

**LAKESIDE ELEMENTARY SCHOOL**  
**19621 Black Road**  
**Los Gatos, CA 95033**

Lakeside School is dedicated to helping students become healthy, self-reliant, resilient citizens. Keeping the agreements and living up to the expectations will make everyone's experience at Lakeside positive. Please discuss the documents here with your child. A new form will be part of our online registration packet at the beginning of next year in your registration packet.

### Agreements

- *Students have the right to learn and teachers have the right to teach.*
- *Everyone at Lakeside School has the right to work and play peacefully and safely.*

### Expectations of Student Behavior

The Behavior Agreements at Lakeside School are based on building a school atmosphere that reinforces the teaching of trustworthiness, respect, responsibility, fairness, caring, and citizenship. It is the desire of the Lakeside faculty, staff and parents to assist students in becoming responsible members of the school community by learning to apply these traits consistently and by reinforcing the behaviors we want students to learn.

The most important agreement at Lakeside School is that students are trustworthy. This means that students keep their commitment to obey the rules and keep agreements.

EACH STUDENT IS individually and fully responsible for knowing school procedures and following them. This document contains broad general expectations. Specific classroom rules and campus procedures will be provided as the school year progresses.

EACH PARENT IS individually and fully responsible for knowing the expectations, reinforcing them at home, and supporting children in observing them.

## **GENERAL EXPECTATIONS FOR STUDENTS**

1. Come to school consistently and on time.
2. Take responsibility for your own learning.
3. Work cooperatively with other students.
4. Come to school ready to learn and work hard.
5. Bring necessary materials, completed assignments, and homework.
6. Respect your school, your classmates, your teachers, and others. Obey all adults at school who are in positions of authority over you.
7. Interact safely with others (keep hands, feet, and objects to yourself).
8. Know and follow school and class rules.

## **GENERAL EXPECTATIONS FOR PARENTS**

1. Make child's education a priority.
2. Insure prompt and regular attendance of my child. It is the parent's responsibility to notify the school when your child will be absent or late. You may do this in person, by phone or by sending a note. If an explanation of the absence is not received within three days, your child's absence will be marked UNEXCUSED. Students absent without a valid excuse for more than three (3) days in one school year shall be classified as truant. Students who are more than thirty (30) minutes tardy on three (3) or more school days in one school year shall be classified as truant. We strongly encourage independent study, which will "excuse" absences of five consecutive days or more. \*See school website for more information.
3. Supervise homework.
4. Meet child's physical needs (i.e. clean, proper nutrition, adequate sleep, etc.).
5. Support school policies.
6. Communicate with school staff and teacher.
7. Be visible and active in school events.
8. Attend parent/teacher conferences.

# EXPECTATIONS AND AGREEMENTS

## **Food Items**

1. Encouraging a Healthy Lifestyle is a component of a quality education program. **Soda** and **candy** are not to be sent to school. Growing bodies and active minds benefit from a mid- morning snack. Snack items can be from the lunch or specifically prepared.
2. All food is to be consumed at the picnic tables or benches. No food is to be eaten in the classroom or other areas of the campus (unless a rainy day supervised in the Community Center).

## **Prohibited Items and Areas**

1. Toys, games, balls or other athletic equipment, any weapon – [real or toy], electronic devices, and valuables are not to be brought to school.
2. Cell phones or any other electronic devices are allowed but are to be used only before and after the school day and are to be “off” during the day, kept in student backpacks. If there is some rare situation that emerges where a child needs to text an adult, it should be done in the office with staff supervision. \* *Note – Clubhouse is now device free at all times.*
3. Classrooms and other school buildings are “off limits” unless an adult is present and students are under the direction of the adult. The parking lot, garden, LGSONS, Clubhouse, and any area outside the school fence are “off limits” during the school day.
4. Classroom phones are “off limits” to students at all times. The office counter phone is “off limits” unless you have a note from an adult who is responsible for you. The office counter phone can be used, with adult permission, in the event of a real need. Plans for playdates and activities after school should be made outside of school time.

## **Playground**

1. Designated benches are used for backpacks in the a.m. and for gathering at the end of recess periods.
2. No game may be designated as “closed” to any individual.

3. Observe designated play areas.
4. Use equipment for intended purpose (i.e., kick the kickballs, bounce the basketballs, jump ropes are for jumping, etc.). Use the equipment in the intended location (i.e., soccer balls on the grass, basketballs on the blacktop, jump ropes on the blacktop, etc.).
5. The playground and equipment is not a place for after school play unless DIRECTLY supervised by a parent (directly is defined as being in the same location as the child).

### **School Attire**

1. Footwear must be worn at all times. All footwear must have at least a heel strap, and flat or low heels. All students need to wear appropriate athletic shoes during physical education class; laced shoes appropriate for running are ideal.
2. Hats may not be worn indoors. Bills of hats must be worn facing forward.
3. Hoods are for rain or very cold weather and then only outdoors.
4. Attire which detracts from the educational goals of the school is not permitted. The principal is the final arbiter for appropriate attire.

### **Arrival and Departure from School**

1. The campus opens at 8 a.m. **Students arriving before 8 a.m. must be under the direct supervision of a parent or guardian.**
2. Students are not permitted on the parking/driveway blacktop area at any time unless escorted by an adult.
3. A parent may pull up to the curb and have the child step out of or into the car from the passenger side of the car only. No unattended or parked cars are allowed at the curb area.
4. Students must arrive to school by the start of **Flag Salute**. If tardy, students must sign in at the office, accompanied by a parent.
5. At dismissal:
  - Students enrolled in Clubhouse go directly to Clubhouse.
  - Students waiting for parent pick up go directly to the picnic tables.Students not picked up by 2:50 on a regular day or 1:25 on Wednesdays will need to wait at the office.

- Students waiting for the bus must sign up with Clubhouse as the school does not provide supervision for the time between when school ends and when the bus arrives (approximately 3:20 pm).

## **Consequences for Inappropriate Behavior**

Progressive Discipline will be used when students make choices that do not support school rules and expectations. Depending on the severity, consequences may include: time in the office, timeout on the bench, loss of recess time, loss of lunch recess with classmates, loss of other school privileges, writing assignments regarding making good choices, phone calls to parents, parent/student conferences, Student Study Team referrals, campus beautification, going home early, suspension, and/or any other consequences deemed appropriate by the Principal, often in consultation with the teacher.

Parents will be notified by teacher/Principal for inappropriate behavior and any consequences their child has received. We are hopeful that, with parents as partners in the behavioral process, reasonable consequences are also given at home so that our high expectations can be reinforced.

## **Bullying**

Behind every story about bullying there is a story of pain and fear. Listen for the pain and fear in the reports from your child about their experiences at school. Make sure you tell the teacher or the principal about what you hear. In common everyday language, bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself (Olweus, 2007).

The implementation of the Lakeside Bullying Prevention Program employs the four principles of the Olweus philosophy:

- Principle 1 – Warmth, Positive Interest, and Involvement are Needed on the Part of Adults in the School;
- Principle 2 – Set Firm Limits for Unacceptable Behavior;
- Principle 3 – Consistently Use Non-hostile Negative Consequences When Rules Are Broken;
- Principle 4 – Adults in the School Should Function as Authorities and Positive Role Models.

Teachers use the “classroom meeting” strategy to reinforce the four anti-bullying rules:

- Rule 1 – We Will Not Bully Others;
- Rule 2 – We Will Try To Help Students Who Are Bullied;
- Rule 3 – We Will Try To Include Students Who Are Left Out;

- Rule 4 – If We Know That Somebody Is Being Bullied, We Will Tell An Adult at School and an Adult at Home.

Guidelines for problem-solving discussions in “classroom meetings” include the following:

- Telling is reporting when someone is doing something harmful or hurtful on purpose;
- Telling is when you or someone else needs protection or when you are scared;
- Tattling is trying to get someone in trouble;
- Tattling is trying to get attention.

## **Technology**

Rules relating to technology and the use of technology at school are covered separately in the Technology Use Agreement.

## **Discipline Philosophy**

1. The Four Part Test of appropriate behavior: Is it safe? Is it respectful? Is it responsible? Would it be a good idea if everyone did it?
2. Teachers handle everyday, minor problems in the classroom and the principal will intervene only for severe or chronic inappropriate behavior. A single event may be “severe” (e.g., fighting, profanity, vulgar actions, etc.)
3. What is a minor problem? Inappropriate behavior common to a student’s developmental age and short of a clear violation of state law (see Notification of Rights of Parents and Students).
4. What is a major problem? Violation of classroom or campus procedures is a minor problem. A repeated minor problem is the definition of “chronic inappropriate behavior.” Chronic behavior is a major problem because it, like “severe” behavior, is a violation of EC 48900 wherein the offender has “Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of duties.”
5. A “Hierarchy of Consequences” is used to respond to inappropriate behavior. The lowest level is commonly called “the look.” If the teacher makes eye contact and maintains it without saying anything, this is “the look.” From there the consequences escalate because if “the look” doesn’t bring the student back to reality the teacher will continue with other means of correction until appropriate

behavior is the norm. The progression of consequences does not begin anew with each incident of inappropriate behavior – remember “chronic” behavior.

6. Lakeside’s responsibility for students is conferred by the Education Code and includes from the time the parent releases the child to the school until the parent takes responsibility again. The interval includes the school day, before and after school, and travel on the bus until the child reaches their home or is picked up by the parent.