



Rim of the World Unified School District
Lake Arrowhead Elementary School

1300 Golden Rule Lane, P.O. Box 430
Lake Arrowhead, CA 92352
(909) 336-0387 LAEOfficenote@gmail.com



Veronica McGilbery, Principal

Parent Handbook: Important School Information for 2021-2022 School Year

Welcome to LAE, where **“GREAT HAPPENS HERE!”**

The first day of student attendance is **Wednesday, August 11, 2021**

Lake Arrowhead Elementary is a PBIS (Positive Behavior Interventions and Support) and Leader in Me school—focusing on the 7+1 Habits of Happy (Highly Effective) Kids, based on the work of Dr. Stephen Covey. Our goal is to develop life-ready leaders—strong academically, social-emotionally and empower learners. We will be focusing on our visions for creating a positive leadership environment; teach students to lead themselves through the practice of the 7 + 1 Habits; achieve goals set by the school, classroom and student; and share leadership responsibilities. We also believe that adults on campus are role models and will incorporate the 7 Habits of Highly Effective People within their own roles. Please be looking and listening for the ways these practices are incorporated into LAE’s daily language and your student’s learning, so that families may also support this practice and leverage the Leader in Me and 7 Habits into their own daily lives. We hope to hold Parent Workshops throughout the year, and hope you will join us.

The 7 Habits of Happy (Highly Effective) Kids are:

- 1. Be Proactive: You’re in Charge of Yourself**
- 2. Begin with the End in Mind: Have a Plan**
- 3. Put First Things First: Work First, then Play**
- 4. Think Win-Win: Everyone can win (we aren’t talking games)**
- 5. Seek First to Understand, then to be Understood: Listen Before You Speak**
- 6. Synergize: Working Together is Better**
- 7. Sharpen the Saw**
- 8. Find Your Voice, and Inspire Others to Find Theirs**

I hope the information here is useful. You may also find ongoing school information through our school website, Parent Square messages, and classroom platforms such as Class Dojo. The information here is not exhaustive.

COMMUNICATION

We strive for regular school to home communication and utilize various platforms to accomplish this. The school utilizes an “all-call” system titled PARENT SQUARE (linked through the parent contact information in Aeries) and our SCHOOL WEBSITE that can be found at www.rimsd.k12.ca.us/lae. This is where our Master Calendar of events will be maintained, as well as other timely and pertinent information. Our website calendar and Parent Square messages are also found on the district app: Rim of the World USD. Teachers will communicate in various ways—phone calls, conferences, email, and apps such as Class Dojo. There may be flyers from our school and the community sent home as well.

SCHOOL and OFFICE HOURS

Office Hours for Conducting Business:

Monday-Friday: 8:05 AM to 3:00 PM

Campus Opens: 8:05



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Please do NOT drop off your student prior to 8:05, as the main doors remain locked, and there is no supervision in front of the school until campus opens. Staff will be on duty to supervise areas of transportation and playground. Students enter through our designated main doors or Kindergarten yard (Kindergarten students only) to go directly to the playground. Students are not allowed in other areas of the campus until collected by the classroom teacher.

Grades 1-5 Instructional Day:

School Starts : 8:20

Dismissal: 2:40

2:55-3:10 Any students remaining on campus will be held in the office and REQUIRE a parent to come in and sign him/her out. Students will not be allowed to run out the front door to their vehicles unsupervised.

Grades TK/Kindergarten:

School Starts : 8:20

Dismissal: 12:00

12:00-12:10 Any students remaining on campus will be held in the office and REQUIRE a parent to come in and sign him/her out. Students will not be allowed to run out the front door to their vehicles unsupervised.

LAE appreciates ALL PARENTS being aware of student hours and timely for pick up at the end of the day.

Modified Days and Instructional Times:

During Parent Conference Week, and PLC Days (Professional Learning Communities for Certificated Teachers) Instructional Dismissal Times are different. The District, School, and Classroom Teachers will be communicating these throughout the year. Parents may also locate this information on the District Website Calendar.

School Hours for ALL GRADES TK/K-5 will be 8:20-12:00

Parent Teacher Conferences: September 13-17

Wednesday PLC Days: September 29-March 30 (exception December 15)

BACK TO SCHOOL NIGHT:

Please mark your calendar, as it is the day before school starts!

August 10th-- 4:30-6:00 PM. More information through Parent Square and our School Website to follow!

AERIES PARENT PORTAL: DATA CONFIRMATION

All Parents of enrolled students are required to complete the annual "Data Confirmation" for contacts and required authorizations. This MUST be done in order for your student to attend field trips or check out library books! Our Rim District web page has tutorials and other helpful information regarding Aeries under the "PARENT PORTAL" tab. This website can also be translated into Spanish through the yellow right margin tab.

Once this is complete, you will be able to view your student's teacher placement for this academic year.

It is essential that the **emergency card** information is complete, as this is how we contact families. **PLEASE keep your emergency contacts updated at all times!** We not only need emergency resource information if your child should become ill or injured but we also utilize contact information for other emergencies such as disaster preparedness. Include your e-mail contact information as well to assist us in keeping you informed.



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STUDENT CLASSROOM/TEACHER NOTIFICATION FOR THE 21-22 ACADEMIC YEAR:

All notifications will be through the Aeries Parent Portal (remember your Data Confirmation needs to be completed first). We do NOT have any paper postings.

Teacher Suggested Supply Lists: Teachers will be informing their students and placing these on their Google Classroom, Class Dojo or School Website Page. They will also be shared during the Back to School Night.

ATTENDANCE: *Strive for 95%*

Your child's education is our number one priority! Invaluable learning is missed, if your child misses school. If you must schedule a doctor, dentist and or any other appointments for your child, please do so after school hours. In the event that this is impossible, you will need to follow the student check-out procedure and pick-up your child in the school Administration Office for an early dismissal. Our protected instructional time begins at **8:20 am** and runs through **11:00 am**. We do not call or interrupt classrooms during this time as to protect the standards-based core curriculum learning block.

Tardy: If your child arrives at school after the tardy bell, he/she must check-in with the Attendance Clerk and receive an **Attendance Admit Slip** before going to class. *This check-in procedure will be enforced by both teacher and staff to ensure child safety and monitor accurate attendance.* Our school district is striving for 95% daily attendance. Don't forget to call the school at **336-0387**, email laeofficenote@gmail.com or send a note if your child is absent from school. Please include the date of absence, teacher's name, student's full name, your signature and reason for the absence on the note.

DISMISSAL CHANGE REQUESTS:

If you need to make changes in your child's daily dismissal plan, please inform your child's teacher or the office in writing only. Please do not leave a change request on a school phone message. **The office does not accept dismissal change requests over the phone** however; you may fax a note that contains a parent signature to (909) 336-3440 or e-mail laeofficenote@gmail.com **AT LEAST 1 HOUR PRIOR TO DISMISSAL**. Please follow-up by contacting the office if you do not receive office confirmation.

HEALTH OFFICE:

Medication can only be administered to students through the school Health Office and only after the district medical form is on file at the school. Please follow school district procedure for prescription medication identification and medication distribution. Students who become ill at school must be retrieved in the Health Office by parent, guardian and/or emergency contact person. Students must be signed out properly at the front desk.

EMERGENCY PROCEDURES:

Rim of the World Unified School District continues to practice school emergency procedures on a regular basis. Materials providing community awareness and procedures are available through our fire departments, law enforcement and public industry as all mountain agencies work closely together with the school district. Our school emergency plan is "incident driven" and flexible. Our school will proceed and follow instruction according to the given situation, type of incident and location of the disaster. Lake Arrowhead Elementary School monitors and practices emergency drills on a regular basis to ensure a safe and consistent process for students, teachers, parents and community. We will be utilizing the "Parent Link" communication system to provide updated school information. Also, your child is bringing home a letter with additional information regarding Student Emergency Preparedness Kits. **Once again, please keep your child's emergency contact information updated throughout the school year through the Aeries Parent Portal**



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PARENT VOLUNTEERS:

Volunteers are important and encouraged! Contact your Classroom Teacher! All volunteers must complete the “Volunteer Registration Form” prior to volunteering—this includes field trips. This can be found on our School Website or picked up at the office. Our mandatory Volunteer Training will be announced once scheduled. This will be done through a recorded video. Volunteer time is arranged by your child’s teacher or contact the LAE PTA for other school related volunteer activities. All volunteers must sign in at the front office Raptor System before proceeding to the campus. Proper name tags dispensed by the office personnel MUST be worn while on campus.

TECHNOLOGY DEVICES: CELL PHONES & SMART WATCHES

LAE discourages students from bringing any cell phone or smart watch to school. *Cellphones must be kept turned off, inside backpacks only, and will not be taken out* unless directed by staff for instructional purposes—this includes out at lunch, on the playground, or at dismissal. *Cell phones or other personal electronic listening/recording technology devices that are visible and/or being misused during school hours will be confiscated by school personnel for parents to retrieve and directed to not bring back on campus per Ed Code.*

WEBSITES:

RIMSD.K12.CA.US (select our school in the dropdown)

PARENTSQUARE.COM

LAE looks forward to partnering with our families to best serve our students.



*Kind Regards,
Mrs. Veronica McGilbery*