

2023-2024
Lake Forest Elementary
Student-Parent Handbook



21801 Pittsford Drive
Lake Forest, CA 92630

Office: (949) 830-9945
TLC: (949) 472-6193

Caryn McGrew, Principal

WELCOME...

Dear Lake Forest Elementary Families,

Welcome to the 2023-2024 school year. The Lake Forest Elementary staff and I are looking forward to a year filled with challenging learning opportunities and exciting new ways of connecting with our community. I know that by working together we will have a very successful and rewarding school year. Please take time to read through this handbook and learn about our school rules and procedures.

Please be aware that students must adhere to school rules from the time they leave their home, throughout the school day, and until they return home or arrive at their afterschool care facility. If you have any questions, you are welcome to stop by the office and speak with the office staff, or me. I hope you and your students enjoy the 2023-2024 school year, and I look forward to meeting returning and new Dolphins and LFE families.

Sincerely,

Caryn McGrew

Caryn McGrew

Principal, Lake Forest Elementary

ATTENDANCE and TARDINESS

We all share responsibility for the health, safety, and welfare of children attending school. For this reason, it is essential that the school be notified of any absence before it occurs. If your child will be absent or more than 5 minutes late, **please call 949-830-9945 and PRESS 1**. This is an answering machine, you may call at any time 24/7. **Please provide the following:** Child's name, grade, teacher's name. Date of absence(s), reason for absence(s), your name/relationship to the child.

Students with several absences and/or many tardies may be referred to the School Attendance Review Board (SARB). On this panel are District officials, OC District Attorney and community agencies who meet with parents regarding their responsibility for their children and regular school attendance. In California, schooling is mandatory and regular student attendance is of great importance to student success and achievement. Recent studies have verified that students with high test scores and high achievement also have excellent attendance. Independent Study Contracts will be available for long-term illness or travel/vacations. It is imperative that we utilize this option. It is critical that your child attend school regularly.

Students are expected to arrive on time daily. Should a student arrive late to school, they must get a tardy note from the office. Frequent tardiness without a valid excuse is considered truancy under the law.

ARRIVAL and DEPARTURE

Staff members are on duty to supervise students on the playground beginning at 8:00 a.m. Students may not be on the grounds prior to that time, nor may they be unsupervised on the periphery of the school. Students may enter the gate at 8:00 a.m. and walk directly to their line-up area. After school supervision ends at 2:45 p.m., on Monday, Tuesday, Thursday, Friday and 1:30 p.m. on Wednesdays. Any student who is not picked up 15 minutes after the 2:30 p.m. dismissal (1:15 on Wednesday dismissal) will be brought into the office for their safety. Parents and emergency contacts will be called to pick up the student from the office. Lake Forest Elementary and SVUSD cannot assume responsibility for students on campus during unsupervised times. Parents with students needing care before or after school may contact The Learning Connection (TLC) at (949) 472-6193.

Students who are picked up through the drop off/pick up lane (closest to the building), will wait in the grass area and watch for their parents. At no time should a car be left unattended in the drop off/pick up lane. The left lane is a drive-thru lane only, no stopping. Students who walk to meet their parents elsewhere, walk home, or ride their bikes home, will exit the campus when the bell rings. We are a closed campus and parents must drop off and pick up outside of the gate to the school.

BIKES

Students in grades three through six may ride bicycles to school. Before coming to school, please discuss and map out a safe route to school and observe your child while

riding his/her bike. Bike racks are provided, but all students must bring their own bicycle locks. **Remember that California law mandates that all children must wear helmets when riding a bicycle.**

1. A bicycle helmet must be worn when riding a bicycle.
2. Each bike must be locked to the bike rack.
3. Bikes must be walked on the sidewalk and within the crosswalk areas.
4. Bikes may not be ridden on campus or through the parking lot.

Students who ride unsafely or who do not comply with the rules will have their bike riding privileges revoked.

For safety and storage reasons, roller blades, roller skates, Razors (scooters) and skateboards may not be brought or ridden on campus.

BOOKS

Books for all classes are provided by the Saddleback Valley Unified School District. Although some workbooks are provided for student use each year, most hard cover books must last for several years. Therefore, it is important that students take responsibility for keeping the book in good condition, free from pencil or ink marks, and covered. Parents/students will be charged for all damaged or lost books including library books.

BUDDY CLASSES

Some primary classes are adopted by upper grade classes. Students participate in many activities such as reading, art projects, creative writing assignments, cooking activities, classroom parties, and cross-age tutoring.

CELL PHONES

CELL PHONES, Smartwatches & Mobile Communication Devices (BP 5131.8)

Students may have cell phones, smartwatches and mobile communication devices (MCDs) on campus but they must be turned off and put away (in student backpacks) at all times during the school day, including recess and lunch. These communication devices may only be used before or after school, and staff may confiscate them for violation of this policy, and give them to administration to be released to parents or guardians. Even if confiscated, the school or district is not responsible for lost, stolen or damaged cell phones or devices brought to campus. See Board Policy 5131.8 for more information.

COMPUTER/TECHNOLOGY

Computer/technology education is provided and depending on the grade, students are issued a chromebook or have access to classroom devices. All classrooms are outfitted with monitors, student and teachers microphones, and WIFI is available throughout the campus.

CUSTODY PAPERS

The school must legally allow either parent to check their child out of school with proper I.D. unless court custody papers are on file in the school office.

DRESS and GROOMING AT SCHOOL

Students are required to show proper attention to personal cleanliness, health, neatness and safety. In addition, state law requires that all children wear shoes at school. A well-groomed appearance is important in developing a positive self-image and compliments the total instructional program.

- Extreme styles or fads that may disrupt the educational process or other school activity are prohibited. This includes any makeup, lipstick, hairstyle or adornment that causes a disruption of school activities.
- Revealing clothing is not permitted. Students' shirts should meet the top of their pants or shorts. Undergarments should not be visible at any time. Straps on blouses (tank tops) must be at least one inch wide.
- Shorts, skirts, and dresses must meet or be longer than the tip of the thumb when arms are extended down at the side of the body.
- Sandals may be worn only if they have a front and back strap, according to the California Safety Code. However, tennis shoes are far safer for our active students and enable greater participation in P.E. and other out-door activities. It is best to avoid wearing open toe shoes. Flips flops and steel toe boots are not permitted.
- Clothing or jewelry that is offensive or may promote gangs, drugs or alcohol is prohibited.
- Baseball hats are to be worn with the bill forward. Hats are not allowed to be worn inside the building unless approved by a teacher or administrator.
- Jewelry, dangling earrings, heavy chain necklaces, chains attached to wallets or belt loops, or any items deemed dangerous by administration, may not be worn at school.

EMERGENCY CONTACT INFORMATION

It is important that we maintain up-to-date student/parent information, as this is needed in case of illness, accidental injury, or a school emergency. If contact information changes at any time during the year, it is imperative that the office be notified. A complete list of relatives/neighbors, and their correct telephone numbers should be noted on the emergency card in the event that you are unable to be contacted. Please remember that the contact information provided is the school's only link to you during the school day.

EARLY CHECKOUT

Parents wanting to have a student released early must sign their child out in the school office. Please call the office from the parking lot so we can have your child ready. For your child's protection, the office does not release students to adults who are not listed on the emergency card. Identification is required. **Early checkout should be avoided whenever possible as students are missing important instructional minutes.**

EMERGENCY DRILLS

Fire and earthquake drills will be practiced on a regular basis. Fire drills will be held monthly while earthquake drills will be practiced several times each trimester. Students

are taught to respond quickly to the emergency commands and are prepared to act appropriately during a disaster. The LFE Staff has a formal site disaster plan in place. The staff has practiced carrying out specific tasks during a mock emergency, from administering first aid, to checking out children to parents and guardians. All adults and children on campus must participate in fire and emergency drills.

FIELD TRIPS

Field trips are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of the field trips well in advance of the scheduled trip date and will be asked to sign the field trip permission slips. Please note that students may go on a field trip with their class only.

INSURANCE

The district does not provide medical insurance for students. However, information regarding voluntary school accident insurance is sent home at the beginning of every school year. You may purchase this insurance if you wish. The district business office is able to answer questions you may have regarding voluntary school insurance.

LIBRARY MEDIA

The Library Clerk provides weekly visits to the library for all students. Students are welcome to check out books of interest and conduct research during their time in the library. Please remind your students to treat books with care and respect.

Birthday Book Club: Celebrate your child's birthday or another special occasion by donating a book to the library! Your child will be presented the book they are donating on or around their special day, have their picture displayed in the book, and have a permanent sticker placed inside the cover crediting their donation.

LOST AND FOUND

Every year, students leave valuable articles of clothing, lunch boxes, and backpacks at school. All unclaimed items are donated periodically throughout the year. Please put your child's first and last name on all personal articles with indelible ink markers. This will enable the staff to return the articles to the proper owner. Students are encouraged to check the lost and found area several times during the course of the year, which is located on a rack outside of the MPR. Smaller items such as glasses, keys, etc. are kept in a drawer in the office.

LUNCH/BREAKFAST

Breakfast and lunch is free to all students this school year.

MEDICATION

When it is necessary for your child to take prescription medications during the school day, it is required that you and your physician complete a district form in order for the health clerk to administer this prescribed medication. The medication must be brought to school by an adult in the original container and will be locked in the nurse's office cabinet. **Without exception, students may not bring any medication to school! What may have medicinal value to one student may be lethal to another.**

MESSAGES TO STUDENTS

It is understandable that occasionally, emergency situations arise requiring the office staff to relay a message to a student. Whenever possible, after school arrangements with your child must be made prior to the start of the school day to avoid classroom disruptions.

PARENT VOLUNTEERS

Parent volunteers are an important part of the educational programs at LFE. Many programs and activities would not be possible without our wonderful volunteers. Please feel free to contact your child's teacher if you are able to find time to help. In order to ensure the safety of all students on campus, all volunteers are required to sign in, show ID, and get a visitor sticker at the office when coming on campus. **Younger siblings may not accompany parents when working during school hours.** Some opportunities to volunteer on campus include:

- *Classroom Volunteer*
- *Field trip Volunteer*
- *Art Masters Volunteer*
- *PTO Volunteer (Please be sure to join PTO, it is free, and a great way to get involved!)*

PARKING LOT

The parking lot is for staff parking only. Please only drop off and pick your child up in the drop off/pick up lane. Parents who park in the parking lot may be subject to a ticket or could possibly be towed. Please do not leave cars unattended under any circumstance.

POSITIVE BEHAVIOR INTERVENTION and SUPPORTS (PBIS)

The LFE staff holds high behavioral expectations for all students. We have implemented school wide expectations as part of our LFE Positive Behavior Interventions and Supports (PBIS) Program, which includes positive rewards for good behavior as well as consequences for unacceptable behavior. Positive behaviors are taught, reviewed, encouraged and reinforced in all school settings through this program. Some of the ways we recognize positive citizenship and strong academic effort include:

- **WAVE Assembly** – WAVE Assemblies are held on the last Friday of the month at 8:30 a.m. to recognize students for a variety of achievements.
- **Student of the Month** - Students are recognized monthly at the WAVE Assembly for displaying positive citizenship and outstanding character traits. Students selected to be the Student of the Month will be able to select a book from our book vending machine.

- **W.A.V.E. Points** – Students can earn W.A.V.E. Tickets any time on campus from school personnel. W.A.V.E. Points are redeemable for prizes at our WAVE store.
- **Birthday Recognition** – Families are welcome to donate \$5 for their child to have a birthday message displayed on the school marquee the week of their birthday.

Maintaining an orderly and safe environment is an important role of public schools, for without these qualities, effective learning cannot take place. Having safe and orderly schools directly relates to student discipline. Students all have the right to learn and grow, play fairly, and to be safe while at school. Students who disrupt these activities or infringe on the rights of others will receive appropriate consequences of his/her behavior. Office referrals, time outs, missing recess, and suspension from school are some of the consequences that may be used depending on the type and severity of the infraction.

PETS

Please do not bring pets on campus when picking up or dropping off your child from school. Service animals are permitted.

PARENT TEACHER ORGANIZATION (PTO)

PTO is a great organization of families who work to provide special programs for students, and implement exciting activities and events. PTO events are successful because parents volunteer their time to make school activities fun for students and their families. PTO has established a variety of traditions at LFE that enable us to provide the highest quality education for our students. By working together, we can provide many opportunities for our LFE students. Please consider joining this group, **it is free**, and a great way to be involved in our school community!

REPORT CARDS and PROGRESS REPORTS

Report cards are issued three times per year, at the end of each trimester. Progress reports will also be sent after the sixth week of instruction during the first trimester for all students. Should your child receive an unsatisfactory progress report, you may wish to contact the teacher to establish specific objectives to improve his/her academic achievement in the classroom.

SCHOOL SITE COUNCIL (SSC)

The SSC is composed of representatives from both the staff and the school community. The SSC determines appropriate expenditures to enhance our students' educational experience. Each SSC member serves for two years. Notices about SSC elections will be sent home in the fall.

SPECIAL EDUCATION PROGRAMS

S.A.I. (Specialized Academic Instruction): Special education programs provide help for students with specific learning disabilities. Each student's parents and teacher work together with the school psychologist, principal, and resource teacher to develop an education program especially designed to remediate his/her learning disability.

SPEECH AND LANGUAGE: A speech and language therapist provides special instruction for those children who have identified disabilities in these areas. Some students may require speech therapy for articulation problems, and some for language development assistance.

ADAPTIVE P.E.: Physical education curriculum is provided to meet the needs and special circumstances of students.

STUDENT COUNCIL

Students in grades four through six are given an opportunity to participate in decisions affecting the student body at LFE, and to receive first-hand knowledge of the democratic process. The student council sponsors special school spirit dress-up days, organizes fundraisers and sells our LFE spirit wear.

TOBACCO

The use of tobacco, tobacco products, and E cigarettes is strictly prohibited.

TLC

The Learning Connection (TLC) is a positive alternative for working parents in need of childcare. *TLC* centers are open from 7:00 AM until 6:00 PM at all elementary school sites in the Saddleback Valley Unified School District. For information about this program, please call (949) 472-6193.

TOYS

Toys are not allowed at school. Some objects may be brought from home and shared with the class; however, they should be carried to and from school in a bag. Older students are not allowed to bring toys, electronic equipment, P.E. equipment, or items that might harm others.

WALKERS

If your child will be walking to school, please review the walking route with him/her. It is always a safe practice to use appropriate crosswalks. Stay on sidewalks and walk with a friend. Crossing guards will be available at the intersections and in front of our school.

WEAPONS

There are very strict laws in the state of California regarding possession of weapons on a school campus. It is forbidden by law for students to be in possession of pocketknives, any type of guns, imitation firearms, nail clippers etc. on the school campus. Students may not bring any objects that contain gunpowder or an igniter such as caps or poppers.