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 your child completes his/her assignments prior to the end of the established time. Encourage quality work - no rushing.
 - e. Keep your 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. Encourage 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. Monitor all necessary technology closely.
4. **Help your child organize school materials.**
 - a. Provide organizational tools such as a notebook, folders, storage containers, etc.
 - b. Have your child keep all returned assignments until you check them.
5. **Check your child's homework planner (4th/5th). Work with your child's teacher to ensure you clearly understand their expectations and plan for your child's homework. If needed, help your child make a daily list of homework assignments.**
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, worksheets, 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. PTO coordinates 2-3 sessions of afterschool enrichment each year. It is extremely

important that you inform your child's teacher of any after school activities your child may participate in.

OPPORTUNITIES FOR STUDENT LEADERSHIP

The Lakeview staff aspires to offer students a variety of opportunities designed to develop leadership skills. One such program is "IMPACT Leadership" in which 4th and 5th grade students may volunteer to take an active role in. IMPACT members will contribute to decisions involving school-wide service teams and events, in addition to organizing community service projects. Leadership is important at Lakeview.

SOAR PROGRAM

SOAR is Lakeview's Positive Behavior Intervention Support Program. SOAR stands for **Solve Problems, Own Good Decisions, Achieve Leadership and Radiate Respect**. Students and staff have been trained on expectations in each common area (or activity) at school, and students are encouraged to implement their SOAR personal standards in each common area/activity. The common areas are *School Arrival, Morning Gathering, The Quiet Zone (classroom areas), Lines, Recess and Lunch, Restrooms, and Dismissal*. Teachers and staff work to teach students the expectations through lessons and videos. Posters are displayed in classrooms and common areas, describing the expectations, as well. STOP tickets are given by all staff to assist students with clearly understanding expectations if minor misbehavior occurs. STOP tickets will be used frequently at the beginning of each school year and as needed to reinforce student understanding of expectations. The goal of SOAR is to further improve our school community and provide an optimal learning environment for our students.

SUPPORT SERVICES

Lakeview's Learning Center is designed to help students with special needs. To be eligible, a child must demonstrate learning needs that require services beyond those provided within the general education classrooms. 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 on site two days each week.

Nurse:

Our District Nurse verifies immunizations, examines sick children, acts as a resource for the staff, helps children with special health related needs, as well as screens students for physical problems. Our District Nurse is on site 1-2 days per week.

Health Office Nurse:

Our Health Office Nurse works in our Health Office daily and is available to help students who are ill, injured, or need medications.

Speech and Language Pathologist:

This specialist assesses children who may have difficulty with their speech or language. If a student qualifies for a Speech & Language IEP, this specialist will provide therapy on site.

Student Success Team (SST):

Students who are experiencing academic, social-emotional, behavioral, or attendance challenges may be referred to Lakeview School's Student Success Team. The student's parents may also request a SST meeting. The SST consists of teachers, the principal, the nurse, parents, school counselor, 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. SSC also serves as our site Safety Committee, ensuring safety plans and goals are monitored and accomplished each year.

ANIMALS AND PETS

Animals are not allowed on campus. Please do not bring dogs (or other animals/reptiles) on campus when visiting, dropping off or picking up children. Classroom pets may be allowed, at the discretion of the principal.

PARENT VOLUNTEERS

We welcome 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. Parent volunteer packets are available in the office. Please allow time for processing. Processing of clearance information and fingerprinting can take up to two weeks. Please plan ahead. 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. The goal is finger- tip length. 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, and flip flops are not appropriate for students.**

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

Finally, we expect students to wear clothing appropriate for the weather. Students play 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 indoors. The only exceptions are school spirit days.

GUM

Students are not permitted to chew gum while at school, unless teacher permission is granted (this may occur during test taking).

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 more information, please call the County Office of Education at 530-295-2298

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.

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 positive, 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 may participate in concerts, plays, and other programs that the general public enjoys. The school or district newsletters, social media and/or websites are media that may broadcast the accomplishments of our students. Parents may request that their child not be photographed or videotaped by indicating these wishes on the district form in our Aeries database.

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 acknowledge they read the district *Technology Agreement* 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 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 student referrals (*Conduct Reports*). Conduct Reports are used to monitor and communicate behavioral concerns to teachers or the principal. Parental support in our disciplinary efforts is encouraged and greatly appreciated.

Lakeview Personal Standards

Solve Problems

Own Good Decisions

Achieve Leadership

Radiate Respect

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.
- Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, (as defined in Section 11014.5 of the Health and Safety Code);
- 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 defined 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 victim's academic performance or to create an intimidating, hostile, or offensive educational 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, will 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, backpack, 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 FIVE 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 twelve feet away from a moving bus.
7. Wait until the bus comes to a COMPLETE stop and the DOOR OPENS 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.

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| <ol style="list-style-type: none">1. Walk out far enough in front of the bus so you can see the driver and the driver can see you.2. Proceed across the street when the driver holds up a crossing sign.3. Walk as far as possible away from the road to your home. |
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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, vaping, 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. Seat belts must be worn at all times.
14. The bus driver has the authority to assign seats.
15. Students will not lower the windows unless the driver gives permission.
16. 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.
17. Students are expected to help keep the bus clean, sanitary, and orderly. No eating or drinking will be allowed on the bus.
18. 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.
19. Cell phones are not to be a distraction to the driver and NO photos or videos are allowed to be taken on the bus.
21. Students are not allowed to use profane language or make obscene gestures.
22. Students will not tamper with any mechanism or switches on the bus, including the doors.
23. Students must not talk while the bus is stopped for railroad crossings.
24. 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!

Our amazing teachers and staff at Lakeview look forward to educating your child! Please contact us if you have any questions. Thank you!