

Lynhaven Elementary School

2019-2020

Parent/Student Handbook



WELCOME TO LYNHAVEN SCHOOL!

Parent/Student Handbook
2019-2020

Dear Parents/Guardians:

Welcome to the 2019-2020 school year! Because we are committed to developing a strong partnership between home and school, this handbook has been prepared with information, policies, procedures, rights, and responsibilities for all students and parents at Lynhaven School. **There have been some changes to our handbook, so please read it thoroughly.**

At Lynhaven we are committed to providing the highest quality education possible. You have chosen to entrust the education of your child to us, a mission we take very seriously. While your child attends Lynhaven School, (s)he will receive the best instruction possible in an environment which recognizes each child's potential.

During the 2019-2020 school year we are looking forward to:

- Further implementation of the Common Core State Standards in grades TK-5
- Continued implementation of a Response to Intervention (RTI) structure for language arts in grades TK-5.
- Continued implementation of our Positive Behavior Support System (PBIS).
- Clear and precise content and language objectives to support our English Language Learners.
- Providing a safe and orderly environment for our students.
- Providing science, technology, engineering, arts, and mathematics (STEAM) experiences for all students.
- Continuing to develop our college and career plans for students as part of our Professional Learning Community.

Education is a partnership between the school and the home. We encourage your participation with all activities and events on our campus. As a team we will maintain the high standards set at Lynhaven School.

We ask your support in helping us to maintain a positive school environment.

Should you have questions, please do not hesitate to call.

Sincerely,

Beatrice Rowan
Principal, Lynhaven School
browan@campbellusd.org
(408) 556-0368

Anne Ajlouni
Assistant Principal, Lynhaven School
aajlouni@campbellusd.org
(408) 556-0368

Our Vision Statement

Lynhaven is a safe, inclusive and caring community committed to inspiring everyone to reach their highest potential.

Our Mission Statement:

Our Mission is to foster a community of critical thinkers who practice collaboration, innovation, and empathy throughout their lives.

Lynhaven Bell Schedule 2019-2020

8:02 Welcome Bell Sounds – Classroom Doors Open and students proceed to class

8:05 **Instruction Begins (Bell)-students are late if they arrive after this time.**

10:10 TK-3 Recess Begins (No Bell)

10:20 4-5 Recess Begins (No Bell)

10:30 **Class Begins (Bell)**

11:31 – 12:10 Grades TK-1 Lunch / Recess (No Bell)

11:56 – 12:35 Grade 2-3 Lunch / Recess (No Bell)

12:16 – 12:50 Grades 4-5 Lunch / Recess (No Bell)

2:10 Grades TK-3 Dismissal (Bell)

2:15 Grades 4-5 Dismissal (Bell)

Wednesdays are shortened days. School ends at 1:10 for grades TK-3 and 1:15 for grades 4-5.

Rainy Day Lunch Schedule

11:25 – 11:55 Grades K-1 Lunch and classroom activity

11:55 – 12:25 Grades 2-3 Lunch and classroom activity

12:25 – 12:55 Grades 4 -5 Lunch and classroom activity

Lynhaven Information

Lynhaven's weekly newsletter is sent out electronically via email every Thursday morning. Our electronic school marquee and school website provide up to date information on upcoming school events. Please visit www.lynhaven.campbellusd.org to sign up for the electronic newsletter delivered to your inbox on Thursday mornings.

Daily Schedule

| | |
|-------------------|---|
| Breakfast served: | 7:45-8:00 am-- students may not be on campus before 7:45 |
| Gates open: | 7:55 am |
| School begins: | 8:05 a.m. Grades TK-5-- students are tardy if they arrive after this time |
| School dismissal: | 2:10 p.m. Grades TK-3 except Wed. 1:10 p.m. 2:15 p.m. Grades 4-5 except Wed. 1:15 p.m. |

Appointments:

In order to avoid missing valuable class time, we ask that you make medical, dental, and other appointments after school hours, on staff development days, or on Wednesday shortened days when possible. If you need to check your child out during their recess or lunch period, we ask that you call the office ahead of time so we can have your child waiting. It is difficult to call students to the office during recesses.

Arrival: Students may **not** arrive prior to 7:55 a.m. if they are not having breakfast because there is no supervision provided prior to 7:55 a.m. Students will be allowed onto the campus at 7:55 and they are expected to walk directly to their classrooms where doors open at 8:02 a.m. and instruction begins at 8:05 a.m. Students are not allowed on any of the play structures before school.

Breakfast:

Breakfast is served each morning beginning at **7:45 a.m.** in the cafeteria. All students are welcome to participate in breakfast program!

Closed Campus

Lynhaven School has a closed campus policy.

- ◆ Students may not leave campus without permission from the office from the time of their arrival on campus through the dismissal bell.
- ◆ Students who come to school after the start of school at 8:05 must report to the office in order to obtain a tardy slip before going to any class. Otherwise they will be marked absent and you will receive a phone call.
- ◆ Our school gates will be locked during school hours and all visitors, including parents and volunteers, must check in with the office and obtain a visitor's sticker before entering the campus. Visitors must leave campus through the front office.
- ◆ Parents must come to the office to sign their students out if they are taking him/her off campus for any reason.

- ◆ Student items such as lunches, money, special projects, etc. that need to be delivered to students will be left in the office and given to students at a mutually convenient time by the office staff and the teacher. This allows for less interruption of classroom instruction.
- ◆ Students may not bring visitors (such as friends or relatives) to school.

Dismissal:

Students are expected to leave school at dismissal time unless they are enrolled in an after school program. Supervision is provided for 10 minutes after school at the front and back gates. Parents are to meet students in front of the school, at their classroom doors, or at the side/back entrance gate areas for pick-up. **Please do not allow your child to play on our playground, before or after school. The playground and play structures are used in the afternoon by our afterschool program, Campbell Care.** Staff conduct meetings and programs begin after school and unauthorized activities on campus disrupt the school's safe and orderly operations. (A.R 3515.2 and Penal code 626.800626.008)

General School Rules

All students are expected to abide by the following expectations for student behavior. These are known as our Lynhaven ABC's:

Act Responsibly
Behave Respectfully
Care for all

This can be interpreted as:

1. Take care of your school and your school environment.
2. Keep hands and feet to yourself at all times.
3. Be courteous and considerate of others.
4. Be responsible for your own actions and realize consequences.
5. Respect other people's belongings.
6. Respect yourself and others.
7. Be prepared for class and stay on task.
8. Use appropriate school language at all times.

Parent Drop-off and Pick-up

Parents dropping students at the front or the back of the school must observe the following:

- ◆ The circular driveway in front of the school is for buses only. Do not drive through it and do not stop in front of the entrance or exit. This is a fire lane when the busses are not in this zone.
- ◆ It is against the law to park in front of a curb painted red or yellow.
- ◆ Safety for children walking or riding bicycles is of utmost importance. It is your responsibility to slow down, observe all stop signs, obey the crossing guard, and keep an eye out for children walking to school.
- ◆ Respect our neighbors by not blocking driveways, moving garbage cans, etc. when parking. Cars will be cited and/or towed.

- ◆ It is against the law to park in a space designated for disabled persons. Habitual violators will be reported to police.
- ◆ U-turns in front of the school are not permitted. **They are dangerous and illegal.**

Personal Information Card

For the safety of your child, it is imperative to complete/update the Personal Information Form, referenced in the Digital Back-to-School “packet,” which was sent via email. This is the only way office staff can contact you in the event of an emergency. It is also the only means the staff has of verifying your authorization of designated friends or family members picking up your child. Without such verification, staff cannot release a child under any circumstances.

Be sure to call the office if your home address, work location, or telephone number changes. If you have moved outside CUSD attendance boundaries, you **must** obtain an Inter-District Attendance Agreement from your resident district. The transfer must be approved by both districts for your child to continue his/her attendance in Campbell Union School District.

For information regarding Inter-District transfers, please contact our school office or the Campbell Union School District Enrollment Department at 364-4200 extension 6209.

Riding Bicycles

Students are eligible to ride their bicycles to school. All bicycles must be locked up (one per lock) to the racks provided through the side entrance behind the cafeteria. The district will not be responsible for bicycles which are lost, stolen, or damaged.

The law requires children to wear helmets when riding. **While on campus, students and adults must walk their bicycles and skateboards. Unauthorized activities, such as bike riding on campus, disrupt the school’s safe and orderly operations (A.R 3515.2, Board Policy 1250 and Penal Code 626.800626.008)** When riding off campus, students must obey all traffic rules. Violations may result in a student losing his or her bicycle riding privilege.

Riding the Bus

Riding a school bus is a privilege extended to students by the Campbell Union School District (CUSD). There is a yearly transportation fee for those students living in designated areas. Applications for transportation are found online and must be returned promptly. Fees may be paid yearly, monthly, or on a semester basis. Free and/or reduced bus fees are available to those families who qualify. Contact the Transportation Department at 341-7208 with questions not addressed in this handbook.

Upon approval of the transportation application, your student will receive a bus pass and a copy of the bus regulations. Students are expected to follow these regulations when entering or exiting the bus, while on the bus, and at all bus stops. Failure to comply may result in a behavioral citation, including suspension of bus riding privilege.

School Office

The school office is open from 7:30 a.m. to 4:00 p.m. on school days. Our office telephone number is (408) 556-0368 extension 4850. If you are reporting your child absent, you may call our 24-hour absence recorder at (408) 341-7041.

Student Check-out Procedure

Once a student arrives on campus, he or she cannot leave during school hours except when the parent and/or authorized person signs the child out in the office. If any staff member observes a child being escorted from school without such documentation, the staff member may stop and question the person or persons involved. If a student leaves without proper permission, that student will be considered truant and the police may be called.

Walking

Students walking to and from school are encouraged to walk with family members or friends, not alone. Students are expected to follow the school's behavioral standards and all safety laws, including crossing at the crosswalk. Parents can set a good example by following the safety laws at all times.

The local police department employs a crossing guard to assist students at Lynn Oaks and South Cypress Ave. Students must cross only when the crossing guard has deemed it is safe. The guard will blow one whistle when s/he enters the crosswalk and then two whistles when students are safe to cross.

Attendance, Illness, and Truancy

The importance of regular attendance cannot be overemphasized. In addition to the obvious learning benefits to students, law requires regular attendance. As a result, office staff must verify all absences and classify them as excused or unexcused. California Education Code 46010 defines only the following reasons as **excused absences** from school:

- ◆ Illness
- ◆ Funeral service (immediate family)
- ◆ Medical, dental or chiropractic appointment
- ◆ Quarantine
- ◆ Religious Observance
- ◆ Court appearance

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence (AR 5113)

Absence and Tardy Reporting

A student's absence from school must be verified by parent/guardian with a written note on the date they return to school or phone call to the school within 24 hours of the absence.

A verification of the reason for absence shall not be accepted after 20 school days after the occurrence or 14 calendar days after the last school day of the school year (Ed. Code 46015)

Absence 24 hour Reporting Line: (408) 341-7041

Information needed: Child's name, grade, name of parent/guardian reporting, dates absence(s), and reason for absence.

Illness

For health and safety purposes, students who exhibit any of the following symptoms should not be sent to school:

- ◆ A fever or more than 100 degrees
- ◆ A productive cough with yellow or green nasal discharge
- ◆ Eyes that are red, swollen, crusty, draining, or oozing
- ◆ A severe sore throat
- ◆ Diarrhea, nausea, or vomiting
- ◆ Head lice (*notify school immediately*)
- ◆ Contraction of a childhood communicable disease such as chicken pox, measles, or mumps (*notify school immediately*)
- ◆ An untreated infectious illness such as upper-respiratory infection, pink eye, strep throat, or bronchitis (*notify school immediately*)
- ◆ Rash of unknown origin (not diagnosed by a health care provider)
- ◆ Acute, severe earache or purulent drainage from ear
- ◆ Severe toothache
- ◆ Pain that does not subside after resting

If a student exhibits any of the above symptoms, the office staff notifies the parents and requests that the child be taken home.

A child diagnosed with a bacterial infection should return to school only after receiving at least 24 hours of antibiotic therapy **and** has been 24 hours without a fever (excluding fevers controlled by fever reducing medication, i.e. Tylenol).

In physician-confirmed cases of childhood communicable diseases, some bacterial infections, and/or head lice, the office staff sends home an exposure notice. Be sure to read the notice carefully as it contains detailed information on symptoms and the incubation period.

School Attendance Review Board (SARB)

Students who fall under the truancy law (Ed. Code. 48260-48263) shall be reviewed according to law and the rules and regulations established by local board policy. This review process may include a referral to the district SARB, a panel of district and community representatives.

**Truant Defined:* The student was absent from school without a valid excuse for three days or was tardy or absent for more than a 30-minute period during one school day without a valid excuse on each of the three days, or any combination thereof. This is the first truancy. After the first three unexcused absences, each unexcused absence or tardy over 30 minutes that follow count as one more unexcused absence. These are the second, third, fourth, etc. trancies.

**Habitual Truant Defined:* Any student is deemed a habitual truant who has been reported absent without valid excuse for three days or was tardy for more than 30 minutes, or any combination thereof, had a letter sent to the parent or guardian, and has had three more unexcused absences or tardies over 30 minutes, or combination thereof. A district employee has made a conscientious effort to hold a least one (1) conference with the student and his/her parent or guardian, after filing reports required by Education Codes 48260-48261.

Purpose of SARB

1. To identify and provide coordinated district and community services to assist parent(s) and student when the student is truant or has school behavior problems.
2. To ensure that appropriate District and community resources have been used prior to referral to the judicial system.
3. To consider the following options if District and community resources are unable to correct school attendance or behavior problems:
 - Propose the use of alternatives to the juvenile court system
 - Refer the student and parents to the Santa Clara county District Attorney's Office

Tardies

Unless approved in advance, the failure of a student to be in the assigned classroom at the second bell will receive an unexcused tardy. When a student is tardy in excess of 30 minutes on three or more days in a school year, the student is considered, a legal truant (Ed. Code 48260)

Unexcused or unverified absences are absences for reasons not approved under State guidelines. All absences are recorded on a daily basis. California law (Ed. Code 48260) states that a child is considered truant if he/she has three or more unexcused absences in one year. Students with excessive absences will be referred to the School Service's office, which may result in a home visit and/or referral to the School Attendance Review Board (SARB)

Questionable/Excessive Absenteeism: When a student's total number of absences is in excess of eight days of his/her enrollment of the current school year due to illness and verified by approved methods, any further absences for illness must be verified by a physician, school nurse, or other school personnel. Failure to provide verification by the physician or school nurse/personnel will result in these absences being recorded as unexcused.

Communication

The most important way to ensure a child's success and positive school experience is through good communication. Without it, we all miss out on enriching opportunities. Be sure to do your part by reading all information in the weekly envelopes, stopping by the bulletin boards daily, attending monthly PTA meetings, and asking questions. Lynhaven School staff and PTA board members are happy to answer any questions you might have.

Concerns and/or questions

Please contact your child's teacher if you have any concerns and/or questions. If you feel your attempts to resolve an issue has failed, please contact the school administrator for assistance.

Parent Communication

Every student receives a Communication folder of information the first day of school. This folder replaces the white envelope previously used. It will go home and come back every day. Daily enclosures may include class work, classroom newsletters, plus occasional community activity brochures, and flyers. The information for parents will be included every **Thursday**. The replacement fee for lost folders is \$1.00.

Health Information

First Grade Physicals (Ed. Code 49450) (Health and Safety code 321.50 and 323.5) State Law requires that each child enrolled in the first grade must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months, unless provisions for exemption have been made.

Immunizations (CUSD AR 5141.31;CUSD BP 5141.31; California Immunization Handbook)

Students entering a district school or childcare and development program, or transferring between school campuses, shall present an Immunization Record, which shows *at least* the month and year of each immunization in accordance with law. Students shall be excluded from school or exempted from immunization regulations only as allowed by law.

*A transfer student may be conditionally admitted for up to 30 school days while his/her immunization records are being transferred from the previous school.

Medication

Any student required to take medication during school hours may do so provided his or her parents and physician complete a *Medication Administration At School* form. The medication must be in its original container with clear directions on the label, including the student's name, medication name, and dosage instructions. All medication must be stored in the health office, although special circumstances may exist to allow a student to carry an emergency medication and self-administer the medication with parent/guardian and physician approval (i.e. asthma inhalers, EpiPens). A district nurse must approve any special circumstances.

Oral Health Assessment (Ed. Code 49452.8) State Law requires that each child have an oral health assessment (dental check up) by a licensed dentist or registered dental health professional or a signed waiver on file by May 31 in either kindergarten or first grade, whichever is the child's first year in public school. An Assessment completed within 12 months before a child enters school also meets this requirement.

School Health Office

Students sent to the health office are attended to by office staff. The District Health Services Department works in collaboration with all school health offices and trains district personnel in first aid, safety, and emergency procedures. A district nurse is on call for emergencies and oversees all specialized health services. The district nurse also administers the state-required vision and hearing screenings for specific grade levels and reports any concerns directly to parents.

TDAP According to State law, students entering grades 7 through 12 must show evidence of TDAP booster prior to beginning school. Failure to do so will result in the student's exclusion from school.

Tuberculosis (TB) School Mandate The TB School mandate includes all students entering Transitional Kindergarten, Kindergarten and students transferring into grades TK through 12 from outside Santa Clara County. Refer to the "Guidelines for School Entrance, TB Screening Requirement for Santa Clara County, revision October 30, 2012 for details.

Meals and Snacks

Campbell Union School District participates in the National School Lunch Program. Students may also bring cold lunches from home. We encourage students to bring a **healthy** snack to eat during the morning break. Cold milk and juice are available for a nominal fee to students with cold lunches. Information regarding school lunch procedures, use of student identification cards and payment information is sent home the first day of school and in school bulletins throughout the school year.

Free or reduced-price meals are available to students who qualify under federal guidelines. Application forms go home the first day of school and are available in the office at any time.

Lunchtime provides your child the opportunity to socialize with his/her peers as they eat independently. It is also an extension of the classroom and social learning will take place. In order for your child to be as successful socially as they can be, **VISITORS ARE NOT ALLOWED AT LUNCH or RECESS unless approved by the classroom teacher and the administration on a special occasion circumstance.** Please be aware that the more time you spend with your child during their lunch time alters how they interact and behave with their peers. It increases the separation anxiety of yours or other children. Our number one focus is on your child's education and it's imperative that you encourage your child to be independent and learn how to eat and socialize with their fellow peers. We have ample coverage at recess and lunchtime, so your child is in good hands.

It is a difficult thing as a parent to let go, but the more you allow your child to eat on their own and socialize, the more they grow socially.

Snacks

Students may bring a **nutritious snack** from home to be eaten at the first recess. **It is strongly encouraged to avoid non-nutritious food items such as sodas, candy bars, and high fructose drinks.** Due to the fact that some food items contain red-dye, which can stain furniture, carpets, and clothing, we are asking that students **not bring Hot Cheetos or Takis** to school. We appreciate all your efforts to support your child's nutritional balance, which directly relates to their academic success. Please see celebrations section for information regarding treats.

Parent Participation

Parent involvement is highly encouraged and welcomed at Lynhaven School. Listed below are some of the existing programs in which parents participate:

Parent-Teacher Association

The Lynhaven PTA aims at enhancing the educational growth of our children by sponsoring events like Stories Under the Stars, various fairs, school-wide assemblies, and book fairs. The PTA also provides funds for much-needed classroom supplies as well as fun and exciting field trips. At the monthly meetings, parents ask questions and get answers. They also find a tremendous amount of support just from talking with other parents.

School Events

Monthly events are highlighted to remind families and encourage parent involvement. The school bulletin board outside the office contains a more detailed monthly calendar highlighting school wide events, and posters to remind parents of school or district events. Our electronic marquee in the front of the school is updated throughout the month with all school events listed, as well as our school website.

School Site Council

The School Site Council is a decision-making body made up of parents, community representatives, and school staff members. The School Site Council's primary responsibility is to oversee the funds the school receives under the Local Control and Accountability Plan (LCAP). The funds are designed to improve student performance as measured by standardized tests, the District's assessment program, and classroom performance. The Council assists in developing and approving the SPSA.

Special Education Assistance/Section 504 Plans

CUSD provides specialized educational programs for students with identified learning disabilities. Some of these programs function in a special class setting and others are incorporated into the regular instructional setting. These programs require referral, assessment, and parental permission. Questions regarding special education or Section 504 procedures should be directed to the school principal.

Student Study Team (SST)

This group meets on a regularly scheduled basis to take a closer look at students who are experiencing academic and behavioral difficulties. Membership on the Student Study Team may include the school psychologist, the resource specialist, the principal, the child's teacher, and the child's parent. Remedial actions may include classroom accommodations, specific interventions, and if deemed necessary after these methods are exhausted, a special education assessment, and/or medical or behavioral evaluations may be considered.

Personal Items at School

Items that are disruptive and/or can cause a safety hazard do not belong at school. Our main responsibility is to provide an environment that is safe and conducive to learning. Specifically, Campbell Union School District prohibits the following items **on school campuses**:

- ◆ All weapons or devices that may be used to harm others. This includes chains that may be attached to wallets, toy guns, tools, etc.
- ◆ Matches, lighters, firecrackers, BB shot, knives or fireworks.
- ◆ All controlled substances such as tobacco, drugs, or alcohol.
- ◆ Mopeds, skateboards, scooters, rollerblades or rolling athletic shoes, or any motorized vehicle.
- ◆ Tape or CD players, radios, walkie-talkies, headsets, and cameras.
- ◆ Toys, (such as balloons, silly string, cards, dice, pogs, fidget spinners, etc.) including electronic computer games.
- ◆ Permanent markers, whiteout, aerosol spray cans, hairspray, perfume, cologne, aftershave lotion, etc.
- ◆ Large amounts of money, card collections, etc.
- ◆ Laser pointers
- ◆ Radios, CD players, DVD's, IPOD's, cameras and other expensive equipment
- ◆ Unauthorized athletic equipment
- ◆ Live animals cannot be brought to school unless a previous arrangement has been made with the teacher and site administrator
- ◆ Gum, sunflower seeds, or other food items that are not common to a child's lunch

School personnel may also confiscate permitted items that are used inappropriately.

Cellular Phones

Campbell Union School District permits students to bring cellular phones to school, however, students **may not use** cellular phones during the school day. As stated in District policy, cellular phones must be turned off during the school day. Students who violate this policy may be subject to disciplinary action.

The District assumes no liability for the loss or theft of cellular phones and/or and electronic devices.

School Property

Students are responsible for all textbooks, library books, desks, and all other types of property issued to them during the school year. The school will solicit replacement costs in the event of loss or damage. Grades and/or transcripts may be withheld until payment has been made.

School Safety and Student Discipline

Appropriate Attire

The home is the most encouraging environment for setting appropriate appearance standards. While we recognize the importance of individual expression, there clearly are certain styles that are not conducive to an educational environment. Students are expected to comply with the following:

- ◆ A student's hairstyle, clothing, and jewelry, should not distract others from learning.
- ◆ Makeup is not allowed at school
- ◆ Clothing with printed vulgarities and/or drug and alcohol-related themes are not acceptable.
- ◆ Ripped shirts, jeans, or shorts are not allowed
- ◆ Skin-tight or excessively baggy apparel, shorts shorter than fingertips when standing, bare midriffs, mini-skirts, and loose-fitting tank tops are not appropriate.
- ◆ Students must wear shoes at all times. Students' sandals must have closed toes and back straps. Flip-flop sandals are not allowed.
- ◆ Although hats may be worn outdoors, students may not wear hats or sunglasses in any classroom or building on campus. **(Governing Board Administration Regulation 5132)**

Gang Related Apparel

Lynhaven School prohibits students from wearing gang-related apparel. Gang-related apparel is defined as clothing worn for the purpose of intimidation and/or exhibiting affiliation with gangs:

- Clothing or shoes with insignias, symbols, and/or numeric references to gangs
- Clothing or shoes with violence or violence related themes
- Clothing or shoes with printed logos depicting gang-related behavior
- Clothing with weapons or weapon-related themes
- Clothing such as jumpsuits, overcoats, shoes or other seasonal items worn for the purpose of intimidation and/or exhibiting affiliation with gangs
- Clothing all in one color worn for the purpose of intimidation and/or exhibiting affiliation with gangs
- Other gang regalia known by school officials and/or local law enforcement to be associated with gangs.

Campus Safety

Campbell Union School District makes every effort to maintain a safe, positive school environment that promotes student welfare and academic achievement. The District expects students to make good use of learning opportunities by demonstrating regular attendance, appropriate, conduct, and respect for others. Students who jeopardize the safety or welfare of others on campus shall be referred to an administrator for disciplinary action, including involvement of local law enforcement agencies when necessary.

The Governing Board recognizes that incidents may occur which jeopardize the health, safety and welfare of students and staff and which necessitate the search and seizure of students, their property, or their lockers by school officials. School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The parent/guardian of a

student, subject to an individualized search, shall be notified by the district as soon after the search as possible.

Law enforcement officers have the right to interview and question students on school premises. Police officers, officers of the juvenile court, and other authorized law enforcement officials have an absolute right to enter a school to take a student into custody or to make an arrest of a student.

Campbell Union School District works closely with local law enforcement agencies in the preparation, review, and annual adoption of school safety plans. In emergency situations, which may pose a threat to campus safety, local police will work closely with school staff and will direct all safety and security operations. In order to ensure student safety, all school personnel, students, and parents must comply with the law enforcement directives in such emergency situations. Non-school personnel, including parents, will not be permitted on school grounds or access to students until the police have determined a threat to safety no longer exists.

(Governing Board Policies and Administration Regulations 5131.4, 5145.11, and 5145.12)

Emergency Procedures

All schools in the Campbell Union School District follow established procedures during emergencies. Emergency preparedness includes monthly school-wide drills. These drills help both staff and students to be better prepared should an emergency situation arise.

In the case of an area-wide emergency situation, the superintendents of all school districts act as emergency officers for their respective districts. If the school superintendent declares a state of emergency during school hours, all students will be required to remain at school or an alternate safe site supervised by district personnel. The students will be released at regular dismissal time only if it is deemed safe. At that time, students will be released to authorized adults only (the parent, legal guardian, or adult listed on the Personal Information Form). Refer to the Personal Information Form section on page 4-5. If bussed students are on their way to school during an emergency, the bus will continue to school. Students walking to school during an emergency should proceed to school. Likewise, if they are on their way home, they should continue home.

Expected Behavior

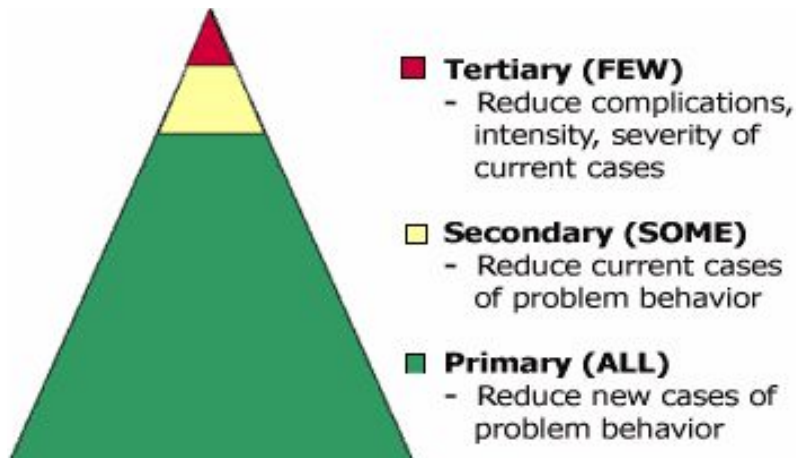
In order to provide an effective learning environment for all students, Lynhaven staff works in collaboration with students and parents to provide a predictable, positive, safe, and consistent school environment.

Students who engage in inappropriate or disruptive behavior, fail to follow classroom or school rules, or refuse to abide by the directions of school officials while at school will be subject to disciplinary actions by their teachers and/or school administration.

Students who harass, bully, or otherwise intimidate other students shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion.

Positive Behavior Intervention System (PBIS)

At Lynhaven we have developed a systems approach to establishing the positive social culture and behavioral supports needed to support an effective learning environment for all students. We have a three-tiered approach:



ALL Students-Primary

Consistent expectations
Consistent school wide lesson plans-common areas
Common understanding-Major/Minor behaviors
Consistent Referral Process
Positive Environment-Regular Recognition
Lynx Center
Problem Solving Strategies
Respectful Communication

Secondary and Tertiary

Check-in-Check-out
Individualized Behavior Plans (tiered approach)
Intervention Team
Possible Student Study Team
Behavior Contract

Primary Preventions & Interventions

Our expectations are that students, staff, parents, and community:

**Act Responsibly
Behave Respectfully
Care for all**

Students in grades TK-5 may earn a Paw Print when recognized by any staff member for positive behavior, which are focused around our ABC's. We encourage recognition at home for Paw Prints students bring home.

General Procedures for Dealing with Problem Behaviors

- Observe problem behavior
- Problem solved by student "Respectful Communication"
- Problem identified as minor or major (see page 15)
 - Minor: Classroom teacher and/or yard duty handles
 - Major: Classroom teacher and/or yard duty go through the referral process to the office
- See flow chart for referral process (see page 16)

Common Definitions

In order to provide clear and consistent consequences for violations in behavior at School Name, we have developed common definitions for identifying behaviors.

| Minor Behavior Problem | Major Problem Behavior |
|---|--|
| Inappropriate Language: Student engages in inappropriate language not directed at an individual or group. | Abusive Language: Student directs inappropriate or abusive language at an individual or group. |
| Physical Contact: Student engages in non-serious, but inappropriate physical contact such as bumping in line, pushing, shoving, etc. | Fighting/Aggression: Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, etc.) |
| Defiance: Student engages in brief or low-intensity failure to respond to adult requests. | Overt Defiance: Refusal to comply after 3 requests (refuses to comply with stated consequences – see flow chart). |
| Disruption: Student engages in low-intensity, but inappropriate disruption. | Major Disruption: Student engages in inappropriate disruption that affects the learning environment. |
| | Harassment / Bullying: Student delivers disrespectful messages (verbal or gesture) to another person that includes threats and intimidation, obscene gestures, pictures or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; and may or may not be sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters. |
| Dress Code: Student wears clothing that is not within, the dress code guidelines defined by our school/district. | Dress Code: Student is unable to comply with dress code guidelines defined by our school/district without family intervention. |

| | |
|---|--|
| Property Misuse: Student engages in low-intensity misuse of property. | Property Abuse: Student participates in an activity that results in destruction or disfigurement of property. |
| Technology Violation: Student engages in non-serious but inappropriate use of cell phone, pager, music/video players, camera, computer, etc. | Technology Violation: Student engages in inappropriate, intentional use of cell phone, pager, music/video players, camera, computer, etc. |

“Respectful Communication” Problem Solving Strategy

Students interact in scripted dialog to accomplish the following:

- 1) Allow for the undesired behavior to stop—“When you.....”
- 2) Allow the child to express their feelings---“I feel.....”
- 3) Allow for students to use language to express frustrations--- “Next time can you....”

Violations and Consequences

Depending on the behavior, one or more of the following actions may be taken by school officials. The frequency and severity of student behaviors will determine the level of intervention or discipline administered:

1. **Suspension:** Suspension is the temporary removal of a student from ongoing instruction. Students may be suspended (or recommended for expulsion) for any of the acts summarized below (Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7)
 - a.1. Caused, attempted to cause, or threatened to cause physical injury to another person.
 - a.2. Willfully used force or violence upon the person of another, except in self-defense.
 - b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
 - * Possessing an explosive as defined in 18 USC 921.
 - c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.
 - d. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or any intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
 - e. Committed or attempted to commit robbery or extortion.
 - f. Caused or attempted to cause damage to school property or private property.
 - g. Stole or attempted to steal school property or private property.
 - h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
 - l. Committed an obscene act or engaged in habitual profanity or vulgarity.

- j Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l Knowingly received stolen property or private property.
- m Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p Unlawfully offered, arranged to sell negotiated to sell, or sold the prescription drug Soma.
- q Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- r Engaged in an act of bullying, including cyber bullying, directed toward a pupil or school personnel. For the purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or groups of pupils as described in subdivision (k) or in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in a benefit from the services, activities, or privileges provided by a school.
 - (2) (A) "Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or

other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- (i) A message, text, sound, or image
 - (ii) A post on a social network Internet Web site, including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonates a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, threat the pupil was or is the pupil who was impersonated.
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile using a likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 - (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his other age, or for a person of his or her age with his or her exceptional needs.
- s A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless the act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occurs at any time, including, but not limited to, any of the following:
- While on school grounds
 - While going to or coming from school
 - During the lunch period whether on or off the campus
 - During, or while going to or coming from, a school sponsored activity

Education Code [48900.5 \(a\)](#) Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons. To correct the behavior of any student who is subject

to discipline, the Superintendent, or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified.

When other means of correcting a student's behavior are implemented prior to imposing suspension upon the student, including supervised suspension, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record (Education Code [48900.5](#))

Other means of correction may include, but are not limited to the following:

1. A conference between school personnel, the pupil's parent or guardian, and the pupil.
2. Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
3. Student Study teams or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
4. Referral for a comprehensive psychosocial or psycho-educational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
5. Enrollment in a program for teaching pro-social behavior or anger management
6. Participating in a restorative justice program
7. A positive behavior support approach with tiered interventions that occur during the school day on campus
8. After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups. (Education Code [48900.5](#))
9. Detention after school hours
10. Community Service during non-instructional periods

48900.2 Committed sexual harassment (Grades 4-8 only)

48900.3 Caused, attempted to cause, or threatened to cause, or participated in an act of hate violence (Grades 4-8 only)

48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils that materially disrupts class work, creating substantial disorder, or creates an intimidating or hostile educational environment (applicable to grades 4 and above only)

48900.7 Made terrorist threats against school officials and/or school property

2. Expulsion: Expulsion is the removal of a student from ongoing instruction in the district for a specific length of time. Pursuant to State law and District policies, the principal of a school may recommend or be required to recommend expulsion of a student, but only the Governing Board may expel a student.

◆ **Mandatory recommendation for Expulsion/Mandatory Expulsion**

- Sale, possession or furnishing a firearm
- Brandishing a knife at another student

- Selling a controlled substance
- Committing or attempting to commit a sexual assault or sexual battery
- Possession of an explosive
- ◆ **Mandatory recommendation for Expulsion/Discretionary Expulsion**
 - Causing serious injury to another person, except in self-defense
 - Possession of a knife or other dangerous object of no reasonable use to the pupil
 - Unlawful possession of any controlled substance except for the first offense for the possession of not more than one (avoirdupois) ounce of marijuana, other than concentrated cannabis
 - Robbery or Extortion
 - Assault or battery of any school employee

Recess Restriction

Teachers and site administrators may restrict a student's recess time under the following conditions when s/he believes that this action is the most effective way to bring about improved behavior, subject to the following conditions:

- ◆ The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
- ◆ The student shall remain under a certificated employee's supervision during the period of detention.
- ◆ Teachers shall inform the principal of any recess restriction they impose and it is not to exceed half of the time allotted for recess.

(Governing Board Administration Regulation 5144)

Detention After School

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day.

If a student will miss his/her bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parent/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee speaks to the parent/guardian.

Students shall remain under the supervision of a certificated employee during the period of detention.

(Governing Board Administration Regulation 5144)

Zero Tolerance

The Governing Board supports a zero-tolerance approach to serious offenses in accordance with state and federal law. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy and administrative regulation as cause for suspension or expulsion.

Zero-tolerance requires a mandatory suspension and recommendation for expulsion of students who possess, sell or furnish a firearm, brandish a knife, sell a controlled substance, commit or attempt to commit a sexual assault or sexual battery, or possess an explosive. (Education Code [48915](#))

In addition, the Campbell Union School District has adopted countywide Zero-Tolerance Policy in conjunction with our local law enforcement agencies. This policy states that weapons are not tolerated on any school district campus. We will report any student who breaches this policy to the appropriate law enforcement agency. The student is then subject to disciplinary action up to and including expulsion from the district.

State law expressly prohibits firecrackers, knives, firearms or imitation firearms, weapons or other dangerous objects, tobacco, alcohol and other controlled substances from school grounds. Possession of any of these items will lead to disciplinary action, including suspension and/or expulsion.

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the period of suspension or expulsion.

Other Important Information

Annual Parental Notifications

At the beginning of every school year, Campbell Union School District distributes the Parents Rights and District Code of Conduct. Please review these documents carefully. Questions may be directed to either the school principal or to the Director of School Services at 341-7000 extension 6250.

Celebrations: We encourage parents to attend classroom academic celebrations and holiday parties. This builds a sense of community and shows your child that you value their hard work and accomplishments. Birthday celebrations are allowed in class provided that you have confirmation with the teacher 24 hours in advance to coordinate an appropriate time that causes the least amount of disruption. Birthdays should be celebrated outside of school. **Balloons are not permitted in the classroom and if brought to school, will remain in the office until dismissal. Gifts and treat bags are not allowed at classroom birthday celebrations.**

As per our 5210 healthy eating program, we encourage families to bring healthy treats to school to celebrate birthdays, if they chose to. Examples include fruit cups, cheese, crackers, yogurt, popcorn, etc. Cupcakes are not allowed at school celebrations.

Classroom Computers/Internet Access

Computers, printers, and internet access are available in every classroom at Lynhaven. Internet access allows for expanded and global educational opportunities for students. A signed Internet Use Agreement must be on file before a child may explore the internet. Lynhaven School is proud to host a web page through the District's home page:

<https://lynhaven.campbellusd.org>

Homework

Homework assignments are designed to extend and practice what has been learned in the classroom, and students should be able to complete the homework assignments independently. Parents, or persons assisting with homework, may notify their children's teachers if the children struggle with completing the homework assignments independently, as this may highlight for the classroom teacher areas needing additional focus.

Homework/Makeup Work

K-2 10-20 minutes (plus nightly reading)
3-6 60 minutes (including nightly reading)
7-8 60-120 minutes (including nightly reading)
(Administrative Regulation AR6154)

Library

Lynhaven's library contains many books and reference materials, including a special section of donated materials on parenting. Each classroom has a regular schedule for visiting the library. Our librarian instructs students on using the library, caring for books, using reference materials, and using the computer retrieval system.

Lost and Found

The Lost and Found is located on the hooks, outside the school office during school hours. Parents should be sure to write their child's name or initials in permanent marker on all personal belongings such as backpacks, lunch boxes, sweaters, coats, hats, and bicycle helmets. Unmarked items left outside the classroom will end up in the Lost and Found.

Students and/or parents may claim articles before or after school, or during recess or lunch. Small items that are found and brought to the office like rings, wallets, key chains, and calculators and electronics are kept in the office. After a reasonable time period, Lynhaven School donates unclaimed items to charity. Families will receive a warning that items will be donated via the school newsletter which comes out every Thursday online.

School-Based Assistance

The Lynhaven School staff recognizes that not all children learn in the same way. In order to assist students who may be experiencing difficulty, Lynhaven School teachers adjust either assignments or the classroom environment to meet students' unique needs. They work with parents to design reinforcement systems and develop learning and/or contracts. Teachers also refer students to administrators and other support personnel when necessary.

School Materials and Supplies

The Governing Board furnishes assigned books, materials and instructional equipment as needed for the educational program. Each grade level creates a suggested supply list that parents may purchase items from and donate to the classroom for their students.

Smoke Free Campus

Every school in CUSD is a smoke-free school. Smoking is not permitted at any time in any campus location.

Student Council

Under the direction of teachers and parents, the student council coordinates spirit days, fundraising activities, and offers students opportunities to give service to the school and develop leadership skills.

Lynhaven Student Recognition

Students are eligible for various weekly, monthly and yearly awards for citizenship, achievement, and attendance. Many of these will be listed in the newsletters or flyers that will be sent published electronically on our website each Thursday. We encourage all Lynhaven students to do the best they can in all areas and to share their achievements with their teachers and parents.

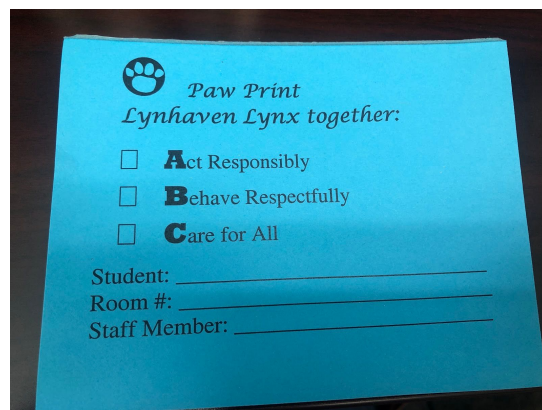
Attendance Celebration


Students who come to school on time, each day, earn prizes through our SHARP Card incentive program and will be recognized at our Perfect Attendance celebrations at the end of the year.

Behavior Recognition

Lynhaven Lynx Paw Prints: Students in grades TK-5 may earn a "Paw Print" when recognized by any staff member for positive behavior which are focused around Lynhaven's ABC's.

Lynhaven Lynx together:
Act Responsibly
Behave Respectfully
Care for All



 *Paw Print*
Lynhaven Lynx together:

Act Responsibly
 Behave Respectfully
 Care for All

Student: _____
Room #: _____
Staff Member: _____

Principal's Table

The Principal's Table is a time for teachers to reward students "Outstanding achievement or Improvement". Achievements or marked improvement must be in the area of reading, writing, math, science, English Language Development, physical education, social studies, or citizenship as determined by the monthly focus. Each month, students in grades K-5 who are selected for the Principal's Table will eat lunch with the principal. The principal will select a criterion in one of those and teachers will choose the one student who best meets that criterion to eat at the Principal's Table. The parents and students will be notified at the beginning of the month of the selected criterion.

R.A.H. (Reading at Home)

All students at (Lynhaven) are required to read nightly as part of their homework. Each child will participate in the Reading at Home (R.A.H) program. R.A.H. forms will be sent home monthly. K-1 reads for 15 minutes, 2nd read 20 minutes, and 3-5 students read for 30 minutes. Students may count the time a parent or sibling reads aloud to them as well as the time their read aloud to a parent or sibling. When a student has read for the appropriate amount of time, the parent initials the correct space on the R.A.H. form. The weekly section is cut off and returned to the classroom teacher weekly. All students who return a completed form will be eligible to participate in our monthly R.A.H. drawing for a free book.

Reclassification Ceremony

Each year second language students who achieve proficiency in the California English Language Development Test (CELDT) will be recognized at an assembly with their families in the spring.

DO YOU HAVE A QUESTION?

Parents play an active part in our district. We encourage your involvement and welcome your questions. We ask that parents address questions or concerns to the teacher and then the school administration. If, after contacting the school administration, you would like more information, please feel free to contact the following:

- | | | |
|-----------------------------|------------------------------|--------------------|
| ▪ Student issues: | School Services Dept. | 364-4200 ext. 6250 |
| ▪ Personnel issues: | Human Resources Dept. | 364-4200 ext. 7235 |
| ▪ Instructional issues: | Instructional Services Dept. | 364-4200 ext. 6245 |
| ▪ Special Education issues: | Special Education Dept. | 364-4200 ext. 6253 |
| ▪ Enrollment issues | Enrollment Dept. | 364-4200 ext. 6209 |

Please sign that you have read over this handbook with your child.

******THE CLASS WITH THE MOST SIGNED RETURNED FORMS
WILL RECEIVE A CLASS PIZZA PARTY!******

ALL STUDENTS AND FAMILIES WILL BE HELD TO THE EXPECTATIONS IN OUR HANDBOOK.

I HAVE READ THE HANDBOOK WITH MY STUDENT.

PARENT NAME-

_____ / _____
please print signature

I HAVE READ THE HANDBOOK WITH MY PARENT/GUARDIAN

STUDENT NAME-

_____ / _____
please print signature

teacher/room number