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*"Growing Hearts and Minds One Leader at a Time"*

**Message from the Principal:**

Welcome to Live Oak Elementary School; a 2023 Lighthouse Academic Honor Roll, 2022 California Pivotal Practice, and Lighthouse School. Live Oak is a TK-6th grade public school situated in the beautiful town of Fallbrook. We are proud to be a part of the Fallbrook Union Elementary School District and are fortunate to serve our community.

We are proud of the many exciting activities and challenging educational programs offered at Live Oak. We have implemented an amazing PBIS program, where students can earn Falcon Tickets for Being Respectful, Responsible, and Safe on campus. We have an outstanding STEM program that implements Science, Technology, Engineering, and Math, along with our California Common Core Standards to meet the needs of all learners. We are committed to providing experiences for your child to make their elementary school years the best they can be.

We encourage you to be involved as a parent and join PTA. You, as the parent, are an important part of our team. We encourage you to be involved in the school, attend meetings, conferences, PTA events, and volunteer here at our school.

Together, we will make this another exciting school year and provide your child with a rigorous and supportive school environment, where they can blossom and grow.

Respectfully,

*Patti Parson*  
Principal

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1. **Handbook Overview** - This handbook serves as a resource for students and parents regarding the policies, rules, and regulations governing all students attending Live Oak Elementary. Familiarizing yourself and your child with the content of this resource will promote a smoother and more successful school experience for all students. If you have questions about information in this handbook, please contact your child's teacher or the front office. You may also visit the Live Oak Elementary website at: [www.fuesd.org](http://www.fuesd.org).

## 2. **Vision/Mission/Student Pledge**

a. **Vision Statement:**

The Live Oak team will create the conditions so that students continue to develop as passionate, curious, and skilled 21st century learners. We are committed to strategically using multiple measures to know students by name, strength, and need, resulting in increased achievement for all students.

b. **Mission Statement:**

As a Lighthouse school, Live Oak Elementary is committed to creating self-confident, compassionate, and courageous students; prepared with the knowledge and skill-set to thrive in school and career.

c. **Student Pledge:**

Today I will do my best to be the best.  
What I do today will make a difference.  
I will listen.  
I will follow directions.  
I will be honest.  
I will respect the rights of others.  
I can learn - I will learn.



3. **Live Oak is a Leader in Me school.** *The Leader in Me* program is implemented in a way to teach our students traits of personal leadership. All students have the capacity to be leaders in their own lives and positively affect those around them by making good choices. *The Leader in Me* program teaches students seven habits and equips students with the self-confidence and skills they need to thrive in the 21st-century economy.

**Habit 1: Be Proactive**

**Habit 2: Begin with the End in Mind**

**Habit 3: Put First Things First**

**Habit 4: Think Win-Win**

**Habit 5: Seek First to Understand, Then to be Understood**

**Habit 6: Synergize**

**Habit 7: Sharpen the Saw**

Our hope is that you will join us by asking your child to re-teach to you what they learned which will facilitate a better understanding of the 7 Habits, and it will give both of you the opportunity to learn together. For more information about *The Leader in Me*, please go to *The Parent's Place* at [www.TheLeaderInMe.org](http://www.TheLeaderInMe.org). You will find ideas to use at home that will reinforce your child's learning and involve your family in fun and interactive ways.

#### 4. Bell Schedule

##### Regular Day Bell Schedule (M/T/TH/F)

Grade	Start Time	Recess	Lunch	End Time
TK & K	8:15 AM	9:30-10:00	11:30-12:15	2:25 PM
1	8:15 AM	10:00-10:20	12:00-12:40	2:30 PM
2	8:15 AM	10:00-10:20	12:00-12:40	2:30 PM
3	8:15 AM	10:20-10:35	12:20-1:00	2:30 PM
4	8:15 AM	10:20-10:35	12:20-1:00	2:30 PM
5	8:15 AM	10:35-10:50	12:40-1:20	2:30 PM
6	8:15 AM	10:50-11:05	12:40-1:20	2:30 PM

##### Wednesday Staff Development Day Bell Schedule (BTSN & OPEN HOUSE)

Grade	Start Time	Recess	Lunch	End Time
TK & K	8:15 AM	9:30-10:00	11:30-12:15	1:20 PM
1	8:15 AM	10:00-10:20	12:00-12:40	1:25 PM
2	8:15 AM	10:00-10:20	12:00-12:40	1:25 PM
3	8:15 AM	10:20-10:35	12:20-1:00	1:25 PM
4	8:15 AM	10:20-10:35	12:20-1:00	1:25 PM
5	8:15 AM	10:35-10:50	12:40-1:20	1:25 PM
6	8:15 AM	10:50-11:05	12:40-1:20	1:25 PM

### **Minimum Day Schedule (Parent-Teacher Conferences and Last Day of School)**

<b>Grade</b>	<b>Start Time</b>	<b>Recess</b>	<b>Lunch</b>	<b>End Time</b>
TK & K	8:15 AM	9:00-9:30	10:45-11:25	12:30 PM
1	8:15 AM	9:30-9:50	11:10-11:50	12:35 PM
2	8:15 AM	9:30-9:50	11:10-11:50	12:35 PM
3	8:15 AM	9:50-10:05	11:30-12:10	12:35 PM
4	8:15 AM	9:50-10:05	11:30-12:10	12:35 PM
5	8:15 AM	10:05-10:20	11:50-12:30	12:35 PM
6	8:15 AM	10:20-10:35	11:50-12:30	12:35 PM

#### **5. EMERGENCY DRILLS**

Fire drills, earthquake, and intruder drills are conducted each month in compliance with California State Law. Each class has an evacuation route to an outside area at a safe distance from the school, as well as established safety procedures for each event.

#### **6. QUESTIONS AND CONCERNS**

When parents have questions about the operations of Live Oak or concerns about the education of their child, it is important to us that those questions be properly answered in the most expedient manner possible. For this reason, it is imperative that parents communicate concerns as soon as possible to the proper school employee when attempting to resolve problems that may arise during the school year.

Problems are best solved at the level where they initially occur. To provide parents with the proper information, it is recommended that discussion take place with the person directly involved. To facilitate communications between the school community and home, there must be mutual support, trust, understanding and openness. The following guidelines are suggested for students and parents when questions and problems need to be addressed within Live Oak Elementary School:

- a. **Contact the teacher first** and schedule a meeting or a telephone conference.
- b. Problems not resolved at the teacher level should be taken to the Live Oak Office, where you will be able to set up a meeting with an administrator.
- c. Concerns not resolved through the above channels should be referred to the appropriate central office administrator.

#### **7. MESSAGES FOR STUDENTS**

- a. Prior arrangements with your child regarding appointments, errands, and changes in time or place for after school pick-up are greatly appreciated. The office will take messages for students, but, unless it is an emergency, will hold the messages until they can be delivered between classes. **Calling the office prior to 1:45 will ensure the message is delivered to your child on time.**
- b. Please call the office to speak with your student in the case of an emergency – refrain from calling or text messaging your student on their cell phone during school hours.

## 8. VISITORS AND VOLUNTEERS

- a. Visitors - All visitors are **required to check in at the main office upon entering the campus.** Those wishing to visit a classroom **must have prior approval** of the teacher and administrator. All visitors are required to ***wear a visitor's badge*** while on campus.
- b. Volunteers - Live Oak School welcomes and encourages parent volunteers and offers many opportunities to do so. Please read our [LOE Volunteer Policy](#), as well as follow the school district's requirements below. (Please see the classroom teacher or the school office for current volunteer opportunities.)
- c. **Volunteers must upload the following documents from our school website which is accessible on our district's website ([www.fuesd.org](http://www.fuesd.org)), prior to arriving on the LOE campus.**
  - i. **Proof of a negative TB test**
  - ii. **Copy of State Identification**

**Sites will then approve or deny applications and communicate to volunteer applicants.**

- d. **All volunteers must bring a government issued ID and check in at the front office before entering campus.**
- e. **Volunteer Code of Conduct** - Volunteers are also required to sign the Volunteer Code of Conduct on the FUESD website and abide by the rules posted on the district website.

## 9. RELEASE OF STUDENT FROM SCHOOL - Emergency/Non-Emergency Procedures

- a. These procedures establish District uniform criteria for releasing students to their custodial parent/guardian and non-custodial individuals in Emergency and Non-Emergency situations. These procedures are to be followed during the school day and after school hours.
- b. **Please be aware that your child will be released only to those persons identified on the CVR/Emergency Information Form. If someone else is to pick up your child, written notification must be submitted to the main office in advance. Those who are picking up children should have proper picture identification (driver's license, etc.)**
  - i. From time to time, we may send home your personalized CVR/**Emergency Information Form** to ensure the contact information is accurate – we know phone numbers and contact information can change frequently!
  - ii. In the interim, please inform the office of any change of phone numbers/address, health conditions, allergies, etc. during the school year so that your child's information is current.

### c. **Unauthorized Student Release Request**

If an individual appears at the school or contacts the school requesting the release of a student during school hours without custodial parent/guardian consent, no removal shall be permitted until contact is made with the custodial parent/guardian. If custodial parent/guardian consent cannot be obtained, no student shall be released.

### d. **Student Release in Emergency Situations**

**Emergencies include but are not limited to a student accident, a natural disaster, a power outage, a school closure, significant student discipline, or another situation of imminent danger for a student's well-being.**

1. School officials identify/verify the student's custodial parents/guardian from the student's Census Verification Report/Emergency Information Form on file in the school office, and attempt contact.
2. If a custodial parent/guardian is not available at time of emergency contact, school officials will call alternate contact people listed on the emergency card.
3. The person picking up the student should be prepared to show picture identification. This identification must be copied and placed with the sign-out for future reference.
4. In all cases, the emergency person (parent or emergency contact) needs to sign the student out (sign-out log), indicating they have picked up the child, noting the date, time, relationship, and purpose for pick-up (**Reference Authorization to Release Student from School during School Hours form and Student sign-out log**).

NOTE: In Emergency situations, students will only be released to custodial parent/guardian or individuals listed on the student's Census Verification Report/Emergency Information Form. If you want your child to be released to a specific person during an emergency, that person must be identified and listed on the emergency card.

**e. Non-Emergency Parent Request/School Request for Student Release**

Non-Emergencies include a doctor/dentist appointment, a personal family matter, a change in normal student pick-up procedure, or a situation that does not pose an immediate danger for the student. A custodial parent /guardian may request Non-Emergency Release of their child or a school may request of the custodial parent/guardian a Non-Emergency release of a student (i.e. illness, discipline, suspension etc.).

1. A student may never be released early from the school day without the consent of the custodial parent/guardian, unless students need to be released from school for protective/safety purposes by child welfare services or law enforcement with appropriate documentation.
2. The parent must request a student's release by phone, in writing, or in person.
3. If the parent requests the student be picked up by an individual other than the parent/guardian, then the parent/guardian must notify school officials either by phone, in writing, or in person.
4. School personnel must be able to identify/verify the custodial parent /guardian with whom they are speaking. Required information to be noted includes the date, pick-up time, and relationship of the person to student/family (i.e., uncle, cousin, neighbor, significant other, etc.), and purpose for the pick-up.
5. At time of pick-up, the person must show identification, which will be copied and placed with the sign-out log for future reference. In all cases, the person should sign a log indicating that they have picked up the child, noting the time, relationship, and purpose of the pick-up.
6. The releasing school employee must verify the person's identification to ensure *this person is who the parent requested* and then sign, date and file **Authorization to Release Student from School during School Hours** form.

NOTE: In Non-Emergency Situations, students may be released to: 1) the custodial parent/guardian; 2) to a contact person listed on the student's emergency card; 3) to another identifiable and verified adult, whom the custodial parent/guardian has granted permission via phone, in writing, or in person.

**f. After School Student Release Late Pick-Up**

1. Custodial parent/guardian will be called. If parent/guardian cannot be reached, the authorized persons listed on the Census Verification Report/Emergency Information Form will be called to pick-up the student.
2. Anyone picking up a child who is not on the Census Verification Report/Emergency Information Form will need to be approved through direct phone call or written authorization from the parent/guardian. The person's identity must be verified before the child may leave school grounds.
3. The person should be prepared to show identification, which will be copied and placed with the sign-out log for future reference.



4. In all after-school cases, when not listed on the Census Verification Report/Emergency Information Form the person to whom the student is being released must sign a log in the school office indicating that they have picked up the child noting the date, time, relationship, and purpose of pick-up.

## 10. PUBLICITY

- a. At times, requests are received from the local newspapers, school district newsletters and TV stations to photograph school children engaged in various school-related activities.
- b. A **Release of Student Information Authorization** is located on the Infinite Campus Portal. Please be sure to completely fill out this form online and submit your preference.

## 11. LOST AND FOUND

All clothing found in the school is placed in our lost and found area located near the lunch tables. Money, jewelry, and other small articles of value are turned in to the office; students may claim them after proper identification.

## 12. PARENT TEACHER ASSOCIATION (PTA)

All parents, guardians, and teachers are encouraged to join the Live Oak chapter of the PTA. Members can choose to take an active participatory role or simply help as needed. Sign up and remain informed about special PTA sponsored events that are planned throughout the year. Contact the PTA at [liveoakelementarypta@gmail.com](mailto:liveoakelementarypta@gmail.com)

## 13. HOLIDAY ACTIVITIES

Holiday activities are not mandatory; however, if teachers choose to do a holiday activity as a class or grade level, the activity will be limited to one hour during that time. We understand that not all students have the same beliefs and customs, and teachers will provide an alternate activity for those who choose not to participate.

## 14. BIRTHDAY CELEBRATIONS

There will be no birthday parties allowed on campus. Students celebrating a birthday will be recognized in other ways such as singing happy birthday, a certificate, a crown, etc. **“Goodie bags” containing educational items such as pencils, erasers, bookmarks, etc. or a healthy store-bought snack such as yogurt are encouraged.**

## 15. VALUABLES

**School personnel cannot be responsible for valuables which students bring to school.** Students should leave all valuables at home. If circumstances make it necessary for a student to bring money or other important possessions to school, students are responsible for these items (i.e. cell phones, cash, jewelry, earpods, or other electronic devices.)

## 16. PETS

There are to be no pets (ex. dogs, cats, etc) on campus. This is to ensure the physical and emotional safety of all students and visitors.

## 17. GUM/CANDY

Students are not permitted to chew gum while in school for health and custodial reasons. Nutritional treats/snacks are strongly recommended.

## 18. CELL PHONES, SMART WATCHES, AND OTHER ELECTRONIC DEVICES

- a. **Cell phones or other personal electronic devices** - students may bring their cell phone or other personal electronic device to school, however, students may not use these during school hours/while on school property.
  - i. The electronic devices or cellular phones must remain in student backpacks at all times while on school property. **They must be turned off completely (not even on vibrate mode) while on school property and during school hours.**
  - ii. Students needing to use cell phones to make a call must go to the office and request permission. The office phone is to be used for school business or in case of an emergency.
- b. **Smart Watches/Child Emergency Watches** - students may wear these types of watches to school, however, students may not use their Smart Watch/Child Emergency Watch during school hours.
  - i. Students who need to contact parents/guardians must go to the office and request permission.
  - ii. Parents must refrain from texting their children during school hours. If parents need to contact their child during school hours, they need to communicate with their child by calling the school office.
  - iii. Examples of misusing a Smart Watch include, but are not limited to:
    - 1. Texting/receiving text messages
    - 2. Making phone calls/receiving phone calls
    - 3. Taking pictures or videos
- c. **Misusing cell phone/electronic device/Smart Watch-**
  - i. If the cell phone is taken out of the backpack, or a student uses any cell phone or electronic device during the day while on school property and during school hours, the device shall be confiscated by a school employee.
  - ii. If a student misuses their Smart Watch/Child Emergency Watch (see misuse examples above), the watch shall be confiscated by a school employee.
  - iii. Consequences
    - 1. **1<sup>st</sup> offense:** Warning, device confiscated by school staff and returned to the student at the end of the school day
    - 2. **2<sup>nd</sup> offense:** Meet with school administrator, device confiscated by school staff and a parent/guardian must pick up the device from the school office.
    - 3. **3<sup>rd</sup> offense:** Students will turn in their device to the office prior to the start of the school day and pick up their device at dismissal.
- d. The school assumes no liability for the loss, damage or misuse of any device.

## 19. ATTENDANCE

School attendance is a powerful predictor of student outcomes. Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance. Student absences limit opportunities for classroom interaction and direct participation with teacher and student.

- a. **Attendance 24-hour Hotline (760) 731-4431.** Student attendance is taken each day. All students must bring a written excuse from a parent or guardian when returning from an absence if the attendance line is *not* called. The note should be turned in to the Attendance Clerk.
- b. **Excused absences include:** *illness, medical/dental appointments and a funeral of an immediate family member.*
- c. Any other reason, even when accompanied by a note from parents, is an **unexcused absence.**

- d. A pattern of unexcused absences, excessive excused absences or excessive tardies will result in a letter from Pupil Services and may be referred to the Student Attendance Review Board (SARB).
- e. If you have any questions regarding absences or attendance policies, please contact the attendance clerk or a school administrator.
- f. Students who are absent are required to make up missed work. It is the student's responsibility to seek the missed assignments. Students should check with their teachers the day they return to school.
- g. When a student returns from an excused absence, he/she is allowed two days to make up missed work. If additional time is needed for make-up work, families will need to make arrangements with the teacher.

## 20. LATE TO SCHOOL SIGN IN POLICY

- a. Late students must report directly to the office, be accompanied by a parent or guardian, and provide a written excuse for tardiness. Excuses should be presented to the office on the day the student is late.
- b. The written excuse will be recorded as excused or unexcused. Excused reasons for being late include: illness, severe weather conditions and documented medical appointments.
- c. Written excuses will be accepted up to three school days following the tardy.

## 21. INDEPENDENT STUDY REQUEST

Parents requesting to take their child out of school for 5 or more consecutive days must complete an Independent Study Request ***at least 1 week prior to the trip***. Not providing the 1 week notice may result in the independent study not being approved. Approval must be granted by the student's teacher and administration. If prior approval is not granted the absences will be considered unexcused and further disciplinary action will follow with the SARB (Student Attendance Review Board) rules.

## 22. CHRONIC ABSENTEE

- a. A "chronic absentee" has been defined in *EC* Section 60901(c)(1) as "a pupil who is absent on 10 percent or more of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays."
- a. If a student is determined to be chronically absent, communication shall be made with the student and his/her parent/guardian to determine the reason(s) for the excessive absences, ensure the student and parent/guardian are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.
- b. The student may be referred to a student success team or school-site attendance review team (SART) to assist in evaluating the student's needs and identifying strategies and programs that may assist him/her. Students and /or parents identified as truant may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or attendance supervisor or his/her designee if found away from home and absent from school without a valid excuse.
- c. A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance meetings at school may be referred to, and required to attend, a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the district's attendance supervisor.
- d. Whenever chronic absenteeism is linked to a non-school condition, community resources and/or collaboration with community agencies and organizations may be recommended to address the needs of the student and his/her family.

## 23. INTERDISTRICT & INTRADISTRICT TRANSFERS

- a. **Entering FUESD** – Interdistrict Attendance Permit Application Process
  - i. Parent/Guardian starts the process with the district of residence.
  - ii. Students new to FUESD must attach to the Interdistrict Attendance Permit, proof of attendance, grades and behavior from the district they are currently attending.
  - iii. If the desired school of attendance is at capacity, the applicant may be offered another school within FUESD.
  - iv. Student Services Department will notify parents/guardians in writing of approval/denial of Interdistrict Attendance Permits.
  - v. **Permits may be revoked if a student does not maintain satisfactory citizenship, academics or attendance.**
  
- b. **Exiting FUESD** – Interdistrict Attendance Permit Application Process
  - i. Approval will be made on a case-by-case basis.
  - ii. Parent/Guardian completes form and submits to FUESD Student Services Department for processing. The school sites cannot take or process Interdistrict Attendance Permits.
  - iii. Parent/Guardian is notified by Student Services staff in writing of approval/denial.
  - iv. Interdistrict Attendance Permit Applications for students requesting to leave FUESD are available online. These forms can be submitted electronically. Please print and bring the completed application to the Student Services Department – 321 Iowa Street - Fallbrook CA 92028, Monday-Friday between the hours 7:30am - 4:00pm or email a PDF copy to [rcalderon@fuesd.org](mailto:rcalderon@fuesd.org).
  
- c. **Intradistrict Transfer-** transferring from one FUESD school to another FUESD school. Please refer to our district's transfer information in its entirety [here](#). Basic information is below:
  - i. Application for Intradistrict Transfer forms are available at the FUESD Student Services office.
  - ii. Approvals/denials are made by the Student Services Department and not by school sites.
  - iii. Schools are not to process any Application for Intradistrict Transfer form prior to district approval.
  - iv. Your child **MUST** be registered at your school of residence before the transfer will be processed.
  - v. Transfers will be reviewed and processed during the summer.
  - vi. Every effort will be made to accommodate you with your first choice.
  - vii. All intradistrict transfer applications are approved based on space available at the school of choice.

## 24. SCHOOL WITHDRAWAL

The school office should be notified in advance of any students who are moving. This allows teachers and staff to summarize the student's progress and prepare the student's file to be forwarded to his/her next school of enrollment.

## 25. HEALTH SERVICES

- a. If there are any questions or concerns, please contact the school nurse at (760) 731-4434. Please keep the School Nurse informed if your child develops medical problems or conditions that require the nurse's attention.
  
- b. Please notify the school office immediately of any changes in the emergency information.

- c. **Medications and Medicines** Any medications that a student must use at school, including over-the-counter products, should be taken directly to the Health Tech's office as soon as the student arrives at school. A written order from the physician and written parent permission must accompany the medication giving permission for the student to take the medication at school. The medication must be labeled from a pharmacy whether it is a prescription medication or over the counter medication. If a student does not have access to necessary medication, the parent or emergency contact will be notified.
- d. **Immunization Requirements California** Immunization Laws require all students to have proof of immunizations as a condition of attendance at school. Under a new law known as SB 277, exemptions based on personal beliefs will no longer be an option for the vaccines that are currently required for entry into child care or school in the state of California. Only medical exemptions will be allowed for those entering daycare and kindergarten. Children with physician-certified allergies and immune-system deficiencies, for example, will be exempt. Parents can still decline to vaccinate children who attend private home-based schools or independent studies off-campus. This new law may not affect you because your child/children has received all required vaccinations. Personal beliefs exemptions for a child already attending school will remain valid until the child reaches the next immunization checkpoint at Kindergarten (including TK) or 7th grade.
- e. **School Health Record** A California health record is kept on file for each student. The student's parents/guardians or family physician shall provide the Health Office with information concerning that student's physical condition. Health records are confidential and information shared will be within HIPAA guidelines.
- f. **First Aid** If a student becomes ill or is injured at school, the teacher or Health Office will provide care depending upon the seriousness of the illness or injury. The parent/guardian will be contacted if a referral to a physician is necessary. If the parent/guardian cannot be contacted, the persons listed on the emergency card will be called. If necessary, emergency medical services will be contacted.
- g. **Head Lice** According to Board Policy 5141.33, School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible. The nurse or designee shall examine the student and other students who are siblings of the affected student or members of the same household. If a student is found with active, adult head lice, he/she shall be excluded from attendance. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and sources of further information. The student shall be allowed to return to school the next day and shall be checked by the nurse or designee before returning to class. Once he/she is determined to be free of lice, the student shall be rechecked weekly for up to six weeks.
- h. **Please visit our district website for the latest protocols regarding Covid-19 infection.**

## 26. REPORTING GRADES/CONFERENCES

- a. Grade Reporting/Conferences - Our reporting system consists of three types of reports or communication methods with parents:
  - i. **Progress Reports** - sent to parents of students at the midpoint of 1st trimester. Progress reports during the 2nd and 3rd trimester will be sent home only for students who are far below grade level academically or have seen a decline in their behavior or academic performance since the 1st trimester.
  - ii. **Report Cards** - sent at the end of each trimester.
  - iii. **Parent Conferences** - Parent Conferences will be held during the first trimester for all students. During the spring, Parent Conferences will be held only for those students who are far below grade level academically or have seen a decline in their behavior or academic performance since the 1st trimester.

- b. Grading Evaluation of Student Achievement- the following grades are used for reporting student academic achievement on report cards:

<p><b>4 – Exceeds:</b> Student exceeds standards. Student consistently grasps, applies, and extends key concepts, processes and skills to a greater depth than presented.</p> <p><b>3 – Proficient:</b> Student is proficient in standards. Student grasps and applies key concepts, processes, and skills independently.</p> <p><b>2 - Developing:</b> Student is developing security in some standards. Student grasps and applies key concepts, processes, and skills with teacher support.</p> <p><b>1 - Below:</b> Student is consistently performing below grade level in standards. Student needs full support to understand key concepts, processes and important skills.</p> <p>* - <b>Area Needs Improvement:</b> An empty box indicates student is at or above grade level in this area</p> <p><b>NA = Not Assessed:</b> Not Assessed this reporting period; shaded areas indicate not assessed.</p>
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- c. **Grades for Physical Education** - Student performance in physical education courses shall be based upon the PE teacher’s evaluation of the student's individual progress, participation, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests.

## 27. HOMEWORK

Homework is a valuable extension of class instruction and allows students to practice skills and reinforce new learning. It also teaches students to budget their time and develops the good study habits necessary for a successful education. Assignments vary in length and in the level of difficulty in order to achieve these goals. Parental support is necessary to encourage organization and time management skills. Communication between teacher and parent is crucial in helping students who are having difficulty in completing homework. Parents are encouraged to contact teachers if there is a question/concern about homework.

FUESD upholds the following paradigm regarding homework practices, mindful of FUESD’s homework paradigm, homework will be assigned at each teacher’s discretion:

Homework Practices that Improve Academic Success	Purpose and Relevance
<p><b>1. Focuses on quality</b>  <i>Quality tasks should:</i></p> <ul style="list-style-type: none"> <li>● Have an academic purpose and relevance</li> <li>● Be developmentally respectful (10 minute rule)</li> <li>● Increase competence</li> <li>● Promote ownership and independence</li> </ul> <p><b>2. Considers personalization (differentiation)</b>  <b>3. Is accompanied with feedback</b>  <b>4. Places a priority on checking, not grading</b></p>	<ul style="list-style-type: none"> <li>● <b>Pre-learning</b></li> <li>● <b>Checking for Understanding</b></li> <li>● <b>Practice</b></li> <li>● <b>Processing/Reflecting</b></li> </ul>

## 28. DRESS AND GROOMING

We believe that appropriate dress and grooming contribute to a productive learning environment. We expect students to give proper attention to personal cleanliness and to wear clothes that are suitable for a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction that would interfere with the educational process. Our dress code will be enforced.

1. Shoes must be worn at all times. Appropriate shoes are required for Physical Education classes. A teacher may choose to have a student not participate if appropriate footwear is not worn on a given day. Sandals are not recommended for students due to physical education classes and student injuries on the playground (ie. wood chips). Flip flops or backless shoes are not acceptable.
2. Hats and hoods shall be removed in the classroom or inside buildings. Bandanas and/or headband/sweatbands worn on the head for the purpose of group/gang identification will not be permitted. Hairnets will not be allowed. **Any item of apparel that designates affiliation with gangs will not be permitted.**
3. Clothing, jewelry, and accessories, such as backpacks or notebooks, shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, provocative, or sexually suggestive; neither may advocate racial, ethnic or religious prejudice or the use of drugs, or alcohol.
4. Clothes must be sufficient to conceal undergarments at all times. Straps on the shoulders shall meet a minimum standard of one inch wide or two fingers wide. No spaghetti straps, tubes or halter tops, strapless tops, backless tops, backless with tie tops, off-the-shoulder or low cut tops, or tops of see-through or fishnet fabric shall be allowed. Skirts or shorts must cover the mid-thigh/no shorter than the end of their fingertips. All tops must cover the top of the pants or skirt, with the midriff covered at all times during normal activities.
5. Distracting hair color, styling or body piercings will not be permitted.
6. Accessories or jewelry posing a safety hazard to the wearer or others, such as large hoop or dangling earrings, wallet chains, etc. will not be permitted.
7. **In matters of opinion, the judgment of the principal/designee shall prevail.**

### Consequences:

- Parents/guardians may be called to bring appropriate clothing that the student may wear.
- Student may be loaned a school spirit wear garment to wear over their inappropriate clothing

NOTE: The principal, staff, students and parent/guardians may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

## 29. SUPERVISION, RULES, & SCHOOL POLICY

### **Be Respectful, Be Responsible, and Be Safe!**

*The primary responsibility of Live Oak School is the education of its students in a safe school environment. Collaboration between members of the entire school, parents, and the community is critical to this safe school effort. Parents are encouraged to check their child's backpack on a daily basis – not only for school communication but to ensure that inappropriate items are not carried to or from school.*

*Students are urged to report concerns about safety to their parents and teacher. If your child is being bullied, teased, threatened, or feels left out, please contact the teacher and the principal. Every effort will be made to address these issues.*

**Our goal is to maintain an environment where students can learn and teachers can teach. All students are expected to abide by the following school rules:**

- 1. Keep hands, feet, and other objects to yourself.**
- 2. Follow directions the first time.**
- 3. Be polite and use acceptable language.**
- 4. Demonstrate respect for others and their property.**

### **Student Responsibility**

Discipline is the responsibility of the total school community. *Everyone in the school community* has the right to expect that the school environment shall be safe, well organized and conducive to teaching, learning and living.

Students attend school so they may develop to their fullest potential. Therefore, each student should:

1. Know all rules and regulations for student behavior made by school authorities and seek interpretations of all items not understood.
2. Accept responsibility for his/her actions.
3. Recognize that by law the teacher serves in place of the parent, while he/she is in school.
4. Recognize that teacher and administrative authority extends beyond the classroom and to all school-related activities.
5. Recognizes that by law, minors are compelled to attend school until the age of 17 and that regular punctual school attendance and conscientious effort in the classroom are essential to learning.
6. Maintain standards of cleanliness and dress that meet reasonable standards of health, safety and welfare of the school community and protection of school property.
7. Contribute information in matters relating to health, safety and welfare of the school community and protection of school property.
8. Respect and protect school property and property of others.
9. See that all school communications are taken home to the parent.
10. Be honest and ethical.

### **Restorative Justice and Retribution**

At Live Oak School we understand that young people make mistakes, and it is the school's role to support their social-emotional growth as well as their academic growth. When our young people make mistakes, our goal is to create opportunities for them to take accountability for their actions and correct their mistakes. We are committed to engaging in the kind of restorative justice that is rooted in learning and teaches appropriate conduct consistent with school values.

When disruptive behaviors occur, we will attempt to address them in a restorative manner focused on needs, accountability, and addressing root causes. Our staff will work to connect every student to services and caring adults in order to ensure that such students are supported in every way possible. Consequences are applied and may be adjusted based on individual circumstances and student behavior record at the discretion of the school administration where other means of correction may be applied.



Students may face both restorative justice and retribution (consequences) if the act/violation is related to a school activity or school attendance, including but not limited to the following: (a) while on school grounds; (b) while going to or coming from school; (c) during a school lunch period whether on or off campus; or (d) during or while going to or coming from school sponsored activity. (Education Code 48900)

### **Discipline Policy**

Students may face consequences if the act/violation is related to a school activity or school attendance, including but not limited to the following: (a) while on school grounds; (b) while going to or coming from school; (c) during a school lunch period whether on or off campus; or (d) during or while going to or coming from school sponsored activity. Education code 49079 requires that teachers be informed of a pupil's suspension and the infraction specific to the case, as described in Education Code 48900. Consequences are applied and may be adjusted based on individual circumstances and student behavior record at the discretion of the school administration where other means of correction may be applied.

Per education code 48915(c) the principal or superintendent is required to immediately suspend and recommend for expulsion students determined to have committed any of the following acts:

- Possessing, selling, or otherwise furnishing a firearm
- Brandishing a knife at another person
- Unlawfully selling a controlled substance listed in Health and Safety Code 11053 et. Seq.
- Sexual assault/battery (as defined in subdivision (n) Section 48900)
- Possession of explosive

Students have the responsibility to make-up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within established guidelines at the teacher's discretion.

**DISCIPLINE ATTACHMENT: Please see the [attached document](#) for further explanation of our school discipline code and policy.**

### **Alternative Classroom Placement**

Disruptions that prevent classroom learning may result in immediate student removal and office referral resulting in an Alternative Classroom Placement (ACP). While in the Alternative Class Placement, students will still receive their work from classes and are expected to complete it. They will also be expected to reflect and learn from their poor behavior choices.

***School privileges may be withdrawn by school administrators for a designated period of time. These may involve removal from extracurricular activities and school social events, as well as other functions. Teachers may withdraw privileges extended within the classroom as a disciplinary response to student misbehavior.***

## **30. CARE OF SCHOOL PROPERTY BY STUDENTS**

- a. **Textbooks and Chromebooks** – Live Oak School recognizes its responsibility to provide textbooks to use by the students. These textbooks are the property of Live Oak School. Therefore, payment for loss or damage beyond normal wear and tear shall be the responsibility of the student, his/her parent(s) or legal guardian(s).
- b. **Equipment** – Students shall be responsible for the proper care of all supplies and equipment provided. Payment for loss of such supplies and equipment, or misuse on the part of the student, will be the responsibility of his/her parent(s) or legal guardian(s).

### 31. STUDENT CONDUCT ON SCHOOL BUSES

The safety of students during their transportation to and from school is a responsibility which they and their parents share with bus drivers and school officials. Live Oak’s buses are equipped with video cameras. The purpose is to monitor student behavior. The following is the Live Oak’s Transportation Code:

#### STUDENT BUS RIDING RESPONSIBILITIES

**The student is:**

- To understand it is a privilege extended by the District and this privilege can be revoked at any time.
- To recognize that the bus driver is the exclusive authority on the bus when no other school employee is on the bus. The student is to obey the directives of the bus driver.
- To know all the rules and regulations for student conduct and behavior as outlined in the transportation code.
- Not to jeopardize the safety of other students.
- To stand in an orderly manner in a single file line without pushing to board the bus.
- To board the bus safely, be seated promptly, remain seated and depart in a safe and orderly manner at his/her assigned stop.
- Not to distract the bus driver’s attention from his/her duties by any disruptive behavior.
- ONLY permitted to ride the bus on which they are assigned.
- Not permitted to bring animals on the bus.
- Not permitted to use or possess alcoholic beverages and/or drugs on the bus. This is a serious violation of the Live Oak Elementary Drug and Alcohol Policy, which carries strict penalties.
- Not permitted to possess any firearms or weapons, which carries an automatic suspension and possible expulsion.
- Not to put any body part out of the bus window
- Not to throw any item/article inside the bus or out of the bus window.
- Not to get involved in fighting and/or disorderly conduct. A student who participates in such conduct may be faced with police involvement and charges.
- Not permitted to stand and/or move freely from seat to seat while the bus/van is moving.
- Required to identify himself/herself when asked by an authorized school official to do so (including the driver).
- Not permitted to eat or drink while on the bus.

- Reminded that any violation of the Discipline Code of Live Oak Elementary School and the rules established by the Transportation Policy may result in the student's loss of his/her riding privileges.

Excessively dangerous behavior will result in immediate disciplinary action by the administration. If you have any questions, please contact the Transportation Office at (760) 723-7075.