

■∞■ LAWRENCE ■∞■  
ELEMENTARY SCHOOL  
Handbook

## Bell Schedule

Grade Level	M, T, Th, F School Hours	Wednesday School Hours	Morning Recess	Lunch Recess
TK / K	8:30 - 1:30	8:30 - 1:30	9:35 - 9:55	11:20 - 12:00
1 <sup>st</sup> - 3 <sup>rd</sup>	8:30 - 2:40	8:30 - 1:30	9:55 - 10:10	11:40 - 12:20
4 <sup>th</sup> - 5 <sup>th</sup>	8:30 - 2:50	8:30 - 1:30	10:15 - 10:30	12:00 - 12:40

Students may arrive on campus at 8:15a.m. (with the exception of Running Club participants). Students must go to the blacktop area after dropping off their backpacks. On rainy days, students must report to the MPR if they are not with an adult. Students with an adult may wait in the outside hallways under the coverings. **Students may not arrive to school prior to 8:15 a.m.**

## School Rules and Behavioral Expectations

Location	Be Safe	Be Respectful	Be Responsible
All Common Areas	Walk facing forward. Keep hands, feet, and objects to self. Get adult help for accidents and spills.	Use kind words and actions only. Wait for your turn. Clean up after self. Follow adult directions the first time.	Know and follow all school rules. Take proper care of all personal belongings and school equipment. Be honest!
Cafeteria	Keep all food to self. Sit with feet on floor, bottom on the bench, and face the table.	Use quiet voices. When an adult is giving directions, stop talking and follow instructions. Allow any of your classmates to sit next to you.	Clean up your area and take initiative to help with the cleaning of your table and floor. Raise your hand and wait for an adult if you need to get up.
Play Area/Recess	Walk to and from the play area. Stay within boundaries: on blacktop or field. Be aware of activities/games around you-keep from walking through games. No play fighting.	Be fair, play fairly. Include everyone. Stand up in a respectful way to peers who are teasing or treating others in a disrespectful or physically aggressive way.	Use a school pass if you need to go anywhere away from the play area. Get adult help if your words do not work to stop teasing or if you or others are being treated poorly.
Bathrooms	Keep feet on the floor. Wash your hands with soap before leaving.	Knock once on the stall door. Give people privacy. Use QUIET voices.	Walk to and from the bathroom. Flush toilet after use. Return to your classroom promptly
Arrival and Dismissal	Walk to and from drop-off, pick-up areas. Wait in designated areas.	(See common areas.)	Arrive to class on time.

## Attendance

Research clearly indicates that good attendance has a direct, positive effect on student achievement, promotion, graduation, behavior, and employment potential. We believe that it is important for our students who will someday be entering the world of work to learn that punctuality and excellent attendance are keys to job retention and success. Students with perfect attendance are honored at the end of each trimester. State law requires that attendance be regular except for illness. We will be enforcing required attendance laws as follows:

- Parents are required to notify the school if their student is absent in order to justify the absence. Please contact the school office and leave a message on the attendance line (925-960-2923).
- **Excused absences include the following reasons: personal illness, medical appointments, death of an immediate family member, jury duty or other court appearance, or observance of a religious holiday. All other reasons for absences are unjustified.**
- Repeated absences due to illness may require a doctor's note.
- In the event that travel during the school year is unavoidable, contact the office about **Independent Study** at least 2 weeks prior. This program is designed for students who will be out of school for 5 to 10 days. It is up to the discretion of the teacher to provide schoolwork. Independent Study provides your child with continuity of his/her instructional program. Work is to be done while on the trip and it is due back the morning the student returns to school.

## Behavior Standards

All students at Lawrence Elementary School are entitled to an education in a positive environment that is safe and conducive to learning. Our staff is committed to providing a supportive atmosphere in which each student can attain his/her maximum potential. It is our intent to address all aspects of the child: emotional, social, academic, behavioral and ethical. Please refer to the LVJUSD Elementary School Discipline Guidelines for a complete outline of the District's expectations. This policy was sent out to all parents electronically through the Info-snap Portal.

With regard to behavior and academics, standards are set and expected to be met. These standards apply not only while students are on campus and in the classroom, but while going to and from school and at any school sponsored event.

## Bicycles and Scooters

To ensure safety on campus, students must walk their bicycle or scooter on school property. Bicycles and scooters must be stored in the bike rack outside of the Multipurpose Room until leaving campus.

## No Bullying Policy

**Rationale:** All students at Lawrence Elementary School have the right to learn in a safe, nurturing, and non-threatening environment. Only then will all members of our school community be able to achieve his/her maximum potential. Bullying of any sort prevents this from happening.

**Definition of Bullying:** Bullying is a form of aggressive, hurtful behavior, which is persistent and unprovoked. It involves an abuse of power. It may take various forms, including physical, verbal, and emotional. Examples of bullying include but are not limited to physical: kicking, pushing, tripping, hitting; verbal: name-calling, teasing, spreading rumors; emotional: excluding from play, threatening, making faces.

**Expectations:** Students have a responsibility to behave in a caring manner towards all members of our school community and to help create an environment where bullying is not accepted. They are expected to report to staff any suspected or witnessed instances of bullying. Teachers and other staff members have the responsibility to investigate and take seriously, all reported incidents of bullying. They are expected to do all they can to ensure that the students of Lawrence Elementary feel safe and secure both physically and emotionally. Parents are entitled to expect that their child will be educated in an environment that is safe, caring, and respectful of their individual needs. Parents have a responsibility to ensure that their child cooperates with teachers, other staff, and other students. They have a responsibility to inform the school of any incidents of bullying that they are aware of.

### Action to be taken when bullying behavior is suspected:

- Listen carefully and sympathetically to the student's concerns.
- Ask the student what they would like to see happening to resolve the situation and what they think would make it worse.
- The student would be asked to give the names of potential witnesses.
- The student would be told he/she must take some responsibility for his/her own safety, keep away from the alleged instigator, do/say nothing to provoke bullying behavior from the instigator, and report any further incidents.
- Discuss with the student others that they could talk to: friends, other teachers, parents.
- Support and protection would be ensured and agreement reached on an appropriate course of action.
- If the situation warrants it, the child's parents would be kept fully informed.
- Check with the student, in a few days, on how they are feeling and if any further incidences have occurred.
- The student doing the alleged bullying would be interviewed quickly. Explain calmly and dispassionately the allegations of bullying behavior.
- The student doing the alleged bullying would be given an opportunity to tell his/her story and if necessary asked to give the name of potential witnesses.
- The implications of bullying behavior, whether intentional or not, would be pointed out.
- Assurances that the bullying will not be repeated would be sought.
- The student doing the alleged bullying would be told that the student(s) being targeted has been told to report any further incidents from any source and that he/she must also report any incidents where the student being targeted says/does anything connected to the original incident.
- Depending on the record of the student doing the alleged bullying and the seriousness of the bullying incident, the parents would be contacted and informed of the circumstances and provided with any relevant background information to secure support for any remedial action to be taken.
- The student doing the alleged bullying may be referred to a school administrator.
- It may be appropriate if both students agree, to bring the two parties together to reach an agreement on the nature of further relationships.

### Checking In and Out of School

In order to ensure the safety of all students, any student leaving campus must be checked out through the school office. No student shall be released by a teacher without prior notification from the office. Students will only be released to a parent/guardian or authorized adult listed on their emergency form. The only exception to this procedure would be if a student has a signed and dated note from the parent.

Students are expected to arrive at school by 8:25 a.m. If students arrive after 8:30 a.m., they must check in at the office, and obtain a **tardy slip** before going to their classroom.

### Destruction of School Property

Any student who purposely destroys school property will face appropriate consequences from administration, which may include suspension from school and possible charges by law enforcement. Destruction of school property includes, but is not limited to, graffiti on school property, such as bathroom stalls or a building wall, writing on schoolbooks or school tables, and breaking or destroying any part of the school bathrooms, such as locks, towel holders, or urinals. Student materials must be returned at the end of the school year in the same condition they were received.

### Disruption by Parent/Visitor

Any parent, guardian, or other person who insults, abuses or otherwise threatens a school employee or disrupts school activities is in violation of Education Code 44811 and Penal Code 71, 240, 242 and will be directed to leave the school property promptly by a site administrator or designee. Parents, guardians, or other persons may be restricted from campus due to disruptive behavior. Failure to comply with such a directive may result in immediate contact made to law enforcement.

### Dress Code

The tone and learning environment of a school are greatly improved when students maintain a standard of appearance. Students should wear clothing that is conducive to schoolwork. Our dress code prohibits halters, spaghetti straps, bare tummies, and t-shirts with inappropriate graphics (including any drug, weapons, alcohol, or tobacco logos). Students who wear clothing of this sort will be sent home to change clothes. Hats are not permitted inside buildings, but may be worn on the playground and outside. Please remind your student not to share hats.

To avoid foot injuries and torn toenails from playing on the playground and at P.E., sandals and flip-flops are discouraged. For the safety of your child, PLEASE send him/her to school wearing athletic shoes on his/her P.E. day. Dress shoes, sandals, boots, and shoes with tears are not conducive to P.E. class.

Please support our educational atmosphere by screening your child's dress with an eye on its appropriateness. If you attach importance to an educational setting, your child will too. Please label all personal items with your child's name.

### Electronic Devices/Cell Phones

To avoid the possibility of items being lost or stolen, electronics such as iPods and handheld games should be left at home during the school day. Under no circumstances should a student be taking pictures or videos with an electronic device (unless specific permission has been granted by school staff for a particular school project) of classmates, staff, etc.

While students are on school grounds, cell phones must be in backpacks and powered off. Cell phones should not, under any circumstances, be on or in use during the school day (Exception: classroom teacher or other Lawrence staff member provides permission and supervises student). Lawrence Elementary supports the use of technology as an instructional tool, and recognizes the potential value of personal electronic communication devices to enhance a student's learning. **The school cannot be responsible for lost, broken, or stolen cell phones or electronic equipment.**

Electronic devices out or in use during the school day (without adult permission) may be confiscated, turned in to an administrator, and returned to a parent/guardian. If pictures and/or videos were taken, the school administrator will require that items are deleted prior to the returning the device to the parent or legal guardian.

### Gum and Sunflower Seeds on Campus

Gum and sunflower seeds are not allowed on campus or inside classrooms. Students chewing gum or eating sunflower seeds will be asked to throw these items away. Repeat offenders will face consequences from either a teacher or administrator.

### Health

A child may be sent home if he/she is vomiting, has a fever over 100 degrees, has diarrhea, or is believed to be suffering from a recognized contagious or infectious disease. The child shall not be permitted to return until school authorities are satisfied that the student is no longer contagious or infectious (ED Code 48211). Students must be without fever 24 hours before returning to school.

### Home Communication

All Lawrence Elementary students will bring home a communication folder each Wednesday. The folder will include important school notices, community notices, corrected student work and communications from your child's teacher.

### Homework

LVJUSD has established guidelines for homework in grades K-12. The stated purpose of homework is to reinforce learning through practice and application. Additionally, homework encourages independent learning and develops strong study habits, work habits, and a sense of personal responsibility. Each teacher will communicate his or her homework policy to parents early in the academic year. We encourage you to communicate with your child's teacher if you have specific questions regarding homework assignments.

### Lost and Found

All Lost and Found articles are placed outside of the multipurpose room. Please encourage your child to check lost and found on a regular basis for missing items. It is also helpful to write your child's first and last name on the clothing label.

### Medication at School

Medicine can be administered in the school only if the following requirements are met:

- Students who require the administration of any medication during the school day, pursuant to a physician's prescription, must have both a parent/guardian and physician signed Permission to Assist with Medication During School Hours Form on file at the school site.
- The Medication Administration Consent Form must be completely filled out annually or whenever the prescription changes, and must be signed by both the parent/guardian and the child's physician before the child can be assisted by school personnel.
- It is the parent/guardian's responsibility to provide the school site with all the necessary information and special instructions in writing related to the administration of medication to his/her child.
- Parents/guardians are to provide the prescribed medication(s) and supplies and are to replace the expired medications when notified. The parent/guardian must immediately notify the school in writing of any changes.
- Medication must be in its original pharmacy labeled container or over-the-counter container and brought to the school office by the parent/guardian. At the end of the school year, parents/guardians must pick up all medications. No medication will be given to the student to take home. Medication left in the school office at the end of the school year will be discarded.

#### Student Pick-Up Afterschool

The school day is over by 2:50 p.m. for all students (1:30 TK/K, 2:40 1-3), and students need to be picked up promptly to ensure a safe transition home. Adults will supervise student pick-up until 3:00 p.m. After 3:00 p.m., students who are still waiting to be picked up will be escorted to the front office where they will wait for their parent/guardian to arrive.

#### Tardies

Students must be lined up outside of their classroom door with materials and supplies in hand by 8:30 a.m., or they will be marked tardy. Students arriving after 8:30 a.m. will be required to check in at the office and receive a pass before reporting to class. It is imperative that students arrive at school on time in order to maximize learning opportunities. Chronic tardiness affects student performance.

#### Toys from Home

The staff at Lawrence Elementary have identified an issue related to toys from home. All toys must remain at home, unless they are part of a classroom activity. This will ensure fewer distractions in the classroom and decrease theft opportunities. Lawrence Elementary is not responsible for items lost or stolen at school.

#### Valet Procedures

##### Drop-offs

- Students must be dropped off in the valet line. **They may not be dropped off in the back parking lot.**
- Pull your car as far forward as possible in the valet line. Drop off at cones only.
- Drivers dropping off students must use the right lane.
- Students should exit vehicles from the right side of the vehicle.
- All through traffic should use the left lane.
- Left turns are not allowed when exiting the parking lot during morning valet hours.
- Be patient and courteous.
- Drive slowly and with caution.

##### Pick-ups:

- Students must be picked up in the valet line if the driver is planning to stay in the vehicle. **Students may not be picked up in the back parking lot.**
- Pull your car as far forward as possible in the valet lane.
- Drivers picking up students must use the right lane.
- If the car ahead of you drives away, pull forward so that you are as close to the front of the valet line as possible.
- Students should enter vehicles from the right side of the vehicle.
- All through traffic should use the left lane.
- Be patient and courteous.
- Drive slowly and with caution.

##### Parking:

- Do not leave your vehicle unattended during pick-up and drop-off times.
- If you are escorting a first through fifth grade student to class in the morning, we kindly ask that you park in the parking lot. This will allow our TK/Kindergarten families the opportunity to park in front of the school (green curb) and walk their child to class. Thanks in advance for your help with this matter.

#### Visitors and Volunteers

All parents and visitors to Lawrence Elementary **MUST** report directly to the front office to sign in and obtain a visitor's pass. Parents are always welcome and are encouraged to visit the school and become actively involved. Please visit <http://www.livemoreschools.com/volunteer> to apply as a School Site Volunteer. Volunteers are covered by the District's Worker's Compensation Insurance Policy while working on or off campus, under the supervision of a staff member in school sponsored activities. For insurance reasons, children who are not enrolled in school may not accompany volunteers to school for their assignment. Please review the LVJUSD Volunteer Handbook for additional information.