

Oakview Elementary School

2025- 26 Student & Parent Handbook



Dr. Keith Wolfe, Superintendent

Dr. Julie Lyon, Assistant to the Superintendent

Mr. Joshua Stonebraker, Elementary Principal

**OAKVIEW ELEMENTARY SCHOOL
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LAKEVIEW SCHOOL DISTRICT

2025-2026 School Calendar
Approved: February 27, 2025

July 2025						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2026						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Wednesday, Thursday	August 20, 21
Thursday	August 21
Friday	August 22
Monday	August 25
Friday	August 29
Monday	September 1
Friday	October 10
Monday	October 13
Tuesday	October 28
Thursday	November 6
Friday	November 7
Wednesday	November 26
Thursday-Monday	November 27-December 1
Tuesday	December 2
Monday-Friday	December 22-January 2
Monday	January 5
Friday	January 16
Monday	January 19
Wednesday	January 21
Friday	February 13
Monday	February 16
Friday	March 13
Monday	March 16
Monday	March 30
Thursday-Monday	April 2-6
Tuesday	April 7
Friday	May 8
Monday	May 25
Friday	June 5

Teacher In-Service Day-no students
Meet & Greet and Meet the Sailors;
Staff works to 6pm
Teacher In-Service Day-no students
First Student Day
Early Dismissal for students; full day for staff
Labor Day Weekend - no school
Act 80 Day - no students
Columbus Day - no school
End of First Nine Weeks
Parent/Teacher Conferences 4-6pm;
Staff works to 6pm
Act 80 day -no students
Early Dismissal
Thanksgiving Vacation - no school
Classes Resume
Christmas Vacation - no school
Classes Resume
Teacher In-Service Day -no students
Martin Luther King Jr. Day-no school
End of First Semester
Teacher In-Service Day -no students
President's Day - no school
Act 80 Day - no students
Spring Break - no school
Snow make up if needed
End of Third Nine Weeks
Easter Vacation - no school
April 2 - snow make up if needed
Classes Resume
Act 80 Day - no students
Memorial Day - no school
Last Student Day/Early Dismissal/Graduation

- Teacher In-Service Day (no school for students)
- Early Dismissal-MHS-11:30 am OV-11:40 am
- First Day of School
- Last Day-Early Dismissal -MHS-11:30 am OV-11:40 am
- School Closed/Holidays
- Act 80 Full Day (no school for students)
- Parent/Teacher Conferences

Teacher In-Service Days -
August 18; August 19 (work to 6pm-early dismissal on
November 27); August 20; January 16; February 13
Act 80 Days - October 10; November 7; March 13; May 8
Parent/Teacher Conferences - November 6 (work to 6 pm-
early dismissal on June 3)

Month	Student Days	Teacher Days
August	5	8
September	21	21
October	22	22
November	17	17
December	14	14
January	18	19
February	18	19
March	21	21
April	19	19
May	20	20
June	5	5
Total	180	185

Lakeview School District Mission Statement

“In partnership with families and the community at large, the Lakeview School District’s mission is to prepare our students to achieve their fullest potential in a global society by providing our students a rigorous and comprehensive education in a safe and stimulating environment committed to excellence.”

Lakeview Vision Statement

"As our educational foundation, the Lakeview School District will utilize Pennsylvania State Standards as our guiding force in educational programs. We will strive for high levels of achievement by using purposeful, data-based instruction. Educational programs will meet the various needs of students in order to continuously improve student achievement. Educating Lakeview students will be a shared responsibility among all stakeholders: students, parents, teachers, support staff members, administrators, Board of School Directors and members of the community. High quality and relevant professional development will provide administrators, teachers, and support staff members with the tools and knowledge required to sustain and enhance the District’s ability to deliver a high-quality program that promotes educational excellence."

NOTICE OF NONDISCRIMINATION

Lakeview School District does not discriminate on the basis of sex, and prohibits sex discrimination, including sex-based harassment, in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681 *et seq.*, and its regulations, 34 C.F.R. Part 106. Individuals may report concerns or questions to the District’s Title IX Coordinator Mr. Curtis Ace, Lakeview Middle School Principal. c_ace@lakeview.k12.pa.us or 734-376-7911 Ext. 2137. The District’s full Title IX Notice of Nondiscrimination is located at www.lakeview.k12.pa.us.

Faculty & Staff

ADMINISTRATION	KINDERGARTEN TEACHERS
Dr. Keith Wolfe - Superintendent	Mrs. Melissa Moore
Dr. Julie Lyon - Assistant to the Superintendent	Mrs. Katherine Rairigh
Mr. Joshua Stonebraker - Elementary Principal	Mrs. Sara Saylor
Mrs. Alyse Mundt- School Psychologist	
Mr. Mark Kinney- Maintenance & Transportation	FIRST GRADE TEACHERS
Mrs. Darlene Wendrock - Food Service Director	Mrs. Allison Godfrey
Mr. Jim Strawbridge - Custodial Services Director	Mrs. Lori McCartney
Mr. Christopher Heck-Technology	Mrs. Emily Powers
	SECOND GRADE TEACHERS
ELEMENTARY OFFICE PERSONNEL	Mrs. Stef Beightol
Mrs. Julie Oliver - Administrative Assistant	TBD
Mrs. Angela Grim - School Nurse	Ms. Patricia Sefton
Ms. Sarah Black - Health Assistant	
	THIRD GRADE TEACHERS
OAKVIEW MAINTENANCE	Mrs. Lisa Dye
Mr. Lucas Figley	Mrs. Tammy Rose
	Mrs. Jamie Wagler
GUIDANCE COUNSELOR	
Mrs. Lorraine Rutter	FOURTH GRADE TEACHERS
	Mr. Gary Burke
Mental Health Services	Mr. Bob Foust
Christina Greggs-MHY	Mrs. Jessica McElroy
SPEECH AND LANGUAGE CLINICIAN	FIFTH GRADE TEACHERS
Mrs. Kim Bailey	Mrs. Kerri Canfield
Mrs. Mary Jane Yard	Mrs. Rebecca Montgomery
	Mrs. Ashley Sealand
SPECIALS AREA TEACHERS	
Mr. Garrett Blaschak - Physical Education	TITLE I
Mr. Adam Kemmerling - Art	Dr. Alyssa Saeler
Mr. Doug May - Band	Mrs. Darcie Shaffer
Mrs. Kristen Patton - Music	Mrs. Jamie Wagler
Mrs. Jenn Redfoot - Library	
Mrs. Audra Shontz - STEM/Content Support	BEHAVIOR SPECIALIST
	Kelly Knoch
GIFTED & LEARNING SUPPORT	
Mrs. Erin Figley	SCHOOL RESOURCE OFFICER
Mrs. Lisa Herrick	Officer Chris Filer
Mrs. Wanda Wagner	
Mrs. Becki Williams	DAILY SUBSTITUTE
TBD	Mrs. Kelli Sereday

SUPPORT STAFF	
Ms. Jessica Brown-Bence	
Mrs. Tammy Johnson	
Mrs. Kristina Kunkle	
Mrs. Brenda McClelland	
Mrs. Sheila McJunkin	
Mrs. Tiffany McJunkin	
Mrs. Casey McNeish	

OAKVIEW'S DAILY SCHEDULE

7:50 AM - 8:15 AM - Students arrive and report to classrooms

8:17 AM - Morning announcements

8:20 AM - Classes begin

3:05 Afternoon Announcements/Dismissal

3:15 PM - Buses depart

Arriving between 8:20 - 10:00

Tardy

Arriving after 10:00

½ Day Absence

Arriving after 1:00

Full Day Absence

Leaving before 10:00 am

Full Day Absence

Leaving between 10:00 and 1:00

½ Day Absence

Leaving after 1:00

Early Dismissal

USE OF ARTIFICIAL INTELLIGENCE (AI) AND EMERGING TECHNOLOGIES IN THE CURRICULUM

As part of our commitment to providing a relevant and future-focused education, the Lakeview School District may incorporate new and evolving technology resources into classroom instruction. This includes tools and platforms that utilize Artificial Intelligence (AI) to enhance learning experiences, support personalized instruction, and improve student outcomes.

Families are advised that such technologies may be introduced as part of the curriculum throughout the school year. In the interest of transparency and informed engagement, all approved software and digital resources—including those involving AI—will be listed on the district website under the *Current Software List* section.

We encourage parents and guardians to review this list periodically and to contact their child's school with any questions or concerns regarding the use of these educational technologies.

ARRIVALS AND DEPARTURES

1. Students may enter the building at 7:30 AM. If students enter the building before 7:50 AM, they enter through the front entrance and report directly to the multi-purpose room.
2. If a parent wishes to pick-up his/her child at the end of the day, a note to the child's teacher will ensure that the student is escorted at the end of the day.
3. If a parent wishes to pick-up his/her child every day, a note to the child's teacher or completing the Google form stating that this arrangement will begin on a designated date and continue throughout the year will ensure that the student is escorted to the dismissal point to meet the parent or identified adult who is taking the child home. You will be issued a pick-up tag to be presented when leaving with your child.
4. If a parent decides to pick-up his/her child after the child has already gone to school, please contact the office before noon to sign the *End of the Day Pick-up List*.
5. **IF A CHILD HAS NOT GIVEN THE TEACHER A NOTE FROM AN AUTHORIZED ADULT NOTIFYING THE SCHOOL OF HIS/HER PICKUP, THE CHILD WILL BE PUT ON THE BUS TO GO TO THE CHILD'S USUAL DESTINATION.** We will not follow a child's instruction to keep him/her off of the bus because they believe a parent is coming to pick them up.
6. Once dismissal has begun, we cannot call children back into the school without causing confusion. Parents may not drive into the rear parking lot or park in the rear parking lot at the end of the day.
7. No one with the exception of school personnel may take children from the buses while they are parked at Oakview.

8. If it is necessary for a parent/authorized adult to pick up a child during the day, please notify your child's teacher with a note including the anticipated time of the pick-up. The child will be sent to the office by the teacher at the time indicated on your note. If the child doesn't arrive at the designated time, the secretary will call the room for the child to come to the office to leave. The parent or designated adult must sign the "Student Sign-out Folder" before the child is dismissed from school.
9. Children will not be released to adults other than parents unless the adult has been listed on the student's emergency card. Parents may call to give verbal permission for an adult to take their child from school, however office staff will ask for identification and other information before the child is released to their care. Ideally, parents should send a note with the child giving permission for the adult to take the child. Elementary children will not be released to high school siblings.
10. Students may go home with a friend as long as parental permission notes are received from both families. Unless children have the same bus and the same stop, school transportation may not be used to transport children to a friend's home.

ATTENDANCE

Absences

Pennsylvania Law requires that all children regularly attend school. State compulsory school attendance defines the following reasons as legitimate excuses for absences: illness, quarantine, serious illness or death in the immediate family, and exceptionally urgent reasons. Within the Lakeview School District, other legitimate excuses are: medical/dental appointments, authorized religious holidays, impassable roads, court appearance, and pre-approved educational travel. When requested, the office will provide parents with an educational trip form prior to an anticipated educational experience. If completed and submitted to the office prior to the experience, the educational trip form serves as a legal excuse.

When a student is absent, please follow the following procedure:

1. The student will provide the office or their teacher with an excuse from their parent or guardian indicating the child's first and last name, date of absence, and the reason for the absence. Any student failing to bring an excuse within three (3) days of his/her return to school will be issued an unexcused/illegal absence. Parents will be notified of all unexcused/illegal absences.
2. If a child is absent due to illness and is taken to a physician, please have the medical office provide the child with a physician's excuse to document that the child was seen by a doctor

3. If a student has an extended illness, the length of time necessary for recovery should be indicated on the physician's statement documenting the child's inability to attend school.

Illegal Absences

1. For all Oakview students, unexcused absences are also "illegal" absences. Students who are of compulsory school age and are illegally absent for more than three (3) days or their equivalent are "habitually truant." After a total of six (6) days of illegal absences and after proper written notice has been issued, children with excessive absences will be referred to Children & Youth Services (CYS) and parents will face possible fines from the district magistrate.
2. Our administration wants to be proactive and work with our families to address attendance issues. Our contact for accumulation of illegal absences will be as follows:
 - 1st Illegal absence - letter sent home
 - 2nd Illegal absence - letter sent home with warning
 - 3rd Illegal absence - letter sent home and request for SAIP (School Attendance Improvement Plan) Meeting, Solutions Team referral made
 - 4th Illegal absence - letter sent home/meet with building principal
 - 5th Illegal absence - letter sent home with a CYS/Magistrate referral warning
 - 6th Illegal absence - referral to CYS and district magistrate

Absent Ten (10) Days

A doctor's excuse will be required from any student who misses more than ten (10) days of school. Failure to provide the office with the required excuse will result in the issuance of an "unexcused/illegal" absence. Previous doctor's excuses are not included in the ten-day total.

The building principal has the authority to approve absences beyond 10 days without a doctor's excuse on a case by case basis due to extenuating circumstances.

Late to School/Tardy

It is important that students are on time for school as instruction begins when students arrive in their classroom. Children arriving after 8:20 AM **must be accompanied by an authorized adult who will sign him/her into school.** Tardiness is considered an absence in accordance with the following:

1. Any student arriving to school between the hours of 8:20 AM and 10:00 AM will be marked "TARDY"
2. Any student arriving to school after 10:00 AM will be marked "½ Day Absent"
3. Any student arriving to school after 2:00 PM will be marked "Full Day Absent"

If students arrive late or leave early due to a dentist or doctor's appointment, an excuse from the dentist or doctor will excuse that tardy. In the case of excessive tardies, the following procedure will be employed:

- A child may have up to 6 unexcused tardies in a year.
- At the 7th unexcused tardy, a letter will be sent to the family and a copy of the letter will be placed in the student's file as well as in the district office.
- Upon the 10th unexcused tardy, another letter will be sent to the family and placed on file. At this point the school may request an attendance meeting with the principal and family to discuss the frequency of tardies. Additional tardies may be referred to CYS and or the district magistrate per Pennsylvania law.

Notification Letters and Excessive Absences

The Lakeview School District's attendance policy allows for students to be excused from school with a parent excuse for up to 10 days each school year. The 10 "parent days" include excused days for minor illnesses and educational trips. Any days covered by a doctor's excuse will not count towards this 10 day limitation. Additional absences will require a doctor's excuse or will be counted as illegal absences. To aide our families in compliance with the district attendance policy, notification will be provided as follows:

7th/8th/9th/10th Absence - reminder letter sent home

11th/12th Absence - letter sent home for notification of illegal absences

13th/14th Absence - letter sent home, SAIP meeting request (see SAIP section of handbook)

15th Absence - letter sent home with a CYS/Magistrate referral warning

16th Absence - referral to CYS and district magistrate

Withdrawals

If you are moving from the Lakeview School District, if possible, notify the office at least 1 week prior to your last day.

BIRTHDAYS AND CLASSROOM PARTIES

Classroom parties have a place in a child's education as a method of developing social skills. Oakview has 3 designated social events each year, Halloween, Christmas, and Valentine's Day. Any student(s) whose family/personal convictions or religious beliefs prohibit the participation in a holiday event will be excused if they present a parental note to that effect. As this type of social activity can also take away from the educational process; any additional social activities occurring during the school day must be approved.

BULLYING PREVENTION PROGRAM

Lakeview School District cares about the safety and well-being of our students. We want to make sure our school is a good place for students to learn. To do this we are going to be using two programs called Second Steps and PBIS.

Bullying should not be seen as “kids being kids” or something that students just need to deal with. Having a safe school experience is something that all students should be able to enjoy.

BUS TRANSPORTATION

Bus transportation is a privilege, not a right. A safe and efficient bus program requires the cooperation of students, parents, bus drivers, bus company owners, and school personnel.

Drop Off Location

It is your responsibility as a parent/guardian of a Kindergarten, First, or Second grade student to be at your child’s drop off location. If you are unable to be at the drop off location, it is your responsibility to make arrangements with someone to be at the location.

If no one is at your child’s stop location, the bus driver will continue with the bus route **keeping your child on the bus**. It will be your responsibility to pick up the student at the end of the bus route at Oakview Elementary School. Prior to releasing the child, a form must be signed and a record will be kept on file in the District Administration Office.

The first occurrence will result in a reminder letter regarding the importance of having someone at the stop location for your child’s safety. The second occurrence will result in a meeting with school officials to discuss the first, two incidents and determine if other transportation arrangements are necessary. On the third occurrence school officials may revoke afternoon transportation privileges and it will be your responsibility to pick up your student at dismissal.

Student Expectations

Students should follow the Sailor Code Bus Expectations that are posted on each vehicle and have been reviewed with students. The bus drivers have the responsibility to monitor student behavior on the bus. Students are to comply with their expectations. If a student is reported for a bus violation, the driver will provide a completed Discipline Referral Form to the principal. The principal will review the-discipline referral, meet with the student, and generally follow the continuum listed in the *Student Discipline Chart for Major (Office-Managed) Behaviors* in the **SCHOOL RULES AND POLICIES** section of this handbook. The principal may employ positive behavior support strategies in lieu of or in addition to the continuum. The disciplinary intervention may be subject to-change from the discipline chart.

If a child loses bus privileges, a few transitional days will be granted between the incident report and the date when the child is no longer permitted to ride the bus. This provides time for parents to arrange alternate transportation for their child.

Bus Stop Locations

The District will cooperate with parents who require students to go to a different address for child care after school. The child may be picked up at one address every day and then the child may be dropped off at a different address at the end of each day. Having a different address in the AM and PM is acceptable as long as the addresses remain consistent and on an everyday basis. The parent must request IN WRITING to the District Office that a student be reassigned to a different bus, stop, or route. This request may be granted if it is in accordance with these criteria:

- 1. The route is operated from the student's assigned school.
- 2. The route does not have to be extended or changed.
- 3. The number of students on the vehicle shall not exceed the legal limits for the vehicle.
- 4. The change does not increase the cost to the school district.
- 5. The change shall be long term except under extreme emergency conditions.

No parental note will be honored for a student to ride a different bus unless this has been approved by the administrative office. If you receive such a note, immediately send it to Mrs. Oliver. Unless the school has a note from a parent stating that the child will be transported home at the end of the day by the parent or a parent-approved designated person, the child will go on the bus. We do not follow the messages that children verbally share. If a parent calls to relay that they will be transporting the child home, we will certainly comply with their stated request.

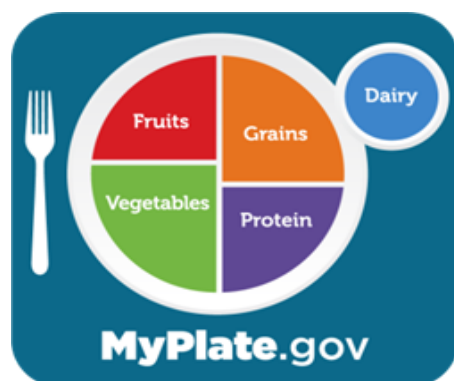
CAFETERIA

Welcome to the METZ Culinary Cafeteria : We would like to invite your children to dine with us the 2025-2026 school year in the Lakeview School District Cafeteria. View our online menus on the Lakeview School District home page, <https://www.lakeview.k12.pa.us> , Departments, Food Services. You will find new and exciting meal choices along with some of your favorites. We also have a wide variety of daily alternative meals.

Meal Prices:

Breakfast	Free
Lunch	\$2.85/day
Milk	\$0.65

What's included in Breakfast Meal? Protein and/or Grains, Milk, Fruit. Must choose three of the four food groups with one group being ½ cup of fruit.



What's included in the Lunch Meal? Protein, Grains, Vegetables, Milk, Fruit. Must choose three of the five food groups with one group being ½ cup of fruit or vegetables.

It is very important students take the full meal, so they are not charged with a la carte pricing. Students must select a minimum of three food groups and must take at least one fruit or one vegetable to make it a meal.

Free and Reduced Priced Meals:

Students may receive free or reduced priced meals based on their family's income.

Reduced meals are FREE for the 2025-2026 school year. Please check the income guideline forms to help determine if you may qualify for free or reduced priced meals. To check to see if you qualify on line go to www.schoolcafe.com to fill out an on line application. The online School Café system is easy to use and process the applications quickly. If you qualify for free and reduced priced meals in the previous school year, you are eligible for free or reduced price meals for the first 30 days of the new school year. However you still must submit an application for the remainder of the year. After you submit your application, you will receive a notification letter via email of your eligibility.

Please contact contact Darlene Wendrock d_wendrock@docs.lakeview.k12.pa.us or Deanna Hooks at d_hooks@docs.lakeview.k12.pa.us. if you need help filling out an application.

All free and reduced meal information is confidential. The status of a student's meal plan will never be made public.

Barcode Reader System:

The Barcode Reader System provides the school with a convenient ,accurate and confidential electronic tracking of student meals. This ID number will be used when purchasing meals or ala carte items and applying funds to their school meals account

therefore eliminating the need to carry money daily. Students will be issued Meal Cards on the first day of school. Each individual laminated card features a unique barcode and picture identification on the front of the card. The student will be required to carry their ID with them. Students' simply scan their ID under the card reader. The student's name, picture and meal status automatically appear on the cashier's screen. The cashier verifies a visual match between the ID and the student then begins ringing in their meal and any additional purchased items.

Managing your child's meal account:

We strongly encourage all parents to set up a school meals account to view your child's purchase/payment history, identify your child's payment status-(paid, free or reduced), receive low balance alerts to notify you to submit a payment, set up an online payment and set up purchase restrictions. You can go online to schoolcafe.com or download the app for your mobile phone for convenience.

How to Enroll:

Visit <https://www.schoolcafe.com> and Click Register for an Account. To create an account you will need your child's school name, grade level, birth date and district ID number. Provide debit or credit card information and select the automatic prepayment option if desired. When making School Café payments, please verify the correct school, Lakeview School District, is listed for your student. If it is not the correct school, please change it. Otherwise, your money will not be applied correctly.

School Cafe Questions: If you have any questions on the enrollment process, please contact the School Café customer support center Monday – Friday from 6 am to 6 pm CST at customercare@schoolcafe.com or 855-729-2328.

If you choose **NOT** to deposit payment online and are paying by check, make checks payable to: Lakeview Cafeteria and write the student's or students' name(s) and student ID# in the "memo" section of the check. If paying by cash, enclose a piece of paper with the student's or students' name(s) and ID # with the money in a sealed envelope.

Account Flag Options: We have determined the following account flags to help monitor your student's nutrition account: **Meals Only, No Extras** (Students can only purchase Meals (Breakfast and Lunch) and will not be able to purchase any ala carte entrees, snacks, or beverages). **Cash Only for Extras** (Students can only purchase extra entrees, ala carte snacks and beverages with cash only and cannot use the money on the account). **No Snacks** (Students cannot purchase bagged snacks or ice cream). Please let us know if you would like to request any of these options to be placed on your child/children's accounts.

These flags will show up on the memo screen of the register as your student goes through the line. Our cashiers are trained to diligently watch for the notifications with each child, but at times, in the efforts to serve the students quickly, an account flag may be overlooked.

Payment Option Procedures Please make sure to add money to your child's account before the start of the school year. School Café is a convenient way to keep track of your child's school meal purchases. Re-occurring payments can be set up on your child's account for a small 5% convenience fee and you may also view your child's purchases on www.schoolcafe.com with no charge to your account. In order to help speed the lunch lines to ensure all students have adequate time to eat, please make sure that payments are paid online or before/after lunch. Payments must be made online or sent in a sealed payment envelope including the student's first and last name and student ID pin number. We strongly recommend checks instead of cash. All negative balances are to be paid in a timely manner.

We are always open to suggestions and comments. On behalf of Metz Culinary crew and Lakeview School District, we look forward to serving you and your child this year.

CELL PHONES

Cell phones, when used inappropriately, can be a distraction to the educational process. As a result, personal cell phones must be stored in the student's book bag or in a classroom location designed by the teacher with the ringer off for the entire school day. Cell phones are not to be used in the cafeteria during lunch and breakfast periods, in the hallways, or during recess.

Students who have their cell phone out without permission from a member of the school staff may have their phone confiscated and held in the school office until the end of the school day or have the device taken and held in the school office until a parent/guardian comes to school to retrieve the item. Repeated use of cell phones during the school day may result in permanent loss of this privilege.

The Lakeview School District does not require students to bring cell phones to school. Owners of cell phones assume all risks of damage, theft, loss or misuse of such devices when the item is brought onto school property. The bringing of a cell phone to school is with the understanding that the student has the permission of their parent/guardian to bring it onto school property. The District holds no responsibility for damage or loss of the cell phone.

COMPUTER AND INTERNET USAGE

All students in grades K-12 will have access to the Internet and Networked Resources. The Lakeview School District has a detailed Acceptable Use of Computer Networks/Internet Policy available for your review in the office. Each teacher, student, and any parents of students who will be using the Internet and Networked Resources must sign the agreement and return it to the Principal before Internet and Networked Resources begin. The wording in the policy includes the following statements: "I understand that all communication and information accessible via the network can and will be monitored and that I have no expectation of privacy relative to using networked information resources. It is further understood that if I violate any provisions of the policy, I will be subject to discipline

including but not limited to having my access to networked information resources revoked.” Further, we have included a Code of Conduct specific to online learning which each student and guardian must sign when Chromebooks are issued. (see below)

Lakeview School District Virtual Learner and Guardian Code of Conduct

Although our classroom environment may be offered to some degree through a virtual setting, the standards of behavior are as important online as they are in the traditional school setting. As such, appropriate student behavior is expected. While working with Lakeview School District’s online resources and virtual classroom and instruction, students and guardians must agree to abide by the following rules:

Academic integrity and quality of work:

Learners in a virtual classroom will be expected to turn in their own work. Lakeview’s teachers have a number of technologies to check that student work is unique and their own. With that in mind, learners and guardians must abide by the following rules:

- Videos, pictures, or copies of either student generated or teacher work should never be shared as posts on social media, gaming networks, or elsewhere online.
- Learners should not use or attempt to access files or content that do not belong to them, or that they have no legitimate reason to access.
- Copying the work of others, allowing others to knowingly copy a student’s work, and/or misusing content from the internet would be the equivalent of being caught cheating in the traditional setting, and students may suffer the same consequences.
- Collaboration with other students is prohibited unless directed to do so by the teacher. In addition, guardians, parents, or acquaintances of the learner may not log in to a student account and complete coursework on behalf of the student.
- Students should not use excessive “slang”, written abbreviations, or language that they might use in other environments for completion of online work and graded tasks.

Digital citizenship and appropriate use of technology:

It is important to not only teach content, but also have students be aware of their actions in a virtual environment. Students and staff have rights to their own privacy that cannot be violated. Learners and guardians must abide by the following rules:

- Learners and guardians must respect the privacy of others online, and on all devices accessed or used.
- Hurtful, harassing, or threatening messages, or inappropriate photos and/or videos are in no way permissible through Lakeview’s online content.
- No pictures or videos should be taken, sent, or shared of anyone without that person’s permission. This includes your teachers.
- No comment, whether written or spoken, should be made unless you are completely comfortable with your principal and/or guardians seeing or knowing about it. This includes your Google Profile Picture.

- As a virtual learner, your communication with your teacher will be slightly different than in a traditional setting. As such, the learner's school email account must be checked on every online date of instruction, and responses should be sent to instructor questions or comments in a timely manner.
- Violations of some rules in this section may also result in violations of the Family Educational Rights Privacy Act (or FERPA), the school's anti-bullying policy, or the school's academic integrity policy, and may be subject to disciplinary action.
- If you witness anything in your virtual classroom that appears to violate any rule stated on this virtual learner code of conduct, please notify your teacher immediately.

Additional disciplinary information:

In any classroom, there is always the potential for actions that detract from the learning experience. Adding in the virtual component to our traditional classroom will cause some differences in expectations. We wanted to reassert the following:

- Being intentionally disruptive to a live class with an online account is not acceptable and may result in the same consequences as being disruptive in the classroom.
- Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the internet would be the equivalent of being caught cheating in the traditional setting, and students may suffer the same consequences.
- Disciplinary action of students in a virtual environment will be done in the same manner as students violating school rules in a traditional setting.
- Lakeview students are subject to all local, state, and federal laws governing the internet. As such, District administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through internet access.

CUSTODY/COURT ORDERS

Oakview Elementary understands that some students and families may have a court or custody order that impacts students. In this case, your child's school **MUST** have a copy of this order on hand. Please submit these documents as soon as possible as the school is legally required to follow these court or custody orders but cannot do so if we are unaware. Please bring all appropriate paperwork to the school and provide the contact information for parents/guardians who have educational rights. Unless we have copies of court orders and/or custody agreements in the office, we cannot comply with a parent's interpretation of a custody or legal situation that involves the other parent's rights. Copies of report cards, school pictures, and significant correspondence relative to the student will be shared with both parents when this is legally permissible and requested.

DRESS CODE AND UNPERMITTED ATTIRE

Tops/Bottoms

- Tank tops or cut-off shirts without tailored cuffs on the sleeves (unless worn over other acceptable tops), half shirts, see-through mesh shirts, halter tops, tube tops or any shirt that reveals skin between the bottom of the armpit and the waist.
- Tops with offensive pictures and/or sayings, “double meaning” shirts.
- Shirts that are backless and/or have cut out backs.
- Shorts, dresses, or skirts which are shorter than fingertip length, cut-off jean shorts.
- Pants with excessive holes or rips, holes that are frayed or pose a safety hazard and pants with any holes above fingertip length (which reveal skin and/or undergarments)
- Spandex shorts/pants, leggings and yoga type pants must be covered by a top that is a minimum of fingertip length in both front and back.

Additional Apparel

- Tattered clothing, clothing with revealing holes or rips
- Revealed undergarments of any kind
- Pajamas, loungewear of any kind
- Excessively dirty or foul smelling clothing
- Clothing or accessories displaying advertisements for, or logos of alcoholic products, tobacco products, drug related products and clothing depicting inappropriate references of a sexual nature or gang symbols/color are not permitted
- Articles of clothing or accessories which are inflammatory or depict objectionable materials, slogans, or pictures are not permitted. Chains (excluding jewelry) are not permitted.
- No hats, coats, bandannas and head apparel of any type or sunglasses are permitted from 8:00 – 3:15 p.m. Hats are to be removed upon entrance to the building.
- Backpacks can be used to transport books to school. Students are not permitted to carry or wear backpacks and hats during the school day. These items must remain in the classrooms.
- Footwear - Shoes or sandals must be worn at all times.
- Anything considered distracting or disruptive to the educational process is not permitted.

At the Lakeview School District, we continue to strive toward educational excellence in an attempt to provide our students with an optimal educational experience to prepare them as they enter the global community. With this being said, we also recognize as a district that times change over the life of education. As a result, the district has reviewed and altered dress code procedures with the help of a committee that consists of students, parents, teachers and administrators. It is our ultimate goal to continue our vision of

educational excellence, including the development of well-rounded students who are able to present themselves in a manner which inspires individuality, confidence and respect for themselves and others. Each student is an individual, but represents the district as a whole.

EMERGENCY EARLY DISMISSAL

Once a school day has officially begun, we will remain open until regular dismissal time. If there is an emergency, parents may choose to come to school to pick-up their child before the end of the day. Parents should come to the office to sign the child out from school. The child will come to the office to meet his/her parent and leave from the office. If you give your permission for another adult to take your child home from school during an emergency, please indicate the other adult's name on the list of authorized adults who may take your child(ren) from school. Listing adult names means that when these authorized adults come to the school, we know that they have your permission to take your child(ren) from the school. We cannot phone you to inform you that your authorized adult has picked your child up from school in an emergency situation.

EMERGENCY EVACUATION PLAN

If the school population has moved to our alternative emergency site, we ask parents to avoid coming to the emergency site to excuse your children. Moving to an alternative site doesn't indicate that the children are in danger. It does indicate that our present building is no longer suitable for lessons. In the alternative setting, school will resume. Your cooperation will help reduce confusion in what could be a stressful situation. Our concern is for everyone's safety during an emergency school evacuation. If your child has a previously scheduled doctor or dentist appointment, you can come to the evacuation site to excuse your child for the appointment.

EMERGENCY INFORMATION CARDS

Each student is required to have an emergency card on file at the school office with the following information:

1. Parent(s) or guardian(s) name(s)
2. Address and telephone number
3. Emergency contact and telephone numbers of relatives and/or family friends who have permission to pick the child up from school
4. Physician's name and telephone number along with medical alert information

FUNDRAISING

Please note that any fundraiser done outside of the school (i.e. Girl Scouts, Little League, 4-H, etc.) may not be brought to the school nor solicited in the building. Thank you for your cooperation in this matter.

GRADING SCALE

The following grading scale will be used when administering grades:

A 92-100% B 83-91% C 74-82% D 66-73% F 0-65% I Incomplete

Report cards will be sent home every nine weeks for students in kindergarten through fifth grades. If a student is not achieving on an average level during the report card period, the teacher will notify the parents via a progress report that will be sent home with the student. If you have a question about the progress report, please call or arrange a conference with your child's teacher.

HEALTH ROOM

The Lakeview Area School District recognizes that parents have the primary responsibility for the health of their children. Although it is recommended that medication be dispensed in the home, the health of some children requires that medication be dispensed at school. Whenever possible, parents are asked to confer with their doctor to arrange a medication schedule that avoids school hours. When medication absolutely must be given during the school hours, the following procedures must be followed:

1. All medication shall be brought to the nurse's office or the main office if the nurse is in another building by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy labeled container and kept in a locked cabinet designated for storage of medication.
2. Medication will be recorded by the school nurse and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.
3. All medicine (this includes over the counter medications) shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form or other written communication from the licensed prescriber
4. Prescription medication shall be delivered in its original packaging and labeled with:
 - a. Name, Address, Telephone, and federal DEA (Drug Enforcement Agency) number of the pharmacy.
 - b. Student's name.
 - c. Direction for use.
 - d. Name and registration number of the licensed prescriber.
 - e. Prescription serial number.
 - f. Date originally filled
 - g. Name of medication and amount dispensed
 - h. Controlled substance statement, if applicable.
5. Send only the doses that are to be dispensed at school. The empty container will be sent home with the student when the last dose has been used.

6. In the absence of the school nurse/health room assistant/LPN, or the school principal will administer the medicine.

We have a full-time school nurse and LPN that rotate days to provide health services for the district. First aid is provided for injuries that have occurred in school. The nurse may not treat injuries that occurred at home. The nurse cannot provide general health services for illness that require personal consultation with a physician.

Parents will be notified if a child becomes too ill to remain in school. If the parent cannot be contacted, the person who is designated as an emergency alternate will be contacted. If a child comes to the health room with a complaint of illness, the nurse will examine him/her. If the child does not have a fever or exhibit any sign of illness, he/she may rest on the health room cot. When the nurse feels that the child has regained composure, the child will be sent back to class. Parents will be notified if their child frequently visits the health room without a medical reason. We will work with you to determine what issues are prompting the child to do this.

HOMELESS STUDENTS

CHILDREN/YOUTH EXPERIENCING HOMELESSNESS

Pennsylvania's Education for Children and Youth Experiencing Homelessness Program was established to make sure homeless youth have access to a free and appropriate public education while removing barriers that homeless children face. Its goal is to have the educational process continue as uninterrupted as possible while the children are in homeless situations.

Section 725(2) of the McKinney-Vento Act¹⁰ defines “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youths who are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled-up”);
 - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - living in emergency or transitional shelters; or abandoned in hospitals;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

- Migratory children who qualify as homeless because they are living in circumstances described above.
- Unaccompanied homeless youth including any child who is not in the physical custody of a parent or guardian. This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason.

If you are aware of any children in the school district who may possibly fit the above criteria, please contact a school principal or the school district's homeless liaison:

Dr. Julie M. Lyon
724-376-7911, ext. 6026
j_lyon@lakeview.k12.pa.us

Services and support are available for these students. See Lakeview Website:
<https://www.lakeview.k12.pa.us/>

"Board policy #251: Homeless students"

Family Resources

HOMEWORK

Homework is an extension of school to reinforce class lessons and also a means to develop organizational skills. We ask your support in helping your child establish effective homework patterns. Your child should know the particular skills needed to do the assigned homework. If your child does not know what he/she is to do, please inform the teacher so misunderstandings can be clarified. Once the child has started his/her work, permit him/her to do the assignments without assistance. If your child is genuinely working at the assigned task, offer him/her the opportunity to stop after the designated amount of homework time for his/her grade level has passed. We will support you by having the children complete the work during recess. Homework should be completed within the amounts of time listed below. If this is a challenge, inform the teacher so we can discuss why it is taking so long.

- Kindergarten - 10 minutes
- Grade 1 - 15 minutes
- Grade 2 - 25 minutes
- Grade 3 - 30 minutes
- Grade 4 - 35 minutes
- Grade 5 – 45 minutes

LAKEVIEW VIRTUAL ACADEMY

Students enrolled in the Lakeview Virtual Academy may enroll in an unified arts course/courses (art, industrial art, and/or music) or other classes/supports with administrative-approval that are offered during the school day. Transportation will be provided by the family.

Lakeview Virtual Academy students and families will sign additional attendance and equipment contracts.

LIBRARY

We are proud of our Library and the materials that are housed in this center of learning. We encourage the children to borrow the materials and enjoy them throughout their elementary years. While a certain amount of wear and tear is expected, books and materials that are abused, destroyed, or lost must be replaced. The librarian will notify parents when a book has been lost or damaged. We ask parents to see that borrowed library materials are kept in a safe place and returned to school on time. Fines will be issued for lost or damaged books/materials.

LOST AND FOUND

Found items are located on the stage area of the multi-purpose room. Small items and items of value (jewelry, eyeglasses, money, etc.) can be claimed in the office. Parents are encouraged to have the children check the lost and found area when something is lost.

MAKE-UP WORK

When a child is absent, six hours of direct instruction and practice have been missed. Doing make-up work does not *make up* for the missed instruction and practice. Due to the curriculum pace established by the state standards, the class may be working on something altogether new from when the student was last in attendance. If your child missed an essential skill, he/she may be required to stay indoors during recess to work with the teacher for several days to ensure that he/she has mastered the skills that were taught during his/her absence. *Missed homework and classroom paperwork assignments are not expected to be made up unless they are essential to the particular instruction goals.* If parents feel a genuine need to acquire homework for sick children, please call the office by noon to request missed assignments and make arrangements to pick up the work.

However, we recommend that parents only request work from the school if a child has missed more than three consecutive days of school.

NEWSLETTERS

In order to support conservation efforts, we are again offering families paperless options for the monthly newsletters. The newsletters will be located on the Lakeview website at www.lakeview.k12.pa.us.

We will distribute or provide online school-wide parent letters and/or publications to the youngest child in every family rather than giving duplicates of everything to each child in a family. Information that you share on the signature page will be copied at school for your children's teachers and the office.

PARENT - STUDENT COMMUNICATION

If there is a change in 'after school' plans that impact the student's dismissal pattern, the school should ideally be informed at the start of the day. Emergency changes can be called into the office throughout the day. If a child forgets books, homework assignments, shoes, lunch, etc., we will not permit him/her to call home unless the item is of an emergency nature. If you happen to notice that your child has forgotten something, you are welcome to bring the item to the office. We will call your child to come to the office to retrieve the item. Personal classroom deliveries by parents are not permitted.

PARENT - TEACHER- PRINCIPAL COMMUNICATION

If you have a question regarding your child, please contact the teacher for clarification. The teacher will have direct knowledge of your child and is the first person with whom you should speak. Requests for a conference may be made through a note or a telephone call to the office. The teacher will respond as soon as possible to discuss the situation through a telephone call or a meeting at a mutually agreed upon time and date.

If after a meeting with a teacher, you feel that you need to speak to the principal, please call the office or send a note. After meeting with you, the principal will share your concerns with the teacher. Either the principal or the teacher will get back to you to resolve the question or clarify the situation. It is in all of our best interests to reach an understanding that meets the needs of the child as well as the expectations of the school.

PARTY INVITATIONS

Party invitations may not be distributed in school unless everyone in the room receives an invitation. Class lists (without telephone numbers or addresses) may be provided for birthday invitations, Valentines, etc.

PROHIBITED ITEMS

Electronic Devices

Students are not permitted to use electronic devices (iPods, MP3, cell phones, smart watches, radios, etc) during the school day except for health or other legitimate educational reasons approved by staff. Confiscated devices may be held in the office until the end of the day (first offense). Repeat offenses will require the parent to pick up the device. Oakview will not be responsible for lost or stolen items.

Gum

Gum may not be chewed in school or on school grounds.

Possession of Controlled Substances

The Lakeview School District prohibits the presence, use, misuse, receiving, selling, being under the influence, or distribution by students of drugs, inhalants, "look-a-likes", drug paraphernalia, or alcohol on school property, school buses, or activities under school jurisdiction. Students suspected of any illegal activities may be referred to the proper law enforcement agency. Penalties may range from suspension, assignment to an alternative educational setting, or expulsion.

Weapons/Safety

Weapons, or any instruments that could endanger the health and safety of others, are not permitted on school grounds. If a student brings a weapon onto school property, parents will be notified. School discipline procedures will be determined based on the situation and may include consequences ranging from suspension to expulsion from school. School authorities may make referrals to civil authorities for charges under the PA Criminal Code. Children may not bring dangerous instruments into the school building, on school property, onto school vehicles, or to a school activity. Please be aware the school building does utilize electronic surveillance. Electronic surveillance is used and viewed only in the protection of people and property.

RECESS

This is a scheduled social time and/or exercise time for children to play with peers. The students will follow the Sailor Code Recess Expectations. Parents may not assign their child to miss recess as a home issue or as a school punishment. All children are strongly encouraged to take part in recess unless:

1. The child has a current medical excuse stipulating that he/she needs to remain indoors. This type of excuse should have a beginning and ending date.
2. The parent requests that a child stay indoors based on a medical reason not covered by a physician's directive. This request should be on a short-term basis with a daily

note to the teacher.

3. The child stays in to complete schoolwork.
4. The child loses recess for disciplinary reasons.
5. The child needs tutoring on a particular skill and recess is the time available for the teacher.

RIGHT TO KNOW

Parents may request information from the superintendent's office regarding the teacher's qualifications including licensing, emergency and provisional status, and college major and graduate degrees. Teachers at Oakview Elementary School meet the No Child Left Behind (NCLB) requirements.

In the absence of a court order to the contrary, all parents have the right to see the educational records that the district keeps on their child. Parents wishing to review their child's records may contact the principal or the school secretary to review records under the supervision of office personnel.

SAFE 2 SAY SOMETHING

Safe 2 Say Something is an anonymous reporting system used by Pennsylvania's 500 school districts in coordination with local law enforcement and the Pennsylvania Office of the Attorney General. Students and parents can submit an anonymous tip by:

- Calling the tip line: 1-844-SAF2SAY (1-844-723-2729)
- Using the website: www.safe2saypa.org
- Using the mobile app available for Apple and Android devices

The district Safe 2 Say Something team consists of Dr. Wolfe, Dr. Lyon, Mrs. McBride, Mr. Ace, Mr. Stonebraker, Officer Hamilton, and Officer Filer.

SAIP - STUDENT ATTENDANCE IMPROVEMENT PLAN

The Pennsylvania Department of Education recommends that a plan be developed to effectively intervene and eliminate truant behavior. We require that parents communicate issues to the school and work with the school to address those issues. Every effort will be made to cooperatively eliminate truancy issues and improve student attendance. This SAIP plan is linked to the school website for parent review.

SCHOOL DELAYS, CLOSINGS, EMERGENCY DISMISSALS

In the event of deteriorating weather conditions during the day an early dismissal is possible. Please make prior arrangements for your child in the event that this may occur (i.e. go to a neighbor's or friend's house, be picked up by someone, etc.). The school WILL

NOT CALL TO NOTIFY PARENTS OF AN EARLY DISMISSAL. It is the parents' responsibility to have prior arrangements made and to keep aware of weather conditions. Inclement winter weather sometimes causes delayed starts as well as cancellations of school at Lakeview. Everyone should be prepared for the possibility of severe weather or other extenuating circumstances that could have an effect on our school day. The start of school could be delayed two hours or be canceled entirely. The decision to delay or cancel school will be made by a team of school administrators, bus contractors, and highway officials in the event that the weather could create unsafe conditions for buses to operate. The following radio and television stations will announce a Lakeview School District closing or delayed start if necessary. The announcement will be made by 6:00 AM, or as soon thereafter as possible. Listen to one of these stations if the weather is a concern.

Radio

Meadville: WMGW- 1490 AM; WZPR 100.3 FM

Pittsburgh: KDKA- 1020 AM

Sharon: WPIC- 790 AM

Youngstown: WHOT- 101.1 FM

Television

Erie: WICU-NBC 12

Pittsburgh: KDKA-CBS 2; WPXI-NBC 11

Youngstown: WFMJ-NBC 21; WKBN-CBS 27

In the event of a two- hour delay, all pick-up times and starting times are exactly two hours later than usual. Please do not call the school district. The district telephone lines are needed to maintain communications with contractors, weather sources, and for intra-district coordination of activities.

The Lakeview School District will be utilizing a calling system for school-related weather issues, emergencies, and community outreach programs for our district. Access can be made through phone messages, email, and texts. If you do not have your contact information listed at the school, please contact the Oakview office to indicate the methods you wish to be contacted.

SCHOOL PHOTOGRAPHS AND VIDEOS

Throughout the year, candid photos may be taken of students while in school. These pictures may be used on bulletin boards, newspaper, school website, the "Oakview Newsletter", etc. Please sign the permission form sent home on the first day of school designating your choice pertaining to this option.

SCHOOL RULES AND POLICIES

The Sailor Code

Be Here/Be Ready

Be Respectful

Be Safe

Be Positive

Discipline

As a building administration, it is our goal to enforce rules for the safety and success of our students, but with an eye towards correcting inappropriate behavior rather than “punishing” children. When the school rules are not followed, students may be sent to see an administrator for disciplinary reasons.

The adult (teacher, aide, etc.) who sends the student to the main office will have completed a behavior incident form. A copy of this form with a description of the incident and a response will be given to your child to share with you. Please sign and return the behavior incident form so we are aware that you have received it.

Consequences

When a student violates school rules, appropriate discipline will be utilized. The administration will evaluate any disciplinary referral to determine the appropriate consequence with consideration for: student age, disabilities, past record, attitude, and cooperation. The behavior/consequence guide below provides a general outline of our procedure for addressing student misbehavior. Students who receive a suspension as part of their consequence are not allowed to take part in any extra-curricular activities during the time of their suspension.

Level I

Definition: Misbehavior that impedes classroom learning and/or school procedures and operations. These misbehaviors are generally addressed by our faculty and staff.

Examples: Classroom disruption, lying, failure to follow directions, inappropriate language, unsafe movement in the halls, bus conduct, dress code violations, etc.

Disciplinary Actions: verbal/written warning, loss of privileges (recess, lunch seat, special programs), parent contact from teacher

Level II

Definition: Misbehavior that occurs on several occasions or presents a risk to the safety, operation, and learning environment in the school. These misbehaviors require the intervention of the counselor-or principal.

Examples: continued Level I misconduct, obscene gestures or language, disrespectful language or defiance, bullying, leaving an assigned area, bus conduct

Disciplinary Actions: loss of privileges, bus suspension, in-school suspension (partial day), parent contact with the principal.

Level III

Definition: Misbehavior that could endanger the safety of others or severely disrupt the learning environment of the school. These misbehaviors require the intervention of the principal or outside agencies.

Examples: continued Level II misconduct, intimidation, severe bullying, assaults on other students/adults in the building, terroristic threats, vandalism, indecent exposure, violation of school policies

Disciplinary Actions: loss of privileges, in-school suspension (up to 3 days), out-of-school suspension (up to 3 days), parent meeting with principal

Level IV

Definition: Misbehavior and actions which result in violence or pose a threat to the safety and welfare of others. These acts will require the intervention of the principal and/or superintendent. These misbehaviors and actions could result in immediate removal of the student from school.

Examples: continued Level III misbehavior, violations of the district's weapons, drug, or alcohol policies, assaults on other students/staff

Disciplinary Actions: confiscation, parent meeting with principal, in-school suspension, out-of-school suspension, expulsion proceedings, referral to outside agencies or law enforcement

Policies and Procedures

All school district policies and procedures (i.e. Bullying/Cyberbullying and Use of Medication) can be found on the Lakeview School District website. A link to the webpage titled 'School Policies Online' is located under the School Board tab of the district's main webpage. If you do not have access to the internet and would like a printed copy of any of the listed board policies, please notify the main office.

SECURITY

All of the elementary building doors will be locked after 8:20 AM. The students and staff may leave the building from any door during the school day, as the doors are not locked from the inside. Help us enforce this policy by your positive participation.

STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistant Program (SAP) has been developed at Oakview Elementary School to provide each student with the opportunity of receiving additional support in dealing with barriers to his or her education. A student may be referred to the program by himself/herself, a family member, a friend, or a school staff member. Upon referral, the Student Assistance Team, made up of specially trained school staff and a representative of Mercer County Behavioral Health Commission, will determine what type of action is recommended for each unique case. All referrals will remain confidential and all records will be kept separate from students' academic records.

SURVEILLANCE CAMERAS AND AUDIO RECORDING

Under Lakeview School Board Policy #816: Use of Video Surveillance Cameras the district is permitted to use video surveillance in any school building, on school district property, or on any transportation vehicle being used by the district. The district does monitor district buildings, property and transportation vehicles with surveillance cameras and individuals using any such facilities should expect that such surveillance may occur. In addition, the use of audio recordings is permitted on school district transportation vehicles (Policy #810.2: Transportation: Video/Audio Recording). If audio recording is being used on a district transportation vehicle, a notice indicating that such recording may occur will be placed within the vehicle.

TERRORISTIC THREATS

Children may not make threats of death on school property. When there is actual evidence that a student has made a terroristic threat, the following guidelines will be applied:

1. Parents will be notified.
2. The student may be immediately suspended.
3. The Superintendent will be notified of the incident.
4. Based on the circumstances of the incident, law enforcement officials may be notified.

THREAT ASSESSMENT TEAM

Protecting the health, safety, and welfare of Lakeview School District's students and staff is a top priority. The District's Threat Assessment Team is committed to assessing and addressing student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.

The Threat Assessment Team is composed of Dr. Wolfe, Mr. Stonebraker, Mr. Ace, Mrs. McBride, Mr. Blaschak, Mrs. Cebula, Mrs. Rutter, Mrs. Shetler, Officer Filer and Officer Hamilton.

If you are aware of a threat to the safety and security of our students or staff, please reach out to the school principal directly, or report the threat to *Safe2Say*.

For more information, please refer to [Policy No. 236.1](#).

VISITORS/VOLUNTEERS/CHAPERONES

Visitors, volunteers, and chaperones are always welcome. They must sign in at the office and wear a visitor badge while in the building. Visitors must have a destination and purpose for their visit. Visitors coming in to see a teacher must have made arrangements ahead of time to visit the teacher during their plan period. Please be aware the law now requires all volunteers and chaperones who have direct contact with children to obtain clearances (child abuse history clearance and state and federal criminal history checks) every 36 months.

TITLE I

The following Lakeview School District policies were approved as part of our Title I plan:



Lakeview School District District Wide Title I Family Engagement Policy

Part I. General Expectations

The Lakeview School District agrees to implement the following requirements:

- The school district will work with its schools to ensure that the required School-Level Parental Engagement Policies include a School-Parent Compact.
- The school district will incorporate this Parental Engagement Policy into its local school plans.
- The school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
- If the school or district plan for Title I is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I schools in decisions about how the 1% of Title I funds reserved for parental involvement is spent.

Title I funds may be used to pay reasonable and necessary expenses associated with parent involvement activities, including transportation, childcare, or home visit expenses to enable parents to participate in school-related meetings and training sessions.

Part II. Description of How the District Will Implement Required District Wide Parent Engagement

Policy Components

- The Lakeview School District will take the following actions to involve parents in the development of its district wide parental involvement plan:
 - o Yearly review meetings

- The Lakeview School District will take the following actions to involve parents in the process of joint development of the Title I plan:
 - Yearly summer consultation with parents while writing Title I plan
 - May district wide Title I parent meeting to review possible contents of plan

- The Lakeview School District will take the following actions to involve parents in the process of school review and improvement:
 - Distribute and analyze results of Title I parent survey at the building level
 - Distribute and discuss
 - Open invitation to school board meetings
 - Provide access to Power Parent
 - Host parent nights at each building
 - Host teacher/parent conferences
 - Support Title I Parent Advisory Committees
 - Maintain website
 - Regular meetings of comprehensive planning committee
 - Meetings held at different times of day to accommodate all parents

- Each elementary building will meet annually to review the school wide program.

- The Lakeview School District will provide the following support to assist schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
 - Sharing information through local media
 - Coordinating/hosting parent workshops and open houses
 - Providing teacher/parent conferences
 - Providing opportunities through the summer reading program, Partners Achieving Learning Success (P.A.L.S.)
 - Regular meetings of comprehensive planning committee

- The Lakeview School District will coordinate and integrate parental involvement strategies with other local agencies such as Head Start and Family Literacy.
 - Coordinate Head Start parent workshop
 - Coordinate Head Start parent integration
 - Elementary Student Assistance Program
 - Kindergarten registration day all agencies are available
 - Regular communication with the Lakeview Regional Literacy Council

- The Lakeview School District will take the following actions to conduct, with the involvement of parents, and annual evaluation of the content and effectiveness of this parental involvement policy:
 - Yearly Title I parent survey
 - Yearly parent policy review meeting

- Information gathered from parent evaluations and surveys will be used by the Title I staff to make changes to current programming and parent involvement activities. Parent involvement policies will be amended, if necessary.

- The Lakeview School District will provide assistance to parents in understanding topics such as the following:
 - o The State's Common Core academic content standards
 - o The state and local academic assessments including alternate assessments
 - o How to monitor their child's progress
 - o How to work with educators
 - o Lakeview website
 - o Title I parent workshops
 - o Teacher/parent conferences
 - o Open houses
 - o Report cards
 - o Regular newsletters/calendars
 - o Online access to the Parent Institute

- The Lakeview School District will provide materials and training to help parents work with their children to improve their children's academic achievement.
 - o Study Island
 - o Title I parent workshops (local and state-wide)
 - o Online access to the Parent Institute
 - o Monthly/quarterly newsletters/calendars
 - o School book fairs
 - o Parent/teacher conference throughout the school year

- The Lakeview School District will educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners.
 - o Attendance at conferences/workshops
 - o Act 48 committee meetings
 - o Regular staff meetings
 - o Title I meetings
 - o Parent/teacher group meetings

- The Lakeview School District along with parents will review the School-Parent Compact.

- The Lakeview School District will take the following actions to ensure that information related to the school and parent programs, meetings and other activities is sent to the parents of participating children in an understandable and uniform format including alternative formats upon request in a language the parents can understand:
 - o Monthly/quarterly newsletter/calendars
 - o Use of local media
 - o Report cards
 - o Meeting invitations
 - o Lakeview website including PowerPoint/Slides



**Lakeview School District
Oakview Elementary
Parent Engagement Policy**

Oakview Elementary School agrees to implement the following statutory requirements:

- o Oakview Elementary School will jointly develop with parents and distribute to parents of participating children a Parental Involvement Policy on which the school and parents agree.
- o Oakview Elementary School will notify parents about the Parental Engagement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- o Oakview Elementary School will make the Parental Engagement Policy available to the local community.
- o Oakview Elementary School will periodically update the Parental Engagement Policy to meet the changing needs of parents and the school.
- o Oakview Elementary School will adopt the student/parent/school compact as a component of its Parental Involvement Policy.
- o Oakview Elementary School agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) parents play an integral role in assisting their child's learning;

(B) parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

Oakview Elementary School will implement required School Parental Engagement Policy components as follows:

1. Oakview Elementary School will involve parents in the joint development of its Parental Involvement Policy in an organized, ongoing, and timely manner through the annual Title I meeting and other meetings as needed.
2. Oakview Elementary School will take the following actions to distribute to parents of participating children and the local community the Parental Engagement Policy:
 - *The School Parental Engagement Policy will be available to parents at the Title I parent meeting.*
 - *The School Parental Engagement Policy will be sent home with all students by November 30 each year.*
3. Oakview Elementary School will periodically update its Parental Engagement Policy to meet the changing needs of parents and the school through the annual Title I meeting and other meetings as needed.
4. Oakview Elementary School will convene an annual meeting to inform parents of the following:
 - o *That Oakview Elementary School participates in Title I*
 - o *The requirements of Title I*
 - o *Meetings will be held at various and convenient times to encourage parents to attend. Parents will be notified about meetings through school memos, newsletters, DOJO, and the web page.*
5. Oakview Elementary School will hold a flexible number of meetings at varying times, and may provide child care, and/or home visits, paid for with Title I funding as long as these services relate to parental involvement:

Oakview Elementary School will provide information about Title I programs to parents of participating children in a timely manner through the memos, newsletters, DOJO, and the web page.

Oakview Elementary School will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through:

- *the annual Title I parent meeting*
- *regular parent/teacher conferences*

(a) If requested by parents, Oakview Elementary School will provide parents of participating children opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible:

- *through pre-arranged meetings with the Title I Coordinator*
- *through meetings with the student's teacher which may include the Title I Coordinator, the principal, and other staff as appropriate.*

RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

1. Oakview Elementary School will build the school's and parents' capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership between the school, parents, and the community to improve student academic achievement.
2. The school will incorporate the student/parent/school compact as a component of its School Parental Engagement Policy:
 - *The school-parent compact will be a part of the School Parental Involvement Policy will be posted on the website.*
 - *During regular parent/teacher/student conferences, the school-parent compact will be completed and signed by the teacher, the parent(s), and the student.*
 - *As needed, the school-parent compact will be included in school newsletters along with the School Parental Engagement Policy.*
3. The school will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following:
 - *the State's academic content standards,*
 - *the State's student academic achievement standards,*
 - *the State and local academic assessments including alternate assessments,*
 - *the requirements of Title I,*
 - *how to monitor their child's progress, and*
 - *how to work with educators:*
4. As appropriate, the school will, with the assistance of the district, provide materials and training such as literacy training and using technology to help parents work with their children to improve their children's academic achievement and to foster parental engagement.

5. The school will, with the assistance of the district and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.
6. The school will, to the extent feasible and appropriate, make sure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.



**Lakeview School District
Oakview Elementary
School-Parent Compact**

The School Parent Compact will be jointly developed with parents and family members and the compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents will build and develop partnerships to help children achieve the State's high standards (*ESSA, Section 1116(d)*).

SCHOOL RESPONSIBILITIES

The **Oakview Elementary School** will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

The school's curriculum meets all the requirements of the Pennsylvania Department of Education and the Lakeview School Board. The curriculum is a series of planned courses that are coordinated and articulated with one another and implemented in order to teach specific knowledge, skills, attitudes, and behaviors in a systematic and cumulative manner. Our Curriculum Guide describes each planned course and is available in the principal's office.

The instructional program incorporates a variety of teaching strategies and educational materials to meet the needs of our students. The educational setting includes classroom, small groups, and individual instruction. Likewise, the school's Title I program and instructional support program complement the school's instructional program.

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.**

It is firmly believed that parents should be as interested and informed of student progress as is possible. When problems of an emotional, social, or academic nature arise, it should be of mutual concern. Parents, as well as the school, should communicate on the problem. Conferences with parents are always successful

where there is a reciprocal appreciation of the efforts of both parties to solve the problem with understanding.

A parent conference schedule will be sent home in October. Parent-Teacher conference dates are scheduled in November. Additional conferences may be held throughout the year as needed. Please indicate your desire for a conference on the schedule that will be sent home.

3. Provide parents with frequent reports on their child's progress. Specifically, the school will provide reports as follows:

Report cards are issued to students every nine weeks. In addition, for students in grades 1-5 who are in danger of failing, student progress reports are sent to parents at the midpoint of the reporting period. Title I Reading and math will provide benchmark testing reports three times a year for grades K-5. Likewise, teachers often send informal written notes to parents regarding their child/children's progress.

Communication between teachers and parents also occurs at Meet the Teacher and parent-teacher conferences. Parents may also access their child's progress via ESchool Books.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Parents can request a conference with staff members at anytime throughout the school day. The scheduled consultation may be held at school or by phones as preferred by the parent. The staff will also be available for meeting with parents at the annual parent-teacher conferences.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

Parents are welcome to visit classrooms and to serve as volunteers in classrooms and for school sponsored activities (i.e. field trips, winter carnivals). School procedures for volunteering are available in the guidance office.



Lakeview School District School-Parent Compact

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

As a student in the Lakeview School District, I will:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Ask for help when I need it.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching and video game playing. Instead, I will study or read every day after school.
- Respect the school, classmates, staff and families.

As a parent/guardian or family member of a student in the Lakeview School District, I will:

- Provide a quiet time and place for homework and monitor TV viewing and video game playing.
- Read to my child or encourage my child to read every day (20 minutes grades 1-3, and 30 minutes for grades 4-6).
- Effectively communicate with the teacher or the school when I have a concern.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision making, volunteering, and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

As a teacher in the Lakeview School District, I will:

- Provide high-quality curriculum and instruction.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.

- Provide a warm, safe, and caring learning environment.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.
- Respect the school, students, staff and families.



Lakeview School District Virtual Learner and Guardian Code of Conduct

Although our classroom environment may be offered to some degree through a virtual setting, the standards of behavior are as important online as they are in the traditional school setting. As such, appropriate student behavior is expected. While working with Lakeview School District's online resources and virtual classroom and instruction, students and guardians must agree to abide by the following rules:

Academic integrity and quality of work:

Learners in a virtual classroom will be expected to turn in their own work. Lakeview's teachers have a number of technologies to check that student work is unique and their own. With that in mind, learners and guardians must abide by the following rules:

- Videos, pictures, or copies of either student generated or teacher work should never be shared as posts on social media, gaming networks, or elsewhere online.
- Learners should not use or attempt to access files or content that do not belong to them, or that they have no legitimate reason to access.
- Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the internet would be the equivalent of being caught cheating in the traditional setting, and students may suffer the same consequences.
- Collaboration with other students is prohibited unless directed to do so by the teacher. In addition, guardians, parents, or acquaintances of the learner may not log in to a student account and complete coursework on behalf of the student.
- Students should not use excessive "slang", written abbreviations, or language that they might use in other environments for completion of online work and graded tasks.

Digital citizenship and appropriate use of technology:

It is important to not only teach content, but also have students be aware of their actions in a virtual environment. Students and staff have rights to their own privacy that cannot be violated. Learners and guardians must abide by the following rules:

- Learners and guardians must respect the privacy of others online, and on all devices accessed or used.
- Hurtful, harassing, or threatening messages, or inappropriate photos and/or videos are in no way permissible through Lakeview's online content.
- No pictures or videos should be taken, sent, or shared of anyone without that person's permission. This includes your teachers.

- No comment, whether written or spoken, should be made unless you are completely comfortable with your principal and/or guardians seeing or knowing about it. This includes your Google Profile Picture.
- As a virtual learner, your communication with your teacher will be slightly different than in a traditional setting. As such, the learner's school email account must be checked on every online date of instruction, and responses should be sent to instructor questions or comments in a timely manner.
- Violations of some rules in this section may also result in violations of the Family Educational Rights Privacy Act (or FERPA), the school's anti-bullying policy, or the school's academic integrity policy, and may be subject to disciplinary action.
- If you witness anything in your virtual classroom that appears to violate any rule stated on this virtual learner code of conduct, please notify your teacher immediately.

Additional disciplinary information:

In any classroom, there is always the potential for actions that detract from the learning experience. Adding in the virtual component to our traditional classroom will cause some differences in expectations. We wanted to reassert the following:

- Being intentionally disruptive to a live class with an online account is not acceptable and may result in the same consequences as being disruptive in the classroom.
- Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the internet would be the equivalent of being caught cheating in the traditional setting, and students may suffer the same consequences.
- Disciplinary action of students in a virtual environment will be done in the same manner as students violating school rules in a traditional setting.
- Lakeview students are subject to all local, state, and federal laws governing the internet. As such, District administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through internet access.