

**Student/Parent Handbook
2019/2020**

Lakeview Elementary School



R.O.A.R.ing to Achieve!

**17510 Lakeview Ave.
Yorba Linda, CA 92886-2381
Telephone: (714) 986-7190
Attendance: (714) 986-7190 option 3
FAX: (714) 223-7509
Office Hours: 7:15 A.M. – 4:15 P.M.
www.lakeview.pylusd.org**

Placentia-Yorba Linda Unified School District
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714-986-7000
www.pylusd.org

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Lakeview Lions

R.O.A.R.ing to Achieve

R ESPECTFUL

O RGANIZED

A CCOUNTABLE

R ESPONSIBLE



LAKEVIEW
ELEMENTARY SCHOOL

The PYLUSD Advantage is what makes the PYLUSD a unique place to learn. It guides our decision-making and ensures that our students will have the advantage of an outstanding education. ... We are committed to being a dynamic learning community that prepares each and every student for success now and in the future. ... We hold high expectations for all students through rigorous and relevant educational experiences that challenge them to become responsible, ethical, and engaged citizens. ... We stand for and **represent** ~
Excellence, Collaboration, Integrity, Innovation

Lakeview Elementary School

R.O.A.R.ing to Achieve

September 2019

Dear Parents and Students of Lakeview Elementary,

I would like to welcome each student and parent to the 2019-2020 school year and offer a special greeting to all who are new to our school. It is our sincere desire to offer your child an engaging, enriching educational experience during their tenure at Lakeview Elementary. As the principal, it is my goal to continue the fine tradition of excellence established here over the past 14 years.

Our motto is: **Lakeview Lions... R.O.A.R.ing to Achieve!** We have a talented, innovative staff, and it is my hope that we can work closely with you and your family to provide the individual academic, social, and emotional support your student(s) need to successfully **R.O.A.R** their way through the grade levels.

Please take a few moments to review the contents of this handbook with your student(s). It is full of important information regarding the communications, services, and guidelines for expected behavior. The policies and procedures outlined are intended to provide the maximum opportunity for learning in a school that is safe and orderly. Please review these together as a family so that the expectations are clear and familiar. These guidelines reflect the values of responsibility, respect for self, respect for others, and commitment to quality instruction and learning.

The staff and I are looking forward to working alongside you to ensure each student has an exciting, fun-filled year packed with opportunities for new learning and growth. Let's make this the best year yet!

Tamie Beeuwsaert
Lakeview Elementary Principal

LAKEVIEW VISION STATEMENT

We are committed to being a dynamic learning community that prepares each and every student for success now and in the future.



SCHOOL COLORS: BLACK & GOLD

MOTTO: R.O.A.R.ING TO ACHIEVE

LAKEVIEW ESTABLISHED 2005

GO LIONS!

SCHOOL HOURS

Regular Day Schedule

Grades 1 – 5:	
Monday, Tuesday, Thursday, Friday	7:50 a.m. – 2:15 p.m.
Early Release Wednesdays	7:50 a.m. – 1:15 p.m.
Kindergarten:	
Early Cubs	7:50 a.m. – 11:10 a.m.
Late Cubs	9:30 a.m. – 12:50 p.m.
SDC Pre-school	
Early Cubs	7:50 a.m. – 11:50 a.m.
Late Cubs ~ Mon/Tues/Thurs/Fri	9:30 a.m. – 1:34 p.m.
Late Cubs ~ Early Release Wednesdays	9:30 a.m. – 1:15 p.m.

Minimum Days

Grades 1 – 5:		
11/15/2019; 12/11 & 12/12/2019; 3/6/2020; 6/5/2019; & 6/5/2019		7:50 a.m. – 12:45 p.m.
Preppy K & Kindergarten:		
All Late Cub students to Early Cubs Six dates above & another date to be determined for field trip		7:50 a.m. – 11:10 a.m.
SDC Pre-school		Regular Schedule

RECESS for Grades 1-5

Regular day schedule
9:45 a.m. – 10:05 a.m.

HEALTH SNACK BREAK for Preppy K & Kindergarten

9:45 a.m. – 10:05 a.m. (Preppy K) & 9:55 a.m. – 10:15 a.m. (Kindergarten) respectively

LUNCH HOURS

Grades 1 – 2	Monday - Friday	11:30 – 12:15
	Minimum days	11:30 – 12:00
 Grades 3 – 5	 Monday – Friday	 12:10 – 12:55
	Minimum days	12:00 – 12:30

LAKEVIEW SCHOOL STAFF & DISTRICT PERSONNEL

Certificated Personnel		Classified Personnel	
Mrs. Tamie Beeuwsaert	Principal		Health Clerk
Mrs. Michelle Anderson	Teacher	Mrs. Valerie Dyer	Clerk
Mr. Garrett Bentley	Teacher	Mr. Jerry Inzunza	Night Custodian
Mrs. Suzie Bilhartz	Teacher	Mr. Raul Lopez	Plant Manager
Ms. Meghann Briggs	Teacher		Clerk
Mr. Jim Burns	Teacher	Mrs. Grace Pa (Tachikawa)	Computer Instr. Specialist
Mrs. Katyanne Downing	Teacher	Mrs. Janet Torres	Library/Media
Mrs. Tiffany Eliot	Teacher	Mrs. Kathie Wessel	Admin Secretary
Mrs. Sandee Harper	Teacher	Ms. Lauren Absmeier	Special Ed Aide
Mrs. Erin Kilbarger	Teacher	Mrs. Danniell Crocker	Special Ed Aide
Mrs. Sally Lester	Teacher	Ms. Christina Doeling	Special Ed Aide
Mrs. Emily Liu	Teacher	Ms. Kim Eggenburg	Special Ed Aide
Mr. Nikko Mostajo	Teacher	Mrs. Gail Lofdahl	Special Ed Aide
Ms. Ami Mulhall	Teacher	Mr. Angel Manriquez	Special Ed Aide
Mrs. Lisa Nicholson	Teacher	Ms. Erica Mendez	Special Ed Aide
Mrs. Genevieve Olson	Teacher	Ms. Eryka Morrello	Special Ed Aide
Mrs. Sarah Olson	Teacher	Ms. Jennifer Nagata	RSP Aide
Mrs. Barbara Peterson	Teacher	Ms. Deanna Santillana	Special Ed Aide
Mrs. Natali Riggio	Teacher	Mrs. Jodi Williams	Special Ed Aide
Mrs. Ashley Romero	Teacher		
Mrs. Diane Rude	Teacher		
Mrs. Heidi Sabio	Teacher	Ryan Gonzalez	PE Aide
Mrs. Bonnie Thompson	Teacher	Mrs. Connie Rivera	PE Aide
Mrs. Shannon Vlastnik	Teacher	Ms. Antoinette Luzzi	Child Care Lead
		Ms. Sunamita Meza	Nutrition Services
Mr. Brad Chang	PE Teacher	School Board – 2019	
	Instrumental/Band Teacher	Carrie Buck	President
Mr. Gary Hung	Strings Teacher	Eric Padget	Vice President
Mr. Carey Mottershead	Vocal Teacher	Judi Carmona	Clerk
		Karin Freeman	Trustee
Mrs. Candace Johnson	Psychologist	Carol Downey	Trustee
Ms. Taylor Lasky	Speech		
Ms. Amy Greer	Physical Therapist	District Administration	
Ms. Christine Lee	Occupational Therapist	Dr. Greg Plutko, Ed.D	Superintendent
		Mrs. Candy Plahy	Deputy Superintendent – Ed Services
Nurses Team		Mr. David Giordano	Asst. Superintendent – Business Services
Mrs. Amy Kliner	Nurse	Mr. Rick Lopez	Asst. Superintendent – Human Resources
Ms. Patti Nitzel	Nurse		
Mrs. Elise Saylor	Nurse		

Lakeview Elementary School Phone Directory

School Phone #: 714 986-7190
 Attendance Phone #: 714 986-7190 option 3
 Fax #: 714 223-7509

Our phone system is an automated system that will allow you to select from a variety of options:

- ❖ To get the **"dial-by-name"** directory, press **'2'**. You will be prompted to press the first three digits corresponding to the person's last name.
- ❖ To get the **attendance line**, press **'3'**. It is important to leave your name, your child's name, teacher's name, reason for absence, and number of days your child will be out. Remember that you still need to call the absence line if your child will be tardy. *If you need to order a hot lunch for your child for the day he/she is tardy, please call the office by 7:50 a.m.* If you then want to leave a message for your child's teacher, you may do so on your child's teacher's voice mail. Homework can be picked up in the office **after** school is out. It is also important that you call the attendance line early in the morning. Lunches are ordered at 8:00 a.m. from a central kitchen. Calling in your child's absence early in the day is appreciated and alleviates unnecessary follow-up calls to your house or place of work.
- ❖ Press **'4'** for **school information**, including directions.
- ❖ To speak with someone in **Child Care**, press **'6'**.
- ❖ At any time during the greeting, you may press **'0'** for **office assistance**.
- ❖ With this system, you may leave a message for a teacher at any time during the day. ***To talk to a teacher directly during non-instructional times, you must first dial the teacher's extension, and then press '1' to have the call go directly to the classroom.***
- ❖ Listed on the below are the staff's extensions.

Name	Department	Extension	E-mail address
	School's #	714 986-7190	
Mrs. Beeuwsaert	Office/Principal	53001	tbeeuwsaert@pylusd.org
Mrs. Wessel	Office/Secretary	53002	kwessel@pylusd.org
	Office/Clerk	53040	
Mrs. Dyer	Office/clerk	53045	vdyer@pylusd.org
Mr. Lopez	Plant Manager	53014	ralopez@pylusd.org
	Health Office	53042	
Mrs. Torres	Library	53015	jtorres@pylusd.org
Mrs. Grace Pa (Tachikawa)	Computer Lab	53861	gpa@pylusd.org
Ms. Sunamita Meza	Kitchen	53008	sumeza@pylusd.org
Ms. Taylor Lasky	Speech	53019	tlasky@pylusd.org
Mrs. Candace Johnson	Psychologist	53016	canjohnson@pylusd.org
Ms. Christine Lee	OT	53055	clee@pylusd.org

Mrs. Anderson	Teacher	53105	manderson@pylusd.org
Mr. Bentley	Teacher	53107	gbentley@pylusd.org
Mrs. Bilhartz	Teacher	53107	sbilhartz@pylusd.org
Ms. Briggs	Teacher	53201	mbriggs@pylusd.org
Mr. Burns	Teacher	53206	jiburns@pylusd.org
Mrs. Downing	Teacher	53208	kdowning@pylusd.org
Mrs. Eliot	Teacher	53501	teliot@pylusd.org
Mrs. Harper	Teacher	53205	sharper@pylusd.org
Mrs. Kilbarger	Teacher	53103	ekilbarger@pylusd.org
Mrs. Lester	Teacher	53106	slester@pylusd.org
Mrs. Liu	Teacher	53502	eliu@pylusd.org
Mr. Mostajo	Teacher	53018	nmostajo@pylusd.org
Ms. Mulhull	Teacher	53202	amulhull@pylusd.org
Mrs. Nicholson	Teacher	53203	lnicholson@pylusd.org
Mrs. Olson, Genevieve	Teacher	53308	golson@pylusd.org
Mrs. Olson, Sarah	Teacher	53103	solson@pylusd.org
Ms. Peterson	Teacher	53307	bapeterson@pylusd.org
Mrs. Riggio	Teacher	53308	nriggio@pylusd.org
Ms. Romero	Teacher	53302	asromero@pylusd.org
Mrs. Rude	Teacher	53302	drude@pylusd.org
Mrs. Sabio	Teacher	53104	hsabio@pylusd.org
Mrs. Thompson	Teacher	53503	bthompson@pylusd.org
Mrs. Vlastnik	Teacher	53204	svlastnik@pylusd.org
Ms. Amy Kliner	Nurse	53406	akliner@pylusd.org
Mrs. Nitzel	Nurse	53058	pnitzel@pylusd.org
Ms. Saylor	Nurse	53054	esaylors@pylud.org
	Child Care	53048	
	PE: Mr. Chang		bchang@pylusd.org
	Music: Mr. Hung Mr. Mottershead		ghung@pylusd.org cmottershead@pylusd.org

LAKEVIEW SCHOOL POLICIES

The major function of school is to provide for the diverse physical, social, and academic needs of all students. This will best be accomplished when there is a clear understanding of responsibilities and expectations. The following is a list of student responsibilities that should be clearly defined to them and consistently enforced by staff and parents.

Consistency cannot be emphasized enough for it helps to establish an environment in which children function in a positive way. We want students to feel good about themselves, respect their peers and adults, accept differences in others, and demonstrate PRIDE in their school. By following school guidelines, this goal can be achieved.

ACADEMIC EXPECTATIONS

Lakeview Elementary School has high, but realistic, academic and behavioral standards and expectations.

Students are required to make every effort to achieve their potential. Failure to make reasonable effort will result in lower grades. Additionally, students who continue to demonstrate a lack of effort may be denied certain special privileges. As a staff we realize student abilities differ and, at times, mitigating conditions may prevent a child from doing his/her best work during a brief period of time. Our teachers make adjustments to accommodate individual needs. If you have any questions or concerns about your child's progress, please call the school to schedule an appointment with your child's teacher or the principal.

HOMEWORK

You can assist your child to develop good study habits by providing him/her with a quiet, well-lit study area, preferably at a desk or table, free from television and other distractions, limiting interruptions; establishing a time and place to complete homework; and regularly communicating with teachers regarding questions or concerns. Students like to be praised and encouraged for their efforts. Most children should be able to do the work independently, but you can assist them with (not do) their homework, if necessary.

Placentia-Yorba Linda Unified School District HOMEWORK EXPECTATIONS

[PYLUSD Homework Brochure](#)

Quality homework relates to the grade level standards and learning objectives and is a direct extension of classroom instruction. Considering individual student needs, homework will develop a sense of student responsibility. On occasion, class assignments that are not completed during the school day may be completed at home.

Advantages of Homework

- ***Keeps the parent informed about the curriculum and how well the student is progressing in mastering grade level standards.***
- ***Develops a feeling of responsibility in the student.***
- ***Helps reinforce and/or enrich the learning experience.***
- ***Provides practice time so more content may be presented in class.***

While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the general guidelines for each grade level. Daily times listed are inclusive of studying for tests, assigned reading, and assigned work. **In addition to homework assignments, research supports that nightly recreational reading to and with a child is extremely beneficial.**

Primary grades: Homework may be assigned 3-4 times a week. No weekend assignments.

Kindergarten: Up to 10-15 minutes per night

Grade 1: Up to 10-15 minutes per night

Grade 2: Up to 20 minutes per night

Grade 3: Up to 30 minutes per night

Upper Elementary Grades: Homework times in grades 4 & 5 may also include long-term projects and are inclusive of assigned reading.

Grade 4: Up to 40 minutes per night
3-4 times per week
Occasional long-term projects

Grade 5: Up to 50 minutes per night
3-5 times per week
Long-term projects may be required

We encourage the collaboration of students, teachers, and parents to ensure the successful completion of assigned work. As students mature, they are more able to work independently and parents play a supportive role in promoting student responsibility. We urge you to take an active interest in your child's work and help ensure that assignments are completed and turned in on time. At the beginning of each year, teachers will provide guidelines regarding homework expectations in the classroom.

MONITORING PUPIL PROGRESS

Pupil progress can be monitored in many ways. In addition to quarterly report cards, teachers will send home mid-quarter progress notices showing whether your child is in danger of receiving an unsatisfactory grade or his/her effort/citizenship grades have dropped significantly. Teachers have many other ways to report academic progress and/or social behavior including phone calls, notes, weekly/biweekly notices, and work folders.

ATTENDANCE, ABSENCES, AND TARDIES

PHONE: 714 986-7190 option 3

Punctuality and regularity in attendance play an important part in the development of your child's attitude toward his/her school life. In our experience we have found that there is a direct correlation existing between a student's attendance habits and his/her academic success. It is vitally important that students attend school on a consistent basis. Poor attendance is a major cause of low academic performance and may result in retention. All students are required to attend school, and they are expected to arrive on time. *Repeated absences for any portion of the day are as critical as an absence for an entire day.* It is the responsibility of both the parents and the students to maintain good attendance.

- **Please keep your ill child at home.** Good health is more important than perfect attendance. Children are to be kept home for a full 24 hours after a fever returns to normal (below 100). Keep your child at home if he/she has a runny nose or cold symptoms, and their nasal discharge is yellowish or greenish; they may have a bacterial infection. Please keep your child home if the child is contagious. If antibiotics have been prescribed, do not let your child return to school until 24 hours after the first dose has been administered. Courtesy to other students and the staff, and the California State Health Code, requires that all communicable diseases be reported to the school office immediately.
- If your child has a fever, has thrown up, or has had diarrhea in the last 24 hours, do not send them to school.
- If your child has red eyes or any eye drainage, no attendance in school until the eyes are clear or a note is provided from your health care provider indicating a non-infectious condition or treatment.
- If your child has a skin rash, no attendance in school unless a note is provided from the health care provider indicating a non-infectious condition or treatment.
- Absences and tardies are to be reported on the attendance phone line: 986-7190 option 3.
- Tardiness can be a serious problem at school. When a child is late, the teacher must stop instruction, change his/her attendance and lunch count, and review instruction at the time of that child's arrival. Students are required to be at school and in their line-up area at 7:50 a.m. Students **MUST** get a class admittance slip from the office for excused or unexcused tardies. If a student is tardy due to a doctor or dental appointment, present doctor/dental verification upon arrival at school in order to receive an excused tardy. **PARENTS ARE REQUIRED TO ACCOMPANY THEIR CHILD TO THE OFFICE WHEN THEIR CHILD IS LATE.**
- If your child is going to be tardy, please call the school attendance line before 7:50 a.m. Note: **If your child will be late and you want to order a lunch, please call the office by 8:00 am.**
- If you are requesting your ill child's homework (only recommended if your child is out for more than one day), it may be available at the end of the school day in the school office.
- If you know your child will be out of town for five school days or more, please inform your child's teacher so we can have an Independent Study Contract completed for your child, and schoolwork can be taken with your child to complete during his/her absence. **Please allow two weeks' notice,** minimally, so that appropriate paperwork can be started and discussed with the parent. Please request an independent study contract only if you, as the parent completion of all work and record keeping required. A detailed work log during the trip showing a minimum of four hours of work per school day is required. The Independent Study Contract, along with the completed schoolwork, is due back the first day the student returns to school.
- Whenever possible, we request that you make doctor and dental appointments outside of the regularly scheduled school day so that your child can benefit fully from classroom instruction.
- California Education Code defines excused and unexcused absences and tardies. Letters will be sent home to parents of student(s) with excessive tardiness or absences. If these continue, the district's Student Services office will be contacted.

Please call our attendance line if your child will be absent for the day or late to school. You can call this number 24 hours a day: (714) 986-7190 x3. Please call our attendance line by 7:50 a.m.

Note that absences of your child without communication from you will result in a truant absence.

ARRIVAL AT SCHOOL

- For safety reasons, students should not arrive at school before 7:35 a.m.
- **THERE IS NO SUPERVISION BEFORE THIS TIME!**
- Only students are permitted on campus. All adults must check in through the office.
- Children should keep their belongings with them and go directly out to the designated waiting area until the 7:45 a.m. bell rings.
- Students are to remain out of the classroom, office, corridors, or patio areas prior to the time school begins, except on rainy days. On inclement weather mornings, students should go directly to their classrooms.
- Children are to remain on the school grounds until time for the afternoon dismissal. The exceptions are those students who are checked out through the office by their parent or guardian. (Upon return to school the parent/guardian must sign the student back in.)

DISMISSAL FROM SCHOOL

When students are dismissed from school, they are to go directly home or to Child Care. Students are to go home *immediately* after dismissal. Adults picking up students after school are to wait at the front of the school until the dismissal bell rings. No adults are permitted on campus after school unless they have checked through the office. **Supervision ends fifteen (15) minutes after dismissal.** During the instructional school day, students must be dismissed from school or returned to school through the office (see below).

RELEASING CHILDREN DURING SCHOOL HOURS

If you are picking your child up before his/her regular dismissal time or during the day for an appointment, send your child with a note to the teacher with the specific time he/she will be leaving. Note that students are encouraged not be dismissed during the last 15 minutes of school. Parents are required to come to the office, *not the classroom*, to sign out their child. At that time, the teacher will be notified to send the child to the office. Please allow time for the teacher to gather work and other information to go home with your child. A child will not be released at any time to anyone other than the parent unless a signed note from the parent has been sent in advance to the teacher AND the person picking up your child is listed on your child's emergency info in the parent portal. The teacher will not release children until called by office personnel. Proper identification will be required. Parents/Guardians are reminded that students must be signed out by an adult (18+) and children are not allowed to walk home or ride their bikes to an appointment during school hours. **Please remember that students will only be released to the parent, legal guardian, or persons indicated in the Student Contact Info** (created by parent through the parent portal). These procedures are for the protection of your child. Please try to avoid taking your child from school during the school day if at all possible.

UPDATING SCHOOL RECORDS

It is absolutely essential that the office has current telephone numbers of parent's place of employment and the name of a friend or relative who can be called in the event of an emergency when parents cannot be reached. Please let us know as information changes. You can now make these changes thru the District's Parent Portal: [PYLUSD Parent Portal](#)

It is imperative that at least one other name be listed under emergency contacts through the parent portal. Also, in regards to this information, you may not call the school to release your child to a person whose name is not already on the emergency contact info. We need changes/additions to be made through the parent portal. A note to the teacher is also not sufficient.

If you need to update your child's pink disaster emergency card that came with their disaster kit,

please do so through your child's teacher. These cards are kept in the classroom's emergency pack.

PROCEDURES FOR SECOND FAMILY INFORMATION

Parents or guardians, other than primary care, should contact your child's classroom teacher at the beginning of the school year if you will request information regarding student progress, school events, etc. Parents are encouraged to provide an email address and/or self-addressed, stamped envelopes to the classroom teacher. Teachers will use these envelopes for communication purposes.

MEDICATION ADMINISTRATION

- Proper medication forms must be completed before any medication can be administered at school. Verbal permission and prescription orders are not acceptable.
- **ALL medications for your child, both prescribed and over the counter, require a special form to be completed and signed by both the parent and physician before authorized staff can administer them.** Dosage, frequency, duration, and side effects are to be provided on the form by the physician.
- Note that parents are to bring medication to school in prescription bottle only and in original containers, along with clearly written instructions regarding its use. Students are not to bring the medication to the office; only parents.
- For further information contact the school office or refer to the Placentia-Yorba Linda Unified School District's Back-to-School Parent Information Packet. These regulations are formulated to protect all children.

There is not a school nurse regularly on campus. Our district nurses spend time at many schools and the district's health center. They help in providing vision, hearing, and scoliosis screening and in assisting classroom teachers with children with special needs. We do have a Health Clerk, who is generally here one - two days each week. He/She can be reached by calling 714 986-7190 x53042. If you need further health guidance, you may also call our district's Health Services Department at 714 986-7170.

LUNCH

- Lunch is available for purchase daily from the school cafeteria. Lunch includes an entrée, choice of fruit and/or vegetable, and milk.
- Lunches (or lunch money) that are brought to the office will be kept in the office to be delivered to the lunch benches prior to lunchtime. To assure that a Noon Aide will pick up the lunches, please have child's lunch to office by 11:15 a.m. Your child's name, room number, and teacher's name are to be on the lunch sack/lunch pail.
- **Classrooms will NOT be disrupted to inform the student that his/her snack/lunch is in the office;** therefore, remind your child that it is his/her responsibility to check at the lunch benches if he/she is expecting you to bring in a lunch. Please remember to label your child's lunch.
- Glass containers are NOT allowed at school.
- For those who bring their lunch to school, milk, water, or orange juice may be purchased.
- School lunches may be purchased by cash or by placing money on your student's account. Money can be placed on account by writing a check payable to PYLUSD Nutrition Services or using the online eFunds payment which can be accessed at any time online. We do not have change in the office. Log onto www.pylusd.org Select Family Resources; Nutrition Services; Pre-payment Options and On-line payments. Food Services Department: (714) 985-8610
- Currently the district policy for elementary meal service is to extend credit up to \$5.00 at the elementary level. Once this threshold is met, an alternate meal is given to students until there is money on the account to pay for meals. The alternate meal is provided as nutrition and is essential to learning. An alternate meal consists of a cheese sandwich, 1% white milk, and choice of fruit and/or vegetable.

- The school does not have funds to loan money to students for lunch. Lost cash cannot be replaced. If a student is bringing money for lunch, please put it in a baggie, envelope, or coin purse.
- **Fast Food: We ask that you do NOT bring your students soft drinks or fast food (i.e. Carl's Jr., Taco Bell, Panda Express, McDonald's, Subway, etc.) as a special treat for lunch. These items are prohibited from being eaten at the lunch area on campus.** However, parents are more than welcome to take their students out to lunch to enjoy a special treat together. The District's Health and Wellness Policy prohibits students from drinking soda during the school lunchtime so please make sure you substitute juice, milk, or water if bringing lunches to school.
- **Reminder:** If your child will be late for whatever reason, it is important that you call in to our attendance line by 7:50 a.m. and call the office if your child will be ordering a hot lunch.

BIRTHDAYS

In order to provide a quality education free from interruptions that detract from instructional time and to support our District's Health and Wellness Policy, the following guidelines have been established:

- Food items are NOT permitted to celebrate a student's birthday at school. Consider collaborating with your child's teacher to purchase an appropriate book that can be read by the teacher to the class or donated to our school library or providing NON-FOOD items such as pencils, stickers, or gift bags to celebrate the special day.
- Birthday observances will not occur during instruction time. (Singing "Happy Birthday" to students is appropriate.)
- Flower bouquets, balloons, and other gifts delivered to the school to celebrate a birthday are not permitted. This causes a tremendous distraction to the classroom instruction.
- Please do not send party invitations to school; they will not be distributed.

REPORTING TO OFFICE

Children may come to the office only with permission and a pass from either the classroom teacher or the yard-duty supervisor except in emergencies.

CLASSROOM INTERRUPTIONS

Please do not call the office to relay messages to your child unless it is an emergency. Inform your child, before they leave for school in the morning, of any plans for after school they may need to know such as the following:

- Who is picking them up after school?
- Do they need to ride the bus or walk?
- Do they need to go to childcare?
- What if it rains?!!
- Do they have their homework or special projects?
- Make sure their lunch is taken care of by seeing that they take their lunch with them to school or that they have enough lunch money or credit for that day.

HEALTH AND EMERGENCY PROCEDURES

- You will be notified promptly if your child becomes ill (vomiting or diarrhea or with temperatures at or exceeding 100.0*) or is injured at school, other than minor scratches, bumps, etc. If you are unavailable, we may try to reach an emergency contact you have listed in your child's contact page through the Aeries parent portal.
- It is important to keep the Emergency and contact info in the parent portal up to date, along with any medications or medical conditions your child may have.
- If your child is sent home with a fever, vomiting, or diarrhea, he/she must stay home for another 24 hours until after the fever has broken or the diarrhea or vomiting has subsided.

LOST AND FOUND

- Parents are encouraged to clearly label all personal belongings with the child's name so that lost items may be returned promptly.
- Valuable items such as jewelry, watches, etc. should not be brought to school. These items are easily mislaid and easily picked up. Money and small objects may be taken to the office with teacher's permission (office pass).
- Leave all articles of clothing where they are found. Do not take them to the office. The owners will return for them if they are left where they are found.
- The custodian takes articles of clothing and lunch pails that remain unclaimed on the playground to the "Lost and Found" area which is in the lunch table area.
- If your child is missing a sweater, jacket, etc., please check our "Lost and Found" often. Many items remain unclaimed. Remaining items will be donated quarterly to a local charity.

STUDENT PROPERTY

- Toys are not to be brought from home with the exception of items brought for sharing on a child's "share day" or something appropriate for that day's class curriculum, with prior teacher approval. Any item, which is brought from home, is the responsibility of the child and will not be replaced at District expense.
- If a student brings toys or disallowed items to school, those items will be collected by the teacher and sent to the office where they will remain until picked up by a parent. Any item not claimed by the end of the month will be given to a charity.
- Cell phones:
 - Must be turned off at all times
 - Cannot be used during school hours
 - Must be in backpack
 - Only used for emergencies before/after school

SCHOOL/CLASSROOM VISITATION

You are cordially invited to visit your child's class. Your child benefits when the home and the teacher work together. The following are the District policies for visitations:

- Requests to visit/observe a classroom shall be made to the school principal or psychologist at least three (3) days prior to the visit.
- The request to visit/observe a classroom shall be reviewed by the principal or psychologist with the teacher prior to the decision to authorize or deny the visit. Visitations shall be scheduled to minimize disruption to classroom activities taking into consideration the needs of the school, the teacher, the parent, and the student. In addition, visitations shall be limited to a specific area(s) of the campus and for specific times (no more than 20/30 minutes) as determined by administration.
- All visitors must be accompanied by the principal or psychologist. Visitors are required to sign in at the school office and receive a temporary identification badge prior to going to the classroom. Visitors must also check out through the office, returning the badge, before leaving.
- Please keep in mind the teacher will be unable to confer with you during class hours. However, the teacher will be happy to schedule an appointment to speak with you at another time.
- Please leave small children at home.

VOLUNTEERS

Lakeview welcomes and values our volunteers and encourages volunteers to be active at our school. Without volunteers, many programs and activities offered at our school would not be possible. You will be given opportunities to sign up for various events, responsibilities, and/or classroom assistance at the beginning of the year and at Back-to-School Night.

- We do require that all volunteers (and/or visitors) sign in through our Raptor Visitor ID Card Scanner & Badge Printer upon entering campus and return their badge upon leaving campus. Any adult on the school grounds, other than regular staff members, must wear an identification badge.
- District guidelines require that all children on campus during the school day **MUST** be registered students at Lakeview. When volunteering, please make child care arrangements for your children not yet in school.
- ALL volunteers must complete a PYLUSD Volunteer Application Form before working in the classroom. These can be obtained from the office or from your child's teacher.
- A Volunteer Workshop is tentatively scheduled for Thursday, September 26, 2019, 8:00 – 9:00 a.m.

Your support does make a significant difference in your child's education. With the cooperation of parents and teachers, school will be an interesting, worthwhile and happy place for each child.

PARKING LOT RULES

Drop-off and pick-up times at Lakeview can become congested. Please observe the legal rules of the road and the Lakeview traffic policy. Be considerate and courteous to our neighbors, other drivers, and pedestrians and set a good example for the students.

- Do not park or leave your car unattended along the red curb or yellow zones.
- Children should wait on school property (not on Lakeview Ave., Valley View, or Brooklyn sidewalks or the park) to be picked up.
- Students are instructed not to cross if the crossing guard or other authorized personnel are not present.
- Remember to yield to children while they cross the street.
- The city of Yorba Linda has designated the west entrance to the school as an entry for only those people parking their vehicles and the east entrance to the school for those families dropping off or picking up in the flowing, Drop-off/Pick-up area against the curb that is done immediately before and after school.
- Please do not park or stop your car in the bus pick-up/drop-off zone or along the red curbs
- Please park in an area that is NOT designated as staff parking

Safety:

- Drive at a safe speed at all times
- Be watchful of pedestrians crossing in the crosswalks and be watchful for children crossing in front or behind vehicles
- Do not double park
- No cell phone usage while operating your vehicle

General Plan for the Drop-off/Pick-up Loading area:

- Students will exit vehicles **ONLY** when the vehicle has reached the designated loading zone
- As a courtesy to all drivers, students are encouraged to have themselves and all materials ready inside of the vehicle before reaching the unloading zone
- Pull forward as far as possible to assist flow of traffic
- Come to a complete stop
- Vehicles are to stop as close to the curb as possible
- Parents are to stay inside the vehicle
- Students will exit vehicles **ONLY** on the right (curb-side)

If you choose to walk your students to class, please use the existing crosswalks only.

CHOICE OF TEACHERS

To insure well-balanced, heterogeneous classrooms, we do not accept teacher requests. In order to provide the best learning environment for all students, many factors must be considered. A

qualified team will make the proper recommendation for the placement of your child.

STUDENT DRAG BAGS AND BACKPACKS

It is recommended by the American Chiropractic Association, the American Physical Therapy Association, the American Academy of Orthopedic Surgeons, and district administration that in order for students to carry books to and from school, they use either a drag bag on wheels that is not overfilled or a backpack with wide straps that is carried on both shoulders and weighs no more than 10 – 15% of the student’s weight. It is also recommended that parents frequently check the drag bag or backpack to ensure that only necessary materials are carried and that they are within the suggested weight limits.

The district recommends a drag bag as a first choice. They should have sturdy wheels and feet, with a strong handle. Second choice is a backpack with wide straps and a waist belt. Purchase the lightest weight drag bag or backpack available without sacrificing sturdiness.

PSYCHOLOGICAL SERVICES

The services of the school psychologist at Lakeview focus upon the unique needs or concerns of students, staff, and parents. Delivery of services may include individual psycho-educational assessment for those students referred for possible learning disabilities, monitoring of students in Special Education, and consulting to staff and parents regarding learning style, material modification, behavior management, and self-esteem of students.

SPECIAL EDUCATION SERVICES

The special education services provided for identified students are the Resource Specialist Program (RSP), Speech and Language, Adaptive Physical Education (APE), Occupational Therapy (OT), and Itinerant Hearing Impaired and Vision Impaired Therapy Programs.

GATE (GIFTED AND TALENTED) SERVICES

GATE students who are identified by district criteria and remain at Lakeview Elementary are clustered in one class (dependent upon the numbers of identified students) in grades four and five. Identified students may choose to attend the magnet school. In addition, GATE students at Lakeview also participate in GATE enrichment activities both during school and after school and other student-based leadership groups.

COMMUNITY RESOURCES

Child Abuse Prevention Center	1 714 543-4333	Child Find	1 800 426-5678
Child Abuse Registry	1 714 940-1000	Family Violence Hotline	1 800-799-SAFE
Suicide Prevention Lifeline	1 800 273-8255	For A Child Hotline	1 800 4-A-Child 1 800 422-4453
Alcohol and Drug Abuse Services	1 714 480-6660	WE TIP	1 800 78-CRIME
Outreach Concern Crisis Hotline	1 800 4CONCERN 1 800 426-6237	A Center for Missing & Exploited Children	1 800 843-5678

LAKEVIEW CHILD CARE CENTER

On-site Child Care Center is located at our school in room 304. Hours are from 6:30 a.m. to 6:00 p.m. For more information on registration and fees, contact the Child Care office @ 986-7190, option 6.

PTA

Lakeview PTA is composed of volunteer parents who devote their time and talents to our students. Your membership and participation in this outstanding organization benefit your child's education. General membership meetings are held four times a year. Look for further details to come home. Connect to Lakeview PTA's website: lakeviewyorbalingpta.com

BACK-TO-SCHOOL NIGHT/OPEN HOUSE

You are invited to attend our Back-to-School Night, Thursday, August 29, 2019. Your child's teacher will discuss instructional goals. This night is for adults only.

Open House is scheduled in spring, Thursday, March 19, 2020. All members of the family are invited this evening to attend and share in the activities and experiences your child has had during the school year.

STUDENT CONDUCT RULES/GENERAL RULES

- Attend regularly and be on time.
- Expect to succeed and behave in a manner that allows you and others to learn.
- Listen carefully, and follow directions the first time given.
- Respect other people and their belongings and your school and its property. Leave each area better than you found it.
- Complete assigned work on time.
- Use acceptable methods of problem solving.
- Use appropriate, positive language (profanity is not acceptable). Obscene or inappropriate gestures are not to be used on school grounds.
- Behave properly on the way to and from school, as well as on school grounds. All school rules apply during these times.
- Fighting, kicking, or other physical aggression is prohibited.
- Follow instructions given by those in authority, including teachers, instructional assistants, parent volunteers, and all other personnel. Be polite to others.
- Skateboards, roller blades, shoes with wheels, and roller skates are not permitted on school grounds at any time.
- The possession or use of electronic devices, including cd/mp3 players, I-Pods, and hand-held games, is prohibited on campus unless child's teacher has designated a particular Technology Day.
- Cell phones are NOT to be used during school hours. Phones that are out during the school day, even if they are not being used, will be taken to the office for a parent to pick up.
- Animals may not be brought from home unless prior arrangements have been made with the teacher.
- Aggressive Behavior or Fighting:
 - First occurrence will be a behavior citation and parent notification letter
 - Second occurrence will be an automatic one- to three-day suspension

STUDENT DRESS RULES

Our school needs your cooperation in building standards of dress and grooming among pupils. There is usually a distinct correlation between a well-groomed, carefully dressed student and

academic and social success. Children are to be dressed in clothing and footwear that allows them to participate in the games and activities that are part of the elementary school program.

Students shall wear appropriate clothing and footwear and groom themselves for school in a manner that does not offend the rules of decency, reflect negatively on or detract from any phase of the educational program, or present a hazard to health or safety. Students in violation of Dress Code Guidelines **MAY NOT ATTEND CLASS.**

- Children should come to school dressed appropriately for the task of learning, demonstrating their awareness of the importance of education.
- Children's attire should promote an environment of respect. We would like your cooperation in promoting this environment of respect, by sending your child to school wearing shirts with positive messages.
- All clothing should be in good repair and of appropriate size.
- Top wear – Tank tops and spaghetti straps are okay if undergarments don't show. No bare midriffs; shirts must be long enough to cover mid-section.
- Sweatshirts and jackets are considered to be outerwear. Appropriate top wear must be worn under them.
- Bottom wear – All pants, shorts, skirts, and skorts must fit properly at the waist and must not be worn lower than the top of the hip.
- Girls should wear shorts or opaque tights under dresses or skirts for all P.E. days.
- To prevent children from wearing clothing, accessories, or styles that may interfere with their own safety and well-being or that may disrupt the learning process, the following are **NOT ALLOWED:**
 - Flip flops, backless shoes, high heels, platforms, or other shoes which might interfere with safe footing
 - Jewelry or accessories that constitute a distraction or a safety hazard, e.g. large hoop or dangling earrings, studded apparel, chains, and key chains on backpacks
 - Apparel, jewelry, or accessories which display words or pictures relating to alcohol, drugs, tobacco, guns, gangs, violence, obscenities, or vulgarities
 - Tops that expose the midriff area
 - Short shorts
 - Sheer garments
 - Extremes in style (such as a Mohawk) or color of hair
 - Make-up
 - Acrylic/fake nails
 - Sunglasses (except when worn only for sun protection)
 - Hats are worn only outside and for sun protection. Plain or simple logos only.

PLEASE NOTE: A student coming to school with inappropriate dress will be required to call his/her parent/guardian to bring a change of clothes.

LUNCH RULES

- Students shall be seated at their assigned classroom tables while eating and use quiet, inside voices for conversation.
- Students are not to leave their seat without permission until dismissed.
- Students should use good table manners at all times and be polite and respectful to all adults and peers.
- Due to medical restrictions/food allergies, etc., students are not allowed to exchange foods.
- Food not eaten is to remain at the student's lunch place until dismissal or returned to his/her lunch pail or sack.
- Students are responsible to clean up their paper and trash and table area. Students will be excused when their area is clean.

PLAYGROUND GAMES AND RULES

- All students are encouraged to participate in activities.
- Tackle football or any game involving bodily contact other than school-accepted games will not be permitted.
- Swings and climbing apparatus are to be used correctly and safely. No standing or jumping from this equipment is permitted. If there are people waiting to use the swings, the person on the swing will be limited to 50 swings (back/forth equals one swing).
- Students may not be excluded from games by other students.
- Only official school rules are to be used when playing blacktop and playground games.
- Horizontal bars are to be used for pull-ups. Hands must be around the bars at all times.
- Shoes are to be worn at all times.
- School equipment should be used on the playground. Equipment may not be brought from home. For special occasions, any play equipment brought from home must meet school safety standards and have the approval of the principal.
- Habits of safety, good manners, and good sportsmanship are to be used at all times.
- All games must stop when the bell rings. Students are to freeze and then line up when a teacher gives the signal (whistle).
- At the end of recess or P.E., students are to WALK to their classrooms or meeting areas

CORRIDORS

- Children are not to bounce balls or use other play equipment in the corridors.
- Children are to walk in the corridors.
- Children are to stay on the sidewalks.
- Children are not to play around drinking fountains or restrooms.

PLAY AREAS

- Children are not to play on sidewalks.
- Play equipment is not to be used on the sidewalks.
- Children are to play in the assigned areas only and are to keep off the fences and backstops.
- Children are to remain at least 15 feet from the fences.
- Balls are not to be kicked or thrown against the buildings.
- Children who throw or kick balls over the fences will be responsible for replacement of that equipment.
- Children are not allowed to climb over the campus fences to retrieve equipment.

BIKE RULES

Students in grades 4-5 may ride their bicycles to school.

- Students must follow all bicycle safety laws. All bike riders must wear a helmet to and from school.
- Students must walk their bikes upon entering and leaving school grounds. For safety reasons, bikes may not be ridden on school grounds, sidewalks, walkways, parking lots, playgrounds, etc.
- Bicycles brought on school grounds must be licensed.
- Each bicycle must have a locking device which must be used consistently.
- Only those students who ride bikes may be in the bike area.
- Students may not ride double.
- Bicycles are not allowed to be locked up with a friend's bicycle.
- Students may not ride two abreast along the streets.
- Students must obey the Crossing Guard's instructions.
- The district does not assume responsibility for the safety of riders or for the theft of or vandalism to bicycles.
- Roller blades, skateboards, scooters, etc. are not allowed at school.

Violators will result in a loss of bicycle-riding privileges.

PEDESTRIAN RULES

- **Students are to walk to and from school in a safe manner.**
- **Students are not to cut across homeowner's lawns.**
- **Students are to cross at crosswalks and obey the Crossing Guard, where applicable.**
- **Students are not to throw rocks, dirt clods, fruit, etc.**
- **Students are not to destroy or damage property.**
- **Fighting on the way to or from school may result in a suspension.**
- **Be polite and courteous to your classmates, homeowners, and all other residents at all times.**

BUS TRANSPORTATION RULES

Student safety is of utmost importance!

- **All children shall obey the bus driver at all times.**
- **All children must have a district-issued bus pass in order to ride the bus.**
- **All children shall remain seated during the entire trip.**
- **All children shall speak quietly.**
- **All children shall keep head and arms inside the bus.**
- **All children shall get on and off at their regular stop only.**
- **Only routine supplies (books, lunch pails, etc.) are to be carried on the bus.**
- **Objects may not be thrown inside the bus or out of the windows.**
- **Eating or drinking food on the bus is prohibited.**
- **Scuffling, pushing, etc. is prohibited.**

Bus passes are required for daily bus transportation to or from school. These passes are obtained from our transportation department, located at the PYLUSD District Office on Orangethorpe Ave, Placentia. Their phone number is 714 985-8418.

Any person who receives a report of misconduct may be denied permission to ride the bus. The bus driver and/or the Supervisor of Transportation shall make the decision in this matter.

BEHAVIOR CITATIONS

Behavior Citations and Playground Tickets

BEHAVIOR CITATIONS

Citations will be issued for repeated or serious infractions of school rules. We ask that parents discuss the misconduct with their child, sign the citation, and return it to school the following day.

Citations may be given at teacher's or administrator's discretion

- **3 Playground Tickets = Citation**
 - **3 Thinking Sheets = Citation**
- Receiving a Citation automatically gives the student a 30 minute after-school detention.

PLAYGROUND TICKETS

Playground Tickets will be issued for repeated or serious infractions of the playground rules.

- **May be given by noon supervisors or teachers**
- **Must be given to student's teacher (not student) after speaking with the students**
- **Teachers will use their discretion and classroom management plan to address each Playground Ticket.**
- **Teachers may choose to send the tickets home as a form of communication or use them to apply to their classroom behavior plan.**

Referrals from Noon Supervisors at lunch recess will be handled through the teacher and/or principal.

LAKEVIEW ELEMENTARY SCHOOL CONDUCT CODE

To maintain a safe, orderly and positive school climate, Lakeview's Conduct Code sets high standards for student behavior. The safety and wellbeing of your child is the utmost priority of the Lakeview Elementary School Staff. We, therefore, ask your cooperation in helping your child understand and follow school rules. Listed throughout this book and below are the general rules and related behaviors of particular significance:

- ❖ **BE IN THE RIGHT PLACE, AT THE RIGHT TIME, DOING THE RIGHT THING**
- ❖ **BE KIND TO EACH OTHER IN WHAT YOU SAY AND DO**
- ❖ **ACCEPT RESPONSIBILITY FOR YOUR OWN ACTIONS**
- ❖ **TAKE PRIDE IN YOUR SCHOOL BY KEEPING IT NEAT AND CLEAN**
- ❖ **KEEP HANDS, FEET, AND OBJECTS TO YOURSELF**
- ❖ **BRING ONLY APPROPRIATE ITEMS TO SCHOOL**

In an effort to support the positive actions of the vast majority of students, disciplinary action and consequences for inappropriate behavior will be enforced fairly and consistently.

STUDENT ANTI-BULLYING

The Board of Education believes every child is entitled to a safe school environment free from bullying. Just as the Board expects professional behavior of its staff, similar behavior is expected of the students. The Board also believes that students should not be disruptive or create a climate of fear by bullying other students. Bullying is defined as any severe or pervasive physical or verbal act, including communications made in writing or by means of an electronic act, committed by a student or group of students directed towards other students.

Children need to learn appropriate social behaviors as well as consider the needs, behaviors, and feelings of others. Various strategies will be used to promote respectful relationships and to improve or change inappropriate behaviors.

Consistent with state and federal law, the district prohibits bullying and provides a timely and effective complaint procedure for pupils who believe they have been the victim of bullying. In order to create a positive climate for education, all reports of bullying will be investigated and resolved promptly to avoid an atmosphere of harassment.

The district also is mindful that, at times, behavior that is rude or insensitive may nevertheless be constitutionally protected in the context of a public school environment. Such conduct can best be prevented with effective strategies that involve pupils, parents and school employees in collaborative efforts to promote respectful relationships and to improve or change inappropriate behaviors while teaching acceptance and ensuring equal educational opportunities for all. Regulations regarding this policy will be made a part of each school's student discipline and safety plan.

The Placentia-Yorba Linda Unified School District Board of Education is committed to providing a safe and secure environment in which students can effectively learn. As such, the Board of Trustees will enforce the following penalties for student involvement with illegal drugs or alcohol and/or dangerous objects or weapons.

CONTROLLED SUBSTANCE

(Drugs/Alcohol)

Students found to be selling or furnishing a controlled substance *will be expelled* from the schools of the Placentia-Yorba Linda Unified School District upon their *first offense*.

DANGEROUS OBJECTS OR WEAPONS

(Knives, Firearms, Explosives)

Students found to be possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object on any campus *will be suspended or expelled* from the schools of the Placentia-Yorba Linda Unified School District upon their *first offense*.

Any of the above offenses involving drugs, and/or dangerous objects will be reported to the proper legal authorities as appropriate.

We need your support and cooperation to ensure that each school campus is a safe and secure environment in which to learn.

SCHOOL-INITIATED TRANSFERS

It is the belief of the Board of Education that in order to maintain a school environment conducive to the highest quality of learning and, at the same time, foster positive behavior changes in students, intra-district transfers of students initiated by the school of attendance may be necessary.

Transfers initiated by the school administration are deemed to be in the best interest of the school and student when the student is unresponsive to disciplinary practices and efforts to develop consistent attendance and appropriate school behavior, or when the student is in need of a change in peer group.

Specific criteria for the initiation of an intra-district transfer shall be specified in the discipline plans of each school site. Additionally, it shall be the responsibility of the school initiating the transfer to assure that the student and parent/guardian are afforded due process including, but not limited to, notification of possible transfer prior to the initiation of the transfer, conferences with the student and parent/guardian, and specification of the conditions for return to the school of residence. All transfers shall be reviewed annually.

DEFINITIONS:

1. **Suspension:** "Suspension" (E.C. 48900-48900.5) means removal of a pupil from ongoing instruction for adjustment purposes. Suspension does not mean any of the following:
 - Reassignment to another education program or class at the same school where the pupil will receive continuing instruction for the length of the day prescribed by the governing board for pupils of the same grade level. (E.C. 48925)
 - Referral to a certificated employee designated by the principal to advise pupils. (E.C. 48925)
 - Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the pupil to the principal/designee as provided in the Section 48910. Removal from a particular class shall not occur more than once every five days. (E.C. 48925)
2. **Expulsion:** "Expulsion" means removal of a pupil from the immediate supervision and control or the general supervision of school personnel. (E.C. 48925)
3. **Weapons and Dangerous Instruments, Devices and Materials:** Prohibited weapons and dangerous instruments, devices and material shall include, but not be limited to the following:
 - **Firearms:** Pistols, revolvers, shotguns, rifles, "zip guns", or any other instrument or device capable of propelling a projectile by explosive or chemical means.
 - **Gas/Air Devices:** Air pistols, air rifles, gas pistols, gas rifles, paint pistols, paint rifles, or any other instrument or device capable of propelling a projectile by means of compressed air or gas.
 - **Mechanical Devices:** Bow, crossbows, slingshots, blowguns, or any other instrument or device capable of propelling a projectile by mechanical means.
 - **Cutting and Puncturing Devices:** Knives (regardless of size or type), dirks, daggers, swords, machetes, straight razors, razor blades, skewers, or any other instrument or device that can be used for cutting or puncturing.
 - **Explosives and Incendiary Materials:** Bombs, live munitions, commercial explosives, blasting caps, firecrackers of all types (including "sparklers"), "caps", or any other explosive or incendiary device or material that is capable of causing injury or harm to others, or that is capable of threatening the safety or structural integrity of facilities used by students, staff, or visitors.
 - **Chemicals:** Tear gas, pepper spray, mace, poisons, hazardous or noxious gases, acids, or any other device or material which is capable of causing injury or harm to others by chemical means.

- Martial Arts Devices: Nunchakus, throwing stars, or any other instrument or device used in the practice of the martial arts.
- Electronic Devices: Stun guns, Tasers, or any other instrument or device capable of causing injury or harm to others by electronic means.
- Other Dangerous Instruments, Devices and Materials: Other instruments that are capable of causing injury or harm to others. It reasonable appears to the superintendent, principal, or their designees that the presence of the instrument, device or material constitutes a threat to the safety of students, staff, or property.

SUSPENSION OFFENSES

Students may be suspended for the following offenses listed in the Educational Code: (E.C. 48900) (48900.2)

- Caused/attempted/threatened physical injury.
- Possessed/sold/furnished a dangerous device.
- Possessed/used/furnished drugs or alcohol.
- Sold/furnished alleged drugs or alcohol.
- Robbery/extortion.
- Vandalism to school/private property/graffiti.
- Theft of school/private property (or attempt).
- Possessed or used tobacco.
- Obscene act/habitual profanity/vulgarity.
- Sold/offered to sell drug paraphernalia.
- Disruption/defiance of school authority.
- Receipt of stolen property (school or private).
- Sexual harassment of another student (E.C. 48900.2).

PARENT ATTENDANCE FOLLOWING PUPIL SUSPENSION BY A TEACHER

The Board of Education encourages the use of all available resources in the handling of disciplinary problems including the involvement of parents and guardians in the classroom behavior problems of their children. Teachers are, therefore, authorized, pursuant to Education Code 48900.1, to require that the parent or guardian of a pupil who had been suspended from the teacher's class for committing an obscene act or engaging in habitual profanity or for disrupting school activities or otherwise willfully defying the authority of a school employee, attend a portion of a school day in his or her child's classroom. Teachers who elect to impose this procedure shall do so in accordance with State law and administrative regulations.

DISASTER PREPAREDNESS

Lakeview's staff, in conjunction with Lakeview PTA, is continually preparing for potential disasters, including earthquakes. If a disaster should occur during school hours, there would be a possibility that your child would need to remain at school through the dinner hour, or possibly, overnight.

Fire, lockdown, and earthquake drills are held at irregular intervals throughout the school year. Remember these basic rules:

- ❖ Check the instructions posted at the exit door in each classroom indicating how to leave the building in case of fire.
- ❖ Walk. No talking. Move quickly and quietly to the designated areas

TELEPHONE COMMUNICATIONS

If telephones are operational following a serious disaster, their use will be restricted to reporting medical, fire, or other emergencies. **Please do not call the school** (personnel may not be available to answer phones). Information for parents will be released by radio on local stations KFI (640 AM), and/or KNX (1070 AM). Parents will be advised regarding school conditions, dismissal times, and procedures. Calls will also go out through our Connect Ed emergency phone call system.

DISMISSAL

In the event of a major disaster, SCHOOL WILL NOT BE DISMISSED AND CHILDREN WILL REMAIN UNDER SUPERVISION OF SCHOOL AUTHORITIES.

PICKING UP YOUR CHILD

- ❖ No child will be released to anyone other than his/her parent or guardian, except under the following condition:
- ❖ Parent or guardian has designated other adult emergency contacts on **pink disaster card**.
- ❖ The identification, signature, and destination of any person signing a child out will be required before the child is released. Sign child out from the student-release area. Your cooperation will be necessary in signing your child out after a disaster. **The school must account for each and every student. We therefore need students signed out in a calm, orderly manner.** REMEMBER – Personnel could be needlessly injured searching for your child if his/her whereabouts are unknown.
- ❖ If any of the above items are judged to be in doubt, the child will remain in the care of the school.
- ❖ If circumstances warrant, it may be safest to move your child to an alternate location.
- ❖ Please minimize the possibility of a traffic jam and facilitate the smooth release of children by walking to school when possible. If you must drive to school, **leave your car at least a block away** to allow emergency vehicles room to get in. Please adhere to this courtesy so that we can help all families as fast as possible.
- ❖ Adult volunteers will be welcome to assist on campus during the emergency. Present yourself at the Information Gate and state your willingness to work on campus.

Our goal at Lakeview is to work together with you to provide the best educational program possible for your children. Show your children you are interested and concerned about their school life. Take the time each day to talk to them about their experiences in school. Ask about homework assignments. Your consistent interest in their progress and personal development in school will motivate them to want to learn. Get involved at school by maintaining contact with your children's teachers. Feel free to ask questions. Attend parent conferences. Be supportive of the exciting school-wide activities held each year. Let your child know you are working together with the teacher and the school to help make your child's education beneficial in every way. Home and school working together as a team can make the school year a very successful one for your child!

This year you will not sign the Agreement page as in the past; you will acknowledge through the parent portal that you and your child have reviewed the Lakeview Student/Parent Handbook and agree to support school rules.