

# LUCERNE ELEMENTARY SCHOOL

## STUDENT/PARENT HANDBOOK

This Student/Parent Handbook has been developed to inform you about the educational and curricular programs available at our school, student behavioral guidelines, and general information. We encourage you to read and review this handbook with your child. This information is important to help us work together for the success and achievement of your child while attending Lucerne School.

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## **SCHOOL INFORMATION**

Lucerne Elementary School  
3351 County Club  
P.O. Box 1083  
Lucerne, CA 95458

Phone: 274-5578  
Fax: 274-9865



Web: [www.lucerne.k12.ca.us](http://www.lucerne.k12.ca.us)

ASES: 274-8953

Preschool: 274-7723

Here is where to find the answers to your questions:

### **School Secretary** (extension 110)

- Appointments with the administration
- Teacher and student messages
- School Board
- Lost and found
- Student/Parent financial obligations
- Breakfast/Lunch inquiries
- Student Records
- School newsletter
- Homework request
- Interdistrict Transfers

### **Attendance/Pupil Services Secretary** (extension 113)

- Reporting Absences
- Attendance/SARB
- Independent Study
- Pupil Registration
- Student Records
- Reporting changes to student data file
- Special Education Services
- Pupil services
- Teacher and student messages
- Student illness

### **School Business Manager** (extension 116)

- Personnel
- Accounts
- Facility use permit
- Developer fees

### **Visitors and Volunteers**

Adult visitors to the school are welcome and appreciated. Please sign in at the school office each time you come to volunteer or visit. You will need to read and sign the volunteer "Code of Conduct" agreement before working in the classroom or with students. Classroom visits need to be arranged ahead of time with the classroom teacher. A visitor badge will be issued to you in the front office upon your arrival. The badge will indicate to school personnel and students that you are authorized to be on the campus.

## GENERAL INFORMATION

### Lucerne Elementary School District

Phone: (707)274-5578

Fax: (707)274-9865

Web: [www.lucerne.k12.ca.us](http://www.lucerne.k12.ca.us)

### School Colors

Lucerne School colors are Royal Blue and White.

### School Mascot

Lucerne School Mascot is the Eagle.



### School Hours - Monday through Friday

Early Kindergarten: 8:30 am - 1:00 pm

Late Kindergarten: 10:00 am - 2:30 pm

Grades 1-3                    8:30 am - 2:30 pm

Grades 4-8                   8:30 am - 3:00 pm

### Minimum Day Schedule

Early Kindergarten 8:30 am - 12:30 pm

Late Kindergarten: 10:00am - 1:30 pm

Grades 1-3                    8:30 am - 1:00 pm

Grades 4-8                    8:30 am - 1:30 pm

### Lunch Schedule

Grades K-3                    11:20 am -11:50 am

Grades 4-8                    11:55 am -12:25 pm

### Open/Closed Campus

In order to keep students in a supervised, safe, and orderly environment, the Board of Trustees has established a closed campus at this school.

Students shall not leave the school grounds at any time during the day without written permission from their parent/guardians and school authorities. Students who leave school without authorization shall be classified truant and subject to disciplinary action.

All visitors must go through the front office and sign in. They must also wear an identification badge while they are on campus. Upon completion of their visit, all visitors must return to the main office, surrender their badge, and sign out.

### Important Meetings

School Board: Held on the second Wednesday of each month at 5:30pm.

School Site Council/District Advisory Council: Held on the first Thursday of the months September, November, February and May at 7:30am.

Lucerne Booster Club: The Booster Club meetings are held on the first Monday of the Month at 3:00p.m. This is a parent organization and the function of the club is dependent on parent participation. Information on Booster Club activities is printed in the school newsletters.

### Parent Inquiries

Your child's teacher should be your first resource in answering individual questions or concerns. If you wish further assistance or advice, an appointment may be made with the administration.

### Complaint Resolution

Parents or guardians of students may present written complaints, including district employees, facilities, insufficient instructional materials, teacher vacancies or misassignments. To file a complaint regarding the above matters, a complaint form may be obtained at the principal's office or district office. You may also download a copy from the school's website: [www.lucerne.k12.ca.us](http://www.lucerne.k12.ca.us).

**LUCERNE ELEMENTARY SCHOOL DISTRICT**  
**MISSION AND VISION STATEMENT**

WHEREAS, the Governing Board of the Lucerne Elementary School District is committed to its vision of providing the highest quality education programs for students of our District; and

WHEREAS, Lucerne Elementary School District has demonstrated significant accomplishments; and

WHEREAS, the Lucerne Elementary School District desires to continue the emphasis on improving the quality of education offered to the students of Lucerne Elementary School District;

NOW, THEREFORE; the **Mission** at Lucerne Elementary School District is one of assisting students in becoming capable and responsible individuals. Our School District will focus on the intellectual, emotional, social, academic, and physical development of all students.

Recognizing the widely differing interests, needs and abilities of students, the District will provide quality programs to teach valued common knowledge and skills, and will facilitate growth in independent reasoning and creativity.

Acknowledging that effective and responsible citizenship requires a personal commitment to lifelong learning, it is our **Vision** that students will learn to assume individual responsibility for continued learning.

Since schools share the educational function with the family and other institutions, the District will work with students, parents and community members to meet the needs of developing children while they are entrusted to our District's school.

AND NOW, THEREFORE; BE IT RESOLVED that the Board of Trustees of the Lucerne Elementary School District, working with staff, community members, parents, guardians and students, commits itself to its vision.

Governing Board of the Lucerne Elementary School District



## Student Drop Off/Pick Up Procedures

### Student Drop Off

1. Please do not bring your child to school before 8:00 a.m. as there is no supervision.
2. Be extremely cautious and patient.
3. Follow directions of staff members on duty.
4. Do not obstruct the bus path into the bus zone.
5. Do not park in or obstruct the fire lane.
6. Pull as far forward as possible before stopping your vehicle.
7. Allow room for as many vehicles as possible to pull in behind you.
8. After stopping, be certain it is safe for your child to exit your vehicle on the passenger side only.
9. Say your goodbyes before your turn to unload. Traffic will move more quickly for everyone.
10. Do not leave your vehicle unattended unless it is in a designated parking space.
11. Be cautious when driving out of the parking lot and out of the school zone.



### Student Pick Up

1. Be extremely cautious and patient.
2. Follow directions of staff members on duty.
3. Pull as far forward as possible before stopping your vehicle.
4. Allow room for as many vehicles as possible to pull in behind you.
5. Do not leave your vehicle unattended unless it is in a designated parking space.
6. Students will wait for parents on sidewalk with a teacher supervisor as vehicles continue to pull forward along curb.
7. After stopping, be certain it is safe for your child to enter your vehicle on the passenger side.
8. Be cautious when driving out of the parking lot and out of the school zone.
9. All students must be picked up within 15 minutes of their dismissal time.

### BICYCLE & PEDESTRIAN SAFETY

School gates are open in the morning at 8:00 a.m. for students. Students **should not** arrive before 8:00 a.m., as we are not able to provide supervision until that time. Reminder – bicycle, scooter and skateboard riders need to wear a helmet and follow the rules of the road to and from school or they will not be allowed to bring their bikes, scooters or skateboards to school.

Parents, please remind your children who walk to school, to stay on the side of the road and not obstruct traffic. There have been many complaints of students walking in the middle of the road.



### CHILD SAFETY SEATS

- Children under 2 years of age shall ride in a rear-facing car seat unless the child weighs 40 or more pounds OR is 40 or more inches tall. The child shall be secured in a manner that complies with the height and weight limits specified by the manufacturer of the car seat.
- Children under the age of 8 must be secured in a car seat or booster seat in the back seat.
- Children who are 8 years of age OR have reached 4'9" in height must be secured by a safety belt.
- Passengers who are 16 years of age and over are subject to California's Seat Belt Law.

## **New Student Admission Requirements**

Districts must admit children at the beginning of the school year (or whenever they move into a district) if they will be five years of age on or before September 1, and six years of age to start first grade. A child is eligible for TK if they have their fifth birthday between September 2 and December 2 (inclusive) and each school year thereafter. Children who are age-eligible for kindergarten may attend any pre-kindergarten summer program maintained by the school district. If the child has not attended school before, it is mandatory that the parent produce a birth certificate or copy of the certificate for the child to enroll. State law requires parents to present evidence that the child has been protected against polio, diphtheria, pertussis, tetanus, Hepatitis B, red measles (rubella), and varicella (chicken pox vaccine) before they can be admitted. All students entering the 7th grade must have proof of having the Tdap booster shot. This includes current students, new students and transfer students in both public and private schools. Many students have already received the vaccine and simply need to supply proof to the school, so check with your doctor or provider. In addition to immunization requirements, prior to entering 1<sup>st</sup> grade, a student must have a "Health Exam for School Entry" signed by their physician and proof of an oral health exam from a licensed or registered dental health professional.

## **Attendance**

Regular attendance is a very important part of your child's education. It has been well demonstrated that regular attendance is a key factor in the success a student achieves at school. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school. Students with a high absenteeism rate, or excessive tardies, reduce their chances for a quality education, and for success after leaving school.

Please make sure your child is present and on time at school each day. Each person between the ages of 6 and 18 (or until he/she earns a high school diploma) are required to attend school. Parents are responsible for their child's attendance.

Your child will be deemed truant and shall be reported to the attendance supervisor or to the superintendent for any of the following:

- If your child is absent from school without a valid excuse 3 full days in one school year;
- or tardy or absent for more than any 30-minute period during the school day without a valid excuse on 3 occasions in one school year;
- If after a student is absent for 10 or more days due to illness (combination of full or partial days over 30 minutes), a doctor's note is required for each subsequent absence, or the student will be deemed truant.
- or any combinations thereof.

Schools are no longer funded for students who are absent, even for excused absences. However, the state still requires that schools account for and document the reason a student is absent.

## **How to Notify the School for Student Absences**

Parents are requested to call the school on the morning of the absence, and/or, send a note with your child when he/she returns to school with the following information:

- |                                 |   |
|---------------------------------|---|
| • Date of absence(s)            | • Specific reason for absence   |
| • Date note is written          | • Parent Signature – Please put relationship to student by your signature |
| • Student's first and last name |   |
| • Name of student's teacher     |   |

## **Students shall be "excused" from school when the absence is:**

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. Due to illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.

6. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

Parents may request make up work after their child has been absent for three consecutive days. The make-up work should be requested before 12:00 p.m. and will be available for pick up after school at 3:30 p.m. Please be sure to pick up the work if you request it. Students should return their make-up work when they return to school and ask their teachers for any other missing assignments. Teachers will generally allow at least one day for each day of absence to make up missed work. Students are expected to make sure they complete any missed assignments.

### **Independent Study**

If you know that your child will be absent for five to ten consecutive school days, you have the option to enroll your child in Independent Study. The agreement must be signed prior to the first day of absence. Your child's teacher will give assignments for your child to complete during the independent study period. All assignments must be completed and given to the classroom teacher upon the return of your child. Your child will receive credit and be excused for his/her absences if all of these procedures are followed. Types of absenteeism appropriate for short-term independent study: vacation, funeral, out-of-state/country travel, religious purposes, child care issues, temporarily located at a remote/isolated location, travel hardship due to severe weather, pregnancy, custody situations, student safety issues, and extended illness with a doctor's note (such as chicken pox, pneumonia or bronchitis).

If your child is in a hospital or at home recovering from a serious illness/accident, please contact the school as soon as possible. There are programs available to help your child academically.

### **Tardies**

Like absences, tardies are also disruptive to your child's education. Please have your child arrive at school on time. Students who are late need to report to the office to receive a tardy pass. All tardies more than thirty minutes without a valid excuse are truant.

### **Leaving School for Appointments**

A student is not permitted to leave school or the school grounds before regular dismissal without prior written consent of the parent or guardian. Parents must check out their children through the school office for all early departures. All early departures must have a valid excuse, such as medical appointments, illness, court, or funeral. If your child is absent from school for any thirty-minute period during the school day without a valid excuse, such as leaving early for the day to go out of town, your child will be truant. The district encourages parents to schedule appointments for after school.

### **Leaving School for Religious Reasons**

Parents may choose to have their child excused from school in order to participate in religious exercises away from school property or for observance of a holiday or ceremony of his/her religion, or for attending a religious retreat.

### **School Attendance Review Board**

The School Attendance Review Board (SARB) is an attendance committee formed to assist schools with students having problems with regular attendance. When serious attendance problems have not been corrected at the school level, the child and the parents are required to go before the School Attendance Review Board. SARB letters I and II are handled at the school site with the teacher and administration. SARB letter III requires the parent(s) and student(s) to attend a mandatory meeting on the date scheduled at the Lake County Office of Education with the SARB Board.

### **Homework Expectations**

The assigning of regular homework is a practice regarded as an important part of our educational program. Homework adds to, and significantly strengthens, the learning process.

Homework is defined as planned learning assignments, which require time and effort outside of a student's regular school hours. Homework reinforces classroom learning and expands on the classroom experiences.

The purposes of homework are to:

- Develop regular study habits and self-discipline basic to effective study and the ability to work independently.
- Gain more information than would be possible in the classroom situation alone.
- Learn to manage time effectively.
- Encourage responsibility.
- Extend learning beyond the school into the home and community.
- Practice skills already acquired.
- Provide parents with a sense of what students are learning.

### **Parent/Teacher Conferences and Report Cards**

During the school year, the school will keep parents informed about student progress. Teachers communicate on an informal basis throughout the school year, and several formal progress reports are prepared. The school will hold two parent/teacher conferences during the school year to discuss academic and social growth. Four report cards will go home on the following schedule: a report card will be presented at the parent/teacher conference at the end of the first quarter; the second report card will go home during January; the third report card will be provided at the spring parent/teacher conference at the end of the third quarter; and on the last day of school, a fourth report card will go home along with the student's Physical Fitness Scores.

In addition, teachers send weekly progress reports home in the 4<sup>th</sup> through 8<sup>th</sup> grades to notify parents how their child is progressing. These reports are given to students to take home to parents, or teachers may mail them home. These notes should be signed and returned to the teacher. Parents are advised to contact teachers to discuss concerns about their child's progress.

Parent/teacher conferences are encouraged, and may be scheduled by parents or teachers at any time. If you are concerned about your child, please call the school office to schedule an appointment with the classroom teacher.

### **Honor Roll Grades (Grades 4-8)**

A 3.0 overall grade point average and satisfactory citizenship is required for the Honor Roll. A student with a grade "C-" or below would not be eligible for the Honor Roll.

### **Principal's Honor Roll (Grades K-8)**

Students eligible for the Principal's Honor Roll would be those attaining an "E" for Excellence in Citizenship. Eligibility will be determined from the Study Skills and/or citizenship section of the report card. The following is a list of study skills and social responsibilities, which are indicative of a good citizen:

- |  |  |
|--|--|
| • Displays positive self concept/positive attitude | • Works well independently and in groups |
| • Follows rules                                    | • Works neatly and accurately            |
| • Displays self control                            | • Completes class assignments on time    |
| • Accepts responsibility                           | • Completes home assignments on time     |
| • Demonstrates good listening skills               | • Shows consideration for others         |
| • Follows directions                               | • Takes care of materials                |
|  | • Respects authority                     |

Students working below grade level are eligible for the Principal's Honor Roll.

### **Graduation Requirements (BP 6146.5)**

Students will be deemed to have completed the 8th grade and a diploma will be awarded to a student if the student has:

- Successfully completed the required courses of study in grade eight, this includes: math, language arts, science/health, social studies, physical education, and computer education.
- Successfully passed the Constitution test as required by the LESD school board of trustees.



- Displayed satisfactory performance in academics (2.0 cumulative GPA) and satisfactory citizenship and attendance during the 8th grade.

### **Class Field Trips**

Throughout the school year, students occasionally leave school to participate in classroom field trips. All students whose work is current and have followed the behavior guidelines set forth by the school staff are eligible to attend school field trips. For proper student preparation and safety, students who qualify to participate in a field trip, need to be present at school on the day prior to the field trip. Parent permission slips must be signed and returned to school personnel prior to the trip. All standard rules of conduct and procedures will be observed and enforced on field trips. Parents who are willing to drive, and transport students on field trips will need to complete a form available in the school office that provides information on their automobile insurance and a copy of their driver's license.

### **Library**



The Lucerne School Library is open from 8:30 am to 3:00 pm daily. Classes are scheduled for one hour blocks of time throughout the week. The students are welcome to visit the library at any time during the week and during recess time to check out books. The library offers a computer to the students for internet research and Accelerated Reader quizzes. Our school offers Accelerated Reader to the students as a reading incentive program. Students first take an initial computer generated test that sets their individual reading level. Once their level is determined, students may check out a leveled reading book. After they read the AR book of their choice, they may then take a 5-20 question test about the book on the computer. If they pass the book test with a 60% or better, points will be awarded that they may trade in for prizes. Accelerated Reader computer tests are available in the library, computer lab and classrooms. If a library resource is not returned in a timely manner, a notice will be sent to the student and parent. At the end of the year, report cards will be held in the school office if a student has not returned books or not paid for lost books.

### **Library Use**

The library is for staff and students to check out books, for quiet pleasure reading and to locate research materials. All staff and students are welcome to use the library for these purposes. All school rules apply to the library, as well as no eating, no socializing, and showing respect and courtesy to others.

## **PARENT AND SCHOOL ORGANIZATIONS**

### **School Site/District Advisory Council**

This organization is the school's advisory council for the School Based Coordinated Programs, including the Local Control Accountability Plan. The advisory council helps to make recommendations to the School Board on how the school will improve the total school program, curriculum, and environment. The advisory council is made up of five parents/community members, one alternate parent/community member, the school principal, three schoolteachers, and one other staff member who share an interest in our school. If you are interested in serving on this council, please contact the school.

### **Lucerne Elementary School Board Meetings**

The Lucerne Elementary School District Board has three members who are the governing board of the district. They generally meet on the second Wednesday of each month. Parents and staff are encouraged to attend these meetings.

## STUDENT ACTIVITIES

### Leadership

Leadership is an enrichment program for 4<sup>th</sup>-8<sup>th</sup> grade students. Leadership meets once a week and engages in project based learning and field trips to expand and deepen the selected student's content knowledge.

Students are invited to participate in Leadership by receiving CAASPP test scores of Standard Exceeded or Standard Met and by nomination from teachers. There is a nomination and approval process. Students in the Leadership program must maintain a 3.0 and good citizenship.



### Sports

- Fall: Girls' Volleyball, Boys' Golf
- Winter: Girls' Basketball, Boys' Basketball
- Spring: Girls' Softball, Boys' & Girls' Track



Students are to follow all school rules when participating in athletic practices or events.

### Extracurricular/Co-Curricular Activities

Extracurricular/co-curricular activities shall include all activities directly and indirectly related to classroom and school matters (plays, concerts, athletics, field trips, before and after school functions, outside of the regular student day). Extracurricular activities are an integral part of school life and often require as much careful planning and supervision as the academic subjects.

- However, care must be taken that these activities do not take precedence over subject matter areas, but remain in the position of supplementing the actual course of study. Students wishing to participate must maintain a 2.0 grade point average in all subjects (with no F's) and a satisfactory citizenship record. Students who are absent or suspended on the day of an event will not be allowed to attend the activity.

### School Dances

On occasion, dances are held to offer students an opportunity to meet friends and socialize in a relaxed, well-supervised atmosphere. Students must meet extracurricular citizenship and grade requirements to attend dances (satisfactory citizenship and 2.0 GPA). All school rules are in effect at dances.

- Dances are held on Friday evenings. Administration determines the time and date.
- To ensure a safe environment, parents are required to pick up their children promptly after the dance.
- Students cannot leave early from the dance, unless a parent picks them up from the multi-use room.
- Students who are absent on the day of the dance are not allowed to attend.
- Only Lucerne students are allowed to attend.

### Appropriate School Attire

It is the intent of Lucerne School to permit students to dress according to fashion, but at the same time, students must dress in a manner that is safe, healthy and decent. Clothing should cover underwear and midriffs. Shorts, skirts and dresses should cover to the mid-thigh. Inappropriate attire includes loose fitting tank tops, low-cut tops, midriff tops, and pants worn to sag below the waistline. Shoes must be worn at all times. Clothes and hats advertising the use of drugs, alcohol, or tobacco are not allowed on school property. This also applies to garments with writings or pictures that are obscene, suggestive, or reflecting gang affiliations. Hats and headwear are not to be worn in school buildings. Hats must be worn with the bill facing forward. No wallet/pocket chains, or belts hanging more than four inches at the end may be worn, which might inhibit safe play for the student and other students. The school will exercise its responsibility to determine if a student's appearance is disruptive or disturbing to the learning opportunities of others. Under such conditions a student may be dismissed

from class and the parent will be notified. The school will exercise its responsibility to determine if a student's appearance is disruptive or disturbing to the learning opportunities of others. Under such conditions a student may be dismissed from class, and the parent will be notified.

### **Valuables**

Expensive jewelry and other personal items should not be brought to school. The school cannot be responsible in the case of any lost or stolen valuables.

### **CD/M3P Players/IPods/Cell Phones/Hand-held Games**

The use of any of the above electronic equipment can be disruptive to the educational process and may NOT be brought to school. Temporary confiscation will result if the rule is violated. Parents must pick up the item, it will not be returned to the student. Cell phones may NOT be turned on during the school day.



### **Tobacco Free Schools**

Lucerne Elementary School District prohibits the use of tobacco products at all times on District grounds. The use of smoking, tobacco and nicotine products is prohibited at any time in district-owned or leased buildings, on district property, and in district vehicles.

Prohibited tobacco products include:

- Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
- An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
- Any component, part, or accessory of a tobacco product, whether or not sold separately

We thank you for your cooperation in complying with our policy. The school is educating our students concerning the health risks of smoking.

### **Drug and Alcohol Free School**

Lucerne Elementary School District Board of Trustees recognizes the need to keep district schools free of drugs and alcohol in order to create a safe and healthy environment conducive to learning and promote student health and well-being. Lucerne Elementary School District prohibits the possession, use, or sale of drugs and alcohol at any time in district-owned or leased buildings, on district property, and in district vehicles, unless otherwise permitted by law.

The following substances are prohibited on all district property:

- Any substance which may not lawfully be possessed, used, or sold in California.

Although Health and Safety Code 11362.1, as amended by Proposition 64 (2016), authorizes persons age 21 years and older to possess and use specified amounts of cannabis, Health and Safety Code 11362.3 prohibits possession or use of cannabis by persons under age 21 and prohibits all persons from possessing, smoking, or ingesting cannabis or cannabis products on the grounds of a school, day care center, or youth center while children are present.

- Cannabis or cannabis products (Health and Safety Code 11362.3; 21 USC 812, 844)
- Any use which involves the possession, consumption or sale of alcoholic beverages or any restricted substances, including tobacco.

Prescription medication, except for prescribed cannabis, may be administered at school in accordance with law, district policy and regulations, and written statements by the parent/guardian and the student's authorized health care provider as applicable.

## **Student Health and Wellness**

The Lucerne Elementary School Board of Trustees recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity in district students. Parents can do their part by supporting their children's participation in physical activity, to be physically active role models, and to include physical activity in family events. The school also encourages parents to bring nutritious foods to parties and celebrations at school. Cupcakes, cookies, candy, etc. are discouraged. For more information, a wellness policy is available in the school office.

## **Snacks**

Students may bring nutritious snacks to eat in a designated area during the morning recess. Gum is **NOT** allowed at school at any time.

## **Immunizations**

All students must be immunized before entering school. Required immunizations are:

- Poliomyelitis (TOPV) "polio"
- Diphtheria, Tetanus, Pertussis (whooping cough)
- Measles-Rubella (10 day, red measles)
- Measles-Rubella (German measles)
- Hepatitis B
- Varicella (Chicken Pox vaccine)
- Mumps

## **Admit a Child Unconditionally Who:**

- Has all immunizations required for their age or grade, or
- Is entering 1st-6th grade or 8th-12th grade and submits a valid PBE filed at a prior California school for missing shot(s) and immunization records with dates for all required shots not exempted. The PBE must have been filed before January 1, 2016 and is only valid for the current grade span (TK/K through 6th or 7th through 12th grade). For complete details, visit [ShotsforSchool.org](http://ShotsforSchool.org), or
- Submits a licensed physician's written statement of a permanent medical exemption for missing shot(s) and immunization records with dates for all required shots not exempted. The immunization requirements do not prohibit pupils from accessing special education and related services required by their individualized education programs.

## **A Child Who is Missing Required Shots May Be Admitted Conditionally if She/he:**

- Is missing a dose(s) in a series, but the next dose is not due yet. This means the child has received at least one dose in a series and the deadline for the next dose has not passed.
- Has a temporary medical exemption to certain vaccine(s) and has submitted immunization records for vaccines not exempted. The statement must indicate which immunization(s) is postponed and when the exemption expires.

## **Physical Examinations**

All students are to complete a health screening examination before entering the first grade. This examination can be obtained from your family physician or through services provided by the Lake County Health Department.

## **Oral/Dental Examinations**

All students are to complete an oral health examination before entering the first grade. This examination can be obtained from a licensed dental practitioner or through services provided by the Lake County Health Department.

## **Ten Steps to Staying Ahead of Lice**

1. Watch for signs of head lice, such as frequent head scratching. Anyone can get head lice...mainly by head-to-head contact but also from sharing hats, brushes and headrests. Lice do not jump or fly.
2. Check all family members for lice and nits (lice eggs) at least once a week. Only those infested should be treated. Lice are reddish-brown wingless insects, nits are grayish-white, always oval shaped, and are glued at an angle to the side of the hair shaft.

3. Be sure not to confuse nits with hair debris such as bright irregularly shaped clumps of dandruff stuck to the hair shaft or elongated segments of dandruff encircling the hair shaft and easily dislodged. Lice treatment is not appropriate for hair debris.
4. Consult your pharmacist or physician before applying or using lice treatment pesticides when the person involved is pregnant, nursing, has allergies, asthma, epilepsy, has pre-existing medical conditions, or has lice or nits in the eyebrows or eyelashes. Never use a pesticide on or near the eyes.
5. Remember, all lice-killing products are pesticides. If you choose to purchase an over-the-counter treatment, follow the directions carefully and use with caution. If the product fails, do not switch to other over-the-counter treatments or use any prescription products as a "last resort". This can be potentially harmful. Manual Removal is the safe alternative and a necessary component to any head lice treatment regimen.
6. Follow package directions carefully. Use the product over the sink, not in the tub or shower. Always keep the eyes covered.
7. **Remove all nits.** This assures total lice treatment. Separate hair in sections and remove all attached nits with the NPA's LiceMeister comb, baby safety scissors, or your fingernails.
8. Wash bedding and recently worn clothing in hot water and dry in a hot dryer. Combs and brushes may be soaked in hot water (not boiling) for 10 minutes.
9. **Avoid lice sprays!** Vacuuming is the safest and best way to remove lice or fallen hairs with attached nits from upholstered furniture, rugs, stuffed animals and car seats.
10. Check for lice on a regular basis. This is the best way to protect your family and community.

### **Emergencies**

In the event of an emergency, every attempt will be made to contact parents if a student requires immediate medical attention. In the event a parent cannot be reached during an emergency, the emergency phone number on file in the school office will be contacted. It is very important that every student have an emergency phone number on file. If there is a change in address, telephones, or employment, notify the school immediately so the emergency phone number can be changed.

### **Medication**

Parents are required by State Law to inform the school of any medication to be taken by the child at school. Any pupil who is required to take, during the regular school day, medication prescribed 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. Parents or guardians who wish this service to be performed must obtain the official district form from their school of attendance and return it completed to the principal. You may download this form from the school website.

### **Illness**

For the protection of your child, and others, students who are too ill to go out for recess should stay home. If a student becomes ill during the school day, the parent will be notified. Students who cannot participate in physical education, because of medical reasons, must bring a doctor's note after three days of non-participation. A student will be excluded from school and sent home for the following:

- Red eyes or eye drainage: The student may return when the eyes are clear or a doctor's note states "Non-contagious" or "Under treatment".
- Rash: May return when rash has cleared or doctor's note states, "Non-contagious" or "Under treatment".
- Live Lice: The student may return when there is an absence of live lice. Nits will be monitored for outbreak.

### **Insurance**

The school does NOT provide accident insurance for our students for any injuries that might happen while your child is at school or participating in school activities. A health release form must be signed before a student can participate in after-school programs.

## **Safety Procedures**

Fire drills are practiced at school on a monthly basis. First aid kits and fire extinguishers are in classrooms. Adults on playground duty have emergency first aid kits with them at all times. A bell warning system is in place to make students and staff aware of any emergency situations. Evacuation plans are posted in each classroom. If any emergency should take place, students will be kept at school until parents, or other adults who have permission from the parents, come to school to sign out the student.

## **Notification of Asbestos Management Plan**

Federal law requires the school to inform you that we have an asbestos management plan available for your inspection in the school office. Our management plan contains information regarding our inspection, and response actions. Should you wish to review the management plan, please contact the school office to arrange for an appointment.

## **SCHOOL RULES**

### **Cafeteria Rules**

- Follow the directions of the adults in the cafeteria.
- Proper table manners are to be used and voices should be at conversational levels.
- Walking is required in the cafeteria.
- Students are to check and clean, if needed, the table and floor area where they were eating before leaving the cafeteria.
- Equipment brought into the cafeteria is to be placed in the assigned area until after lunch has been eaten. It may be picked up when leaving the cafeteria.
- Students are to return to their classrooms on rainy days after completing lunch. During other days, they will go to their assigned playground areas.

### **Lucerne School Assembly Rules**

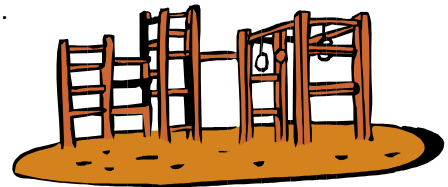
- Listen to the speaker. Students should not raise their hands while a presenter is speaking.
- Applaud awardees, speakers, and presenters. No whistling or other noises.
- Restroom breaks and drinks of water should be taken care of before or after the assembly, but not during the assembly.

### **Lucerne School Playground Rules**

Students are expected to follow the directions of the adults on duty at all times.

- Remember - Safety First!
- Playground equipment, bathrooms, and drinking fountains are to be used properly.
- Walk everywhere except on the grassy play fields.
- Toys brought to school for sharing must remain in the classroom.
- Stay off of the dugouts and bleachers.
- Rough play is not permitted (no fighting or play-fighting).
- Eat food in designated areas only. No gum.
- Show proper respect to others on the playground.
- Bicycle riding on school grounds is not allowed.
- Roller-skates/blades and skateboards are prohibited at all times.
- Students are to stay in assigned areas:
 

- away from outbuildings.	- away from gates and	- in sight of adults on duty.
- away from office without	fences.	
permission or emergency.	- away from between the	
- away from library ramp.	main building and gym.	



### **Consequences for K-3:**

- When a student breaks any of the playground rules for the first time in a day, he/she will not be allowed to participate in an activity for five minutes.
- When a student breaks any of the playground rules for the second time in a day, he/she will not be allowed to participate in an activity for ten minutes.

- When a student breaks any of the playground rules for the third time in a day, he/she will not be allowed to participate in an activity for all the remaining recesses during the day of the offenses, plus all of the recesses the next day. A note will be sent, or a telephone call made to the parents by the student's teacher apprising them of the situation.

### **Consequences for 4-8:**

- When a student breaks any of the playground rules for the first time in a day, he/she will not be allowed to participate in an activity for five minutes.
- When a student breaks any of the playground rules the second time in a day, he/she will not be allowed to participate in an activity for up to fifteen minutes.
- When a student breaks any of the playground rules for the third time in a day, he/she will not be allowed to participate in an activity for all the remaining recesses during the day of the offenses, plus all of the recesses of the next day. A note will be sent, or a telephone call made to the parents by the student's teacher apprising them of the situation.

### **Severe Consequences K-8:**

Fighting, willful destruction of personal or school property, or other totally unacceptable behavior will result in the student being sent to the principal's office with a note explaining the behavior.

Consequences may include:

- Note or telephone call to parent.
- In or out of school suspension.
- Additional consequences as deemed appropriate for the situation, including detention/suspension/expulsion/counseling/community service(restorative justice)

### **Positive Reinforcement/Recognition - K-8:**

- To be provided by the classroom teacher.
- To be provided by the principal.
- School Recognition.
- Eagles Nest Award.
- SOAR store.

### **Rules: Student, Bus and School**

The bus provides transportation for students who live out of walking distance from school. Bus service is not provided to Kindergarten through 3<sup>rd</sup> grade students who live between 10<sup>th</sup> Avenue and the school. Bus service is not provided to 4<sup>th</sup> through 8<sup>th</sup> grade students who live between 3<sup>rd</sup> Avenue and the school. Bus service is not provided to Kindergarten students in the afternoon. We only have one bus run. The bus cannot be used as a taxi service to give other students rides to friend's houses for parties or for other after school activities. Parents/Guardians or other individuals that are not students, may NOT board the bus without prior approval from the bus driver.

The following rules and consequences are designed to ensure the safe transport of all passengers transported by Lucerne Elementary School District vehicles, especially buses:

- Students are to stay in their seats.
- All parts of the body are to be kept inside the bus.
- Profanity will not be tolerated.
- Keep hands and feet to yourself, and keep aisle clear.
- No throwing of objects either in or outside the bus.
- Quiet voices only, no loud noise of any kind.
- Students will be held responsible for any willful damage caused by them.
- Cooperation with the bus driver is expected.
- Students must have written parent permission to get on or off the bus at a stop other than their regular stop (on registration form).

In order to maintain a safe bus, rules will be enforced. Disregarding any rules will result in a citation. Lucerne School buses are equipped with a video camera. Students may also be reported to the administration for further disciplinary consequences.

**Consequences:**

- 1st citation - warning, child may ride bus the next day with proper parent signature.
- 2nd citation - loss of riding privileges for one week.
- 3rd citation - one month's suspension of riding privileges.
- Final citation - immediate suspension of all bus riding privileges, and a student/parent/driver conference.

The bus driver, or the Superintendent/Principal or designee has the right to suspend the riding privileges of any student immediately, regardless of citation number, if the student's actions deem it necessary.



## LUCERNE ELEMENTARY SCHOOL DISTRICT

### Partners in Learning School / Parent / Student Compact

This compact has been jointly developed with parents/guardians of participating students to outline how school staff, parents/guardians and students will share responsibility for improved student academic achievement, with the goal of building a partnership to help students achieve state standards.

#### **The SCHOOL STAFF pledges to:**

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards.
- Provide motivating and interesting learning experiences, using a variety of techniques and materials to meet individual student needs.
- Provide a safe, positive learning environment for students.
- Communicate regularly regarding your child's progress to both students and parents.
- Make time available to meet with parents, i.e. parent-teacher conferences, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement.
- Allow parents/guardians reasonable access to staff, opportunities to volunteer and participate in their child's class, and observe classroom activities.

#### **As a PARENT, I pledge to:**

- Provide a quiet study time at home and encourage good study habits.
- Provide a healthy diet and adequate rest so my child is on time every day and ready to learn.
- Monitor my child's attendance by calling the school to report an absence and by trying to schedule personal appointments after school hours.
- Monitor how my child is progressing by attending conferences, special school events, looking at school work, and calling the school.
- Monitor the amount of time my child spends watching television and encourage positive use of extracurricular time.
- Review school communications, i.e. registration packets, newsletters, progress reports, etc.
- Look for opportunities to volunteer my time by: helping in the classroom, helping with school activities, serving on committees, etc.

#### **As a STUDENT, I pledge to:**

- Follow Lucerne School rules.
- Complete all homework and class assignments to the best of my ability.
- Show respect and cooperate with all people in the school.
- Come to class on time and be prepared to work.
- Ask for help when I need it and be a cooperative learner.
- Respect others property.
- Be responsible for my own behavior.
- Take school communication home to parents i.e. school newsletter, progress notes.

## PARENT INVOLVEMENT

Lucerne Elementary School District, along with the support of state and federal programs such as Title I of NCLB, seek to involve parents in an effective home-school partnership in order to provide the best possible education for our students.

In order to build consistent and effective communication between the home and the school and to train teachers and administrators to communicate effectively and in a timely manner with parents, regular communication will be provided in a format and language parents can understand, and will be supported by the following:

- Teacher Welcome Letters
- Student Welcome/Registration Packets
- Annual School Calendar
- Regular School Newsletters
- Local Newspaper
- School Marquis
- Special Event/Reminder Notices
- Quarterly Report Cards
- Twice Yearly Parent Conferences
- Interim progress reports for students who are working below grade level standards
- Parent Information Nights
- School Assemblies (Parents Invited)
- Parent-Teacher Compacts
- School Accountability Report Card
- School Website

### Parent Visitations

A wonderful way for parents to show their child that they are interested in his/her life at school is to visit the classroom, and the school welcomes any parent who wishes to help or simply observe.

The following visitation guidelines will help minimize disruption of the class:

1. Schedule the visit with the classroom teacher and school office in advance.
2. Unless arrangements are made with the teacher and/or school, leave younger children at home, if possible, to lessen distractions.
3. The day of the visit, the parent must visit the school office to sign in and receive a visitor's badge.
4. When in the classroom, the parent must not engage the teacher in conversation that would prevent her/him from supervising and interacting with the students.
5. Before leaving campus, the parent must check out through the office.
6. A parent or guardian wishing to volunteer in the classroom must sign a "Volunteer Code of Conduct" form.

### Other opportunities for participation include:

Classroom Mentor  
 Field Trip Supervision  
 School Sport Activities  
 Library Support Volunteer  
 Playground Supervision

### ***Please Remember...***

Be very, very careful about confidentiality. School business must remain school business, not public gossip. Students' abilities in lessons, behavior problems, and grades are not to be shared outside of school.

## **STUDENT BEHAVIOR GUIDELINES**

The rules and regulations governing Lucerne School are a composite of the California Education Code, the wishes of the community as expressed through its elected representatives, the Board of Trustees, and administrative personnel of the District and the school. Their purpose is to contribute to the health, safety, and general well being of students, and staff, thereby creating an educationally beneficial climate.

Thoughtfully drawn rules and regulations strike a proper balance between the needs of the individual and those of the school. Every effort has been made to guarantee the rights of the students and staff while at the same time recognizing that liberty is not license. No one will be permitted through willful acts to violate another's rights to pursue an education or employment at school.

### **Nondiscrimination/Harassment Policy (BP5145.3; AR5145.3)**

The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)  
 Mike Brown, Superintendent/Principal  
 3351 Country Club Drive, Lucerne, CA 95458  
 (707) 274-5578  
 mbrown@lucerne.k12.ca.us

### **Sexual Harassment Policy (BP5145.7; AR5145.7)**

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits

retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures.

The coordinator/compliance officer(s) may be contacted at:

Mike Brown, Principal/Superintendent  
3351 Country Club Drive, Lucerne, CA 95458  
(707)274-5578  
mbrown@lucerne.k12.ca.us

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee.

### **Bullying (BP5131.2; AR5131.2)**

No individual or group of shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR1312.3.

Anonymous complaints may be reported by mail to the Principal/Superintendent;  
 Mike Brown, Principal/Superintendent  
 3351 Country Club Drive  
 P.O. Box 1083  
 Lucerne, CA 95458

Anyone who is found to have engaged in bullying shall be subject to restorative, corrective, and/or disciplinary action up to and including expulsion or dismissal.

## **Fighting**

Students are expected to settle their differences without resorting to physical violence. Students who engage in fighting of any kind (actual or threatened) or an assault or battery on any member of the school community, may be suspended for up to five days.

## **RESPONSE TO MISBEHAVIOR**

Student behavior at Lucerne School is governed by a “restorative justice” approach. We believe teachers have the right to teach, and students have the right to learn, and unacceptable behavior should not interfere with the learning process. Rules are established to ensure the safety of everyone. In an effort to clearly delineate our school rules and unacceptable behavior, our possible consequences are explained on the following chart. The frequency and severity of the offense(s) determine the disciplinary response.

When a student is suspended from class, the student is placed in another room away from his/her peers on the day of occurrence followed by a maximum of one school day. When a student is suspended from school, he/she is removed from school for the remainder of the day, if the parent(s) can be contacted. He/she will then spend the day(s) of suspension at home under supervision. A suspension may be for up to five days. Any student suspended from school may lose up to three weeks of extracurricular activities. Students will be allowed to complete assignments while on suspension. Students may not be on the school grounds after school or on weekends if he/she is removed from extracurricular activities due to suspension.

If the student is being recommended for expulsion or being expelled, the suspension may be extended after a meeting with the superintendent until the expulsion hearing with the School Board. Expulsion from school does not allow the student to attend Lucerne School, or to come on or near school property for the duration of the expulsion. The School Board may stay expulsions, unless the Education Code requires expulsion. If the School Board stays an expulsion, the student is put on a contract. Should the student violate any part of the contract, the student will be immediately expelled from school. Students who have twenty days of suspension in a school year may be recommended for expulsion by the administration.

Lucerne School reserves the right to keep students at school during a suspension. These students would spend the number of days of suspension in a supervised classroom. While in this classroom, students will work on assignments and are under the supervision of the Administration. The severity of the infraction would determine if a student would be eligible to be in a supervised classroom. At the discretion of the Administration, students may be given a work option instead of suspension. Parental permission would be required. The student would attend school and work on some type of campus beautification project. These students would be supervised by the Administration.

## **Detention**

Lucerne School has detention for 4<sup>th</sup> through 8<sup>th</sup> grade students for one half hour after school on designated days after school is dismissed. Offenses leading to detention may include, but are not limited to, the following:

- Use of inappropriate language or verbal abuse.
- Gum chewing on school grounds.
- Hitting or kicking other students.
- Multiple violations of the classroom and/or school rules during the school day.

When your child is assigned detention, a discipline note will be sent home prior to the detention for your signature. In the detention room, a student will be expected to sit quietly for the duration of the detention. Students will not be allowed to do homework or other activities at this time, as it is not a study hall. Failure to successfully complete detention will require another day of detention to follow.

### **Grounds For Suspension or Expulsion According to Education Code 48900**

Students who display inappropriate behavior may be subject to suspension as outlined in the California State Education Code 48900 and 48915. A student may be suspended or expelled for acts which are related to school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity.

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.

- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the

Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1).

(1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) An act of cyber sexual bullying.

(I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.



(II) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

### **Mandatory Recommendation and Mandatory Expulsion**

The Superintendent/Principal or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915 (c))

**Mandatory Expulsions (one year from date of expulsion):** Principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a fire arm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.

(2) Brandishing a knife at another person. As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade (any size) that locks into place, or a razor with an unguarded blade.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. (any amount)

(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(5) Possession of an explosive

Lucerne Elementary School District Board Policy (BP 5131.6, BP 4020) states that the Lucerne Elementary School District has zero tolerance for drugs, tobacco, or alcohol.

### **Education Code 48902 Notification of Law Enforcement**

The principal of the school or the designee shall, prior to the suspension or expulsion of any pupil, notify the appropriate law enforcement authorities of the county or city in which the school is situated, of any acts of the student, which may violate any of the following:

- Penal Code section 245 violations – assault with a deadly weapon or likely to produce great bodily injury.
- Education Code section 48900 (c) offenses - unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of a controlled substance or an alcoholic beverage or an intoxicant of any kind.
- Education Code Section 48900 (d) offenses – unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material represented to be the proscribed substance.
- Penal Code Section 626.9 violations – bringing or possessing a firearm upon school grounds.
- Penal Section 626.10 violations – bringing or possessing the following weapons on school grounds: dirk, dagger, ice pick, knife having a blade longer than 2 ½ inches, folding knife with a blade that locks into place, razor with an unguarded blade, taser, stun gun, pellet gun, BB gun, spot marker gun.
- Robbery or extortion.

## BEHAVIOR GUIDELINES CHART

PROBLEM AREA	DISCIPLINARY RESPONSE
<p><b><u>ATTENDANCE</u></b>            Lucerne School is a closed campus and students are to remain on campus from the time they arrive in the morning until leaving after school.            *Leaving school without permission.</p>	<p>Parents, truant officer called and Sheriff may be called.</p>
<p><b><u>Excessive Absences/Tardies</u></b></p>	<p>Referral to School Attendance Review Board (SARB)</p>
<p><b><u>ACADEMIC DEFICIENCY</u></b>  <b><u>Cheating on assignments/tests</u></b></p>	<p>No credit; Detention; Referral to administration</p>
<p><b><u>Missing assignments or instructional materials.</u></b></p>	<p>Informal talk            Parent contact</p>
<p><b><u>Generally not cooperating with the instructional process.</u></b></p>	<p>Parent contact; Loss of privileges; Detention            Referral to administration</p>
<p><b><u>General Classroom Misconduct</u></b>            This refers to behaviors identified by the teacher as being unacceptable, to include talking and inappropriate comments, being out of their seat, and generally distracting the teacher and other students. This includes note writing and passing notes, and breaking classroom rules.</p>	<p>Informal talk            Parent contact            Detention            Loss of privileges            Suspension from class            Suspension</p>
<p><b><u>LEVEL I MISCONDUCT</u></b>            This includes issues such as unsafe play during recesses, spitting, being in unauthorized areas of the school, and not following playground rules.</p>	<p>Informal talk, Recess detention            Discipline note home, Detention            Loss of privileges,            Suspension from class, Suspension</p>
<p><b><u>Appropriate Attire</u></b>            Students must dress in a manner that is safe, healthy and decent. Clothing should cover underwear and midriffs. Shorts should cover to the mid-thigh. Baseball caps are to be worn with the bill facing forward. Hats and headwear are to be removed while inside. Clothes advertising the use of drugs, alcohol, or tobacco are not allowed. This also applies to garments with obscene, violent, suggestive, or reflecting gang affiliations. Shoes are to be worn.</p>	<p>The school will exercise its responsibility to determine if a student's appearance is disruptive or disturbing to the learning opportunities of others. Under such conditions a student may be dismissed from class and the parent will be notified.</p> <p>Student will be asked to turn shirts inside/out.</p>

## BEHAVIOR GUIDELINES CHART

PROBLEM AREA	DISCIPLINARY RESPONSE
<p><u><i>Electronic Devices</i></u> Portable radios/M3P players, CD/IPods, cell phones, and hand-held electronic games are not to be at school.</p>	<p>Items will be confiscated and returned to the student as per classroom rules, or to a parent upon request. Cell phones may not be turned on during the school day.</p>
<p><b><u>LEVEL II MISCONDUCT</u></b> This includes such issues as <u>gum</u> and <u>eating</u> in the classroom or at lunchtime on the field, and <u>profanity</u> among peers.</p>	<p>Informal talk Recess detention Detention</p>
<p><u><i>Disruption in the cafeteria.</i></u></p>	<p>Bad manners table/Option to help clean tables and benches, Detention</p>
<p><u><i>Bicycle Regulations</i></u> Students are to put their bikes in the bike rack. Locks are advisable. The bike rack is out of bounds during school hours. Bikes are to be walked on campus. <u>Students must wear a bike helmet and obey all bicycle safety rules.</u></p>	<p>Warning - Parent Notification  Failure to follow bike rules will result in inability to bring bike to school.</p>
<p><u><i>Skateboard/Scooter Regulations</i></u> Students are not to bring skateboards or scooters onto campus. Students are allowed to “park” them in the school office, however, the office staff is not responsible for the monitoring of these items.</p>	<p>Violators will have the skateboard/scooter confiscated, and returned to parent upon request.</p>
<p><b><u>LEVEL III MISCONDUCT</u></b> This includes issues such as <u>defiance</u>, <u>disrespect</u>, <u>profanity</u>, and <u>obscene behavior</u>. It also involves lying or situations arising from the vicious spreading of <u>rumors</u>.</p>	<p>Detention Suspension from class Suspension</p>
<p><u><i>Vandalism - Harassing</i></u> Asking students for money. Disfiguring classrooms/materials.</p>	<p>Restitution Suspension from class Suspension</p>

## BEHAVIOR GUIDELINES CHART

PROBLEM AREA	DISCIPLINARY RESPONSE
<p><b><u>Aggressive physical action</u></b> Including play fighting, horseplay, and teasing</p>	Loss of privileges, Detention, Suspension from class, Suspension, Restorative Justice
<p><b><u>LEVEL IV MISCONDUCT</u></b> This includes elements of fighting such as arguing and “near fighting” as well as harassment, threatening, bullying (including cyber bullying) and spreading rumors that lead to fights.</p>	Detention Suspension from class Suspension up to 5 days
<p>The use of abusive language, which is generally hurtful in intent, such as sexual harassment or racial slurs, is not acceptable.</p>	Suspension from class Suspension up to 5 days
<p>Dishonest actions such as: theft, receiving stolen property, forgery, (providing false notes, as absence excuses), stealing or possessing school forms, or failure to identify yourself are included in this group.</p>	Suspension up to 5 days
<p>The use or possession of tobacco products is not tolerated.</p>	Suspension up to 5 days Participation in tobacco program
<p><b><u>Fighting.</u></b></p>	Suspension up to 5 days
<p><b><u>LEVEL V MISCONDUCT</u></b> <b><u>Aggravated assault.</u></b> The use or possession of drugs, alcohol or related paraphernalia; destruction of school property; arson; robbery; extortion; explosives; and dangerous objects are also included in this category.</p>	Restitution Call Sheriff Immediate Suspension Recommend Expulsion
<p>The possession, use, sale, or furnishing of a firearm; brandishing a knife at another person; and the unlawful sale of a controlled substance.</p>	Call Sheriff Immediate Suspension Recommend Expulsion

## **POSITIVE REINFORCEMENT**

While it is the school's duty to develop a response plan and to inform you of the consequences for negative behavior, we pride ourselves on reinforcing positive behavior. To this end, we are constantly designing activities and award recognition opportunities. Some of these are:

- Presidential Academic Award
- Presidential Academic Improvement Award
- President Physical Fitness Challenge Award
- Principal Honor Roll
- Academic Honor Roll
- Character Counts Awards
- Recognition at school assemblies
- Eagle Nest Awards
- Athletic Awards
- Principal Math Facts Award
- Perfect Attendance Award
- Young Author Award for Grades 1-3
- Classroom Rewards
- Class projects/field trips
- Off campus activities: Spelling Bee, History Day, etc.

## **STATE AND FEDERALLY FUNDED PROGRAMS**

### **Special Education – RSP**

The Resource Specialist Program is a state and county funded program for students who are substantially below grade level, and have a discrepancy between ability and achievement. Students are provided an alternative-learning environment, and an individual learning plan approved by the parents. Students have access to the core curriculum.

### **Designated Instructional Services**

This program provides special services to any student who demonstrates a significant delay in development. Such delays may be caused by special problems in health, learning ability, or communication skills. The school psychologist or speech pathologist will render special services to these students to supplement those provided by the regular instructional program. Some of these services may include:

- individual testing, educational or personal counseling, or parent education;
- assistance in remediation speech, language, or hearing problems;
- health counseling and referrals, screening for vision, hearing, and special assistance with health problems.

### **SWP/Title I**

A School wide Program funded by the Federal Government, Title I Program provides extra assistance to all students in grades kindergarten through eighth grade by combining funds to improve curriculum to improve student learning. These funds provide for instructional aides, program coordinator, resources, and materials.

**Healthy Start Program**

This program assists children and families in removing barriers for students to be at school healthy and prepared to learn, i.e., medical and insurance referrals, basic needs such as clothing and utilities at home, and support to counseling services.

**State Pre-School Program**

The pre-school program, run by the Lake County Office of Education, provides academic instruction and readiness skills for children who are three to five years of age. The program runs three hours per day.

**ASES – After School Program**

The ASES program, run by the Lake County Office of Education, is a student-care alternative program for outside school hours. It is an afterschool program for children in grades kindergarten through fifth grades. The program's mission is to maintain a quality program that supports school age children in their academic growth. The ASES is open during most school holidays and vacations.