



# **LIVE OAK MIDDLE SCHOOL**

*Parent / Student Handbook*

*2024-2025*

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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 AERIES parent portal, an online 6/7/8 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 <https://loms.lousd.k12.ca.us/>.

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)**

## **MISSION STATEMENT**

The mission of Live Oak Middle School, is (1) to provide a safe and orderly educational environment that considers the intellectual, physical, psychological and social development of its diverse student population and (2) to develop students who are responsible and enthusiastic learners with the skills, insight, and moral character necessary to excel beyond the 8th grade by providing diverse and challenging educational experiences, cultivating mutual respect and parent involvement in student development, and requiring high expectations and personal goal setting that will carry students through and beyond their high school years.

## **STUDENT EXPECTATIONS**

- 1. I will be responsible for my OWN behavior.**
- 2. I will be considerate, courteous, and cooperative.**
- 3. I will be prepared with necessary materials and completed assignments.**
- 4. I will be in my seat or assigned area ready to work when the bell rings.**
- 5. I will always strive to do my best!!**

## **SCHOOL STAFF INFORMATION**

### **PRINCIPAL**

Parm Virk

### **VICE PRINCIPAL**

Erin Walton

### **PSYCHOLOGIST**

Glenn Houston

### **LANGUAGE/SPEECH**

Kristen Roe

### **PRINCIPAL'S SECRETARY**

Malanee Montero

### **ATTENDANCE SECRETARY**

Mariella Hernandez

### **SCHOOL NURSE**

Kathleen Papa

### **HEALTH AIDES**

Mary Gillispie Kateland Hartman Mayra Lopez

### **BILINGUAL SECRETARY**

Evelia Barjas

### **COUNSELOR**

Ellen Murphy

### **CTE COUNSELOR**

Kiana Green

### **LIBRARIAN**

April Singley

### **TEACHERS**

Russell Board  
Brian Carranza  
Cameron Contreras  
Phebe Cisneros  
Jennifer Dobbs  
Breanna Dodson-Gutierrez  
Stacie Epperson  
Cruz Gutierrez  
Harinder Gill  
Erin Jackson  
Curtis Jeffords  
Suzanne Knipe  
Ryan Leichter  
Juan Loza  
Andrew Lumsden  
Matthew McVicker  
Abraham Perez  
Corby Punian  
Amanda Sudicky  
Katie Thompson  
Iris Vanden Branden  
Sandra Valadez  
Yessenia Villasenor  
Tom Ward  
Isabel Yglecias

Resource Specialist  
Spanish  
7<sup>th</sup> grade  
Music/Choir  
6<sup>th</sup> grade  
6<sup>th</sup> grade  
6<sup>th</sup> / 7<sup>th</sup> / 8<sup>th</sup>  
7<sup>th</sup> grade  
Punjabi  
6<sup>th</sup> grade  
8<sup>th</sup> grade  
Resource Specialist  
8<sup>th</sup> grade  
6<sup>th</sup> / 7<sup>th</sup> / 8<sup>th</sup>  
7<sup>th</sup> / 8<sup>th</sup>  
6<sup>th</sup> grade  
7<sup>th</sup> grade  
6<sup>th</sup> / 7<sup>th</sup> / 8<sup>th</sup>  
Resource Specialist  
6<sup>th</sup> grade  
7<sup>th</sup> / 8<sup>th</sup>  
6<sup>th</sup> / 7<sup>th</sup> / 8<sup>th</sup>  
Resource Specialist  
7<sup>th</sup> grade  
8<sup>th</sup> grade

### **INSTRUCTIONAL AIDES AND NOON SUPERVISORS**

Travis Blagg  
Gabriela Cuevas  
Ariel Denny  
Calvin Eccles  
Karisa Fletcher  
Daisy Fregoso Hernandez  
Casandra Heredia  
Jasmin Hernandez  
Katie Kenyon  
Blanca Mayorga  
Maria Montes  
Shari Payne  
Karl Schulte

### **CAFETERIA**

Shannon Copeland - Lead Cook  
Gagandeep Khattrra  
Dodi Williams

### **CUSTODIANS**

Mel Henderson

## **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 2024-25**

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) 6<sup>TH</sup> – 8<sup>TH</sup> GRADES:**

School begins at 8:00 a.m. for grades 6, 7, and 8                      School ends at 2:30 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:

- A parent/guardian should call the school before 9:00 a.m. on the day of the absence. A notification stating the reason for the absence is required. Babysitting, going shopping, oversleeping, didn't feel like going, nothing to wear, etc. are unexcused absences. The attendance secretary will give the student an admittance slip to get back into class when the student returns to school. Students who have excessive

medical absences shall be required to bring a doctor's note for all absences, or those not approved by the administration prior to the absence. Causes for a required doctor's note may include patterns of absences, more than 3 consecutive days, 14 days cumulative, etc.

- The California State Education Code 48260 defines a truant as: "Any pupil subject to compulsory full-time education or compulsory education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year." We are required to report excessive absences to the School Attendance Review Board for investigation, hearing and possible referral to Juvenile Court for appropriate legal action.
- When returning to school after an absence, an admit slip will be issued. If a student must leave campus during the school day, a parental signed note must be submitted to the office prior to leaving school, or the parent/guardian may come into the office and sign the student out.
- Students who go home for lunch and do not intend return to school need to have their parent/guardian notify the school office by phone or by handwritten note prior to leaving campus. Unexcused absences after lunch will be treated as a cut and disciplinary action will be taken, which may result in cancellation of the student's lunch pass.

### **TARDINESS**

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

### **DENTAL AND DOCTOR APPOINTMENTS**

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

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

### **SPECIAL PERMISSION ABSENCE**

Notes are to be submitted to the Principal's office five (5) days prior to the absence. No more than two (2) personal absences are allowed in any school year. Personal days will NOT be granted before or after extended Holidays (Thanksgiving, Winter Break, Spring Break, and Summer Break) and EARLY FINALS are not allowed. The site principal will review and make his/her recommendation based on, but not limited to, the following criteria:

- Good attendance, which is defined as being in attendance for at least 95% of the current school year (prior to October) or the prior school year if the request is made at the beginning of the year.
- A 2.0 GPA in grades 6-12 and not deficient in units.
- Not identified as performing below the minimum standards for promotion for grades K – 8.
- **This provision is not eligible to be used in conjunction with the Thanksgiving, Winter, Spring or Summer breaks.**
- 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 three (3) days in advance. Upon return, the student shall have one day for each day missed to turn in the work.

### **SHORT TERM INDEPENDENT STUDY**

Short-term Independent Study is available to pupils in grades TK-12. The length of Short-term Independent Study must be 3 days to 14 days and may be requested twice per school year. The maximum number of days a student can enroll in Short-term Independent Study is 14 days a school year. Requests for Independent Study must be submitted on the Request for Short-term Independent Study Form three weeks in advance unless a medical issue requires it. Assignments turned in late shall be considered "missing assignments". No attendance credit will be given for missed assignments.

## **ACADEMIC GUIDELINES**

### **ACADEMIC HONESTY**

Academic honesty and personal integrity are fundamental components of a student's education and character development. All students are expected to produce work representative of his/her own efforts and abilities.

### **CITIZENSHIP**

Students are expected to demonstrate responsible citizenship at all times. Students may receive a mark for citizenship that reflects the student's behavior. Citizenship marks will not be used in determining academic grades.

### **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 6<sup>th</sup> /7<sup>th</sup>/8<sup>th</sup> 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):

#### **6<sup>th</sup> /7<sup>th</sup> /8<sup>th</sup> 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 2024-25**

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

#### **6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade semester grading periods:**

- P1 (1<sup>st</sup> progress report of 1<sup>st</sup> semester): September 20, 2024
- P2 (2<sup>nd</sup> progress report of 1<sup>st</sup> semester): November 1, 2024
- P3 (Semester Grade): December 20, 2024
- P4 (1<sup>st</sup> progress report of 2<sup>nd</sup> semester): February 21, 2025
- P5 (2<sup>nd</sup> progress report of 2<sup>nd</sup> semester): April 4, 2025
- P6 (Semester Grade): June 4, 2025

- OPEN September 16th-20th**
- OPEN October 28<sup>th</sup>-November 1st**
- OPEN December 16th-20th**
- OPEN February 17<sup>th</sup>-21st**
- OPEN April March 31<sup>st</sup>-April 4th**
- OPEN May 28<sup>th</sup>-June 4th**

#### **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 6<sup>th</sup> graders and 2 hours for 7/8<sup>th</sup> 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 school. The proper paperwork must be completed to attend these classes and students must maintain a "B" or higher with good behavior to remain enrolled in the class. Students taking a high school class earn the same credit as they would at LOMS.



## **INTERVENTIONS**

Interventions are provided for students needing additional academic assistance in meeting grade level standards. Students at risk of not meeting academic standards are identified early in the school year and are offered opportunities for assistance. Contact the school office if you would like additional information.

## **PROMOTION/RETENTION SUMMARY**

1. Reading is the key issue for promotion/acceleration/ retention in grades 1-3.
2. For students in grades 4-8, criteria may apply for reading, language arts, and mathematics.
3. Students will be measured and promoted as listed below for the 2024-25 school year:
  - Competencies in English Language Arts, Math, Science and Social Studies
  - Curriculum embedded assessment data in reading and math
  - Teacher assigned grades or numerical scores - whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (Education Code 49067)
  - Intervention data
4. Students that are recommended for retention may attend summer school when available.

## **PARENT INVOLVEMENT and STAYING CONNECTED**

### **SCHOOL COMMUNICATION POLICY**

At Live Oak Middle School, home/school communication is a priority as it is very important in maintaining a positive school atmosphere. The communication process is enhanced when you direct any questions about homework, policies, complaints, or suggestions by addressing the teacher first. If further questions arise, schedule a time to meet with the site administrator. It is critical that parents understand what is going on at school and have regular contact with their child's teacher. We encourage you to call at any time if you have questions and/or concerns regarding your child and the school. The school telephone number is 695-5435; the office hours are 7:40 am to 4:00 p.m. daily. The following communication tools are employed at Live Oak Middle School.

1. **Bulletin** - The office will issue announcements and information involving items of interest and concerns.
2. **Progress Reports** - Parents interested in a summary of grades, effort and conduct may request a progress report form from the classroom teacher. This form requires the signature of teachers and parents. Progress reports are not available until after the second week of each grading period. Please allow one week for all grades to be collected.
3. **Homework Requests** - It is the student's responsibility to make arrangements with his/her teacher(s) to make up missed work. For illnesses of more than three days, a parent should telephone and request assignments. A twenty-four (24) hour notice is necessary to enable teachers to assemble these assignments.
4. **Newsletter** - The purpose of the newsletter is to apprise parents of upcoming events and for recognition of outstanding student achievements. It is published 3-4 times yearly.
5. **Marquee** - The message board in front of the school is updated weekly with upcoming events.
6. **Web Page** - <https://loms.lousd.k12.ca.us/>
7. **Catapult** - Online app for smartphones and tablets.
8. **AERIES Parent Portal** - online access to student grades

### **VISITING THE CAMPUS**

Parents are always welcome at LOMS. To ensure the classroom and school environment are conducive to learning as well as to maintain a safe campus, parents/volunteers are expected to receive prior approval to be on campus and to sign in/out at the school office. Visitors may be asked to present valid identification upon signing in and visiting or volunteering on campus when students are present. Visitors will be given a visitor's pass and will be required to display this pass while on school campus. Please note that a visitor or volunteer's access to the school or classroom may be limited if the principal determines the individual's presence obstructs, interrupts, or interferes with the classroom or school environment. Visitors must also follow school rules.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher communication is a very important part of your child's success in school and meeting grade level content standards. Every six weeks 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade parents will receive a progress report in the mail. Parent-teacher conferences are held throughout the school year to ensure your child's success. Parents can contact the school and schedule a conference with their child's teacher(s) at any time. A formal conference will be held in November for all students. Notices will be sent out when conference time approaches.

### **PARENT-CONNECT**

Provides parents/guardians of 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade students online access to student grades and homework. Once parents/guardians have created an account they will have access to their child information.

### **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 6<sup>th</sup>-8<sup>th</sup> grade who have maintained a 3.0 GPA for every grading period through P5.
- **8<sup>th</sup> Grade Awards Ceremony**
- **Character Strong** – Awarded 1-2x/year to students who best exemplify the monthly character traits. Teacher nominated.
- **Tiger Pride** – Awarded once a year to teacher nominated students who are most outstanding in Academic performance, Character, Behavior, and Attendance

### **SILVER CUP**

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

### **GOLD CUP**

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

### **GOLD CORD**

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

### **SAFE SCHOOL ENVIRONMENT**

#### **CAMPUS SUPERVISION**

Campus supervision is provided from 7:40 a.m. – 2:45 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.

### **RESTROOMS**

Restrooms are open for student use during the following times: before school, breaks, lunch and after school. If emergencies occur during class periods, the student must log out with the teacher and must be given permission to use the restroom. Students should make plans during their non-class time to take care of personal matters including restroom use to avoid missing class.

### **EXITING THE CAMPUS**

Students walking to and from campus are to use walkways and crosswalks. Students walking home are to exit at the west end of the campus. Students being picked up by their parents are to gather at the east end of the parking lot. Students who ride the bus are to load buses on the east side of the campus in the designated bus zone area.

### **BICYCLES/SKATEBOARDS/SCOOTERS/SKATES**

Bicycles, skateboards, and scooters must be parked in the racks at the designated area in front of the school. Cyclists must obey all traffic signs and laws including the helmet law. All bicycles, scooters, and skateboards should have locks. The school is not responsible for any theft or damage to bicycles on the school campus. To ensure the safety of all students, skateboards, scooters, skates, and bicycles may not be used during school hours while on school grounds. Students must comply with helmet laws on the way to school and on the way home from school. Bicycles, skateboards, and scooters must be walked on the school campus.

### **SAFETY DRILLS**

Fire and safety drills are periodically held to teach students the proper way to leave the building or to find alternate exit routes in an emergency. Fire drill, earthquake and intruder alert instructions are posted in each classroom. Students are to quietly and quickly follow all directions given by the teacher or other school or fire department personnel.

### **PLAYGROUND RULES**

- Playground balls are not to be kicked on the blacktop area with the exception of a teacher or noon duty supervisor supervising the game. Balls should not be kicked or thrown upon the school roof or out of school grounds.
- Personal recreation equipment is to be left at home.
- Equipment used on the playground is school property and should remain on campus.
- To prevent injury, students are not to chase one another on the blacktop, quad, or any congested area.
- Recess areas are south of the school building. During recess, students need to be on the playground area. Students are not allowed in classrooms unless they are supervised by a teacher or school staff member.
- Students must play away from classrooms.
- School grounds and facilities are to be kept clean. All students are encouraged to take pride in the school and keep it clean.
- When the first bell rings, students will report promptly to their classrooms.

### **DRUG AND ALCOHOL POLICY**

Live Oak Middle School is a DRUG FREE ZONE. The Live Oak Unified School Board intends to keep district schools alcohol and drug free. The use of alcohol and other drugs adversely affect a student's ability to achieve academically, are physically and emotionally harmful, and have serious social and legal consequences. The Board recognizes that effectively keeping schools alcohol and drug free is a cooperative effort between school, home and the community. "Zero tolerance" is practiced when dealing with infractions. All vehicles entering any grounds owned by the Live Oak Unified School District shall be subject to search by law enforcement or school personnel. (California Vehicle Code, Section 21113 [A])

### **NOON SUPERVISORS**

**The purpose of noon supervisors is to observe safe play on the school grounds.** Noon Supervisors are on duty during the lunch hour to observe and supervise students, and to redirect students if necessary. Supervisors are there to assist in resolving problems between students and will refer any misbehavior problems and referrals to the Vice Principal. Consistent disobedience or disrespect could result in loss of playground privileges and/or noon detention. Other consequences may apply as deemed appropriate.

### **SCHOOL PROPERTY**

It is everyone's responsibility to help maintain a clean and safe campus. Students are expected to assist the custodial staff in keeping the buildings clean by not throwing papers, sunflower seeds, etc., on the floors and in hallways. Writing or carving on walls, desks and chairs is destructive and is inconsiderate of the many other students who use the facilities. **Students/parents will be charged for all damages or losses that occur to school buildings, books, or equipment.**

## **STUDENT RIGHTS AND OBLIGATIONS**

### **LOMS ATHLETICS**

The following sports programs will be offered based on coach availability and athletic funding for 7<sup>th</sup> and 8<sup>th</sup> grade: Flag Football, Basketball, Volleyball, Soccer and Track and Field. 6<sup>th</sup> grade Track and Field only.

- 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 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> 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:

- 1<sup>st</sup> Citation – Warning or possible bus riding suspension
- 2<sup>nd</sup> Citation – Parent/Guardian conference with principal
- 3<sup>rd</sup> Citation – Three day bus riding suspension
- 4<sup>th</sup> Citation – Possible two week bus riding suspension
- 5<sup>th</sup> 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 and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes the matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

## **PUBLIC DISPLAYS OF AFFECTION**

All students are to refrain from physical contact such as:

- Hand holding
- Hugging
- Kissing

Students who engage in public displays of affection may be subject to disciplinary measures, since this offends others and distracts from the learning environment.

## **Dress Code/Appearance Standards - DRESS FOR SUCCESS HEAD TO TOE**

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

### **Appropriate School Dress:**

- Does not create a disturbance;
- Is not sexually explicit/pornographic;
- Does not contain crude or suggestive remarks/slogans;
- Does not contain explicit or implied obscenities or profanities;
- Does not contain gang symbols or imply gang affiliation;
- Does not have pictures that display illegal substances, alcohol, drugs, tobacco, promotes the use of or endorses such products, or can be construed as vulgar, obscene, have racial/ethnic slurs, or being sexually suggestive or depict violence are not appropriate (in any language). This includes brand names like *Cookies, Backwoods, 40s and Shorties and Sierra Nevada Brewing.*
- Does not include costumes and/or costume accessories (only permitted on designated school dress up days).
- Does not include clothing that may be considered as possibly dangerous or be used as a potential weapon (i.e. chains, spikes, spurs, etc.).
- Does not include blankets.

### **Pants and Shorts:**

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

### **Shirts:**

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

### **Footwear:**

- Footwear must be worn for health and safety reasons.
- Shoes MUST be held securely on the foot with a strap at the heel. Flip Flops, slides, Birkenstocks and/or slippers are not allowed at school grades TK-8. Crocs must be worn with strap on the back of the heel.
- 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.
- Hats, caps, visors are to be worn forward facing.
- 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.

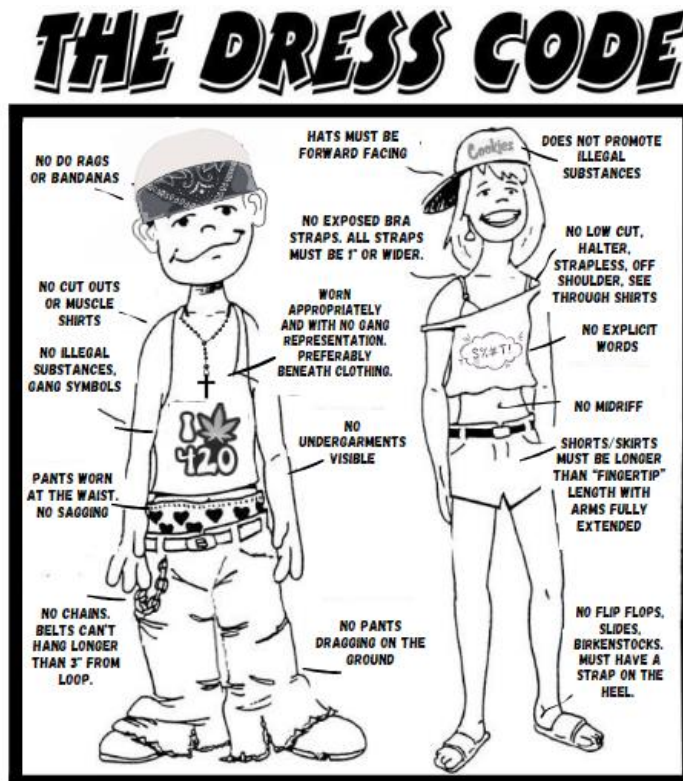
### **GANG CLOTHING ON CAMPUS**

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.

Rosaries worn with no gang representation or affiliation are permissible and can be worn beneath clothing and not as an adornment. Any student found to be affiliated with a gang or impersonating gang membership will not be allowed to wear a visible rosary.



### **GRAFFITI**

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

### **TEXTBOOK POLICY**

Students will be issued numbered textbooks at the beginning of the year. It is the student's responsibility to put a book cover on the books and to keep them in good condition. New textbooks cost a minimum of \$60.00 each. Students will be charged for books written in or damaged. Students will be charged full replacement cost for books that are lost or otherwise damaged to the extent of not able to be reused. Fine slips will be issued early May and are due by the end of May. Unpaid fines may result in withholding of records and may impact promotion/end of year activities.

### **STUDENT SEARCHES**

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. In an effort to keep the school free of dangerous contraband, specially trained, non-aggressive dogs can be used to sniff out and alert staff to the presence of substances prohibited by law or Board policy.

### **ELECTRONIC DEVICES**

Electronic devices must be **powered off** and **away BEFORE** students enter the school gates and **remain off** during school hours. Ear buds and headphones may NOT be visible or used during the school day and will also be considered an electronic device violation. External speakers are permitted but must be turned off while at school. If an electronic device is heard or used during non-approved school hours, a school employee will confiscate and bring to the office.

- 1<sup>st</sup> Offense: Warning
- 2<sup>nd</sup> Offense: Parent/Guardian must pick up.

Repeated electronic device related offenses will lead to disciplinary action.

***If parents need to contact a student during the school day, they are requested to contact the school office for assistance. If students need to use a phone during the school day, they must use a school phone, which are available to students with appropriate permission.***

### **CYBER BULLYING**

At LOMS we strive to provide a safe, positive, collaborative school climate with clear rules for student conduct. Therefore, it is the policy the district to maintain an educational environment in which bullying and cyber-bullying are not tolerated. Anyone who engages in cyber-bullying via any electronic means shall be subject to appropriate discipline. Bullying and cyber-bullying is willful and involves recurring or repeated harm inflicted through electronic means. The staff will provide students with instruction, in the classroom or other educational settings, that promotes communication, social skills, and assertiveness skills and educates students about appropriate online behavior and strategies to prevent and respond to bullying and cyber-bullying.

### **STUDENT USE OF TECHNOLOGY**

Please refer to the "Parent Packet" distributed the first day of school or upon enrollment for Board policy regarding computer use.

### **STUDENT USE OF THE INTERNET**

All students who use the Internet at school must complete Exhibit 5040 "Acceptable Agreement for Responsible Computer Use – Student" form each year. The policy details what is expected of anyone using the Internet, e-mail, or designing Web pages.

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.

## **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 disciplinary referrals during the school year. This includes tardy referrals.
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 each grading period 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 (8<sup>th</sup> grade trip, promotion party, Field day)

## **EIGHTH GRADE PROMOTION REQUIREMENTS**

Revisions regarding promotion requirements may be made during the 2024-25 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 16, 2025.
- 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.

For more detailed information regarding this policy, copies will be available in the school office and sent home during the school year.

## **LOMS PROMOTION DRESS CODE SUGGESTIONS**

Students can purchase a non-refundable promotion gown.

### **Boys**

- All boys wear pants and a shirt. No shorts, sweat pants, or pajamas
- No flip-flops, slides or sandals.

### **Girls**

- All girls wear dresses, skirts and blouses, or dress pants with blouses. No shorts, sweat pants or pajamas.
- Sandals, wedges, dressy boots, other dress shoes are recommended.
- High heels are permissible, but remember that you will be doing a lot of walking on grass and going up and down the stage stairs.

Please reference the LOMS Handbook for Dress code policies.

Exceptions made on shoes for the ceremony as noted above.

**Academic/Athletic medals, cords, and stoles issued by Live Oak Middle School may be worn in the ceremony.  
All other celebratory items can be given to the 8<sup>th</sup> grader after the ceremony.**



### **8<sup>TH</sup> GRADE CLASS TRIP**

Each year there will be an 8<sup>th</sup> grade end of the year class trip. If a student chooses to purchase a ticket, the ticket and transportation costs will be non-refundable. In order to be eligible for this trip all fines, must be paid the school day prior to the trip date. Any student meeting the promotion requirements (Board Policy 5123) by the annual May date can attend the trip.

### **8<sup>TH</sup> GRADE PLAY DAY**

Play day is held the following school day after the promotion ceremony. Any 8<sup>th</sup> grade student meeting the Promotion Requirements can participate. (Board Policy 5123)

### **PROMOTION COMMITTEE**

Starting in January, a letter describing each committee will be mailed to the homes of 8<sup>th</sup> grade students. Parents are asked to sign up for a committee they would like to participate in. Once the committee chairs are established, the chairs will contact the other 8<sup>th</sup> grade parents who have volunteered.

## **MEDICAL AND HEALTH INFORMATION/PROGRAMS**

### **PHYSICAL EDUCATION PROGRAM**

The purpose of the Physical Education program is to promote overall health and conditioning of the body. Accordingly, a variety of team games and group activities are planned each year to allow all students to participate in a range of active and interesting games. Good sportsmanship and a development of respect for other people will be stressed at all times. Testing plays an important role in the whole program. It provides the Physical Education staff with a tool for evaluation and a basis for instituting a change to meet individual needs.

In order to make this program a success, we are requesting your assistance in the following matters:

- If your son/daughter has any type of handicap or disability which limits participation in the PE program, a doctor's note of instruction must be on file in the office. If the student is excused from taking an active part in PE for more than three days, a doctor's note must be presented to the office or to the PE teacher. Students will be restricted from taking an active part in PE until the office receives a release note from the doctor. This is enforced to protect the health and safety of your son/daughter.
- In case of temporary restriction (one to three days), a note from the student's parent will make the school aware of the circumstance. This note will also restrict the student during their recess time.
- 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).

### **REQUIRED PARENTAL ATTENDANCE**

Parental involvement plays an important role in the resolution of classroom behavior problems. Teachers will communicate with parent/guardians when behavior problems arise. When a student is suspended from class, the teacher of the class from which the student was removed may request that the student's parent/guardian attend a portion of the school day in the class from which the student was suspended (EC 48900.1). Before requiring parental attendance, the teacher shall make reasonable efforts to have the parent/guardian visit the class voluntarily. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to improve student behavior.

### **SEXUAL HARASSMENT**

Sexual harassment means that conduct, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment (EC 212.5, 48900.2). All students will receive age-appropriate instruction and information on how to prevent and/or respond to sexual harassment.

### **HANDS OFF POLICY**

LOMS supports a "hands off" policy. Students are expected to keep their hands to themselves at all times and refrain from putting their hands on other students. Students who are putting their hands on other students will be given a warning. The severity of the situation will be measured by site administration and additional consequences may apply.

## **OTHER IMPORTANT INFORMATION**

### **COUNSELING SERVICES**

A counselor is available to assist students with academic, personal, or social issues. Counseling may be individual, in groups, with parents, or with teachers. Students may also stop by office to request a meeting with the counselor. Parents can reach the counselor by calling 695-5435. Trust is an important part of the counselor-student relationship. Nothing that is discussed will be told to anyone else except in certain situations when law requires it. The counselor will review those situations with students. The school counselor is permitted to see a student one time, on an individual basis, without parent consent when a crisis situation or conflict resolution is required. A counseling consent form for services may be requested in the school office.

### **LOST AND FOUND**

Lost and found articles are to be taken to the designated lost and found area for students to claim. Clothes and other items not claimed by the last day of school will be donated to charity. Lost and found textbooks are to be taken to the office. Lost and found library books are to be taken to the library or office.

### **PETS**

Animals are not to be brought to school.

### **SPECIAL OCCASION DELIVERIES**

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

### **TELEPHONE**

The office telephone is used for school business. It may be used by students only in cases of emergency and with the permission of the staff. Students cannot be called to the telephone. Only urgent messages will be delivered. All classrooms have telephones that may be used with the permission of the teacher as long as it does not interrupt classroom instruction.

### **TEACHER REQUESTS**

Any parent wishing to request a teacher for the following school year may do so in the Live Oak Middle School office starting on the second Wednesday of May and through the last student attendance day in June of the current school year. Requests must be made through the office. Requests are contingent upon the accommodations of necessary services for students 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.

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

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

## Category 3 Infractions

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

