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# **ENCINAL ELEMENTARY SCHOOL**

*Parent / Student Handbook*

*2022-2023*

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Live Oak, CA 95953

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Encinal School  
 Student Handbook 2022-2023  
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## Welcome

Welcome to Encinal Elementary School, a dynamic and unique small school for student learning. Teachers at Encinal continuously perfect their instruction through professional development, along with emphasizing the character development of all students. The curriculum we have is comprehensive and has been adopted by the State of California. Students and parents are actively engaged and connected to the educational processes at Encinal Elementary School.

## Mission Statement

Encinal Elementary School, in partnership with families and community, is committed to providing all students with rigorous academic opportunities in a positive, welcoming environment. We are committed to academic excellence through innovative programs and instruction, developing critical thinkers who are confident and self-motivated, fostering a safe and small-school community, and preparing well-rounded students to become contributing members of society.

## School Staff

### Principal

Michelle Smith

### Secretary

Debbe McPherrin

### Instructional Aides/Yard Duty

Nirma Macedo Garcia

Morgan Owen

Marissa Vazquez

Sonya Quezada

### School Counselor

Eduardo Bucio

### Custodian

Richard Klatka

### Nursing Staff

Kathleen Papa

Mary Gillispie

### Teachers

TK-K

1<sup>st</sup>-2<sup>nd</sup>

3<sup>rd</sup>-4<sup>th</sup>

5<sup>th</sup>-6<sup>th</sup>

7<sup>th</sup>-8<sup>th</sup>

Computer Literacy 5-8

Music TK-4

Music Band 5-8

PE TK-8

SPED

Candice Sowden

Jennifer Sullivan

Jenny Russell

Laura Arellano

Jennifer Horton

Jessica Evans

Tammy Morrison

Samantha Fordis

Stacie Epperson

Diana Clemensen

### Speech

Kristen Roe

### Cook

Shannon Copeland

Please note: If you would like to talk to one of the teachers or support personnel, please call the office at 695-5458 between 7:45 am and 4:00 pm in advance and set-up an appointment, so that you may be assured that the person you want to see will be available. Thank you.

### **Encinal School Daily Schedule**

#### **Regular Day**

Transitional Kindergarten and Kindergarten	8:20-12:00
Grades 1-8	8:20-2:40

#### **Minimum Day**

Transitional Kindergarten and Kindergarten	8:20-12:00
Grades 1-8	8:20-1:00

\*\*Please refer to the school calendar for a schedule of minimum days.

#### **School Office Hours**

7:30 a.m. - 4:00 p.m.

Monday – Friday

The office staff is happy to help you with any questions or concerns you may have. Please feel free to stop by or call.

Phone: (530) 695-5458

#### **Attendance**

Attendance and punctuality are important because of their direct relationship to academic progress and developing responsibility in students. According to state law, the parent/guardian/caregiver is legally responsible for punctual and regular attendance of their child/children. Further, it has authorized penalties which may be assessed against the parent/guardian/caregiver for failure to do so. Failure to attend will mean that the school authorities will refer the parents/guardians/caregivers and students to the School Attendance Review Board if necessary.

Students are expected to be in school except when they are ill or have a doctor or dental appointment. Roll is taken in the first period class and phone calls for unexcused absences are made by 9:00 a.m. No student may have his or her grade reduced or lose academic credit for any absence or absences which are excused. Students with excused absences shall be allowed to complete all assignments and tests during the absence that can reasonably be provided and, upon satisfactory completion within a reasonable period of time, shall be given credit. Please follow the procedures below if your student is absent from school:

- A parent/guardian should call the school before 9:00 a.m. on the day of the absence. A notification stating the reason for the absence is required. Babysitting, going shopping, oversleeping, didn't feel like going, nothing to wear, etc. are unexcused absences. The attendance secretary will give the student an admittance slip to get back into class when the student returns to school. Students who have excessive medical absences shall be required to bring a doctor's note for all absences, or those not approved by the administration prior to the absence. Causes for a required doctor's note may include patterns of absences, more than 3 consecutive days, 10 days cumulative, etc.
- The California State Education Code 48260 defines a truant as: "Any pupil subject to compulsory full-time education or compulsory education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year." We are required to report excessive absences to the School Attendance Review Board for investigation, hearing and possible referral to Juvenile Court for appropriate legal action.
- When returning to school after an absence, an admit slip will be issued. If a student must leave campus during the school day the parent/guardian must come in to the office and sign the student out.

### **Tardiness**

Tardies affect continuity of instruction and academic success of students; therefore, all students are expected to be on time to all classes. Punctuality is a measure of responsibility and it is deemed important that all students learn the value of punctuality. Students are considered to be tardy if they are not in their assigned seat prepared to work when the bell rings. Justification for tardiness is very limited. Tardies will be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by the school's principal. Habitual tardiness will result in parent notification and administrative disciplinary action. Every three unexcused tardies will result in disciplinary action.

### **Dental and Doctor Appointments**

Please notify the office and the teacher regarding dental and doctor appointments. At the time of the appointment the parent/guardian **MUST** come into the office and sign the student out. A parental note to be excused for an appointment should include the time and date of the appointment. When dental/doctor appointments take place in the morning before a student arrives at school, a handwritten note from the parent/guardian is required upon arrival in order to obtain an excused readmit slip to class. Students are responsible for making up work that is missed.

**Please ask the doctor or dentist for written verification of your child's office visits. They will gladly comply and we do appreciate the documentation.**

### ***Excused Absence for Personal Reasons***

Absences for reasons other than those listed above may be excused for a justifiable personal reason. **This requires that the parent/guardian provide a written request 5 days in advance to the site Principal for review.** The site Principal must approve the absence in

advance for the absence to be considered "excused." The personal reasons must meet these requirements:

- The personal reason is of an emergency nature and cannot be performed during hours of non-school attendance.
- May not exceed 5 days in any one school year.
- May not be taken in conjunction with Thanksgiving, Winter, Spring or Summer break.
- Student must be currently performing at or above grade level on school work. A 2.0 average or not deficient in units for grades 6-12.
- Good attendance, meaning the student does not have more than a total of 10 days of absences of any type (excused, unexcused, late). Of the 10 days of absence, the student cannot have more than 3 unexcused absences. Please note that if your child is marked late (late is defined as missing 30 or more minutes of school), it counts as an unexcused absence.
- If the request is made prior to October the student's attendance rate for the previous year must have been 95%.
  - Per Eighth Grade Promotion requirements an eighth grade student must attend 85% of the school year in order to participate in the promotion ceremony and end of year activities.

The student and parent(s)/guardian(s) are responsible for all work missed. The student and parent(s)/guardian(s) shall request assignments for the time period to be missed at least 5 days in advance

### **Special Programs & Support Services**

The following school support services are available at Encinal:

1. AVID Elementary Schoolwide
2. Counseling
3. Library Services
4. Classroom Music one day a week (TK-4<sup>th</sup> grade)
5. Band two days a week (5<sup>th</sup>-8<sup>th</sup> grade)
6. Technology Class one day a week (5<sup>th</sup>-8<sup>th</sup> grade)
7. Physical Education Specialist one day a week (TK-8<sup>th</sup> grade)
8. Response to Intervention- Both in ELA and Math
9. Migrant Education-support services for migrant students
10. Nurse-available as needed
11. Speech Therapist- available twice a week for qualified students
12. Student Study team- a process for identifying and finding solutions to help struggling students be successful.

### **Staff Responsibilities**

1. Maintain high standards of academic performance and behavioral expectations to achieve student progress.
2. Establish school rules that ensure a safe educational environment in which productive learning can take place.
3. Teach expected standards of behavior and then enforce them fairly and consistently.
4. Involve students in activities that increase self-esteem.

### **Student Responsibilities**

1. Come to school ready to learn and work hard.
2. Attend school regularly and punctually.
3. Bring necessary materials, complete assignments, and homework.
4. Know and follow all school and classroom rules.
5. Respect the school, classmates, staff, and families.
6. Ask for help when needed.

### **Parent Responsibilities**

1. Support the rules, routines, and standards of the school.
2. Review the school rules and discipline guidelines with your student to make sure they understand what is expected of them.
3. Be sure your student is neat, clean, well-rested, and properly fed when he/she comes to school.
4. Provide a quiet place for homework and monitor TV/technology viewing.
5. Send your student to school with the proper supplies and homework.
6. Ensure that your student gets adequate sleep and attends school regularly and punctually.
7. Attend parent conferences, other important meetings, and give full support to the teacher and other persons working with your child.
8. Take a sincere interest in your child and his/her progress.
9. Contact the school when you have a concern.
10. Call the school any day your child will be absent.
11. Read to your child or encourage your child to read at least 20 minutes every day.
12. Pay all fines that your student may have for this school year.

### **Playground Expectations**

- Playground balls are not to be kicked on the blacktop area with the exception of a teacher or noon duty supervisor supervising the game. Balls should not be kicked or thrown upon the school roof or out of school grounds.
- Personal recreation equipment is to be left at home.
- Equipment used on the playground is school property and should remain on campus.
- To prevent injury, students are not to chase one another on the blacktop.
- During recess students are not allowed in classrooms unless they are supervised by a teacher or school staff member.

- Students are not to throw anything that may hurt another person.
- Students are not to play any games which may become too rough such as wrestling, tackling, and tug-of-war.
- Students are not to stand upright on the top of any piece of equipment and are never to attempt to jump off.
- Students are not allowed to do dangerous tricks on playground equipment.
- Students are not allowed to play or go between the cafeteria building and the storage room building.
- Students should let others play games currently in play.
- Students should always use courteous and respectful language with others.
- School grounds and facilities are to be kept clean. All students are encouraged to take pride in the school and keep it clean.
- Students will report promptly to their classrooms when directed to after the bell rings.

### **Infractions**

Using the above list of responsibilities, we are trying to make the students more responsible for their own behavior and the consequences of that behavior. Students need to learn at an early age how to make responsible decisions. They need practice now while the consequences of their decisions are not too critical. All too soon, the decisions they face will become increasingly important. Our students will often be asked to come up with a plan of their own as to how they will handle a difficulty that they are involved in. The staff will offer suggestions, but the student will make the major part of the decision.

There will often be times when a problem is more serious in nature than the student can be expected to handle. At this point, the principal and/or teacher will make the decision as to the appropriate consequences for the action. These consequences may include, but will not be limited to:

- Loss of classroom or school-wide activities or privileges
- Suspension from recess/lunch detention
- Use of a student contract for classroom, playground and/or cafeteria behavior
- In-House School suspension (OCA) On Campus Alternative
- Partial day schedule
- Required parent attendance
- Referral to a student study team

### **Dress Code/Appearance Standards**

The purpose of the Live Oak Unified School District Dress Code is to ensure student safety and prevent classroom disruptions, and to establish an image/atmosphere that is appropriate and conducive to learning. Live Oak Unified School District board policy 5132 states students must clothe themselves in a manner that is acceptable to community standards as determined by school administration. The dress code is enforced at all school-sponsored activities unless advised otherwise. **If you are in doubt about the appropriateness of what you are wearing, do not wear it to school.** Students arriving at school with inappropriate dress will

be sent to the office to either wear a garment from donated clothing or call/return home to be provided with appropriate dress.

**Appropriate School Dress:**

- Does not create a disturbance;
- Is not sexually explicit/pornographic;
- Does not contain crude or suggestive remarks/slogans;
- Does not contain explicit or implied obscenities or profanities;
- Does not contain gang symbols or imply gang affiliation;
- Does not have pictures that display illegal substances, alcohol, drugs, tobacco, promotes the use of or endorses such products, or can be construed as vulgar, obscene, have racial/ethnic slurs, or being sexually suggestive or depict violence are not appropriate (in any language). This includes brand names like *Cookies and Sierra Nevada Brewing*.
- No costumes and/or costume accessories (only permitted on designated school dress up days).
- No clothing shall be worn that may be considered as possibly dangerous or be used as a potential weapon (i.e. chains, spikes, spurs, etc.).
- Blankets are not to be worn at school.

**Pants and Shorts:**

- Pants must be worn at the waist and must remain at the waist. Undergarments must be covered at all times. Pants may not drag on the ground to the point that a student may trip on them.
- Pants, shorts, and skirts with holes and/or rips above the "fingertip" length when arms are fully extended are not permitted, unless a legging is worn beneath that does not expose skin (nylons or fish-net stockings don't meet this requirement).
- Shorts, skirts, and dresses should be modest and cover all undergarments (they should provide sufficient modesty when the student bends over). We use the guide of "fingertip" length. Please consider PE activities when you dress in the morning.
- Pajama bottoms or "PJ's" are not allowed at school (only permitted on designated school dress up days).

**Shirts:**

- All shirts or blouses must have two straps at least 1" at the width and cover undergarments completely.
- See-through tops, tops which expose the midriff, are low cut, are backless, halter, or strapless are not permitted.
- No cut out shirts including muscle shirts.
- All undergarments must be covered.

**Footwear:**

- Footwear must be worn for health and safety reasons.

- Shoes MUST be held securely on the foot with a strap at the heel. Flip Flops, slides, and/or slippers are not allowed at school grades TK-8.
- Shoes with wheels are not permitted.
- During PE, tennis shoes must be worn.
- Red and blue shoe laces are not permitted in grades 6-12.

### **Accessories**

#### **Belts and Buckles:**

- Belts are not acceptable if they hang more than 3" from the appropriate belt loop and need to be tucked in the belt loop.
- Any color believed to represent gang affiliation such as red and blue are prohibited.
- Buckles should be of simple design and not have an insignia believed to represent gang affiliation.

#### **Headwear:**

- Hats, caps, visors, and beanies may be worn outside, but require removal during school hours in all school buildings.
- Head covering worn for religious or medical purposes may be worn at all times.
- Hats that bear a message or that have been modified to bear a message that is inappropriate for school will not be allowed.
- Bandanas are not to be worn.

#### **Bags and Backpacks:**

- Bags, backpacks, etc. with the intent to be smell proof/odorless as indicated by the manufacturer are prohibited, this includes but is not limited to *Cookies* brand bags.

### **GANG CLOTHING ON CAMPUS**

To ensure the safety of our students from gang violence, it is important that students not wear clothing, jewelry, and/or accessories, which, by virtue of their color, arrangement, trademarks, or any other attribute, denotes membership in and/or affiliation with any gang. Students wearing this clothing, jewelry, and/or accessories (hairnets, scarves, red or blue shoe laces, red or blue solid belts, etc.) with the exception of school-related clothing are not allowed at school. They may not wear or write gang affiliated trademarks, anti-social messages or logos that include, but are not limited to: XIII, 13, XIV, 14, North, Norte, Sur, Sureno, Norteno, Brown Power/Pride, Nazi symbols, White Power/Pride, Asian Power/Pride, all one color, N, S, Nebraska, Los Angeles, homies, happy/sad/joker/clown/etc. Students identifying with a gang will be restricted from wearing any identifying clothing/symbols/colors for the remainder of the year. Clothing must be worn as intended to be worn. Students violating this policy will receive further dress code restriction and discipline.

Students dressing as though they are identifying with a gang will be referred to the office. The following will occur:

- a. Any student who is involved with known gang activity/alignment will not be allowed to wear colors aligned with that gang for the remainder of the year. Violation will result in suspension/expulsion.
- b. Students dressing as though they are aligning with a gang will:
  1. Have a conference with the administration.
  2. Have their parent contacted.
  3. Have their backpack, etc., searched to see if any gang affiliated trademarks, anti-social messages or logos are present to validate concern. If gang alignment is validated then item A listed above will be enforced.
  4. Be asked to mix up the color of their clothing, and to wear that color no more than one time/week.
- c. Who are initially referred and then defy item B4 will again be referred. These students are then identified by the administration as aligning with a gang and then item a. listed above will be enforced.

### **Graffiti**

Graffiti, tagging, or other marks made on school or private property is strictly prohibited. Encinal Elementary School **will not tolerate** graffiti. Violators are subject to administrative disciplinary action that may include a recommendation for expulsion, as well as possible criminal charges. Parent(s)/guardian(s) and the student will be charged for any costs related to the repair and/or cleanup of any damage caused by their child.

### **Textbook Policy**

Students will be issued numbered textbooks at the beginning of the year. It is the student's responsibility to put a book cover on the books and to keep them in good condition. New textbooks cost a minimum of \$60.00 each. There may be fines given for books written in or damaged. You may be charged for the full replacement cost for books that are lost or otherwise damaged to the extent that they may not be reused.

### **Fines**

Students are expected to take care of the textbooks, library books, and equipment assigned to them. Your student's teacher will check textbooks when turned in to determine if any fines are necessary for book loss or damage. Equipment which is damaged, lost, or stolen must be paid in full or replaced and you will receive a fine slip.

### **Student Searches**

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. In an effort to keep the school free of dangerous contraband, specially trained,

nonaggressive dogs can be used to sniff out and alert staff to the presence of substances prohibited by law or Board policy.

### **Public Display of Affection**

PDA or Public Display of Affection is not allowed at Encinal School. This could be hugging, kissing, hand holding, or touching inappropriately. This type of behavior is not acceptable and may contribute to a hostile environment.

### **Toys/Electronic Devices**

It is advised that electronic devices be turned off while on campus. It is recommended that students not bring electronic devices to school. This includes: laser pointers, iPod's, tablets, Gameboys, etc. These items only help to distract students from the learning environment and are not appropriate. If an electronic device causes a disruption in class, a school employee shall direct the student to turn off the device and/or shall confiscate it and turn it off. Toys and other items that distract students will be dealt with on a classroom to classroom basis. **Cell phones are permitted but must be powered off and put away BEFORE students enter the school gates and remain off during school hours.** Due to privacy concerns, students are not permitted to take photos and/or videos with their phones/cameras while at school or at a school activity. Encinal School acknowledges the importance of electronic communication between students and parents. If parents need to contact a student during the school day, they are requested to contact the school office for assistance. If students need to use a phone during the school day, they must use a school phone, which is available to students with appropriate permission. Further, Encinal School recognizes that instructional time is precious and must be protected from unnecessary disruption. Students not following the cell phone policy will need to deliver their phone to the office and parents will be notified for pick-up. In permitting student possession of such devices, the school assumes no liability for the loss, damage, confiscation or its misuse by another person.

If a student brings an item to school that is inappropriate, the item will be placed in the office. Repeated offenses could result in disciplinary actions.

Trading of items by students is not permitted. If students want to participate in this kind of activity, they must do so off school grounds.

### **Prescription Medication**

All medication (including inhalers and aspirin) that you want your child to take at school **MUST** be in the original container with your child's name on the label and kept in the main office in accordance with California State Requirements. You **MUST** also have your doctor fill out a form authorizing school personnel to administer the medication. Please contact the school office for these forms. Medication cannot be administered without the completion of these forms by the doctor and the school office.

We cannot give Tylenol or any other over-the-counter medication. If you want your student to take any type of medication at school, you must come to the school and administer it yourself.

### **Lunchtime Detention**

At Encinal, students have many opportunities to make the correct choices pertaining to their behavior. Students who consistently choose to behave inappropriately will be assigned lunchtime detention. Lunchtime detention is designed to teach the students the relationship between choices, consequences, and to encourage positive choices and good decision-making. Lunchtime detention will also be assigned to students who need to make-up missed work.

### **Student Awards**

Each Trimester the following awards will be recognized:

- Student of the month
- Perfect Attendance
- Husky Award
- Honor Roll (3.0-3.4)
- Principal's Honor Roll (3.5-3.7)
- Superintendent's Honor Roll (3.8-4.0)
- Husky Card grand prize winner
- Golden Binder Award (End of year only)

### **Visitors**

Visitors are welcome at Encinal. It is helpful if you call in advance so you are sure to come at a time that will allow you to see what you want to see. All visitors, including parents, must stop at the office, sign in and receive a visitor's pass before going to individual classrooms. When the office staff is tending to other responsibilities the gates may be locked. Please call 695-5458 for admittance.

### **Parent Volunteers-Encinal School**

Research shows that children whose parents volunteer and are positively involved in their children's education do much better in school. **(A volunteer that serves more than 20 hours per month must be fingerprinted by the Sutter County Sheriff's Department.) Please contact the school principal.**

#### **Where could you help?**

1. In the classroom- ask your child's teacher.
2. In the school office- ask the secretary/principal.
3. Join the Parents' Club or the School Site Council

#### **Types of volunteer tasks:**

- \* Working directly with children
- \* Planning special events/Student Body Activities
- \* Organizing, working at events
- \* Supervising or helping w/school events, field trips
- \* Tutoring students in reading/math
- \* Serving on committees
- \* Correcting Papers
- \* Putting up bulletin boards
- \* Photocopying

### **Field Trips**

If you would like to make alternative arrangements for your child's transportation to or from a field trip, a written note to the office specifying what arrangements you have made in advance is required. Students who have permission to leave from a field trip with a parent are required to check out with the staff member in charge before leaving. If a field trip is longer than your child's normal school day, please inform the office of your plan for transportation of your child (i.e. kindergarten students and all day field trips). We appreciate this consideration to alert all staff members. All volunteer drivers must be pre-approved on the "Pull Program". If you plan to drive for a field trip, please see the office to be approved for the "Pull Program".

### **Lost and Found**

Many items of clothing and other belongings are lost and go unclaimed each year. Please label your student's coats, sweaters, lunch pails, etc. with first and last names and a phone number if space is available. If you find that your child is missing something, have them check in the lost and found. Items that are not claimed at the end of each trimester will be taken to the Salvation Army or other charity.

### **Counseling Services**

A counselor is available to assist students with academic, personal, or social issues. Counseling may be individual, in groups, with parents, or with teachers. Students may also stop by the office to request a meeting with the counselor. Parents can reach the counselor by calling 695-5458. Trust is an important part of the counselor-student relationship. Nothing that is discussed will be told to anyone else except in certain situations when law requires it. The counselor will review those situations with students. The school counselor is permitted to see a student one time, on an individual basis, without parent consent when a crisis situation or conflict resolution is required. A counseling consent form for services may be requested in the school office.

### **Special Occasion Deliveries**

Deliveries are accepted at the front office; however, students may only pick up items after 2:40 p.m. Balloons are not allowed on buses. The school is not liable for any lost, confiscated or items not picked up from the front office.

### **After School Sports**

Encinal School does not offer an afterschool sports program. Encinal School Students are eligible in grades 7 & 8 to try-out and participate in afterschool sports with Live Oak Middle School. All students who choose to participate must meet all eligibility requirements and provide their own transportation to and from the middle school for practices and games.

The following sports programs will be offered through LOMS based on coach availability and athletic funding. Flag Football, Basketball, Volleyball, and Soccer are available for 7<sup>th</sup> and 8<sup>th</sup> graders. Track is also available for 6<sup>th</sup>-8<sup>th</sup> graders.

- Students will be requested to donate \$10.00 for transportation.
- Students will be charged for lost or damaged uniforms.



Graham Crackers	Cheese
Whole Wheat Goldfish	Yoplait Yogurt
Barnum Animal Crackers	Whole Grain Teddy Grahams
Dried Fruit	Nutrigrain Bars
100% Juice	Rice Cakes
Nuts	Triscuits
All Fruits and Vegetables	Nut Butters (peanut butter, almond butter, etc)
Seeds (sesame, sunflower)	Pretzels
Quaker Chewy Granola Bars: Peanut Butter & Chocolate Chip, S'mores, & Oatmeal Raisin	

Please check the website below to check if a snack meets the requirements:

<http://www.californiaprojectclean.org/doc.asp?id=95>

**Please note: Gum and candy are not permitted on campus without special permission.**

### **BREAKFAST AND LUNCH PROGRAM**

Nutritionally balanced meals are sold daily in the cafeteria. All students will be assigned an ID number to use throughout the year, when participating in the meal program. Menus are distributed at the end of each month for the following month. Students may bring a meal from home if preferred.

**COST OF MEALS:                    Universally free for all students**

Milk a la carte	\$ .50
Adult (Staff only)	\$5.00

### **Sack Lunches**

Students who bring sack lunches or who do not eat lunch will enter the cafeteria with their class or as instructed by school staff.

### **Cafeteria Expectations**

1. Walk quietly to and from the cafeteria.
2. Never flip or throw food at any time.
3. Never take food or drink out of the cafeteria area or leave the campus during lunchtime.
4. As on the bus, bottles are not allowed in the cafeteria.
5. Students who continually use inappropriate behavior/or language will be moved to a separate table or assigned related consequences.
6. Continued misbehavior will result in a parent contact.
7. Citations and/or possible detention will be given for infractions

**LIVE OAK UNIFIED SCHOOL DISTRICT**  
**A Guide to Student Responsibilities While Riding School Buses**

The Live Oak Unified School District has rules and regulations to assist students in understanding their responsibilities while riding buses belonging to or rented by the school district. These rules will insure safe and proper travel to and from school, field trips, and sporting events. They are to be observed while riding the buses and/or waiting at school bus stops. The following list of student actions constitutes violation of the established rules and regulations:

1. Abusive body contact (slapping, hitting, poking, shoving, pulling hair, etc.) in the bus or when loading or unloading students.
2. Fighting on the bus or at the bus stop.
3. Students getting off at a bus stop other than their regular designated bus stop.
4. Transporting firearms (or replica thereof), liquor on a school bus (including luggage compartment), or glass container of any type.
5. Using profane language or obscene gestures.
6. Extending any part of the body (including hair) out of bus windows at any time.
7. Any movement out of seats while the bus is in motion, or stopped at other than the student's designated stop, without the driver's permission.
8. Riding the bus after receiving a "no ride" penalty.
9. Legs, feet, and objects obstructing aisle or facing to the rear or side of seats.
10. Creating excessive noise (whistling, singing, etc.)
11. Any improper bus procedures (not lining up properly), rock throwing playing in the streets, or any property damage at bus stops.
12. Any unauthorized opening, closing, tampering with bus doors, windows or emergency exits.
13. Any type of damage or defacing of the school bus.
14. Lighting matches, cigarettes, and/or smoking including vaping on the bus.
15. Throwing any objects in, out of, or at the bus (littering of any kind).
16. Touching the outside of the bus during loading or unloading operations.
17. Transporting live animals, reptiles, and/or insects on the bus.
18. Eating or drinking on the bus.
19. Disrespect to and/or failure to obey the bus driver.
20. Giving improper identification when requested by the driver.
21. Tampering with the radio and/or bus controls.
22. Failure to remain quiet at all railroad crossings.
23. Endangering life of limb or other passengers.
24. Other unauthorized or unsafe actions.
25. Using headphones and/or headsets on the bus.

**Notes are required for riding the bus to any location other than field events or sporting events.**

**Video cameras may be used on school buses to monitor student behavior while traveling to and from school and other activities.**

Authority of bus drivers (Section 14263 of Title 5 California Administrative Code)

- a. Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road.  
Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation.
- b. The Board of Trustees shall adopt rules and regulations to enforce this section. These rules and regulations shall include, but be limited to, specific administrative procedures relating to suspension to riding privileges and shall be made available to parents, guardians, pupils, teachers, coaches and other interested individuals.

Penalties for infraction of established bus rules and regulations are listed as follows: (amended 10/30/09)

- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> Citation | Warning or possible bus riding suspension   |
| 2 <sup>nd</sup> Citation | Parents conference with Principal   |
| 3 <sup>rd</sup> Citation | Three day riding suspension   |
| 4 <sup>th</sup> Citation | Possible two week riding suspension   |
| 5 <sup>th</sup> Citation | Possible suspension for extended period of time with possibility of a full school year. |

**There will be an immediate suspension for threatened or actual bodily harm.**

The Live Oak Unified School District would appreciate you reviewing these rules and regulations with your student(s). Thank you very much for your cooperation.

NOTES:

1. Please allow 10 minutes for variation in the bus schedule. Children should be waiting for the bus at the bus stop before it arrives. It is very dangerous for children to dart out at the last minute.
2. Students are not allowed to change bus stops except in an emergency and with the approval of the principal.
3. Parents/guardians are liable for their student's damage to the seats or any other part of the bus.

**End of Year Activities-All Grades-Requirements to Participate**

Requirements to participate

1. The student has not been suspended off campus three or more days during the school year
2. Student has not received five or more citations during the school year
3. Student has met the attendance agreement of attending a minimum of 85% of the school year.

4. Grades 7 must also maintain a 2.0 GPA to take part in extracurricular/end of year field trips.
5. Grade 8 needs to meet all promotion requirements in order to be eligible for end of the year activities (8<sup>th</sup> grade trip, promotion dance, pool day).

### **Encinal Elementary School 8<sup>th</sup> Grade Promotion Requirements and End of Year Activities**

Revisions regarding promotion requirements may be made during the 2022-23 school year. If changes are made, parents will be notified of the changes in a timely manner. An eighth grade student may participate in the promotion ceremony and end of year activities if he/she meets the criteria for promotion as set forth in Board Policy 5123 and meets the criteria listed below.

- The student is not currently suspended or expelled.
- The student received no disciplinary action during the eighth grade trip or other year-end activity.
- The student has completed all finals and projects by due dates.
- The student has maintained a 1.75 average GPA over three trimesters.
  - i.e.: 1<sup>st</sup> Trimester GPA is 1.50, 2<sup>nd</sup> Trimester GPA is 1.75, then a 2.0 GPA is needed in for the 3<sup>rd</sup> Trimester to achieve a 1.75 cumulative GPA for the year.
- The student hasn't received an F more than once in the same class for the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> trimester.
  - i.e.: ELA 1<sup>st</sup> Trimester grade = F, then a D or better is needed in ELA for the 2<sup>nd</sup> and 3<sup>rd</sup> Trimester grade)
- The student has attended 85% of the school year.

For more information regarding this policy, please call the school principal at 695-5458 or refer to Board Policy 5123

Students suspended from Promotion/Year End Activities must report to their school site for the day.

### **PROMOTION NIGHT DRESS CODE**

Students will purchase a non-refundable promotion gown.

#### **GIRL'S DRESS**

- The following should be considered when purchasing clothing for promotion night:
  - ❖ The length of the dress should be mid-thigh or at the bottom of the fingertip, whichever is longer.
  - ❖ No Formals
  - ❖ No restriction on color
  - ❖ Dresses are not to be slit, no low cut front or back and no over one shoulder.
  - ❖ Dresses must be solid in front and back with no "cut-outs" at the waist

- ❖ Dresses may have long or short sleeves. No strapless, spaghetti straps or off shoulders. A wrap may be worn.
- Dress shoes are required. Heels should be a height to walk comfortably across grass and not more than 2 inches high. No backless shoes.
- Appropriate make-up or jewelry is acceptable.

### **BOY'S DRESS**

- Solid color dress pants are to be worn. **OVERSIZED pants are not acceptable.**
- Solid color shirts with collars are to be worn. No T-shirts. Shirts must be tucked in. If pants have loops, a belt must be worn.
- Neckties are preferred.
- Jackets, vests, sweaters or cummerbunds are not to be worn during the ceremony.
- Dress shoes should be worn.

### **8<sup>th</sup> Grade Class Trip**

Each year there will be an 8<sup>th</sup> grade end of the year class trip. If a student chooses to purchase a ticket, the ticket and transportation costs will be non-refundable. In order to be eligible for this trip a student must be eligible for the end of the year activities.

### **8<sup>th</sup> Grade Valedictorian Requirements**

In order to be considered for the Valedictorian for 8<sup>th</sup> grade, a student must have been on the Superintendent's List for all 3 trimesters of the student's 8<sup>th</sup> grade year. If no one qualifies, the Valedictorian or student speaker will be chosen at the discretion of the Encinal School Staff.

### **Emergency Information**

Please notify the office immediately of any changes on the Emergency and Health Information Cards. It is necessary that we have current addresses and phone numbers on each student in case of an emergency situation. It is also necessary to have the parent's signature on the emergency card.

A change in any of the following should be reported to the school office immediately:

- Home phone number or cell phone number
- Address
- Changes or restrictions in custody
- Parent's work phone number and/or address
- Doctor's name, address, and phone number
- Name, address, phone numbers for emergency contacts
- Changes in medical needs

It is imperative that in case of an emergency the parents of a child can be reached. For this reason, every effort should be made to keep the school office informed of any changes in addresses and/or telephone numbers as soon as possible.

### ***Fire Drills/Civic Defense/Disaster Preparedness***

Fire drills and other safety drills are conducted throughout the year. Practice helps us to be ready in the event of a real emergency. It is important to follow safety procedures.

- The fire alarm is an intermittent siren. All personnel are required to follow evacuation procedures, as outlined in the LOUSD Emergency Preparedness guidelines.
- Intruder Alerts are a high-pitched continuous siren (sounding similar to an air-raid or tornado siren). All personnel and students are to follow intruder alert procedures, as outlined in the LOUSD Emergency Preparedness guidelines.
- Earthquake drills are conducted with a verbal announcement and duck and cover procedures are implemented until further directions are given.

# DISCIPLINE AND INTERVENTION HANDBOOK

The Live Oak Unified School District is committed to teaching, modeling and enforcing high standards of conduct and will assign consequences for misbehavior in order to ensure that schools are safe, healthy learning environments for all students.

Schools are mandated to uphold federal and state law, Board of Education rules and codes, and the policies of the District that apply to students:

- (1) While on school grounds;
- (2) While going to or coming from school;
- (3) During the lunch period on or off the campus; and
- (4) During, or while going to or coming from a school sponsored activity.

Education Code 48900 (s)

The following charts indicate the types of disciplinary action that may apply to each type of misbehavior infraction. In each instance, an opportunity to teach appropriate behavior through the use of intervention and a corrective action is stated. **Each situation or violation involving student conduct should be individualized and the least punitive action based on the violation should be taken. The administrator shall, however, determine whether a specific infraction warrants the corrective action described on the chart.** Corrective action taken by the administrator shall take place after progressive discipline interventions by the school fail to bring about proper conduct or the specific infraction is sufficiently severe to warrant a more severe consequence. These corrective measures are intended to assist in teaching appropriateness and responsibility, while maintaining consistent student discipline on campus.

## Category 1 Infractions (Include but not limited to...)\*

<i>Offense</i>	<i>Consequences</i>	<i>Interventions</i>
<ul style="list-style-type: none"> <li>• Cheating/Forgery/Plagiarism</li> <li>• Classroom Disruption</li> <li>• Cutting Class/Tardy</li> <li>• Defiance/Insubordination/ Willful disobedience and disregard of authority.</li> <li>• Willful defiance of afterschool care instructions</li> <li>• Dress Code Violation</li> <li>• Electronic Device</li> <li>• Gang/Clique-Related Items</li> <li>• Gambling</li> <li>• Harassment/Bullying/Hazing (grades K-5)</li> <li>• Horseplay/Rough play</li> <li>• Inappropriate Sexual Behavior (grades K-5)</li> <li>• Littering</li> <li>• Near Fight</li> <li>• Obscene Act (minor)</li> <li>• Object of No Reasonable Use That Causes Distraction or Undue Disruption</li> <li>• Unwanted Physical Contact (grades K-5)</li> <li>• Passionate Public Display of Affection</li> <li>• Profanity</li> <li>• Safety Violation (bikes, Heelys, etc. on campus)</li> <li>• School Disruption</li> <li>• False accusations of a serious nature</li> <li>• Racial, Discriminatory or Hateful Behavior (minor)</li> <li>• Theft/Possession of/Attempt to steal school or private property# (grades K-5)</li> <li>• Vandalism (minor)#</li> </ul>	1 <sup>st</sup> Referral – Warning and/or Detention/Campus Clean-up	<p><i>One or more of the following behavioral interventions should be imposed:</i></p> <ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Recess restrictions</li> <li>• Administrator/Student conference</li> <li>• Counselor/Student conference</li> <li>• Counseling (individual or group)</li> <li>• Student Study Team (SST)</li> <li>• Behavior Plan/Contract</li> <li>• Referral to Community/District/School-Based Services</li> <li>• Peer Mediation</li> <li>• Anger Management Program</li> <li>• SARB/SART</li> </ul>
	2 <sup>nd</sup> Referral – Detention and/or 1 period to half day OCA	
	3 <sup>rd</sup> Referral – Detention and 1 period to half day OCA	
	4 <sup>th</sup> Referral – All day OCA	
	5 <sup>th</sup> Referral – Refer to Category 2 Infractions, 1 <sup>st</sup> Referral	
	<p><i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i></p>	

*Teacher must use classroom interventions prior to first referral to office when appropriate (warning, counseling, parent notification).*

*\*Based on severity or persistent nature, consequences may lead to more severe consequences, including suspension, at the discretion of the school administration.*

*#Indicates school officials will make reports to law enforcement as required by federal and state law, in instances of criminal activity and for incidents where there is a serious threat to a student, teacher or public safety.*

## Category 2 Infractions (Include but not limited to...)\*

<i>Offense</i>	<i>Consequences</i>	<i>Interventions</i>
<ul style="list-style-type: none"> <li>• Abusive, threatening, willfully defiant, gang-related activities</li> <li>• Abusive, threatening, or harassing behaviors towards a pupil who is a witness in a school disciplinary proceeding</li> <li>• Arson (minor) #</li> <li>• Assault and/or Battery/Threat (minor)</li> <li>• Bullying or cyber-bullying</li> <li>• Creating a hostile school environment: intimidating or threatening behavior (minor)</li> <li>• Engaged in or attempted to engage in hazing</li> <li>• Caused, attempted to cause, or threatened to cause physical injury to another person</li> <li>• Willfully used force or violence upon another person, except in self-defense</li> <li>• Inappropriate Sexual Behavior (grades 6-12)</li> <li>• Knowingly received stolen school or private property</li> <li>• Obscene acts/gestures/ unsanitary acts/habitual profanity</li> <li>• Viewing obscene/violent material</li> <li>• Possession of injurious object excluding firearm or explosive</li> <li>• Possession/Providing Alcohol#</li> <li>• Possession of toy (imitation) firearm</li> <li>• Possession of/Unlawfully offered/Arranged or negotiated to sell drug paraphernalia #^</li> <li>• Grades 6-12</li> <li>• Possession or use of tobacco or any products containing tobacco or nicotine</li> <li>• Under the influence of an alcoholic beverage or represented a substance as an alcoholic beverage</li> <li>• Under the influence of THC/Marijuana or represented a substance as THC/Marijuana#^ (grades 6-12)</li> <li>• Possession of THC/Marijuana or represented a substance as THC/Marijuana under one ounce#^ (grades 6-12)</li> <li>• Under the influence of a controlled substance or intoxicant#^ (grades 6-12)</li> <li>• Profanity/Verbal abuse directed toward a school employee</li> <li>• Robbery/Extortion (minor)</li> <li>• Stealing/Attempt to steal school or private property (minor or habitual) #</li> <li>• Vandalism (major) #</li> </ul>	<p>1<sup>st</sup> Referral – 1 day OCA or 1 to 5 day suspension (duration to be determined by administration)</p>	<p><i>One or more of the following behavioral interventions should be imposed:</i></p> <ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Administrator/Student conference</li> <li>• Counselor/Student conference</li> <li>• Counseling (individual or group)</li> <li>• Student Study Team (SST)</li> <li>• Behavior Plan/Contract</li> <li>• Referral to Community/District/School-Based Services</li> <li>• Peer Mediation</li> <li>• Anger Management Program</li> <li>• SARB/SART</li> </ul>
	<p>2<sup>nd</sup> Referral – 1 to 5 day suspension (duration to be determined by administration)</p>	
	<p>3<sup>rd</sup> Referral – 3 to 5 day suspension (duration to be determined by administration)</p> <p>Or</p> <p>Recommendation for expulsion if secondary findings (or other means of correction have repeatedly failed or due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of pupils or others) are present</p> <p>Or</p> <p>Contract in lieu of expulsion</p>	
	<p><i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i></p>	

\*Based on severity or persistent nature, consequences may lead to more severe consequences, including suspension, at the discretion of the school administration.

#Indicates school officials will make reports to law enforcement as required by federal and state law, in instances of criminal activity and for incidents where there is a serious threat to a student, teacher or public safety.

^Mandatory placement on Behavior Plan on 1<sup>st</sup> offense and stipulated expulsion upon 2<sup>nd</sup> offense

## Category 3 Infractions

<i>Offense</i>	<i>Consequences</i>
<ul style="list-style-type: none"> <li>• Act of hate violence: threatening or offensive behavior</li> <li>• Any action that causes serious physical injury, except in self-defense</li> <li>• Arson (major) #</li> <li>• Assault and/or battery upon any school staff</li> <li>• Creating a hostile school environment: intimidating or threatening behavior (major)</li> <li>• Possession of dangerous object (including knife) with no reasonable use to the pupil</li> <li>• Robbery or extortion (major)</li> <li>• Sexual harassment: intimidating or hostile or offensive behavior</li> <li>• Terrorist threats against school officials</li> </ul>	<p><i>One or more of the following consequences should be imposed for category 3 infractions:</i></p> <p>1<sup>st</sup> Referral –</p> <p>5 day suspension</p> <p style="text-align: center;">and/or</p> <p>Behavior plan</p> <p>Contract in lieu of expulsion</p> <p>Placement in alternative program</p> <p>Recommendation for Expulsion if secondary findings (or other means of correction have repeatedly failed or due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of pupils or others) are present.</p> <hr/> <p><i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i></p>

*# Indicates school officials will make reports to law enforcement as required by federal and state law, in instances of criminal activity and for incidents where there is a serious threat to a student, teacher or public safety.*

For grades K-8 we recognize students are still learning the connection between actions and consequences and the corrective measures outlined above are intended to assist in teaching appropriateness and responsibility, while maintaining consistent student discipline on campus. To that end, the site administrators at the elementary and middle school shall use discretion and take into account the many and varied factors in each case involving category 3 infractions when determining consequences.

## Category 4 Infractions

<i>Offense</i>	<i>Consequences</i>
<ul style="list-style-type: none"> <li>• Brandishing a Knife#+</li> <li>• Committed or attempted to commit sexual assault or battery # +</li> <li>• Selling a controlled substance #+</li> <li>• Possession of explosive device # +</li> <li>• Possession, selling, or otherwise furnishing a firearm # +</li> <li>• Possession of a controlled substance or intoxicant or THC/Marijuana of an ounce or more#! (grades 6-12)</li> </ul>	<p><i>The following consequences shall be imposed for category 4 infractions:</i></p> <p>1<sup>st</sup> Referral –</p> <p>Immediate 5 day suspension</p> <p style="text-align: center;">and</p> <p>Recommendation for Expulsion</p> <hr/> <p><i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i></p>

*#Indicates school officials will make reports to law enforcement as required by federal and state law, in instances of criminal activity and for incidents where there is a serious threat to a student, teacher or public safety.*

*+ Mandatory recommendation for expulsion per Education Code: 489159(c)*