

LODI UNIFIED SCHOOL DISTRICT
LIVE OAK ELEMENTARY SCHOOL

"Home of the Leopards!"

2024-2025

STUDENT HANDBOOK



5099 E. Bear Creek Rd., Lodi, CA 95240
Ph. (209) 331-7370
Office hours 7:30 am to 3:45 pm

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SCHOOL HOURS: (161 DAYS)

Tk & Kindergarten
AM- 8:00-11:35, PM Kinder- 10:20-1:55
1-3 Grades - 8:00-1:55
4-6 Grades - 8:00-2:01

MINIMUM DAY: (19 DAYS)

All Kindergarten and TK
AM-8:00-11:35, PM- 8:00-11:35
1-3 Grades 8:00- 12:06
4-6 Grades 8:00 - 12:14

Dear Live Oak Families,

We are all excited 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.

This year we will continue implementing the House System, like what is done at the Ron Clark Academy (RCA) in Atlanta, Georgia. All staff and students are sorted into our 6 Houses, participate in House Meetings and House Rallies, and earn House Points for following the ROAR 24! Each week, we announce the House with the most points and fly their flag at the front of the school. Each quarter, we announce the quarterly House points winner and they are recognized with a House Celebration! Please ask your student how they earn points for their House and help them to remember to always wear their House Shirts on Wednesdays. House Shirts are available to purchase for \$5. See your child's teacher or the office for the order form. Please refer to the Parent Informational pamphlet for more detailed information on Live Oak's House System which are available in the office.

In addition, this year we hope to increase our ***Parent-Teacher Organization (PTO) membership*** to build a high-functioning and valuable team. We hope that every family becomes a member this year. The PTO 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: **The House System, Rallies, Spirit Days, incentive, Field Day, Special Assemblies, Sports Equipment, and Field Trips.** Our PTO meets on the 1st Friday of every month right after school. You are welcome to join our meetings anytime, however coming to meetings and volunteering is not mandatory when you sign up to join the PTO.

The Live Oak staff and I are looking forward to working with you and your children throughout the 2024-2025 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,

Sarah Santana, Principal 209-331-7370

Live Oak Staff 2023/2024

Office Staff

Principal Mrs. Sarah Santana , ssantana@lodiUSD.net
Principal's Secretary Ms. Melissa Segura Navarro, mnavarro@lodiUSD.net
Typist Clerk Mrs. Lisa Lambaren-Perez, lperez@lodiUSD.net

Teachers

AM TK Ms. Nicole Richardson - Rm. 13 nrichardson@lodiUSD.net
AM K Ms. Jeanine Battjer - Rm. 5 jbattjer@lodiUSD.net
K(PM)-1 Combo Mrs.. - Lorna Cravelin - Rm. 17 lcravelin@lodiUSD.net
1st Ms. Crystal Sauseda - Rm. 9 csauseda@lodiUSD.net
1st Ms. Sandra Ramirez - Rm. 11 sramirez@lodiUSD.net
2nd Mrs. Nancy St. Clair - Rm. 7 nstclair@lodiUSD.net
2nd/3rd Combo Ms. Deyra Duran- Room 8 dduran@lodiUSD.net
3rd Ms. Megan Ward - Rm. 10 meward@lodiUSD.net
4th Mrs. Nicole McKilligan - Rm. 1 nmckilligan@lodiUSD.net
5th Ms. Oralia Inguanzo - Rm. 2 mdecervante@lodiUSD.net
6th Mrs. Maria Yanez Garcia- Rm.22 mgarcia2@lodiUSD.net
6th Mr. Micah Muraoka - Rm. 3 mmuraoka@lodiUSD.net

Special Ed Programs - Teachers

SDC (K-2) Ms. Debra Truelock, dtruelock@lodiUSD.net- Rm 4
SDC (3rd- 4th) Mrs. Jessica Almazan, jalmazan@lodiUSD.net - Rm. 15
SDC (5th-6th) Mrs. Mia Delgado, madelgado@lodiUSD.net - Rm 6
RSP K-6th Ms. Patricia Pulido - Rm. 20
Speech Pathologist Ms. Paula Derrick - Rm. 24
Speech Pathologist Ms. Lindsay Morrison- Rm 24

Other Programs - Teachers

Reading Intervention Maryann Seefried Rm. 23
Music Samantha Perrego - Rm. 18
Physical Education Mr. Eddie Hernandez - Rm. 14
Psychologist Ms. Christina Patterson - Rm. 20
Counselor Ms. Alicia Lozano- Rm 20
Mental Health Clinician Mrs. Amanda Stremcha - Rm. 20
Early Start Staff Megan Landreth
Early Start Staff Brieanne Baumbach

Early Start Staff	Emily Schultz
Early Start Staff	Lakhina Chan
Early Start Staff	Shanna Paunon
Early Start Staff	Amy Lagomarsino
Bridge Supervisor	Cindy Villa
Bridge Site Lead	Andrea Martinez
Bridge Paraeducator	Courtney Munoz

Live Oak Staff 2024/2025-continued

Registered Nurse	Ms. Audry Murphy
Bilingual Aide	Mrs. Linda Rios
Bilingual Aide	Mrs. Sandra Carreno
Bilingual Aide	Ms. Rosie Zamora
Librarian	Mrs. Amy Conyers- Rm. 16
Cafeteria/Playground Monitor	Ms. Tacdir Mozeb
Cafeteria.Playground Monitor	Mrs. Liz Fox
Para-educator (RSP)	Mrs. Jeanine Beaton - Rm. 20
Para-educator	Ms. Heather Littleton - Rm. 6

Custodial Staff

Head Custodian	Mr. Joseph Lynn
Night Custodian	Ms. Jennifer Looker

Cafeteria Staff

Cafeteria Manager	Mrs. Tracy Bissell
Cafeteria Assistant	Ms. Teresita Cutler



LODI UNIFIED SCHOOL DISTRICT OFFICE

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

DISTRICT OFFICE HOURS

The District Office is open Monday through Friday from
8:00 a.m. to 4:00 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 on the Internet.

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

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** The ROAR 24 (PBIS 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

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

Student Arrivals/Departures
Medications
Student Planners
Absences
Visitations
Lunches/Breakfasts
Open Enrollment
Scheduling/Notes from Home
Transfers
Bus Information/Bikes
Kindergarten Registration
Dress Code
Traffic Safety
Lost and Found
Independent Study
Homework Policy
Student Insurance
Rainy Days
Report Cards/ Parent Conferences
Release of Students
Home Communications
Telephone/Cell and Cameras
School Concerns
Parent and Family Engagement

SCHOOL OFFICE HOURS: Monday - Friday 7:30 - 3:45 p.m.

BEFORE SCHOOL: First bell is 8:00 a.m. for K-6th. It is a goal to have all students here and on time every day! *Children should not arrive at school before 7:30 a.m.* when adult yard supervision begins. If your child is eating breakfast at school, they may arrive at 7:30a.m. (Breakfast is from 7:30-8:00). Students may not arrive any earlier than 7:30am as there is no supervision and the gates are locked. Please do not park in the bus loading zone, use the drop off zone (please do not leave your car unattended in the drop off 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: You have access to your child's contacts via Aeries Parent Portal Online Data Confirmation. It's extremely important for you to keep this up to date. This information 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 contacts. 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 "Consent for Medication Administration" form, which is 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 2nd through 6th 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. or email Melissa Segura at mnavarro@lodiussd.net and cc Lisa Perez at lperez@lodiussd.net 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 and witness the joys of learning and quality instruction at Live Oak School by contacting the teacher in advance and scheduling an appointment. For safety reasons, we do require all visitors to bring their valid I.D. and sign in at the office to 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

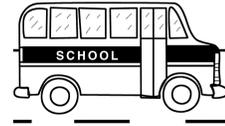
BREAKFAST AND LUNCH: Breakfast is served each morning from 7:30 - 8:00 am. Breakfast and Lunch are FREE for all students. Second breakfast is 1.75. Second milk is .50. Second lunch is 2.75. Second milk is .50.

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, 2025.

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, fill out a withdrawal form, and let us know the name of the new school. Be sure to return all library books, textbooks and chromebook.

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. 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 1st of his/her school year is eligible to enter **Traditional** Kindergarten. Children who will turn five between September 2 and June 2 should register for **Transitional** Kindergarten. Kindergarten registration begins early in 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 or lease/mortgage agreement to show proof of residency; online registration is now available as well.

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 fingertips 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.
- ❖ No low cut shirts, which may be inappropriate.
- ❖ Clothing or accessories that in any way promote sex, 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", the outside curb)
- ❖ No U-Turns allowed in front of the school.

TRAFFIC SAFETY Continued:

- Pull all the way up before dropping off students in the drop off lane. Do not block traffic in the drop off lane by stopping when there is space ahead of you.

LOST AND FOUND: We maintain a "Lost and Found" rack 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 Packet(I.S.P): The school discourages vacations or trips taken during scheduled school time. When it is unavoidable to arrange an absence during vacation periods, please go to the office and fill out a contract for an Independent Study Packet (ISP). Sufficient time is needed for the teacher to prepare the work so please let us know at least 5 working days in advance. Note: For children to get Independent Study credit, they have to be gone at least 5 days but no more than 14..

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, can be provided to you through the school office.



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 three times during the school year. For the first grading period, progress reports will be distributed during parent/teacher conferences.

RELEASE OF STUDENTS: Should you need to have your child released from school during school hours, please 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 emails, newsletters, teacher updates, our school website, phone calls home and text messages. 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 and placed in the backpack 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 or videos of others with their phones or cameras unless pre-approved by a Live Oak staff member.

General Information Continued

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 - student/parent/admin conference will be held

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 district's 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 complete
- Set aside time every day to complete my homework.
- Read, know, and follow the school and class rules, The ROAR 24.
- 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.

General Information Continued

- 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, The ROAR 24 and PBIS.
- 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.

Our Live Oak Leopards Parent-Teacher Association (PTO)

-The Purpose of the PTO 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, parents, and teachers may cooperate intelligently in the education of children and youth.

- To develop between educators and the general public such united efforts will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

The Live Oak Parent Teacher Organization is an organization open to all parents, grandparents, and community members of Live Oak students. The PTO 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 Organization Meetings are held on the first Friday of each month throughout the year.

The 2024-25 PT Board Members are:

President: Jillian Barlet

Vice President:

Secretary: Marina Fernandez

Treasurer: Megan Ward

Membership & Fundraising: Ericka Gallegos

Administrator: Sarah Santana

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

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 Family STEAM Night Book Vending Machine Red Ribbon Week
Cafeteria Helpers Book Fair Lunch Bunch with Special Staff Live Oak
Choir/Band/Strings ROAR Awards Spirit Day Lunch on the Lawn Field Trips
Special Assemblies House Spirit Wednesdays Back to School Night
House Rallies House Meetings Holiday Programs
Before and After School Intervention 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 (SLP), resource specialist (RSP) teacher, the school psychologist, and the school nurse, if applicable.

Speech and Language Program

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



Resource Specialist Program (RSP)

The Resource Specialist Program (RSP) 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

The Bridge After School Program's mission is to engage students in year-round expanded learning to support student achievement and prepare them for college, career, and life. Our program provides a snack, homework assistance, fun and enriching activities, and organized recreation time. If you'd like more information please visit us on the district webpage:

<https://www.lodiUSD.net/district/curriculum-and-instruction/educational-support-services>

Reading Intervention During the School Day (3-6th)

Our reading test data identifies students who need the SIPPS Systematic Instruction in Phonics and Phonemic Awareness core reading and reading intervention program. The science has shown that SIPPS instruction supports readers to improve in phonics and phonemic awareness thus strengthening their readiness for fluency, comprehension and writing.

1:1 Devices

Every student at Live Oak K-6th grade, will have a computer device of his/her own in the classroom. Kindergarteners and first graders will have touch-screen chromebooks and 2nd -6th graders will have traditional chromebooks. Teachers will utilize a variety of programs and software such as Amplify Reading, READ 180/System 44, Think Central, Journeys, I-Ready Reading and Math, 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, take home is also available.

EARBUDS: Students in 2nd-6th grade will be provided with a set of 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: The ROAR 24

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. The school follows The ROAR 24 within our House System, similar to the Ron Clark Academy in Atlanta.

RESPECTFUL

1. Make eye contact.
2. Appreciate rewards. Don't expect them.
3. Learn the names of teachers/adults in the school and greet them by name.
4. Hold the door for people.
5. If someone bumps into you, even if it was not your fault, say "excuse me".
6. Track the speaker and be respectful.
7. Respect everyone's comments, opinions, ideas, beliefs, and culture.

ORGANIZED

8. Answer all questions with a complete sentence.
9. Keep your desk clean, Chromebooks charged, and supplies ready.
10. Be a problem Solver.

ACCEPTING

11. Congratulate others success.
12. If you win, be humble. If you lose, practice good sportsmanship.
13. Welcome opportunities to sit, work, and play with new people.

14. Be positive and enjoy life.

RESPONSIBLE

15. Be responsible for your trash. Care about your surroundings and pick up trash you see, even if it is not yours.
16. Be an active listener in class.
17. When walking in line, keep your arms at your sides and walk quietly.
18. When walking on campus, always walk, keep chromebooks closed, and go directly to your destination.
19. If you see bullying report it to an adult.
20. Learn from your mistakes and move on.
21. Always be honest.
22. Be the best person you can be.
23. Use the bathroom before school and at recess.
Freeze when the bell rings on the playground, walk to your line

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 Bunch
- e) House 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!)

TOBACCO

Smoking presents a health hazard that can have serious consequences both for the smoker and the nonsmoker. Students shall not be allowed to smoke, chew, or possess tobacco or nicotine products on school property or while attending school sponsored activities, or while under the supervision and control of district employees. Students who violate this policy shall be subject to disciplinary procedures that may result in suspension from school. (Education Code 48900) The District shall provide instruction regarding the effects of smoking on the human body and shall take steps to discourage students from making it a practice to smoke. (Education Code 48901, 51502) Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product

intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. Tobacco products include: (1) A product containing, made, or derived from tobacco or nicotine that is intended for human consumption whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco or snuff. (2) An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah. (3) Any component, part, or accessory of a tobacco product, whether or not sold separately. These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medications on campus.

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!

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 and VACATION DAYS

September 2, 2024	Labor Day
September 30-October 11, 2024	Fall Break
November 11, 2024	Veteran's Day
November 27-29, 2024	Thanksgiving
December 23-January 3, 2025	Winter Break
January 20, 2025	Martin Luther King Jr. Day
February 7, 2025	Lincoln's Birthday
February 17, 2025	Washington's Birthday
March 17-28, 2025	Spring Break
May 26, 2025	Memorial Day

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

August 7, 2024
September 11, 2024
September 24-27, 2024 - Parent/Teacher Conferences
October 23, 2024
November 6, 2024
December 4, 11, 20, 2024
January 15, 2025
February 5, 2025
March 5, 2025
April 9, 2025
May 7 & 21, 2025
May 30, 2025 - Last Day of School