

LODI UNIFIED SCHOOL DISTRICT

LIVE OAK ELEMENTARY SCHOOL

"Home of the Leopards!"

2021-2022

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
AM- 8:25-12:20, PM- 10:25- 2:20
1-3 Grades - 8:30-2:28
4-6 Grades - 8:30-2:33

MINIMUM DAY: (19 DAYS)

All Kindergarten
8:30-12:20
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 2021

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.

This year we will be working to start implementing the "House" system, like what is done at the Ron Clark Academy (RCA) in Atlanta Georgia. The staff has been preparing for this exciting time here at Live Oak! Stay tuned for some exciting and engaging education!

In addition, this year we hope to increase our ***Parent-Teacher Association (PTA) membership*** to build a high-functioning and valuable team. 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; The House System, Rallies, Spirit Days, Lexile Celebrations, Field Day, Special Assemblies, Sports Equipment, and Field Trips (if allowable). Last year PTA purchased House shirts for all students and staff for this coming school year. Our PTA 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 PTA.

The Live Oak staff and I are looking forward to working with you and your children throughout the 2020-2021 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 2021/2022

Office Staff

Principal	Mrs. Sarah Santana
Principal's Secretary	Ms. Sheree Di Donato (sub)
Typist Clerk	Mrs. Lisa Lambaren-Perez

Teachers

AM K	Ms. Jeanine Battjer - Rm. 5
1 st	Ms. Nemilyn Bucayu Lee- Rm. 17
1 st	Ms. Crystal Sauseda - Rm. 9
2 nd	Mrs. Nancy St. Clair - Rm. 7
2 nd	Mrs. Kathleen Ellis - Rm. 11
3 rd	Ms. Megan Ward - Rm. 10
3 rd	Ms. Melissa Johnson- Room 8
4 th	Mrs. Nicole McKilligan - Rm. 1
5 th	Ms. Oralia Inguanzo - Rm. 2
6 th	Mrs. Ashleigh Van Houten - Rm. 22
6 th	Mr. Micah Muraoka - Rm. 3

Special Ed Programs - Teachers

SDC Preschool LL	Mrs. Diane Baker - Rm. 4
SDC M/M Primary (2 nd -3 rd)	Mrs. Jessica Almazan - Rm. 15
SDC M/M Interm. (4 th -6 th)	Mrs. Mia Delgado - Rm 6
SDC M/M Primary (K-1)	Ms. Sharon Perez- Rm 13
RSP K-6th	Mr. Chris Mata (sub)
Speech Pathologist	Ms. Paula Derrick - Rm. 24

Other Programs - Teachers

Read 180 Intervention	(1st-6th) Mrs. Janet Gibson - Rm. 20
Music	Mr. Evan Brock - Rm. 18
Strings	Mr. Jon Gall - Rm. 18
Physical Education	Mr. Eddie Hernandez - Rm. 14

Support Staff

Psychologist
Counselor
Registered Nurse
Bilingual Aide
Bilingual Aide
Librarian
Cafeteria Monitor
Cafeteria Monitor
Para-educator (RSP)
Para-educator
Para-educator

Ms. Jessica Alcantara - Rm. 20
Mrs. Erin Reed - Rm. 20
Ms. Linda Cayabyab - Office
Mrs. Linda Rios
Mrs. Sandra Carreno
Ms. Sherry Kelly - Rm. 16
Mrs. Annabel Gutierrez
Mrs. Liz Fox
Mrs. Jeanine Beaton - Rm. 20
Ms. Heather Scottorosano - Rm. 6
Ms. Julia Zimmerman - Rm. 15

Custodial Staff

Head Custodian
Night Custodian

Mr. Tom Roehrich
Ms. Pam Cook

Cafeteria Staff

Cafeteria Manager
Cafeteria Assistant

Mr. Michael
Ms. Teresita Cutler



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
Scott McGregor, Assistant Superintendent Elementary Education

LODI UNIFIED SCHOOL DISTRICT GOVERNING BOARD

Area 1 - Ms. Susan Mcfarlane, Clerk
Area 2 - Mr. Gary Knackstedt, Member
Area 3 - Mr. George Neely, Member
Area 4 - Mr. Courtney Porter, Member
Area 5 - Mr. Ron Heberle, Member
Area 6 - Mr. Ron Freitas, Vice President
Area 7 - Mr. Joe Nava, President

DISTRICT OFFICE HOURS

The District Office is open Monday through Friday from
8:00 a.m. to 4:0 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 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. for 1st-6th. AM Kindergarten starts at 8:25am. 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). Students may not arrive any earlier than 8:00am as there is no supervision and the gates are locked. Please do not park in the bus loading zone, now have a 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: 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.

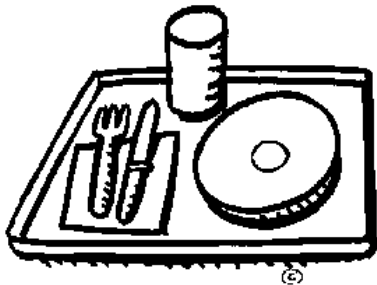
STUDENT PLANNERS: Students in grades 3rd through 6th will be provided with a student planner to help them keep track of their homework assignments. Students are expected to bring these to school each day. The first student planner will be provided to students free of charge. If students lose their planners, 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. 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: The first lunch is free for all students at Live Oak for the 2020-21 school year. If your child would like to buy a second hot lunch, which includes milk, is \$2.50. Milk individually is \$0.50. 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. 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 anything with caffeine, 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, 2021.

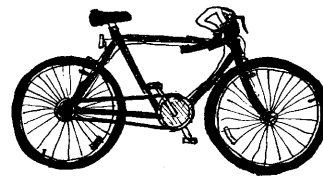
HOME SCHEDULING/NOTES FROM HOME: Our goal is to keep classroom disruptions to a minimum. When it is necessary for a student to make a change from his or her normal routine, a note from the parent should be presented to the teacher. These changes include staying after school for a special event, riding 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 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 December 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 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 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.
- ❖ 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.
- ❖ 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" 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 29 - October 2.

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 emails, newsletters, teacher updates, our school web site, 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 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.

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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, 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.
- 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.



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 the first Friday of each month throughout the year.

The 2021-2022 PTA Board Members are:

President:

Vice President: Amber Chamizo

Secretary: Lindsay Martinez

Treasurer: Katelyn Pham

Membership & Fundraising: Marina Fernandez

Administrator: Sarah Santana

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:

<u>1:1 Computer Devices</u>	<u>Book Exchange</u>	<u>Red Ribbon Week</u>
<u>Cafeteria Helpers</u>	<u>Book Fair</u>	<u>Live Oak Choir/Band/Strings</u>
<u>ROAR Awards</u>	<u>Spirit Days</u>	<u>Field Trips</u>
<u>Special Assemblies</u>	<u>College Wear Days</u>	<u>Back to School Night</u>
<u>READ 180/System 44 (3-6th)</u>	<u>Spirit Rallies</u>	<u>Holiday Programs</u>
<u>Before and After School Intervention Programs</u>	<u>Open House</u>	

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 (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

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 2020-2021 school year.

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

Our reading test data identifies students who need the System44/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/>



Strings

Our talented strings teacher, Jon Gall, will teach elementary instrumental music to our 5th and 6th graders. Strings classes will be taught twice a week for 40 minutes and will be offered to 5th grade students. A 2nd year strings class will be taught to 6th graders who are continuing their instrumental music education, during the school day twice a week.

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, 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, 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!

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

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.

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IMPORTANT DATES

SCHOOL HOLIDAYS

September 6, 2021	Labor Day
November 11, 2021	Veteran's Day
November 25, 2021	Thanksgiving
December 25, 2021	Christmas Day
December 31, 2021	New Year's Eve
January 1, 2022	New Year's Day
January 7, 2022	Martin Luther King Jr. Day
February 11, 2022	Lincoln's Birthday
February 21, 2022	Washington's Birthday
May 30, 2022	Memorial Day

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

Sept. 28 - Oct. 1, 2021	Parent-Teacher Conferences
December 23, 2021	Before Christmas Break
June 3, 2022	Last Day of School

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

August 11, 2021	September 8, 2021	October 28, 2021
November 17, 2021	December 8, 2021	January 19, 2022
February 9, 2022	April 13, 2022	May 11, 2022

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

September 22, 2021	December 15, 2021	March 2, 2022	May 25, 2022
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VACATIONS

October 4-15, 2021	December 24 - January 7, 2022	March 14-25, 2022
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REPORT CARD DATES

Sept. 28 - Oct. 1, 2021 December 23, 2021 March 11, 2022 June 3, 2022