

Lassen View School
Student and Parent Handbook
2023-24



Opening the Door

To Lifelong Success

10818 HWY 99E

Los Molinos, CA 96055

(530) 527-5162

Insert Calendar on this Page

Welcome to Lassen View! Our goal is to provide the best education possible for your child. We have high expectations of academics, behavior, and dress code.

Mission Statement

“Opening the door to lifelong success”

School Vision

Together with our community, we provide a well-rounded education and inspire students to be the best version of themselves. We do this by:

- Demonstrating Respect
- Increasing Knowledge
- Supporting Collaboration
- Achieving beyond the Standards
- Exhibiting Integrity
- Being Accountable
- Responding to a Culture of High Expectations
- Embracing Diversity
- Treating People the Right Way...Every Day
- Valuing a Strong Work Ethic

Table of Contents

Staff Directory	1-2
Calendar of Events	2
Home/School Compact	3
Parent Involvement	4
School Bell Schedule	4-5
Drop-off/Pick-up/Parking	5
Attendance: Absences and Tardies	5-7
Short-Term Independent Study	7
Head Lice	7-8
School Rules	8-11
Progressive Discipline Policy	11-12
Opportunity Class	12-13
Sexual Harassment	13
Anti-Bullying Policy and Complaint Procedure	14
Dress Code	15-16
Report Card and Conference Dates	17
Grading and Honor Roll	17-18
8 th Grade Graduation	18-19
Homework Policy	19-20
Sports	20-22
Bus Transportation	23-24
Bus Notes	24
Medical Information/Immunization Laws	25-26
Breakfast and Lunch	26
Withholding Records	27
Parent Involvement Opportunities	27
Parent Booster Club	27
Earned Income Tax Credit	28
Off-Site Evacuation Information	28-30
Statement of Non-Discrimination	31-33

Lassen View Union Elementary School

10818 Hwy 99E Los Molinos, CA 96055

Phone (530) 527-5162

Fax (530) 527-2331

Board of Trustees

Natalie Foster 2026
Steve Fox 2026
Stephanie Rust 2024
Adam Marriott 2024
Derek Urban 2026

The Board meets (generally) the third Monday of every month at 5:00 pm. Any changes to this schedule or additional special meetings are posted on the school website and office window.

Certificated Staff

Jerry Walker	Superintendent/Principal
Melissa Gilardi	Lead Teacher
Miguel Rosso	8 th Grade
Kim Hickok/Melissa Gilardi	7 th /8 th Grade
Crystal Ward	7 th Grade
Kelly Mendonsa	6 th Grade
Kaillie Hamre/Sara Douglass	5 th
Trysha Kehoe	4 th /5 th Grade
Katie Slaughaupt	4 th Grade
Keri Spangler	3 rd Grade
Amber Verska	3 rd Grade
Paul Smith	2 nd
Mackenzie Plemons	2 nd Grade
Trina Cheadle	1 st Grade
Jennifer Hurst	Kinder/1 st Grade
Christy Davis	Kindergarten
Annie Darst	TK/Kinder
Sam Hermann	PE Specialist
Kim Hickok	Music Specialist
Jocelyn Kent	Resource Specialist
Loyce Winning	Counselor
Kassidy Fox	Opportunity Class Teacher

Classified Management and Office Staff

Ashlie Kramer	Business Manager/Human Resources
Cari Miller	District Secretary
Shanna Rocha	Attendance/Accounts Payable
Lisa Rendon	Kitchen Manager
Joe Rendon	Transportation/Maintenance Supervisor
Skip Barker	Custodial/Grounds Supervisor

***Calendar of Special Events**

Here is a rough draft of events for this year. Please be aware that changes may be made during the year.

Aug. 15	Back to School Night
Aug. 16	First Day of School (Full Day of School)
Sept. 4	Labor Day- No School
Oct. 4-6	Minimum Days for Parent Conferences
Oct. 23	TK/K Full Day Begins
Nov. 9	End of First Trimester
Nov. 10	Veteran's Day- No School
Nov. 20-24	Thanksgiving Break- No School
Dec. 19	TK-3 rd Grade Christmas Program
Dec. 20	4 th -8 th Grade Christmas Program
Dec. 22-Jan. 5	Christmas Break- No School
Jan. 8	Teacher In-Service- No School
Jan. 15	Martin Luther King Jr. Day- No School
Feb. 20-24	Winter Break- No School
Mar. 8	End of the Second Trimester
April 1-5	Spring Break- No School
April 8	Teacher In-Service- No School (Potential Make-Up Day)
May 6-10	Staff Appreciation Week
May 23	Open House
May 27	Memorial Day- No School
June 4	8 th Grade Graduation
June 6	Kinder Promotion Ceremony
June 6	Last Day of School

Home/School Compact

Studies have shown that when the school and families work together, student achievement is much better. Through a process that included teachers, parents, and students, the following was created to support student success in their education and life:

Student Pledge

I realize that my education is important. It helps me develop tools I need to become a happy and productive person. I know I am the one ultimately responsible for my education and agree to carry out the following:

- Complete my classwork and homework assignments
- Read for 20 minutes per day
- Get proper rest for my best school performance
- Show respect to others
- Take responsibility for my own behavior

Parent Pledge

As parents, we understand our child's years are very important and that my participation in his/her education will affect attitude and achievement. I agree to carry out the following to the best of my ability:

- Respect education as a high priority
- Provide a quiet place to study and read every night
- Encourage and help my child to complete school work.
- Attend important school events to support my son/daughter
- Monitor progress
- Share reading and educational experiences with my child

Staff Pledge

We understand the importance of the school experience and our roles as educators. Therefore, we agree to carry out the following responsibilities:

- Provide a safe learning environment
- Communicate and work with families to support student learning
- Provide strategies that promote learning
- Promote the development of basic academic and social skills
- Have high expectations for the school and students
- Respect all students as individuals

Parent Involvement

We all know the importance of parent involvement. If you can volunteer on a consistent basis or accompany your child on field trips, great! Not everyone has a schedule that allows for him or her to volunteer at school though. Whether you can volunteer your time or not, the most important parent involvement actually take place at home.

This involvement means creating a home environment that promotes academic success. This parental involvement makes the **BIGGEST DIFFERENCE** in your child's education. Here are some recommendations:

- ❖ Have a space dedicated for homework (and reading) that limits distractions
- ❖ Set a consistent time (as your life allows) for homework
- ❖ Review Remind 101 and check your child's homework and planner
- ❖ For 4th-8^h grade, use the Aeries Parent Portal to know which assignments have been completed and what grade each assignment earned (see teachers or office for login info)
- ❖ Monitor social media activity
- ❖ Charge cell phone somewhere other than where your child sleeps. Studies have shown that kids will check their phone throughout the night if in an easy to reach place.
- ❖ Promote a healthy diet and the importance of sleep on the next day's energy levels
- ❖ Be a positive role model and work with your child on problem solving (academic and social)
- ❖ Contact the school when unsure about something or as an issue escalates that cannot be solved by your child. Contact can be a phone call or email. All of our staff emails are first initial/last name followed by lassenview.org. For example, Mr. (Jerry) Walker's email is jwtalker@lassenview.org.

Bell Schedule

8:20- First Bell

8:25- Tardy Bell/School Begins

12:50- Dismissal for TK and K through Oct. 22

2:15- Dismissal for 1st-3rd and TK/K starting Oct. 24

3:00- Dismissal for 4th-8th Grade

Minimum Day Wednesday Dismissal Times

- In order to get familiar with bus and dismissal schedules, we will have a full day of school on Wednesday, August 16th. Starting August 23rd, every Wednesday will be a minimum day.



Students should not arrive at school prior to 7:00 a.m. Any student who gets to school before 7:30 should go to the library. Students arriving between 7:30 and 7:50 should go to the cafeteria or library until dismissed.

Pickup/Drop Off/Parking

The quickest way to drop off and pick up is to do so in front of the gymnasium. If you do, PLEASE DO NOT GET OUT OF YOUR VEHICLE so we can keep the line moving as quickly as possible. Keeping cars off the freeway is important for everyone's safety. It is strongly suggested not to arrive at school until the school day ends. Primary students are dismissed at 2:15 and intermediate/middle school students at 3:00. Arriving at 2:20 or 3:05 gives students time to collect their belongings and get to the gym area. The only reason you should get out of your vehicle in the line is to help with safety belts and seats. **If you would like to greet your child or walk them into school, please park and walk to campus.**

Attendance Rules, Tardies and Procedures for Absences

Student Absences

Please call 527-5162 by 9:00 a.m. to report an absence. When your child returns to school, please have him/her bring a note or email us with the following information:

- a. Student's full name
- b. Date of absence
- c. Reason for absence
- d. Signature/Name of parent or guardian

Excused Absences

The absence will be classified as excused if it falls under the Educational Code (Ed Code 46010, Ed Code 46010.3, Ed Code 48205).

The most common excused absences are illness, medical/dental appointments, and attendance of funerals. If unsure, please ask the office or research the Educational Codes listed above.

Student Tardies

A student is considered tardy for two reasons:

1. Not seated or with classmates at 8:25 and ready for school to begin.
2. Leaving school early for unexcused reason.

Appointments are considered excused tardies for any medical reason.

When going to an appointment, please bring a note from the dentist or doctor to confirm excused tardy when student returns to school.

If a student is tardy for 30 minutes or more, it starts to count toward student attendance.

(3) 30 minute tardies= 1 unexcused absence

Unexcused Absences and Tardies

There are always questions regarding absences and tardies. Listed below are common reasons that are considered **UNEXCUSED**:

- a. Family vacations or extended weekends
- b. Picking up older child at younger child's release time
- c. Sleeping in or alarm clock failure
- d. Car trouble
- e. Upset at ongoing situation
- f. Attendance of non-school sponsored event

If one of these situations arises, please stay in contact with the school. We will work with families on extenuating circumstances but also must meet our mandated requirements.

If a student accumulates 7 tardies, the principal will meet with the student and/or parent to discuss situation. If you are on an interdistrict transfer agreement, you may have the agreement revoked.

Interdistrict Agreements

We are blessed to have a wonderful school with an incredible staff. If you are currently living out of our district and attend Lassen View on an interdistrict transfer agreement, you must follow all school expectations. As of the start of this school year, there are over 70 students on a waiting list to get into Lassen View. The following types of behaviors could result in losing your interdistrict agreement:

1. Poor attendance including tardies
2. Poor grades due to a lack of motivation and effort
3. Treating staff or other students poorly (any suspension will likely lead to the agreement being revoked-especially bully-like behaviors)

Short-Term Independent Study

Situations arise where students are gone for an extended period of time. The school also realizes that there are great learning opportunities outside of school. Some families can only coordinate their vacation during school time. A serious medical situation might take a family out of the area for a length of time. If any of those situations arise, you can request Independent Study. Independent Study is available for students who are going to be gone from 5-10 days. It is audited by the state so there are strict regulations the school must follow- that's why the minimum is 5 days. If you would like to request Independent Study, please read below.

1. There is a form you can get in the office and it must be approved by Mr. Walker. Requests are almost always approved but there are

three common reasons a request is denied. The three reasons are incomplete work from a previous Independent Study request, ongoing attendance issues, or a request during state testing time. The form must be submitted at least 5 days prior to the first absence so teachers can accumulate the assignments. If there is a family emergency, please notify the school as soon as possible and we will make arrangements as needed.

2. Once approved, coordinate the dates of Independent Study with your child's teacher. The teacher will give the assignments to the student on his/her last day prior to the extended absence period.
3. Ensure that work is completed before returning to school. All work must be turned in no later than 5 school days after the independent study period ends. If less than 70% of the work is turned in, the student's absences will be changed to unexcused. Future requests will also be denied. Grades will be affected both positively and negatively depending on the quality of the completed work.

Head Lice

Head lice can happen to anyone at any time. They have no favoritism toward a social class and even the cleanest of children can get them. In order to minimize the possibility, please talk to your child about the importance of not sharing brushes, combs, hats, jackets, or like materials with other children at school.

Regarding Attendance:

The first day with head lice is the only day that is considered excused. All other absences are considered unexcused. If you are unfortunate and contract them:

1. **Day One- Apply a first treatment. Comb out as much as you possibly can and ensure there are no live lice present.**
2. **Day Two- Bring your child to school to get checked (Students not allowed to ride bus or be in class until office staff or nurse has verified no presence of live lice)**
3. **Day Three through Ten- Monitor and continue to comb any nits.**
4. **Day Seven to Ten- Apply a second treatment (depending on product used) to ensure any nits (lice eggs) have not hatched and start the process over again (the eggs can live up to ten days)**

Here is a helpful link you can use to help you rid of these pests:

<http://www.cdc.gov/parasites/lice/head/treatment>



Students are responsible for their behavior and we have 3 general school rules that are expected to be followed:

1. Be Safe
2. Be Respectful
3. Be Responsible

Expectations and Examples

Be Safe:

- Walking while inside buildings, in hallways and on sidewalks
- Kicking the ball in grass area that is safe and away from non-participating students
- Following the “Hands-Off” Policy
- No rock throwing
- Keeping potentially dangerous items out of pockets (sticks, rocks, knives, etc.)
- Playing games at recess and during PE without getting too rough

Be Respectful

- Using a respectful tone with adults and other students
- Playing a game by the rules
- Handling disagreements calmly
- Following the requests of the adults without arguing
- Refraining from talking about another student(s) in a negative way

- Using good manners in class and during assemblies
- Keeping hands off other people’s property and staying out of their desks, backpacks, jacket pockets, etc.
- Talking in class only when appropriate
- Not being disruptive in class and making it difficult for the teacher to teach and the students around you to learn
- In your chair unless expectation is different
- Using the restroom for intended purposes, making sure garbage goes into garbage can, and no carving or writing on stalls and walls
- Refrain from spitting

Be Responsible

- Complete all assignments, including homework, to the best of your ability
- Come to class with a good attitude and ready to learn
- Come to class with necessary school materials
- Making sure all work is made up when you are absent
- Getting assignments for classmates who are absent
- Being ready as soon as the bell rings
- Keeping up on your AR Reading but only taking tests for you

Other School and Playground Policies

- Cell phones are allowed on campus but must be in the “off” position once arriving on campus until the end of the school day. Cell phones may not be carried during the school day and must stay in a backpack and/or be turned in to the class collection box. Cell phones and other electronics ARE allowed on the bus. If students violate the privilege by accessing inappropriate material, cyberbullying, or violating other school rules, the student is subject to school discipline and loss of electronic privileges. Please help us keep this privilege by doing the right thing.
- The office phone is to be used for unforeseen or emergency events only. Please come to school prepared by bringing your homework, musical instruments, uniforms, and other needed items.
- Observe the “Hands-Off Policy” at all times.
- *Candy, soda and gum not allowed.*
- Outside food and beverages must be consumed either in the cafeteria or on the blue tables outside in the quad area. This includes morning drinks like Dutch Brothers.
- No jumping from playground equipment or participating in other activities that are likely to cause an injury.

School Discipline Policy

Our goal in most situations is to change future behavior for the better.

Progressive Discipline

Students are expected to follow rules and interact in a respectful manner with other students and all staff members. If rule violations are made, progressive discipline will be initiated. Depending on the level of behavior, the progressive discipline is:

- A verbal warning (additional rules being broken will result in written discipline)
- Referral
- Ticket (a 3rd referral or one serious offense- see matrix)

Our Counselor is available to assist in conflict management and bullying situations. Please contact the office if a situation at school could use some intervention. You can also email Mrs. Winning at lwinning@lassenview.org.

Referrals

A referral is a formal warning. As you can see from above, it is a behavior that has been discussed at school but still not followed. Parent support is greatly appreciated by discussing the situation with your child and stating your expectations.

A second referral will need to be signed by a parent. Community service or detention may be assigned during lunch. Any additional written offense will result in a ticket.

Ticket

A ticket is the consequence for a major behavior violation or for a third referral. The most common behaviors that earn a ticket are:

- ❖ Physical force towards another person
- ❖ Vandalism
- ❖ Disrespect towards authority or major noncompliance
- ❖ Disruption of school or classroom activities
- ❖ Inappropriate language
- ❖ Harassment of another student
- ❖ Third referral for minor offense

A ticket is sent home and must be returned with a parent's signature. Detention and/or Community Service will be assigned to the student.

Detention may be held during a student's lunch recess, after school, or on a Saturday morning.

Any student who is on a sports team will miss the next game if earning a ticket. If a student is suspended for multiple days (in-school or out), he/she will miss that many games. Players will attend the game and support their teammates from the bench.

School Suspension and Expulsion

If a major behavior falls into the Education Code 48900, the student may be suspended from school and/or recommended for Expulsion. These behaviors include:

- A. Possession of any controlled substance, alcohol, tobacco, or paraphernalia, including a lighter**
- B. Possession of a weapon**
- C. Possession of pornographic or obscene material, or items of a sexual nature or involved in sexual harassment activities**
- D. Being involved in a physical fight**
- E. Bullying- please be aware that cyberbullying off campus can lead to school consequences if the results of the bullying have an effect on the school campus (which it almost always does)**
- F. Stealing or vandalism**
- G. Bullying or use of language with racial intent or inferences toward race, sexual harassment, religion, sexual orientation, or other stereotypical references**

In-School Suspension

For major or continued offenses, the school may decide on in-school suspension as opposed to having a student stay home on suspension. With in-school suspensions, the student is placed with the Opportunity Class Teacher for the school day(s).

Any student who is suspended and involved in extracurricular events will:

- **Miss one game for every day of suspension or in-school suspension if on an athletic team.....the player will attend the game but not dress down**
- **Possibly be removed from Student Council or other school privilege**
- **Be automatically ineligible for monthly and semester trip**

Opportunity Class

Students who continue to have behavior issues or are not keeping up with their schoolwork will be referred to Opportunity Class. The length of the placement will be a minimum of two days and up to multiple weeks for major and/or continued inappropriate behavior. The student will keep up on current class work and receive instruction from the Opportunity Class Teacher (who is a credentialed teacher).

Sexual Harassment Policy #5145.7

Lassen View is a school committed to providing an instructional environment free of unlawful harassment. School policy prohibits sexual harassment and discrimination of any kind. Discrimination or harassment regarding race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation is prohibited and protected by federal, state, and local law. The school's anti-harassment and discrimination policy applies to ALL persons involved in the operation of the school, including all students and staff. **All such harassment and discrimination is unlawful.**

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

- A. Verbal conduct such as epithets, derogatory jokes, comments, slurs, unwanted sexual advances, invitations, or comments
- B. Visual conduct such as derogatory and/or sexually-oriented posters, photographs, cartoons, drawings, or gestures.
- C. Physical conduct such as unwanted touching or blocking normal movement
- D. Threats and demands to submit to sexual requests or offers of any benefit for physical favors
- E. Retaliation for having reported or threatened to report harassment

The excuse "I was just joking" is not valid when dealing with the behaviors listed above.

If a student feels that he/she has been unlawfully harassed, that student should submit a written complaint to the office. Written complaint forms can be picked up in the office.

The Superintendent, or designee, will investigate and conclude such claims within 15 days for review and action.

If it is determined that unlawful harassment has occurred, remedial action will take place immediately along with appropriate disciplinary action. Due to confidentiality, those disciplinary actions cannot be shared with the complainant.

In addition, the student, or parent of a student, may file a formal complaint with the Superintendent in accordance with the district's Uniform Complaint Procedure.



Anti-Bullying Policy and Complaint Process

Every student at Lassen View is entitled to a safe environment free from discrimination, intimidation, harassment, and bullying. The District's Board Policy, BP 5131.2, can be accessed at the Lassen View office.

School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation, or bullying, provided it is safe to do so.

Bullying is a hot topic in education and it can be difficult to differentiate between bullying and a disagreement. What is bullying? According to StopBullying.gov, the definition of bullying is:

Bullying Definition

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. This definition has extended to social media and referred as cyberbullying.

Bystanders

A bystander is a person who witnesses an event but is not involved. Bystanders are the MOST IMPORTANT people in a bullying situation. A bystander can come to the aid of the person being bullied (the target) and walk the target to a different area. A bystander can also inform an adult on campus of a situation that is happening.

The target will often choose not to tell adults about being bullied because he/she does not want to make the situation worse by now being a “snitch”. A bystander is the key person to bring a situation to an end and protect the target of bullying.



Dress Code Policy

The Lassen View dress code is one of high standards and should be reviewed closely by students and parents. Our culture is one of high expectations and students should use good taste in attire, grooming, neatness, and appropriateness. Students should wear appropriate attire during the school day and for school sponsored events. The responsibility of dress and grooming are those of the students and parents.

- 1) Students should not wear clothing, hairstyles, or jewelry that is potentially hazardous to them in their school activities.
- 2) Footwear must be appropriate at all times and socks must be worn. Sandals are allowed but must be worn with socks and have a heel strap. If sandals are worn, athletic shoes need to be available for PE. If students are participating in a game at recess with shoes that compromise safety, the student will be asked to change shoes or leave the game.
- 3) There should be adequate coverage of the body and clothes should be in good taste.

- **Clothing that is not allowed-** short shorts (inseam less than 5), dresses or skirts*, bathing suits, halter tops, tube tops, spaghetti straps, bare midriff shirts, clothing with holes that show skin above the knees, baggy pants, tight leggings, and clothing that has pictures or words on the rear of clothing bottoms

* Shorts, skirts, and dresses must be at least a 5 inseam. Skirts shorter than the knees should have some type of short worn underneath

**Pants should not sag so undergarments are seen if the shirt is lifted up

- Tank tops are not allowed for 4th-8th unless under another shirt or top that fits within dress code
- Sleeveless shirts with collars and sleeveless dresses are allowed as long as shoulder coverage is a minimum of 2 inches wide
- Skin-tight leggings, spandex, Lycra, yoga pants and similar clothing are not allowed unless under shorts or a skirt
- Shirts should cover to the approximate height of the collar bone and cleavage should never be visible
- Sheer tops are allowed as long as there is a shirt worn underneath with a minimum of a 1 inch-wide strap/sleeve and no midriff, bare back, or cleavage is visible.
- Bra straps or undergarments should not be visible (even under sheer tops)
- Any attire that could be associated with gangs including wearing the same gang color frequently, bandanas, sport jerseys frequently worn by gang members (and numbers), hanging belts, chains, visible body piercings other than pierced ears, visible tattoos will not be allowed.
- Clothing with pictures or words related to alcohol, drugs, tobacco, lighters, ethnic slurs, weapons (including Rated M video game or Rated R Movie), violence, sexual inferences, curse or crude words and pictures-including horror-type pictures, or words/phrases with a derogatory negative message are not allowed
- Hats may not be worn in classrooms.
- Prescription or reading glasses are the only glasses that should be worn inside a building
- Holes and rips should not be larger than approximately a baseball size. Any hole that shows skin above the knee should be covered with a patch, spandex or similar material worn underneath, or tape.

If a student's clothing violates the dress code, he/she will be asked to use clothing from our student collection, turn a shirt inside out, or call home for new articles. If a student is a repeat

offender, the progressive discipline system will be initiated and a referral or ticket could be given.

Students and parents are expected to comply with the dress standards as they are set to promote a positive learning environment.

Report Cards/Conference Days

Parent Conferences

Oct. 4th-6th -Conferences for ALL students.

Jan. 17th and Jan. 24th are minimum days and will be used for at-risk parent conferences.

Trimesters and Report Cards

1st Trimester

Nov.9- End of Trimester

Nov. 17- Report Cards go home by this date

2nd Trimester

Mar. 8- End of 2nd Trimester

Mar. 15- Report Cards go home

3rd Trimester

End of Trimester and Last Day of School is June 6th

Report Cards for K-3

Students in grades K-3 have a standards-based report card. The report card grading represents how your child is progressing on the most important standards of that grade level. Grades are usually shown as what the student's actual score was on an assessment versus where we would like to see a student at this point in the year. If you have ANY questions about what a score means, please ask your child's teacher. Research shows that progress at the end of 3rd grade plays a SIGNIFIGANT role on the rest of your child's school career.

Grading and Honor Roll for 4th-8th

Students in grades 4-8 have a traditional grading system and will receive grades in language arts, math, social studies, physical education and science for Grade Point Average (GPA) and Honor Roll purposes.

To arrive at a GPA, students will be given a numerical value for each grade.

A=4 points

B=3 points

C=2 points

D=1 point

To be eligible for Honor Roll, a student must have a 3.0 GPA or higher AND not receive a D or F in ANY class. Physical Education grades have kept some students off the honor roll in previous years even though the student has good grades in all academic classes.

8th Grade students who make honor roll all trimesters from 4th-8th grade will receive the “Honor Roll Medallion” at graduation as a product of their hard work and commitment. Students coming from other schools with a different grading system will be analyzed by office staff for the Honor Roll Medallion qualifications.



Graduation Requirements

To qualify for graduation, rehearsals, and the 8th grade trip, students must meet graduation requirements. The requirements are:

1. A minimum of a 2.0 grade point average over the six trimester grading periods of **7th and 8th grade**. Students who transfer into Lassen View in 7th or 8th grade will use grades from previous school(s) to average in with Lassen View grades.
2. A score of 70% or higher on the United States Constitution Test. Students will have three testing opportunities to achieve this minimum.
3. No more than ten days of absences in any semester.
4. Students must be at Lassen View for at least one full grading period and show academic proficiency from previous school AND have a minimum of a 2.0 at Lassen View with no D's or F's (if present for only one grading period).

If a student does not meet the requirements of graduation, an appeal may be made to the Superintendent.

If a student's behavior records show persistent citizenship issues, he/she may be allowed to graduate but not attend the 8th grade trip (usually to Waterworks Park).

Even if a student does not earn the right to participate in graduation, he/she will still be promoted to the 9th grade unless a Student Study Team is held and the outcome of that meeting is to repeat 8th grade.

The dress code is enforced for all school activities including sporting events and dances.

Graduation Dress Code

We have a formal graduation ceremony and the school dress code applies with the additional requirements:

Boys.- Button shirt with collar, long pants (jeans acceptable), dress shoes or approved tennis shoes, and graduation gown.

Girls- Dress or skirt (mid-thigh or longer), or dress pants, dress shoes, and graduation gowns. Backless dresses are not allowed.

Students may not decorate their caps, wear big necklaces, or do something similar until after the evening ceremony. Once the evening ceremony is over, have at it. If a student has a religious or cultural item that he/she would like to wear, please make your teacher and the office aware prior to the evening of graduation.

If there are any questions about appropriate clothing, especially dresses, please check in the office PRIOR to purchasing. We also strongly encourage parents/families to not have two different costly outfits for the two graduations. If there is an item you would have to buy for graduation, please let your teacher know. There is clothing that can be borrowed as needed.

Students must participate in the morning graduation to be eligible to participate in the evening graduation.



Homework Policy (4th-8th Grade)

Homework assignments are expected on the day they are due. Math assignments must be turned in by 3:00 on the day they are due for full credit. All other homework assignments will be accepted up to one day late with 50% of the credit earned. For example, a 10 point assignment that receives 8 credit points will only get 4 points if turned in a day late. In other words, **GET YOUR HOMEWORK DONE** on time and to the best of your ability.

Homework Policy (K-3rd Grade)

Homework does not carry the same grading weight in the primary grades as it does in the older grades. With that being said, it is vitally important for your child's success to learn to read and develop good study habits at a young age. If you invest the time in your child's first few years of school by reading with them and making sure their homework is complete, you are going to save yourself hours of time and headache as he/she gets older and more independent. Invest the time early to reap the benefits later!

Unfinished homework could result in loss of recess/free time to complete missing assignments.

Extracurricular Eligibility

Students are eligible to participate in sports, ASB, Yearbook and other school-sponsored events as long as their GPA is at a minimum of 2.0 with no F's. If this requirement is not fulfilled, the student is ineligible until the next grading period. Grading periods include the previous year's 3rd trimester so a student could start the school year ineligible if less than a 2.0 or an F during last year's 3rd trimester.

Students who get behind on their grades during the season and have a D or F, will get one warning to raise the grade. If the grade is not raised one week later, the student will be ineligible to play. If at any time during the season, a grade falls

below a C again, the player will be ineligible immediately and until the grade is at least a C.



Sports at Lassen View

Lassen View provides competitive sports teams for our 7-8th grade students and for younger grades as spots are available. We play many of the similar size schools in the area.

Fall Sports- Volleyball, Soccer, and E-Sports

Winter Sports- Girls Basketball and Boys Basketball

Spring Sports- Softball, Cross Country, and E-Sports

New Policy Starting in 23-24

B Team

7th Graders who try out are guaranteed to make the B team unless there are more 7th grade students than roster spots for any particular sport. If there are not enough 7th graders to fill out the roster, tryouts will be opened to 6th graders.

A Team

In order to prepare athletes for competitive high school sports, our A team will be our competitive team. Students in 7th and 8th grade may try out for the A team. Students from 7th grade who do not make the A team may play on the B team but the 8th graders who try out may be cut based on attitude, grades, or skill level.

Students who tryout and have had consistently poor grades, quit teams during the middle of the season in the past, or have a history of poor behavior may be cut regardless of his/her grade level.

For basketball, 6th graders will have the opportunity to play on the C team. The C team plays at the conclusion of the A/B season. 5th graders will have the opportunity to try out if there are spots available.

Philosophy

Lassen View's primary focus is to teach the fundamentals of the game, the importance of teamwork and commitment, to display sportsmanship, to prepare for high school sports, and to represent the school well. We strive to have competitive teams but not with a win-at-all costs mentality. Our level is the bridge between recreational and competitive sports.

Playing Time

Playing time will **not** be equal among players on a team. The level of competition and the game time circumstances will affect playing time. Coaches will do their best to play all players in every contest, but that is not a guarantee. Players and parents need to be flexible when it comes to this decision. Teams with large rosters will especially have a difficult time getting everyone the wanted game time.

Resolving Issues

Coaches have a difficult and sometimes impossible job in making everyone happy. Please understand that no coach in our school is trying to dishearten any player. Difficult decisions have to be made, especially in close games. There are numerous players on a team with different skill levels and players who have a higher skill level will get more opportunity in tight games. If you and/or your child are getting frustrated by the lack of playing time, this is a great learning opportunity. There is only one way to get better- and that is to commit by putting in practice time to improve your skills.

If an issue does need to be resolved, please:

1. Encourage your child to speak with the coach to clear up any misunderstanding.
2. Contact the coach to set-up an appointment. Please **do not** speak with the coach right before or right after a game. Emotions can run high at game time and the extra time makes for a less emotional meeting.
3. Contact the office to set-up a meeting with the principal (this may only be done if there has been contact with the coach or there is a major concern regarding the coach)

Parent Responsibility

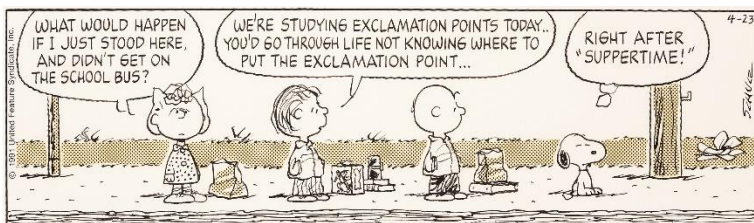
Parents have a very big role when it comes to supporting their child and the school during the season. Please:

1. Check on your child's grades and make sure assignments are being completed.
2. Expect your child to be at ALL games and practices. Unexcused absences from practice WILL result in less playing time.
3. Have your child contact the coach directly if he/she is sick and absent from school or if a family emergency arises.

4. Display sportsmanship at all times. You are a role model and representative of our school. Please understand that players, coaches, and referees will not be perfect.
5. Sign up to drive if possible. Players are driven by parents for away games. All drivers must have the necessary paperwork on file and this must be done every season. Please contact Cari or Shanna in the office to complete requirements. Parents are not cleared to drive other players other than their own child if paperwork is not complete in office.
6. Be a source of positive encouragement for your child.

Students Who Want to Stay after School to Watch Games

Students who want to stay after school to watch a sporting event, must bring a signed note by their parent to school that day, unless their parent is at the game. Students without notes may not stay unattended at the game. If you forget to send a note the day of a contest, you may email permission to cmiller@lassenview.org AND srocha@lassenview.org (send to both in case one is not on campus). **Notes must be received before 10:00am so your request is seen and delivered to the necessary school personnel.** Students without notes will be asked to go home on the bus or to SERRF if he/she is registered for that program. Students with signed notes must stay in the gym and may not walk around the school unsupervised.



Imaged by Heritage Auctions, HA.com

Bus Transportation

Bus transportation is provided as a service to help get students to and from school safely. If any student jeopardizes safety, he/she will lose bus privileges.

- 1) If you make a change to transportation plans on the day it needs to be made, please email both cmiller@lassenview.org and srocha@lassenview.org. In order to get the note to the appropriate staff on-time, please send the message by **11:00am**.
- 2) Please do your best to make transportation plans before your child arrives at school. If something unexpected comes up, we are happy to help but we also don't want consistent changes in plans because that is often when miscommunication happens.

- 3) A student will only be allowed to load onto the bus at his/her approved stop unless accompanied by a parent at a different stop or there is an approved note on file in the office.
- 4) Students should be at their bus stop at least **5 minutes** before the scheduled pick-up time.

Bus Safety Rules

- A. If the bus is approaching, students should not cross the street in front of the bus. Once the bus stops, the driver will escort all students across the street.
- B. Students should wait until the bus has come to a complete stop and the doors have opened before moving towards the bus. Wait calmly in line until the bus driver signals to get on the bus. PLEASE no pushing or rushing the bus.
- C. Students should sit with their back against the seatbacks with seat belts on (state law requirement). The driver will indicate when it is safe to stand and exit the bus.
- D. Students who exit the bus and need to cross the street will be escorted by the bus driver. Once across, do not run back toward the bus for any reason. If something is needed off the bus, get the attention of the bus driver and wait for direction from him/her.
- E. Hands shall remain inside the bus and nothing should be thrown out of the window.
- F. State law prohibits glass and animals on the bus.
- G. Seat belts must be worn by all bus passengers at all times.

Student Behavior on the Bus

The driver's most important job is to get students to and from school safely. If the driver needs to be looking in the rearview mirror to make sure all behavior is appropriate, his/her attention is off the road. In addition, a lot of bullying-type behavior and inappropriate language seems to happen more often on the bus. **While we want as many students as possible riding the bus, it is important to know that riding the bus is a privilege and not a right.**

In addition to the bus safety rules, the bus conduct rules are the same as the school rules.

1. **Be Safe**
2. **Be Respectful**
3. **Be Responsible**

Please review the school conduct rules. Violations will be issued the same way as the Progressive Discipline states. In addition to school consequences, students will lose bus privileges by the day, the week, the month, or the year as needed to ensure safety of ALL students. Any absence due to an inability to get to school as a result of bus suspension will be an unexcused absence(s). Please understand that riding the bus is a privilege and not a right.

Bus Notes

Since this is one of the most common reasons the phone rings, it is being placed in this handbook a second time. Once our bus routines are established, no change will be made without a note from the office. Please email cmiller@lassenview.org, AND vrocha@lassenview.org. Requests for changes MUST be made prior to 11:00am. Requests made after 11:00am may not be honored unless there is an extenuating circumstance. Cari or Shanna will always confirm your email so if you do not get that confirmation after one hour, please call the office-it might be that rare occasion when both are out of the office.

Visitors

All visitors to campus must sign in at the office. Once signed in, you can walk your child to class, meet with your child's teacher, or take care of any other business you came to school for.

Personal Property

Personal property needs to stay at home including toys (unless approved for sharing-time in primary grades). Cell phones and headphones are allowed but must stay in your backpack unless you are using for school purposes with approval from your teacher.

Bicycles/Skateboards/Scooters

Students who ride bikes to campus must wear helmets and obey all traffic laws. Bikes must be walked while on campus and locked into the bike parking spaces located behind Room 102. Due to the location of our campus on a busy highway, parents must confirm with the office that they approve of riding to school.

Skateboards, scooters, roller blades, and similar equipment may not be brought to campus due to safety and the lack of storage area.

Immunization

SB 277 requires that all students are immunized prior to entering school. For students already in school who have a waiver, the waiver is only good until the student enters 7th grade. For students who are entering 7th grade, Transitional Kindergarten, Kindergarten, or are new to the school, personal waivers are no longer allowed per SB 277.

Registration Cards

Registration cards are very important for every student. We must have current phone numbers at all times in case on an emergency. Email addresses are also highly encouraged. **If your number changes, please notify the office immediately of the new number.**

Medication

Education Code 49423 states that any medication administered by school personnel must be:

- a. Directed by a physician's note detailing the medication's name, method, amount, and time scheduled to take
- b. Approved by parental note for school to follow physician's orders

This includes over-the-counter medication like aspirin or cough syrup.

At no time is a student allowed to carry his/her own medication or have in a backpack. All medication must be turned into the office upon arrival at school or be subject to suspension/expulsion.

Parents may come on campus to administer medication to their children as needed. Please check in the office and students will be called from class.

School Breakfasts and Lunches

Breakfast

Breakfast will be served before school and at Second Chance Breakfast during mid-morning recess for all grades.

Lunch

Menus are published on our website at www.lassenview.org.

We encourage parents who send food from home to send healthy and nourishing food. Please avoid too much sugar in food and drinks. Many drinks claim to be healthy but in fact have more sugar than soda. Soda, energy drinks, and fruit juice is loaded with sugar and all you have to do is read the label to see how much sugar is in something that you would think does not- like canned iced tea.

Pricing

Breakfast and lunch are free once again this year. Milk is .40 if not part of a meal. Students may only eat one breakfast for free so cannot get breakfast before school and at second chance breakfast unless it is paid for.

Regardless, PLEASE fill out *Free and Reduced Applications*. Funding is assisted by qualifying applications so even if you do not believe you will qualify, please turn

one in anyway. Our funding can be negatively and positively impacted based on applications being turned in.

Birthday Party Invitations and Valentine's Day Cards

Please do not bring birthday party invitations to school unless everyone in the class is going to be invited. If you hand out cards on Valentine's Day, please make sure everyone in the class is included. The same rule applies for every special event as feelings can get hurt.

Lost and Found

Please put your names or initials in sweatshirts, jackets, and sweaters. We donate thousands of dollars in clothing every year.

Withholding of Student Records

The Principal is authorized to withhold a student's grades, diploma, or transcript when one of the following conditions exists:

- a. The pupil has willfully damaged or failed to return district property- most often a textbook or library book
- b. Nonpayment of any debts the student has incurred during the school year

The Principal shall notify the parent/guardian in writing before withholding any documents. If in the judgment of the principal, the debt is a financial hardship on the family, the student may be set-up for volunteer work in lieu of payment for the damaged property.

If a student transfers to a new school, his/her records will be forwarded to the new school with a request to withhold documents until compensation has been satisfied.

Becoming an Involved Parent

School Site Council

School Site Council is a group of ten members comprised of school employees and parents who help make decisions to increase student achievement. The Single School Plan for Student Achievement and the School Safety Plan are two components where parent input is needed and mandated by the state. In addition, the council approves expenditures for increasing student achievement. Please inquire in the office for more information or email Mr. Walker at jwalker@lassenview.org

Parent Booster Club

Our Booster Club is looking for new parents to fill all roles. If interested, please call the office or email lvboosters@lassenview.org

Lassen View Union Elementary School District

Earned Income Tax Credit Information

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance For Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its Web site at www.irs.gov.

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its Web site at www.ftb.ca.gov.

Lassen View Off-Site Evacuation Plan

Place: Crain Walnut

**Address: 10660 Bryne Ave.
Los Molinos, CA 96055**

Directions from School:

- 1. Turn RIGHT out of school parking lot on Hwy 99**
- 2. Take the first LEFT to LeClaire Ave.**
- 3. LeClaire turns into Decker Ave when the road turns to the left.**
- 4. At the stop sign in front of the Crain Walnut Shelling (with 3 flags flying next to the sign), turn Right on Brynne Ave.**
- 5. Continue on Brynne as it turns to the left until you pass Hunter's Resort Mobile Home Retirement Park.**
- 6. After you pass the Hunter's Resort sign, the Crain Walnut office and parking lot are directly across the street at 10660 Bryne Ave. Please use the gravel lot to park and there will be school and/or Crain staff members to point you in the correct direction.**

****** If you are driving south on Highway 99 toward school (from Red Bluff direction), you will make a RIGHT on LeClaire Ave. All the other directions are the same.**

Plan for Student Evacuation

- The buses will drop off students at break room/lunch area at Crain Walnut. The bus will turn left directly after the office building and drive between office and warehouse building. Once past the building, the bus will turn right and stop. Students will be evacuated into lunch room area. There are glass double doors leading to the lunch room. Once full, additional students will go upstairs. Bathrooms are both upstairs and downstairs in the building. If necessary, a storage room in an adjacent building will be used for students who cannot fit in building. An employee from Crain Walnuts will assist.

The bus will circle the building and return to school for additional student evacuation.

Parent Pick-Up

- Parents will park in the gravel employee parking lot. Once arriving at 10660 Bryne Ave., employees from Crain Walnut and/or the school will be available to help reunite with your child.
- School staff will have a table set-up to check out students as quickly as possible.
-

Responsibility of School Staff

- Students will need supervision inside buildings by school staff.....staff should bring their radios with them and transport with classes by bus
- Any additional school staff will be used to assist in parent-student reunification

Protocol for Student Release

- Parents will check in at the checkout table.
- If the school staff member is familiar with parent/adult, he/she will make a note on class list of who picked up student and the time of pick-up.
- If the adult is unknown, the school staff member will ask for identification and check the contact list for the student.
- The adult will either make a radio call for student and/or give name to staff member to locate student inside building.

If the adult picking up student(s) is unknown and does not have identification, a school staff member will check with student to make sure the student knows the person before letting the child go with the adult.

All students being checked out will be noted on the class lists of who picked up child and what time it happened.

If school staff at reunification table is unsure of the adult picking up a child, all available staff members who know the child will coordinate to

allow pick up. That could be classroom teacher, aide in the class, office staff, the principal, etc.

Statement of Nondiscrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the

Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

www.usda.gov/sites/default/files/documents/USDA

Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil

Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

Lassen View is an equal opportunity provider.

Declaración de no discriminación

De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de EE. UU. (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo (incluida la identidad de género y la orientación sexual), discapacidad, edad, o represalia o represalia por actividad anterior de derechos civiles.

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieran medios alternativos de comunicación para obtener información del programa (p. ej., Braille, letra grande, cinta de audio, lenguaje de señas estadounidense), deben comunicarse con la agencia estatal o local responsable que administra el programa o el Centro TARGET del USDA al (202) 720- 2600 (voz y TTY) o comuníquese con USDA a través del Servicio Federal de Retransmisión al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el Demandante debe completar el Formulario AD-3027, Formulario de queja por discriminación en el programa del USDA, que se puede obtener en línea en:

www.usda.gov/sites/default/files/documents/USDA

Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, desde cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre del denunciante, dirección, número de teléfono y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Asuntos Civiles.

Derechos Civiles (ASCR) sobre la naturaleza y la fecha de una supuesta violación de los derechos civiles. El formulario o carta AD-3027 completo debe enviarse al USDA antes de:

1. correo:
Departamento de Agricultura de EE. UU.
Oficina del Subsecretario de Derechos Civiles
1400 Avenida Independencia, SW
Washington, DC 20250-9410; o
2. fax:
(833) 256-1665 o (202) 690-7442;
3. correo electrónico:
program.intake@usda.gov

