RICE CANYON ELEMENTARY

RAPTOR LEADERSHIP • OFFICE • STUDENT SERVICES

Who We Are • How We Support You

Administration



Scott Poncy
PRINCIPAL
scott.poncy@leusd.k12.ca.us

- Instructional leadership & student achievement
- SPSA • School Site Council • school budget
- Personnel, staffing & employee supervision
- Parent concerns & community communication
- Site operations, safety & overall accountability
- IEP's, 504's & SST's



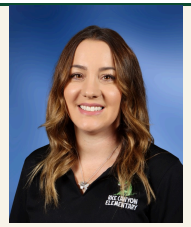
Andrea Horne
ASSISTANT PRINCIPAL
andrea.horne@leusd.k12.ca.us

- Attendance leadership & interventions
- Lead Attendance Team / SART / SARB
- PBIS • Behavior • Student Discipline
- English Learners & ELAC
- Student/Family Support & Campus Supervision
- Principal Designee when Principal is off site

OFFICE & STUDENT SERVICES TEAM

ADD PHOTO
Stephanie Carter
SITE SECRETARY
stephanie.carter@leusd.k12.ca.us

- Front-office & administrative operations
- Principal support, calendars & correspondence
- Family/staff communication & customer service
- Purchasing, records & site documentation
- Office logistics, events & confidential records



Amy Lynch
ATTENDANCE CLERK / TECHNICIAN
amy.lynch@leusd.k12.ca.us

- Daily attendance accounting & corrections
- Student Records & Student Enrollment
- Attendance/chronic absence reports



Julie Berg
SCHOOL NURSE
julie.berg@leusd.k12.ca.us

- Professional student health services
- Health plans & IEP/504 participation
- Screenings, immunizations & medication oversight



Kindra Lynch
HEALTH TECHNICIAN
Kindra.lynch@leusd.k12.ca.us

- Daily health-office operations
- First aid & routine student health assistance
- Parent contact for illness/injury

	• Truancy & intervention documentation • Supports Attendance Team / SART / SARB	• Emergency & communicable-disease protocols • Clinical guidance for site health services	• Health records, logs & medication supportRiceRice • Works under district nurse guidance/protocols