

LAKE HILLS ELEMENTARY SCHOOL
PARENT & STUDENT HANDBOOK
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WELCOME TO LAKE HILLS ELEMENTARY SCHOOL

Lake Hills Hawks have C.L.A.S.S
(*Character, Leadership, Attitude, Scholarship, Service*)

Dear Parents,

Welcome to Lake Hills Elementary School. We are proud of our school and its educational program. We look forward to working with you and community members in educating your children, our most valuable and cherished asset.

The goal we all share is that our children receive an education which prepares them for their future education and career, and prepares them to be productive citizens. We ask for your support in meeting these goals. Research shows that when parents and schools work together students do better. Some suggestions from the Parent Institute on ways you can make a difference in your child's education are:

- ❖ **Read to your child every day.** Long after children learn to read for themselves, they love this special time with Mom or Dad. Kids who are read to are the kids who want to read on their own.
- ❖ **Join your school's parent-teacher organization.** When parents and teachers work together schools improve.
- ❖ **Volunteer.** The more help parents give, the more time teachers can spend with students. Work full-time? There are still ways to help. Ask your child's teacher what you can do.
- ❖ **Let you children know school is important.** Ask about their homework. Attend school events. Talk about how you use what you learned in school in your job.
- ❖ **Recognize your child's special gifts.** Each child has special talents. Perhaps the most important thing you can do is to help your child see how he or she is special. That boosts confidence and sets the stage for learning.

We challenge you, Lake Hills' parents, to be sure that your child attends school each and every day and that each day they arrive ON TIME. Please remember that when your child is tardy or absent s/he misses out on important learning time, and all students in the school lose out because attendance affects our funding. Please arrange medical and other appointments after school so your child will not miss school. When your child is absent, call the school office or send a note to the teacher with the reason for absence.

School-home communication is highly encouraged. If you have a question, call the school, at 358-1620. If you wish to discuss a matter with the teacher or principal, an appointment can be made.

Please keep this handbook to refer to throughout the year. Be sure you and your children read and sign the enclosed sheet and return to your child's teacher. We look forward to meeting you and working together to ensure your child's success.

Sincerely,

Jason Burns
Principal
Lake Hills Elementary
Email: jason.burns@alvord.k12.ca.us
Phone: (951) 358-1620

LAKE HILLS ELEMENTARY SCHOOL SCHEDULE

Kindergarten - STUDENT DAY 8:00 – 12:30
Grades 1-5 STUDENT DAY 8:00 – 2:10
OFFICE HOURS 7:30 – 4:30

TEACHER WORK DAY 7:15 – 2:45
SEC/CLERK WORK DAY 7:00 – 4:30

7:25 – 7:55 Open for Breakfast Program students ONLY
 7:45 Campus Open to all Lake Hills students

8:00 AM School Begins

10:00 – 10:15 1st Recess 1st – Chaussee, S. Oeser, Pence, Murphy, Wilson, Rush/Simmons
 10:15 – 10:30 2nd Recess 2nd – Carrillo, Manno, Miller, Mitchell
 3rd – Adams, Brown, Dale, Henderson
 10:30 – 10:45 3rd Recess 4th – Campbell, Fisher, Flores, Kizer
 Gadiano
 5th – Evans, Garnica, P. Oeser, O’Rafferty

Kindergarten Schedule:
 Begin: 8:00 a.m.
 Lunch 10:45 – 11:05
 Recess: 11:05 – 11:20
 Dismissal: 12:30 p.m.
Minimum Day - 12:00 p.m.

10:45 – 11:05 1st Lunch K – Balli, Bradshaw, Kieding, Murphy,
 10:55 - 11:30 1st – S. Oeser, Pence, Rush/Simmons, Wilson
 11:30 – 12:05 2nd Lunch 2nd – Calabrese, Carrillo, Chaussee, Manno, Miller, Mitchell
 3rd – Adams, Brown, Dale, Henderson
 12:05 – 12:40 3rd Lunch 4th – Campbell, Fisher, Flores, Gadiano, Kizer
 5th – Evans, Garnica, P. Oeser, O’Rafferty

(12:30) (Kindergarten Dismissal)

12:45 – 1:00 Last Recess 1st – S. Oeser, Pence, Rush/Simmons, Wilson, Murphy
 2nd – Carrillo, Chaussee, Manno, Miller, Mitchell
 3rd – Adams, Brown, Dale, Henderson

**1:00 PM Minimum Day Dismissal
 (No p.m. recess on minimum days)**

2:10 PM Regular Day Dismissal

RAINY DAY LUNCH SCHEDULE – Reduced Lunches: Teachers will meet classes in MPR 5 min. early & return to their classrooms.

1st Lunch 10:55 - 11:25
 2nd Lunch 11:30 – 12:00
 3rd Lunch 12:05 – 12:35

PARENT INVOLVEMENT

School Site Council (SSC): The School Site Council consists of parents and staff that work together to plan and evaluate the programs at Lake Hills which receive special funding. Members on the council and committee are elected. However, the meetings are open and all parents are encouraged to attend and participate.

English Language Advisory Committee (ELAC): ELAC consists of parents and staff members who meet to discuss the planning and implementation of the English language development programs. The committee advises the principal and staff on community concerns and learns about instructional programs and school procedures. In addition, training opportunities are provided to parents to assist them in furthering their children's education.

Parent-Teacher Association (PTA): The PTA is a service organization, which provides hundreds of hours of volunteer work and support of curriculum to the school on an annual basis. Participating in any way in PTA will be a very rewarding experience for both you and your child and will greatly enhance our school culture. You are welcome to attend meetings and strongly encouraged to show your support by assisting in any way you can.

PARENTS ON CAMPUS:

Under the Education Code and Penal Code 627 et al, **all visitors are required to register in the school office.** This provides parents an opportunity to advise the staff of their presence at school and of their needs. This requirement is intended to maintain a safe, secure, and peaceful campus.

Any concerns that a parent may have regarding a child other than their own must be brought to the attention of the principal. Parents may not speak to another child regarding a discipline concern or an incident between their own child and another student. By approaching a child on campus, you violate his/her rights to be safe and secure, and open yourself to possible criminal charges of assault. Since parents have no authority over any other parents or children, you must address your concerns through school officials who do have the necessary authority and responsibility for seeing that issues concerning students are properly addressed.

CHANGE OF ADDRESS:

Please notify the school office when there is a change of address or telephone number.

EMERGENCIES:

It is important that we have accurate, up-to-date information concerning the name and telephone numbers of people to contact in case of an emergency concerning your child. We need to be notified immediately if this information changes. In an emergency situation children will only be released to persons listed on the student's registration card. A child will only be released to a person 18 years or older.

PLAN FOR A POSITIVE AND SAFE SCHOOL CLIMATE

Our goal at Lake Hills Elementary School is to ensure that our students develop their full potential, academically, socially and physically. We are committed to creating an atmosphere for learning and for developing social responsibility. Each student is encouraged to take responsibility for his or her own learning and behavior. We urge parents and guardians to be actively involved in supporting our efforts in teaching and discipline.

The following school wide expectations have been developed to provide a safe and secure learning environment. It is the responsibility of each parent and teacher to instruct the students in proper behavior at school and to be consistent in the enforcement of these rules. The consequences and disciplinary actions have been carefully considered and will be enforced if expectations are not met.

EXPECTED CAMPUS BEHAVIOR

“Character is doing the right thing, even when no one is watching.”

I will be honest

Don't deceive, cheat or steal * Be reliable – do what you say you'll do * Have the courage to do the right thing * Build a good reputation * Be loyal – stand by your family, friends and country

I will be kind

Be compassionate and show others you care * Express gratitude * Forgive others * Help people in need * Take turns

I will be respectful

Treat others with respect; follow the Golden Rule * Be tolerant of differences * Use good manners, not bad language * Be considerate of the feelings of others * Don't threaten, hit or hurt anyone * Deal peacefully with anger, insults and disagreements * I will respect all school property and materials

I will be responsible

Do what you are supposed to do * Persevere: keep on trying! * Always do your best * Use self-control * Be self-disciplined * Think before you act – consider the consequences * Be accountable for your choices

1. Fighting (including play fighting) or dangerous behaviors such as hitting, kicking, pushing, wrestling, and throwing objects (i.e. rocks and sand) are not permitted.
2. Running and playing in the hallways is not permitted.
3. Only materials, supplies, and items directly related to units of study may be brought to school. There may be some exceptions with prior approval of teachers. Electronic games and devices, cell phones, cassette players, radios, laser light pointers and toys are not permitted. Inappropriate items will be confiscated.
4. School property, facilities, and equipment must be used properly and safely.
5. Bicycles, skateboards, and skates (including heeled shoes) may not be ridden on campus.
6. Chewing gum is not permitted at school.
7. Hats are not recommended and need to be removed while indoors (polite etiquette).
8. All state and federal laws must be followed at all times.

SUPER 8 RULES FOR SOLVING PROBLEMS

Our expectation for Lake Hills' students is to treat everyone with dignity and respect and have C.L.A.S.S. at all times. Students are encouraged to be peacemakers by using the following guidelines to solve problems:

1. Talk it over ... listen
2. Ignore it
3. Walk away
4. Say “I'm Sorry” or “Please stop that”
5. Take turns
6. Share
7. Find something else to do
8. Ask for help

CONSEQUENCES FOR MISBEHAVIOR

Students may receive good behavior tickets and other rewards for following rules and showing good citizenship and respectful behavior. Failure to follow school rules may result in the following action or actions (not necessarily in this order):

1. Warning
2. Reprimand/citation
3. Parent notification
4. Loss of privileges or activity, including end-of-the-year activities
5. Damage or replacement fees
6. Suspension
7. Referral for expulsion
8. Police action

DUE PROCESS

Prior to the decision to suspend a pupil (except under emergency conditions) an informal conference must be held with the

principal/designee. At this time the pupil will be afforded an opportunity to know what s/he is accused of and to tell his/her side. The parent shall be notified as soon as possible by telephone or other reasonable means of the decision to suspend a pupil. A notice of the suspension will be given to the pupil's parent/guardian and a conference may be requested.

A STUDENT MAY BE SUSPENDED AND/OR REFERRED FOR EXPULSION FOR THE FOLLOWING ACTIONS:

- 1a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Willfully used force or violence upon the person of another, except in self-defense.
2. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.
3. Possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant.
4. Offered, arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another substance and represented that substance as a controlled substance, alcoholic beverage, or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property, or private property.
7. Stolen or attempted to steal school property or private property.
8. Possessed, or used tobacco, or any product containing tobacco or nicotine products.
9. Committed an obscene act, or engaged in habitual profanity or vulgarity.
10. Possessed, offered, arranged or negotiated to sell any drug paraphernalia.
11. Disrupted school activities, or willfully defied the authority of school personnel.
12. Knowingly received stolen property.
13. Possession of an imitation firearm.
14. Committed or attempted to commit a sexual assault.
15. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing the pupil from being a witness or retaliating against that pupil for being a witness, or both.
16. Committed sexual harassment (grades 4-5).
17. Caused, attempted to cause, and threatened to cause, or participate in an act of hate violence (grades 4-5).
18. Created an intimidating or hostile educational environment by intentionally engaging in harassment, threats or intimidation against a pupil or group of pupils (grades 4-5).
19. Terrorist threats against school official, or school property, or both.
20. Aided or abetted in the infliction or attempted infliction of injury to another student.

PLAYGROUND PROCEDURES

1. School rules must be followed at all times.
2. Play equipment for use on school grounds must be provided by the school. Items brought from home are not to be used unless approved in advance by a teacher and marked with the student's full name.
3. Students must stay within boundaries of the playground.
4. Eating and drinking are only permitted in designated areas.
5. Students should not walk through a game in progress or disrupt games.
6. Softball and football (tag football included) may only be played during physical education periods under the supervision of a teacher unless special arrangements have been made in advance with the principal.
7. Playing in or around restrooms is not permitted. Students who observe vandalism and fail to report the problem are as guilty as those who cause damage.
8. Drinking fountains and restrooms are to be used BEFORE the bell rings.
9. When the freeze bell rings, students must immediately freeze until the Campus Supervisor blows the whistle. Students are to WALK to their assigned place.
10. **ANY** behavior resembling fighting or wrestling is forbidden (i.e. play fighting).

EXPECTED BICYCLE RIDING BEHAVIOR

1. **Only students in grades 4-5**, with a signed bicycle contract, may ride bicycles to school.
 2. Bicycles must be walked to the bicycle rack both to and from the school gate.
 3. All bicycles must be locked to the bicycle rack.
 4. All students are expected to obey the traffic laws, including wearing a bicycle helmet while riding their bicycle and no double riding.
 5. Students may not bring skateboards, skates, roller blades, scooters or the like to school.
 6. No bicycles may be ridden on campus at anytime. Bicycles must be walked while on campus.
- Failure to follow these rules may result in the loss of bicycle riding privileges. Other items will be confiscated if school rules are not followed.

EXPECTED BUS BEHAVIOR

Bus drivers are required to maintain a safe and quiet environment on their buses. In order to accomplish this, students must obey the following rules:

1. Wait in line at the bus stop and follow all school rules while waiting.
2. All students must obey the bus driver and follow his or her directions. NO arguing with the bus driver.
3. All students must remain seated, facing the front of the bus at all times, keeping hands, feet and objects INSIDE the bus at all times.
4. All students must speak quietly and not make loud noises on the bus.
5. The center aisle must be kept clear of books, backpacks and lunch pails at all times.
6. Students must keep their feet and hands to themselves.
7. Students may not throw any item in or out of the bus.
8. No food, candy or drinks may be eaten on the bus.
9. No pets may be brought onto the bus.
10. Students may only ride the bus if they possess a valid bus pass for that route.

Lost bus passes can be replaced for \$5.00 through the school office. (Cost subject to change.)

Failure to follow the above rules may result in the loss of bus riding privileges.

EXPECTED LUNCH TIME BEHAVIOR

1. Students are to be escorted to lunch area by their teacher in an orderly manner. Running or loud talking is not permitted.
2. Students are expected to line up single file in the cafeteria area. Cutting into the lunch line is not permitted. Students found cutting in line are to be placed at the end of the entire line. Students may not save places in line.
3. Students are expected to eat in a polite, quiet and acceptable manner at assigned tables. Throwing of food, yelling, running, selling or trading of food is not permitted.
4. Student respect of Campus Supervisors and all other personnel assisting with lunch operations is mandatory. Students are to follow the instructions of all adults on duty.
5. Campus Supervisors have the responsibility and authority to discipline students in accordance with school and district guidelines and the California Education Code.
6. Each student is responsible for the disposal of his/her trash in an appropriate receptacle. All students must leave their eating area clean, including food, paper, and spilled liquids.
7. At the conclusion of an eating period of at least ten minutes, an adult on duty will signal to students that they may prepare for dismissal. When trash is picked up, students will be dismissed to line up quietly and wait for a campus supervisor to release them to the playground.
8. Students are not allowed to leave school during lunch or recess unless authorized through the office.
9. At the conclusion of the lunch period, all students are to line up in an orderly manner and quietly await their teacher's prompt arrival.

LAKE HILLS DRESS CODE

In compliance with Alvord Unified School District School District Board of Education policy, Lake Hills Elementary School has established a **mandatory** uniform policy which applies to all students in the District. Students will wear this uniform to school each day.

Lake Hills School Uniform will consist of:

- *School Polo Shirt (purchased at the front office)*
- *Any polo shirt in school colors (navy, white or tan)*
- *Khaki pants*

Parents may “opt out” of the uniform policy and their children will not be discriminated against or penalized in any way. Students who “opt out” of the uniform policy must follow Lake Hills dress code as outlined below.

Students may NOT wear:

- | | |
|---|--|
| <ul style="list-style-type: none">* Clothing with words or graphics pertaining to drugs, alcohol, gangs, profanity, sex, racist or demeaning information.* Any gang or gang-like attire* Oversized or ill-fitting clothing* Sleeveless tops with large armholes or with shoulder straps narrower than 2”* Strapless or tube tops* Bare midribs* Short shorts or cutoffs* Tattered clothing, un-hemmed pant legs, or ripped seams* Undergarments showing | <ul style="list-style-type: none">* Chains or weapons (including wallet chains)* Lack of undergarments* Shirts, tops or sweaters unbuttoned below the sternum* Bathing suits* Unsafe jewelry or clothing* Underwear T-shirts* Footwear without a heel strap or footwear with wheels* Skull caps, doo-rags, backwards or sideways hats* Hair dye/color that will distract from the educational process (i.e. blue, green, etc.) |
|---|--|

The following are NOT RECOMMENDED:

- * Sandals with open toes (due to safety problems on the playground).

Non-Compliance of Dress Code

Final decisions as to whether student dress or grooming is inappropriate shall be made by the principal or designee. The following progressive interventions will be followed:

- a. Verbal warning - child may be required to turn shirt inside out or borrow school shirt.
- b. Notice sent home with student for return with parent signature.
- c. Phone call home – parents may be expected to bring appropriate clothing.
- d. Loss of privileges in classroom or recess.
- e. Referral to office:
 - student may be required to change clothes.
 - an appointment may be scheduled with the parent to formulate a compliance plan for the student.

LOST AND FOUND

Lost items, including clothing, may be claimed from the Lost and Found carts in the MPR. In order to minimize the number of lost items, please label ALL BELONGINGS on the inside with your child’s first and last name. Unclaimed items will be donated to Goodwill at the conclusion of the school year.

TRAVEL TO AND FROM SCHOOL

Safety of our children is very important. The following are suggestions and rules which will help your child be safe:

1. Insist that your child go directly to and from school. We encourage parents never to let students travel alone.
2. Know the time your child is due home. If your child is irregular in arriving home, please contact the school and an attempt will be made to find the reason for the delay.
3. **Students should not arrive before 7:15 a.m., unless they are in the Breakfast Program which starts at 7:15 a.m.**
Students should depart school as soon as dismissed.
4. **Please pick students up PROMPTLY after school.**
5. Students should stay off private property and travel the recommended routes to and from school.
6. You must send a note if your child is to change his/her regular routine. For instance, if your child is not supposed to ride the bus home as usual, and is to wait for you to pick him/her up, we must have a note! Otherwise, we will put him/her on the bus. Young children, especially, have difficulty remembering what a parent said when it is time to go home. Arrangements need to be made BEFORE school. Children may not use the phone to change plans.
7. Teach your child to walk on the side of the road facing on-coming traffic if there are no sidewalks.
8. Advise your child to avoid strangers, and not get into a car with someone s/he doesn't know. Tell him/her not to accept money, candy or presents from strangers, and not to help a stranger look for lost animals or get directions.
9. Parents picking up and dropping off students are required to comply with all traffic instructions at the front of the school for the safety of all children.

PARKING LOT SAFETY AND COURTESY

Parents and students are asked to follow all traffic and safety rules when dropping off children before school or picking up children after school. **Morning student drop off is in the front bus loop only.** The main parking lot is to be used for parking only. Parents are asked to personally walk their children to and from cars. When crossing streets, use crosswalks and corners. Please be courteous of others by not blocking vehicle or pedestrian traffic, and by following requests made by staff and student traffic helpers.

Parking is permitted only in designated areas.

Drivers who do not find a parking space are required to park along the street. Safety and courtesy are to be observed - this might save a child's life. After school, **THE BUS LANE MUST BE KEPT FREE OF TRAFFIC AT ALL TIMES.** Your cooperation in this matter will be appreciated.

ATTENDANCE POLICY

Students are expected, by law, to attend school every day unless they are ill. Doctor and dentist appointments should be scheduled after school. Daily attendance allows for the student to obtain the necessary instruction in the classroom.

Students must not only attend school daily but arrive on time. **On time means a student must be lined up when the bell rings at 7:40 a.m., and be ready to enter the classroom by 7:45.** Any time after 7:45 is considered a TARDY. **PARENTS MUST CALL THE SCHOOL OFFICE OR SEND A NOTE WITH THE REASON FOR ABSENCE OR TARDY THE DAY OF OR DAY AFTER.** If you can provide a doctor/dentist's note for your child within 48 hours, the absence or tardy will be excused.

TRANSFERS

Whenever a child leaves to go to another school, parents need to inform the school office and teacher. Please let us know a few days ahead and specify the last day of attendance.

SCHOOL VISITATION

The school office is open Monday through Friday 7:15a.m. - 3:45p.m. Being a public school, we maintain a campus that is open to visitors who have a purpose for being on campus and whose presence is in no way disruptive to the instructional program or other school operational procedures. All visitors including parents must sign in at the office and receive a visitor's badge. If you wish to visit a classroom, please make an appointment by calling the school or contacting the teacher at least one day ahead.

The above procedures have been established to ensure student safety and to minimize disruption of the instructional program. The following may not be taken on campus during visits (too disruptive): radios; tape recorders; telephones (portable, cellular); electronic devices; any other item making noise.

On occasion there may be special days set aside for parents to join their child(ren) for lunch. However, as a general rule, we ask that parents refrain from visiting their children at breakfast, recess or lunch times. Students need to become comfortable and confident at school. This can be accomplished with minimal interruptions in their daily school routine.

PHONE CALLS

Students will be allowed to use the phone at the discretion of staff in cases of special need or emergency only.

STUDY TRIPS

Study trips will be coordinated with academic learning and be organized by the classroom teacher with approval from the principal. STUDENTS MAY NOT GO on a study trip without a permission slip signed by a parent. If student's behavior and discipline prior to the study trip calls into question the safety or successfulness of a study trip, that student may not be allowed to attend.

Parents may be asked to chaperone. However, any student, including siblings, not enrolled in the participating class may not accompany chaperones on field trips.

LEAVING THE SCHOOL GROUNDS

Children may not leave campus during the school day without special permission. If you need to take your child out of school for the day, please check in at the office. Your child will be called and you must sign him/her out.

SMOG ALERTS & HOT WEATHER

During high risk days, the district office will notify the school of smog or heat (95 degrees) alert conditions. At this time physical activity will be limited until the end of the alert. During periods of extreme heat, physical activities will be curtailed or moved to the MPR.

SCHOOL BREAKFAST & LUNCH

Parents are encouraged to provide the best opportunity for their child(ren) to learn by sending students to school with sufficient and nutritious food. Studies show that hunger and poor nutrition can have a negative effect on child development, behavior, and learning.

Students may purchase pre-packaged breakfasts for \$1.25 and lunches for \$1.50 daily, including milk. Milk alone is \$.50. Lunch and breakfast cards, good for 20 lunches, may be purchased through the office. Applications for free or reduced breakfasts and lunches are also available through the office. Applications must receive approval before beginning the program. (Costs subject to change.)

IMMUNIZATIONS

Before your child enters grades K-12, the state requires, in addition to a birth certificate, proof of the following immunizations:

- 4 Polio doses; 3 are OK as long as last one was given on or after 4th birthday
- 5 DPT doses; 4 are OK as long as last one was given on or after 4th birthday
- 2 Measles, Mumps, Rubella doses – must be given on or after 1st birthday
- Current TB Skin test-within 15 months (for new students to Riverside County)
- 3 Hepatitis B doses; if documented “2-dose formulation” then 2 are OK
- 1 Varicella (Chicken Pox) dose or disease documented by doctor/clinic

Not only are these state requirements, but your child's, and other children's protection from certain diseases is dependent upon getting these immunizations. They may be obtained from your doctor or from clinics sponsored by the Riverside Neighborhood Health Center. For the dates of a clinic in your area contact them at 358-6000.

SCHOOL ENTRY PHYSICAL:

A physical exam, completed within 6 months prior to Kindergarten entry and 18 months prior to 1st grade is required. Forms are available at the elementary school offices, the Health Department and most doctors' offices. **Parents are urged to keep accurate health records from birth on. It is frequently necessary to research a child's health history.**

DRUGS AND MEDICATION

If medication must be taken during school hours, the California Education Code requires a form to be signed by the physician and parent. Check with the school secretary if you need this form (H-202). All medications, including inhalers, must be in a properly labeled container from the pharmacy. They will be kept in a secure place at school. **Non-prescription drugs (including aspirin and cough lozenges) are not allowed at school.** Do not put any medication in your child's lunch box or backpack. If you have any questions regarding procedures, call the school nurse or secretary.

ILLNESS AND CONTAGIOUS DISEASES

Sick children should not be sent to school. Symptoms such as fever, runny nose, stomach ache, cough, or a headache may indicate a contagious condition. For the protection of your child, classmates and teachers, he/she should not be in school, but should be kept at home until fully recovered.

If your child has a contagious disease, please notify the school immediately. Following quarantine for a contagious condition, children are to be examined before re-admittance. Your child must have a signed clearance slip to give to the teacher. To provide this clearance, there is a nurse available MONDAY THROUGH FRIDAY, 7:30 A.M. – 8:30 A.M. ONLY AT STUDENT SERVICES CENTER (CORNER OF CAMPBELL AND JONES). During these hours you may also call the Health Hotline for answers to any health-related questions: 509-5033. The child can be admitted to school only if the contagious period of the disease is past. Head lice is a contagious condition which requires clearance from a school district nurse before a student returns to school.

VISION AND HEARING SCREENING CLINIC

Each year, hearing and vision screening are conducted by the school district which seeks to identify those students who may have either vision or hearing disorders. All students in grades kindergarten, second and fifth are screened. If problems are detected, the parents are notified. If you are concerned about your child's hearing or vision, please talk to your child's teacher.

RESTROOM USE

Proper use of restroom facilities is expected from all children at all times. Children should learn to use the restrooms during scheduled recess time which includes before school, morning recess, lunch recess, and P.E. Parents may contact the teacher if special arrangements need to be made during a time of illness or disability.

INSURANCE

Application forms are available in the school office for a low-cost accident insurance protection policy for your child. **THE SCHOOL DISTRICT DOES NOT PROVIDE INSURANCE FOR CHILDREN.** You may wish to check policies you already have to see if your child is covered.

HOMEWORK

Homework assignments are teacher planned learning activities which take place outside of the student's regular school hours. Homework should allow your child additional time to reinforce the skills taught in school, be reasonable and specific, relate to the district's course of study and relate to individual student needs and abilities.

Homework guidelines are explained to parents during Back-to-School Night and in a written notice from each teacher. Ordinarily, assignments will not exceed one half hour per day for grades K-3, and not more than three hours per week for grades 4-5. Homework may be assigned a grade and/or general development mark on the student's report card.

We urge you to establish regular "homework times" and a quiet study place for your child. Check to see that assignments are completed, and please contact the teacher if assignments seem to be causing your child problems. Also, with at least 3 days notice, teachers will provide assignments in case of lengthy absence.

REPORT CARDS

Report cards are issued three times during the year for grades K-5. Deficiency Notices are sent home prior to report cards for students in danger of failing a subject or subjects.

RETENTION POLICY

Due to recent changes in state laws, students failing to meet grade level standards must be considered for retention. Parents will be notified in advance so that they can work together with the school to assist their child to come up to standard, and thereby prevent retention. Parents are encouraged to be active participants in this process.

LIBRARY BOOKS AND TEXTBOOKS

It is a privilege for students to use the Lake Hills Library. The children have the opportunity to come to the library once a week with their class. At this time they will be able to check out one book each week. **Books are DUE the day before the class visit.** (EXAMPLE: If the class comes to the library on Tuesday then the books are due on Monday.) If the children bring in their books late to the library they will have to wait for another day to check out a book and will not check out one with their class.

Students and parents will be held accountable for all library books and textbooks checked out to the student. If books or barcodes are damaged or lost, replacement or repair fees will be charged, and students will be required to pay before they are allowed to continue using the Library. In addition, participation in activities, including study trips, may be restricted until outstanding fees are paid.

BACK-TO-SCHOOL NIGHT

Back-to-School Night is an evening program held early in the new school year. It is a time set aside for parents to familiarize themselves with their child’s classroom, teacher and school. Classrooms are open to show the work that will be undertaken by the students and their teachers during the school year. This is a time to ask questions regarding the program for that grade level. Questions or problems about your child should not be discussed at this time. Parent-Teacher Conferences are scheduled for that purpose.

PARENT CONFERENCES

Conferences allow time for the teacher and parent to discuss the child’s progress. The staff of Lake Hills welcome this opportunity to meet with you. Conferences are held at the end of first trimester and as needed throughout the school year. Conferences may be initiated by either school personnel or parents.

OPEN HOUSE

The spring time Open House is an evening event that is held every year. At this time you will be invited to tour your child’s classroom, greet his/her teacher and meet classroom friends. Student’s work and/or classroom projects will be displayed.

CLASS PARTIES

Two parties per year are authorized by Alvord Unified School District Board Policy. While birthday parties for students are enjoyable, it is very difficult to celebrate the birthdays of all students. We encourage parents to have parties for their children somewhere other than school. Occasionally, students want to invite students to non-school sponsored parties and wish to hand out their invitations at school. This process causes a variety of problems. Therefore we have established the practice that unless the entire class is invited, these invitations may not be distributed at school. One nice way to honor a child’s birthday at school is to donate a special book to the child’s classroom. It can be read to the entire class and then entered into the classroom reading materials.

PARENT INVOLVEMENT PROGRAM

Lake Hills’ parent and community involvement program focuses on synthesizing a harmonious partnership between the school and its surrounding community. Parents have the opportunity to be involved in decision-making regarding school programs as members of ELAC, SSC, PTA, and by completing and returning the annual Parent Survey. Active participation in their children’s education is strongly encouraged. Parents are invited to attend Back-to-School Night, Open House, Parent Conferences, and other school wide activities. Parents may volunteer time in their child’s classroom and, as arranged by their child’s teacher, serve as chaperones on study trips.

Lake Hills’ Parent Handbook is published in both English and Spanish. It is distributed at the beginning of every school year, and provides a comprehensive overview of Lake Hills’ programs and services. The objective of involving parents is to assist in the learning and success of each student.

Opportunities for parent involvement include:

School Site Council (SSC)

Open House

English Learners Advisory Committee (ELAC)

Back-to-School Night

Parent workshops

WATCH D.O.G.S.

Parent-Teacher Association (PTA)

Parent-Teacher Conferences

Volunteer in classrooms

Volunteer as chaperones for study trips

Kindergarten Family Literacy program

School Garden