

LODI UNIFIED SCHOOL DISTRICT

# LIVE OAK ELEMENTARY SCHOOL

*"Home of the Leopards!"*

**2018-2019**

STUDENT HANDBOOK



5099 E. Bear Creek Rd., Lodi, CA 95240

Ph. (209) 331-7370

Fax (209) 331-7302

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## **SCHOOL HOURS: (161 DAYS)**

Kindergarten - 8:30-12:25 (1<sup>st</sup> quarter)  
8:30-1:35 (2<sup>nd</sup>-4<sup>th</sup> quarters)  
1-3 Grades - 8:30-2:28  
4-6 Grades - 8:30-2:33

## **MINIMUM DAY: (19 DAYS)**

All Kindergarten - 8:30-12:41  
1 - 3 Grades 8:30 - 12:41  
4 - 6 Grades 8:30 - 12:45

## Lodi Unified School District

Live Oak Elementary School

5099 E. Bear Creek Rd.

Lodi, California 95240

*"Home of the Leopards"*

August 2018

Dear Live Oak Families,

We are all eager to begin another school year and are looking forward to a year of learning. At Live Oak, we strive to nurture students to become lifelong learners who are responsible and productive citizens. Our mission is to provide the best possible education for your children. With your help and the support of our amazing staff, I'm sure we can excel during this upcoming school year. Our Live Oak parents play a vital role in creating a family oriented learning community where parent participation is encouraged and valued. Please join us at Back to School Night (1<sup>st</sup> - 6<sup>th</sup>) on Thursday, August 9<sup>th</sup> from 6:00-7:00pm to find out how you can support your child's learning at home and school.

In addition, this year we hope to increase our *Parent-Teacher Association (PTA) membership* to build a high-functioning and valuable team in 2017-2018. We hope that every family becomes a member this year. The PTA sponsors activities and programs that are centered on learning and always fun for the kids. Within that sponsorship are very successful school-wide incentive programs including: Spirit Days, Reading Counts Awards, Honor Roll, special assemblies, and field trips. These PTA supported programs help develop our students with a sense of responsibility, hard work, pride, and positive recognition which instills the importance of education. Our first PTA Meeting will occur prior to our Back to School Night at 5:30pm on Thursday, August 9<sup>th</sup>.

The Live Oak staff and I are looking forward to working with you and your children throughout the 2018-2019 school year, which promises to be extraordinary as we continue to build on the strengths of our terrific students, dedicated parents, and outstanding staff. Thank you for your support! If you have any questions, please do not hesitate to call.

Sincerely,  
Rashelle Nuss, Principal  
209-331-7370

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# Live Oak Staff 2018/2019

## Teachers

|                                  |   |
|----------------------------------|---|
| K                                | Mrs. Jeanine Battjer-Valencia - Rm. 5             |
| K                                | Miss Kathleen Sullivan - Rm. 11                   |
| 1 <sup>st</sup>                  | Ms. Crystal Sauseda - Rm. 9                       |
| 1 <sup>st</sup> /2 <sup>nd</sup> | Mrs. Jessica Meads - Rm. 8                        |
| 2 <sup>nd</sup>                  | Mrs. Nancy St. Clair - Rm. 7                      |
| 3 <sup>rd</sup>                  | Mr. Caleb Baker - Rm 21<br>Ms. Rose Ortiz - Rm 10 |
| 4 <sup>th</sup>                  | Mrs. Nancy Cadena - Rm. 1                         |
| 4 <sup>th</sup> -5 <sup>th</sup> | Ms. Rachel Spinella - Rm. 22                      |
| 5 <sup>th</sup>                  | Ms. Maria Inguanzo de Cervantes - Rm. 2           |
| 6 <sup>th</sup>                  | Mr. Micah Muraoka - Rm. 3                         |

## Special Ed/Support Staff

|   |                               |
|---|-------------------------------|
| SDC Preschool M/M                                     | Ms. Diane Baker - Rm. 4       |
| SDC M/M Primary (2 <sup>nd</sup> & 3 <sup>rd</sup> )  | Mrs. Lana Yarbrough - Rm. 15  |
| SDC M/M Intermed. (4 <sup>th</sup> -6 <sup>th</sup> ) | Mrs. Mia Delgado - Rm 6       |
| RSP   | Mrs. Janet Gibson - Rm. 20    |
| Read 180 (.5 FTE)                                     | Mrs. Laurie Sisneroz - Rm. 19 |

## Office Staff

|                       |                          |
|-----------------------|--------------------------|
| Principal             | Mrs. Rashelle Nuss       |
| Principal's Secretary | Ms. Maggie Sauseda       |
| Typist Clerk          | Mrs. Lisa Lambaren-Perez |

### **Support Staff**

Music - Vacancy

Physical Education - Mrs. Elaina Cammarota

Physical Education - Mr. Eddie Hernandez

Physical Education - Mr. David Rudnick

Speech Pathologist - Paula Derrick Rm. 17

Psychologist - Christy Hannan - Rm. 20

Counselor - Vacancy - Rm. 20

Registered Nurse - Ms. Grace Nukida - Office

Bilingual Aide - Mrs. Linda Rios

Bilingual Aide - Sandra Carreno

Librarian - Mrs. Sherry Kelly

Noon Duty - Ms. Gemma Esquivel

Noon Duty - Mrs. Liz Fox

Para-educator (RSP) - Mrs. Carolyn Kautz

Para-educator - Ms. Heather Scottorosano - Rm. 6

Para-educator - Ms. Julia Zimmerman - Rm. 15

### **Cafeteria Staff**

Cafeteria Manager - Mrs. Kristyne Frey

Cafeteria Assistant - Vacant

### **Custodial Staff**

Head Custodian - Mr. Tom Roehrich

Night Custodian - Ms. Pam Cook



## **DISTRICT OFFICE AND ADMINISTRATION**

James Areida Education Support Center (JAESC)  
1305 East Vine Street  
Lodi, CA 95240  
Phone (209) 331-7000

Dr. Cathy Nichols-Washer, Superintendent  
Mr. Jeff Palmquest, Assistant Superintendent Secondary Education  
Vacant, Assistant Superintendent Elementary Education

## **LODI UNIFIED SCHOOL DISTRICT GOVERNING BOARD**

Area 1 - Ms. Bonnie Cassel, Member  
Area 2 - Mr. Gary Knackstedt, Vice President  
Area 3 - Mr. George Neely, President  
Area 4 - Mr. Daryl Talken, Member  
Area 5 - Mr. Ron Heberle, Member  
Area 6 - Mr. Ron Freitas, Member  
Area 7 - Mr. Joe Nava, Clerk

## **DISTRICT OFFICE HOURS**

The District Office is open Monday through Friday from  
8:00 a.m. to 4:30 p.m.

Please call the JAESC if you would like to find out about employment opportunities  
or want to speak with an LUSD department outside of  
Live Oak School.

You can also find out more about the Lodi Unified School District  
by going to [www.lodiusd.net](http://www.lodiusd.net) on the Internet.

If you want to report a crime on school grounds, please contact  
Alamo Alarm at 369-7749

## Life Skills/Lifelong Guidelines

At Live Oak School we use a school-wide, positive decision making approach to learning as a team. We believe that many students need to be taught how to interact with each other and to become good citizens. Students are taught **Life Skills** and are encouraged to use them to make positive choices. Staff witnessing such a positive, unsolicited act will present the student with a Leopard Card slip that is then entered into the Life Skills Box for a special award. **The Life skills are:** friendship, organization, perseverance, common sense, sense of humor, caring, initiative, integrity, responsibility, flexibility, problem solving, patience, cooperation, curiosity, effort and resourcefulness. **Lifelong Guidelines are:** be trustworthy, be truthful, active listening, no put downs, and doing your personal best. We ask that all Live Oak adults help by modeling and using these academic terms to guide our young Leopards to do their best and be happy in school!

## Vision Statement

We strive to nurture students to become lifelong learners who are responsible and productive citizens.



The staff of Live Oak School will:

- **Challenge** all students to excel
- **Support** all students with appropriate instructional strategies
- **Emphasize** life skills and character education
- **Help** all students become successful in school and society
- **Strive** to create an environment that is friendly and nurturing
- **Work together** with students, teachers, support staff and parents
- **Instill** positive cultural awareness and acceptance

## General Information Table of Contents

The information within this section will answer many of your questions regarding these school functions:

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# GENERAL INFORMATION

## LIVE OAK SCHOOL

**SCHOOL OFFICE HOURS:** Monday - Friday 7:30 - 4:00 p.m.

**BEFORE SCHOOL:** First bell is 8:30 a.m. It is a goal to have all students here and on time every day! *Children should not arrive at school before 8:12 a.m.* when adult yard supervision begins, unless they are having breakfast in the cafeteria. If your child is eating breakfast at school, they may arrive at 8:00 a.m. (Breakfast is from 8:00-8:30am). Please do not park in the bus loading zone.

**AFTER SCHOOL:** When children are dismissed from school, they should go directly home. In some cases we have after school programs that are the exception to the rule. Bridge final pick-up time is 6:00 p.m.

**EMERGENCY CARDS:** These are extremely important for the safe care of your children. Each child must have an emergency card on file in the school office. The information on this card is used to contact you, or others you've listed, if your child is ill, hurt, etc. Please make sure that the phone numbers you list are kept current. Anyone who would be picking up your child at school must be listed on the card. All adults are subject to proof of identification before we release a child from school.

**MEDICATIONS:** If your child needs to take any medication, either prescription or over-the-counter, you must have your doctor fill out and sign a "Medication in School Parent Request" form, which are available in the school office. No staff member is permitted by law to issue medications without a Doctor's release. Children are not allowed to have medication in their classrooms, back-packs, lunch boxes, or in their pockets. All medicine must be dispensed in the office.



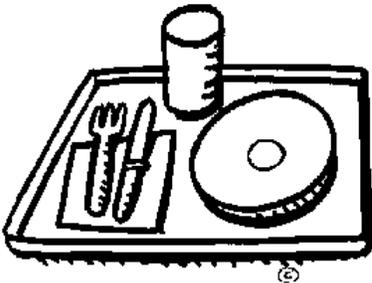
**STUDENT PLANNERS:** Students in grades 3<sup>rd</sup> through 6<sup>th</sup> will be provided with a student planner to help them keep track of their homework assignments. Students are expected to bring these to school each day. The first student planner will be provided to students free of charge. If students lose their planners, a replacement will be provided at a cost of \$5.00.

**ABSENCES:** Absences must be verified through the office. When your child is absent from school, please call the school office before 9:15 a.m. to indicate the reason for the absence. If you do not contact the office, you will be contacted by the automated calling service and your child could be considered unexcused from school.

**VISITATIONS:** We encourage parents to visit our school during the day and witness the joys of learning and quality instruction at Live Oak School. For safety reasons, we do require all visitors to sign in at the office and receive a pass before entering campus. Teachers are always willing to discuss the educational process with you, but cannot during instructional times when they are engaged in teaching the children. Please contact your child's teacher or the office for an appointment if you want to discuss individual students. 209-331-7370

**BREAKFAST:** Breakfast is served each morning from 8:00 - 8:30 am. Breakfast is FREE for all students.

**LUNCHES/MILK:** A hot lunch, which includes milk, is \$2.50. Milk individually is \$0.50. Please be sure your child has lunch money, money on his/her account, or a sack lunch each day. A debit card system is used and money may be placed on your child's account any time before lunch. We do encourage you to do this online by going to our website at [www.lodiUSD.net](http://www.lodiUSD.net). There is a "one charge only" policy in the cafeteria.



**SNACKS** - We encourage students to bring a *healthy* snack to school each day for a mid-morning energy break! We have a special "snack area" just for this purpose. We ask parents to exclude soda, candy, Hot Cheetos, Takis and gum at school.

**OPEN ENROLLMENT:** LUSD has an open enrollment policy that provides school "choice" for students. Students can apply for enrollment in any district school and will be accepted if space is available. Transportation is only provided to a child's home school of record that exceeds the distance standards. The deadline to apply for the next school year is February 1, 2019.

**HOME SCHEDULING/NOTES FROM HOME:** Our goal is to keep classroom disruptions to a minimum. When it is necessary for a student to make a change from his or her normal routine, a note from the parent should be presented to the teacher. These changes include staying after school for a special event, riding or walking to an address other than his/her own, being picked up by a parent when the student usually walks or rides the bus, etc.

**TRANSFERS:** A day or two prior to your move, inform the school secretary when your last day of attendance will be and your destination. Be sure to return all library and textbooks.

**BUS INFORMATION:** If you have questions or concerns regarding bus transportation service, please call the LUSD Transportation Department at 333-7170.



**BICYCLE REGULATIONS:** Students in grades 3 - 6 may ride their bikes to school. These bicycles should be licensed and locked up at the bike rack. For safety reasons, the school does not permit younger children to ride bicycles to school. By law, **helmets must be worn** by all students riding wheeled vehicles to school.



**KINDERGARTEN REGISTRATION:** Under the new kindergarten law a child who will be five years of age on or before September 1<sup>st</sup> of his/her school year is eligible to enter **Traditional** Kindergarten. Children who will turn five between September 2 and December 2 should register for **Transitional** Kindergarten. Kindergarten registration begins early in the new calendar year, usually January or February. We will send notices out to all families regarding registration and it will be widely publicized in the local newspapers and other media. To enroll a child, parents should come to the office with proof of birth, an up-to-date immunization record card, and a utility bill to show proof of residency.

**STUDENT DRESS:** Students are expected to dress accordingly for appropriate school environment and participation. The following guidelines will assist you and will be enforced at Live Oak School.

- ❖ Student dress should allow participation in ALL school activities including P.E. class. Athletic shoes are encouraged, but closed toe sandals with enclosed heels are permissible (no flip flops or open toe shoes).
- ❖ Clothing must not expose mid-section or underwear.
- ❖ Students may wear walking shorts in warm weather that are within the finger tips with their arms extended down at their sides.
- ❖ Clothing must fit properly. A good rule of thumb would be clothing that would not stay on without a belt should not be worn. (Sagging is prohibited)
- ❖ Students should not bring or wear makeup to school unless prescribed by a doctor.
- ❖ Hats are allowed at school during outside activities if worn correctly. No hats should be worn in the cafeteria or classrooms unless prescribed by a doctor. Wearing bandanas are not allowed.
- ❖ Jewelry is permissible, but should not dangle or have a loop that could get accidentally snagged or pulled on. No wallet chains are allowed.
- ❖ At least a one inch shoulder width for tank tops (no spaghetti-string tops) can be worn at school.
- ❖ Clothing or accessories that in any way promote alcohol, drugs, smoking, gang activity, violence, or demeaning language is prohibited.

**TRAFFIC SAFETY:**

- ❖ Respect the Crossing Guard and other traffic signs.
- ❖ Obey the posted speed limits. (25 mph around school, 15 mph on campus)
- ❖ Do not enter any areas that are marked with street cones.
- ❖ **Do not use the bus loading zone.** (signs are posted "Busses Only")
- ❖ No U-Turns allowed in front of the school.
- ❖ Use the crosswalk for crossing streets.





**LOST AND FOUND:** We maintain a "Lost and Found" container for items of clothing, lunch boxes, etc. which have been found on the school grounds and do not have a student's name on them. Please assist us in returning your child's belongings by writing his or her name on all items brought to school. Any unclaimed items will be donated to charity at the end of each month.



**INDEPENDENT STUDY (I.S.):** The school discourages vacations or trips taken during scheduled school time. When it is unavoidable to arrange an absence during vacation periods, please check with your child's teacher about obtaining school work while you are gone. Sufficient time is needed for preparation so please allow at least 5 working days of notice for our teachers. Note: For children to get Independent Study credit, the minimum amount of time determined by the Board of Education is 5 days out of school.

**HOMEWORK POLICY:** This will be distributed and discussed at Back-to-School Night. As a rule, homework time increases as the children move up through the grades. All children should read or be read to every school night. All homework is structured to reinforce previously taught curriculum. If you have questions about the purpose, frequency, or amount of homework, or you would like help with the content, please contact your child's teacher.

**STUDENT INSURANCE** School district insurance will not cover an injured student during the school day. For this reason we encourage parents to provide their own student insurance. One such plan, a district approved policy, was included in the first day of school packet.

**RAINY DAYS:** When inclement weather prevails, children become confused as to transportation arrangements. Please finalize transportation arrangements before your child departs for school.



**REPORT CARD DATES / PARENT CONFERENCES:** Report cards will be distributed four times during the school year on the day prior to our breaks. For the first grading period (first quarter), report cards will be distributed during parent/teacher conferences, which will be scheduled from September 24 to September 28.

**RELEASE OF STUDENTS:** Should you need to have your child released from school during school hours, please send a note to your child's teacher and come to the school office to sign them out. Your child will not be released until she/he has been signed-out in the office, and we have verified identification. Only designated guardians listed on the emergency card will be permitted to sign-out and take custody of a student.

**HOME COMMUNICATIONS:** The staff at Live Oak School believes that communication with parents is a vital part of the school community. We attempt to keep parents informed through electronic newsletters, teacher updates, our school web site, and phone calls home. Please make sure you keep your email addresses and phone numbers updated with the school office.

**USE OF TELEPHONE/CELL/CAMERA PHONES:** Students will be permitted to use the school telephone for school business when the staff feels it is necessary. We encourage students to take an active part in planning and organizing their days in a purposeful manner prior to coming to school.

Therefore we limit student phone calls and consequently classroom disruptions to essential matters only. Students are permitted to have cell phones at school under the following circumstances:

- The phone is authorized by their parent or guardian.
- Phones are turned off when the student arrives on campus.
- Permission to use the phone is granted by a staff member on a per call basis. (For each call, the child must get permission to use the phone.)
- At no time should students be taking pictures of others with their phones or cameras unless pre-approved by a Live Oak staff member.



**Misuse of any rules can result in the loss of cell phone privileges:**

**first offense** - Phone is held by a staff member, student is counseled, and the student will receive their phone back at the end of the school day

**second offense** - Phone is held in the office, and a parent/guardian must come to pick it up from the school

**third offense** - Phone is held in the office, parent/guardian must come and pick it up from the school, and loss of privileges for the rest of the grading period

**fourth offense** - Phone is held in the office, parents have to come and pick it up from the school, and loss of privileges for the rest of the school year

**SCHOOL CONCERNS:** When a parent has a school concern or problem, please address them directly with the person involved. If you are not comfortable or you feel the situation cannot be resolved that way, the next recourse is consulting with the principal. We would appreciate cooperation from all parents regarding this procedure. For further information regarding complaint procedures please refer to the school districts uniform complaint policy posted in the school office, or ask the school administration.

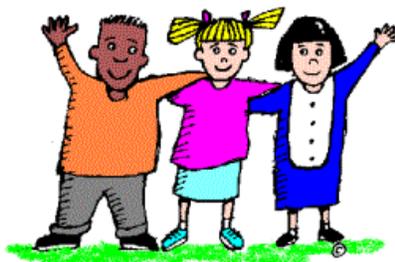
**Live Oak School Agreement** – Within the school community everyone must take responsible actions in order to create a “team” that flourishes and has consistent improvement. At Live Oak, we firmly believe we have the “best team,” and we’ve highlighted a few priorities for each of us to practice:

**As a student I will:**

- Believe that I can and will learn.
- Read for at least 20 minutes, five days a week.
- Come to class on time, ready to learn, and with assignments completed.
- Set aside time every day to complete my homework.
- Read, know, and follow the school and class rules.
- Follow the school's dress code.
- Regularly talk to my parents about my progress in school.
- Respect my school, classmates, staff, and family.

**As a parent/guardian I will:**

- Talk to my child regularly about the value of education.
- Control the time my child watches TV or plays video games and supervise his/her Internet use.
- Make sure that my child reads for a minimum of 20 minutes, five days a week.
- Make sure that my child attends school every day, on time, and with homework completed.
- Support the school's discipline program and monitor my child's progress in school.
- Make every effort to attend school events, such as parent-teacher conferences, PTA meetings, and Back-to-School Night.
- Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition.
- Participate in shared decision making for the educational success of my child.
- Respect the school, staff, students, and other families.



**As members of the instructional staff of the school we will:**

- Communicate high expectations for every student.
- Endeavor to motivate all students to learn.
- Teach and involve students in instruction that corresponds to State standards.
- Participate in professional development opportunities that improve teaching and learning.
- Enforce rules equitably and involve students in creating a warm and caring learning environment.
- Communicate regularly with families about their child's progress in school.
- Provide information to families on what they can do to support their child's learning.
- Participate in shared decision making for the educational well-being of students.
- Respect school colleagues, students, and families.



## SCHOOL INVOLVEMENT

### *Our Live Oak Leopards Parent-Teacher Association (PTA)*

-The Purpose of the PTA is:

- To promote the welfare of children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

*The Live Oak Parent Teacher Association is an organization open to all parents, grandparents and community members of Live Oak students. The PTA encourages involvement in school activities, assists with parent education programs, and organizes fundraising activities to support the educational and enrichment programs at our school. General Association Meetings are held throughout the year.*

The 2018-2019 PTA Board Members are:

President: Vanessa Whorton

Vice President: Ana Maria Corona

Secretary: Georgina Izaguirre

Treasurer: Gianelli Saucedo

Administrator: Rashelle Nuss

The PTA also has numerous Chair positions that support and advise the Executive Board regarding PTA activities.

### **SCHOOL SITE COUNCIL**

The School Site Council is an advisory committee of members composed of parents, community members, teachers, and other support staff. The Committee provides recommendations for the improvement of the school programs and goals, and to oversee the allocations and expenditure of any categorical funds provided by the state and federal government. Any parent wishing to bring an appropriate item before the School Site Council for discussion may do so by contacting the office and requesting to be placed on the agenda.

### **ENGLISH LANGUAGE ADVISORY COMMITTEE**

The English Language Advisory Committee, (ELAC), is a committee whose purpose is to advise our principal and staff on services and opportunities available for children who are English language learners.

### **SCHOOL-WIDE PROGRAMS**

Live Oak School takes pride in offering school-wide programs that promote education and good citizenship. Parents/guardians and community members are always welcome to participate, share their talents, and learn more about these programs. We look forward to providing many of these experiences for our families:

1:1 Computer Devices

Book Exchange

Red Ribbon Week

Cafeteria Helpers

Book Fair

Live Oak Choir/Band/Strings

Live Skills Awards

Spirit Days

Field Trips

Special Assemblies

College Wear Days

Back to School Night

READ 180/System 44 (3-6<sup>th</sup>)

Award Ceremonies

Holiday Programs

Before and After School Intervention Programs

Open House

## **SUPPORT PROGRAMS**

### **Student Support Team (SST)**

The Student Support Team meets for the purpose of developing educational goals and possible alternatives for students who are experiencing learning or behavioral difficulties in school. These strategies are meant for use in the general classroom and to serve as a resource to teachers. The Student Support Team typically consists of parents, an administrator, classroom teachers, the speech and language therapist, Resource Specialist teacher, the school psychologist, and the school nurse, if applicable.

### **Speech and Language Program**

Services provided by the Speech and Language specialist include speech therapy and language development for identified students who have qualified.



### **Resource Specialist Program (RSP)**

The Resource Specialist Program is designed to meet the needs of children in grades K-6 identified as having specific learning disabilities or other health impairments. The primary objective is for student success academically, and to return each student to their mainstream program in the shortest amount of time possible. Many of the strategies used include working individually or in small groups on areas identified for remediation.

### **Gifted and Talented Education Program (GATE) - grades 4 through 6**

GATE clusters are provided for those students who meet the criteria and qualify for these special services. These programs provide opportunities for academic enrichment activities toward divergent thinking, problem solving, and ultimately toward self-evaluation of skills. We have highly qualified teachers that provide excellent instruction to our gifted students. Please call the office if you have any questions about the GATE program.

### **School Psychologist**

Our school psychologist provides psychological testing beyond the scope of the classroom teachers. All psychological testing requires an SST/IEP team decision and the written permission of parents.

### **Bridge Program**

Students that need assistance with their homework are encouraged to attend this supplemental program after school. Information will be sent home if your child needs and qualifies for these services. Based on funding, the school will attempt to provide this program for students in grades 1-6 during the 2018-2019 school year.

### **Reading Intervention During the School Day (3-6<sup>th</sup>)**

Our reading test data identifies students who need the READ 180 reading intervention program. The studies have shown Read 180 program can get struggling readers to improve more than a grade level in reading even in a short amount of time. "READ 180 is the most thoroughly researched reading intervention program in the world. Hundreds of studies, peer-reviewed journals, and the federal government's What Works Clearinghouse have all documented its effectiveness on student reading achievement across multiple grade levels and student populations. The Compendium of Research reflects almost 15 years of efficacy and Scholastic's commitment trajectory of research and validation." You can check out the website for an overview of READ 180. Lodi USD has extended this program to all schools and we're excited to provide the support your child's need.



<http://www.scholastic.com/read180/>

### **Band and Strings**

Our talented music teacher, will teach elementary instrumental music to our 5<sup>th</sup> and 6<sup>th</sup> graders. Beginning band and string classes will be taught twice a week for 40 minutes and will be offered to 5th grade students. A 2nd year band and string class will be taught to 6<sup>th</sup> graders who are continuing their instrumental music education, during the school day twice a week.

### **1:1 Devices**

As we teach Common Core State Standards with emphasis on college and career readiness, we are proud that every student at Live Oak will have a computer device of his/her own in the classroom. Kindergarteners and first graders will have touch-screen chromebooks and 2<sup>nd</sup> -6<sup>th</sup> graders will have traditional chromebooks. Teachers will utilize variety of programs and software such as iRead, READ 180/System 44, Think Central, Journeys, Timez Attack, Rosetta Stone, Reading Counts, Google Drive, etc. Live Oak students will have the opportunity to learn standards-based components through these self-paced, electronic programs. Each class in K-6 utilizes 1:1 devices during the school day.

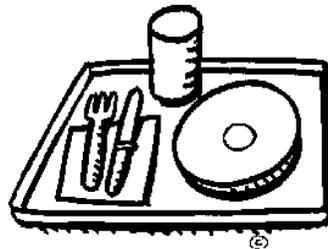
**EARBUDS:** Students in 2<sup>nd</sup>-6<sup>th</sup> grade will be provided with a set earbuds to use with the 1:1 devices free of charge. Many of the programs students use require sound. If students damage or lose their earbuds, they will need to pay \$2 for a replacement set of earbuds.

## Behavior Standards and Procedures

**PHILOSOPHY:** Discipline enables students to make appropriate choices using defined rules and guidelines. At Live Oak School we believe that children can and want to behave appropriately when treated with dignity and respect. A positive approach to discipline with a system of logical consequences maintains appropriate behavior. Classroom management plans are communicated to students and parents, and are consistently followed. In order to ensure we all have the opportunity to be in an orderly, safe, and productive learning environment, certain rules and responsibilities must be present. The following rules support such an environment:

### CAFETERIA RULES:

1. Come in quietly and sit at your classroom table.
2. Wait patiently while in line.
3. Raise your hand for assistance.
4. Use quiet voices and talk with friends at your own table.
5. Use appropriate table manners.
6. Walk. Never run while in the cafeteria.
7. Remain seated until dismissed.
8. Do not share any food.
9. All students eat.



### PLAYGROUND RULES:

1. Students are to play only in their assigned area.
2. Students are to freeze when the bell rings at the end of each recess.
3. Students are not allowed to engage in rough play. (Wrestling, tackling, etc.)
4. On the blacktop area students must walk to help prevent injury. We also do not allow kicking and throwing field balls. (footballs, soccer balls, etc...)
5. Students shall not swing, sit-on or kick tether balls.
6. Do not pick up or throw any sand, bark, rocks, or sticks.
7. Students are not to play or congregate in the bathrooms.
8. Students may not eat candy or chew gum on the playground. A healthy snack may be eaten at recess.
9. Students must stay out of trees and off fences.
10. All playground equipment will be used in a SAFE manner. No running on the play structures.
11. All wheeled vehicles must be walked on the playground or other areas of the campus. (Bikes, scooters, skateboards, roller blades, etc.....)
12. Toys, electronic devices and games may not be brought to school without teacher permission.



**(Playground Rules Cont.)**

13. **Absolutely no games of "tag" or "chase"** unless it is supervised by the P.E. or classroom teacher. The general rule of "keeping hands and feet to oneself" is compromised with this game and enforcing "no hands" on others is our priority.
14. No games where a ball or another object is thrown at a student are permitted.

**POSSIBLE CONSEQUENCES:** It is the philosophy of the school staff that positive consequences are our major preventative measure to challenge poor behavior.

**Some possible positive consequences:**

- a) Verbal praise/Conference
- b) Classroom rewards
- c) ROAR Award
- d) Lunch Buddies
- e) Leopard Award
- f) Fun Friday Participation
- g) Phone calls to home or work
- h) Grand Awards (end of year awards ceremony. May include; Principal's Awards, Perfect Attendance, Citizenship Awards, Reading, Writing, and Math Awards, etc.)

It is our philosophy that negative consequences should be given out progressively. We define that by informing students that it is okay to make mistakes, as long as they learn from them and make better choices from that point forward. Students will always be encouraged and given opportunities to make positive choices.

**Some possible negative consequences:**

- i) Conference/counseling (teacher/staff with student)
- j) Time-out
- k) Loss of privileges
- l) Parents Contacted/Conference (teacher/staff with parent)
- m) Meeting with Administrator and Parent
- n) In-House Suspension
- o) Student sent home with Parent
- p) Suspension
- q) Expulsion

*(Working as a team of compassionate, concerned parents and teachers, we will make learning fun and provide a safe environment where students can reach their potential!)*

# Positive Behavioral Intervention & Supports

The goal of Positive Behavioral Interventions and Supports (PBIS), is to help parents and school staff create and maintain a safe, supportive, learning environment, promote positive life skills, and reduce negative behaviors so that all children can succeed in school. PBIS focuses on both individual behavior and environmental factors and has proven more effective than punitive discipline strategies, such as suspension and expulsion. PBIS programs can address issues such as bullying prevention, social skills development, resiliency building, and discipline strategies.

## What Is PBIS?

- Applies behaviorally-based systems approaches to enhance the capacity of schools, families, and communities to design effective environments in which teaching and learning occur.
- Focuses on creating and sustaining school-wide (primary), classroom (secondary), and individual (tertiary) supports that improve lifestyle results for all students by making problem behavior less effective, efficient, and relevant, and desired behavior more functional.
- Establishes a leadership team that guides the implementation of PBIS strategies.
- Develops a set of core behavioral expectations for all students in the school.
- Engages all school staff, parents, and students in maintaining expectations and employing PBIS strategies.
- Teaches those expectations across all areas of the school.
- Provides positive reinforcement for compliance with the expectations.
- Establishes a hierarchy of consequences as corrective procedures.
- Collects data on the use of established procedures and the impact of those procedures on behavior.
- Builds a set of procedures for maintaining PBIS strategies school-wide.

## What Are the Levels of PBIS?

• **School-wide (Primary) Intervention.** Intervention at this level is designed to be a more proactive approach to preventing problem behaviors from occurring in the first place. These proactive approaches typically involve the creation of a school climate and culture that supports and promotes positive student behavior. Behavior is addressed under a school-wide approach, meaning that all components of a school system, including physical locations (e.g., classroom, cafeteria, gym, and playground) and personnel (e.g., teachers, administrators, paraprofessionals, and support staff) are involved in the prevention efforts.

• **Classroom (Secondary) Intervention.** Recognizing that not all students will respond to school-wide intervention efforts, targeted group interventions must be put into place for the small number of students who need more support. These students may be called “at risk” because they have a higher incidence of problem behaviors than expected. These students may need small group re-teaching of the expectations in various school settings, or they may need small group instruction in social skills or social problem solving.

• **Individual (Tertiary) Intervention.** There always are a few students in schools whose behavior is so severe or disruptive that they require intensive, individualized interventions. These students may have individualized education programs (IEPs) and/or individualized behavior support plans that are developed based on a functional behavioral assessment (FBA). Because these interventions are student-specific, there is not a specific intervention strategy for tertiary prevention efforts. A Role for Parents Parent involvement in all aspects of their child’s educational planning is often the key to the success of the child. When parents are actively involved in the educational activities of their children, the children are more successful in school. This is particularly true when there are behavioral concerns. Parent communication with the school and participation in school activities can provide academic and behavioral support as well as help develop a healthy school climate.

# Positive Behavioral Intervention & Supports

## How can parents help?

- Work to develop a positive school climate.
- Participate on the leadership team.
- Help teach your children the importance of school-wide expectations at home, at school, and in the community.
- Volunteer in school activities.
- Support with teaching of and reinforcement of expectation in home and community settings.
- Help with school efforts to advertise the program to the community.
- Work to gather community resources (earn funds, canvas local merchants for participation) for creating and maintaining the program.
- Take part in the instruction and reinforcement systems if our child is part of a classroom or individual intervention program.
- Celebrate your child's successes.

## Parenting Tips in PBIS

1. Remember to provide 5 positives to 1 Negative
2. Set the stage for success, reward the effort
3. Give clear, specific directions
4. Stay calm, use a calm voice –  
*Nagging gets you nowhere!*
5. Set reasonable limits –  
*Avoid using "always" or "never"*
6. Be Consistent!  
*"Yes means Yes and No means No"*
7. Set the example –  
*Actions speak louder than words*
8. Proactively anticipate situations
9. Have Patience –  
*A little goes a long way!*
10. Have fun and enjoy the ride!

NASP Communiqué, Vol. 35, #2 October 2006 Positive Behavioral Supports (PBIS): Tips for Parents and Educators By Candace Cartwright Dee, PhD, NCSP, & John Boyle, EdS, NCSP

### NASP Resources Available Online

NASP has a number of resources available to assist families and educators in helping to create school environments that promote positive behavior and develop life skills. These can be accessed at [www.nasponline.org](http://www.nasponline.org)

## OPEN ENROLLMENT POLICY

The Governing Board of LUSD adopted Policy 5116, Intradistrict Open Enrollment on February 1, 1994 and is required to notify parents of this option at the beginning of each school year. A child may request an Intradistrict Open Enrollment agreement to attend another school in the district outside of their attendance area. Pursuant to the policy, the Intradistrict agreement must be filed before February 1. Agreements are rarely considered after the school year has started.

Existing law requires each child to attend the school in which the residence of the parent or legal guardian is located. Assembly Bill No. 1114, adopted in 1993 required that the governing board of each district establish a policy of open enrollment within the district.

Under this policy, parents may apply for enrollment in any district school. However the following limitations will apply:

- ❖ Requests for an Intradistrict Agreement must be submitted before February 1 each year for enrollment the following school year. Applications may be accepted after this time only if the Principal determines that special circumstances exist.
- ❖ Students will be selected through a random selection process.
- ❖ Students will be accepted only if space is available and pupils residing in the attendance area are not displaced.
- ❖ Schools will retain some seats for projected enrollment of new attendance area students.
- ❖ The district shall retain authority to maintain appropriate racial and ethnic balance among respective schools.
- ❖ Transportation shall not be provided for students on Intradistrict Open Enrollment Agreements.

Alternative attendance programs within the district include:

- ❖ G.A.T.E. School: For grades 4 to 8 at Elkhorn School. Classrooms for grades 4 to 6 at John Muir and Vinewood Schools. Learning Opportunity Class at Sutherland School. Joe Serna Charter School (dual immersion school of the Spanish and English languages) Students must meet certain criteria to qualify for enrollment in this program.

Parents may obtain an application form from their child's school. Notification will be made prior to June 15 of a student's acceptance or denial for entrance to school. If a request is denied, parents may reapply the following school year before February 1. To appeal a site level decision parents can contact the Administrator of Elementary or Secondary Education. Complaints regarding the selection process can be submitted through the Constituent Complaint Process.

# IMPORTANT DATES

## SCHOOL HOLIDAYS

|                      |                            |
|----------------------|----------------------------|
| September 3, 2018    | Labor Day                  |
| November 12, 2018    | Veteran's Day              |
| November 21-23, 2018 | Thanksgiving               |
| December 25, 2018    | Christmas Day              |
| December 31, 2018    | New Year's Eve             |
| January 1, 2019      | New Year's Day             |
| January 21, 2019     | Martin Luther King Jr. Day |
| February 8, 2019     | Lincoln's Birthday         |
| February 18, 2019    | Washington's Birthday      |
| May 27, 2019         | Memorial Day               |



## MINIMUM DAYS (Dismissal is 2 hours earlier than regular days)

|                         |                            |
|-------------------------|----------------------------|
| September 25 - 28, 2018 | Parent-Teacher Conferences |
| December 21, 2018       | Before Christmas Break     |
| May 31, 2019            | Last Day of School         |

## COMMON PLANNING DAYS (CP) (Dismissal is 2 hours earlier than regular days)

|                   |                    |                  |
|-------------------|--------------------|------------------|
| August 15, 2018   | September 12, 2018 | October 24, 2018 |
| November 14, 2018 | December 5, 2018   | January 16, 2019 |
| February 13, 2019 | April 10, 2019     | May 15, 2019     |

## ASSESSMENT COLLABORATION DAYS (AC) (Dismissal is 2 hrs. earlier than regular days)

|                    |                   |                   |              |
|--------------------|-------------------|-------------------|--------------|
| September 19, 2018 | December 12, 2018 | February 27, 2019 | May 22, 2019 |
|--------------------|-------------------|-------------------|--------------|

## VACATIONS

|                   |                               |                     |
|-------------------|-------------------------------|---------------------|
| Oct. 1 - 12, 2018 | December 24 - January 4, 2019 | March 11 - 22, 2019 |
|-------------------|-------------------------------|---------------------|

## REPORT CARD DATES

|                         |                   |               |              |
|-------------------------|-------------------|---------------|--------------|
| September 25 - 28, 2018 | December 21, 2018 | March 8, 2019 | May 31, 2019 |
|-------------------------|-------------------|---------------|--------------|