

Lakeport
Elementary School
Handbook
2019-2020



* Please sign and return the parent signature page
at the back to your child's teacher.

Lakeport Elementary School Mission Statement

Our school has established a community where students and staff are continually learning.

We expect students to meet the high standards we have established.

We are preparing our students to become lifelong learners and productive members of society.

~ Lakeport Elementary Staff

WELCOME TO

LAKEPORT ELEMENTARY SCHOOL

Go Tigers! We are excited to be kicking off another great year of learning here at Lakeport Elementary. Our teachers and staff have been working hard this summer in preparing for a fun-filled, rigorous learning journey. We have also had some time to enjoy our family and friends and restore our energy to be focused on you - the students of Lakeport Elementary.

We work towards promoting collaborative inquiry to enhance the academic, emotional, and social growth of each student through purposeful learning and high quality teaching. We embrace the vision of: All Means All!

We are excited about becoming a Positive Behavior Intervention School (PBIS), which research has shown increases self esteem, increased academic performance and high levels of engagement. By focusing on systems of behavior, social and emotional, and academic support for our students they become lifelong learners. We are growing and learning together with each and every student leading the way.

Thank you for supporting us as a partner in your child's learning adventure!

**Talin Tamzarian
Principal**

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ATTENDANCE

Regular attendance is a factor in determining how successful a student will be in his/her academic achievement. It is the parent's responsibility to ensure that students attend school and maintain satisfactory attendance. ***We define perfect attendance as: a student that is at school every day, all day, and has no tardies or check-outs.**

The following celebrations are designed to improve our attendance here at LES:

- Daily announcements of classrooms who achieved perfect attendance the previous school day, as well as the privilege to display our green "Tiger Flag" over their classroom door when perfect classroom attendance is achieved.
- Monthly classroom celebrations for rooms that achieve perfect attendance within the school month, which also includes the privilege of "hosting" our large stuffed tiger, Rory, in the classroom for one school month.
- This year we are introducing our "Attendance All Star" incentive program. We have three levels of celebrating your child's attendance accomplishments that will classify them as an "Attendance All Star", and are as follows: 90-95% attendance rate considered "Awesome Attendance", 96-99% attendance rate considered "Outstanding Attendance", and 100% attendance rate considered "Perfect Attendance."

*Each student who achieves one of these attendance levels throughout the school year will be individually recognized by having their "Attendance Star" placed on our "All Star Attendance" bulletin board. At the end of each month, students who received a star will be able to take them home.

ABSENCES and TARDINESS

Student absences are **EXCUSED** for illness, medical, dental, optometric, or chiropractic appointments, immediate family member being deployed to active duty or has just returned from active duty in a combat zone, or to attend funeral of a family member or close relative. Please be advised that "Family Emergency" is **NOT** considered an Excused Absence unless otherwise defined under the acceptable Excused Absence list. **The law requires, however, that notes from home be kept on file to verify absences and MUST contain the following information:**

- Student name
- Date(s) absent
- Reason for absence
- Signature of parent or guardian

If you are unable to provide a note, a student's parent or guardian may call the school attendance secretary to verify an absence in place of a note. We strongly encourage a doctor's note be provided to the school for any and all appointments relating to medical or dental services. The attendance secretary can be reached at 262-3005.

School begins at 8:15 a.m. Students who arrive **after** the bell rings must check in at the office for a tardy slip. Tardiness disrupts the classroom and we encourage parents to see that their student is

at school on time. Any time a student is checked out more than 30 minutes before the end of the school day, it is included in our tardy count and the student is considered truant.

If the school is not contacted by the parent, the absence/tardy will be marked as “unexcused.” The school is required to take action against parents of children with three or more unexcused absences or tardiness of more than 30 minutes. **Please make all possible effort to keep the school informed when your student is absent or tardy. This includes tardies and being checked out early.**

***Excused and Unexcused absences count towards our chronic absenteeism that relates to the CA Dashboard. More information about the CA Dashboard can be found at: <https://www.caschooldashboard.org/#/Home>.**

ASSESSMENTS

Summative/Unit Assessments:

Teachers administer unit assessments at the end of each unit of study.

Formative Assessments:

Teachers administer formative assessments as needed to gauge students learning and determine the direction of instruction.

CAASPP:

A parent or guardian may annually submit to the school a written request to excuse his or her child from any or all parts of any test provided pursuant to Education Code section 60640 for the school year. If a parent or guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent or guardian and included in the pupil's records. An LEA and its employees may discuss the CAASPP assessment system with parents and may inform parents of the availability of exemptions under Education Code section 60615.

BULLYING

Bullying is defined as: “Harassment, Intimidation, Bullying or Hate behaviors” means any intentional written, verbal, or physical act, when the intentional written, verbal or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- **Is severe, persistent, or pervasive** that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.”

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not disrupt the education environment. This policy also includes Cyber-Bullying.

BUS SERVICE

Bus schedules are available on the LUSD website: <http://www.lakeport.k12.ca.us/> .

The Lakeport Unified School District Governing Board has adopted rules and regulations to assist the students in understanding their responsibilities while riding buses to the school district. These rules will assure safe and proper travel to and from school and are to be observed while riding the bus and waiting at school bus stops. The following list of student actions constitutes violations of the established rules and regulations.

- Abusive body contact (slapping, hitting, poking, shoving, pulling hair, etc.) in or when loading or unloading bus.
- Using profane language or obscene gestures.
- Putting any part of body out of bus window, using unauthorized exits or movement out of seats while bus is in motion.
- Riding bus after receiving “no ride” citation (this includes field trips).
- Creating excessive noise.
- Any improper bus stop procedures (not lining up, rock throwing, playing in streets, any property damage at bus stops, etc.)
- Unauthorized opening, closing or tampering of any kind with bus doors, controls, windows or emergency exits.
- Any type of damage or defacing of bus.
- Lighting of matches, cigarettes, smoking on bus.
- Throwing any object in, out of, or at a bus.
- Transporting live animals, reptiles or insects on a bus.
- Disrespect for the bus driver or failure to obey driver.

BUS CITATIONS

Riding the school bus is a privilege. Students who break the rules and regulations will receive a bus citation and the school administration will contact the student’s parent/guardian. The bus citation consequences are as follows:

PENALTIES FOR INFRACTIONS OF ESTABLISHED RULES:

- *1st citation---Warning or possible bus riding suspension.*
- *2nd citation---3 day bus riding suspension.*
- *3rd citation---2 week bus riding suspension and family meeting with Assistant Principal.*
- *4th citation---Remainder-of-the-year bus riding suspension. (This does include field trips.)*

CELLULAR PHONE/ELECTRONIC DEVICE POLICY ~ STUDENTS

A student may use the office phone in the case of an emergency with a note from their teacher. The school discourages students bringing cell phones/devices to school but will allow them for the purposes of safety only. Use of cellphones/devices during the school day may disrupt teaching and the learning environment. They are to remain turned off, and inside backpacks (at the student and family’s risk). Cell phone/devices are not allowed to be used while the child is in the custody of the Lakeport Elementary School unless given specific permission by a staff member. This time period starts at the beginning of the school day at 7:45 am. and extends to the time the student arrives

home. These guidelines will be followed during after school activities, field trips, and during bus time.

If a cell phone rings or if a student is using electronic devices without permission, Lakeport Elementary staff may follow this protocol:

- 1st offense – teacher will hold until the end of the day and call home
- 2nd offense – teacher will confiscate and send it to the office where a parent must pick it up
- 3rd offense - the item will be stored for pick-up after the last day of school in May

The school will not be responsible for any lost, stolen, damaged, or confiscated phones, or for usage fees resulting from such confiscation.

CLASS ASSIGNMENTS

It is the policy of the school to assign students into classrooms where the greatest chance of the child's success will occur. Consideration for student placement is determined prior to the end of each school year and the student is assigned to a teacher after extensive review by the instructional staff and administrator.

Each of the teachers at Lakeport Elementary is unique in his or her method of teaching, but the academic results produced by the year's end are essentially the same. Therefore, the student assignments made each year are made on the basis of the child's need (Lakeport Unified School District Governing Board Policy 5050.)

Lakeport Unified has a policy that parents may deselect one teacher. Parents may not deselect students. **Please note that deselect notices must be into the office before August 1st prior to the start of the school year.**

CLOSED CAMPUS

Lakeport Elementary School has a closed campus. Students may not leave the grounds from the time they arrive on campus until dismissal time unless they bring a note from home and approval from the principal is obtained, or their parent, guardian, or other authorized adult (18 years or older with identification on the "student check out" form) signs them out in the school office.

DISCIPLINE

The goal of discipline is to teach students to live successfully and respectfully with others in the school setting. At LES children, parents, and educators work together to create a school climate that encourages and promotes learning. LES has implemented a positive discipline plan (PBIS) that teaches behavior expectations, and acknowledges students who meet and exceed the expectations. Effective discipline comes from the belief that teaching students to take responsibility for their behavior is more important than simply enforcing the rules.. Each child is responsible for his or her own behavior choices. When a student does not meet the behavior expectations, staff will redirect and/or reteach the behavior expectation before giving a consequence.

Good discipline is essential for learning and should be based upon mutual respect for the rights and property of others, respect for those placed in positions of authority, and respect for fellow students. No one will be allowed to jeopardize the health, safety, or learning environment of a fellow student.

We expect our students (and your child) to show proper behavior at all times at school, in the cafeteria, on the playground, and on the way to and from school.

It is essential that parents contact the classroom teacher to report incidents of bullying. Lakeport Unified School District does not tolerate any type of bully behaviors and will take steps to remediating any incidents.

We, at Lakeport Elementary School, expect and require every student to make sure that his/her conduct does not interfere with the learning or safety of others or him/ herself. We also expect, in accordance with the California State Law that “Every pupil shall attend school regularly and punctually; conform to the regulations of the school; obey promptly all directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to those in authority; be kind and courteous to schoolmates and refrain entirely from the use of profane or vulgar language”(EC §48908, 5 CCR §300).

All school rules/expectations are in place during school hours, on busses, at bus stops, traveling to and from school, school sponsored events, field trips, class trips, etc. School discipline remains in effect and consequences may be assigned if warranted.

Lakeport Elementary School Discipline Policy

Board Approved on June 21, 2018

Lakeport Elementary School’s discipline policy ensures a safe environment where all students can learn. Our goal is to encourage students to make positive behavior choices and to respect others. Lakeport Elementary School begins each year with an assembly that teaches positive behavior choices and behavior expectations for various areas of the Lakeport Elementary School campus. During the first weeks of school students are shown proper ways to behave on the playground, cafeteria, library, etc. Lessons on anti-bullying and kindness are presented early in the year. We work collaboratively with parents as they are an important part of supporting positive behavior.

We define discipline as: the practice of training students to follow rules and a code of behavior.

Our Core Beliefs*

- Discipline is an important part of the job, and every educator must be prepared to accept that reality.
- Students always deserve to be treated with dignity.
- School is for all students, not just the good ones.
- Effective discipline often requires courage and creativity.
- Good discipline requires short-term solutions without sacrificing long-term goals.
- Starting fresh every day keeps optimism intact.

Basic Guiding Principles*

- Let students know what you need, and ask what they need from you.
- Differentiate instruction based on individual strengths.

- Listen to your students’ thoughts and feelings.
- Vary your style of presentation.
- Offer Choices.
- Use a variety of ways to communicate with students.
- Recognize that being fair does not always mean treating students equally.

**Wording was selected from Discipline with Dignity by Richard Curwin.*

Lakeport Elementary School Expectations:

Our four behavior principles are:

- **Respectful**
- **Responsible**
- **Safe**
- **Kind**

The overarching School Rules:

- 1. Tell the Truth**
- 2. Follow Directions**
- 3. Keep Your Hands and Feet to Yourself**
- 4. Treat Others the Way You Would Like to be Treated**
- 5. Be Where You Are Supposed to Be**

Positive behaviors are learned through positive reinforcement. Positive behavior is recognized in the classroom and school-wide through praise, acknowledgement, special activities, phone calls, and notes to parents. Students are acknowledged for demonstrating positive behavior throughout campus.

Positively rewarding good behavior is what motivates all students to continue to excel in their behavior decisions. Here is how we embrace this at LES:

1. Student is given “Tiger Buck” by staff member. Staff will clearly explain to the student the observed positive behavior and link it to one of our school’s behavior expectations:
Respectful, Responsible, Safe and Kind.
Ex: Johnny, I am giving you this Tiger Ticket because you were **Respectful** opening the door for your classmate.
2. Student will keep the Tiger Buck and put it in a safe spot in the classroom, and will take the other half of the buck home to share with family.
3. Each teacher will assist the students in managing their Tiger Bucks within the classroom. Every Fabulous Friday - The PBIS Store will come out during first recess for grades 1-3 and to each K classroom for students to “buy” a reward with their earned bucks.
4. Each teacher will choose a student to be considered the Classroom Behavior Mascot for the week. Our Behavior Mascots will also get a “we are proud of you” phone call home and/or positive postcard from the PBIS Tier One Team sometime during that week.

**All staff are encouraged to give up to 10 Tiger Bucks per week catching our LES students making the right choices.

Paw Print Stamps



Paw print stamps can be given out at anytime by any staff member. They are quick acknowledgements of positive behavior and should be linked to our school's PBIS expectations: Respectful, Responsible, Safe and Kind (This is an option for a staff member or volunteer who wants to recognize a good choice, but not with a Tiger Ticket)

Every classroom has developed a plan that clearly states the school and classroom rules, acknowledgement for positive behavior, and the consequences for negative behavior. If a student has repeatedly disregarded the classroom rules, or has committed a serious or severe infraction, more serious consequences will be given. In the case of a serious offense, several steps will be taken before a child is suspended. However, when severe offenses re-occur, students may be suspended. **Transitional Kindergarten/Kindergarten discipline may vary as young students are just beginning to learn rules and behaviors.**

We embrace that students are empowered when we use logical consequences and restorative practice techniques to redirect negative behaviors. We work with students to identify the negative behavior, possible motivations, to take ownership of the behavior, and to develop a restorative solution.

Consequences

We define consequence as: a response associated with a decreased likelihood of a behavior occurring in the future.

Definition of Effective Consequences*

- Consequences that *are altruistic*. (These involve the student doing something positive for another student)
- Consequences that *teach*. (These include reteaching the desired skill and then give time to practice)
- Consequences that *offer choices*. (These offer students choice without threatening)
- Consequences that *transform punishments*. (Buddy room instead of sending to the office)
- Consequences that *inspire*. (These offer hope and inspiration to change the student's attitude.)
- Consequences that *plan*. (These help students learn new responses to resolve problems)
- Consequences that *are based on logic*. (These are connected to a specific rule)
- Consequences that *involve parents*. (These create a team between home and school to help the child)

**Wording was selected from Discipline with Dignity by Richard Curwin.*

A student may be referred to the office for incidents that occur anywhere on the bus, anywhere on school grounds, or on a school sponsored event /field trip.

For students who demonstrate chronic misbehavior, other possible disciplinary actions include: referral to the school counselor or district psychologist, academic or behavior contract, Student Success Team (SST) meeting, or any other Tier 2 intervention that the school deems appropriate.

In addition, students who steal school or private property or cause physical damage to school or private property will either return the stolen property, provide restitution for the property or damages, and/or repair the damaged property, and/or do community service for the school.

Use of personal electronic devices while on campus during school hours (8:15-2:15) are prohibited. This includes: in the classroom, in the restroom, on the playground, in the cafeteria. The definition of electronic devices includes: game devices, cell phones, tablets, watches, or any other device that is used for personal contact or connects to wifi. These will be taken and retained until the end of the day. On subsequent offenses, the teacher will retain the device and contact the parent to pick it up from the office. (Please reference page 5 of this handout for specifics)

Procedures for Dealing With Serious/Severe Offenses

Serious Offenses

Violation of classroom rules that impedes the learning of others:

1. Repeated profanity, obscene language, or gestures.
2. Caused or attempted to cause damage to school or private property.
3. Threatened physical injury to another person (verbal or electronic).
4. Possession of tobacco or smoking paraphernalia.

Consequences

Students who are sent to the office for behavior issues, after classroom interventions have been exhausted, will receive one or more possible consequences:

- Behavior expectations re-teaching (Consequences that teach)
- Character education (Consequences that inspire)
- Build a plan (Consequences that offer choices)
- Social skills counseling (Consequences that transform punishments)
- Recess restriction (Consequences that are based on logic)
- Parent/guardian contact (Consequences that involve parents)
- Writing an apology letter or verbal apology (Consequences that are altruistic)
- Lunch detention (Consequences that are based on logic)
- Suspension from school (discipline)

Severe Offenses

1. Intentionally caused physical violence to another person.
2. Possession or use of drugs, drug paraphernalia, or alcohol.
3. Brandishing a weapon or replica of a weapon. (This includes play guns that dispense any type of ammunition and those that could be mistaken for real guns. This includes any type of knife, real or plastic.)

Consequences

1. Immediate removal from the classroom or playground
2. Any consequence option under Serious Offenses
3. Students may be suspended for 1-5 days depending on the severity/frequency of the

infraction. If a longer suspension is warranted, the matter will be referred to the Governing Board.

**EDC 48900(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior*

Mandatory Suspension and Recommendation For Expulsion

1. Possessing, selling, or furnishing a firearm.
2. Brandishing a knife, firearm, or replica of firearm.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit sexual assault or battery.
5. Possession of an explosive.

Consequences

1. Suspension – 5 days
2. Recommendation for expulsion

**LUSD administration reserves the right to objectively determine the consequences based on the seriousness/frequency of a particular infraction. We are committed to maintaining a healthy school and classroom environment where teachers can teach and students can learn. 20 days of school suspension may lead to an expulsion (EC 48903).*

Lakeport Elementary School Discipline-Referral Levels

Level 1 Incidental Violations (Non-referred/non-recorded)	Level 1 Responses/Interventions
<ul style="list-style-type: none"> ● Lying ● Running ● Loud voices/yelling ● Off-task behavior ● Disruptive sounds ● Insubordination ● Out of seat ● Missing homework ● Disruptive ● Breaking cafeteria rules ● Breaking common area rules ● Inappropriate behavior in the bathrooms ● Inappropriate dress ● Off task use of electronic devices ● Cheating/Plagiarism (K-2) ● Hands/feet/objects on others ● Littering ● Other: 	<ul style="list-style-type: none"> ● Ask student which school rule was broken ● Teach appropriate behavior ● Remind, redirect, reinforce ● Additional practice of the correct behavior ● Closer monitoring/proximity ● Ignore/acknowledge appropriate behavior ● Use humor ● Complete paperwork for minor behavior if necessary ● Contact parent (as necessary) ● Apply a different strategy or routine for problem area in the classroom/area ● Apply logical consequences ● Reteach the appropriate behavior classwide and make a class goal for improvement/acknowledge success

The staff addresses the behavior using management strategies.
Staff Handled - No form

Level 2 Minor Violations (Non-referred/Recorded)	Level 2 Responses/Interventions
<ul style="list-style-type: none"> ● Indirect, inappropriate language/gestures ● Spitting ● Hands-off Violation (pushing/shoving, etc.) ● Off task use of electronic devices that are disruptive to learning ● Unauthorized access to non-student/unsupervised areas ● Cheating/Plagiarism (3) ● Repeated Level 1 offense ● Defiance/verbal/physical ● Property misuse ● Other: 	<ul style="list-style-type: none"> ● De-escalate situation ● Re-teach appropriate behavior with student practice ● Complete necessary paperwork ● Mild consequences (natural, logical consequences are optimal) ● Loss of privilege (i.e. recess, computer time, etc.) ● Time out ● Write letter or a plan for change ● Clean up duty ● Contact parent ● Send to another classroom ● Stay after school/during recess to complete work missed ● Restitution ● Detention ● Referral to school expectations ● Consult with student ● Conference w/ student & parent ● Consult w/ colleagues, behavior specialist in school ● Develop a plan of support/includes acknowledgment for success ● Elicit parent support and regular contact

The staff addresses and is responsible for implementing the behavior using logical consequences (apology of action, take break, or loss of privilege) **Staff Handled**

Level 3 Major Violations (Referred/Recorded)	Level 3 Responses/Intervention
<ul style="list-style-type: none"> ● Direct inappropriate language/gestures ● Fighting/physical aggression ● Harassment/bullying ● Property damage/misuse ● Theft ● Forgery ● Internet misuse/ cyber-bullying ● Taking pictures/video without consent ● Repeated Level 2 Offense ● Other: 	<ul style="list-style-type: none"> ● Send student to office ● Complete office referral form ● Parent contact ● Notify law enforcement (as necessary) ● Restorative practices <p>Consequences-</p> <ul style="list-style-type: none"> ● Detention ● Suspension ● Restitution ● Loss of privileges ● Parent escort at school ● Formal behavior plan ● Counselor Referral

Send the student to the office where the administrator will address the behavior. **Fill form and send to office - Major Referral Form**

Level 4 Illegal Violations (Referred/Recorded)	Level 4 Responses/Intervention
<ul style="list-style-type: none"> ● Tobacco, Alcohol, or Drug Use/Possession ● Weapon Use/Possession (including replica weapons) ● Arson ● Bomb threat ● Extreme property destruction/vandalism ● Combustibles ● Assaults/threats ● Other: 	<ul style="list-style-type: none"> ● Send student to office ● Complete office referral form ● Parent contact ● Notify law enforcement (as necessary) ● Consequences- ● Detention ● Suspension ● Restitution ● Loss of privileges ● Parent escort at school ● Formal behavior plan

Send the student to the office where the administrator will address the behavior. **Fill form and send to office - Major Referral Form**

DRESS STANDARDS

All students are expected to dress and groom themselves neatly and modestly in clothes suitable for school attendance and activities.

- Garments and hats with writing or drawings that could be interpreted to advertise alcohol, drugs and tobacco are prohibited. This also applies to garments and hats with slogans or pictures that are obscene, suggestive or disrespectful.
- Clothing, accessories, or body markings may not suggest or demonstrate gang-related symbols or colors.
- Clothing shall be clean and appropriate in size for the child so as not to be hazardous or cause ridicule by other children. Pants that need to be held up in order to walk, or belts that hang, are not allowed.
- Hats are not to be worn in buildings.
- Shorts may be worn at school provided they are no shorter than the length of the fingertips when the arms are resting at the side of the student.
- Shirts and tops must cover the shoulders with at least a 2-finger width strap (no

- “spaghetti straps”), and cover the back. Bathing suits, “short shorts” and “crop tops” are not considered proper school attire.
- Proper shoes shall be worn at all times while at school. *For safety reasons, flip-flops, or footwear of that type are not allowed.* Any sandals must have a back strap. No high heels, stacked heels, or “heelines” are permitted.
 - No dangling earrings are permitted for safety reasons.

EARLY PICK-UP

If you intend to pick your child up early from school, please be sure to check the child out of school through the office instead of going to the classroom to get your child. This policy ensures the safest learning environment for you child. If someone else is going to pick your child up early from school, ***we must have your permission verified in writing.*** The best way to do this is to make sure your “Child Sign Out Form” is up to date in the office.

***The last 15 minutes of the day is very busy in the office and classrooms. We ask that you avoid picking up your child at this time. Furthermore, if you pick up your child more than thirty minutes prior to the end of the day, it will count towards truancy.**

EMERGENCY CARDS

All parents/guardians must fill out a purple emergency card for their son/daughter. **Please update the information (addresses, phone numbers, email addresses, etc.) as the need arises.** This is in your child’s best interest as it allows the staff to quickly reach you in the event of an injury or emergency.

EMERGENCY DRILLS

- Fire Drills are held once a month.
- Earthquake Drills are held once per quarter.
- Lock-Down Drills are held once per trimester.

LUSD conducts emergency drills in accordance with state law. If you have questions, please call the LES office. Copies of the LES Comprehensive Safety School Plan for the 2018-2019 school year are available in the LES office.

Fire Drills: When a fire alarm sounds, students are to follow their teacher’s directions. Maps for exiting the room are posted near each doorway. After leaving the building, students are to form lines and remain quiet until the teacher gives further instruction.

Earthquake Drills: In the event of an earthquake, students are to drop under the cover of classroom furniture and remain there until the teacher gives further instruction.

Lockdown Drills: When a lockdown is called, the doors are to be locked, window shades drawn, and students, volunteers, and teachers go to the designated secure spot in the classroom.

FIELD TRIPS

Students must obey all school rules and follow all conduct expectations while on a field trip. Students must have their school field trip permission slip turned in on time prior to each field trip. Students

who cannot attend or choose not to attend a field trip will be given an alternative activity that ties into the same standards. (This includes walking field trips)

FIRST AID FOR ILLNESS AND INJURY

The health room is supplied with only basic first aid items such as Band-Aids, ice packs, soap and water. Our goal is to keep students and staff healthy! *Should I Keep My Child Home From School* is a useful guide that should be referred to throughout the year. Download this guide at <http://www.lakeport.k12.ca.us/health/>.

Please do not send your child to school if he/she has any of the following symptoms:

- Fever (over 100° F)
- Acute cold, sore throat, or persistent cough
- Vomiting, diarrhea, nausea, or severe abdominal pain
- Pus-like discharge from nose or eyes
- Red or inflamed eyes or eyelids
- Suspected and untreated impetigo, scabies, or lice

In the event of a serious accident or emergency, you will be contacted immediately. If we cannot reach any of the people listed on the emergency card, the student will be transported by ambulance to an appropriate medical facility and accompanied by the nurse, administrator, or designated faculty member. **Please update us continually with new phone numbers, changes in your child's health, new medications, or anything else that impacts his or her well-being at school.**

If your child has special health needs, please call the district nurse at 707-262-5627.

GRADING POLICY

LES is on trimesters and report cards will be shared with parents at the end of each trimester. Students in Kindergarten through third grade receive standard based score (1-5) instead of letter grades. Transitional Kindergarten receives a narrative evaluation.

For additional information, please refer to LUSD Board Policy 5121 on the LUSD website.

HEALTH MATTERS

Lakeport Elementary School employs a health aide to consult with parents regarding a student's health. Please note that the responsibility of the health aide is to maintain health records, perform emergency first aid, and notify parents of a pupil's illness or accident. Please remember that the health aide is not trained in medicine and cannot diagnose or prescribe.

HEAD LICE

Head lice is most often spread by direct head-to-head contact or sharing of brushes, hats, and coats. Please encourage your child not to share these items and check your child's hair often, especially after sleepovers and overnight camps.

- If your child is found to have nits (head lice eggs), he or she will be allowed to remain in class and you will be notified. Nits are firmly cemented to the hair and usually hatch in 6-9 days, so weekly rechecks will be done at school and should also be done at home.
- If your child is found to have live lice, he or she will be allowed to remain in class until the end of the school day. All the lice will need to be removed before your child can return to school. You must accompany your child to the school office to be checked by the staff before returning to the classroom. If there is a case of live lice in your child's class, you will be notified in writing.

For additional information, please refer to LUSD Board Policy 5141.33 on the LUSD website.

HEALTH SCREENINGS

Students in grades kindergarten and 2nd grade will receive free school-based hearing and vision screenings. You will be notified of any abnormal results. Please call the district nurse if your child has an existing hearing or vision problem, or if you have any questions or concerns. **If you do not want your child to participate in these screening programs, please notify the school in writing annually.**

INDEPENDENT STUDY

Your child's attendance is vital for success, but if you are planning to be out of town and your child will miss 5 or more days of school, please contact the office **at least 5 school days in advance** and ask for an Independent Study Contract.

Independent study does not count toward perfect attendance. All work from Independent Study must be turned in and completed on the day the student returns back to school. If your child has an IEP, there must be an IEP meeting held to change the placement before the Independent Study starts and then again the committee needs to meet on the return. *(We advise that you give us thirty days to make the appropriate meeting arrangements.)* At the site level and per this handbook, each independent study case will be reviewed individually case by case. If a student is not maintaining expectations or requirements for continuing with independent study, the independent study may be revoked. Students who have previously failed to meet requirements of independent study in the past may be denied future independent study at the site. Multiple requests for independent study during the course of the school year will be evaluated and may be granted at the discretion of Lakeport Elementary administration.

INSTRUCTIONAL MINUTES

All instructional minute requirements at LES exceed the minimum requirements set forth by the state of California. All students will participate in all activities during the instructional minutes of the school day, unless they are receiving first aid.

LIBRARY BOOKS

It is the student's responsibility to return all school material or library books checked or loaned in his/her name. Any materials not returned by the end of school could necessitate the school billing the parent/guardian of the child for the missing items.

LOST AND FOUND

Students are responsible for their own personal property. Items turned in to the office are stored in the corridor at the west entrance to the Multi-purpose Room. **It is recommended that all jackets, sweatshirts, and hats be clearly labeled with your student's name, as identification of lost items is easier if they are clearly marked.** Teachers and administration are not liable for student items brought onto campus. Please make sure your child does not bring anything of value in his/her backpack.

LUNCH PRICES

The Lakeport Unified School District serves nutritious meals every school day. We do offer free or reduced price lunches for students who qualify. Application forms are available in the school office. We have set a goal of a 90% return rate on our Free and Reduced lunch applications. Filling out this form, no matter your income level, will help our school with other funding sources.

LUNCHROOM RULES

The cafeteria is designed to be a safe location for students to eat their lunch. It is vital that all students are given the opportunity to do this in a respectful and safe environment. Lunchroom expectations for students are:

- Line up quietly and politely.
- Quiet talking only in the hall and cafeteria.
- Eat their own lunches. **Because of possible allergies and other health concerns, students are not permitted to trade or share food.**
- Do not throw or drop food or beverages.
- Keep hands and feet to yourselves.
- Check and clean your own eating area – including under the table.
- Wait to be excused before getting up.
- Move towards the wall when finding a seat. **NO saving seats.**

MEDICATION AT SCHOOL

The following school rules apply regarding both **prescription and non-prescription medications**: If your child is required to take medication during school hours, school personnel will help your child to take the medication if the following information is provided to the school. **Please be aware that the school will not give any medication unless the conditions listed below have been met.**

1. The Medication Permission Form must be filled out and returned to your child's school. The form is available at every school office and at <http://www.lakeport.k12.ca.us/health/>.
2. The parent/guardian needs to fill out Part 1, giving your written permission for school personnel to give the medication.
3. The physician needs to fill out Part 2. NOTE: In order for a student to carry and self-administer the medication, the physician must indicate this on the form.
4. The medication must be in the **original container** with the correct pharmacy label.
5. An adult must bring the medication to and from school. Medications will need to be picked up at the end of the school year. **Any medications that are not picked up one week after the last day of school will be discarded.**

MESSAGES FOR STUDENTS

Any changes to your student's regular after-school routine needs to be in written form. We cannot honor changes via phone calls because we cannot verify who is calling – this is for your child's safety. **This means that if there is a change in bus, pick up person, or plan to walk, the plan needs to be in written form and given to the teacher or the office prior to the start of school day or in an emergency we will accept an email (an email that is currently on file).**

OFFICE ~ CONTACT INFORMATION

Lakeport Elementary School

150 Lange Street

Lakeport, CA 95453

Phone-(707) 262-3005

Fax- (707) 262-5531

www.lakeport.k12.ca.us

Office hours: 7:30 a.m. – 4:00 p.m.

PBIS

Lakeport Elementary is a **Positive Behavior Interventions** and Support (**PBIS**) school. We are excited about becoming a Positive Behavior Intervention School (PBIS), which research has shown increases self esteem, increased academic performance and high levels of engagement. We teach school wide behavior expectations and recognize students who are meeting the behavior expectations. PBIS places an emphasis on preventing problem behavior, supporting students in developing pro-social skills, and the use of data based problem solving for addressing behavioral concerns. (Please see the PBIS Overview at the end of this handbook.)

PTO – PARENT TEACHER ORGANIZATION

Lakeport Elementary PTO is constantly striving to increase parent participation and we need your input and support. The mission, as PTO, is to assist the school in providing quality educational opportunities. We want to challenge our children to achieve excellence and prepare them to participate in a technological world. We strive to enhance the educational environment and create life-enriching programs. One way you can help is by becoming a member of Lakeport Elementary PTO (LES PTO). Monthly meetings are held every month in room 3 and childcare is provided. You do not need to be a member to join us for our planning meetings!

FACEBOOK: [@LAKEPORTELEMENTARYPTO](https://www.facebook.com/LAKEPORTELEMENTARYPTO)

Email: lakeportpto@gmail.com

Phone: 707-413-7863

PARTIES

It causes hurt feelings when some children are invited to parties and others are not. Therefore, according to school policy, **children may not distribute invitations at school**. We also ask that children not carry presents to their classrooms if they will be attending parties after school.

Classroom parties may be scheduled by the teachers during the year to celebrate. For classroom

parties, district nutrition guidelines must be followed when sending snacks to school. Please see the District Wellness Policy at the end of this handbook regarding healthy snacks. **According to the policy cupcakes, cake, cookies, brownies, and other sweet treats are NOT allowed.**

RECESS/PLAYGROUND RULES

Occasionally we get requests from parents to keep children inside at recess. We are unable to authorize these requests. *Recommendations about recess restriction from doctors will be accommodated.*

Please see the LES Student Recess Guide. Copies are available in the office.

REPORT CARDS & TEACHER/PARENT CONFERENCES

Pupil report cards are shared with parents each trimester. Every child is evaluated according to his/her ability and progress. The purpose of these reports is to inform you of the teacher's estimate of your child's achievement and effort. The following schedule will be followed, but please feel free to contact your child's teacher at any time regarding his/her progress or to convey any concerns you may have.

- November – Conference with your child's teacher
- November – first report card
- March – second report card
- May – final report card

RESOLVING CONCERNS

Should you have a concern or issue, please communicate with the staff member closest to the situation. In most cases, this will be your child's teacher. If, after meeting with the staff member closest to the situation you feel that there has not been a resolution, please contact the site secretaries to schedule an appointment with an administrator.

Steps to Resolution

1. Consultation with employee who made the decision in question or who is most closely connected with the issue or concern (parent to teacher).
2. Consultation with the employee's immediate supervisor who will attempt to facilitate a resolution (parent to principal).
3. Consultation with member of district administrative staff who will participate in order to assist in achieving a resolution (parent to Director of Student Services and/or Superintendent).
4. Communication to the Superintendent's office through to the Board of Education. Parent may submit, in writing, a request for appeal to the Board of Education.

Guiding Principles

- Every effort should be made to resolve concerns at *earliest stage* possible
- Consultation should occur in a *fair and judicious* manner
- *Mutual respect and courteous* communication should occur

- Attempts to resolve concerns should occur in a *timely manner*

When working to resolve issues:

- Maintain Respectful and Open Communication
 - Use a polite tone.
 - Request, don't demand.
 - Be ready to provide information, and to also listen to different perspectives.
 - Enter the exchange with an open mind and assume positive intent.
 - Be prepared to work collaboratively to solve problems.
- Confidentiality
 - Recognize that confidentiality may limit the amount of information that can be shared with you or that you can share with others.
- Time to Respond to Communications
 - Teachers/Staff members will make every effort to respond as soon as possible, with the understanding that the school day sometimes precludes immediate responses.
 - Teacher/Staff may need some time to collect information before responding.

RULES ~ CAMPUS

These rules are intended to prevent problems and to protect your child while at school.

- Gum, candy and sunflower seeds are not to be brought to school.
- If your child is going to a friend's home after school, the school must receive written permission beforehand.
- Shoes must be worn at all times (see dress code).
- Bicycles and skateboards are restricted from the playground and around the school buildings. Students must walk their bikes or scooters when on campus.
- Students are not to play in the restrooms.
- Students are not to bring glass containers or hard balls (including small rubber balls), bats or sharp objects to the playground.
- Students are to play away from all fences.
- Toy guns, knives, and guns etc. shall not be brought to school.
- Students are not to throw rocks or things that could harm others.
- There will be no tackling or rough play permitted.
- All playground equipment is to be used in a safe manner. For example:
 - Do not jump from the equipment.
 - Do not throw bark, rocks, or any other object.
 - Do not pull or push others while playing on equipment.
 - Do not climb up the slides.
- Students are to report to class immediately when the bell rings or the whistle blows.
- Be kind and considerate of others and their property – speak to and treat others with respect.

Please keep in mind that the above are not intended to cover every situation and administration reserves the right to respond to dangerous or inappropriate activity on campus.

SCHOOL GROUNDS ~ After hours and weekends

We encourage after-school and weekend use of the playgrounds by both children and adults but

ask that a few guidelines be followed.

- On school days, students **MUST** go directly home after school. They may return to the playground after 3:45 p.m. and play in the areas that our AfterSchool Program is not currently using. The AfterSchool Program has the right to ask visitors to leave a designated area. **THERE WILL BE NO SUPERVISION BY THE SCHOOL.**
- Please keep the play area clean so that extra custodial time is not required.
- Do not bring animals, automobiles, motorcycles, model airplanes, model rockets, play guns, glass objects, or other dangerous items onto the play areas.

SCHOOL COUNSELOR

Lakeport Elementary School has a school counselor available for students 5 days a week. Our counselor serves Lakeport Elementary School students exclusively and is available for academic, behavior, grief, friendship, counseling, etc. The counselor strives to help eliminate or minimize any obstacles that are hindering students from succeeding academically and socially in school.

SCHOOL INSURANCE

An insurance program is offered to students. An application form and a letter from the school district concerning this accident insurance program are sent home with your child during the first week of school. Participation in the insurance program is voluntary; however, if your child is injured at school or at a school-sponsored activity, the school/district **DOES NOT** provide for any medical, dental, or hospitalization costs.

SPIRIT DAYS

The first Fridays of the month are assembly/Spirit Days! We will have a class competition for the highest percentage dressed up appropriately and celebrate the winners at the assembly. The date will be the first Friday of each month.

August ~ Welcome Back To School: Green and White Day

September ~School Spirit Day: Dress in your school shirt

October ~ Mismatch Day: Dress up in wild colors, mismatched shoes, different colored socks or different patterns (for example, stripes with polka dots, colors that clash, etc.)

October- TBD date: Attendance Challenge (Week Long Spirit Week)

November ~ Crazy Sock Day: Wear crazy patterns, bold colored, or mismatched socks!

December ~ Grade Level Colors! Dress up in your grade level colors.

- **Kindergarten:** Red
- **First Grade:** Blue
- **Second Grade:** Green
- **Third Grade:** Yellow

January ~ Pajama Day: Stay in the pajamas you wore the night before and wear them to school. No slippers though. Students should wear regular shoes.

February ~ Patriotic Day: Wear Red, White & Blue to celebrate our country!

March ~ Crazy Hair Day: Style your hair in crazy ways with spikes, pigtails or ponytail, colorfully dye, or add odd ornaments like rubber bands or hair clips, or wear a silly wig.

March- TBD date: Attendance Challenge (Week Long Spirit Week)

April ~ Inside Out Day: Wear bright colors, turn your clothes backwards or inside out, or set a new trend. The key here is to be creative.

May ~ Sports Day: Wear your favorite sports team apparel, or gear from a team you've played on. Hats are allowed.

STUDENT DROP OFF AND PICKUP

Breakfast doors will open at 7:30 a.m. Students are not to be on the school grounds before 7:45 a.m. unless he/she rides the bus or is eating breakfast. A supervising teacher is on duty on the playground from 7:45 a.m. until school opens at 8:15 a.m.

Please see the recommendations for dropping off and picking up your student:
(*Student safety is our FIRST priority.*)

1. Stay in the far right hand lane, close to the curb.
2. Pull as far forward as possible.
3. Do NOT get out of your car. **This is a Drop Off Zone ONLY!**
4. Please be patient.
5. Remember this is a parking lot. Please drive slowly and with extreme caution.
6. No CELL PHONE use while driving.

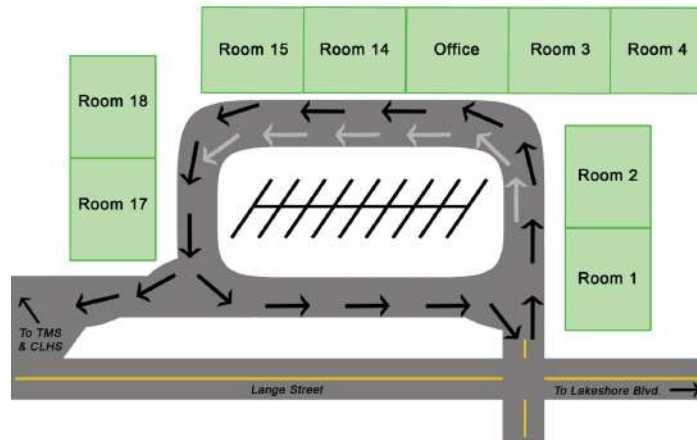
Please note that we request that parents wait to pick up their children in front of the school, not in front of the classroom. Parents must sign in and get a visitors badges to visit classrooms. This is for the safety of all the students.

Traffic Flow

If you choose to drop your child off in front of the school in the morning and are using our loop, please be assured that our staff will assist your child in finding their classroom. We have increased our supervision and have worked on making student drop off more effective and safe for everyone.

Please follow the below student drop off policy:

1. We will purposefully limit the flow of traffic to a single line once you enter the loop.
2. If you are the 1st car to enter the loop, pull all the way around to Room 17, say goodbye to your child, look for supervised employee and pull out towards the exit.
3. If you are not 1st in line, pull all the way forward and stop behind the furthest ahead car **before** allowing your child to exit your vehicle. Say goodbye to your child, look for supervised employee and pull out to the 2nd lane and exit the school.
4. **DO NOT** enter the 2nd lane if your child is still in your vehicle. For safety reasons, drop off will not be allowed from lane 2. Lane 2 is only to be used by vehicles that are exiting the loop.



STUDENT SUCCESS TEAM (SST)

Lakeport Elementary School has a Student Support Team which meets on a regular basis to address the educational, emotional, and behavioral needs of our students. Your student may be referred to this team either by you, the parent, or by his/her teacher. The purpose is to work together to address areas of student need. If you have any questions concerning the Student Support Team, please contact the Counselor, Assistant Principal, Principal, or your child's teacher.

SUPPORT OUR SCHOOL

Lakeport Elementary School needs your General Mills box tops that are marked “Big G Box Tops for Educations.” Please save these box tops, send them to school with your child, and help us earn money for our school.



STUDENT TECHNOLOGY USE

Every student at Lakeport Elementary School visits the computer lab once a week for 30 minutes with his or her class, or use laptops and iPads in the classroom under the instruction of the teacher. Your child practices math and language arts skills using a variety of software and websites on the Internet.

Kindergarten and first grade students learn the layout of the keyboard building the foundation for mastering keyboarding. Keyboarding instruction is introduced in kindergarten and students continue to develop their keyboarding skills in subsequent grade.

Computer Lab Rules:

1. Be Safe: Walk to your computer station. Stay in your seat. Raise your hand.
2. Be Respectful: To others, yourself and the equipment. Keep your hands to yourself, and do not touch other students' computers.

3. Be Responsible: Use strategies to solve problems instead of guessing. Ask for help.
4. Be Kind: Use your manners.

VISITORS

Adult

ALL Visitors are required to check in at the school office and obtain a pass before going to the playground or entering a classroom during school hours (be sure to have your identification with you). This even applies to parents picking up their children at the end of the day; if you will be passing our campus boundaries, you must obtain a pass. This is for the safety of ALL of our students.

Child

We get occasional requests from parents of students who attend Lakeport Schools to allow visiting friends to accompany the children and spend the day at school. Unfortunately, we are unable to accommodate these requests for the following reasons:

- The parent or guardian must legally enroll students attending schools in California.
- If a visitor is injured, we may be held responsible if the child is not officially registered. (The registration packet includes an authorization for the school to provide emergency medical services)
- Visiting students are a disruption of the classroom routine.
- Even the best-behaved student requires teacher time that should be used on other children.

****This also includes siblings of enrolled students at Lakeport Elementary School, both in the classroom and on field trips.****

VOLUNTEER POLICY

We love our volunteers! If you plan to volunteer only for a few days (a couple special events or field trips), then we ask that you check in at the office prior to volunteering in the classroom. If, however, you plan to volunteer regularly, please stop by the office to pick up a volunteer packet. The volunteer packet includes information for a TB test and a background check (there is no cost to you). There will be volunteer orientations required for all our volunteers before they can start volunteering in the classrooms. Please see the office if you are unable to attend so we can accommodate by creating an alternate time.

PBIS

Positive Behavior Interventions & Supports

What is it?



School wide efforts to move from *reactive* to *proactive* interventions with clearly communicated behavior expectations, leading to academic success and social competence of all students

- **Data** driven plans and actions (smart decision making)
- **Practices** for preventative and reinforcing behaviors (explicit teaching for success)
- **Systems** to support staff (lesson plans, training, routines)

Who's involved?

- Every adult on staff who encounters students during the day
- Everyone follows the same consistent practices in all school settings
- Success depends on schoolwide buy-in
- Leadership Team leads implementation, tackles tasks and decisions

How does it work? **Five Elements for Success**

CLEAR EXPECTATIONS

ACKNOWLEDGEMENT SYSTEMS

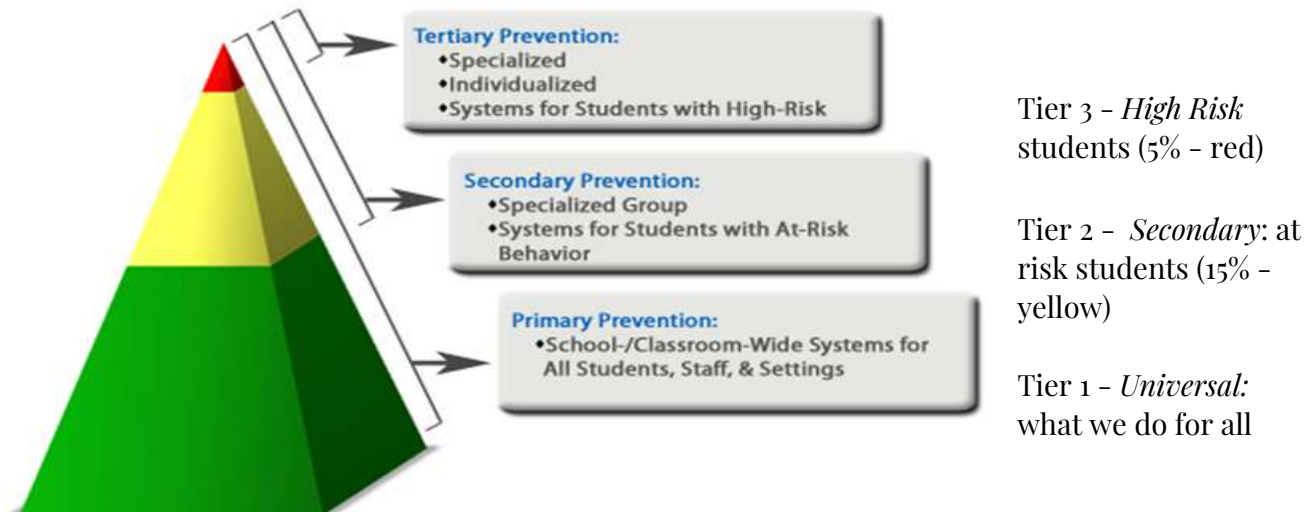
DATA BASED DECISION MAKING

EXPLICITLY TAUGHT

CORRECTIONS SYSTEMS

Tiered System of Interventions provides stages:

Continuum of School-Wide Instructional & Positive Behavior Support



children (80% - green)

**At Lakeport Elementary School We are:
Respectful, Responsible, Safe and Kind**

Lakeport Elementary School Song

Lakeport Elementary is our school,
And we love it 'cause it's really cool!
We work real hard and follow every rule.
Lakeport, Lakeport, it's our school!
We are the tigers and we like to roar!
Being our best is what we're here for,
And everyday we can't wait for more.

Lakeport, Lakeport, hear us roar!

L-A-K-E-P-O-R-T

Lakeport is the place to be!!

LES School Cheer

Lakeport Elementary Tigers Are
Respectful, Responsible, Safe, and Kind

Parent Signature Page

Student Name

Teacher Name

Student Name

TeacherName

Student Name

Teacher Name

Student Name

TeacherName

I received a copy of and have read the LES school handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Parents and Guardians- Please initial the following statements:

_____ I have read and accept the LES attendance policy.

_____ I have read and accept the LES behavior policy.

_____ I have read and accept the LES dress code policy.

_____ I have read and accept the LES PBIS/discipline policy.

_____ I have read and accept the LUSD board policy on healthy foods and snacks.

**PLEASE RETURN THIS FORM TO THE LES OFFICE OR TO YOUR CHILD'S
TEACHER. THANK YOU!**