

APPROVED - L.O.U.S.D.

JUN 07 2022

Board of Trustees



LIVE OAK MIDDLE SCHOOL

Parent / Student Handbook

2022-2023

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LIVE OAK MIDDLE SCHOOL

The Live Oak Middle School Mascot is the Tiger.

The Motto is "Leading Toward Excellence".

The school's colors are black, orange and white.

WELCOME

Welcome to Live Oak Middle School. We are happy to have you with us and we are eager to help you while you are here. LOMS has a great deal to offer you in both learning and extra-curricular activities. We encourage you to take an active part in all our programs. At Live Oak Middle School, we seek excellence by developing literacy, thinking, and life skills within a safe, nurturing environment while promoting a community of healthy, ethical, responsible citizens and life-long acceptance of human diversity.

Your student's academic success is directly linked with your connection to your student's school. Utilize resources such as Parent Connect , an online 7/8 grade book that helps you stay informed about your child's grades and our school. If you have a smart phone or tablet, we encourage you to download the app "Live Oak USD powered by Catapult." A few features of this app include student grades, a calendar of events, staff directory and notifications. We also maintain a school webpage that is accessible through the Internet from anywhere in the world. If you have a home computer, please make us one of your "favorites." The web page contains much useful information. Take a look at http://www.edlinesites.net/pages/Live_Oak_Middle .

We need you! Volunteers are always welcome at Live Oak Middle School. When adults on campus get involved at their community schools, kids do better! Your presence on campus, even if it is only a few times a year is important to your child and all of the children on site! Come to parent meetings and trainings, help out in a classroom, join PTA, come to committee meetings (English Learner Advisory Committee, School Site Council - just to name a few!) Some of these committees meet at the district level as well. Please call or come to the office if you are interested in more information about any of these groups.

Last, you can also be a part of building a positive school culture by asking your student about school and checking their agenda and homework daily. Talking about what is happening at school is a way that you can be involved in your child's education every single day.

One of the most important goals of Live Oak Middle School is to establish a positive and supportive learning environment in which our students feel safe, secure, and have maximum opportunities to learn. As educators we share the same goals as you: **TO SEE ALL OF OUR STUDENTS BE SUCCESSFUL.** We believe when school and parents work together children succeed in school and throughout life. We are committed to providing a quality education and look forward to working with you this year!

HANDBOOK

The Parent/Student Handbook is full of important, useful information that will help you support your child's education and extracurricular involvement at Live Oak Middle School. You will naturally have questions, and this handbook can either answer your questions directly, or give you the names and contact information of the person who can help you. Please take a few minutes to review with your child the table of contents and spend some time reading important sections such as the attendance policy. Attending school is the first requirement for academic achievement.

This handbook is provided for students and parents, and students and parents shall be responsible for knowing and understanding the content. It contains information about the academic curriculum, our school organizations and the school's general regulations. It will acquaint student and parent with LOMS policies. However, no attempt has been made to include all aspects of the school's procedures. Specific guidelines and detailed policies may be found in the Live Oak Unified School District Board Policies. Various situations arise from time to time that will be addressed on an individual basis by the site administrators. Students and parents are required to sign the LOMS Compact and the Live Oak Unified School District Contracts that are included in the parent packets at the beginning of school.

Back To School Night will be scheduled during the first two weeks of school. At this time, parents will have an opportunity to hear about student learning expectations, school policies and meet our site administrators, teachers and staff.

Please note that handbook regulations apply when students are going to and from school, on school grounds, and at school-related activities supervised by school personnel. The State of California requires that parents be notified of their rights and responsibilities in certain matters pertaining to their children's education. This notice informs you of your rights and responsibilities under the applicable sections of the California Education Code. (EC 48980)

LIVE OAK MIDDLE SCHOOL OFFICE PLEDGE

Office Hours: 7:40 a.m. – 4:00 p.m.

We realize the importance of the role we serve as the point of contact for students, staff, teachers, community members, district personnel and visitors. The purpose of the school office is to assist students, teachers, and parents effectively to support the learning process at LOMS. Our goal is to provide a welcome and comfortable point of reference to the school. We are open at 7:40 a.m. and close at 4:00 p.m. If you need to make an appointment outside of these hours, please call us so that we can arrange a time that is convenient for both the school staff and you.

One of our goals is to limit classroom interruptions during instruction. Please make arrangements with your child before they arrive at school about how they will get home in the afternoon. It would also help your child if doctor or dental appointments could be made after school hours, if at all possible, so that students do not miss instructional time. In the event of an emergency, we will do everything possible to assist you because we realize that those situations do arise. Please contact us with any questions or concerns that you have so that we may improve our service.

STUDENT GOVERNMENT OFFICERS 2022-23

Live Oak Middle School promotes student leadership and involvement through student council. Student council meetings are held once a month. The meetings are run under the supervision of the advisor and involve students in a collaborative decision making process. Activities in which student council members are involved include fundraising, dances, rallies, and school spirit days. Participation Requirements for ASB Officers requires that all students, in order to be eligible for participation, must have a 2.0 GPA. If a student should be declared ineligible at any grading period for participation in extra-curricular/co-curricular activities, he/she may be placed on academic probation for four weeks. During this period, the student may continue to participate in the activities.

The Student Body Officers are elected in May of each year and hold a one-year term. Offices include: President, Vice President, Secretary, Treasurer, Spirit Coordinator, Grade Level Representatives.

EDUCATIONAL RIGHTS AND RESPONSIBILITIES

ENROLLMENT AND INTAKE PROCESS

The Governing Board believes that all children should have the opportunity to receive educational services. Staff shall encourage parents/guardians to enroll all school-aged children in school. When students enroll at LOMS they may participate in a short assessment for reading and math. Any special services students may be receiving at previous schools should be communicated to secretaries upon enrollment so the proper documents may be obtained and proper procedures followed to assist in student success. Students are required to meet the district residency requirements. Residency forms and information can be obtained at the LOMS office.

PARENT/STUDENT INFORMATION CARDS AND PARENT COMPACTS

For the protection of student health and welfare, and to facilitate immediate communication with the parent/legal guardian or caregiver, Live Oak Middle School, in accordance with EC 49408, requires the parent/legal guardian to provide current emergency information on an official Emergency Card at the school site. Every parent/legal guardian or caregiver must complete an Emergency Card for each student at the time of enrollment. Students will not be released to anyone not listed on the emergency card unless the parent/legal guardian has provided authorization. Emergency Cards may be picked up at the office or can be sent home by request.

STUDENT TRANSFERS

The office requests advance notice of a student who plans to transfer to another school. Check out procedures will then begin, including the transfer of the student's records. Please return all textbooks, library books and school materials prior to the transfer.

ATTENDANCE GUIDELINES

SCHOOL TIMES ARE AS FOLLOWS: (MTWTF) 6TH – 8TH GRADES:

School begins at 8:00 a.m. for grades 6, 7, and 8

School ends at 2:40 p.m.

ATTENDANCE

Attendance and participation in class are essential if the student is to gain the maximum benefit from the educational program. The California State Legislature has established that it is the parent/guardian/caregiver's legal responsibility to ensure his/her child/children attend school. 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 every class period and phone calls for unexcused absences are made by 3:00 p.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:

GRADING POLICY

The purpose for issuing grades to students is to report on the student's progress. The grades reflect how well a student is meeting expectations set forth by the teacher and how well the child is meeting the grade level content standards. Students in grades seven through twelve receive letter grades ranging from A through F. Progress reports are issued covering approximately six weeks of the student's work and culminate with a final semester/trimester grade. Progress reports will be mailed home to update parents on the student's progress. Students who are not progressing satisfactorily may also receive an informal progress report. This report will be sent home with the student to be signed by the parent/guardian and returned to the student's teacher. Informal progress reports may be sent home at other times during the grading period as designated by the teacher to notify parents of the student's progress or when requested by parents. Report cards are issued at the end of each semester for 6th /7th/8th grades. We encourage parents to set up meetings with teachers when concerned about your child's grades or progress. Our grading system is as follows in accordance with Board Policy 5121(a):

6th /7th /8th Grades

- A – 4.0 Outstanding Achievement
- B – 3.0 Above Average Achievement
- C – 2.0 Average Achievement
- D – 1.0 Below Average Achievement
- F – 0 Little or No Achievement
- I – 0 Incomplete

Plus and minus signs may be used with letter grades at the option of the teacher but will not affect the grade point average. An "I" (incomplete) grade is given only when a student's work is not finished because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an F. A "NM" (no mark) is given when a student has been enrolled in the school less than two weeks prior to the grading period and previous grades are not available.

PROGRESS REPORTS AND REPORT CARD DATES FOR 2022-23

Progress Reports will be mailed home approximately one week after the end of each grading period. A semester grade is final and cumulative.

6th, 7th, 8th grade semester grading periods:

P1 (1st progress report of 1st semester): September 09, 2022

P2 (2nd progress report of 1st semester): October 21, 2022

P3 (Semester grade): December 16, 2022

P4 (1st progress report of 2nd semester): February 24, 2023

P5 (2nd progress report of 2nd semester): April 21, 2023

P6 (Semester grade): June 1, 2023

HOMEWORK POLICY

Homework is a necessary and important part of the learning process. Students must continue their studies outside the classroom. Students always have homework: reading, taking and or organizing notes, writing essays or journals, or preparing for the next day. In order to get work done correctly and on time, it is essential that every student have a regular time and quiet place to study. Assignments should be noted in your child's Student Planner.

THE GUIDELINES FOR HOMEWORK ARE AS FOLLOWS:

- Homework should be meaningful to the student. It should be corrected and evaluated in a timely manner.
- Homework should be used for reinforcement of materials already presented.
- Time necessary to complete homework assignments varies with the age group and the ability of the individual child. Approximately, 1 hour for 6th graders and 2 hours for 7/8th graders can be used as a guide.
- Parents should not do the student's homework, but they are encouraged to supervise study.
- In the event of an excused absence, **missed work may be made up with one day extension for each day missed** (number of days absent equals the number of days allowed for makeup). It is the **student's responsibility** to find out what was missed during an absence and to complete the work on time.

ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID)

The AVID program focuses on teaching methods that will help prepare students for a rigorous college-preparatory curriculum. LOMS offers this program in three classes to sixth, seventh and eighth graders who meet the eligibility requirements. The mission of the AVID program is to prepare students for college readiness and success in a global society.

HIGH SCHOOL CLASSES

At times students may need to take a class at LOHS. This is a privilege. Students will walk to and from the high school. Parents are responsible for providing transportation in inclement weather. Students may not accept rides with anyone when going to and from the high

STUDENT STUDY TEAM (SST)

The student study team (SST) is a group formed within the school to further examine a student's academic, behavioral and social-emotional progress. The SST team can propose interventions for the student. The team consists of the SST coordinator, teachers, parents, and school support staff. Student strengths and areas for growth are discussed and a plan is developed. Teachers will try classroom based modifications and accommodations prior to requesting a SST. A SST meeting can be requested by a parent as well.

STUDENT RECOGNITION

We believe that students should be recognized for outstanding achievement both in academics and citizenship. The following activities are set up for this purpose:

- **Student of the Month** - Each month teachers identify a student who has shown outstanding achievement in academics and/or citizenship. These students are treated to pizza lunch by the principal or vice principal.
- **Awards Assembly** - An awards assembly is held during the last week of school. Other award ceremonies will be held as necessary.
- **Perfect Attendance Winners** - Perfect attendance drawings occur each semester. All students who have perfect attendance are eligible for a drawing. Prizes are awarded to one student at each grade level.
- **Top Notch Awards** - Top Notch coupon books are awarded by teacher selection.
- **Honor Roll**- Students who receive a 3.0 GPA or above for every grading period through P5 will qualify for the honor roll.
- **Ice Cream Social**- Recognition for students in 6th-8th grade who have maintained a 3.0 GPA for every grading period through P5.
- **8th Grade Awards Ceremony**

SILVER CUP

Silver Cup will be awarded to 8th grade students that have maintained a 3.5 GPA in 7th and 8th grade for both semesters in 7th grade, 1st semester in 8th and P5 in 8th.

GOLD CUP

Gold Cup will be awarded to 8th grade students that have maintained a 4.0 GPA in 7th and 8th grade for both semesters in 7th grade, 1st semester in 8th and P5 in 8th.

GOLD CORD

Gold Cord will be awarded to 8th grade students that have maintained a 3.0 - 4.0 GPA in 7th and 8th grade for both semesters in 7th grade, 1st semester in 8th and P5 in 8th.

SAFE SCHOOL ENVIRONMENT

CAMPUS SUPERVISION

Campus supervision is provided from 7:40 a.m. - 2:50 p.m. daily. Students should not arrive prior to 7:40 a.m. unless enrolled in a specific class or dropped off by a school bus. LOMS students are not allowed on the high school campus during school hours. LOMS students are to wait on the west side lawn area in front of the high school. All students should leave the school premises upon dismissal. (Exceptions: supervised after-school activities and/or detention.) Bus students should report to the designated bus area immediately following dismissal time. Students who are waiting for a ride home and are not riding the bus should wait in front of the school. A phone call after 2:50 p.m. is permissible.

PASSING TIMES/HALL PASSES

Students are expected to be in class during all class periods. Hall passes are given for early dismissal, medical necessity or requests from the office only. A hall pass issued by a staff member must be in the student's possession while in the halls during class time.

OFFICE PASSES

An "office pass" signed by a school employee is required when you come to the office. The office staff can then attend to the needs of the student.

LUNCH PASSES

A daily lunch pass can be obtained through the office. A lunch pass permits students to have lunch at home. Students are not permitted to go to another student's home for lunch, the store, or other food business in town, etc. Applications for lunch passes must be signed by the parent/guardian. Parents/guardians will be required to schedule a conference with the Vice-Principal prior to a lunch pass being issued. These passes are given with the understanding that the student going to and from home will use proper conduct. **Misuse of this pass will cause the pass to be revoked.** Students eligible for free lunch are not advised to go home for lunch.

STUDENT RIGHTS AND OBLIGATIONS

LOMS ATHLETICS

The following sports programs will be offered based on coach availability and athletic funding for 7th and 8th grade: Flag Football, Basketball, Volleyball, Soccer and Track.

- Students will be charged for lost or damaged uniforms.
- Students who do not meet the eligibility requirements will not be able to participate in any recreational program activities.

General eligibility rules and requirements follow. Please refer to the LOMS Athletic Handbook for specifics.

ATHLETIC ELIGIBILITY REQUIREMENTS

School Board Policy (BP 5012.6.1) regarding Extra-curricular/Co-curricular Participation Requirements requires that all students, in order to be eligible for participation, must have a 2.0 GPA. If a student should be declared ineligible at any grading period for participation in extracurricular/co-curricular activities, he/she may be placed on academic probation for one grading period. During this period, the student may continue to participate in the games/activities.

- If a 2.0 GPA is not achieved by the end of the four-week probationary period, the student may not continue to participate in these activities until he/she becomes eligible by the next grading period.
- Should grades meet the established requirements of a 2.0 GPA by the end of the four-week probationary period, the student will then be eligible for the remainder of the grading period.

Students will be allowed one (1) probationary period in the 7/8th grade. Probation cannot be banked to use later. Students who wish to apply for probation need to see the Athletic Director for application procedures. The following procedures will be used to monitor eligibility:

- The Athletic Director will monitor the grades of all students participating in those extracurricular/co-curricular activities indicated.
- The Athletic Director shall notify the Principal and the coach of student ineligibility.
- The Athletic Director will notify parent/guardian of ineligibility.

CONDUCT OF STUDENTS

Section 300 of Title 5 of the California Code of Regulations requires students to follow school regulations, obey all directions, and be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language. Administrators and staff are responsible for creating an environment where the entire school community understands that bullying behavior is inappropriate and will not be tolerated. Students must also take responsibility for helping to create a safe environment (EC 44807):

- Treat everyone with respect. Be sensitive to how others might perceive your actions or words.
- Do not engage in or contribute to bullying behaviors, actions, or words.
- Report bullying behavior to a trusted adult.
- Never engage in retaliatory behavior or ask, encourage, or consent to anyone's taking retaliatory actions on your behalf.

Students who violate school rules and regulations may be subject to progressive discipline including, but not limited to, interventions, community services, corrective actions, suspension, expulsion, transfer to alternative programs, or denial of the privilege of participation in extracurricular or co-curricular activities in accordance with Board policy and administrative regulation.

CONDUCT ON BUSES

Bus transportation is provided to Live Oak Middle School students. Students transported on school buses are expected to follow the bus rules and shall be under the authority of, and responsible directly to, the driver of the bus. A student may be removed from the bus or denied bus transportation if it is determined he/she created a safety hazard. Parent/guardian/caregiver will be notified of student misconduct on the school bus.

- All bus students will report to the back blacktop area to wait for the buses after school.
- A marked area for buses to pick up students is located on the east side of the school campus. Parents and visitors are asked not to park or block the bus lane. When entering the parking lot parents are asked to pull as far forward as possible (towards the east end) or park in parking spaces. Please watch students during inclement weather.

Penalties for infractions:

- 1st Citation – Warning or possible bus riding suspension
- 2nd Citation – Parent/Guardian conference with principal
- 3rd Citation – Three day bus riding suspension
- 4th Citation – Possible two week bus riding suspension
- 5th Citation – Possible suspension for extended period of time with possibility of full school year

POSITIVE SCHOOL CLIMATE

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, during the lunch period whether on or off campus, while going to or coming from school, while at school activities, and while on district transportation. Employees are expected to provide appropriate supervision to enforce standards of conduct

- 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 coverings 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.

Student use of the internet guidelines include:

- Using the Internet is a privilege.
- Those under 18 may not reveal their last names, addresses, or phone numbers.
- Parent permission is required before children's pictures can be placed on the network.
- The user acknowledges that e-mail has no guarantee of privacy. Messages related to or supporting illegal activities will be reported to authorities, and are subject to the same restrictions as a school newspaper.
- Transmission or reception of copyrighted material; material protected by trade secret; product advertisement or political lobbying; material that is obscene, libelous, slanderous, gang-related, incites students and/or staff to create a clear and present danger by promoting unlawful acts on school grounds, will result in termination of the user's Internet privileges.
- Students may not bring disks/software from home to download.
- Acts of vandalism, such as uploading or downloading computer viruses, will cause the user's Internet privileges to be canceled.
- For full details of the Internet policy, please check with the school administrator.

STUDENT ACTIVITIES

FIELD TRIPS

When it is necessary for a student to travel via district owned bus or vehicle to a school activity, each student must return a signed permission slip to the faculty member responsible for that trip or activity 24 hours prior to the trip. This slip must be filled out with the student's name, place of activity, date of activity, phone number of parent, and an emergency phone number. "Word of mouth" or a handwritten permission slip is not acceptable. **NO EXCEPTIONS!** A 2.0 GPA is required to participate on field trips as set forth in Board Policy 6145. Field day and/or Pool day is considered a field trip for 6th and 7th grade.

CHAPERONES

All individuals selected to chaperone an event for LOMS must be the parent/guardian of a student attending the event. All chaperones will be assigned duties to assist in the supervision of students. Chaperones may be assigned a group of students to monitor or asked to supervise an event in general. Prior to most field trips there is a chaperone meeting in which duties and procedures are discussed. Any questions from the chaperones regarding duties or procedures should be addressed to a teacher involved in the event or site administration. Chaperones must be over the age of 21 years.

CLASS PARTIES/DANCES

Classroom parties can be held one time per month. Food and beverages served at the party shall not be homemade or prepared on campus. Food and beverages must be prepackaged and store made/bought items and must be SB12 & SB965 compliant. Class parties will occur after the last meal period. The individual teacher will schedule these parties. Seventh and eighth grade dances will be scheduled in the evening from 3:00 – 5:00 p.m. The Student Council will set dates for the seventh and eighth grade dances. Students who wish to walk home after any seventh or eighth grade dance must have written permission from their parent/guardian. Any student who is absent from school the day of the dance will not be allowed to attend the dance. Participation in the dance will not be allowed in the case of an unexcused absence, including suspension. Only parents of students attending the dance may attend or chaperone. Outside visitors will not be allowed to attend the dance. Each person attending a dance is expected to exhibit appropriate behavior at all times. Sexually suggestive dancing and dancing that simulates violence are not allowed. Failure to behave in an appropriate manner may result in removal from the dance and/or other disciplinary action. School dress code applies to dances.

End of Year Activities- All Grades-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 referrals during the school year
3. Student has met the attendance requirement of attending a minimum of 85% of the school year
4. Grades 6 and 7 must also maintain a 2.00 GPA to take part in extracurricular/end of the year field trips
5. Grade 8 needs to meet all promotion requirements in order to be eligible for end of the year activities (8th grade trip, promotion dance, pool day, pre-promotion party)

EIGHTH GRADE PROMOTION REQUIREMENTS

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 activities
- All student fines must be paid by May 19, 2023.
- The student has completed all finals and projects by due dates.
- The student has maintained a cumulative 1.75 average GPA over the fall and spring semester grades.
(ie: Fall semester GPA is 1.50, then a 2.0 GPA is needed in Spring 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 fall or spring semester grades.
(ie: ELA fall semester grade = F, then a D or better is needed in ELA for the spring semester grade)
- The student has maintained good attendance. Attended 85% of the school year.

- An absence with a parent note must be made up by the student to earn credit for the day missed.
- Students will be prepared for Physical Education with appropriate clothing which allows student to fully participate in PE.

MEDICATION

In accordance with California State requirements, students are not to be in possession of medication of any kind (prescription or over the counter drugs). **Prescription medication will only be administered by office personnel upon completion of necessary forms by the doctor and the school office.** All medications and delivery devices need to be supplied to the school by the parent in a pharmacy labeled container.

HEAD LICE

Refer to "Parent Packet" distributed the first day of school for additional information or call the school office at 695-5435.

LUNCH PROGRAM

FREE/REDUCED MEAL PROGRAM

The *Free/Reduced Meal Program* application will be available in either the school office or the Parent packet. This application is to be completed and returned to school by the end of the first week of classes. The district office will determine eligibility and notify parents if the application is denied.

LUNCH ACCOUNT COLLECTION PROCEDURES

Nutritionally balanced meals are offered 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
 Students will be allowed 1 free breakfast and 1 free lunch per day
 Adult (Staff only) \$5.00

CAFETERIA

Breakfast and lunch are served in the cafeteria each day. Breakfast will be served one half hour before school begins. Students are expected to conduct themselves in an orderly manner when eating in the cafeteria. Students are expected to take care of their own trash by placing it in the appropriate garbage containers.

- Students enter the cafeteria through the doors in the quad side of the cafeteria. Students must form single lines outside the cafeteria. Students enter through the cafeteria doors in single lines.

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 personnel.

LUNCH RECESS

Live Oak Middle School is a closed campus. All students shall remain on the school grounds during lunch recess with the exception of students who have applied for and been granted a home lunch pass. Parents may take their own child out to lunch. Parents who wish to have their child picked up at the school for lunch by another adult must submit written arrangements to the office prior to the lunch.

GUM AND CANDY

Gum and candy are **not** permitted on campus.

STUDENT DISCIPLINE

CLASSROOM SUSPENSION

A teacher may suspend any student from his/her class for the remainder of the period and the following day for any act listed in "Grounds for Suspension and Expulsion." When removing a student from his/her class, the teacher shall immediately report this action to the principal or vice principal. As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent teacher conference regarding the removal (EC 48910).



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"> • Cheating/Forgery/Plagiarism • Classroom Disruption • Cutting Class/Tardy • Defiance/Insubordination/ Willful disobedience and disregard of authority. ^ • Willful defiance of afterschool care instructions ^ • Dress Code Violation • Electronic Device • Gang/Clique-Related Items • Gambling • Harassment/Bullying/Hazing (grades K-5) • Horseplay/Rough play • Inappropriate Sexual Behavior (grades K-5)^ • Littering • Near Fight • Obscene Act (minor) • Object of No Reasonable Use That Causes Distraction or Undue Disruption • Unwanted Physical Contact (grades K-5) • Passionate Public Display of Affection • Profanity • Safety Violation (bikes, Heelys, etc. on campus) • School Disruption^ • False accusations of a serious nature • Racial, Discriminatory or Hateful Behavior (minor) • Theft/Possession of/Attempt to steal school or private property# (grades K-5) • Vandalism (minor)# 	1st 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"> • Parent notification • Recess restrictions • Administrator/Student conference • Counselor/Student conference • Counseling (individual or group) • Student Study Team (SST) • Behavior Plan/Contract • Referral to Community/District/School-Based Services • Peer Mediation • Anger Management Program • SARB/SART
	2nd Referral – Detention and/or 1 period to half day OCA	
	3rd Referral – Detention and 1 period to half day OCA	
	4th Referral – All day OCA	
	5th Referral – Refer to Category 2 Infractions, 1 st 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.

^ Suspension shall not be imposed on pupils enrolled in K-3 inclusive.

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

<i>Offense</i>	<i>Consequences</i>	<i>Interventions</i>
<ul style="list-style-type: none"> • Abusive, threatening, willfully defiant, gang-related activities • Abusive, threatening, or harassing behaviors towards a pupil who is a witness in a school disciplinary proceeding • Arson (minor) # • Assault and/or Battery/Threat (minor) • Bullying or cyber-bullying • Creating a hostile school environment: intimidating or threatening behavior (minor) • Engaged in or attempted to engage in hazing • Caused, attempted to cause, or threatened to cause physical injury to another person • Willfully used force or violence upon another person, except in self-defense • Inappropriate Sexual Behavior (grades 6-12) • Knowingly received stolen school or private property • Obscene acts/gestures/ unsanitary acts/habitual profanity • Viewing obscene/violent material • Possession of injurious object excluding firearm or explosive • Possession/Providing Alcohol# • Possession of toy (imitation) firearm • Possession of/Unlawfully offered/Arranged or negotiated to sell drug paraphanelia #^ • Grades 6-12 • Possession or use of tobacco or any products containing tobacco or nicotine • Under the influence of an alcoholic beverage or represented a substance as an alcoholic beverage • Under the influence of THC/Marijuana or represented a substance as THC/Marijuana. • Under the influence of a controlled substance of intoxicant#^ (grades 6-12) • Profanity/Verbal abuse directed toward a school employee • Robbery/Extortion (minor) • Stealing/Attempt to steal school or private property (minor or habitual) # • Vandalism (major) # 	<p>1st 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"> • Parent notification • Administrator/Student conference • Counselor/Student conference • Counseling (individual or group) • Student Study Team (SST) • Behavior Plan/Contract • Referral to Community/District/School-Based Services • Peer Mediation • Anger Management Program • SARB/SART
	<p>2nd Referral – 1 to 5 day suspension (duration to be determined by administration)</p>	
	<p>3rd 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 Contract and recommendation for expulsion upon 2nd offense

Category 3 Infractions

<i>Offense</i>	<i>Consequences</i>
<ul style="list-style-type: none"> • Act of hate violence: threatening or offensive behavior • Any action that causes serious physical injury, except in self-defense • Arson (major) # • Assault and/or battery upon any school staff • Creating a hostile school environment: intimidating or threatening behavior (major) • Possession of a controlled substance or intoxicant #^ (grades 6-12) • Possession of dangerous object (including knife) with no reasonable use to the pupil • Robbery or extortion (major) • Sexual harassment: intimidating or hostile or offensive behavior • Terrorist threats against school officials 	<p><i>One or more of the following consequences should be imposed for category 3 infractions:</i></p> <p>1st Referral –</p> <p>5 day suspension</p> <p style="text-align: center;">and/or</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.

