

# Lakeview Leadership Academy ASES Student Conduct Contract

## Policies, Rules and Procedures



**ASES hours: Monday-Friday 3:41 P.M. – 6:41 P.M.**

**Bus Pick up at 5:41 P.M. Parent Pickup at 5:41 P.M. - 6:41 P.M.**

All ASES students are expected to comply with Lakeview Leadership Academy's existing rules and policy as well as the ASES Program policy. Our desire is that ASES remains a warm and safe environment whereby both students and staff are safe to enjoy our afterschool program. For these reasons, please review our program rules and procedures with your students:

- **Daily Program Sign In Procedures:** Immediately upon the end of regular school day students report to the MPR. Line up in single file for MPR Sign Ups (have your student ID card ready to scan.) Do not push or use inappropriate language.
- Practice the "Leader in Me" habits: Be Respectful, Be Responsible and Accountable.
- Refuse to engage in disruptive behavior, fighting, violence of any kind and inappropriate language. Students who engaged in such behavior will be dropped without warning from the program. Administrative Regulation 5144 and Education Code 48900.
- Student with 2 or more current "Assertive Discipline" infractions are disqualified from ASES.
- Follow LLA's dress code.
- Stay in assigned classroom and or area.
- Keep hands, feet, inappropriate comments, and objects to yourself.
- Running in classrooms and inappropriate expressions or horse play is unacceptable. Use inside voices.
- Get permission from your teacher before going to the restroom. Only one person at a time is allowed to leave the classroom for restroom breaks.
- Come prepared for academic hour. Bring writing tools, reading material or textbooks. Idleness is not an option. Students with no homework are expected to read a book or study class or test material. Failure to comply with these requirements will result in denial of student's application or suspension from program until compliance.
- You are not permitted to leave the campus without advance notification from parent or guardian. Failure to follow this procedure may result in a call home or notification of school administrators or law enforcement.
- Report to the front office to sign out of the program. You must be signed out of the program before leaving the campus. Authorized signatures required.

### **DISCIPLINARY ACTIONS**

1. Verbal warning
2. Parent Contact
3. Suspension (Students risk being dropped from the program after 2 warnings).
4. Students who engaged in fighting, violence of any kind and inappropriate language will be dropped without warning from the program. Administrative Regulation 5144 and Education Code 48900.

**Collaboration Days (Early Release) – ALL STUDENTS RELEASED AT 5:20 P.M.  
Parents have until 6:00 P.M. for student pick up.**

“Inappropriate behavior while attending this program will result in the privilege of attending this program being revoked.” (See contract)

Note: The program staff is responsible for utilizing different intervention techniques before a student is referred to the program coordinator.

### ATTENDANCE POLICY

Students enrolled in ASES must attend the program 5 days a week or a minimum of 9 hours weekly.

Parents or guardians are responsible for providing written notification prior to your student’s absence. You may also contact the ASES Coordinator at (760) 955-3400 ext. 46101. Student’s lack of attendance may result in being dropped from the program.

### INCLEMENT WEATHER POLICY

ASES Program will follow the VVUHSD district’s decisions for school delays and cancellations. If the school is delayed, the ASES Program will remain in session. If Lakeview Leadership Academy has cancelled its school day we will cancel ASES’ programmed day.

In the event that weather or road conditions prove unsafe we advise you to contact the ASES office to inform us of your decision to pick up your student early. Buses will continued on scheduled routes and times.

### PARENT PICK UP POLICY AND PROCEDURES

(Parents, for the safety of your student(s), verification may be required should another adult is picking up your student.)


**5:41-6:41 P.M. Parent Pick Up:** Parents may pick up students in front of the school. Please drive slowly and watch for students crossing.

**After 6:00 P.M. Parent Pick Up:** Parents must pick up students from the lobby. Students are not allowed to wait outside. You may notify your student via cell phone of your arrival and the ASES staff will be happy to release student into your care.

**Before 5:30 P.M. -Early Release:** Any parent, guardian or authorized adult must come into the lobby to sign out a student from the afterschool program. Identification will be required.

### VISITATION POLICY

Authorized parents or guardians are welcome to visit our ASES program. However, to maintain a safe and secured environment you must be accompanied by one of our staff or administrators. Please feel at liberty to contact the ASES coordinator to arrange a tour.

 I have read the above ASES policies, rules and procedures. I agreed to comply with the program’s policies, rules and procedures of Lakeview Leadership Academy’s ASES (After School Safety and Education Program).

Student’s name (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

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