



ENCINAL ELEMENTARY SCHOOL

Parent / Student Handbook
2026-2027

6484 Larkin Road
Live Oak, CA 95953

Telephone: (530) 695-5458
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Encinal Elementary Staff

Teachers:

Contreras, Nevaeh	Transitional Kindergarten/Kindergarten
Sullivan, Jennifer	1 st and 2 nd Grade
Russell, Jenny	3 rd and 4 th Grade
Arostegui, Laura	5 th and 6 th Grade
Horton, Jennifer	7 th and 8 th Grade
Clemensen, Diana	RSP
Hardt, Michael	5 th -8 th Band
Cisneros, Phebe	TK-4 th Classroom Music
Evans, Jessica	5 th -8 th Computer Literacy
Epperson, Stacie	1 st -8 th PE Specialist
King, Elska	TK-8 th Art
Roe, Kristen	Speech Therapy
Soto, Jessica	Speech Therapy
Bucio, Eduardo	Counselor
Papa, Kathleen	Nurse

Support Staff:

Alejo, Monica	Instructional Assistant/Student Supervision
Garcia, Nirma	Instructional Assistant/Student Supervision
Vazquez, Marissa	Instructional Assistant/Student Supervision
Ruiz, Emily	Instructional Assistant/Student Supervision
Quezada, Sonya	Instructional Assistant/Student Supervision
TBD	Instructional Assistant/Student Supervision
Gillespie, Mary	Health Aide
Hartman, Kateland	Health Aide
Klatka, Richard	Custodian
Newman, Teresa	Lead Cook

Office Staff:

Smith, Michelle	Principal
Martinez, Christina	Site Secretary

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

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Welcome

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

Mission Statement

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

Vision Statement

Encouraging and nurturing caring individuals to navigate academics and life skills.

Encinal School Daily Schedule

Regular Day

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

Minimum Day

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

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

Please note, students should arrive no earlier than 7:30 a.m. Playground supervision is provided beginning at 7:45 a.m. Any student arriving at school after 8:20 a.m. should report to the office for a tardy slip before going to class.

School Office Hours

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

Monday – Friday

The Encinal 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) 695-5458

Fax: (530) 695-5459

Visitors on Campus

Visitors are welcome at Encinal. It is helpful if you call in advance so you are sure to come at a time that will allow you to see what you want to see. All visitors, including parents, must stop at the office, sign in and receive a visitor's pass before going to individual classrooms.

Student Drop-off and Pick-up

Student safety is a top priority and we ask that you follow these guideline when dropping off or picking up your student.

- When facing south in front of the school:
 - For drop off: Please remain in your car and continue to pull forward and have your student/s exit the car on the right side.
 - For 1st-8th grade pick-up: Please remain in your vehicle and continue to pull forward until a staff member directs your student/s to your car.
 - For TK and K pick-up: Adults need to be at the gate to have their student/s released to them at 12:00.
- When facing north in front of the school:
 - Please do not block the drive way of the house across from the school.
 - Please park parallel to the street.
 - Please wait for a staff member to walk your student across the street towards your vehicle.
- Please be patient and respectful of other drivers.
- Please refrain from making a U-turn in front of the school.

Student Attendance

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

Students are expected to be in school except when they are sick or because of a family emergency. Roll is taken in the first period class and phone calls for unexcused absences are made by noon. 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.
- Students who have excessive medical absences shall be required to bring a doctor's note for all absences, or those not approved by the administration prior to the absence. Causes for a

required doctor's note may include patterns of absences, more than 3 consecutive days, 10 days cumulative, etc.

- Please notify the office and the teacher regarding dental and doctor appointments. At the time of the appointment the parent/guardian MUST come into the office and sign the student out. A parental note to be excused for an appointment should include the time and date of the appointment. When dental/doctor appointments take place in the morning before a student arrives at school, a handwritten note from the parent/guardian is required upon arrival in order to obtain an excused readmit slip to class. Students are responsible for making up work that is missed. **Please ask the doctor or dentist for written verification of your child's office visits. They will gladly comply and we do appreciate the documentation.**

Early Checkout

If a student must leave campus during the school day only individuals listed on the student's emergency card are permitted to sign the student out early. Individuals authorized to pick up students early must be over the age of 18.

Tardies

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

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

Excused Absence for Personal Reasons

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

- The personal reason is of an emergency nature and cannot be performed during hours of non-school attendance.
- May not exceed 2 days in any one school year.
- May not be taken in conjunction with Thanksgiving, Winter, Spring or Summer break.
- Student must be currently performing at or above grade level on school work. A 2.0 average or not deficient in units for grades 6-12.
- Good attendance, meaning the student does not have more than a total of 10 days of absences of any type (excused, unexcused, late). Of the 10 days of absence, the student cannot have more than 3 unexcused absences. Please note that if your child is marked late (late is defined as missing 30 or more minutes of school), it counts as an unexcused absence.
- If the request is made prior to October the student's attendance rate for the previous year must have been 95%.
 - Per Eighth Grade Promotion requirements an eighth grade student must attend 85% of the school year in order to participate in the promotion ceremony and end of year activities.

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

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.

Excessive absences (Truancy)

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.

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 into 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.

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

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 excessively late (30 minutes or more) 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.

Campus Rules and Expectations

Dress Code/Appearance Standards

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

Appropriate School Dress:

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

Pants and Shorts:

- Pants must be worn at the waist and must remain at the waist. Undergarments must be covered at all times. Pants may not drag on the ground to the point that a student may trip on them.

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

Shirts:

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

Footwear:

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

Accessories

Belts and Buckles:

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

Headwear:

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

Bags and Backpacks:

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

Gang Clothing on Campus

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

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

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

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.

School Arrival and Dismissal Expectations

- Students should arrive no earlier than 7:30 a.m.
- Students who arrive before 7:45 a.m. need to wait quietly outside until the cafeteria opens for breakfast.
- Power off any electronic device and/or cell phone and place it securely in your backpack.
- Students should not be roaming around the campus or playing until 7:45 a.m. which is when campus supervision begins.
- Transitional Kindergarten and 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.

- For dismissal after school students who are riding the bus are to line up in their classrooms designated line and wait to load the bus.
- For students getting pickup after school they are to wait behind the gate until a staff member directs them to their ride.

Cafeteria Expectations

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

Playground Expectations

- Playground balls are not to be kicked on the blacktop area with the exception of a teacher or noon duty supervisor supervising the game. Balls should not be kicked or thrown upon the school roof or out of school grounds.
- Personal recreation equipment is to be left at home.
- Equipment used on the playground is school property and should remain on campus.
- To prevent injury, students are not to chase one another on the blacktop.
- During recess students are not allowed in classrooms unless they are supervised by a teacher or school staff member.
- Students are not to throw anything that may hurt another person.
- Students are not to play any games which may become too rough such as wrestling, tackling, and tug-of-war.
- Students are not to stand upright on the top of any piece of equipment and are never to attempt to jump off.
- Students are not allowed to do dangerous tricks on playground equipment.
- Students are not allowed to play or go between the cafeteria building and the storage room building.
- Students should let others play games currently in play.
- Students should always use courteous and respectful language with others.
- School grounds and facilities are to be kept clean. All students are encouraged to take pride in the school and keep it clean.
- Students will report promptly to their classrooms when directed to after the bell rings.

Electronic Devices

Electronic devices must be powered off and away BEFORE students enter the school gates and remain off during school hours. Students are not permitted to use personal electronic devices including phones and smart watches for recreational use or general communications. (texting, phone calls, social media, time checks, camera, music, etc.) Students are allowed to carry cell phones. However, they must be OFF AND IN THE STUDENT BACKPACK, NOT on the student (i.e.: pockets). Earbuds 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 it and bring it to the office.

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

Repeated electronic device related offenses will lead to disciplinary action, including the student leaving their phone in the office daily upon arrival and picking it up at dismissal.

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

Due to privacy concerns, students are not permitted to take photos and/or videos with their phones/cameras while at school or at a school activity.

Toys

Toys and stuffed animals are not to be brought to school unless a school employee has given the student/s permission for the item to be brought to school.

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

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

Bus Expectations

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

1. Abusive body contact (slapping, hitting, poking, shoving, pulling hair, etc.) in the bus or when loading or unloading students.
2. Fighting on the bus or at the bus stop.
3. Students getting off at a bus stop other than their regular designated bus stop.

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

Notes are required for riding the bus to any location other than field events or sporting events. Video cameras may be used on school buses to monitor student behavior while traveling to and from school and other activities.

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

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

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

- | | |
|--------------------------|---|
| 1 st Citation | Warning or possible bus riding suspension |
| 2 nd Citation | Parents conference with Principal |
| 3 rd Citation | Three day riding suspension |
| 4 th Citation | Possible two week riding suspension |
| 5 th Citation | Possible suspension for extended period of time |

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

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

NOTES:

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

Responsibilities

Staff Responsibilities

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

Student Responsibilities

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

Parent Responsibilities

1. Support the rules, routines, and standards of the school.
2. Review the school rules and discipline guidelines with your student to make sure they understand what is expected of them.
3. Be sure your student is neat, clean, well-rested, and properly fed when he/she comes to school.
4. Provide a quiet place for homework and monitor TV/technology viewing.
5. Send your student to school with the proper supplies and homework.
6. Ensure that your student gets adequate sleep and attends school regularly and punctually.

7. Attend parent conferences, other important meetings, and give full support to the teacher and other persons working with your child.
8. Take a sincere interest in your child and his/her progress.
9. Contact the school when you have a concern.
10. Call the school any day your child will be absent.
11. Read to your child or encourage your child to read at least 20 minutes every day.
12. Pay all fines that your student may have for this school year.

Citizenship and Discipline

Daily Recognition

Husky Cards: All staff members have access to HUSKY CARDS to reinforce good behavior. A staff member writes the students name on the card and signs the card before handing it to the student and sharing with them why they received it. Students then bring the card to the office to receive a prize and add their card to the trimester Husky Card drawing.

Monthly Recognition

Student of the Month: Once a month a student from each grade level is selected by their homeroom teacher to be student of the month. The student is recognized for demonstrating the qualities in that particular month's Character Strong Trait (cooperation, courage, creativity, empathy, gratitude, honesty, perseverance, respect, responsibility). Students receive a certificate at flag salute on the Friday preceding the end of each month. Parents/Guardians are notified of the recognition prior to the certificate being awarded. Students then receive a pizza lunch the following Monday.

Trimester Recognition

Husky Award: Each trimester one student per homeroom classroom is selected to receive the Husky Award which recognizes a student for one or all of the following qualities: outstanding citizenship, behavior, attitude, work ethic, and /or being an excellent role model.

Attendance Award: Students who have shown positive attendance for the trimester will receive a certificate and a special prize.

Honor Roll (5th-8th grade): **Honor Roll Awards Dinner for students who earn Honor Roll in both Trimester 1 and 2**

- Honor Roll (3.0-3.4)
- Principal's Honor Roll (3.5-3.7)
- Superintendent's Honor Roll (3.8-4.0)

Annual Recognition

Golden Binder Award: On the last day of school, one student in each grade 1st-8th will be awarded a golden binder if they have met all or a majority of the following requirements:

- Appropriate supplies
- Daily agenda completed accurately
 - Legible to student, family, and teachers
 - Evidence of self-monitoring system (checks, highlighting, color-code)
 - Evidence of goal-setting and monitoring of goals
 - Accurate information filled in daily
 - Appropriate signatures (home, school) included
 - Reminders (personal and school-related) listed
- Clearly divided by subjects
- Organizational tool provides student with quick access to materials (they can find work and assignments quickly)

Student Council:

Students who were elected as student body officers for the year are awarded a certificate and medal for their leadership skills throughout the school year. Classroom representatives in grades 3rd-8th are awarded a certificate for their participation in student council.

Special Programs & Support Services

The following school support services are available at Encinal:

1. AVID Elementary Schoolwide
2. Counseling
3. Character Strong
4. Library Services
5. Classroom Music one day a week (TK-4th grade)
6. Band two days a week (5th-8th grade)
7. Technology Class one day a week (5th-8th grade)
8. Art Class one day a week (TK-8th grade)
9. Physical Education Specialist one day a week (1st-8th grade)
10. Response to Intervention- Both in ELA and Math
11. Migrant Education-support services for migrant students
12. Nurse-available as needed
13. Speech Therapist and Special Education Services - available for qualified students
14. Student Study team- a process for identifying and finding solutions to help struggling students be successful.
15. Read to your child or encourage your child to read at least 20 minutes every day.
16. Pay all fines that your student may have for this school year.

Discipline Policies

A part of the school's responsibility is to prepare all of our students to be good citizens. We are trying to make the students more responsible for their own behavior and the consequences of that behavior.

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

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

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

Graffiti

Graffiti, tagging, or other marks made on school or private property is strictly prohibited. Encinal Elementary School **will not tolerate** graffiti. Violators are subject to administrative disciplinary action that may include a recommendation for expulsion, as well as possible criminal charges.

Parent(s)/guardian(s) and the student will be charged for any costs related to the repair and/or cleanup of any damage caused by their child.

Public Display of Affection

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

Health and Safety

Prescription Medication

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

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

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.

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.

Counseling Services

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

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.

Student Searches

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

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.

Breakfast and Lunch Program

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

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

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

Gum and Candy

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

Parent Volunteers-Encinal School

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

Where could you help?

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

Types of volunteer tasks:

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

Field Trips

Parents/Guardians may take their student home from an away field trip by checking the student out with the trip supervisor and signing the travel roster. The trip supervisor is responsible for ensuring the identity of the person checking the student out, and will ask for ID.

In the event that a person on the student's emergency contact list will be picking the athlete up from the field trip, the parent/guardian must request this in writing ahead of time by sending a note with the student or by sending an email to the main office. The note must include the date and full name of who will be picking up the student. It is the parent/guardian's responsibility to ensure that person is on the emergency contact list. The note must be received prior to the schools scheduled departure time.

If a field trip is longer than your student's normal school day, please inform the office of your plan for transportation of your child (i.e. Transitional Kindergarten/Kindergarten students and all day field trips). We appreciate this consideration to alert all staff members.

All volunteer drivers must be pre-approved on the "Pull Program". If you plan to drive for a field trip, please see the office to be approved for the "Pull Program".

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.

Parties on Campus

Classroom parties may be held on identified celebration days following the Live Oak Unified School District's Wellness Policy guidelines. With respect to all students, personal birthday party invitations should be delivered outside of school. In accordance with State Guidelines, all classroom celebrations have been limited to one per month and classroom teachers will determine the dates of any celebrations. 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 TK/Kindergarten, all classroom celebrations need to take place after lunch.

Approved Snacks

The 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 (sesame, sunflower)

Pretzels

Quaker Chewy Granola Bars: Peanut Butter & Chocolate Chip, S'mores, & Oatmeal Raisin

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

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

After School Sports

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

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

- Students will be requested to donate \$10.00 for transportation.
- 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. This can be obtained in the Encinal School office or in the Live Oak Middle School office.

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 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 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 7/8th grade. Probation cannot be banked to use later. Students who wish to apply for probation need to see the Principal for application procedures. The following procedures will be used to monitor eligibility:

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

End of Year Activities-All Grades-Requirements to Participate

Requirements to participate

1. The student has not been suspended off campus three or more days during the school year
2. Student has not received five or more disciplinary referrals the school year. (This includes referrals for dress code and electronic devices)
3. Student has met the attendance agreement of attending a minimum of 85% of the school year.
4. Grades 7 must also maintain a 2.0 GPA to take part in extracurricular/end of year field trips.
5. Grade 8 needs to meet all promotion requirements in order to be eligible for end of the year activities (8th grade trip, promotion dance, pool day).

8th Grade Promotion Requirements and End of Year Activities

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

- The student is not currently suspended or expelled.
- The student received no disciplinary action during the eighth grade trip or other year-end activity.
- The student has completed all finals and projects by due dates.
- The student has maintained a 1.75 average GPA over three trimesters.
 - i.e.: 1st Trimester GPA is 1.50, 2nd Trimester GPA is 1.75, then a 2.0 GPA is needed in for the 3rd Trimester to achieve a 1.75 cumulative GPA for the year.

- The student hasn't received an F more than once in the same class for the 1st, 2nd, or 3rd trimester.
 - i.e.: ELA 1st Trimester grade = F, then a D or better is needed in ELA for the 2nd and 3rd Trimester grade)
- The student has attended 85% of the school year.

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

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

Promotion Dress Code Suggestions

Students will purchase a non-refundable promotion gown.

GIRL'S DRESS

- 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 walking up stairs.

BOY'S DRESS

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

Please reference the Encinal Handbook for Dress code policies.

Exceptions made on shoes for the ceremony as noted above.

8th Grade Class Trip

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

8th Grade Valedictorian Requirements

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

Textbook Policy

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

Fines

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

Lost and Found

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

DISCIPLINE AND INTERVENTION HANDBOOK

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

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

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

Education Code 48900 (s)

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

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

<i>Offense</i>	<i>Consequences</i>	<i>Interventions</i>
<ul style="list-style-type: none"> • Cheating/Forgery/Plagiarism • Classroom Disruption • Cutting Class/Tardy • Defiance/Insubordination/ Willful disobedience and disregard of authority. • Willful defiance of afterschool care instructions • Dress Code Violation • Electronic Device • Gang/Clique-Related Items • Gambling • Harassment/Bullying/Hazing (grades K-5) • Horseplay/Rough play • Inappropriate Sexual Behavior (grades K-5) • Littering • Near Fight • Obscene Act (minor) • Object of No Reasonable Use That Causes Distraction or Undue Disruption • Unwanted Physical Contact (grades K-5) • Passionate Public Display of Affection • Profanity • Safety Violation (bikes, Heelys, etc. on campus) • School Disruption • False accusations of a serious nature • Racial, Discriminatory or Hateful Behavior (minor) • Theft/Possession of/Attempt to steal school or private property# (grades K-5) • Vandalism (minor)# 	1 st 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
	2 nd Referral – Detention and/or 1 period to half day OCA	
	3 rd Referral – Detention and 1 period to half day OCA	
	4 th Referral – All day OCA	
	5 th 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)</p> <p>Or</p> <p>Recommendation for expulsion if secondary findings (or other means of correction have repeatedly failed or due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of pupils or others) are present</p> <p>Or</p> <p>Contract in lieu of expulsion</p>	
	<p><i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i></p>	

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

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

^Mandatory placement on Behavior Plan on 1st offense and stipulated expulsion upon 2nd offense

Category 3 Infractions

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

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

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

Category 4 Infractions

<i>Offense</i>	<i>Consequences</i>
<ul style="list-style-type: none"> • 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)