

Lake County Elementary School K-2



Parent/Student Handbook

Principal: Brandi Lovely

Assistant Principal: Taylor Rapke

Lake County School District R-1

Address: 130 West 12th Street

Leadville, CO 80461

Phone: 719-486-6890

www.lakecountyschools.net/lces/

SUPERINTENDENT OF SCHOOLS

Kate Bartlett

BOARD OF EDUCATION

John Baker - President
Grayson Cooper - Vice President
Kerry Charles - Director
Miriam Lozano - Treasurer
Melissa Earley - Secretary

LAKE COUNTY SCHOOL DISTRICT R-1

District Office

328 West 5th Street
Leadville, CO 80461 719-486-6800 FAX: 719-486-2048

Lake County High School

Scott Carroll, Principal
Lindsey Cade, Assistant Principal
1000 West 4th Street
Leadville, CO 80461 719-486-6950 FAX: 719-486-3767

Lake County Intermediate School

Cheryl Talbot, Principal
Vicki Cook, Assistant Principal
1000 West 6th Street
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Lake County Elementary School

Brandi Lovely, Principal
Taylor Rapke, Assistant Principal
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Transportation Department

Joyce LaCome
106 Spruce Street
Leadville, CO 80461 719-486-6802 FAX: 719-486-2048

Lake County Elementary Staff Roster

Brandi Lovely	Principal
Taylor Rapke	Assistant Principal
Zitlalic Almeida	Office Secretary
Kara Kissell	Kindergarten Teacher
Lisa Benton	Kindergarten Teacher
Melina Compean	Kindergarten Teacher
Devin Monroe	First Grade Teacher
Julissa Enriquez	First Grade Teacher
Casey McGovern	First Grade Teacher
Sarah Bridge	Second Grade Teacher
Sarah Mudge	Second Grade Teacher
Sarah Kite	Second Grade Teacher
TBD	Music Teacher
Cindi Ritacco	STEM Instructor/Health Paraprofessional
Julia Frattolin	Art Teacher
Rachael Ayers	Physical Education/Library Paraprofessional
Christy Trujillo	Counselor
Cindy MacIsaac	Occupational Therapist
Lindsay Rapke	Speech Pathologist
Marcia Cates	Special Education Dean (shared with LCSD)
Dallas Paxman	Special Education Teacher
Kaitlyn Hasty	Special Education Paraprofessional
Anna Miller	Special Education Paraprofessional
Clare Mulcey	Literacy Specialist
Angelica Mascarenas	Spanish Teacher
Susan Fishman	English Language Development Teacher
Ingrid Ramirez	English Language Development Paraprofessional
Mickie Pacheco	Custodian
Mary Martinez	Custodian
Eva Vigil	Custodian
Norma Rodriguez	Cook
Margaret Kotopoulous	Cook
Sylvia Negrete	Cook

LAKE COUNTY SCHOOL DISTRICT MISSION STATEMENT

Mission

Become a district that truly “ignites a passion for learning.”

1. Every day, we are college and career ready.
2. Rigor and engagement are everywhere.
3. Diversity and culture make us better.
4. We plan for the future.

Core Commitments

- Inspire all students to be life-long problem-solvers;
- Create a culture of academic achievement;
- Build on the strengths of every individual;
- Provide opportunities for risk-taking in learning;
- Respect the whole person: physical, mental, emotional;
- Empower all community members to be active participants in our schools;
- Foster a safe environment for all students and staff;
- Honor cultural difference
- Partner with families and community members

LAKE COUNTY ELEMENATARY SCHOOL MISSION STATEMENT

Lake County Elementary is a part of a professional learning community committed to doing whatever it takes to help students succeed. Our commitment is to partner with parents and the community to improve academic performance and social competence of students in Kindergarten through second grades. The norms that guide our work are:

- I take ownership for myself, my work, my words, my actions and my space/belongings.
- I seek to understand others before making sure they understand me.
- I embrace every opportunity as a learning opportunity.
- I support and encourage everyone.



GENERAL INFORMATION

SCHOOL HOURS

Regular Session: Monday- Thursday

7:30a.m. Doors open

7:40a.m. to 8:00 a.m. -- Breakfast in classrooms

8:00a.m. to 3:25 p.m. -- School in session

Office Hours: 7:30a.m. to 4:00p.m.

Students may be dropped off at school after 7:30 a.m. on any regular school day. If your child is being picked up at dismissal, please arrange to wait in your car in the pick up lane between 3:15 p.m. and 3:35 p.m.

There is no supervision provided either before 7:30 a.m. or after 4:00 p.m. We do not interrupt instruction in order to page children for changes in pickup. We send notes to each teacher at 2:30 p.m. giving students changes in transportation information. **If you have a change in transportation plans, we must have this information prior to 2:30 p.m.** These requests should only be in cases of emergency. We do our best to accommodate busy family schedules and appreciate you notifying us ahead of time any changes to transportation plans.

EMERGENCY NOTIFICATION

It is sometimes necessary for the school office to contact a parent immediately concerning a child's well being. Please inform the school office as to how you can be contacted in case of an emergency at school. Please let us know if this information changes.

EMERGENCY CLOSINGS

Closing of school due to weather or other emergencies will be announced over local radio, TV stations, social media and text. In emergencies, teachers and office staff will attempt to text you at the phone numbers listed in the office. Be sure to check the school's website and facebook page for updates.

Channel 9 News – Denver Television

KOA Radio 85.0 – Denver Radio

Channel 7 News – Denver Television

KSKE Radio 104.7 – FM Vail Radio

Channel 4 News – Denver Television

KZYR 96.7 FM – Vail Radio

Channel 11 News – WB2 News

KVRH 92.3 FM – Salida Radio

ATTENDANCE

Consistent school attendance is an integral part of the educational process and is directly aligned to successful school performance. When a student is absent, they miss the important interactions that occur in the classroom. It is the responsibility of the parents or guardians to ensure that their child attends school on a regular basis. Our school calendar includes 162 days of instructional time, as well as adequate vacation periods and teacher professional days. Therefore, families should schedule vacations when school is not in session, except in cases of emergencies.

When a student is absent, there must be written or verbal contact from a parent/guardian on the day of the absence. Absences without contact will be considered unexcused. After 7 absences, we may request a note from a professional (doctor, judge, etc...) in order for an absence to be excused. There will be an automated

phone call to confirm a student's absence with the parent/guardian if we have not had previous contact. If there is no communication between the student's parent/guardian, the student will be marked unexcused per Lake County School District R-1 policy. Only the following shall be considered excused absences:

- A student who is temporarily ill or injured or whose absence is approved by the administrator and/or medical professional.
 - *Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours. To excuse an extended absence of 3 or more consecutive days, the parent/guardian must complete and return the pre-arranged absence form 3 days before the start of the absences. The form can be obtained from our front office.*
- A student who is absent for an extended period due to physical, mental or emotional disability with a note from a medical professional.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
- A student who is suspended or expelled.

If a student reaches ten (10) absences (excused or unexcused), it is likely that the student's family will receive a letter of attendance concern and LCES will request a formal meeting to establish a success plan for attendance. If a student is absent for more than 15 days, they are considered chronically absent and further action will be taken.

If a student misses ten (10) school days in a row, the student will be withdrawn from school and will have to re-enroll in school once the student returns to school.

All students who are leaving the building during the school day must be signed out in the office. When a student returns to school, they must check in at the office on the day of their return so that we can ensure accurate attendance records.

A student is considered tardy for the AM if they arrive at school after 8:00 a.m. A student who is tardy must check in at the office before reporting to class. A student is considered absent for AM and PM attendance if the student arrives at school after 11:40 a.m.

CAFETERIA

Breakfast is served in classrooms daily from 7:40-8:00 a.m. and is free for all students.

Cost for lunch including milk is **\$0.00** for all students. Students are welcome to bring lunch from home if preferred.

Menus are sent home monthly and are included in weekly family communication.

CAFETERIA BEHAVIOR

We know that children have been taught proper table manners by the time they arrive at school in kindergarten. We want your child to have a pleasurable experience during the lunch period and observe the following guidelines. Toys are not permitted in the cafeteria.

At Lake County Elementary, we:

- Use polite table manners.
- Sit at assigned table.
- Remain seated until given permission to line up.
- Speak in a normal tone of voice.
- Are silent when an adult asks for silence.
- Clean the table area and throw litter away when table is dismissed.
- Walk at all times.
- Wash hands after recess or use hand sanitizer.

Consequences may include the following:

- Student may be asked to eat at a different location.
- Student may be sent to a reflection zone time
- Student may lose the privilege of some recess time.
- Parents may be contacted.
- Student may receive a behavioral referral.

EMERGENCY INFORMATION

EMERGENCY INFORMATION: Emergency information pages are an important part of registration. This information should be completed prior to a child being registered. The purpose of the emergency information is to provide care for your child if you are unavailable or cannot be reached. It is extremely important that we receive this information and that it is kept current throughout the year. Please consider the following when you are completing the card:

1. Carefully consider who your emergency contact people will be.
2. Ask the people you choose if they are willing to assume responsibility for your child in an emergency situation or should your child become ill at school and need to go home.
3. Choose people who will be able to take care of your child.
4. Choose people who live locally or close to the area.
5. Choose people who either do not work outside of the county or are able to leave work, if necessary.
6. Make sure that all emergency numbers are kept current during the school year.
7. Inform the school where you might be reached if all emergency numbers are unavailable.
8. Recognize that the first consideration in all situations must be the child's welfare.

CHANGE OF ADDRESS – Periodically we may need to send information home. **Please make sure your address is valid.** Please notify the school office of changes in address, telephone number, and/or emergency contact information. If you are moving to another city, please call the school office at least three days prior to

your child's last attendance day. This will allow time for teachers and office personnel to prepare transfer sheets, progress reports, and any additional forms.

FIELD TRIPS

Field trips are a part of the planned curriculum. Basic field trips and field work are now covered by a waiver that all parents sign as part of registration. These field trips now will NOT require a separate permission slip. Parents can opt their kids out of a field trip. Notice will be given before any trip.

HEALTH POLICIES

Student Absence – If your child is absent from school due to illness or other reason, please call the school at 719-486-6890 before 9:45 am daily. If a parent/guardian has not called the school to report a student's absence, the school attendance line will call parents to confirm the absence. Please advise us of phone number changes to assist us with these phone calls.

If your child becomes ill at school (fever above 100, vomiting, diarrhea, etc.) we will send the child home so they can get better. If your student gets sick at school and is sent home, you will be given a red slip that states when the child may return to school.

VACCINATION REQUIREMENTS

Immunization requirements have been approved by the school district and State of Colorado. These requirements must be documented through proof of immunization on an immunization record. Letters will be sent home regarding missing immunizations. Parents must ensure that all missing immunizations are received as soon as possible, in order to comply with State regulations.

The student's immunization record must include the following types of vaccines:

DTP or DtaP	- 5 doses	Polio	- 4 doses
MMr	- 2 doses	Hepatitis	- 3 doses
Varicella	- 2 doses, unless the child has had chickenpox		

If your child is exempt from immunizations for personal or religious reasons, please complete the immunization exemption form found on-line at: the Colorado Department of Public Health website. This form needs to be completed annually and submitted to the school office.

COMMUNICABLE DISEASES - If you suspect that your child has a communicable disease, please do not bring him or her to school. Please keep your child home in order that other children will not contract the disease. These include: influenza, strep throat, chicken pox, mumps, etc.

MEDICATIONS – If a student must be given medication in school, a meeting with the school nurse is required, along with a physician's written prescription including directions for administration before any medication may be sent to school. The medication will be locked in the office area and an individual who has been certified to administer medicine will dispense the medication according to the doctor's orders. Students are not permitted to keep any medications with them in school. The medication must be in its original bottle and must be labeled with the student's name, physician's name, name of medication, date ordered, and directions for administration. No medications can be administered without proper authorization.

Tylenol, Advil, cough medicine and ANY over-the-counter (non-prescription) medication WILL NOT be given without a written order from a physician. Please do not send this medicine to school with your child asking the office personnel to dispense medicine without a written order from the doctor.

ACCIDENTS/ILLNESS – The school will administer first aid if a child is ill or injured at school. The parent will be contacted by the office or school nurse, when necessary. If your child tells you that he or she was injured at school and did not report it to the office, please inform the office staff immediately. Accident forms are normally sent home with any students who received medical attention in the office, including bandages, or cleaning of a scrape or cut. The school cannot be held responsible for injuries which occurred outside the school.

HOMEWORK

School homework is provided as an optional opportunity for parents and students to share and talk about academic skills learned at school and celebrate curiosity together. Homework is supplemental to the instruction delivered each day in the classroom. Homework is given to build a joy of reading and a fluency of mathematics at an increasing rate from grades K-2. Homework can be completed independently, and conversations with a family member only add to the richness of the homework experience.

LCES encourages families to spend their evenings doing activities that correlate to student success: eating together, talking together, playing together, reading together and getting to bed early (by 8pm).

LOST AND FOUND

THE SCHOOL IS NOT RESPONSIBLE FOR ANY LOST OR DAMAGED ITEMS. A *LOST AND FOUND* area is located in the hallway outside of the front office. The school will not spend time investigating lost items or items deemed “taken”.

OUTSTANDING BILLS POLICY

Students are responsible for replacing all lost books and damaged items. It is expected that students return textbooks to the school in good condition with the exception of ordinary wear. Students will be assessed fines for lost, damaged or defaced books (including those checked out from the library), materials or equipment. Please make sure all outstanding bills have been paid prior to the end of each school year.

PARENT INVOLVEMENT

Parents play a very important role in the education of their children. We encourage parents to participate in our programs and become involved in school activities and events.

VOLUNTEERS – Parents are encouraged to volunteer at school whenever possible. Classroom teachers will contact parents regarding their assistance with special projects; however, parents are always encouraged to volunteer. For your child’s safety, volunteers are required to sign in at the office and to wear a volunteer badge while in the building. If volunteers are on a long-term basis and may be alone with children, a background check and fingerprinting process may be required for student safety.

VISITOR POLICY – For the safety of our students, we require all visitors who enter the building to enter through the main front entrance and report to the office upon arrival. All other doors to the building should remain locked during school hours. Only the front door closest to the office will be opened by the front office

staff. You will be asked to sign in and will be given a visitor's badge to wear during your stay. We require that you sign out in the office as you leave, as well. Teachers are not permitted to interrupt instruction if parents arrive at a classroom without a scheduled appointment. Appointments are necessary at all times. If there is an emergency or information that must be relayed to the classroom teacher, please call the office and leave the message. The message will be delivered to the teacher. Teachers make phone calls before school, during their planning times, and after school to the extent possible. Visitors are allowed on the playground after they have checked in at the office.

If a parent or guardian picks up a student at any time, including early dismissal, the student **MUST** be signed out in the office. The student will be called to the office. Please do not go to your child's classroom as teachers are instructed not to release students to anyone who appears at the classroom door.

PETS

PETS – Due to student and staff allergies, pets and other animals are not allowed in school without prior approval. Please notify the office immediately if your child has allergies to pets.

PLAYGROUND BEHAVIOR

It is expected that all students play safely and respect the rights of others on the playground.

General Playground Expectations

- Leave all wood chips, snow, sand, or rocks on the ground
- Play kindly, no play fighting, violence, or contact sports
- Keep sleds, balls and toys at home
- Enjoy trees with your eyes, do not touch them
- Stay on playground, away from the classroom windows
- Rubber playground balls, nerf balls and other soft equipment provided by the school may be used on the playground
- Swing forward and backward only and remain seated at all times.

Consequences for breaking playground rules may include reduced recess time or referral to the office for behavior that is dangerous to others.

REPORTING STUDENT PROGRESS

Student assessment is an ongoing process at Lake County Elementary. Emphasis is placed on each child's progress in each academic area. Progress is monitored on a regular basis. Parents are invited to check academic progress on PowerSchool, our gradebook system which is available on-line and via the app for parents to check on grades and attendance.

Report cards are distributed regularly through the year. The contents should be shared between you and your child and comparisons with other children should be avoided. Since the report cards are based on state standards and benchmarks at each grade level, conferences are a great time to talk with teachers about student progress toward common, core standards.

Student assessment progress will also be distributed on a regular basis to parents, which may include DIBELS 8 (literacy readiness), Bridges (Math), CKLA Knowledge (Language Arts), CKLA Skills (Phonics), ACCESS (English language acquisition), and other assessments.

Communication of student progress occurs through a variety of methods: parent-teacher conferences, daily work samples, informal and formal notes, telephone calls, texts, report cards, and both formal and informal assessment. Conferences are held twice a year, in the fall and spring. Parents are encouraged to contact teachers at any time regarding their child's progress. Ongoing communication between the home and school is important to maintain throughout the academic year. If concerns arise, it is expected that parents will contact the teacher to resolve the issue (following the LCES Norms – on page 4).

Grades, informational updates and attendance information are available to parents on PowerSchool. PowerSchool passwords will be handed out at orientation conferences and are always available in the front office.

SCHOOL SAFETY

Our school safety plan is to ensure a safe and secure environment for all students, staff and visitors.

The school's BERT (Building Emergency Response Team) meets monthly and looks at all things safety for the school. The team includes district safety, building administration, and support staff.

The school's BERT team plans a variety of drills throughout the school year which include:

- Monthly Fire Drills
- Lockdown Drills
- Evacuation Drills

Parents will be notified of lockdown and evacuation drills prior to the scheduled drill date. Procedures for drills will be shared with students and staff well in advance of the scheduled drill date.

Lake County School District utilizes the Standard Response Protocol (SRP) to guide decision making in emergency situations. For more information regarding safety please refer to the school districts website at www.lakecountyschools.net/school-safety/

Members of the BERT team may also participate in the Threat Assessment or Suicide Risk Assessments that arise in the school.

Please contact the school administration of any safety concerns.

TRANSPORTATION PROCEDURES

Lake County School District provides bus transportation to and from school for any student. Students are expected to ride their assigned buses. Students are not allowed to ride a different bus after school, unless the office has been notified in writing. It is very busy at the end of the day and we need to make sure all children get home safely –last minute changes make this difficult.

Proper student behavior on the bus will help ensure the safety of everyone. Students who violate the rules are reported by the driver to the director of transportation. The first referral results in a verbal warning. The second results in three days suspension from the bus. The third referral results in five days of suspension from the bus, in addition to consequences at school. The next referral may result in a 10-day suspension or eventually the loss of the privilege of riding the bus for the remainder of the school year. Serious offenses endangering the safety of the driver, passengers, or others may result in immediate bus suspension, following parent notification.

Parents are urged to impress upon their children the necessity of strict compliance with the following:

- Remain seated at all times while the bus is in motion
- Get on and off the bus in an orderly manner
- Be courteous and respectful
- Cooperate with the bus driver
- Keep hands and feet inside the bus
- Do not eat food or drink on the bus
- Do not throw objects inside or outside the bus
- Do not fight or use profanity
- Do not damage bus property
- Follow the instructions of the bus driver at all times.

Bus Riders

Morning Buses will arrive and take the lane in the front of the building and discharge students so they may walk into the building and enter through the main entrance and go to their classroom.

Afternoon Buses will line up in the front school loop and pick up the children for the afternoon run home. Children will be escorted and dismissed to the buses in order of their arrival (and departure) as their bus is called.

Car Riders

Below is our safe drop off and pick up procedures for our Lake County Elementary School children and parents. We have a protocol in place to keep all of our children safe and to keep traffic flowing during before and after school times.

General Precautions: (back of the building)

- ☐ Be your child's best example. Please be courteous and follow all safety guidelines at all times.
- ☐ No arrivals prior to 7:30 am. No supervision is provided prior to that time
- ☐ Use crosswalks to cross streets and loading zone lanes.
- ☐ Follow all directions from school safety supervisors. They can see potential problems you may not.
- ☐ Students are to be picked-up promptly at dismissal.
- ☐ There is no supervision in the playground or on school grounds after school hours, unless as part of a school-related program.

A few things to note that must be followed to ensure that all runs smoothly during transitions:

When you enter the drop off/pick up area, please move your car as far *forward* as possible to ensure traffic flow

and create space for all parents.

Do not drop off children across the street from the school to avoid children running across a congested road full of cars.

We encourage you to have your child ride the bus or walk to school with a group of other children. You can also carpool with neighbors. Traffic around Lake County Elementary School is congested during drop-off and pick-up times. Fewer vehicles make the transition easier for everyone.

If you need to drive to school to drop off or pick up your child(ren), please follow these guidelines and the above map:

- ☐ **Use the back drop-off/pick-up area** when dropping off/picking up children curbside.

When using the drop-off/pick-up area in the back of the school:

- ☐ **Pull as far forward as possible** in the drop-off/pick-up lane. Drop off or pick up your child(ren) and then pull ahead to the exit.
- ☐ **Remain in your car at all times**, and stay off of your cell phone.
- ☐ **Supervisors will call children** from the dismissal waiting area in school.
- ☐ Once your child has **entered your car on passenger side** of vehicle, please exit.
- ☐ If you need to assist your child with buckling, please pull forward and park between the “Buckle Up Zone” signs to help them buckle.
- ☐ **Keep the line moving**. If you need to talk with another parent or teacher, please park your vehicle in a parking space.

If you choose to park your car, park only in designated parking spaces. **Do not park in or block the fire lane.**

- ☐ **Have patience!** Plan for a few extra minutes in your morning or afternoon routine if you drop off or pick up your child(ren).
- ☐ **Please respect the driveways and parking spaces of our private area residences**, and refrain from blocking their entrance and exit areas.

If you wish to park and come into school, please park in either parking lots and bring your child into the school via the front entrance.

These drop off and pickup guidelines will help all students be safe and will help keep congestion in front of the school to a minimum.

SPECIAL PROGRAMS

All students participate in regularly scheduled music, art, STEM, and physical education classes at Lake County Elementary.

ART – Art classes follow art standards and help us appreciate the beauty in the world and show talents we value in our students!

GIFTED & TALENTED: LCSD strives to develop every learner to his or her fullest potential. At the early ages, the emphasis is on monitoring students, as we look for signs of giftedness backed by stringent assessment.

It may take some time to accurately identify a student. Most students who are identified as Gifted and Talented in LCSD receive that designation in 2nd grade or beyond and have been monitored closely at LCES. It is unusual to accurately identify students in this young age range without a significant Body of Evidence to support that identification. At LCES, we use a “Watch List” for students who have demonstrated the potential for giftedness and will be monitored for the best next steps. Once a preponderance of evidence is gathered, a meeting with parents and staff is held to determine if a student qualifies as G/T and if so, create an ALP (Alternative Learning Plan). If students aren’t identified as G/T, they will most likely remain on the watch list for further monitoring.

LIBRARY/MEDIA CENTER – All classes visit the Library-Media Center at least once weekly on a regular schedule. Students become familiar with the library facilities, develop an appreciation for literature and are taught library skills. Children are expected to take good care of their books and return them on their regular library day. It is the responsibility of the student/family to reimburse the school for lost books.

MUSIC- We believe that musical intelligence helps create a well-rounded person and contributes to strong academics.

PHYSICAL EDUCATION – We value being active and healthy. Physical activity promotes a healthy adult lifestyle and also helps strong academic growth.

PUBLIC LIBRARY – The Lake County Public Library offers many collaborative opportunities with Lake County Elementary and provides not only activities during the school year, and also a summer program each year.

SPECIAL EDUCATION – A full range of special services is available to children with diagnosed needs. Programs include speech therapy, language instruction, physical therapy, occupational therapy, special support for hearing or visually impaired students and special support for students with learning disabilities, emotional needs, or other identified needs. Identification of a disability is the responsibility of the Response to Intervention Team, consisting of school personnel and parents. This team oversees the evaluation of the student’s academic achievement and aptitude and determines appropriate educational services.

STUDENT BEHAVIOR

It is the mission of Lake County Elementary to promote exemplary character in all life-long learners. We expect all students to follow school rules. We also expect all staff and families to model appropriate behavior for students. We need the support of parents in our enforcement of school rules in order to provide a safe and productive learning environment for all students. The Code of Conduct specifies rules of conduct and consequences. Please carefully review this document.

General Expected Behavior

- Be punctual.
- Accept responsibility for your actions.
- Take proper care of all school property.
- Keep a safe body and use respectful, kind words; refrain from physical or verbal abuse.
- Walk quietly and safely while in the building.
- Exhibit proper behavior in all areas of the building and when on field trips to other locations.

- Observe the guidelines for the cafeteria, gym, halls, and playground.
- Use the restrooms appropriately and help to keep them clean.
- Observe bus safety rules.
- Dress in a safe and appropriate manner.
- Refrain from chewing gum.
- Cell phones, radios, electronics, toys, and candy are not allowed in school. They will be taken from students for the school day to avoid distraction and picked up at the end of the day. Refer to LCSD cell phone policy: JICJ- “Student Use of Communication Devices”.

When students do not follow the school/district rules, consequences may include any of the following, depending on the severity of the infraction:

- Verbal warning
- Restorative Justice conversation
- Completion of a task to restore trust or fix the issue
- Loss of recess
- Loss of classroom privilege
- Removal from an activity
- Parental contact and involvement
- Parent/teacher or parent/teacher/administrator conference
- Replacement/reimbursement for damaged property
- Restorative actions, including expressing verbally and/or in written form the effects of the misbehavior and the creation of a Plan of Action
- In-school suspension
- Out-of-school suspension
- In cases where the state mandates or the severity of the infraction demands it, expulsion from school.

Weapons or harmful materials are not allowed in school. Weapons or harmful materials include knives of all lengths and sizes. Guns, or toy guns, are also not allowed at school. Any student found with such items will be subject to consequences, which could range from suspension to expulsion.

STUDENT DRESS

Students should come to school dressed appropriately (according to the district Dress Code: JICA) and for outside recess and physical education classes. Being excused from recess is only done for a medical reason with a doctor’s note. **Fundamentally, clothing should be appropriate for both the occasion and the weather.**

Student dress is fully described in the Student Code of Conduct. All clothing choices must be in accordance with District Policy JICA:

Mandatory and Allowable Dress:

- Students must wear a top, bottom and footwear while on school premises
- Items typically worn as undergarments must be covered by a shirt or pants
- Some courses (i.e. science labs, PE, electives, etc.) and school sponsored extracurricular activities may require adjustments to attire and hairstyle or specific attire (safety gear, athletic attire, uniforms, hair tied back, etc.)

Non-Allowable Dress:

- Items that expose private parts of the body
- Items with sexually suggestive language or messages
- Items that promote illegal or violent conduct, including but not limited to, drugs, alcohol, tobacco, weapons and/or gang affiliation
- Items that depict hate speech, intimidation or intolerance toward protected groups
- Items that are profane or legally libelous

Final decisions regarding appropriate dress will be determined by the administration.