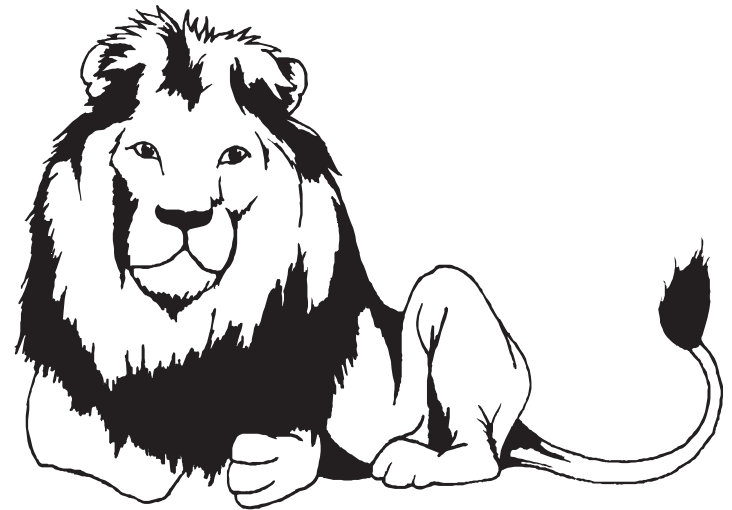


**LASSEN VIEW SCHOOL
PARENT HANDBOOK
2011-2012**



**10818 Hwy. 99E
Los Molinos, CA 96055
527-5162**

WELCOME TO LASSEN VIEW! We invite you to visit often, participate in school and classroom activities, and become a part of your school.

MISSION STATEMENT

Opening the door to lifelong success.

VISION STATEMENT

Together with our community we provide a well-rounded education and inspire students to become successful, contributing members of society through:

- Demonstrating Respect
- Increasing Knowledge
- Supporting Collaboration
- Achieving beyond the Standards
- Exhibiting Integrity
- Being Accountable
- Responding to a Culture of High Expectations
- Embracing Diversity

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LASSEN VIEW UNION ELEMENTARY SCHOOL DISTRICT

10818 Highway 99E, Los Molinos, CA 96055

(530) 527-5162

FAX (530) 527-2331

Board Meetings: Third Monday of each month at 7:00 p.m.

Trustees:

Bill Crain	2014
Tim Drury	2012
Kathy Garcia	2012
Bruce Lindauer	2014
Kathy Brandt	2014

CERTIFIED STAFF:

Mancill Tiss	District Superintendent/Principal
Dan Jackson	5th Grade/ Vice Principal
Debbie Orange	8th Grade
Kim Hickok	7th Grade
Jenny Jones	6th Grade
Cathy Pooler	4th Grade
Paul Smith	3rd Grade
Kassidy Fox	2nd/3rd Grade
Carla Bakerville	2nd Grade
Emily Bertain	4th/5th Grade
Kim Wigno	1st Grade
Christy Davis/Jennifer Hurst	Kindergarten
Renae Burson	Kindergarten
Jill Hill	P.E. Specialist
Christine Gates	Special Programs Coordinator
Cindy Thompson	Music Specialist
Bettie Skelton	Community Day School

CLASSIFIED STAFF:

Cari Miller	Attendance Clerk/Accounts Payable
Heather Igarta	District Business Manager
Wanda Olsen	Head Cook
Don Jasielum	Maintenance Supervisor
Deni Fox	District Secretary

**LASSEN VIEW UNION ELEMENTARY SCHOOL DISTRICT CALENDAR
2011-12**

	M	T	W	TH	F
JULY					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

	1	2	3	4	5
AUGUST					
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

	1	2	3	4	5
SEPTEMBER					
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

	3	4	5	6	7
OCTOBER					
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

	1	2	3	4
NOVEMBER				
	7	8	9	10
	14	15	16	17
	21	22	23	24
	28	29	30	

	1	2	3	4
DECEMBER				
	5	6	7	8
	12	13	14	15
	19	20	21	22
	26	27	28	29

	M	T	W	TH	F
JANUARY					
	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

	1	2	3	4	5
FEBRUARY					
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29		

	1	2	3	4	5
MARCH					
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30








	2	3	4	5	6
APRIL					
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

	1	2	3	4
MAY				
	7	8	9	10
	14	15	16	17
	21	22	23	24
	28	29	30	31

	1	2	3	4
JUNE				
	4	5	6	7
	11	12	13	14
	18	19	20	21
	25	26	27	28

First day of school **8/17**
Last day of school **6/7**

Graduation Day **6/5**
Instructional Days **180**

-  Local Holiday
-  Legal Holiday
-  Minimum Days
-  Min Days-Conferences/Prog. Reports
-  Staff Development Day
-  Teacher Duty Day
-  Min Days-TAD

CALENDAR OF SPECIAL EVENTS

(* Subject to change *)

Aug.	25	Back to School Night
Sept.	5	Labor Day
Sept.	9	Picture Day
Sept.	16	STAR Celebration
Sept.	19	TAD Day
Oct.	3	TAD Day
Oct.	5-7	Parent/Teach Conference (minimum days)
Oct.	13	Family Math Night
Oct.	15	Dairyville Orchard Festival (10-3)
Oct.	17	TAD Day
Oct.	24	Kindergarten Day Extended
Nov.	7	TAD Day
Nov.	10	1st Trimester Ends
Nov.	11	Veteran's Day
Nov.	18	Report Cards Handed Out
Nov.	18	Attendance Reward (K-3) 1st trimester
Nov.	21	TAD Day
Nov.	23-25	Thanksgiving Break
Dec.	5	TAD Day
Dec.	8	Primary Christmas Program
Dec.	15	Upper Grade Christmas Program
Dec.	16	Minimum Day
Dec.	19-Jan. 3	Christmas Vacation
Jan.	4	Teacher Inservice (no school)
Jan.	16	Martin Luther King Holiday
Jan.	19-20	Parent/Teach Conf. For at risk students/Progress Reports (min days)
Jan.	30	100 Day Celebration for Primary
Feb.	6	TAD Day
Feb.	14	Grandparents Day (primary)
Feb.	20-24	Winter Break
Mar.	2	2nd Trimester Ends
Mar.	5	TAD Day
Mar.	7	Bus Driver Appreciation Day
Mar.	9	Report Cards Handed Out
Mar.	9	Attendance Reward (K-3) 2nd trimester
Mar.	19	TAD Day
Mar.	23	Father/Daughter Dance
April	2	TAD Day
April	6-13	Easter Vacation
April	16	TAD Day
April	19	Progress Reports Handed Out
April	19	Spring Musica
April	20	Teacher Inservice (no school)
April	25	Administrative Professional (Secretaries) Day
April	30-May 11	State Testing
May	7	TAD Day
May	7-11	Teacher Appreciation Week
May	13	98% Attendance Field Trip (4th-8th)
May	14-18	Classified Employee Appreciation Week
May	18	Attendance Reward (K-3) 3rd trimester
May	21	TAD Day
May	24	Open House
May	28	Memorial Day
May	30	Trimester Honor Roll Field Trip (4th-8th)
June	1	Mill Creek Reward Day (4th-8th), Fun Day (K-3rd)
June	5	8th Grade Graduation
June	7	Kindergarten Celebration/ <u>Last Day of School (minimum day)</u>

PARENT PLEDGE

As a parent, I will strive to assist in the learning and success of my son/daughter in school, I will do the following:

- Provide a quiet place to study every night.
- Attend Back to School Night, Parent-Teacher-Student Conferences, Open House, and other school events.
- Monitor my son/daughter's progress regularly.
- Share reading experiences with my student.

I will also encourage my son/daughter to:

- Complete *all* homework assignments
- Read for 30 minutes every day
- Attend and be on time to all classes
- Get proper rest for the best school performances

STUDENT SCHEDULE

Primary Regular Day Schedule	8:25 - 2:20
Upper Grade (4th-8th) Schedule	8:25 - 3:20
Kindergarten	8:25 - 12:55 (through Oct. 21)
	8:25 - 2:20
Minimum Day Schedule	
Upper Grade	8:25 - 1:20
Primary Grade	8:25 - 1:15
Kindergarten	8:25 - 1:10
Buses Leave	1:25

Students brought to school should be dropped off and picked up in the parking lot in front of the gym. Students should not arrive at school before 7:30 a.m.

ENROLLMENT

Students who are newly enrolled will not be allowed to start school until the next day. This will allow us to be better prepared for your child.

PROMOTION TO NEXT GRADE

ALL students will need to meet grade level requirements for promotion to the next grade. Promotion will be based on California Standards scores, teacher grades, STAR scores, Results Project Assessments (K-3) and student study team recommendations. (A complete policy on these requirements is available on request.)

HOMESTUDY CONTRACTS

Homestudy contracts are available for students who will be absent 5-10 days for special circumstances. This will allow student to receive credit for attendance.

ATTENDANCE REWARDS

K - 3rd students will have a reward afternoon for 98% attendance or higher **each trimester**. Students may qualify if they miss 1 day or less each trimester OR they may qualify if they miss no more than 3 days in 1 trimester. (If that happens, they will not be able to miss anymore days the rest of the year. Ex. - Student misses 3 days in the first trimester, they will be able to attend reward afternoon. However, they would not be able to miss any more days to be eligible for 2nd and 3rd trimester. (3 days total for year to be eligible for all 3 reward afternoons.)

4th - 8th students who have 98% (miss 3 days or less) or higher attendance and who have been enrolled at Lassen View for the entire year will go on a special year end field trip. Students will need to be on school grounds during the regular school hours for a minimum of 1 period (35 minutes) OR completed homestudy contracts to receive attendance credit.

ABSENCE PROCEDURE

Any day a student is absent, the parents should call 527-5162 by 9:00 a.m. to report the absence. When the student returns to school after an absence, he/she is to bring a note from home containing the following:

- A. Student's full name
- B. Date(s) for absence
- C. Reason for absence
- D. Signature of parent or guardian

TARDINESS

Tardies are recorded, and excessive tardies will be handled as a discipline problem. (Tardies are arriving late **OR leaving early**). The only excused tardies are for a doctor or dentist appointment. (**Dr. Or Dentist must sign note**). Discipline includes, but is not limited to the following: detention, community day school or referring student and parents to the County School Attendance Review Board. (SARB). **3 unexcused tardies (30 mins. or more) equal 1 day of absence. This includes arriving late or leaving early.**)

TRUANCY

A student shall be classified as truant if absent from school without a valid excuse 3 days in one school year or tardy without a valid excuse in excess of 30 minutes on each of more than 3 days in one school year. **When a student has had 8 unverified absences for any reason, the SARB & local District Attorney's Office will be notified. (**Verified absences are by a physician, school nurse or other school office employee.)**

HEAD LICE

Head lice show no class and are found in the best families. They are common among school children and even the cleanest child can easily become infested. Please talk to your child about the importance of not sharing combs, hats, brushes, clothing, etc...with other students at school.

Limitations to head lice as Excused Absences:

First day a student is absent with head lice, the absence will be considered medically excused. Subsequent days will be considered unexcused. Students returning to school, (after being sent home with head lice) will need to be brought back to the office the next day, by the parents. The school nurse or secretaries will check for head lice. If the student still has head lice, they will be sent home. ***Students who have been sent home with head lice will not be allowed to ride the bus to school until they have been checked by the school nurse or secretaries.**

RULES AND DISCIPLINE

Students at Lassen View are learning to assume responsibility for student affairs and activities. Along with this responsibility, students have a duty to learn to accept authority, to obey rules as well as to help make them, to act courteously and respectfully to others as you surely expect others to act courteously to you.

Our concern is for the safety and education of all students. The student's free time on breaks and noon recess is his/hers to use in their own manner within the boundary of the school rules.

SCHOOL RULES

1. All students are responsible for their academic performance and will respect the rights, privacy, and property of all other students, teachers and school personnel both in the classroom and on the school grounds.
2. All students will follow any direction issued by any adult working for the school.
3. No student is to have dangerous objects in his/her possession such as rocks, knives, sticks, etc.

4. All students will abstain from any use or possession of tobacco, alcohol or drugs.
5. Profanity will not be tolerated.
6. No student is to use the phone (classroom phone or office phone)during school hours, unless he/she has permission from an adult.
7. All students will use good taste and manners in the lunch room.
8. All students will be courteous and attentive in assemblies.
9. All food and snacks shall be eaten in the cafeteria during lunch. **No Gum** or sunflower seeds shall be brought to school
10. The school office is for business purposes, only. Students will not loiter around the office area.
11. Students are not to use the soft drink machine unless a staff member is present.

CLASSROOM RULES

1. I will be positive and treat all members of the class, adults and property with courtesy and respect.
2. I will come to class on time. I will have my own pencil, books, homework, and any other necessary materials for each class period.
3. I will be in my seat and working on class assignments the entire period.
4. My assignments will be completed neatly, accurately, and to the best of my ability.
5. The teacher is the responsible authority and I will listen and follow instructions.
6. Talking in class is a privilege and will not be abused.
7. Students should not be left in the classroom unattended unless there is an emergency.
8. Students should not be in halls or cafeteria unattended during class time.

REASONS FOR “PORCHING”

1. Disregard for school rules.
2. Disregard for playground rules.
3. Disregard for classroom rules.

CLOSED CAMPUS

A student may not leave the school between the time he or she arrives in the morning and the time he or she is excused from school in the afternoon. Students riding buses may not leave the school grounds after the bus has brought them to school in the morning or while they are waiting for the bus after school.

PLAYGROUND RULES **(All Students)**

1. All students will stay in his/her assigned playground area.
 - A. No running in the hallways or on the porch.
 - B. No playing in the bathrooms.
 - C. Patio area is not to be used as a play area.
2. All students will use equipment safely and appropriately and will not damage the equipment, materials, or property.
3. Baseball bats are to be used at baseball diamonds only. Students shall not swing on backstops and only the batter and on-deck batter may swing the bat.
4. All students will observe a “Hands-Off Policy”. This includes but is not limited to the following: hitting, kicking, tackling, wrestling, kissing, holding hands, etc.
5. All students will respond to the bell immediately.
6. Children will kick or throw the ball on the grass; not between the buildings.
7. Children will remember the bathrooms are not a place to play.
8. Children will walk on the porch.
9. Children will not bring candy or gum to school.
10. Children will remember to bring all play equipment in after every recess.

(Primary Students)

1. When the bell rings, children will stop playing and **freeze**. When the whistle blows the children will **walk immediately** to their classroom or assigned area.
2. Children will remember there is no tattling except for emergencies.
3. Children will remember to play safely on the equipment:
 - Swings are for sitting only.
 - Swings are for one person at a time.
 - Jungle gym is for hands only.
 - Trapeze is for hands or knees.
 - Jump ropes are for jumping only.

DISCIPLINE POLICY

Tickets will be given in the following manner:

- 1) **1st major offense**---Ticket is sent home and returned with parent signature. (Student will miss the monthly reward)
- 2) **2nd major offense**---Ticket is sent home for parent signature and after school detention for 30 minutes in home room. Parents will be responsible for picking the child up. (2nd ticket in a semester will cause a student to miss the monthly and semester reward)
- 3) **3rd-5th major offense**---Student will be assigned a 1-day in-house suspension. (Student will miss the monthly and semester reward)
- 4) **6th major offense**---Student may be suspended 3 days followed by a meeting with principal and parent before returning to class. (Student will miss the monthly and semester reward)
- 5) **7th major offense**---Student may be suspended 5 days and recommended for expulsion.

Major offenses include but are not limited to the following:

- Violence towards other children or adults
- Destruction of property or vandalism
- Continual disregard for school, playground or classroom rules
- Disrespect for authority or other children**
- Disruption of school activities

*****Any major offense as listed above which is severe *may* be dealt with by a 5 day suspension or expulsion. A suspension will cause a student to miss the semester reward day.**

*****Any severe offense including but not limited to the following, will result in automatic suspension and possible expulsion.**

- A) possession of any controlled substance, including alcohol and tobacco.
- B) possession of weapons, including but not limited to guns, knives.
- C) possession of pornographic or obscene materials, or items of a sexual nature.
- D) engaging in any fight that could have been walked away from.

Minor offenses *may* result in a variety of disciplinary actions ***which include but are not limited to:*** child being sent to a designated time out area during recess (porching), writing of paragraphs, “community service”, or other appropriate discipline as determined by the adult in charge at the time, under the direction of the administration. (A minor offense is any offense which does not fall into the above major offense categories. **Repeatedly committing a minor offense or committing a combination of minor offenses may be dealt with as a major offense.**

*****Students who participate in extra curricular activities (sports, yearbook, student council, etc...) and receive a ticket, will be ineligible to participate for minimum 1 game (sports) or 1 week (non sports). Students who receive suspension will be ineligible for a minimum of 2 weeks.**

*****Field trips-Students who receive 2 or more tickets or a suspension in a semester may be denied the privilege to attend field trips. The final decision will rest with the teacher and the superintendent.**

*****A more detailed discipline policy (#5144.1 & 5144.2) concerning grounds for suspension/expulsions and due process is available upon request.*****

COMMUNITY DAY SCHOOL

Students who are expelled, have continual discipline problems, including attendance, or not completing their assignments may be assigned to Community Day School. More information is available upon request.

SEXUAL HARASSMENT POLICY #5145.7

Lassen View School is committed to providing an instructional environment free of unlawful harassment. School policy prohibits sexual harassment and discrimination because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local Law or ordinance or regulation. **All such harassment and discrimination is unlawful.** The school's anti-harassment and discrimination policy applies to all persons involved in the operation of the school and prohibits unlawful harassment by any student in grades K through 8.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- A. Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations or comments;
- B. Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- C. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis.
- D. Threats and demands to submit to sexual requests or offers of any benefits for sexual favors; and
- E. Retaliation for having reported or threatened to report harassment.

Any student who believes that he or she has been unlawfully harassed must promptly submit a written complaint form to their teacher, vice-principal, or directly to the superintendent. Complaint forms may be obtained in the school office. The complaint shall include details of the incident or incidents, names of the individuals involved and names of any witnesses. The superintendent shall investigate all such claims within 15 days for review and action.

If it is determined that unlawful harassment has occurred, effective remedial action shall be taken in accordance with the circumstances involved. An employee or student determined by the school to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including employee termination or student suspension or expulsion.

In addition, the student may file a formal complaint with the superintendent/Principal/or designee in accordance with the district's uniform complaint procedures.

REPORT CARDS/CONFERENCE DAYS

Parent/Teacher conferences will be held ½ way through the first trimester for all students. Parent/Teacher conferences will be held for students at risk of retention ½ way through the second trimester. **(Parents of students not at risk may request a conference also)**. Report cards will be sent home at the end of each trimester.

HONOR ROLL

Lassen View has an honor roll for the 4th-8th grades. The requirements for honor roll are a 3.0 or higher grade point average.

The honor roll averages are determined from the following subjects: reading, arithmetic, language, spelling, social studies and science.

To arrive at a grade point average, grades are assigned the numerical values of A=4, B=3, C=2. These values are averaged for all subjects listed above and a student's grade point average is the result.

Any grade of "D" or lower on the report card excludes a student from being on the honor roll for that quarter, regardless of grade point average.

Eighth grade students who make honor roll all trimesters from 4th to 8th grades, will be eligible to receive the 3 trimester honor roll medallion at graduation. Students who attend other public or private schools may qualify for this award, provided that they can show documentation. Students who attend home school may qualify for this award provided that they attend a school under a division of the PSA provision, ISP or campus based private school. (Documentation would need to be from someone other than a parent.)

EXTRACURRICULAR/COCURRICULAR ACTIVITIES PARTICIPATION

As a condition for participating in extracurricular/cocurricular activities, students shall have evidenced satisfactory educational progress in the previous grading period.

Satisfactory educational progress shall include maintenance of minimum passing grades defined as a 2.0 grade point average on a 4.0 scale in **all** enrolled courses. (Scale: A=4, B=3, C=2, D=1, F=0)

An F in any class makes a student ineligible for the following trimester.

Any D on a report card will result in the automatic suspension of a participant for one week of practice and games (if more than one D is received on a report card, one week will be served for each. 3 D's or more will automatically make student ineligible for sport being played after report card.) The suspension of participation will be for the week following report cards, Monday through Saturday, if an activity is in progress. If an activity begins during the following quarter, the suspension would occur at the beginning of that activity for one week. Suspension from participation may also occur if the participant fails to maintain satisfactory progress in academic subjects throughout the activity.

Extracurricular/cocurricular activities are defined as:

1. A program that has all of the following characteristics.
 - A. The program is supervised or financed by the school district.
 - B. Students participating in the program represent the school district.
 - C. Students exercise some degree of freedom in either the selection, planning, or control of the program.

STAYING AFTER SCHOOL

Students staying after school to watch athletic games, attend dances, etc., Must give note of permission to home room teacher **in the morning**. The home room teacher will deliver it to the office. **Students without notes will not be allowed to stay after school.**

WITHHOLDING OF STUDENT RECORDS

The Principal is authorized to withhold a pupil's grades, diploma, or transcript when the following conditions exist: The pupil has willfully cut, defaced, or otherwise mutilated or failed to return, upon request, district property in the pupil's possession, or nonpayment of any debts the student has incurred during the school year.

The Principal shall notify the parent/guardian in writing of the pupil's alleged misconduct before withholding the pupil's records and shall hold the parent/guardian personally responsible for payment for damaged property.

When, in the judgement of the administration, the minor and parent/guardian are unable to pay for the damages or to return the property, a program of voluntary work for the minor in lieu of the payment of monetary damage may be provided. Upon completion of the voluntary work program designated by the Principal, the grades, diploma, or transcripts of the pupil shall be released.

If a student transfers to a new school or district, his or her records must be transferred to the new school with the request that the new school withhold grades, diplomas, and transcripts until notified that compensation has been made.

GRADUATION REQUIREMENTS

Graduation exercises and activities are extracurricular events and students must qualify to participate in them; these activities include rehearsals, the eighth grade trip, and graduation exercises. Participation in graduation ceremonies and events shall be based upon meeting all of the following criteria:

1. A minimum cumulative grade point average of 2.0 (on a 4.0 scale) in **all required** report card subjects in the seventh and eighth grade. In cases of new or transferring students from other districts, grades from the preceding school must be presented.
2. A score of 70% or higher on the United States Constitution test. Students will be given up to three opportunities to achieve this score.
3. Appropriate attendance and citizenship as described below:
 - A. No more than 10 days per semester of not in seat attendance, for any reason. If needed, appeals can be taken to the superintendent.

- B. The student shall not have violated any behavior contract developed because of persistent citizenship problems.

Students who do not meet all of the above criteria shall not participate in graduation but may be promoted to the ninth grade, providing that they meet grade level requirements for promotion. ****If students do not meet grade level requirements for promotion, an SST will determine whether the student should be retained or placed in High School.** Parents/guardians will be kept informed when a student is in danger of not participating in graduation exercises/events.

BUS TRANSPORTATION

The driver shall stop to load or unload pupils only at a school bus stop designated for pupils in the Lassen View School District. A student may not depart the bus at any other stop other than his/her own unless he/she has a note which has been authorized by the school office. (The notes must be legible, include the date, the person's first and last name whose bus stop the student is getting off at, and parent/guardian signature). A student may not get on the bus at any other stop other than his/her own unless he/she has a note from his/her parents (on file in the office) or the parent is at the bus stop. ****Students who miss their regular bus stop should not catch the bus at another stop unless accompanied by a parent/guardian.**

1. Students shall be at their bus stop no more than five minutes prior to bus arrival time. If the bus is approaching, a student shall never cross the street, but rather wait for the driver to escort him/her across the street.
2. Students should wait until the bus has come to a complete stop, and the door has opened. They shall never rush to the bus. Remember that students should be at the bus stop five minutes prior to scheduled bus arrival time. If there is a group, they must wait in an orderly line and never crowd or push.
3. Upon boarding the bus, students shall go quickly to their seat, sit facing the front with their back against the seatbacks, and remain seated until their destination has been reached, and the bus has come to a complete stop. The driver will indicate when it is safe to stand and depart.

4. The same procedure shall be followed when a student is discharged from the bus. That is he/she shall never cross the street unescorted.
5. Students shall wait for direction from the driver, and shall not cross the street until directed to do so. He/she shall then cross between the driver and the bus.
6. Students shall never run back to the bus, or cross back over to get mail, etc.
7. Students shall never cross behind the bus.
8. Students are to sit quietly in their seats, keep hands and objects inside the bus and be respectful to the bus driver and fellow passengers. State law prohibits glass or animals on the bus.

Bus transportation is a privilege offered by the Lassen View School District. Riders are under the authority of the bus drivers and are expected to obey any order or suggestion given by the driver that relates to the safety or orderly transportation of students.

The following is our referral procedure for students who are misbehaving on the bus.

- A) Student who misbehaves on the bus will be given a bus referral slip.
- B) The student is instructed to have the referral slip signed by parents and returned the next day to driver.
- C) Drivers will allow up to 3 days for return of white copy before denying bus transportation.
- D) Bus Exclusion
1st Offense - Warning
2nd Offense - 1-3 Days Exclusion
3rd Offense-5 Days Exclusion
4th Offense-Week to Month of Exclusion

**** If any offense is in violation of general school rules or is of an extreme nature that could result in a dangerous driving situation, the District reserves the right to revoke bus transportation, suspend or expel the student.**

BUS NOTES

Students who are riding the bus and not getting off at their regular bus stop, will need to bring a note to the office upon arrival at school. Phone calls will not be accepted. Students will not be dropped off anywhere other than their regular bus stop without a note. The office will accept fax notes (preferable before noon). *If you fax a note, you must call the office to let us know that you have faxed a note.**** We thank you in advance for your understanding. These measures have been taken to ensure your child's safety.***

VISITORS

Adult visitors are welcome at Lassen View at any time under the following guidelines. **All visitors are to report to the school office when arriving at school. Visitors will be required to sign in and wear a visitor pass. This includes picking students up from after school care, while school is in session.** The most appropriate time to speak with teachers concerning personal matters is before or after school hours. Student visitors are not allowed, unless permission is granted by superintendent.

PERSONAL PROPERTY

The school provides play equipment. Students should leave personal items at home, except softball gloves, basketballs, or other sports equipment (labeled with their name). **Radio, MP3 player, I-Pods, walkmans, pagers, CELL PHONES, cameras, etc. are not allowed at school without permission from superintendent.** The school is not responsible for lost or broken items. **IF A STUDENT NEEDS A CELL PHONE FOR AFTER SCHOOL (NOT ON BUS) THEY MUST LEAVE THEM WITH THEIR TEACHER DURING THE DAY.**

BICYCLES/SKATEBOARDS

For the owner's protection, all bicycles should be licensed and **helmets must be worn.** Bicycles must be parked in the parking racks and should be locked. Students who ride their bicycles to school must abide by all traffic laws and rules of safety. **For everyone's safety, bicycles should be walked in the school grounds.** Violations of the bicycle rules could result in a student not being allowed to ride his/her bike to school. The school assumes no responsibility for the condition or loss of student bicycles. **(Due to the safety and lack of storage space, skateboards, scooters, and roller blades are not allowed at school.)**

TELEPHONE

Office phones are not for student use except in the case of emergencies or as directed by school employees. **Emergencies do not include calling for school work, books, musical instruments, or to make social arrangements.**

IMMUNIZATION

All California Immunization requirements must be met for unconditional school admission or a medical or personal beliefs exemption must be files. **7th & 8th grade students will not be enrolled without their whooping cough vaccination.**

REGISTRATION CARDS

It is vital that addresses and phone numbers for each of the students on file be current in case of an emergency. Please notify the office as soon as a change occurs. E-mail addresses are also encouraged.

MEDICATION

Education Code Section 49423 states...
“any pupil who is required to take, during the regular school day, medication prescribed for him by a physician may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician’s statement.”

SCHOOL BREAKFASTS AND LUNCHESES

A breakfast is served each morning from 7:30-8:25 a.m. Students eating breakfast are to go directly to the cafeteria when they arrive.

Hot lunches including milk, main dish, fruit and vegetable are served daily at Lassen View. Milk may also be purchased separately for those children who bring a sack lunch from home. Lunch and milk may be purchased monthly, weekly, or daily (preferably monthly or weekly) and should be taken to the cafeteria as soon as the child arrives at school.

Menus are published and sent home with each student every month and weekly in the Week-at-a-peek.

Prices for breakfast and lunch are as follows:

	Breakfast:	Student-\$.50	Reduced - \$.30
New	Lunch: (inc. Milk)	Student-\$1.60	Reduced - \$.40
	Milk	Student-\$.25	Reduced - \$.25

Free and Reduced forms will be sent home at the beginning of school.

***Students will not be allowed to charge breakfast or lunch for any reason.**

"USDA and NSD are Equal Opportunity Providers and Employers."

STUDENT DRESS AND GROOMING

The dress and grooming of students should reflect upon the "society" in which they are located. Our "society", Lassen View School, should house students who use good taste in attire/grooming-simplicity, neatness, and appropriateness. Students should wear appropriate attire during the regular school day and at school sponsored activities. The responsibilities of student dress and grooming are those of the students and parents. These guidelines should be followed:

1) Students should not wear clothing or hairstyles that can be hazardous to them in their school activities, such as physical education, art, or other hands on activities. Grooming and dress which prevent the student from doing the best work because of blocked vision or restricted movement are discouraged, as are dress styles that create disruption of classroom order. Footwear must be appropriate and worn at all times. (If students wear sandals, they should bring tennis shoes for P.E.)

- 2) There should be **adequate coverage of the body**, which means that short shorts, bathing suits, halter tops, tube tops, tank tops, **short tops**, undershirts, bare midriffs, **sheer garments**, sagging pants, **shoes and sandals without socks, pants with holes (natural or manufactured, including frayed.)** etc., are not considered adequate coverage. **Sandals must have a heel strap, tanktops that are neither too tight nor too loose may be worn over a t-shirt that is tucked in.** Sleeveless shirts with collars and sleeveless dresses may be worn (not spaghetti straps). **“Baggy pants” must be able to stay up without the use of a belt. Shorts, skirts, dresses, etc...must be no shorter than 5 inches above the top of the knee or mid thigh (whichever is longer) and hemmed.** Leggings, Spandex, lycra or like material may only be worn under shorts or dresses that are 5 inches above the top of the knee or mid thigh (which ever is longer). **No writing or pictures allowed on rear of clothes bottoms.**
- 3) Attire that could be associated with **“gangs”**, such as the wearing of colors, gang insignias, folded bandanas, **visible body piercing** (except for ears) **visible tattoos, hanging belts, skulls and crossbones**, etc., are not acceptable.
- 4) Hats may be worn outside only and not sideways or backwards.
- 5) Crude, vulgar, or negative lettering or printing, pictures depicting or encouraging drugs, tobacco, alcoholic beverages, racial/ethnic slurs, gang affiliation, or that are sexually suggestive on shirts, sweatshirts, jackets, or other wearing apparel are not acceptable.
- 6) Sunglasses (except prescription) are not to be worn in the classroom.

1ST OFFENSE-

STUDENT SENT HOME TO CHANGE CLOTHES OR GIVEN CLOTHES FROM SCHOOL (STUDENT WILL RETURN)

2ND OFFENSE-

STUDENT SENT HOME TO CHANGE CLOTHES (WILL RETURN). STUDENT MAY RECEIVE A TICKET.

3RD OFFENSE OR OTHERS TO FOLLOW-

STUDENT MAY RECEIVE A MINIMUM 1 DAY SUSPENSION.

STUDENTS AND PARENTS ARE EXPECTED TO COMPLY WITH DRESS STANDARDS AS THEY HAVE BEEN ESTABLISHED TO PROMOTE SAFETY AND A POSITIVE EDUCATIONAL ENVIRONMENT. NONCOMPLIANCE BY ANY STUDENT WILL RESULT IN A CONFERENCE/DISCIPLINARY ACTION.

GRADUATION DRESS CODE

Regular dress code rules apply with the exception of the following:

- Boys -A.M. Button shirt with collar, long pants (jeans are acceptable), dress shoes and graduation gown.
- Boys -P.M. Button shirt with collar, tie, long dress pants, dress shoes, cap and gown.
- Girls -A.M. Dress or skirt (mid thigh or longer), dress shoes and graduation gown. No strapless or backless dresses are allowed.
- Girls -P.M. Dress or skirt (mid thigh or longer), dress shoes. No strapless or backless dresses are allowed. Cap and gown will be worn.

If in doubt, check with administration BEFORE you purchase clothing.

****STUDENTS MUST PARTICIPATE IN THE MORNING GRADUATION TO BE ELIGIBLE TO GRADUATE AT NIGHT!!!**

SCHOOL PICTURES

Individual and class pictures are taken every year. Packets of color prints are available for purchase. You will be notified of the date for pictures in a note sent home with your child.

BIRTHDAY INVITATIONS, VALENTINES DAY CARDS, ETC . . .

Please do not bring to school unless everyone in the class is included.

LOST AND FOUND

Lost items may be identified and picked up in the cafeteria. No items will be kept over the Christmas Vacation, Winter Break or Easter Vacation. ***Please write your child's first and last name on label in clothing. Each year, we give away dozens of coats, sweatshirts, sweater, etc. because no one claims them.***

VOLUNTEERS

If you would like to volunteer your time to the service of the faculty and students at Lassen View, it would be greatly appreciated. This is one way to really get to know your school. Just call the school. For the safety of all and to promote the best possible learning environment with the least amount of distraction, we ask that when volunteering at school, you make other child care arrangements for your small children. Thank you for your help in this matter. **Volunteers need to pick up a visitor pass in the office.**

SCHOOL SITE COUNCIL

The School Site Council is a State authorized advisory committee composed of parents, teachers, and administrators. Its function is to assist and advise the school with decisions regarding special programs. If you are interested, please let the school know.

SCHOOL BOARD

The School Board consists of 5 individuals voted on by the community in the general election in November. The Board is responsible for: employing the Superintendent, general hiring & personnel accountability, policy adoption and monitoring, curriculum adoption and program accountability, budget, facilities & fiscal accountability, collective bargaining, and judicial & appeals body.