

Guidelines for a Great Environment



At Lakeview Elementary School we strive to create an environment that gives all children the opportunity to achieve their fullest personal and academic potential in order to become productive and responsible citizens. Every student should have the opportunity to achieve this potential in a safe, caring, challenging and innovative learning environment. For this reason, the Lakeview Staff has adopted common social skills to help create a positive environment for our children. We believe that good schools are child centered and plan to promote positive activities that reinforce these skills.

Our Mission Statement for Lakeview Elementary

The mission of Lakeview Elementary School is to ensure every student's intellectual and emotional growth and to promote effective social behavior. This will be accomplished through continued cooperation between school, community, parents, and students. We will foster a school climate that is safe and supportive of individual students, enabling them to succeed in our ever-changing world.

R.O.A.R.

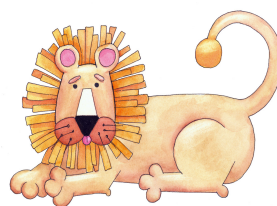
As students, parents, and teachers of Lakeview Elementary School we will...

R *espect ourselves and others by:*

O beying Rules;

A ccepting responsibility for our actions;

R esponding appropriately to others.



These simple guidelines are our general rules governing social responsibility. Throughout the school year, we will teach and review specific social skill steps with our students and ask that you support our efforts at home (*see related pages under "social skills"*).

School Hours

• Kindergarten—

→ Morning: 8:20–11:20 (*Mondays-Thursdays*) 8:20–10:20 (*Fridays*)

→ Afternoon: 12:00–3:00 (*Mondays-Thursdays*) 11:10–1:10 (*Fridays*)

• First-Sixth Grades—

→ 8:20–3:00 (*Mondays-Thursdays*)

→ 8:20–1:10 (*Fridays*)

First-sixth grade students will begin school at the end of August (date to be determined by the district administration). Early dismissals and teacher quality days will be listed on the monthly newsletters as well as found on the monthly calendars in this handbook.

Lakeview kindergarten students will begin school approximately one week after the other students (date to be determined by the district administration), after kindergarten individual interviews and assessments have been completed. The kindergarten teachers will schedule these appointments.

Before and After School Programs

Before school homework help and board games will be provided in the lunchroom starting at 7:30 a.m. The after school program will begin in early October. A variety of enrichment classes, as well as homework help, will be provided.

Attendance

1. The Provo School District policy allows 5 unexcused absences per year (180 days). Parents need to call in each day a student is absent for an excused absence. A doctor's note with specific days missed for medical reasons listed will be accepted and not counted as an absence. Only days listed on the doctor note will be a "D" or "doctor" excused absence.
2. We encourage students to be present and on time every day. However, if your child is sick, PLEASE KEEP HIM/HER AT HOME. Do not send sick students to school.
3. PSD attendance guidelines, defines 3 days tardy as one unexcused absence. Please make sure students are a few minutes early to avoid being late. The tardy bell rings at 8:20 and they must be in the classroom at that time, not walking to class or entering the school.
4. Good attendance gives students a better opportunity to succeed in school and to have a better opportunity for academic and social experiences. We recognize good attendance at Lakeview, both in the classroom and school wide.
5. At the year-end assembly, awards are given for **PERFECT** and **FANTASTIC** attendance. A small, but sincere gift and certificate will be given to all students who qualify for these awards. **PERFECT attendance** is defined as: *Zero absences and no more than 2 tardies*. **FANTASTIC attendance** is defined as: *No more than 3 absences and 2 tardies*. If a student misses 4 days, he/she will not qualify for the award. For the **FANTASTIC attendance** award, three tardies equal one absence. During the school year we will attempt to recognize those students who have great attendance and punctuality.
6. As a final note, students entering Lakeview Elementary for less than half the school year, (after 2nd term about the middle of January) will not be eligible for the awards. An exception would be if a record of the previous school's attendance is provided and the student qualifies for one of the awards adding both/all records together.



Tardies and Check Outs

1. A student who enters the classroom after the 8:30 a.m. bell will be recorded as "tardy," or given a "T" for that day. The student must first come to the office for a late slip, which will then be immediately given by the student to his/her teacher. This helps us keep track of all students in the classroom and in the office. It also assists in our attempt to call the parents of each child who is absent. Failing to check-in at the office often causes worry and extra time for the calling volunteer.
2. A student who is checked-out before the school day is officially over will be declared a "checkout." Checkouts are recorded in the school office. Each student is required to be checked out through the office, and only with a parent or guardian's permission. If there are not excessive checkouts, there will usually be no negative consequences for the student.
3. If a student is late because of a doctor or dentist appointment, please ask the provider for a verification of a visit and the tardy will be marked as a "C" which indicates a medical visit was

Family Vacations

Tell us if your family will be gone on vacation so the teacher can save important assignments for your child to do when he/she returns. No advanced assignments will be prepared. We have learned that it is difficult for students to complete them while on vacation and it places a hardship on the teacher. However, we ask that you come into the office and fill out a form that will help us excuse your child for the time gone. You will be asked to have the student do some Math and Reading while gone and follow some requested guidelines, We appreciate your help.



Moving Away

Please notify the office and the classroom teacher at least one week in advance of moving away from Lakeview Elementary School. Please be sure all library books, school texts, and school materials are returned before your child checks-out of the school permanently.

Visiting by Family or Friends to Lakeview

Legally, the only students who are permitted to attend Lakeview are those who are officially enrolled. Please do not allow cousins or friends who are not registered students to go to school with your child(ren). This is distracting to classmates and to the teacher.

Health Services



Lakeview Elementary School will have the assistance of a school nurse for one-half day per week and as needed. She will provide state mandated health services such as vision, hearing, and growth screening, and maintenance of health and immunization records. You will be notified of any deficiencies in the vision or hearing exams. Feel free to contact the office to leave a message for the nurse at any time during the school year if you have a concern about medical issues that affect your child.

The school nurse also performs routine classroom health checks and makes contact with parents regarding any health issues. If she is there, she will also care for students with injuries or illnesses that occur at school. When she is not available, the school secretary or other personnel will provide this care.

Please be sure to inform the school of any medical problems by adding them to the **YELLOW HEALTH FORM**. These forms are updated yearly in the fall.

Rules for the Control of Communicable and Infectious Diseases

Children having any contagious or infectious disease should not return to school unless cleared by the school nurse or accompanied by a note from the child's physician.

The following conditions should be considered communicable. Parents should notify the school if their child has been affected by any of these for advice on readmission to class.

- | | | |
|--|-----------------------------|---|
| • <i>Meningitis</i> | • <i>Hepatitis</i> | • <i>German Measles</i> |
| • <i>Lice (Pediculosis)</i> | • <i>Ringworm</i> | • <i>Staph Infection</i> |
| • <i>Chicken Pox</i>
(<i>Varicella</i>) | • <i>Mononucleosis</i> | • <i>Mumps</i> |
| • <i>Poliomyelitis</i> | • <i>Scabies</i> | • <i>Whooping Cough</i>
(<i>Pertussis</i>) |
| • <i>Pink-Eye</i> | • <i>Worms or Parasites</i> | • <i>H1N1 (Swine Flu)</i> |
| | • <i>Measles (Ruhella)</i> | |

Accidents and Illnesses

Whenever a serious accident or illness occurs at school, we will do everything within our power to contact a parent. If this fails, we will notify the friend or neighbor listed on your **YELLOW HEALTH FORM** completed at the beginning of each school year. In extreme emergencies, when we are unable to contact these people, we may call the paramedics. It is critical that you let the school office know your current home, work, and cell numbers so we can reach you.

A child who has been vomiting or has a fever should remain home until symptoms have been gone for 24 hours. If a child becomes ill during school hours, parents are expected to make arrangements to have the child removed from school right away. Parents without transportation, and working parents, should make arrangements for this possibility early in the school year and indicate their wishes on the **YELLOW HEALTH FORM**.

Provo School District Wellness Policy



The following is from the Provo School District Wellness Policy: *“A healthy child is more ready and able to learn than an unhealthy one. We ask for your assistance this year in helping your child to stay as healthy as possible. Please provide a nutritious breakfast for your child before he or she comes to school, or encourage your child to eat breakfast at school. We also need to inform you that in accordance with Utah County Health Regulations and our new district wellness policy, you may not send homemade and/or home packaged items to be served or sold at school. This regulation applies to treats you may send for class parties, foods your children may sell for fundraisers, and all other foods in school (except, of course, those foods that you send with and for your own child). Please send only commercially prepared and packaged foods.”*

Immunizations

Utah law requires that school records include complete immunization records. Records must include documentation of the month, day, and year for each immunization and are required before admission to school:

- **DPT** – 5 doses
- **Polio** – 4 doses
The fifth DPT and fourth Polio need to be given after the child's fourth birthday.
- **Hepatitis B** – 3 doses
K- 4th grade students
- **Hepatitis A** – 2 doses
- **MMR** – 2 doses
MMR must be given after the first birthday.
- **Varicella or Chicken Pox**
This vaccination is required for all students unless the date the child had Chicken Pox is provided.
- **TB Vaccination**

Medication

It is recommended that whenever possible, all doses of medication should be given at home by the parents. Except in unusual circumstances, medicines that are given one, two, or three times a day should always be given at home. Utah State law prohibits any employee in a public school to administer over-the-counter pain relievers (*i.e.*, Tylenol/Advil) without parental permission. If your child needs pain medication for some reason, a parent will be called before medication is given. Other **over-the-counter medications and prescription medications CANNOT be given to a student without a signed statement from your physician.** A complete written request form must be on file with the school secretary. A note must accompany the medication from the physician stating the name of the medication, the dosage, and the time it is to be given.



If your child must be given medication at school, please contact the principal or the school nurse. Parents who wish to administer medication to their child during the school day may do so. You must, however, report to the office first. All medication should be brought to school by the parent in the original pharmacy container family doctor or an emergency room. Please inform the school of any medical problems by adding them to **YELLOW HEALTH FORM**. All parents must show valid proof of such with the following information:

- CHILD'S NAME
- NAME OF MEDICATION
- STRENGTH OF MEDICATION
- DOSAGE FOR THIS CHILD
- PHYSICIAN'S NAME
- DATE PRESCRIBED

For the safety of all of the children, please do not send medications to school with your child. Please bring them directly to the office with the above information.

Emergencies or Disasters

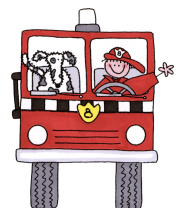
Announcements relative to the closing of schools due to inclement weather will be broadcast over all the major radio stations and television networks first thing in the morning.

In the event there should be an emergency during school hours, each classroom is equipped with basic first-aid supplies and emergency guidelines.

If there is a major disaster affecting the entire community and the building is still a safe refuge, students will be kept at school until released to family members or a designated adult (*named upon the YELLOW HEALTH FORM*) upon that adult's signature.

Should immediate evacuation be required and it is not safe to send students home, they will be given refuge in the LDS chapel directly across the street, north of the Lakeview school building.

For your information, Lakeview Elementary School will have monthly emergency drills throughout the school year. These include earthquake, fire, and lock-down drills. During earthquake and fire drills, an alarm will ring and the students will follow their teacher to a designated place in an orderly manner. A lock-down drill differs as the principal will announce over the intercom we are in "lock-down mode" and all teachers will lock their doors, not allowing students to leave the classroom or anyone to enter, until given clearance it is safe to do so. All drills are not meant to scare the children; rather, to prepare us in the event something unexpected



Discipline Policies of Lakeview Elementary School



Challenging and exciting work is the best motivator for students. Therefore, teachers have the primary responsibility for enhancing and maintaining an effective learning climate. Our primary objective is to help students take advantage of their educational opportunities by being responsible and by allowing them to make decisions and accept the consequences of their choices. We believe that the atmosphere at Lakeview Elementary should be characterized by a respect for adults and those in authority and a reciprocal respect for the dignity and individuality of each child. Students will be given every opportunity to achieve success. Those students who persist in creating behavioral problems either inside or outside of the classroom will be subject to disciplinary action. The overall plan of the school is to deal with student misbehavior in a consistent and fair manner. Maintaining a proper educational setting combined with the concern for each student's safety and welfare enters into each disciplinary action. We reiterate the value and importance of our school character traits:

1. **R**espect the rights others.
2. **O**bey all school rules.
3. **A**ccept responsibility for your actions.
4. **R**espond appropriately others.



- **The majority of student discipline will be handled at the classroom level by the teacher or adult in charge.** The principal handles continual misbehavior or an incident that requires immediate attention. Student discipline handled by the principal falls into two categories:
 1. A referral from an adult staff member who has already attempted some type of intervention to correct the misbehavior. This includes documented classroom consequences and/or parental contact.
 2. A major issue referral that requires immediate attention such as fighting, dangerous conduct, total defiance, complete class disruption.
- **Disciplinary action taken on an incident depends upon the severity of the incident and the student's past history.** Consistency and fairness are the most important aspects of dealing with students who misbehave. As a student begins to compile a large number of incidents, the discipline will become more severe. Parents are informed about incidents involving the principal.
- **Consequences for student misbehavior might include:**

✓ <i>Conference with student about the incident</i>	✓ <i>After-school detention</i>
✓ <i>Loss of recess or activity</i>	✓ <i>Out-of-school suspension</i>
✓ <i>Parent conference</i>	✓ <i>Referral to outside sources</i>
✓ <i>In-school suspension</i>	✓ <i>Police involvement</i>

- **Parent involvement and cooperation are essential in any discipline situation.** Success in a child's development comes through a partnership between the school, students, parents, and the community. We welcome parents to visit with staff and discuss issues of concern. We urge parents to become involved in the entire school process, including discipline and reinforcement measures that recognize or correct their child.

Choosing Words Carefully

A person's choice of words represents his/her character. At Lakeview, we believe that positive "pull-ups" (comments) make a better learning environment for all. Vulgar expressions are completely unacceptable. Such behavior will result in immediate consequences and will be reported directly to parents.

General School Rules

1. Students will be expected to be on time and be prepared for class.
2. Hands, feet, and other objects will be kept to oneself. Respect will be shown for others and their property.
3. We will all be proud of our school and keep it clean. We will not litter.
4. Shoes and shirts will be worn at all times.
5. Hats will only be worn outside of the building.
6. Gum, candy, sunflower seeds, etc. will not be permitted at school.
7. Rock (or snowball) throwing and other dangerous play will not be permitted on the playground.
8. All equipment will be used in a safe manner, *in the way it was designed to be used*.
9. Students will not play or loiter in the hallways or restrooms, or around the drinking fountains. During recess, we will enter and exit the building through our assigned doors.
10. Students will dress and groom in an appropriate manner; that is, one not distracting to others' learning. (*see dress standards*)
11. Toys, electronic devices, candy, money, etc. will remain at home, unless given permission by the teacher for an educational purpose.
12. Quiet and orderly conduct is required and expected while in the hallway.
13. Students will not leave the school grounds during the day



Safe School Policy

The *Provo School District Safe and Orderly School Policy* will be followed and enforced. The policy booklet will be given to each parent and reviewed at the initial S.E.P. conference. The policy includes expectations regarding weapons, drugs, fighting, vandalism, theft, harassment, offensive language and behavior, disruptive and disrespectful conduct. Please read it and help your child understand the seriousness of making inappropriate choices.



Securing the Building



In compliance with Provo School District's *Security Procedures Manual*, all access to the school will be through the main front door. Therefore, after school begins at 8:20, all other doors will be locked. Please plan accordingly.

Possession of Weapons

Students are prohibited from the possession of any weapons on school property. A "weapon" shall include, but not be limited to, any knife, cutting instrument, martial art tools, firearm, gun (including BB and/or air guns) and any other device capable of inflicting serious bodily injury. Youngsters who violate this policy may be reported to law enforcement officials and/or suspended from school, as determined on a case-by-case basis.

Leaving School Grounds

For your child's safety, unless your child has been checked-out by the office to go home for lunch or an appointment, all students must stay within the boundaries of Lakeview Elementary during school hours.

Staying After School

If your child plans to stay after school longer than 5 minutes, he/she should notify you before leaving home or by telephone. Every classroom has a phone that is available to the students to call home as needed. Your child should ask for permission before using the classroom telephone.

Telephone Use

Parents are asked to make after school arrangements with their children **before they leave home**. It is not desirable to interrupt the classroom instruction to deliver messages. In addition, the office telephone cannot handle last minute calls for all students in the building. If a student must contact a parent, there are telephones available in each classroom and your child should ask his/her teacher for permission before calling. A student may carry a cell phone if it remains in his/her backpack during the school day and is only used before or after school hours. However, please remember that we cannot be responsible for lost or stolen cell phones.



home immediately after school is dismissed.

2. Remind your children:

- *Never ask for or accept rides from strangers.*
- *Report to their teachers, police officer or parents any stranger seen loitering near the school and to try to remember what the stranger looked like and how he was dressed.*
- *A police officer is the child's friend and will help him/her whenever there is trouble.*

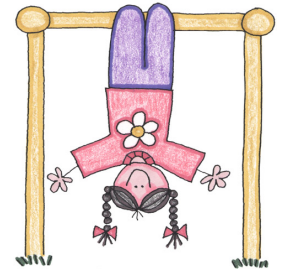


Orderly Conduct Policy

Behaviors that deprive other students or faculty members of an orderly and safe learning environment are prohibited at Lakeview Elementary. This applies to actions of students during school hours, before and after school while on school property, while traveling in vehicles authorized by the school or district, at all school or district related events, and when the actions affect the safe operation of Lakeview Elementary School.

Recess and Recreation

In addition to lunch recess time, each class will have a Twenty-minute recess on clear weather days. Please be sure your child is always prepared for the weather conditions of the day. Lakeview Elementary will supply equipment for play. It is not necessary to send equipment; however, students may bring their own sports equipment if they wish. Please note that the school cannot be responsible for loss or damage. Please make sure that whatever your child brings from home has his/her name written clearly on it with a permanent marker.



Bicycles, Scooters, Skateboards, Rollerblades, Etc...

Bicycles, scooters, skateboards, and rollerblades are welcome at school, but SHOULD NOT be ridden in the hallways. There isn't enough room to store

these items in the Lakeview classrooms; however, storage sites are designated for each class. If your child plans to ride a bike, scooter, skateboard, or rollerblade to school, please carefully review the following expectations with him/her.



- *If your child is on a bicycle, s/he should take it to the bike rack and lock it up.*
- *For safety, please advise your child to wear a helmet. Helmets will be stored in your child's backpack in his/her cubby.*
- *Please teach your child to be courteous and give the right-of-way to pedestrians.*
- *Scooters and skateboards must be **carried** down the hallway in an orderly fashion; riding them inside of the school building is NOT ALLOWED.*
- *Rollerblades must be removed and placed in a book bag or backpack. This also applies to shoes with wheels. If the wheels are not removable, your child may not wear these types of shoes inside the school building and should have another pair to change into before he/she enters the building.*



ride to school.

If students do not adhere to these rules, their equipment will be taken to the office. Parents will then need to come to the school to retrieve their child's equipment. These rules have been designed for the safety of all children.

Playground Rules

While on the playground, Lakeview Lions will:

1. Always show respect to self, others, and property.
2. PLAY on the playground. There will be no tackle games, fighting, or rough play of any kind.
3. Settle differences peacefully by responding appropriately to others.
4. Follow ALL instructions given by the school staff.
5. Stay outside during noon recess unless entering the assigned door to go to restroom or get a drink. In the event of stormy or very cold weather, a "Quiet Room" will be available. However, it will always be a choice to go outside so ALWAYS dress for appropriate conditions.
6. Throw only balls or other objects designated as "OK" by school rules and/or recess supervisor. Rocks, snowballs, sticks, hard balls, or any other unsafe object WILL NOT BE THROWN!
7. Play in the areas designated for their grade levels. Students will not be allowed to play or "hang out" in the parking lots. If a ball goes into the parking lot, one student will look for oncoming cars, then carefully get the ball and return immediately to the play area.
8. Eat only in the lunchroom/cafeteria (*unless arrangements are made to eat elsewhere by the classroom teacher*). No food, candy, gum, etc. is to be taken and eaten on the playground.
9. Leave toys and other inappropriate objects at home. These include (*but are not limited to*) pocketknives, matches, fireworks, CD players, handheld video games and/or other electronic devices, and game cards (*i.e., Pokemon or Yugio cards*).
10. Line-up quickly in the area directed by the teacher when it is their time to come in from recess.
11. Stay on the playground without leaving the school grounds, unless pre-approved by a parent/guardian. In this case, before leaving and upon returning, ~~students must check-out and check-in through the office.~~



Breakfast and Lunch at Lakeview

Lakeview School has a federally funded breakfast and lunch program. Students may go home for lunch, bring a sack lunch, or eat hot lunch in the cafeteria. If students choose to go home for lunch they **must** sign-out at the office and sign-in upon return to school. This is to help us make sure all children are accounted for and safe!

The cafeteria opens at 7:30 a.m. for homework help and board games. Breakfast is served from 7:45-8:05. All children should be finished eating by 8:10, when the first bell rings. Student's cost for breakfast is \$1.25.

Lunch begins with the older students at 11:05. Students may pre-purchase lunches in the office any day before school. The cost for a student lunch is \$2.00. Make checks payable to "Lakeview Elementary School." It is strongly recommended that payment be made through the office before the school day begins to prevent loss of money. Each student will be given a three-day notice when his/her lunch ticket is about to expire. Please do not forget to send lunch money with your child. Lunches cannot be charged. If you think your family might qualify for free or reduced lunch costs, please obtain applicable information and forms from the front office.



Milk may be purchased separately. We ask that you do not send carbonated beverages (soda) in cans or bottles. The daily menu listings are advertised each month and distributed to students.

Lunchroom Rules and Expectations

1. Enter calmly and quietly. WALK at all times.
2. Put balls and/or sports equipment in the ball bin before getting your lunch tray.
3. Stand quietly in line -- NO playing, bothering others, or cutting in front of others.
4. If you need help, ask the supervisor(s) for it.
5. If someone is bothering you, don't react and get in trouble; tell the person to stop. If they don't, report it to the supervisor.
6. Use proper language and speak as quietly as possible.
7. Be respectful to servers at the counter. They are required by law to give you a certain number of items.
8. Carefully take your food to the assigned table. If you spill or have problems, ask the supervisor for help and/or clean up after yourself.
9. Condiments are to remain on the condiment table.
10. Eat in a respectful way. Leave other people's food alone. Don't play with food or throw it or anything else while in the lunchroom.
11. Leave when you have finished eating. Take your tray to the return table.
12. Leave your table and floor area clean. Leave it better than you found it.
13. Put silverware in the tray. Put trash, paper, plastic, etc. in the trash.



Lunchroom Manners

Occasionally a student forgets good eating manners and destroys the lunchroom atmosphere for everyone else. Lunchroom behavior will be rewarded for good manners with “green slips.” On the other hand, “yellow slips” will be handed out to those disrespecting the eating time for others. Two firm warnings will be given. The third offense will result in the loss of lunchroom privileges for one week for either the class or individual causing the problem.

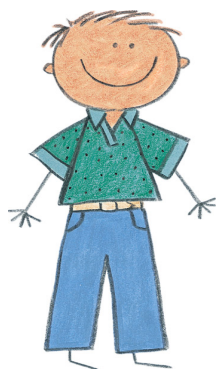
More Student Expectations

Textbook and Library Books



Students are responsible to the school for the proper care of textbooks and library books and must pay for lost or damaged books. Students are required to pay fines for damaged textbooks in accordance to the amount of damage. In cases where the damage is so extensive as to render the book unusable, the full price will be collected since it will no longer be in use. Each student shall return all textbooks issued to him/her when leaving the school, or at the end of the school year.

Assembly Expectations for Students



1. Prepare to act appropriately.
2. Walk to the assembly in a safe, orderly and quiet manner. Chairs should be carried properly.
3. Upon entering the assembly, respectful behavior should be demonstrated. Attention and respect should be paid to all.
4. Sit in the assigned seating area unless directed otherwise.
5. Wait quietly for the signal from the person who is in charge.
6. Show appreciation for those giving the assembly by clapping when appropriate.
7. ALWAYS listen and follow the directions given by the teacher or other adult.

Money at School

When sending money to school for lunch, book orders, or for other reasons, please put the check or cash in a sealed envelope with your child's name on the front and the purpose for the money. We discourage students bringing pocket money to school. Teachers cannot be responsible for it and a desk or coat pocket is not secure. Please monitor the contents of your child's pockets or backpack to assure he/she will not be disappointed later on.

Dress Code Expectations

1. Your student should arrive at school dressed in clothing appropriate for the weather and activities of the day so he/she can be safe, comfortable, and prepared for full participation outside.
2. Students will dress and groom in an appropriate manner; that is, one not distracting to others' learning.
3. Boys and girls are not to wear hats of any kind in the building. If a hat is worn to school, it should be kept in your child's personal cubby until it's time to go home.
4. Hair should be clean and well groomed. Hairstyles distracting in appearance or needing constant attention are not acceptable.
5. Flip-flops or similar types of sandals are not safe footwear for physical education activities. If your child chooses to wear these to school, please make sure he/she also brings a comfortable pair of tennis shoes for P.E. activities.
6. Clothing which is ragged, tattered, or deliberately distracting in appearance must be avoided. Short shorts, short skirts, halter-tops, and bare midriffs are not acceptable.
7. Clothing which contains slogans or insignia that are contrary to the educational purposes of the district should not be worn. This includes, but is not limited to vulgar words, profane or obscene slogans, and pictures of advertisements for alcohol, tobacco, and/or drugs.
8. Gang-style attire is unacceptable at Lakeview. This includes low-rider pants, bandannas, extreme hairstyles, gang logos, etc.

Fees, Donations, and School Supplies

Because Lakeview Elementary is a public school, there are no required fees at Lakeview Elementary School. All textbooks, equipment, and supplies are provided for every student. ***However, school funds are limited to the very basics.*** Students are welcome, but not required, to bring supplementary supplies of their choice (*i.e., colored pencils, markers, glue sticks*). Teachers may provide a list of "helpful supplies" to purchase for your child if you wish.

Additionally, teachers may ask you for tax-deductible donations to enhance specific class activities. These contributions are voluntary and we certainly appreciate your generous support! However, no child will be denied for not making a classroom donation, nor deprived of participation in any event conducted during regular school hours. Fee waivers are not necessary since no fees are assessed for school supplies and activities.



Character Development & Social Instruction

Adequate social development may be considered the foundation of personal and social adjustment in life (*Mathur and Rutherford, 1996*). A socially skilled person is capable of managing his or her social environment by understanding and responding to social situations effectively. Social Skills can be viewed as socially acceptable patterns of behavior that enable students to gain social reinforcement and acceptance and avoid aversive social situations.

The following social skills and steps support our **ROAR** expectations. These will be taught and reviewed during the year. As teachers and other Lakeview staff observe students following the steps of a social skill, they will be give PRAISE NOTES to reinforce their great behavior efforts. *At Lakeview, we "R.O.A.R." for good character!*

Lakeview Lion's Social Skills:

R – Respect myself and others by:

O – Obeying all rules

How To Follow Directions

- 1) Look at the person.
- 2) Say, "OK" or show that you understand.
- 3) Do the task immediately.
- 4) Check back if necessary.



-How To Listen

- 1) Look at the person.
- 2) Think about what is being said.
- 3) Say, "Yes" (or show you understand).
- 4) Ask a question about the topic to find out more.

A – Accepting responsibility for my actions

-How To Make Good Choices

- 1) Think about the issue.
- 2) Make a list of choices.
- 3) Think of the consequences of each choice.
- 4) Make the best choice for all.

-How To Accept Consequences

- 1) Ask yourself, "What did I do?"
- 2) Decide if you were wrong.
- 3) Ask yourself, "What was I supposed to be doing?"
- 4) Describe to the person what you did without making excuses.
- 5) Say what you will do next time and apologize.

R – Responding appropriately to others

-How To Resolve Differences

- 1) Decide if you and the other person disagree.
- 2) Tell how you feel about the problem.
- 3) Ask the person how he/she feels about the problem.
- 4) Listen to the answer
- 5) Suggest or ask for a compromise.

-How To Show Appreciation

- 1) Ask yourself, "What did the person do for me?"
- 2) Look at the person.

Further, it is our objective at Lakeview Elementary School to create a positive school environment that nurtures the social, emotional and academic well-being of all students. Teachers and other faculty members at Lakeview Elementary School are committed to:

- *Maintain high expectations of all students.*
- *Expect students to come to school on time and prepared.*
- *Model appropriate behavior.*
- *Write “Praise Notes” to “catch” good behaviors of all students.*
- *Teach/review social skills.*
- *Explain social skill home connections to students and parents.*
- *Show respect for students and understand individual needs.*
- *Inform parents regularly of classroom events and activities.*
- *Update class webpages at least monthly. (See Lakeview School’s website at: www.lakeview.provo.edu)*



Home and School Connection



At Lakeview Elementary School, we advocate the involvement of parents and families in their children’s education. We believe relationships between home & school will enhance your child’s education. Family involvement encourages student achievement and other positive attitudes and behaviors that increase success in school.

Getting involved in your child’s education can be as simple as reading with your child, listening to your child, and supporting their efforts to learn. We strongly encourage our parents to:

- *Attend school meetings.*
- *Volunteer at Lakeview. Help is always welcome!*
- *Attend all conferences.*
- *Read all newsletters and other communications sent home.*

PTA Board Meetings are held monthly (day and time determined by PTA leadership) and parents are welcome visitors. General Meetings are held twice during the school year and advance notice will be sent home.

There will be an opportunities for students, parents, and teachers to meet at the beginning of each school year. ALL are encouraged to attend these events to become more familiar with the school community which includes teachers, other faculty members, neighbors, and friends. These are also times for you to express interest for school/classroom volunteerism and to learn about various activities to be held during the upcoming year. *We urge you to become involved!*

Lion Cub Carriers



The youngest child in each family who attends Lakeview is designated as the **Lion Cub Carrier**. This child will receive all bulletins, newsletters, and other publications relevant to parents. Please look for these informative pages in your child’s backpack and teach your youngest child

Homework

A reasonable amount of homework that is modeled in the classroom will be assigned. It will be designed to reinforce what students are being taught during the day in the classroom. Students are accountable for completing and returning homework promptly. A parent, a brother or a sister may help with difficult assignments, but should not do the homework for your child. Let students do as much as they can alone. Homework is intended to help students stretch, grow, and be responsible. **EVERY CHILD SHOULD BE READING EACH SCHOOL NIGHT!**



Volunteering at School



Volunteers are an essential factor in the success of Lakeview Elementary School. We believe many of our parents and grandparents have much expertise that can be shared with our school! If you are interested in volunteering at our school, please inform your children's teachers or a PTA board member you can volunteer your services in three categories:



1. Directly with the classroom teacher--

Sign up with your child's teacher.

- a. Assist with learning centers.
- b. Prepare teaching materials and displays.
- c. Chaperone a field trip.
- d. Share a specific talent or area of expertise during grade-level enrichment classes (Fridays).
- e. Other duties requested and scheduled by the teacher.

2. Through the Parent Teacher Association (P.T.A.)--

Contact a co-president.

- a. Be a Room Representative
- b. Serve on the PTA Board as a Commissioner.
- c. Assist with PTA directed activities.
- d. Participate in a one-time event (*family picnic, school carnival, book fair, SEP supper, etc.*).
- e. Assist with emergency preparedness

3. Become a mentor or individual tutor--

Call the office and someone will phone you.

- a. *One-to-One* tutoring of struggling reading students requires training and 1 hour per day, 4 days a week.
- b. Mentor a gifted student on a project in a discipline that both you and the student are interested in such as: technology, biology, photography, writing, etc.

Visiting the School

To insure a smooth running and safe school, anyone entering Lakeview for any reason **must** report to the office and sign in. A **Visitor's Badge** must be obtained before going to visit a classroom. If your child forgot his/her lunch, please drop it off at the office with the child's and teacher's name written on it and we will be sure it is properly delivered. Parents should not disturb the teachers and students by going to the classrooms directly unless a visit has been prearranged with the teacher. We also ask that you drop off and pick up your children at the assigned exit doors and not at the classroom doors.

Parking

In order to maintain a traffic safety program that is effective, your cooperation will be needed. Our goal is safety for your children, not convenience for parents. You can help us promote our safety program by observing **all** posted signs as well as the directional arrows that have been painted on the asphalt.

Lost and Found

The ***Lost and Found*** is located in the east vestibule between the doors leading out to the courtyard. Unclaimed items are donated to charitable organizations at the end of the school year. Please check this area often.

Field Trips

Official **BLUE FIELD TRIP FORMS** must be completed, signed and returned to the teacher before any field trip can be taken. A telephone call from a parent cannot be accepted as a form of permission to attend a field trip. These **BLUE FIELD TRIP FORMS** are given to parents to complete at the beginning of the school year.

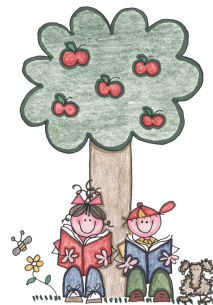
This single form will allow permission for your child to attend all class field trips; however, prior notice will be given before field trips are taken. After the **BLUE FIELD TRIP** is completed at the beginning of the year, it will be your child's responsibility to get it back to the teacher. This form will be kept on file for the current school year only.



Monthly Passport Reading Program

Throughout the year, students will have the opportunity to participate in several reading programs including the monthly genre **PASSPORTS**. The goal is motivate children to read and keep reading. Students will be recognized for their efforts.

As for the PASSPORTS program, we would like your child to read at least one book of the monthly assigned genre participate in an activity relating to the book. Once she/he has read the book, a slip needs to be signed by the parent stating that they have read the book and done an activity. Each child will get a **PASSPORT** where they will write a simple summary of the book they have read. At the end of each month, the librarian will stamp this PASSPORT book and they will receive a small prize. Their name will also go into a drawing for a book. There will be an end-of-the-year party for those who have participated 7 out of the 8 months.





Curriculum and Progress Reports

Lakeview Elementary School promotes a well-rounded curriculum that provides each student the opportunity to acquire personal knowledge and wisdom. Teachers and students interact in a classroom climate where relationships are valued and where students are encouraged to continually stretch towards their potential. We adhere to the Utah State Core curriculum. A copy of the curriculum for your child's grade level is available online at the Utah State Office of Education website: www.schools.utah.gov/curr/core



Math: The Provo District adopted math program is Go Math by Houghton, Mifflin, Harcourt. Computation, problem solving, and higher-order thinking skills are taught using manipulatives, calculators, and computers.

Language Arts: A balanced literacy approach will be used by teachers to provide instruction appropriate for each of his/her students. Additionally, the Provo School District has adopted a basal reading program called *Wonders*, which will also be utilized to assure your child learns all he/she is capable. The *Six Traits* writing rubric is used to help students assess and improve their writing. Speaking, listening, thinking, reading, writing, and dramatic presentations provide opportunities for growth and development. For more information about the *Wonders* reading program, please visit: www.mheonline.com/readingwonders or talk to your child's classroom teacher.

Science: Hands-on experiments, demonstrations, field trips, and university professors provide instruction.

Art: Mrs. Gray is a terrific art teacher that teaches each class each week. Art history, art appreciation, art criticism, and art production are all part of our disciplined based art program. The classroom teacher is responsible to integrate art into his/her daily curriculum and schedule as well.

Music: Our certified music teacher uses the Kodaly method. Music appreciation, theory, instruments, notation, sight-reading, listening, singing, and performing all provide rich educational opportunities.

Social Studies: Patriotism, history, sociology, economics, geography, politics, and community involvement help students to develop an understanding of their diverse world and become contributing citizens.

Technology: Students are learning skills so they will be able to use technology as a tool for learning and communicating. Keyboarding, word processing, E-mail, research via the Internet, multimedia, coding, and video production are taught by both our computer teacher and the classroom teacher with the use of mobile labs and computer access within the classrooms.

P.E. and Health: Supervised activities strengthen muscles, develop agility, and increases endurance. The curriculum also includes lessons on developing a healthy life style. Lakeview Elementary School has a full-time P.E. teacher, which the classrooms will rotate to see at least once weekly. The health curriculum in kindergarten-third grades includes good health practices, respect for life, personal safety, and physical fitness. Fourth-sixth grades discuss safety, first aid, handling negative peer pressure, disease prevention, the immune system, and how AIDS compares and differs from other diseases.

In accord with Provo School District's policies, sex education is taught best in the home along with responsible moral values. However, our fifth and sixth grade boys and girls will participate in an annual maturation presentation for students and parents. Along with their parents, boys and girls meet separately for a discussion on emotional, social, mental, and physical changes that occurring during puberty. Personal hygiene and good manners are also taught.

Gifted Education:

We commit to challenging all students to reach their full potential by providing stimulating learning activities, critical thinking tasks and opportunities to collaborate with others. All teachers will set high expectations in order to stretch students' academic and emotional well-being and plan for a minimum of 40 hours of enrichment/gifted lessons for his/her students throughout the year. By offering a variety of opportunities, we strive to help our students become resourceful, independent, and creative thinkers.

Student Progress Reports

Teachers will send progress reports home to parents at least three times a year (fall, spring, and end of year). Parents may also access their child's grades and attendance via the Internet. Log onto *PowerSchool* located on the Provo School District's home page at: www.provo.edu. PowerSchool will give you access to information about your child's attendance, grades, and assignments.

If you have trouble getting the information on the Internet, or you do not have access to a computer, please do not hesitate to call the school for help. We want to provide you timely and accurate information. You can always call your child's teacher when you have concerns or need information about your child's performance. They are anxious to work with you to help your child succeed.

Three regularly scheduled SEP conferences are held during the year (see *school calendar*). Parents may also call 374-4990 to request a conference or phone visit at anytime. Teachers will schedule visits before or after school hours so instruction time is not interrupted.



Other General Policies of Provo School District

High Stakes

The Provo School District High Stakes Policy was implemented in all schools in Provo School District at the start of the 2003-2004 school year. As stated in the policy, *“The purpose of this high stakes policy is to provide students with appropriate educational placement and services for their continued success.”* Student placement (promotion) will be determined by proficiency in reading, writing, and math according to the standards at each grade level. Students who need additional targeted instruction to perform on grade level will receive tutoring during the regular school day. Please discuss any questions or concerns with your child’s teacher or the principal.

Students Living Outside of School Boundaries

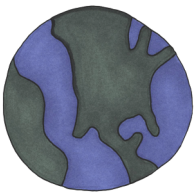
Lakeview Elementary School accepts families who live outside the school boundaries when there is available space in the requested grade level. Out-of-Area Petitions are initiated through the Provo District Office at 280 W. 940 N.



As an out-of-area family, it is important that you are aware of the compliance requirements for continued attendance. Any infractions of these terms will put your child's enrollment at Lakeview in jeopardy.

- *Maintain 90% attendance.*
- *No more than five tardies per term.*
- *Class assignments completed and turned in on time.*
- *Parent support and follow-through with school assignments.*
- *No discipline problems.*
- *Transportation is to be provided by parents. Students should not be dropped off earlier than 7:30 and must be picked up within 15 minutes after school is dismissed.*

Ethnic Diversity



There are students from many different countries who attend Lakeview Elementary School. Our goal is to celebrate this diversity by learning more about others' countries, cultures, religions, and/or traditions. In addition, we offer ESL classes and support for those students who speak English as their second language (*most of our teacher have earned their ESL endorsement*).

We want to help our students develop a sense of fellowship with each other. We extend a sincere invitation to any interested Lakeview family to come and teach us more about your heritage.

Special Services, Compliance Issues, and

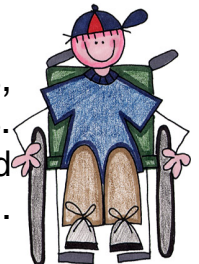
Accommodations

Special Education

Children needing help will be identified as students who are experiencing academic difficulty and/or certain behaviors that limit academic success might be referred for assessment by Lakeview's special education team. Through a collaborative process, parents, teachers, administration, and other support personnel will strive to find the most appropriate education for the struggling student. As needed, all parties involved in the education of the student develop an Individualized Educational Program (IEP).

Speech & Language Therapy

Our speech and language clinician, upon completion of the referral process, evaluates children who have suspected speech and/or language difficulties. When speech and language services are indicated, the clinician, parent and classroom teacher develop an Individualized Educational Program. Conferences with the clinician are held with both parents and teachers.



Lakeview Elementary School Map & Emergency Exits

