

**LAKEVIEW  
ELEMENTARY  
SCHOOL  
STUDENT HANDBOOK**



**THIS BOOK BELONGS TO**



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**CHARACTER COUNTS!**

## **LAKEVIEW ELEMENTARY STUDENT CODE OF CONDUCT**

The faculty and staff at Lakeview are committed to the safety of every student. We want your school experience to be happy, safe and successful. Because we believe that each student is capable of achieving high academic standards and citizenship, we take safety and behavior very seriously. It is the responsibility of the school to communicate expectations and enforce student behavior. We will be fair, firm and consistent with each student. It is the responsibility of each parent to reinforce the expectations of the school and help their children be responsible for their own behavior. Students have the responsibility of knowing, understanding and following the code of conduct. You are responsible for your own choices.

Our code of conduct centers on the Six Pillars of Character. All students will be asked to sign a poster that states they are committed to following the code of conduct, which includes the statements:

I will be trustworthy	I will be fair
I will be respectful	I will be responsible
I will be caring	I will be a good citizen

**“Character is doing the right thing, even when no one is watching.”**

*In addition to these statements of character, students will be expected to follow the schoolwide Rules and Procedures given to you in your school folder.*

### **SCHOOLWIDE RULES:**

#### **1. Follow directions the first time given from an adult.**

- \*Look at the person.
- \*Say OK and do it right away.
- \*Do the task immediately without arguing, whining or pouting.

#### **2. Keep hands, feet, mouth and other objects to yourself at all times.**

#### **3. Follow ALL school procedures at all times.**

### **SCHOOLWIDE PROCEDURES:**

You will learn many procedures throughout the school year. These procedures will keep you safe and allow you to have a great environment in which to work and learn. Learn these procedures well. Listen to your teachers as they teach you about the expectations we have for every student at Lakeview Elementary!

### **LEOPARD PRIDE AWARDS**

Once a month the Principal and school counselor will visit each class to recognize students for most improved attendance, awesome academics, inspiring character and leadership. Students will receive a certificate of recognition, small prize, and a picture with their teacher, principal, and counselor. Students' award and picture will be on display for one month in the main hall of the school.

### **WHEN GOOD CHOICES ARE MADE, POSITIVE REINFORCEMENT IS GIVEN IN THE FORM OF:**

- Verbal Praise
- Child moves up on colored behavior chart: green, blue and purple signifying great behavior (K- 4th grade)
- Positive Notes in planner (K-6th grade) or on DOJO
- Individual Classroom Rewards
- Leopard Pride Coupons and Awards
- Leadership “shout out” written and a copy given to student to put in the student’s leadership notebook
- Shout outs can be read over announcements

### **CURRENCY / TEACHER-ISSUED REWARD:**

Each teacher will set up a currency/ticket system to use as rewards. This may consist of:

- a class currency designed by the class (not actual currency)
- a menu of classroom privileges to choose from (i.e. extra recess, hat day, teacher helper, etc.)

### **COMMON SCHOOL LANGUAGE:**

At Lakeview we inspire and encourage the greatness in every child by proactively shaping each student into strong leaders. Lakeview students are told they are leaders, and given opportunities to look, act, and speak like leaders and to be leaders.

All staff and students will act, look, and speak as Lakeview Leaders at all times.

**Examples:** “How can we make this a situation where everyone wins?” “What can I do to be more proactive in class?”

### **KINDERGARTEN – 6TH GRADE BEHAVIOR MANAGEMENT PLAN**

When students exhibit inappropriate or disruptive behaviors the following actions are taken:

**1<sup>st</sup> Time – Caution:** move your magnet to yellow, verbal cue or signal

**2<sup>nd</sup> Time – Stop:** Move to orange- Student moves to a time out seat in the classroom and fills out a reflection sheet. Teacher notifies parent of the disruptive behavior.

**3<sup>rd</sup> Time – Time Out** in another teachers class in the same grade level and fills out another reflective letter and takes a copy home to parents for signature and returns the letter to the teacher the next day, possible loss of privileges.

Teacher acquires parent signature to take the student’s name to Child Study Meeting and consider district behavior intervention team or Weber Human Services.

**4<sup>th</sup> Time or Severe Disruption** Parent meeting, discuss a behavior plan, determine the need to initiate a district behavior intervention team or Weber Human Services.

**Safe school Violations are immediately sent to the office.**

### **DO NOT BRING TO SCHOOL:**

- gum
- candy (unless you have special permission from your teacher.)
- toys – electronic or other
- skateboards, roller blades, roller skates or scooters
- electronic devices – (If you must bring a cell phone, your parent will need to come to the office and fill out a cell-phone application form.)
- weapons of any kind – real or look alike weapons are never allowed (You will be subject to the consequences of the Weber School District Safe School Policy. Please see your Back-to-School Folder for this policy.)

### **DO BRING TO SCHOOL:**

- a positive attitude
- homework and materials
- school planner
- school folder

### **DEFINITIONS OF THE SIX CHARACTER TRAITS**

#### **RESPECT**

Treat others the way you want to be treated: follow the Golden Rule  
Be tolerant of differences  
Use good manners, not bad language  
Be considerate of the feelings of others  
Don’t threaten, hit or hurt anyone  
Deal peacefully with anger, insults and disagreements

#### **RESPONSIBILITY**

Do what you are supposed to do  
Persevere: keep on trying!  
Always do your best  
Think before you act-consider the consequences  
Use self-control; be self-disciplined  
Be accountable for your choices

#### **CITIZENSHIP**

Do your share to make your school and community better  
Cooperate  
Be a good neighbor  
Obey laws and rules  
Respect authority  
Protect the environment

## **TRUSTWORTHINESS**

Be honest

Don't lie, cheat or steal

Be reliable-do what you say you will do

Have the courage to do the right thing-even when it is difficult

Be loyal-stand by your family, friends and country

## **CARING**

Be kind and compassionate; *show* you care

Express gratitude

Forgive others

Help people in need

Be a Bucket-Filler

## **FAIRNESS**

Play by the rules

Take turns and share

Be open-minded; listen to others

Don't take advantage of others

Don't blame others carelessly

## **THE LEADER IN ME**

### **HABIT #1 BE PROACTIVE**

I am a product of my choices, Not my circumstances.

I am self-aware. I show initiative. I am creative.

I can make a different choice. I am responsible for my choices. I am proactive, not reactive.

### **HABIT #2 BEGIN WITH THE END IN MIND**

I envision outcomes before acting. I have a clear mission. I can set goals and determine how to measure them. I can set short & long-term goals. I can use data to track my progress towards my goals.

### **HABIT #3 PUT FIRST THINGS FIRST**

I am organized. I am productive. I meet deadlines. I follow through on what I say. I work efficiently. I can avoid a crisis. I can plan & follow a schedule. I know my "BIG ROCKS".

## **HABIT #4 THINK WIN-WIN**

I can get what I want without hurting others. I can compromise. I consider the thoughts and feelings of others. I can resolve conflict. I have a positive relationship with others. I share with others.

## **HABIT #5 SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD.**

I can listen to others with the intent to understand. I can empathize with others. I can understand another person's point of view. I can problem solve with others.

## **HABIT #6 SYNERGIZE**

I know that the whole is better than the sum of its parts. I can work with people who are different from me. I value and celebrate diversity. I cooperate with others so that together we can create.

## **HABIT #7 SHARPEN THE SAW**

I take care of myself by eating right, exercising, and getting sleep. I take care of my heart by nurturing relationships & removing myself from negativity. I take care of my mind by reading regularly, learning new things, and developing hobbies. I take care of my soul by reflecting, meditating, or through spiritual/religious activities.

## **ACADEMIC EXPECTATIONS**

The faculty and staff at Lakeview Elementary are committed to high expectations for every student. We believe that students rise to high expectations and will be successful for doing so. Part of these high expectations includes:

## **ACADEMIC INTEGRITY**

Students are expected to come to school ready to work and learn. This means that homework and materials are brought to school each day, the student planner and folder will come to school and be taken home each day, and students will demonstrate honesty in their work each day. Students who choose to come to school unprepared or conduct themselves in a dishonest fashion will be subject to disciplinary action.

**ATTENDANCE**

Students are expected to come to school on time and attend every day. If a student is not able to attend, a parent will need to call 801-452-4391 and speak to Mrs. Falah in order to excuse you. It will be the responsibility of the student and/or parent to acquire the work that was missed during your absence. Students who are habitually absent and/or tardy are subject to disciplinary action. (See attendance and truancy policy in your school folder.)

**TAKE 5**

You should expect your family to take 5 minutes every day to discuss what you learned at school. Specifically, we would like you to discuss with your parents the following questions:

1. What is your student goal?
2. What did you do today to help achieve your student goal?
3. How did you make character count today?
4. What can you do tomorrow to conduct yourself as a Leader?
5. Parents – Encourage your child every day. Be very specific and genuine in the way you show you care.

**PLAYGROUND MISSION STATEMENT**

We are kind and helpful to everyone  
 We play safely and look after each other  
     We listen to each other  
     We are honest and truthful  
 We take care of our school, playground,  
     and equipment  
     We are respectful and polite  
 We line up quickly and quietly

We Have FUN!

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**Detached this page, sign and return to the teacher.**

**I have read this handbook with my child and we acknowledge the rules and procedures and will do our best to adhere to them.**

Student Signature\_\_\_\_\_

Parent Signature\_\_\_\_\_