



LUTHER ELEMENTARY SCHOOL

*Parent / Student Handbook
2020-2021*

10123 Connecticut Ave.
Live Oak, CA 95953

Telephone: (530) 695-5450
Fax: (530) 695-5429

FACULTY

Teachers:

Dormois, Robyn	Transitional Kindergarten
Arellano, Yolanda	Kindergarten
Barry-Sasaki, Cathy	Kindergarten
Benson, Rhiannon	Kindergarten
Kent, Nicki	Kindergarten
Romano, Carol	Kindergarten
Henriquez, Jessica	1 st Grade
Lemieux, Jeremy	1 st Grade
McAvoy, Donna	1 st Grade
Rosauer, Julie	1 st Grade
Wilhelm, Jill	1 st Grade
Davis, Andrea	2 nd Grade
Jacquet, Mari	2 nd Grade
Kimberling, Sabrina	2 nd Grade
Richardson, Renae	2 nd Grade
Yarbrough, Teresa	2 nd Grade
Burghy, Lori	3 rd Grade
Dixon, Caitlyn	3 rd Grade
Kincaide, Janine	3 rd Grade
Nat, Amita	3 rd Grade
Stewart, Darrell	3 rd Grade
Moffat, Haley	4 th Grade
Donnahoe, Brenda	4 th Grade
Pearson, Kaylee	4 th Grade
Pirtle, Alese	4 th Grade
Whitehead, Lindsey	4 th Grade
Kayla Neal	RSP
Carlson, Michele	SDC
Van Pelt, Bethany	SDC
McMahon, Heather	Speech Therapy
Svec, Martin	Technology
Morrison, Tammy	Music
Herrera, Dolores	Counselor
Papa, Cathleen	Nurse

Support Staff:

Aceves, Erika	Instructional Assistant
Arredondo, Meliza	Instructional Assistant
Arredondo, Monica	Instructional Assistant
Brenegan, Samantha	Instructional Assistant
Buzzard, Charlene	Instructional Assistant
Caballero, Brianna	Instructional Assistant
Caratachea, Beatriz	Instructional Assistant
Caratachea, Raquel	Instructional Assistant
Cardenas, Rebecca	Instructional Assistant
Hall, Kelly	Instructional Assistant

Haury, Taylor	Instructional Assistant
Hicks, Lori	Instructional Assistant
Hughes, Ashley	Instructional Assistant
Johnson, Ann Marie	Instructional Assistant
Johnson, Ashley	Instructional Assistant
Knoop, Lettie	Instructional Assistant
Mendoza, Elina	Instructional Assistant
Nelson, Cynthia	Instructional Assistant
Paine, Ashley	Instructional Assistant
Quinn, Kareen	Instructional Assistant
Sandfer, Francesca	Instructional Assistant
Reyna, Diana	Instructional Assistant
Rosellini, Brittany	Instructional Assistant
Mansur, Tierney	Instructional Assistant
Wells, Avery	Instructional Assistant
Yesica Basaldua	Noon Supervisor
Jacquez, Angelica	Noon Supervisor
Nunez, Emily	Noon Supervisor
Widener, Kim	Noon Supervisor
Diaz, Jessica	Health Aide
Gillespie, Mary	Health Aide
Smith, Adrienne	Librarian
Tapia, Ozzie	Custodian
Guzman, Pablo	Custodian
Salacup, Edward	Custodian

After School Program:

Johnson, Bianca	Coordinator
Aguilar, Magali	Program Lead

Office Staff:

Jacqueline Polanco	Principal's Secretary
Kalvinder Sangha	Attendance Secretary
Yomaira Haro	Secretary

Administration:

Mathew Gulbrandsen	Superintendent
Parveen Bains	Principal
Julie Crandall	Assistant Principal

Board of Trustees:

Mrs. Kathy Walker – President
 Mr. Ernie Rodriguez
 Mr. Roger Christiansen
 Mr. Scott Davis
 Mr. Talwinder Chetra

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I. Message from the Principal

Dear Luther Families,

Welcome to Luther Elementary, a California Distinguished Gold Ribbon School! We take pride in helping children grow academically, socially and emotionally. It is the intent of our staff to provide the very best educational program possible.

Luther Elementary is a community in which we strive to make learning interesting, challenging and rewarding while maintaining a positive and nurturing environment for all students. We believe that the best learning climate is one in which parents, children and staff work together. We are looking forward to a productive and healthy partnership with our families to ensure our students can achieve to their highest potential. A strong partnership with our families can make a significant difference in the education of our children. As partners, we share the responsibility for our students' success and want you to rest assured that we will carry out our responsibilities with fidelity. As our partners, we ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school regularly and arrives on time, ready for the day's learning experience.
- 2) Completes all homework assignments.
- 3) Reads daily to develop a love for reading and to improve literacy skills.
- 4) Shares school experiences with you so that you are aware of his/her school life.

There are many ways to become an active participant in your child's education at Luther. One way is by joining our Parents Club as our students can greatly benefit from your involvement and contributions to the school's programs and events. Additionally, you are welcomed to volunteer in your child's class or at the school in general. Your time can strongly enrich our educational program, and we strongly encourage and welcome parent volunteers. To learn more about how you can contribute, turn to page 27 or simply contact your child's teacher.

This handbook is designed as a resource for your family throughout the school year. The sections in this handbook provide information to the most frequently asked questions. In the event you do not find the answer you seek, do not hesitate to contact your child's teacher or the main office.

We hope that you will take pride in your school and do everything you can to make this a worthwhile experience. If you have questions about programs, practices or procedures, please do not hesitate to call.

Sincerely,

Parveen Bains
Principal



II. Mission and Vision Statement of Live Oak Unified School District

Mission Statement

Through a safe and supportive environment, in partnership with families, staff, and the community, Live Oak Unified School District is committed to:

- Eliminating barriers that prevent individual student success
- Providing college and career opportunities to all students through a rigorous academic environment
- Encouraging all students to be ethical, self-advocating, motivated, and empathetic individuals
- Inspiring students' self-awareness, creativity, critical thinking, and goal-setting to realize their full potential
- Instilling school and community pride and involvement
- Valuing diversity and small community as a strength

Vision Statement

Empowering all students to achieve individual success with a responsibility to community.

III. Luther Elementary School Mission and Vision Statement

Mission Statement

Luther Elementary School, in partnership with families and community, is dedicated to ensuring each student receives a challenging, quality education in a safe, supportive environment. We are committed to:

- Implementing high standards of teaching and learning;
- Supporting technological literacy;
- Developing students who demonstrate self-confidence, integrity, and community pride as responsible, self-directed, productive citizens;
- Fostering a love of learning, collaboration and individual creative expression;
- Preparing students who will make successful transitions throughout their lives.

Vision Statement

Luther Elementary School is dedicated to academic excellence, individual success, and the cultivation of caring, confident citizens.

IV. Daily Schedule

Regular Day

TK/Kindergarten	8:28 a.m. – 12:15 p.m.
Grades 1 – 4	8:28 a.m. – 2:40 p.m.

Minimum Day

TK/Kindergarten	8:28 a.m. – 12:15 p.m.
Grades 1 – 4	8:28 a.m. – 1:00 p.m.

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

Please note, students should arrive no earlier than 7:30 a.m. Playground supervision is provided beginning at 7:30 a.m. Any student arriving to school after 8:28 a.m. should report to the office for a tardy slip before going to class.

V. School Office Hours

7:30 a.m. – 4:00 p.m.
Monday - Friday

The Luther Elementary School 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) 695-5450

Fax: (530) 695-5429

VI. Visitors on Campus

Visitors are always welcome at Luther. When visiting the campus, please check-in at the school office before going into classrooms or the cafeteria. Visitors will be asked to sign-in and to wear a visitor badge while they are on campus. This helps staff and students to easily identify individuals who are allowed to be on campus.

VII. Student Drop-off and Pick-up

Student safety is our top priority at Luther Elementary School. We ask that you follow these guidelines when dropping off or picking up your student.

- Please drop off students either at the front entrance or the back entrance.
- Drive slowly and look for children that may be in the area.
- When in the loading zone, please pull all the way forward to accommodate more vehicles.
- Please be patient and respectful of other drivers.
- Please do not create a second lane of loading. This can lead to injuries when students cross one lane.
- Please park in designated parking spots and not in loading zones.
- Please use extra caution around crosswalk areas.
- Please use crosswalks whenever possible when walking across the road.

VIII. Student Attendance

Students learn best when they are at school. Good attendance and punctuality are important habits that start developing in kindergarten. Please help your child understand the importance of school by minimizing the amount of time they are absent. Please help them in every way possible so they can be at school, on time, every day.

The only time your student should be absent from school is when they are sick or because of a family emergency. In the event of an absence from school, it is the parent/guardian's responsibility to explain the absence either in person, by calling the Luther Elementary Office at (530) 695-5450, or by sending a note with the student. If the student misses school due to a medical or dental appointment, please have the doctor's/dentist's office give you a note.

Notes must contain:

1. Date note was written and student's name
2. Exact dates the student was absent
3. Reason the student was absent
4. Signature of the person writing the note (must have signed the Student Emergency Information Card) and be authorized by parent/guardian to sign notes
5. Relationship of the person who signed the note to the student

We are required by state law to verify absences in order to maintain school records. Students who have medical or dental appointments should not miss the entire day, unless they are too ill to return to school. **If a student is absent for 3 consecutive days or more, a note from your doctor is required.** The doctor's note should state that the child is ready to return to school. If the school does not receive notice from the parent/guardian within 3 days of the absence, the fourth day of the consecutive absence will be considered unexcused.

A. Early Checkout

Only individuals listed on the student's emergency card are permitted to sign students out early. Individuals authorized to pick up students early must be over the age of 18.

B. Tardies

Tardies affect the continuity of instruction and academic success of students; therefore, all students are expected to report to school on time. If a student is late to school, he/she must check in at the office to obtain a tardy slip before going to class. Tardies will be excused only for health reasons and family emergencies. Tardies outside of these parameters are considered unexcused. Habitual tardiness will result in parent notification and administrative disciplinary action. Please make sure your child is at school on time each day as excessive tardies can interfere with your child's learning and success at school.

C. Excused & Unexcused Absences

Excused Absences

Illness
Doctor or Dentist Appointment
Attending Religious Celebration
(advanced notice required)
Quarantine for contagious diseases
(Chicken pox, scabies, etc.)
Attend funeral of immediate family member
By approval of the Principal for personal/
educational reasons (see below)

Unexcused Absences

No transportation
Overslept/Forgot alarm
Relatives in town
Student wants to stay home to:
finish homework or
babysit other siblings, etc.
3 consecutive absences without a doctor's note

D. 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 to Site Administrator for review five days prior the planned absence.** The Site Administrator 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 Winter, Thanksgiving, Spring or Summer Break.
- Student must be performing at or above grade level on school work according to their latest report card with a "2" average.
- 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%.

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 3 days in advance.

E. Excessive Absences (Truancy)

The California Education Code defines a truant student as a student who has been absent from school without a valid reason more than three days or tardy in excess of 30 minutes on each of more than three days (EC 12401). By law, children **may not** be kept home due to transportation problems, to babysit, run errands, help someone who is ill, etc.

Students leaving the school campus without parent or school personnel permission will be considered truant. Students leaving class without permission will also be considered truant.

“Habitual Truancy” is when a student has been reported truant three or more times or truant a total of 6 days (EC 12403; 48261/48262). School staff may attempt to make home visits to clarify habitual truanancies.

Students who have excessive medical absences will be required to bring a doctor’s note for all absences not approved by the administration prior to the absence. Causes for a required doctor’s note may include:

- Patterns of absences
- Absences more than 3 days
- 14 days of cumulative absences
- Other situations as needed

Please note, any student with 18 absences or absences that exceed 10% of the school year (at any given point in the school year) fall in to the category of “chronically absent”. Any student that is chronically absent, is ineligible for the after school program effective the date the student falls into the category.

In an effort to reduce our chronic absenteeism, Luther Elementary has initiated an attendance campaign called “Every Day Counts”. Highlights of our campaign are listed below:

- Each trimester, parents will receive an update on the number of absences their child has accumulated so far during the current school year. Our goal is to decrease the number of absences by building awareness. If your child is ill however, by all means, keep him/her at home.
- Each grade level at Luther has receives the chronic absenteeism rate for the first trimester. The grade level that decreases their chronic absenteeism rate the most by the end of the 2nd and 3rd trimester (beginning of March and June), will receive a pizza party.
- Grade levels will receive bimonthly updates of the chronic absenteeism rate for their grade level.
- The top 3 grades with the lowest rate of chronic absenteeism will be announced at monthly school wide flag salutes.
- We will continue with weekly attendance prizes for the class with the highest rate of attendance.

Please support us in reducing our chronic absenteeism by getting your child to school every day unless he/she is ill.

F. Attendance Contracts

In the event of excessive absences or tardies, Luther Elementary School will reach out to parents to inform them of their child’s attendance concerns. In the event that the child’s attendance does not improve, the parent/guardian will be required to meet with the Vice Principal to discuss ways to help your child get to school on time every day. An attendance contract, which clearly outlines all attendance responsibilities for all parties, will be signed by the school, the parent and the student. If this contract is violated, a SARB referral is likely.

G. School Attendance Review Board (S.A.R.B.) (EC 48320, 48321, 48323)

It is the parent/guardian’s legal responsibility to ensure that their child attends school. Students who have attendance problems with unexcused absences, excessive absences, or excessive tardies will be referred to the SARB for intervention. Agreements between the SARB and family must be complied with fully. Failure to comply can result in financial penalties and/or court appearances.

IX. Luther Elementary Campus Rules and Expectations School-Wide

Luther Cubs will:

- Come to school to learn, and allow others to learn
- Be on time, be prepared, and work to the best of our ability
- Be respectful, courteous, and helpful to others
- Resolve conflicts peacefully
- Be responsible for our own words and behavior
- Respect our school and its property

A. Dress Code

- Students will wear shoes with backs. Flip-flops or open-backed shoes are not allowed for safety reasons. Shoes with “wheels” are not allowed.
- Students shall be clean and neat while attending school. Clothing that has pictures or writing that can be considered as vulgar, gang related, racially offensive or condones violence or alcohol/drugs is not allowed at school.
- There must be two straps on all tops and dresses should be at least 1 inch wide. Halter tops/dresses or racerbacks are not permitted.
- Short shirts showing bare stomach are not allowed at school.
- All undergarments must be covered.
- Skirts and shorts should be at fingertip length or longer.
- Pants or shorts with rips or holes must not show skin above the fingertip length. Pants must be worn at the waist
- Any hair style, piercing, tattooing, or clothing that causes a disruption to the educational environment is not allowed at school.
- Purses are not allowed at school.
- Cell Phones must be kept turned off in backpack.
- Bandanas and blankets are not allowed at school (except for special class events).
- Hats may be worn outside only and must be forward-facing.
- Halloween Costumes: Children may only wear “friendly” costumes (no masks, blood, or weapons).

B. School Arrival and Dismissal Expectations

- Observe all school rules to and from home and school.
- Students should arrive no earlier than 7:30 a.m.
- Students should wait quietly and in an orderly fashion outside the cafeteria for the breakfast line.
- Students should not be in hallways, bathrooms, etc. prior to 7:30 a.m. as there is no campus supervision.

- Walk all bikes and scooters until you reach Pennington Rd or P Street.
- In the back dismissal area, students should use the cul-de-sac gate only. Students should not be in the back staff parking area.
- Kindergarten students must be picked up at the school or the bus stop by an adult (over the age of 18) listed on the student's emergency card. Adults picking kindergartners up at the bus stop must present the child's photo ID card.

C. Cafeteria Expectations

- Walk quietly to and from the cafeteria.
- Never flick or throw food.
- Please keep all food inside the cafeteria.
- No bottles or glass is allowed in the cafeteria.
- Sodas and caffeinated beverages are not allowed at school.
- Good behavior and respect for students, adults and property are expected at all times or students will be moved to an isolated table.

D. Classroom Expectations

- Enter the classroom quietly and keep voices at an acceptable level.
- Listen carefully and follow directions.
- Be polite to all.
- Respect others and keep hands and feet to themselves.
- Follow the procedures established by the teacher.
- Only leave the classroom when permission has been given.

E. Homework Expectations

Homework bridges school and home. It is an important part of teaching students responsibility and accountability. To help students improve their study habits, consider these homework suggestions:

- Have a definite time and place for homework.
- Choose a place that is quiet and has good light.
- Gather materials needed for homework before beginning.
- Read directions carefully.
- Focus on quality work.
- Have parents or older siblings check work after it is completed.
- Check-in with your child periodically.

F. Playground Expectations

- We walk in the hallways.
- We play only on the playground areas, not in the hallways or bathrooms.

- Bikes, Skateboards, scooters etc., are not to be ridden on school grounds.
- Frisbees, Bats, Balls, Marbles, Game Cards, and other Toys are not allowed at school, unless they are brought in for “Show and Tell” or for some other approved purpose.
- We do not play and games which may become too rough such as wrestling, tackling, and tug-of-war.
- We do not do cartwheels, handstands, flips, or other gymnastics-type activities at school.
- We do not kick Red Balls or Basketballs. Yellow Balls, Footballs and Soccer Balls can be kicked on the grass but not on the blacktop.
- We do not climb or spin on corridor poles.
- We do not throw anything that might hurt another person.
- We do not stand upright on the top of any piece of equipment, and we never attempt to jump off.
- We never do dangerous tricks on the playground equipment.
- We do not play in “Off Limit Areas” - behind the Cafeteria, between the classroom wings, in front of the school, etc.
- We stay on the playground area side of the yellow lines at recess and at lunch time.
- We carry balls and other equipment until we are on the playground.
- We stop playing immediately after the freeze bell rings. We are to walk to our class lines.
- We do not bring I-Pods or electronic games to school.
- We use courteous and respectful language with others.
- We let other students play games currently in play.
- We never hit another person.
- We never wear hats in the classrooms, the office or the cafeteria.
- We always obey the rules and are respectful to the adult in charge.
- We never eat candy or chew gum at school.
- We follow the rules on all play structures and we do not run in the bark.
- Tag games are played on the field only.
- We freeze after the freeze bell rings until the whistle is blown.

G. Restroom Expectations

Students are to use the restrooms appropriately and leave immediately. Student should not wait for friends or use it as a play area. Expectations for restrooms are:

- Students use their assigned grade level restroom only at all times unless instructed differently by a staff member.
- Keep water in the sink and do not splash.
- Feet should stay on the floor and do not climb stalls, etc.
- Give students privacy.
- Use quiet voices.
- Wash hands and leave immediately when done.
- Report any misbehavior or issues to the adult on duty.

H. Bus Expectations

Transportation to and from school is provided to children as a service. Riding the bus is a privilege, not a right. Any student whose conduct on the bus is not acceptable may have the privilege of riding the bus revoked.

The bus driver needs to operate the bus as safely as possible. Students are to be quiet and orderly and are to cooperate with the bus driver and the bus duty aides. Please follow these rules when waiting for the bus:

- Students may play on the playground, following all rules, until their bus is called.
- Students will form an orderly line for their bus.
- Students will walk down the hall to the bus loading area quietly, as not to disturb after school classes or teachers.
- Follow all bus rules.
- Written permission from the parent/guardian is required for students to get off at a different stop, to ride a different route, or accompany a friend. The note must be approved by the Luther Office.

In the event a student earns a bus citation for unsafe or inappropriate behavior, the following consequences will be enforced:

1st citation – warning only

2nd citation – parent conference with vice principal

3rd citation – 3 day bus riding suspension

4th citation – 2 week bus riding suspension

5th citation – extended bus riding suspension (to be determined by administration)

X. Parent Responsibilities

Parents and school personnel should work together to maintain good standards of student behavior and attendance. Parent responsibilities are:

- Support the rules, routines, and standards of the school. Take a sincere interest in your child and his/her progress.
- Review the school rules and discipline guidelines with your student to make sure he/she understands what is expected.
- Give full support to the teacher and other persons working with your child.
- Require your child to go to school every day, except when ill.
- Notify the school promptly by phone whenever your child cannot attend.
- Participate in conferences at school concerning your child.
- Read carefully all reports and notices sent to you by the school and send back promptly those items to be returned.
- Be sure your child is neat, clean, has had proper rest, and is properly fed when he/she is sent to school.
- Take full monetary responsibility for any and all fines/outstanding balances that your child has incurred.

- Cooperate fully with the school personnel in all matters regarding the progress, adjustment, and behavior of your child.
- Accept responsibility for any acts of misbehavior by your child, this includes paying for property lost, damaged, or destroyed.
- Provide a quiet place for homework and monitor TV/technology viewing.

We want to be responsive to any concerns parents may have about our instructional program. If you have any questions, please talk directly to the teacher in charge. If you still have concerns, please follow the established chain of command to the site-administrator.

XI. Staff Responsibilities

All staff members have the responsibility to respect the dignity of each individual student by being professional, mature, and maintaining self-control. Teachers and school staff are in a position to help students develop self-worth, self-esteem, and lifetime values for young people. Professional educators should maintain a positive image for students whenever the possibilities arise, and do everything possible to help students attain personal dignity.

XII. Citizenship and Discipline

A. Citizenship

Our goal is to provide each student with opportunities to receive positive feedback for good behavior, citizenship, attendance, and achievement. At the beginning of each school year, each classroom teacher will review and clarify rules, expectations and opportunities for recognition. These opportunities for school-wide recognition are provided throughout the school year.

B. Daily Recognition

Cub Cards: All staff members (noon supervisors, teachers, custodians, secretaries, etc.) have access to CUB CARDS which are given to students to reinforce good behavior. Staff members keep these on hand at all times and give them to students who show positive behavior such as helping another student, resolving a conflict through problem solving rather than fighting, giving extra effort in service to the school or classroom, being especially kind or courteous, or doing a super job in the classroom.

A staff member writes the student's name, grade, date and the name of the homeroom teacher on the Cub card. The person filling out the Cub Card should also circle any of the appropriate virtue(s) displayed. The student takes the Cub card to the office and places it in a special container and a copy of the Cub Card is sent home to the parents. The student will be eligible for a monthly drawing.

C. Monthly Recognition

Students of the Month: Once per month, each teacher will select two students to be recognized as role models or showing great improvement for their class. Students of the Month will attend a special pizza party with the Principal and Vice Principal, receive a special certificate, and have their pictures featured in the newsletter. Students may only be selected one time per academic year, and must exhibit outstanding academic performance, behavior, or great improvement in either area.

D. Trimester Recognition

Super Citizen: Students receiving no citations within each trimester receive a special ribbon commemorating their excellent citizenship. The ribbon is presented in their classroom by the Principal or Vice Principal

Perfect Attendance: Students with perfect attendance will receive a ribbon commemorating their dedication to their learning. The ribbon is presented in their classroom by the Principal or Vice Principal. In order to receive the ribbon, students must meet the following criteria:

- Attend school every day, on time for the entire trimester
- Never tardy for the entire trimester
- Never leave early for the entire trimester

E. Annual Recognition

Super Citizenship Assembly: At the end of the year, students who received 0 or 1 citation throughout the entire school year are eligible to attend a special assembly during the last week of school.

F. Discipline Policies

In life, there are consequences for our actions. Part of the school's responsibility is to prepare our students to be good citizens. Our rules are established to ensure that every student attending Luther Elementary feels safe and happy. All students will be treated with respect and are expected to treat others respectfully. When students do not follow the rules, they will receive appropriate consequences. Students are provided an opportunity to tell their side of the situation. Sometimes independent witnesses are called to explain what they saw. Teachers and administrators will thoughtfully weigh the information and assign consequences. We recognize that elementary students, especially at the primary level, may be in the process of learning how to be students, and special consideration will be given when issuing consequences to help our students learn the expectations of Luther Elementary Students.

G. Cub Correction's and Citations

- **Cub Corrections:** are used in cases of minor infractions (running in the hallway, playing in the bathroom, coming in late after recess, playing during freeze bell, etc.). If a student has been issued a number of Cub Corrections, the teacher will use his/her has the option of using a Citation for ongoing rule violations of the same nature.
- **Citations:** Citations can be used for more significant behavior infractions. See the discipline and interventions guidelines on the pages that follow.

H. DISCIPLINE AND INTERVENTION GUIDELINES

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.

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 paraphernalia #^ • 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#^ (grades 6-12) • Possession of THC/Marijuana or represented a substance as THC/Marijuana under one ounce#^ (grades 6-12) • Under the influence of a controlled substance or 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) Or 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 Or 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 1st offense and stipulated expulsion upon 2nd offense

Category 4 Infractions

<i>Offense</i>	<i>Consequences</i>
<ul style="list-style-type: none"> • Brandishing a Knife#+ • Committed or attempted to commit sexual assault or battery # + • Selling a controlled substance #+ • Possession of explosive device # + • Possession, selling, or otherwise furnishing a firearm # + • Possession of a controlled substance or intoxicant or THC/Marijuana of an ounce or more#! (grades 6-12) 	<p><i>The following consequences shall be imposed for category 4 infractions:</i></p> <p>1st 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)

I. Anti-Bullying

Luther Elementary School deems bullying a violation of a student's right to attend a safe public school and that it can negatively impacts a child's ability to learn. Luther Elementary is committed to providing every student with a safe and nurturing school, free from bullying and harassment, so every student can work towards achieving their full academic potential. Students who bully will be subject to administrative interventions and, depending on the severity of the incident, are subject to disciplinary action; including suspension per California Education Code 48900(r). Administrative interventions may include: a) referral to a counselor or behavior intervention specialist, b) parent contact and meeting, c) participation in anti-bullying lessons and curriculum, d) lunch/recess detention and e) non-participation in school sponsored extra-curricular activities, fieldtrips and assemblies.

What is bullying?

- Bullying is aggressive behavior that involves unwanted, negative actions.
- Bullying involves a **pattern of behavior repeated over time**.
- Bullying involves an imbalance of power or strength.

Types of Bullying

- Verbal bullying including derogatory comments and bad names.
- Bullying through social exclusion or isolation.
- Physical bullying such as hitting, kicking, shoving, and spitting.
- Bullying through lies and false rumors.
- Having money or other things taken or damaged by students who bully.
- Being threatened or being forced to do things by students who bully.
- Racial bullying.
- Cyber bullying (via cell phone or internet).

How can student help stop bullying?

- Let us know when it happens.
- Say something like, "Stop it!"
- Tell an adult.
- Be a friend to the person who is being bullied. Talk with them, sit with them at lunch and play with them at recess.
- Set a good example. Do not bully others.

What can parents of young children do about school bullying?

Parents are their children's first teachers. Therefore, parents' words and actions at home may be imitated by their children in other settings. The most important opportunity that parents have is to speak and act in a respectful way and to solve problems fairly and peacefully. Being a positive role model means teaching children respect and peaceable behaviors by example. Suggestions for ways to be a positive role model are as follows:

At home

- Talk with children often and listen carefully to what they have to say.
- Discuss bullying behavior and how hurtful it can be to others.
- Make behavioral expectations clear and be consistent with discipline when siblings and peers engage in hurtful teasing and bullying.
- Help children understand the meaning of friendship by modeling friendly behavior and showing how friends act positively toward each other.
- Discuss the fact that people are individuals and everyone develops characteristics and personalities that make them who they are.
- Model basic manners and respect for family, friends, and peers.
- Urge children to tell an adult when they are being bullied.

At school

- Learn the school rules, expected behavior, and consequences of bullying.
- Participate at school, offer services, and attend school-sponsored activities.
- Communicate with your child's teacher.
- Report bullying behavior immediately when you become aware it is happening.
- Ask for and accept the school's help whether your child is a target, bully or bystander.

XIV. Health and Safety

A. Medications and Infections

Students are only allowed to bring medications to school with authorization of doctor and parent. This includes over the counter medications such as Tylenol and cough drops. Forms are available in the office.

Any medication to be taken at school must be taken to the school office with a doctor's note and directions for administering the medication. Medication must be in the original container with your child's name on the label. A district form must be completed by the Doctor and Parent before the school can administer medication. **Only medications that are prescribed by a doctor are to be taken at school!**

Children may not enter school while infested with head lice. Students will be sent home so that they may be treated. A reasonable time (one day) will be given to rid the child of the nits. Subsequent absences will be considered unexcused absences.

B. Allergic Reactions

Should your child have an allergic reaction to bee stings, pollen, or anything else which must have immediate attention, please notify the office.

C. Immunizations

All students must have the proper immunizations before being allowed entrance into school. Students without proper immunizations will be excluded until verification of all required immunizations is received.

D. School Nurse

A school nurse visits the campus weekly. If you have a concern about your child, please let us know. Students are periodically examined for hearing and vision problems.

E. 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.

F. 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.

XV. 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.

<u>COST OF MEALS:</u>	<u>Universally free for all students</u>
Milk a la carte	\$.50
Adult (Staff only)	\$3.50

XVI. Parent Volunteers

Research shows that children whose parents volunteer and are **positively** involved in their children's education do much better in school. We look forward to seeing parents on our campus supporting our school. Please let us know if you have any questions. We are excited about our partnership with you!

Where could you help?

- In the classroom – ask your child's teacher.
- In the school office – ask the secretarial staff.
- Join the Parents' Club or the School Site Council

Types of volunteer tasks:

- Working directly with children
- Putting out newsletters
- Cleaning
- Working at events
- Serving on committees
- Supervising or helping with school events, field trips
- Tutoring students in reading or math
- Correcting papers
- Putting up bulletin boards
- Planning special events

XVII. Field Trips

From time to time students will be leaving campus to go on field trips. In all cases, students must complete an activity authorization form which is to be signed by their parents/guardians and by each of their teachers. This slip is to be turned in to the classroom teacher 24 hours in advance. Without such a slip, the student will not be allowed to go on the trip. No other form may be substituted and permission for field trips cannot be given over the phone. **Parents may request permission from the school to transport their child after the culmination of a field trip. Parents opting to transport their child upon completion of a trip, must provide written notification to their child's teacher 24 hours prior to the start of the trip. The child must ride to the Field Trip on the bus. Siblings under the age of eighteen are not allowed on field trips.**

PARTIES ON CAMPUS

Classroom parties may be held on identified celebration days (see dates listed below). Under special circumstances, the classroom teacher may choose to change the date of the celebration day for their particular class. With respect to all students, personal birthday party invitations should be delivered outside of school.

Approved Snacks

The food items listed below are compliant with SB12, SB965, Title 5 and the District Wellness Policy. Keep in mind that the snacks listed below are based on one serving size.

Jolly Time Healthy Pop Brand Popcorn (butter, kettle corn, caramel apple, American's Best)	
Ritz Toasted Chips-100 calorie pack	Air Popped Popcorn
Quaker Snack Mix-Kids Mix	Ritz Snack Mix-100 calorie pack
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 (sunflower, sesame)	Pretzels
Quaker Chewy Granola Bars: Peanut Butter & Chocolate Chip, S'mores, & Oatmeal Raisin	
Caffeinated beverages are not allowed at school	
Additional approved snacks can be purchased through the cafeteria	

In accordance with State Guidelines, all classroom celebrations have been limited to one per month. All items provided to students need to be **store bought** and arrive at school in a **sealed package**. ***Homemade foods are not allowed.*** Also note, with the exception of Kindergarten, all classroom celebrations need to take place after lunch.

In addition to the snacks listed above, on Celebration days only, you may bring store bought items that are not on the list of approved snacks. Classroom celebrations are scheduled on the following dates:

Friday, September 25, 2020	Thursday, October 30, 2020
Friday, November 20, 2020	Friday, December 18, 2020
Friday, January 22, 2021	Thursday, February 11, 2021
Friday, March 26, 2021	Friday, April 23, 2021
Friday, May 21, 2021	

XIX. Report Cards and Parent Conferences

Report cards are issued at the end of each trimester. Three report cards will be given during the year, evaluating academic progress and behavior. In addition to the report cards, parent conferences are scheduled in the fall and mid-year as necessary. These conferences are extremely important for you to attend. The parent conference is an opportunity to discuss your child and his/her program, progress, and any concerns that you or the teacher may have. It is an important time for you to ask questions and familiarize yourself with the curriculum and our expectations. We strive to have 100% attendance at our conferences. Report Cards reflect your child's progress on the California Common Core State Standards for his/her grade level.

XX. Insurance

Whenever students are engaged in some activity, accidents may occur in spite of extreme care exercised by those in authority. Sometimes students receive injuries that warrant medical treatment. Although parents are legally responsible for these costs, the school recognizes that such costs may be a financial burden to some parents and so the school has contracted with an insurance group to provide assistance for parents, should such costs arise. This insurance is set up as an excess coverage, and it does not mean that it will cover the complete cost of the injury. To apply for this insurance, parents may fill out the form which is provided in the "Opening Day Packets". The insurance will apply to school injuries only and will apply to doctor's fees, x-rays, and hospitalization. It is also important that you understand it may not completely cover any of the above items.

XXI. Teacher Requests

Any parent wishing to request a teacher for the following school year may do so in the Luther Elementary School office starting May 10, 2021. Requests must be made on the official request form (available in the office). Requests will be contingent upon the accommodation of necessary services for the student and will be determined based upon the order in which they are received. Parents should not assume their child will be placed in the class of the first teacher selected. Requests will be accepted through June 4th.

XXII. RESOURCES FOR PARENTS

A. English Learner's Parent Advisory Committee

This committee provides a format for bilingual parents to get involved in their children's education and to air their concerns. Please contact the school to find out about meeting dates and times.

B. Luther School Parents Club

The Luther School Parents Club is an organization that supports the mission of Luther School. Their mission is to create the kind of school community where teachers and administrators can do their best work and so can our children. They help create learning opportunities for children and strive to build the kind of supportive and caring atmosphere that makes school fun. Through fundraisers, they have been able to purchase equipment and support school programs such as assemblies, field trips, and various school or classroom needs. It is a great way to get to know other parents and to become involved in the school. The Parents Club meets on a monthly basis at Luther School. All parents are encouraged to attend the meetings.

C. School Site Council

The council serves as an advisory and oversight committee to the school in the School Improvement Program planning. Through the site council, parents may become involved in the decision-making process of school improvement. The school site council is composed of parents and school personnel and assures that the school is following its Single Plan for Student Achievement. The Luther Elementary School Site Council meets on the third Wednesday of every month. All parents are encouraged to attend School Site Council Meetings. Parent membership is limited to five parents per year, as voted on at the beginning of each school year.

XXIII. Additional Information

A. Pets

Before any pets can be brought to school, arrangements must be made ahead of time with the teacher. All pets must be caged and brought in for only a short time by a responsible adult. No animals, birds, or reptiles are allowed on the school bus.

B. Telephone Calls

To minimize disruptions to instruction, no classroom interruptions by telephone will be allowed. Parents are welcome to leave a message with the school office, and it will be relayed to the student or teacher. Parents also have the option of leaving a voice mail message with the teacher. Students are not permitted to call home from the class unless deemed necessary by the teacher.

Teachers can also be contacted by E-mail. E-mail addresses are the first initial and last name of the teacher, followed by: @lousd.k12.ca.us. For example the E mail address for Parveen Bains is pbains@lousd.k12.ca.us. E-mail addresses are also available from the office or you can access them through our website: <https://www.lousd.k12.ca.us/domain/274>.

C. Cell Phones

Cell phones must be turned off during school. All personal electronic devices turned on or taken out during class can be confiscated and returned only to a parent/guardian with students possibly receiving a disciplinary consequence. The school is not responsible for the loss or theft of these items. Due to privacy concerns, students are not permitted to take photos with their phones/cameras while at school or at school functions.

D. Fines

Students are expected to take care of the textbooks and equipment assigned to them. Teachers 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. All fines must be cleared by the last day of school.

E. Library

Each class has a scheduled time when they may visit the library. Parents are responsible for the books that are checked out by their children. Books that are not returned by the end of the year must be paid for at replacement value. All replacement costs must be paid in the office, and a receipt will be issued. The student's 3rd trimester report card will be held in the office until the replacement cost is received.

F. Lost and Found

Many articles of clothing are lost and go unclaimed each year. Please mark your children's coats, sweaters, sweatshirts, lunch pails, etc. with first and last names. If you notice that articles of clothing are missing, please check the lost and found in the Multi-purpose room. Lost and found items not claimed by the end of the School year are donated to charity.

XXIV. SPECIAL PROGRAMS

At Luther, it is our desire to provide for the needs of all students. All children must have access to the core curriculum. We also provide whatever support is appropriate for each individual to be most successful in school. We provide the following programs to assist your children in their education:

A. Accelerated Reader Program

The Accelerated Reader Program is an interactive computer program that stimulates reading. It is used in K – 4th grades. Students are encouraged to meet their reading goal each trimester. All students meeting their goal, will receive a reward at the end of the trimester.

B. Robotics and Technology

The robotics/technology program is offered to students that excel in all academic areas and provides challenging experiences beyond the regular program. It is available to eligible 3rd and 4th grade students.

C. Music

Classroom music is available to all students in grades TK-4. Students are provided the opportunity to participate in rhythm, beat, singing and instrument playing opportunities outside of their regular classroom. Advanced Music is offered to students that excel in all academic areas and are interested in further enhancing their music skills. The advanced music program is available to eligible 3rd and 4th grade students. Choir is available for interested 4th grade students.

D. Assemblies

Each year Luther has numerous assemblies. These assemblies involve student recognition multicultural activities, musical/fine arts presentation and co/extra-curricular presentations. Our students look forward to these opportunities while at school.

E. After School Program

Our After School Program runs from 2:40-6:00pm. Pick up time is 5:30-6:00. A registration event is held every spring for the enrollment in the program for the upcoming school year. Parents will be notified of the registration event. If you miss the registration event, you are welcome to enroll your child in our office. Students will be enrolled on a first come first served basis. A waiting list will be generated when spots are filled. Parents of children who are enrolled will be give an after school program handbook and will be required to sign our after school program agreement.

F. AVID Elementary

Advancement Via Individual Determination (AVID) Teaching strategies will be used in all K - 4th Grade classrooms. AVID is an excellent way to prepare students for career and college readiness at the elementary level.

G. Computer Lab

Luther has two excellent computer labs and mobile labs in all classrooms which are designed to extend computer literacy and academic skills. Teachers have access to our computer labs. One of our labs is staffed with a Computer Literacy Teacher. All classes 1st - 4th partake in lessons developed by the computer teacher in partnership with their homeroom teacher once per week. Transitional Kindergarten and Kindergarten classes visit the lab every other week.

H. English Language Development (ELD)

Luther has an excellent E.L.D. program. Students are taught English in a meaning-centered way with a heavy focus on listening, speaking, reading and writing. This program provides assistance to limited English speaking children until they become fluent speakers of the English language.

I. Group Counseling

Group counseling provides education and counseling so that our children may make informed choices and receive the support they need. Healthy play is also available to support students in playing with one another harmoniously. Parents can reach the counselor by calling 695-5450. Trust is an important part of the counselor-student relationship. Nothing that is discussed will be disclosed except in situations in which the law requires. The school counselor is permitted to see a student one time, on an individual basis, without parent consent during a crisis situation or during a situation that required conflict resolution.

J. Health Services

Luther School has a school nurse and health aides that provide education and health services. All children are provided with vision, hearing (at designated grade levels) and dental screenings unless a request not to participate in the screening is issued by the parents.

K. RTI Classes

Reading Intervention classes are provided to assist identified students in grades K-4. Math intervention classes are provided to assist identified students in grades 3-4.

L. Resource Specialist Program & SDC Programs

Resource Specialist and SDC programs provide academic support to students needing more intensive one-on-one, small group instruction, or classroom modifications for those students who qualify for special education.

M. School Attendance Review Board (S.A.R.B.)

The School Attendance Review Board is a county board set up to assist parents and children who are having school attendance problems.

N. Student Success Team (SST)

Students having academic or behavioral difficulties may be referred to the Student Success Team. Staff members and parents determine ways to help the child.

