

OAKS MIDDLE SCHOOL
AVID NATIONAL DEMONSTRATION SCHOOL
AVID SCHOOLWIDE SITE OF DISTINCTION
PBIS PLATINUM SCHOOL



STUDENT-PARENT HANDBOOK
2020-2021

<p>BOARD OF TRUSTEES</p> <p>Ms. Elvia M. Rivas, President</p> <p>Ms. Sarah Galvez, Vice President</p> <p>Mrs. Kristen Brake, Clerk</p> <p>Mrs. Sonia Alvarado, Member</p> <p>Mr. Alfonso Sanchez, Member</p>	<p>SUPERINTENDENT'S CABINET</p> <p>Dr. James Hammond, Superintendent</p> <p>Mrs. Tammy Lipshultz, Assistant Superintendent, Learning and Teaching</p> <p>Mr. Hector Macias, Assistant Superintendent, Human Resources</p> <p>Mr. Phil Hillman, Chief Business Official, Business Services</p>
<p>OAKS OFFICE STAFF</p> <p>Mr. Nick Zajicek, Principal</p> <p>Mrs. Alissa Garcia, Assistant Principal</p> <p>Mrs. Celeste Messina, Student Services Counselor</p> <p>Mr. John Boyd, Teacher on Assignment</p> <p>Mrs. Yvonne Villalpando, Administrative Assistant</p>	

MISSION STATEMENT

The mission of Oaks Middle School, an AVID National Demonstration School, is to close the achievement gap by providing every student a comprehensive education that prepares them for future learning and success in a global society.

STATEMENT OF BEHAVIORAL PURPOSE

Oaks Middle School, an AVID National Demonstration School, is a community of safe, respectful and responsible citizens, where together we teach, model and monitor positive relationships, mutual respect and personal responsibility to create a positive and healthy learning community.

1221 S. Oaks Avenue
 Ontario, CA 91762
 Telephone (909) 988-2050
 Fax (909) 988-2081

COVID-19 Disclaimer- This handbook has been developed for when students fully return to school. The contents of this handbook are subject to change based on directives related to COVID-19

Traducciones en español disponibles en la oficina

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Principal's Message

Dear Families and Friends of Oaks Middle School,

My name is Nick Zajicek, and I am humbled and honored to be your principal beginning in the 2020-2021 school year. I look forward to meeting, working with and supporting each and every one of our students, families, and staff. I am excited to continue the Oaks tradition of providing a positive and highly effective environment for students to learn and grow.

On behalf of our staff, we hope you had a safe and relaxing summer break! We are excited to welcome you back for the 2020-2021 school year. At Oaks, we strive to ensure that each and every child has a safe, positive, and academically rich school experience. As your principal, it will be my goal to support all students, staff, and families in making this happen. Together we will work to maintain clear and effective communication regarding the social and academic progress of each, and every child in our care.

Our goal at Oaks will be to continue the tradition of sustaining a safe and positive learning environment while providing a world-class education to ALL students. Our school wide focus areas continue to be:

1. Providing high quality instruction that will prepare students for success in a global society
2. Fostering health and wellness in a safe and positive environment
3. Promoting a college bound and career driven culture

Everything we do at Oaks will be aligned to our 3 major focus areas and will be clearly communicated to all students, families, and staff throughout the year. Student success is truly a team effort, and we look forward to working with you this year!

Sincerely,

Nick Zajicek
Principal
Oaks Middle School

Oaks Middle School

Action Plan 2020-2021



Mission Statement

The mission of Oaks Middle School, an AVID National Demonstration School, is to close the achievement gap by providing every student a comprehensive education that prepares them for future learning and success in a global society

Focus Areas in a Multi-Tiered System of Support

Providing high quality instruction that will prepare students for success in a global society

Fostering health and wellness in a safe and positive environment

Promoting a college bound and career driven culture

Initiatives

1. Develop critical reading and writing skills across content areas
2. Promote student engagement and collaboration
3. Build problem solving skills
4. Foster 21st century learning and technological skills

1. PBIS Platinum School
2. Promote an active lifestyle through athletics and physical education
3. Support healthy habits of body and mind

1. AVID National Demonstration School
2. Building partnerships with Promise Scholars
3. Provide extra-curricular opportunities that will inspire innovation, initiative, and creativity

Staff Directory

LAST	FIRST	Grade	POSITION	ROOM
Zajicek	Nick		Principal	Office
Garcia	Alissa		Assistant Principal	Office
Villalpando	Yvonne		Administrative Assistant	Office
Messina	Celeste		Counselor	Office
Boyd	John		Teacher on Assignment	Office
Rincon	Matthew		Campus Safety Officer	Office
Jallo	Bobby		Student Mentor	Office
Andrada	Deborah		Nurse (Tue./Wed)	Office
Jimenez	Nyzel		Health Aide	Office
Mendoza	Victoria		Front Office Clerk	Office
Villalpando	Carmen		Attendance Technician	Office
Valenzuela	Veronica		Records Clerk	Office
Solis	Antonio		Head Custodian	MPR
Weston	Beverly		Custodian	MPR
Kaufman	Jamie		Speech	Library
Kushesh	Vista		Psychologist	Library
Cruz	John		Library Media Tech.	Library
Stadler	Lisa		Lead Food Service	Cafeteria
Paz	Eric	7/8	SDC	P35
Walters	Brian	7/8	SDC	C14
Basulto	Christina		RSP	B3
Placencia	Inez		RSP	C11
Tickamyer	Cheryl		RSP	C13
Alhijawi	Nermeen		SDC Aide	
Peña	Hilda		SDC Aide	
Barron	Chris		RSP Aide	
Soto	Esther		RSP aide	
Warren	Teri		RSP aide	

Breeden	Eddie	7/8	PE	PE
Eckersley	Lisa	7/8	PE	PE
Jacobus	Janice	7/8	PE	PE
Metzler	Daniel	7/8	PE	PE
Azarbaydjani	Feresteh	7	Social Studies	P41
Balderas	Cecilia	7/8	Research Skills	B1
Breuning	Anna	8	Math	E25
Chinchilla	Wendy	7/8	ALD/Drill/Dance	P38/D20
Dahms	Lora	8	Social Studies	F31
Escanuelas	Gracy	7/8	Social Studies/Peer Coun.	P36
Fairbanks	Jennifer	7	ELA/Social Studies	C12
Garcia	Jose	7	Math/Science	F34
Harri	Vickie	8	Science	F33
TBD		7/8	Math	E26
Hurley	Malinda	8	ELA	B6
Ihde	Christina	7	ELA	B3
Johnson	Tanner	8	Math	E27
Kapoor	Mona	7/8	AVID Coor./Science	C16
AVID Tutorial rooms				C17 & C18
Martinez	Brittany	7/8	Music/Band/Chorus	D21
Martinez	Richard	7	Social Studies	C15
McCarty	Carole	7/8	Science/Gateway	C19
McKitrick	Christine	7/8	Social Studies/AVID	P42
Montes	John	7	ELA	B2
Odea	Brent	7/8	Science/AVID/Gateway	B5
Robinson	John	7	Science	B4
Shaw	Kelly	VLA	Virtual Academy	P39
Smith	Raechel	8	ELA/Social Studies/ASB	B7
Stewart	Deanna	7	Math	E24
Villegas	Judith	8	Science/AVID	F32
Vislay	Alice	8	ELA	F30
Think Together			418-7840	E28

Oaks Middle School
 Traditional In-Person Schedule 2020-2021



Regular Schedule, Monday 8:10 a.m. – 2:25 p.m.		
Period	Time	Minutes
0	7:00 – 7:50	50
1	8:10-9:03	53
2	9:07-9:59	56
3	10:03- 10:54	56
Lunch A	10:54-11:24	30
Advisory A	11:28 -11:43	15
4A	11:43-12:33	53
Advisory B	10:58-11:13	15
4B	11:13-12:03	51
Lunch B	12:03-12:33	30
5	12:37-1:29	56
6	1:33-2:25	56
		(345)

Tuesday Schedule 8:10 a.m. – 1:10 p.m.		
Period	Time	Minutes
0	7:00 – 7:45	45
1	8:10-8:55	45
2	8:58-9:40	45
3	9:43-10:25	45
Lunch A	10:25-10:55	30
4A	10:58-11:40	45
4B	10:28-11:10	45
Lunch B	11:10-11:40	30
5	11:43-12:25	45
6	12:28-1:10	45
		(270)

Regular Schedule, W / Th / F		
8:10 a.m. – 2:25 p.m.		
Period	Time	Minutes
0	7:00 – 7:50	50
1	8:10-9:05	55
2	9:09-10:03	54
3	10:07- 11:01	54
Lunch A	11:01-11:31	30
4A	11:35-12:29	54
4B	11:05-11:59	54
Lunch B	11:59-12:29	30
5	12:33-1:27	54
6	1:31-2:25	54
		(345)

Last Day of School		
8:10 a.m. – 11:25 p.m.		
Period	Time	Minutes
0	7:20-7:50	30
1	8:10 – 8:40	30
2	8:43 – 9:13	33
3	9:16 – 9:46	33
4	9:49 – 10:19	33
5	10:22 – 10:52	33
6	10:55 – 11:25	33
BRUNCH	11:25	(195)
Shortened Schedule		
(Back to School / Conferences / Open House)		
8:10 a.m. – 12:55p.m.		
Period	Time	Minutes
0	7:11 - 7:50	41
1	8:10 – 8:49	39
2	8:53 – 9:32	43
3	9:36 – 10:15	43
Lunch A	10:15 – 10:45	30
4A	10:49 – 11:28	43
4B	10:19– 10:58	43
Lunch B	10:58– 11:28	30
5	11:32 – 12:12	44
6	12:16 – 12:55	43
		(255)

Oaks Online Learning/AM Schedule

Monday and Thursday - Odd Periods 0, 1, 3, 5	
Zero Period - Last Names A-L	7:00 - 7:52
Period 1	8:00 - 8:52
Period 3	9:00 - 9:52
Period 5	10:00 - 10:52

Tuesday and Friday - Even Periods 0, 2, 4, 6	
Zero Period - Last Names M-Z	7:00 - 7:52
Period 2	8:00 - 8:52
Period 4	9:00 - 9:52
Period 6	10:00 - 10:52

Students will have 156 minutes of structured class/period instruction and will be provided another 25-30 minutes per period of independent online learning to meet the 240 minutes of daily instruction

Wednesday- Teachers will communicate with students and families as to how Online Learning will look this day

Oaks Blended Learning AM/PM Schedule

Monday and Thursday - Odd Periods 0, 1, 3, 5	
Breakfast AM	7:30 - 7:55 - On Campus
Zero Period- A-L	7:00 - 7:52
Period 1 AM	8:00 - 8:52
Period 3 AM	9:00 - 9:52
Period 5 AM	10:00 - 10:52
Lunch AM	10:52 - Students Take Lunches Home
Custodial Cleaning	10:55 - 11:55
Lunch PM	11:30 - 11:55 - On Campus
Period 1 PM	12:00 - 12:52
Period 3 PM	1:00 - 1:52
Period 5 PM	2:00 - 2:52 - Students Take Meal Home

Tuesday and Friday - Even Periods 0, 2, 4, 6	
Breakfast AM	7:30 - 7:55 - On Campus
Zero Period- M-Z	7:00 - 7:52
Period 2 AM	8:00 - 8:52 - On Campus
Period 4 AM	9:00 - 9:52
Period 6 AM	10:00 - 10:52
Lunch AM	10:52 - Students Take Lunches Home
Custodial Cleaning	10:55 - 11:55
Lunch PM	11:30 - 11:55 - On Campus
Period 2 PM	12:00 - 12:52
Period 4 PM	1:00 - 1:52
Period 6 PM	2:00 - 2:52 - Students Take Meals Home

Oaks Blended Learning AM/PM Schedule

Wednesday Schedule

In Person Instruction

(Students come to school for 1 period on a weekly rotating basis)

Week 1 = Period 1	Week 2 = Period 2	Week 3 = Period 3	Week 4 = Period 4	Week 5 = Period 5	Week 6 = Period 6
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Breakfast A	7:30 - 7:55 - On Campus
AM Students	8:00 - 9:00 - Students Take Lunches Home
Custodial Cleaning	9:05 - 10:05
Lunch B	11:30-11:55 - On Campus
PM Students	12:00 - 1:00 - Students Take Meals Home

Arrival and Dismissal Information

This information will be important to review when we move back into in-person instruction. By adhering to the below procedures we can help to ensure the safety and wellbeing of our students, staff, and families.

ARRIVAL:

- When dropping your child off, please pull forward to the end of the red curb in the student drop off zone located in the front of the school. Once you have pulled forward as far as you can, you can let your child out of the car. Ensure students are prepared to exit the car at this time.
- Drivers in the drop-off line must remain in the car at all times to ensure the carline runs smoothly for everyone.
- Right turns only are permitted when exiting the parking lot.
- Refrain from stopping or dropping off students while in the middle of a crosswalk.
- Display safety by staying in the carline and not attempting to maneuver around other cars.

PARKING:

- Parent and visitor parking locations are available in the north and south parking lots. Parents can park in these locations and walk their child to school. All cars must be parked in a designated parking space. These are not drop-off/pick-up locations during arrival and dismissal.
- The north driveway is for buses and district deliveries only.
- Oaks Middle School has one crosswalk located in the front of the school by the flags. Always use this crosswalk when adults and students cross the parking lot.

DISSMISAL:

- Student dismissal will occur at the front of the school.
- When picking your child up by car, please pull forward to the end of the red curb located in the front of the school. Once you have pulled forward as far as you can, your child may enter the car.
- Drivers in the pick-up line must remain in the car at all times to ensure the carline runs smoothly for everyone.
- Right turns only are permitted when exiting the parking lot.
- Refrain from stopping or picking up students while in the middle of a crosswalk.
- Display safety by staying in the carline and not attempting to maneuver around other cars.
- If your child walks or rides a bike home, please ensure your child is aware and reminded of all safety rules and traffic laws.
- Students should walk home with a friend or in a small group.

GENERAL SAFETY RULES FOR ARRIVAL AND DISSMISAL:

Parents

- Please drive safely and adhere to the 25 MPH speed limit around schools.
- Please avoid illegal U-turns as they can cause further traffic congestion and unsafe situations.
- Please do not pick-up students in the middle of the street or allow them to approach your car by walking into the street.
- Please do not block the entrances of the school parking lots and/or the driveway of neighborhood residences.

Students

- Jaywalking is unsafe and prohibited
- Students riding bikes or skateboards to school must wear a helmet by law

Office Information

OFFICE STAFF

Administrative Assistant II- Yvonne Villalpando

Front Office Assistant- Victoria Mendoza

Attendance Technician- Carmen Villalpando

School Nurse- Deborah Andrada

Health Assistant- Nyzel Jimenez

Student Records Assistant- Veronica Valenzuela-Sandoval

CAMPUS VISITORS AND VOLUNTEERS

We welcome visitors and volunteers ☐. To ensure the safety of students and staff, all visitors must check into the front office and register. Visitors and volunteers must have valid identification in order to register and or check students out of school. (BP 1250) *Safety Precautions and expectations will be made as we deal with COVID-19*

CHANGE OF ADDRESS, TELEPHONE AND TRANSFER

It is imperative that we have accurate emergency/home telephone numbers and addresses in case of illness or emergency. If you move, change your number, or change employment, please contact the office with the new information.

TRANSFERRING: When changing school, please notify our school office one day prior to the intended checkout date. We ask that families pay all charges and fines and return all school property before leaving our school.

DELIVERIES

It is the student's responsibility to remember all books, lunches, lunch money, PE clothes, and assignments. **In an emergency**, parents may leave items in the school office for students to pick up only during a passing period, or lunch. No deliveries will be made to students during class time. **Please do not deliver or have delivered any food, balloons, gifts, or flowers to school** as it disrupts the educational environment. If balloons, gifts, or flowers are delivered to school they will be kept in the office until the end of the day.

EARLY ARRIVAL/DISMISSAL

Students may not arrive to school before 7:20 am. Breakfast will be served beginning at 7:40 am for those students who wish have breakfast on campus.

Students being checked out of school before dismissal must:

1. Bring a signed, written excuse from home and bring the note to the Attendance Office before 1st period begins.
2. Obtain an early dismissal slip from the office.
3. Parent/Guardian must sign student out in the office.
4. Report to the Attendance Office for a re-admit slip upon returning to school.

HEALTH OFFICE

The Health Office is located in the front office. The nurse is responsible for the handling of all P.E. medical excuses, immunization records, and any injuries occurring on campus. If a student needs to go home due to illness, the health/front office will contact parents. Students are not to use their cell phone to have parents pick them up.

MEDICATION - Students are **not** to have any medication (except for asthma medication per AB 2132) in their possession including aspirin. Medication should be taken at home but notwithstanding the provisions of Section 49423, any student who is required to take, during the regular school day, medication prescribed for him or her by a physician, may be disbursed and assisted by the school nurse or other designated school personnel only if the school receives a **Medication Form** signed by both physician and parent. Medication forms may be picked up in the Health Office. The forms are to be returned to the nurse with the medicine in the prescription bottle, by a parent or guardian. Medicine will be administered according to physician's directions.

ASTHMA MEDICATION (AB2132)

Students who need to take asthma medication prescribed by a physician during the school day may carry and self-administer inhaled asthma medication if two requirements are met.

Requirement #1: The school district must receive a written statement from the physician with appropriate information.

Requirement #2: The school district must receive a written statement from parent/foster parent/guardian with the appropriate information.

Any student with a medical restriction will need a note from a physician. The note will be brought to the health office for further direction. Students with any medical equipment (crutches, etc.) will remain in the office during lunch to ensure their safety.

ILLNESS

It is important for students to be in class. However, if students have a fever and/or are vomiting, they must remain at home. Parents are to call the school to report the reason for any absence. Students who become ill during the day will be cared for in the nurse's office until their parent/guardian can be reached. In most situations, students who are ill at school will be sent home to the care of their parent/guardian or an adult authorized on the Emergency Card. **Notify the school immediately when a communicable disease is suspected or diagnosed.**

IMMUNIZATION PROCEDURES

Every student is required to have a complete series of immunizations (shots) to attend school. These shots should be completed or at the very least in process at time of enrollment.

Oaks Middle School sends a letter home, at the beginning of the school year, stating the State of California's mandated immunization requirements. **Parents must bring in a copy of their child's updated shot records if they have changed to prove that the child has received their immunization shots.**

Students who do not have all of their immunizations will be called into the health office and given a letter indicating the shots they are missing and explanation of the state mandated "Exclusion from School" rules. If a student is missing any of their shots **they will be removed from school until the student has received the required immunization.** This is done to protect all of the other students attending Oaks Middle School.

YEARBOOK SALES

Yearbooks will be sold throughout the school year beginning at the beginning of the year orientation. The price for the yearbook will increase slightly as we near the end of the school year, so buy early and save money.

Friendly Yearbook Suggestions:

- Sign your name on the inside of your yearbook in several locations with an ink pen. (You may also sign your name on the outside of the yearbook on the pages lengthwise.)
- Do not lend your yearbook to any other students, even your closest friends. Other people will not (usually) watch your yearbook with the same amount of care.
- Ensure appropriate messages/drawings are written in yearbooks- remember parents/guardians will be reading the yearbooks too!
- Permanent markers are not allowed on campus, therefore remember to bring a pen to sign yearbooks.

LOST AND FOUND

The front office is the place to go when you have lost an item of clothing, valuables (jewelry, wallets, purses, etc.) or school supplies. Textbooks and library books that are found, need to be returned to the library. If you find something that does not belong to you, be a good citizen and turn it in to the front office.

Attendance Information

All students are required by California State law to attend school regularly and promptly. Regular attendance is vital to a student's success in school. The only excused absences are those resulting from illness, medical/dental appointments, or death in the immediate family. A doctor's note is required for absences exceeding three days. All other absences are considered unexcused. Financial assistance to our school is adversely affected by absences. Students with habitual attendance problems will be referred to the School Attendance Review Team (SART). If the student's attendance does not improve after the SART meeting at Oaks M.S., a meeting at the district office with the Student Attendance & Review Board (SARB) will be scheduled.

When a student is absent, parents/guardians are required to call the attendance office within 24 hours. If the student will be absent for 2 or more days, the parent can request homework by calling *Oaks M.S. (909) 988-2050*. Please allow at least one full day before picking up the assignments in the school office.

When returning to school after an absence, students must:

- Bring a signed and dated note from the parent/guardian, stating the reason for the absence.
- Take the absence note to the Attendance Office between 7:45 – 8:10 a.m. (before 1st hour of the day). An admit slip will be issued and must be signed by all teachers 1st through 6th period. Admit slips are left with the 6th period teacher.
- Absences not cleared by parents will be considered trancies, and the student may be required to make up missed instruction (Saturday School).
- Students are required to make up work missed during their absence. It is the student's responsibility to ask the teacher for such make-up work.
- Please notify the Attendance Office five days in advance, if your child will be leaving out of town for a week or more. This gives us enough time to prepare an *Independent Study Contract* (enables student to keep current with his/her studies) & collect homework for the days he/she will be absent from school. However, please make every effort to schedule family trips during designated school holidays.

Tardies: *Tardiness is part of attendance and will affect a student's citizenship grade each grading period. A student is considered tardy if he/she is not in the classroom and sitting in his/her seat by 8:10 a.m. Students are also considered tardy if they are late to any classes, NOT JUST first period. During the day, the office may conduct random "Tardy Sweeps" to assign consequences for those students arriving late to classes other than first period.*

*Tardies are only excused if a parent/guardian calls the school or if a student brings a note signed by the parent/guardian verifying the reason for the tardy. Parents/Guardians have 24 hours to excuse a tardy. **Students are not allowed more than three parent/guardian excused tardies in a grading period.** Chronic tardies or absences will be referred to SART. If tardies continue, a student will be referred to the district's SARB.*

Trancies: According to the Education Code of the State of California (E.C. 48260), any pupil who is absent from school without a valid excuse (unexcused absence) for more than three (3) days in one school year, or who is tardy in excess of 30 minutes on each of more than 3 days in one school year, shall be classified as truant. Students who are truant are assigned detention, Saturday School and/or possibly fined by the Police Department. The following are considered trancies:

- Being absent from school/class without the knowledge and consent of the parent/guardian and school official.
- Leaving the school grounds during the day at any time without permission.

PERFECT & OUTSTANDING ATTENDANCE

Perfect attendance equals zero absences and zero tardies for the whole year—no exceptions. *Outstanding attendance* equals zero absences, zero unexcused tardies and no more than four excused tardies for the entire school year.

Please note that students moving to Oaks from another school must prove **uninterrupted** attendance (no missed days of instruction from one school to the next) in order to qualify for the perfect attendance recognition. Also, absences not cleared by a written note, are designated *unexcused* and cannot be made up through the Saturday Make-up academy.

Students that obtain perfect and outstanding attendance for the whole year will be treated to a special reward at the end of the school year.

Communication, Committees, and Parent Meetings

COMMUNICATION

Our goal is to effectively and consistently communicate with our families. We will be utilizing 4 main communication platforms and we urge all families to have access to each of them to ensure you have the most current and up to date information. **These will include: Our School Webpage, Blackboard Connect phone and text messages, School Loop, and Twitter.** If you have difficulty accessing any of these, are not receiving messages, or need assistance please contact our office for support.

SCHOOL/PARENT COMMITTEES

SCHOOL SITE COUNCIL AND PARENT MEETINGS

School Site Council (SSC) is a decision-making body composed of parents, teachers, the principal, or designee, classified staff, and students. Meetings are held throughout the year. If a parent wishes to be nominated, please contact the Oaks Office at 988-2050.

Parent meetings such as GATE (Gifted and Talented Education), SELPAC (School English Learner Advisory Committee), SWD (Students with Disabilities), are held throughout the school year.

PARENT MEETINGS

Parent meetings and workshops will be scheduled throughout the school year. Parents can expect monthly **Coffee with the Principal meetings** held on the first Friday of each month.

School Safety Information/Procedures

EMERGENCY PREPAREDNESS

Each year, our school updates its emergency preparedness plan, communicates the plan to staff, students, and families, and participates in emergency drills. In the event of a real emergency, drill procedures will be followed and administration may elect to hold students until conditions are safe. If conditions appear safe at the end of the students' regular school day, they will be sent home in their normal manner. Based on the severity of the emergency, administration may need to initiate parent check-out procedures when releasing students from school. No student will be allowed to leave with another person, even a relative or baby-sitter, unless we have written permission or an adult authorized on the emergency card.

WITH THIS IN MIND, IF YOUR CHILD'S EMERGENCY CARD IS NOT UP TO DATE, PLEASE SEND CHANGES WITH YOUR STUDENT, OR REQUEST A NEW CARD FROM THE OFFICE.

CLOSED CAMPUS POLICY

To ensure the safety of our students and staff, Oaks Middle School is a closed campus; all visitors must check into the office and be screened before entering the school and students may not leave the campus for any reason during the school day without parent permission. If students must leave school early for any reason, they must **check out through the Main/Attendance office**. Try to make all appointments after school. Students must leave campus immediately following dismissal. Students participating in Extended Learning or Think Together must not leave campus, but report immediately to their designated after school location, and failure to do so may result in a consequence. Once a student leaves campus, they are not allowed to return that same day unless there is an event scheduled later that evening. Loitering on or near the campus, in the street including the corner of Oaks and Phillips, or in surrounding neighborhoods is prohibited.

BICYCLES, SCOOTERS, SKATEBOARDS, ROLLER SKATES AND ROLLER BLADES

1. Skateboards, scooters, roller tennis shoes, roller skates and roller blades are not allowed on campus.
2. Bicycles must be stored in the bike rack and should be individually locked.
3. Bicycles are not to be ridden on school grounds. They will be taken away if ridden on any school grounds; parents will have to retrieve them.
4. The school is not responsible for damage or theft of bicycles.
5. In traveling to and from school, all traffic laws, city ordinances, and safety rules must be obeyed (helmets must be worn).
6. Please remember, riding a bike to school is a privilege that may be taken away if a student fails to follow directions.

LOCKER ROOM KIT

It is recommended to have available in your locker a kit that contains the following items:

1. Band aids
2. Safety pins
3. Brush or comb
4. Lotion or Sun block (write name on bottle)
5. Deodorant (write name on base)
6. Towel

Dress Code/Uniform Standards

In order to provide a safe and orderly environment, Oaks Middle School has a uniform dress policy based on the Ontario-Montclair School District's Administrative Regulation 5132 - Dress and Grooming. We have found this policy has helped students be more business-like, and ready for learning.

Item	Color	Style
Blouse/Shirt	Solid white only	<p>Shirts shall be appropriate for school:</p> <ul style="list-style-type: none"> -Collared, or turtleneck with full Sleeves. -No low cut tops. -All shirt/blouse undergarments must be white. -No midriffs can be shown. No Ben Davis or Frisco type shirts. -No tank tops or sheer shirts are allowed to be worn. -Shirts may be untucked if bottom hem is no longer than wrist length. -Students are NOT allowed to wear short or long sleeve T-shirts over their school uniforms.
NO PLAIN WHITE T-SHIRTS (SHORT OR LONG SLEEVE) ARE ALLOWED		
Slacks/Pants	Solid Navy/Dark Blue <u>only</u>	<p>Pants shall be appropriate for school:</p> <ul style="list-style-type: none"> -Dark blue denim. -No sweats and no warm-ups. -No oversized pants (pants must not extend out more than 5" inches from the kneecap and/or shin). -No low-riding, excessively tight or ripped jeans. -No white washed/bleached out jeans allowed.
Shorts	Solid Navy/Dark Blue only	<p>Shorts shall be appropriate for school:</p> <ul style="list-style-type: none"> -Mid-thigh (approximately at the bottom of a student's fingertips when arms are extended downward to the side) -No oversized shorts -Shorts must fit at waist without a belt. -Capri's are acceptable.
Belts	Various	<p>Belts shall be appropriate for school:</p> <ul style="list-style-type: none"> -No initial buckles or long belts (which extend 5" inches or more from buckle). -Shoe laces may NOT be used as belts.
Skirts	Solid Navy/Dark Blue only or Navy Plaid	<p>Skirts shall be appropriate for school:</p> <ul style="list-style-type: none"> -Mid-thigh length (approximately at the bottom of a student's fingertips when arms are extended downward to the side), or longer. -Slits cannot be higher than student's fingertip guideline.
Sweatshirts	Solid White, Navy/Dark Blue, or Light Gray only	<p>Sweatshirts shall be appropriate for school:</p> <ul style="list-style-type: none"> -Appropriate size, not oversized. -Large logos, writing, and graphics are not acceptable. -Sweatshirt hoods cannot be worn on school grounds.
Jumpers/Overalls	Solid Navy/Dark Blue only or Navy Plaid	<p>Jumpers/Overalls shall be appropriate for school:</p> <ul style="list-style-type: none"> -Mid-thigh (fingertip test) or longer; Straps must be buttoned and over shoulders.
Outerwear/Jackets	Solid color only	<p>Outerwear/Jackets shall be appropriate for school:</p> <ul style="list-style-type: none"> -No plaid, flannel, or oversized outerwear is allowed.
Socks/Leggings/Tights	Solid White, or Navy/Dark Blue only	<p>Socks/Leggings/Tights shall be appropriate for school:</p> <ul style="list-style-type: none"> -Solid color leggings or tights may be worn under shorts or skirts, but may not be worn alone.
Shoes		<p>Shoes shall be appropriate for school:</p> <ul style="list-style-type: none"> -No open toe shoes. -Flip-flops, backless, or very high heels may not be worn. -Military or combat style boots are not allowed.
PE Clothes		<ul style="list-style-type: none"> -P.E. clothes may not be worn in other classes without permission of an administrator.
Headwear		<ul style="list-style-type: none"> -Hoods, beanies, scarves, bandannas and other head coverings (other than baseball type hats) may not be worn without the express permission of an administrator. -Baseball caps may be worn outside only with the bill facing forward. -Sunglasses can only be worn outside.
<p>T-SHIRTS WITH THE <u>OAKS LOGO OR THOSE ISSUED AS A PART OF AN OAKS SCHOOL ACTIVITY</u> MAY BE WORN IN PLACE OF THE WHITE COLLARED SHIRT ANYDAY</p>		

***Any exemptions from uniform policy must be requested from and agreed to by an administrator within the first two (2) weeks of attendance. We hope that students will make acceptable choices regarding the clothes they wear to school. Violations of our dress code will necessitate a change or fixing of clothing at school or calling home to have different clothes brought to school, amongst the possibility of other school consequences. Continued uniform violations will result in the student receiving progressive discipline.**

Uniform Standards are subject to change

Positive Behavior Intervention and Support (PBIS)

Positive Behavior Interventions and Support (PBIS) is a framework comprised of intervention practices and organizational systems to establish a social culture, learning and teaching environment that supports individual behavior needs to achieve academic and social success for all students at Oaks Middle school.

STATEMENT OF BEHAVIORAL PURPOSE

Oaks Middle School, an AVID National Demonstration School, is a community of safe, respectful and responsible citizens, where together we teach, model and monitor positive relationships, mutual respect and personal responsibility to create a positive and healthy learning community.

POSITIVE SCHOOL-WIDE BEHAVIORAL EXPECTATIONS

Our school focused on **PRIDE**- 5 school-wide behavior expectations; **PREPARED, RESPECTFUL, INTEGRITY, DETERMINED, EMPATETIC**. The matrix below provides students with clear expectations on how to demonstrate PRIDE in the different áreas of our school.



OAKS MIDDLE SCHOOL



AVID Schoolwide Site of Distinction

PBIS MATRIX



	Classroom	Outside Areas	Restrooms	Office	MPR
Prepared	Be on time Bring your "tools" Complete assignments on time	Be safe and aware Keep your hall pass visible	Use restrooms before school, between classes and at breaks.	Follow the dress code Plan ahead	Line up appropriately
Respectful	Honor yourself, others and property Speak positively and politely Use appropriate voice	Report any problems to school staff Offer to help students in need Use appropriate voice	Wait your turn Keep doorways clear Use facilities properly Use appropriate voice	Pay attention to your manners/mannerisms Use appropriate voice	Keep hands, feet and objects to self Use appropriate voice
Integrity	Encourage others Guard your reputation	Follow directions Use good manners Guard your reputation	Always wash hands Keep private things private Guard your reputation	Be truthful Guard your reputation	Clean up after yourself and others Guard your reputation
Determined	Keep a positive attitude Set goals Always do your best Be an active learner	Walk with a purpose	Return to class ASAP	Keep visits to a minimum	Eat healthy
Empathetic	Accept and appreciate the differences and strengths of others	Clean up after yourself	Be courteous	Be polite and helpful	Include others

"EAGLE PRIDE"





3 Major Components of PBIS

Teaching appropriate behavior in all settings
(please see behavior Matrix).

Interventions/appropriate consequences
when behavior expectations are not met.
(please see Tier II interventions and school consequences).

Recognition when behaviors are met.
(please see School wide awards and recognitions)

Eagle P_{repared} R_{espect} I_{ntegrity} D_{etermined} E_{mpathy}

TIERS OF STUDENT SUPPORT

Tier I interventions are for all students and include the teaching of behavior expectations through the use of a classroom and school wide matrices. Positive verbal feedback, in addition to the awarding of PRIDE tickets, allows students the opportunity to earn incentives. This process helps motivate students to abide by the behavior expectations. A positive school culture leads to academic success.

Tier II interventions are put in place to provide extra support to students still having difficulty with behavior even after all tier I interventions are in place. Tier II interventions can include, but are not limited to:

1. Weekly Grade checks – request through the counseling office
2. Daily check in and check out – meeting with administration or counselor
3. Self-monitoring, visual reminder checklist – request through counseling office
4. Student mentor or counselor meeting – request through counseling office
5. Parent shadow
6. No contact contract with other students

The above can be requested by parent, teacher or administration through the counseling office.

COUNSELING SERVICES

Adolescence can be a very challenging period of adjustment. Therefore, Oaks offers a variety of counseling services designed to meet the needs of the middle school student. The Oaks counselor welcomes the opportunity to assist students with a variety of issues from personal to academic. Individual and group counseling is available in a confidential setting. Students and/or families may be referred to counseling agencies outside of school as needed. Throughout the school year, group counseling may be available to deal with issues such as social skills, anger management, and building self-esteem. These sessions are confidential. Students may sign up to meet with the counselor at the clerk's desk in the rear entrance of the office. The counselor is available before and after school at 988-2050.

SCHOOL WIDE POSITIVE RECOGNITION:

Students will be recognized for positive behavior. Recognitions may include but are not limited to: Student of the month assemblies, Eagle Pride tickets and weekly prize drawings, Spirit Rallies, Fieldtrips, School Dances, Lunch time activities, Field day, Turkey Trot and Award assemblies, Free dress day passes, and certificates to various restaurants.

DISCIPLINE POLICY

It is our goal to maintain a positive behavior policy at Oaks Middle School that is well defined and consistent. This policy is proactive in nature and designed to elicit positive behaviors from our students.

Discipline is not synonymous with punishment, but rather, it is the teaching and reinforcement of appropriate behaviors supports and social culture in the school. This promotes positive social emotional and academic success for the students at Oaks Middle School. PBIS beliefs are based on the following:

- Appropriate behavior can be taught to all children.
- Intervention and support are provided early on to support positive choices.
- The use of a multi-tier model.
- The use research-based, scientifically validated interventions.
- Monitor student progress to inform interventions and support.
- Use data to make decisions.
- Parents/guardians participation and support with positive behavior choices.

BEHAVIOR EXPECTATIONS ON THE SCHOOL GROUNDS

1. Students should respect other personal space by keeping hands and feet to themselves.
2. For safe keeping- roller blades, skateboards, radios, MP3 players, I-pods, headphones/ear buds, electronic games, toys, cards and other distracters should be kept at home.
3. Dangerous objects have no place at school. If an object has no reasonable purpose at school, leave it at home.
4. School property should be respected and please keep grounds clean by using trash receptacles.
5. Remain in supervised areas at all times.
6. Students should have healthy food and drinks on campus.

BEHAVIOR EXPECTATIONS IN THE CLASSROOM

1. Be prompt to class. Students have four minutes between classes to go to the restroom or use the drinking fountain.
2. Be prepared for class. Always have the agenda book, a 3-ring binder, writing instruments, books, backpack and any other materials needed.
3. Follow directions. Each teacher will establish academic and behavior expectations for his/her classroom.
4. Be courteous. Inappropriate comments will not be permitted

5. Complete and turn in all assignments on time. When absent, be sure to make arrangements to make up missed work. Cheating, copying, or other forms of taking credit for work by another individual will result in disciplinary action.
6. A hall pass (lanyard pass) from a school official is needed to be out of class.

If there is a concern regarding academics or behavior contact the counselor to determine the next steps to support student success.

WILLFUL DISOBEDIENCE, DEFIANCE, AND DISRESPECT TOWARD ADULTS AT SCHOOL

We are committed to developing POSITIVE BEHAVIOR, TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS, CARING AND CITIZENSHIP and we can best accomplish this goal by working together as a team. Our expectations are high...but we believe that all students are capable of meeting them. Students are expected to comply with all reasonable requests and to follow directions when a student is asked to do so by school personnel.

ALTERNATIVE CONSEQUENCES

DETENTION: In order to maintain high standards of behavior and to help students accept responsibility for their decisions, a detention system has been established. Unless otherwise notified, after-school office detention must be served within 24 hours after the student has been assigned the detention. Students that have been assigned longer detentions will have an additional time period to serve their detention. It is the **student's responsibility** to inform his/her parents of the detention so that parents can make the necessary arrangements to pick up the student after detention is served. No student will be allowed to serve detention beyond 4:00 p.m. Failure to serve detention may result in progressive discipline. Students who owe detention, may be excluded from certain school activities (i.e. field day, dances, drill/band, and after-school sports).

SATURDAY SCHOOL: Assignment to Saturday School is in lieu of suspension and may be assigned for more serious infractions or chronic defiance of school rules. Parents/Guardians will be notified by a letter given to their child to bring home. It is the **student's responsibility** to notify their parents that they received Saturday School. Saturday School is held from 8:00-12:00 a.m. Students must be in uniform and maintain high standards of behavior. Any student sent home early from Saturday school will have progressive discipline.

SUSPENSION AND EXPULSION EDUCATION CODE 48900

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more subdivisions (a) to (o), inclusive:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the principal's designee.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another

liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

- (e) Committed or attempted to commit robbery or extortion.
 - (f) Caused or attempted to cause damage to school property or private property.
 - (g) Stolen or attempted to steal school property or private property.
 - (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
 - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
 - (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - (l) Knowingly received stolen school property or private property.
 - (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm as to substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
 - (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
 - (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
 - (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
 - (s) Aid or abet the infliction or attempted infliction of physical injury
- 48900.7 Pupil has made terrorist threats against school officials or school property, or both
- 48900.4 Intentionally engaged in harassment, threats, or intimidation against a pupil or groups of pupils
- 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in Subdivision (e) of Section 233.
- 48900.2 Has committed Sexual Harassment.(Creating a hostile environment via verbal or physical inappropriateness).

Violations of education code must relate to school activities or attendance, BUT MAY TAKE PLACE AT ANY TIME INCLUDING BUT NOT LIMITED TO:

- While on school grounds
- While going to or coming from school
- During the lunch period
- During, while going to or coming from a school-sponsored activity

Immediate involuntary transfer may result from a violation of education code involving weapons and/or a controlled substance.

CLASSROOM SUSPENSION BY TEACHER

A teacher may suspend any pupil from the teacher's class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the office and send the pupil up along with work. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall contact the parent or guardian of the pupil to conference regarding the suspension. A school administrator may attend the conference if the teacher or the parent/guardian so requests. A pupil suspended from a class shall not be placed in another regular class during the period of suspension. A teacher may also refer a

pupil, for any of the acts enumerated in section 48900, to the principal or the principal's designee for disciplinary action.

BULLYING BEHAVIOR

Bully behavior is unacceptable. Students who are the victim of a bully need to inform one of their teachers or a school administrator immediately. Bullying behavior includes, but is not limited to: teasing, pushing, hitting, name-calling, intimidation, harassing, threatening, sexual harassment, via social media and isolating. Bullying can be physical or emotional abuse, or both. Students, please inform a school official immediately so we can put a stop to it right away. **Parents; if you suspect that your child is being bullied please call the school office and ask to speak to a school administrator.**

SEXUAL HARASSMENT

Sexual harassment is unacceptable behavior. Sexual harassment is defined as, but not limited to, any action or statement that makes another individual uncomfortable (including online and through social media). This can include references towards sexual orientation. Any allegation of sexual harassment will be investigated fully and appropriate consequences issued.

CELL PHONES & ELECTRONIC DEVICES: LOST, STOLEN OR CONFISCATED

Cell phones are **NOT** to be turned on during the school day and must be out of sight in a student's backpack. Students are not permitted to carry a cell phone in their pocket. Cell phones that are observed during school hours or on school grounds will be confiscated. **Using a cell phone to record any activity (including fights etc.) may be a violation of education and/or penal codes and subject to school suspension.** Parents/Guardians please discuss the proper time and place to use cell phones with your child. Teachers may choose to allow students to use their phones for educational purposes under direct supervision. The school is not responsible for lost or stolen electronic devices.

BACKPACKS

Oaks Middle School students are required to have a backpack. Backpacks should be made of quality materials since the school textbooks can be heavy, and large enough to carry a three-ringed binder. Backpacks **cannot** be written on or tagged. They must be free of any inappropriate logos, patches, and pins, etc. Backpacks must be free of any dangerous objects. If your backpack is used for other activities outside of school, please be sure to remove any objects that are not allowed on campus before returning to school. Students need to monitor their backpacks at all times.

CAMPUS/HALL PASSES

Students are expected to be in their assigned classes at all times during the day. A hall pass is required when a student leaves a classroom or the office. Office personnel issues paper passes; teachers provide a pass on a lanyard. Students are to use the restrooms during passing periods. Students may not be in the halls or quad without a pass. Students who are out of class without a pass may be given a consequences if the behavior continues.

SEARCH POLICY

As per OMSD Board Policy 5145.12 Oaks Administrators 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, OMSD Board Policy, and or other rules of the district or school. Searches may be conducted without prior approval from parents. The type of property to be search can include but not limited to, clothing, backpacks, lockers, purses, cellular phones and other electronic communication devices.

TEXTBOOK AND SCHOOL PROPERTY

Books and specific types of class equipment are provided free of charge to you. You are required to take good care of all equipment and cover your books. Students are responsible for their textbooks and are required to pay for books that are damaged, lost, or stolen. Students (and their parents/guardians) are also responsible for any school property or private property that they damaged, destroyed or lost. Parents are liable for willful damage to school property or private property.

Students who have missing books or other fines may not participate in the end of the year activities until all charges have been cleared. All payments for textbooks or library books will be made to the school Libray Technician. All other payments will be made to the school office.

STUDENTS LEAVING SCHOOL WITHOUT PERMISSION

Students will be given serious consequences for leaving school without the school's permission and may be cited by Ontario Police for truancy (this includes participation in walkouts).

Health and Wellness

LUNCH INFORMATION

Students may purchase a variety of lunch items from our food service area, or may bring lunch from home. A free and reduced lunch program is available based upon family income. Applications are available in the school office. Students will eat in the cafeteria before having an opportunity to go outside. The library is open to students who have a pass, but students may not eat in the library. Equipment and scheduled activities are available in the field area.

The following are lunchtime guidelines:

General

1. Students are to **walk** from their classrooms to the lunch line area whether they intend to eat or not. Students not eating will be released to the courts.
2. No pushing or shoving in the lines. Line up in straight lines. Students may stay in the MPR or go outside toward the basketball courts after eating. Students will only be allowed on the grass playing fields if they are participating in an organized game/sport. **No one is in the Quad during the lunch break unless instructed to do so by administration.**
4. **No food is allowed on the field or basketball and handball courts.**
5. Only students with **lunch passes** from their teachers are allowed to spend lunchtime in a classroom. These passes are **dated and signed by the teacher**. These **passes do not give students the right to go to the front of the line**.
6. Students are to follow the directions of all school employees including proctors assigned to the lunch areas, Quad, hallways and field. **Directives given to a student, by a school employee on this campus is expected to be followed.**
7. Students' books and personal belongings are not to be left outside of classrooms during lunchtime. Students are responsible for their books and personal items.

CAFETERIA

1. Line up on the lines at the north entrance of the MPR. **Lines that are well behaved will be permitted to enter the MPR first.**
2. Students will be directed to sit in a designated area while eating their lunches.
3. All food purchased in the cafeteria is to be eaten there, unless a student has a pass from a teacher indicating that they are eating with them. **A pass from a teacher does not give a student front of the line privileges.**
4. Students eating in the cafeteria **are responsible for cleaning up their area and throwing their lunch trays away.** Students must assist with recycling efforts by properly emptying and separating milk cartons from other trash items. Students are to raise their hand to be dismissed. Students are not to leave their area until dismissed. Students who fail to follow directions will help clean up the cafeteria and possibly have their conduct card signed.
5. Under no circumstance may food or any object be thrown in the cafeteria. If a student is caught throwing any item they will be assigned clean up duty and/or lose the privilege of eating in the cafeteria, assigned a Saturday school or be suspended from school.
6. Students must **raise their hand for dismissal and then go directly to the field.** Exit through the North door to the gates near the handball courts.

RAINY DAY LUNCH

On rainy days, all students will eat lunch in the cafeteria. The full lunch line will be under the South walkway and the a la carte line will be under the North walkway. Occasionally, teachers can make their classrooms available to students.

PHYSICAL EDUCATION (PE)

At Oaks Middle School, we believe that a physical education program should offer a curriculum rich in content, with an emphasis on values, teamwork, cooperation and sportsmanship.

We, as teachers, like to focus our attention towards new and exciting features of our program. In part, we will be emphasizing skill development in many aspects of sports and fitness, followed by games and activities that will be directed toward the skills that were taught. With this information, students will begin to appreciate what health and fitness can do for the well-being of their bodies and minds.

We are excited to begin the new school year. As parents and students get involved in our program, we hope that this handbook will provide you with information needed to have a successful school year and assist you in understanding what your student should expect from the Physical Education Department at Oaks Middle School. We hope it will also answer any questions you may have regarding our program. After reviewing the information, please sign the last page of the handbook and have your student show it to their PE teacher.

Thank you for giving us the time to review this information with your student and being familiar with it. We look forward to an exciting, fun-filled year- Oaks Middle School Physical Education Department.

PHYSICAL EDUCATION CURRICULUM

By emphasizing the development and maintenance of an active and physically fit body, students are encouraged to build good health habits early in life, which will carry over to an enriched adulthood.

We, as teachers, have seven goals for our students to pursue. They are the following:

1. Pursuit of Physical Activity: To develop interest and proficiency in movement skills that is essential for lifelong participation in physical activity.
2. Physical Fitness: To develop and maintain the highest possible level of fitness and wellness in order to meet the demands of high level physical performance during work, play and emergency situations. The physiology of exercise, injury prevention and safety procedures are taught for each activity.
3. Movement Skills: To develop increasingly effective skills through a wide variety of selected experiences.
4. Social Development and Interaction: To develop appropriate social behavior and sportsmanship by working with others, as well as independently, during planned physical activity. To teach the importance of responsibility toward school, classmates and self. Cooperative learning and appreciation of each other's abilities is encouraged.
5. Self Image and Self Realization: To develop a non-threatening setting and wide range of experiences to encourage the development and maintain positive self-esteem through self-image and realization.
6. Pursuit of Individual Excellence: To achieve the highest level of personal physical performance through the application of all available knowledge, movement experience, personal resources and leadership opportunities.
7. Concepts and Knowledge: To develop an understanding and awareness of general sports, concepts, strategies and rule including the state required Physical Fitness Test.

PHYSICAL EDUCATION UNIFORM

Oaks Middle School will sell uniforms in appropriate school colors. The uniform will include shorts (\$10) and a blue and yellow shirt (\$20); both imprinted with the school name. The student will PRINT their legal first and last name clearly in the name band for all items they purchase.

- PE uniforms are for physical education class ONLY and are not considered a school uniform.
- PE uniforms are to remain in the locker room or backpack when the student is not in PE class.
- Sweat bottoms may only be worn during PE when appropriate due to weather.

PE uniforms are the student's responsibility and should be taken home and washed once each week, usually on the weekend.

- Uniforms that are torn, frayed or improperly marked must be repaired or replaced.
- The uniform must be worn above the hips – NO SAGGING.
- No underwear showing at any time (consistent with school and district dress code).

- Only one pair of PE shorts can be worn to class.
- Undershirts must be tucked in at all times.
- PE shirts may be worn untucked.
- PE clothes are not to be loaned to other students at any time. This will result in a non-suit.
- Students may not put their PE uniform over their school uniform. This will result in a non-suit.
- **Excessive non-suits will result in detentions, referrals to the Student Mentor and Saturday School.**

If PE clothes are lost during the school year, students must bring other clothes (plain white t-shirt and dark shorts) to wear and a note from a parent stating when clothes will be replaced. Always check lost and found in the PE office if clothes are ever missing.

A lost and found area is located in the Locker room equipment rooms. Clothing will only be returned to a student if the items are marked with the student's name. It is the responsibility of the student to check the lost and found for any items that are missing.

A set of sweat clothes is strongly recommended for cold weather. For the health and safety of Oaks students, it is at the discretion of the teacher that sweats may not be allowed in class when we are experiencing extreme temperatures.

- Torn or cut off sweats are not allowed.
- Sweatshirts with inappropriate terms or pictures are not allowed.
- Jackets, sweaters and jeans are NOT appropriate for PE class.
- Yoga pants/leggings are NOT appropriate for PE class.

Athletic shoes are required for PE class.

- Athletic socks should be worn with the shoes.
- Running, tennis, aerobic or basketball shoes are acceptable.
- Shoes should be tied tightly.
 - Cleated shoes or hiking boots are not allowed.
 - Slip on shoes or shoes that are not laced up are not allowed.

Jewelry is strictly prohibited to be worn to PE class.

- Check PE office for lost jewelry.
- Do NOT wear expensive jewelry to school.
- Points will be deducted if jewelry is worn to class.

Electronic devices are not to be out during school hours including time in PE.

ACTIVITIES

Team	Individual	Miscellaneous
Soccer	Dance	Fitness Test
Hockey	Outdoor	Scooter Activities
Basketball	Adventure	Shuffleboard
Track	Golf	Speed Stacks
Football	Tumbling	Fitness Unit
Softball	Paddleball	Bowling
Volleyball	Yoga	Frisbee Activities
Track		
Lacrosse		

Eagle Run

Every student in each PE class will be participating in the Eagle Run this year. The Eagle Run is a mile run to improve cardiovascular endurance of all students.

- Every student will run 4 laps each week and be awarded points from their finishing time.
- 10 points is the maximum possible to earn each week.
- Times were determined by the standards for the California Physical Fitness Test.
- A score of 6 or better is considered as a passing score for grading purposes.

Any missed Eagle Runs due to absences or parent notes will need to be made up on selected Tuesdays after school, usually the LAST Tuesday of the month. Make ups are offered once a month. Failure to make up any missed Eagle Runs will result in a score of a 0 for each of those missed weeks.

Awards are earned as students reach certain individual milestones throughout the year.

- Iron on patches
 - Earned at 70, 130, 180 and 220 points.
- Engraved medals
 - Earned at 240 points
- T-shirts
 - Any male student who runs 3 sub-7 minute mile times.
 - Any female student who runs 3 sub-8 minute mile times.

Eagle Run Point Chart

Time – Boys	Points	Time-Girls	Points
0:00 – 7:59	10	0:00 – 8:59	10
8:00 – 8:59	9	9:00 – 9:59	9
9:00 – 9:59	8	10:00 – 10:59	8
10:00 – 10:59	7	11:00 – 11:59	7
11:00 – 11:59	6	12:00 – 12:59	6
12:00 – 12:59	5	13:00 – 13:59	5
13:00 – 13:59	4	14:00 – 14:59	4
14:00 and up	0	15:00 and up	0

PHYSICAL EDUCATION PROCEDURES & EXPECTATIONS

- All students are issued a PE locker and combination lock – FREE OF CHARGE.
- Locker is for PE clothes and personal belongings specifically needed for PE.
- Locker is to be kept clean and locked at all times.
- Students are not to share lockers or combinations.
- Lockers not locked correctly will be cleared to the PE office.
- A consequence of detention could occur to get items back.
- Unauthorized locks will be cut off.
- Lost locks are replaced with a \$6.00 charge for a new lock.
- Unpaid lock bill can hold student from promotion and other end of year activities.
- Always check PE office for lost locks that have been turned in or personal belongings.

The following MAY be consequences for not following rules during physical education at the discretion of the teacher in any particular order depending on the infraction:

- Verbal warning
- Time-out
- Written assignment
- Detention
- Parent contact
- Alternative physical education activity
- Referral to office/administration
- Other disciplinary action
- Loss of participation points
- Classroom suspension

Students will enter the locker room with the following provisions:

- They enter quietly and safely to their locker.
- Students will be responsible to read the daily announcements on the board.
- All PE students will need to line up outside and be let in by a teacher.
- Students will have seven minutes after the class bell to get dressed and be out of the locker room.

While lining up for Physical Education and occupying the locker rooms, male students will be accountable to the male teachers and female students will be accountable to the female teachers regardless of the student's Physical Education teacher.

PE EXCUSALS

IF A STUDENT IS WELL ENOUGH TO BE AT SCHOOL, HE OR SHE IS CONSIDERED WELL ENOUGH TO BE DRESSED IN HIS/HER PE UNIFORM AND TO PARTICIPATE IN CLASS.

A student unable to take part in the activity is still expected to dress out, listen, observe, learn and encourage other students. They may be required to serve as a judge, scorekeeper or have a writing assignment to complete.

- The student's grade will not be reduced if they dress out and attend class.
- Students that choose not to dress out will lose half of their daily points.
- Students are NOT required to dress out if the excuse is for a cold, sore throat or flu recovery.

If it is necessary for a student to be excused from class activities, a note written by a parent must be given to the teacher at the beginning of class. The note must include the following:

1. Date
2. Reason
3. Number of days for excuse (up to 3)
4. Signature of Parent or Guardian
5. Phone Number

*If the above criteria are not met, then the note will be deemed invalid.

*If the numbers of days is not determined, then the note will be good for 1 day.

Any missed Eagle Runs due to absences or parent notes will need to be made up on selected Tuesdays after school, usually the LAST Tuesday of the month. Make ups are offered once a month. *Failure to make up any missed Eagle Runs will result in a score of a 0 for each of those missed weeks.*

A parent note will be accepted a maximum of three (3) times during the entire school year.

A Doctor and/or parent note that excuses a student from participating in PE will also include being excused from all physical activity based classes or events on the day of the note restriction. This includes but not limited to: Drill, Flags, Banners, After School Sports, Band/Marching, Field Trips, Cheer, Think Together, etc.

If a student is caught with a forged note, the parent will be notified by the teacher and no other parent notes will be accepted throughout the year. The parent will have to phone in to the teacher to excuse the child.

District Policy States: If a student is to be excused from the activity for more than 3 consecutive days, an excuse from a doctor is required. An extended illness or injury lasting four weeks or more will qualify a student for alternative placement during the PE period.

A form from the San Bernardino County of Schools may be given to the student's doctor to notify the teacher of any modified activity the student may be allowed to do.

Asthma: Students must have a record on file in the nurse's office. They will be expected to participate in full activities unless otherwise noted.

Academics

GRADING SYSTEM

Report cards are mailed home at the end of each trimester. The computer-printed trimester grades are recorded on the student's permanent record. Teachers evaluate student achievement with letter grades:

A= Superior achievement	4 grade points
B= Above Average Achievement	3 grade points
C= Average Achievement	2 grade points
D= Below Average Achievement	1 grade point
F= Failure - no credit	0 grade point
I= Incomplete	

Citizenship is based on class conduct and participation in class work:

O = Outstanding	N = Needs Improvement
S = Satisfactory	U = Unsatisfactory

Except in cases of prolonged illness, an incomplete grade must be made up within two weeks or it becomes an "F." Requirements for passing have been set forth by the District. Conference Nights are held by your child's teacher(s). Progress reports are sent out twice a semester around the sixth and ninth week to all parents for notification of progress. Report cards are mailed at the end of each semester.

WEEKLY GRADE CHECKS: Grade checks are issued to qualified students on Fridays during their first period class. The grade check is then circulated by the student to each teacher for a letter grade during the day. The completed form is then presented to parents for a signature over the weekend. **It is the student's responsibility to return the signed grade check back to the counseling office, or there will NOT be another one issued the following week.** Please contact the counseling office if you have any questions.

HIGH SCHOOL "A – G" REQUIRED COURSES

Plan ahead and make high school count. Right now is the best time to prepare for college. The high school courses listed below are required for freshman admission to the California State University, the University of California, and many independent colleges and universities.

This pattern of courses is the same as recommended for community colleges. Talk to your counselors and teachers to learn more.

A. History/Social Science – 2 YEARS REQUIRED

Two years of history/social science, including one year of world history, cultures and geography; and one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government.

B. English – 4 YEARS REQUIRED

Four years of college-preparatory English that include frequent and regular writing, and reading of classic and modern literature. No more than one year of ESL-type courses can be used to meet this requirement.

C. Mathematics – 3 YEARS REQUIRED, 4 YEARS RECOMMENDED

Three years of college-preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry. Approved integrated math courses may be used to fulfill part or all of this requirement, as may math courses taken in the seventh and eighth grades that your high school accepts as equivalent to its own math courses.

D. Laboratory Science – 2 YEARS REQUIRED, 3 YEARS RECOMMENDED

Two years of laboratory science providing fundamental knowledge in at least two of these three foundational subjects: biology, chemistry and physics. Advanced laboratory science classes that have biology, chemistry or physics as prerequisites and offer substantial additional material may be used to fulfill this requirement, as may the final two years of an approved three-year integrated science program that provides rigorous coverage of at least two of the three foundational subjects.

E. Language Other than English – 2 YEARS REQUIRED, 3 YEARS RECOMMENDED

Two years of the same language other than English. Courses should emphasize speaking and understanding, and include instruction in grammar, vocabulary, reading, composition and culture. Courses in languages other than English taken in the seventh and eighth grades may be used to fulfill part of this requirement if your high school accepts them as equivalent to its own courses.

F. Visual and Performing Arts (VPA) – 1 YEAR REQUIRED

A single yearlong approved arts course from a single VPA discipline: dance, drama/theater, music or visual art.

G. College-Preparatory Electives – 1 YEAR REQUIRED

One year (two semesters), in addition to those required in "a-f" above, chosen from the following areas: visual and performing arts (non-introductory level courses), history, social science, English, advanced mathematics, laboratory science and language other than English (a third year in the language used for the "e" requirement or two years of another language).

HOMEWORK

Homework is given to reinforce classroom learning and is to be completed at home. The needs and abilities of students are an important consideration in assignment of homework. Middle school students are expected to spend an average of 1 ½ to 2 hours on homework per day. This may vary according to the individual needs and abilities of students. The purpose of homework is to reinforce and extend classroom learning and/or prepare for the next day's work. **All homework assignments are to be recorded in the agenda.** Parents should review the agenda daily.

Students are responsible for completing their homework and for turning it in on time. Students who have been absent are responsible for making up all missed homework and class work. Students are required to ask their teachers for their assignments when they return from an absence.

TUTORING

Oaks Middle School offers a variety of tutoring opportunities for identified students. These resources include, Extended Learning, Homework Club, and Think Together. Interested parents should contact the front office for more information.

NOTEBOOKS/FOLDERS/SUPPLIES

Students must bring their own supply of:

- No. 2 pencils
- 2" or larger 3 ring binder w/ viewing window
- Ink pens (blue and black) with teacher's permission
- Pencil Pouch
- Supply of lined white paper

The notebook must be free of any inappropriate writing or tagging. Notebooks with inappropriate materials will be confiscated and returned to a parent/guardian. ***Notebooks and backpacks will be checked upon entering campus daily.***

AVID

Oaks Middle School is Proud to be an AVID National Demonstration School and AVID Schoolwide Site of Distinction

ABOUT AVID

The Goals of AVID are to:

- Increase the number of high school graduates who attend 4-year colleges and universities.
- Make sure students enroll and are successful in the most rigorous college-prep courses at Oaks Middle School.
- Encourage first generation college students.
- Help students develop skills necessary to be successful in rigorous high school and college courses.

ABOUT AVID at Oaks Middle School

AVID at Oaks Middle School:

- Is an elective class that students take as a regular part of each school day.
- Uses field trips and guest speakers to help make informed choices about their future education.
- Works with other teachers to help AVID students be successful in their academic work.
- Teaches note-taking, organization, writing, and other skills to ensure success in the rigorous curriculum in which they are enrolled at Oaks Middle School.

ABOUT AVID Students

AVID students:

- Want to go to college more than anything else after high school.
- Are willing to sacrifice personal free time to study more.
- Are enrolled in the most rigorous college-prep curriculum.
- Are often the first in their family to attend college.
- Are involved in community service activities.

Awards and Incentives

EAGLE EXCELLENCE AWARDS

Students with 6 “A’s” or 6 “O’s” for any given semester:

- 1) Friday Free Dress Eagle Tag for the year
- 2) Certificate
- 3) End of Year Red, White and Blue Ribbon Medal for 6 “A’s”

Student of the Month:

- 1) Certificate
- 2) Lunchtime Friday Front of the line pass for you and a friend

Students with 3.0-3.99:

- 1) Honor Roll Certificates

Students participating in ASB, Student Council, Band/Drill/Orchestra, Leadership and Yearbook:

- 1) Service Certificate

Students participating in the Spelling Bee:

- 1) Medal for 1st through 3rd place.
- 2) Certificate for participation

Students with perfect attendance:

Perfect Attendance Trip

END OF THE YEAR ACTIVITIES

There are several end of the year activities planned for Oaks students. These include field day, eighth grade field trips, and the eighth grade dance. The following are requirements for Oaks Middle School for a student to participate in the end of the year activities. This criterion applies to all students at Oaks Middle School:

- Not having two or more F’s from the last grading period from two or more teachers. No Grade checks will be accepted
- No administrative suspensions during the second semester
- No truanies or detentions
- No unresolved fees or fines
- Having lower than a 2.0 cumulative GPA
- No involvement in the pre-expulsion process
- Not having 3 or more incidents of administrative suspensions

Extra-Curricular Activities

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular refers to activities, which may be outside of the regular school day that complement or enhance what students are working on within the school day. Participation in Drill, Band, Orchestra, Technology class and AVID can be considered Co-Curricular activities. A contract, which will be signed by the student and parent information will be sent home at the beginning of the year that outlines expectations and requirements for each specific group. Students failing to follow the outlined criteria can be removed from the activity or placed on probation. Lack of participation can result in removal from a particular class. School administration holds the right to make the final determination regarding eligibility.

SPORTS

OMSD has a voluntary program for students to participate in games with other middle schools in the Ontario-Montclair School District. All OMSD middle school athletes must meet the following guidelines in order to participate in extra-curricular athletics:

1. Possess and maintain a 2.0 GPA as determined by grades from the most recent grading period. A weekly grade check will not be accepted. The eligibility of students new to a school will be determined by the most recent grades from their prior school.
2. Eligibility for all students new to a school at the beginning of the school year will be determined by a "Grade Check" given to each of the student's teachers. The "Grade Check" will require teachers to give a current grade and comment for each of the student's classes. The "Grade Check" form will be the same for all district middle schools and the grades given on the report will determine eligibility. Coaches at each school will have the responsibility of distributing and collecting the "Grade Checks." The principal, or his/her designee, will review the reports and determine eligibility of the student athletes.
3. Those students not possessing a 2.0 GPA may be selected for a team and can practice with the team, but not be eligible to play in any games against other schools until a progress report indicates a 2.0 GPA.
4. Students are to maintain a 2.0 GPA throughout the season. A "Grade Check" form will be distributed for all team members every two weeks during each sport season. The first "Grade Check" will be during the tryouts. Practices are to count in the bi-weekly report timelines. Students not maintaining a 2.0 GPS may remain on a team, but are not eligible to play in any games against other school until eligibility is regained.
5. Any student who owes outstanding school funds such as fundraiser money, band, drill team, library, or PE fees may remain on a team, but are not eligible to play in any games against other schools until fees have been paid.

Supervision is provided by staff members and students are transported by District buses to local schools for all away games. A parent's written approval authorizing their child's participation and transportation by District buses is required before their child will be permitted to participate. Accident insurance for only after-school athletics is provided by the District. The District does not provide accident or medical insurance for students for other school-related injuries, but does offer student accident insurance for voluntary purchase. Please contact the District for more information.

Team uniforms will be loaned to team members during their sport season. It is the responsibility of each player to have his/her uniform cleaned after each game. Coaches will discuss how to properly care for each uniform. Players are to return their uniform at the end of the season. Players not returning uniforms will be assessed a fine to pay for the uniform. **Students participating in the Drill and Music programs must meet the same 2.0 G.P.A. requirement to be eligible to perform.**

ASSOCIATED STUDENT BODY (ASB)

Student activities are coordinated by the Assistant Principal, planned by ASB Student Leadership teachers, and the Student Council. The Student Council is led by 7th and 8th grade students in charge of leadership

and activities. ASB sponsors school dances, lunchtime activities, assemblies, 8th grade celebration activities, student recognition activities, and other special events. Students participating in **ASB must meet the requirement of a 2.5 G.P.A.**

DANCE, SPORTS AND EXTRA CURRICULAR ACTIVITIES POLICY

School dances are held in the Multi-Purpose Room (MPR). Students attending dances/activities must submit a signed parent permission slip and remain at the dance/sports/activity for the entire time. Students must arrange for their own transportation home.

Attending a school dance/activity is a privilege earned by Oaks Middle School students. Students qualify to attend our school dances/activities by performing well academically and/or behaviorally. The dance/sports/activity qualification period will occur from the first day of school or the first day after a dance/activity to the day of the next dance/activity. We feel it is necessary to outline our high expectations. Students will NOT be allowed to attend school dance/sports/activities for any one of the following reasons:

- If the student has two or more F's on the last reporting period. **Weekly Grade Checks will not be accepted.**
- A student owes detention.
- A student received a Saturday School consequence from an incident that occurred in dance/activity qualification period.
- A student received an in-school or school suspension during the dance/activity qualification period.
- Any student who entered the last school dance without proper permission.
- Any student who owes outstanding school funds such as fundraiser money, band, drill team, library, or PE fees.
- Students not in compliance with school uniform policy at the dance/activity.
- Students absent from school on the day of a dance/activity may not attend the activity without the permission of a school administrator.

School administration holds the right to make the final determination regarding eligibility. During school dances/activities, students are required to dance/ behave in an appropriate manner. Students failing to dance/ behave in an appropriate manner will receive a warning the first time. On the second incident, students can be escorted from the dance/activity to a time-out area for the remainder of the dance/activity. In addition, students must remain in uniform for the entire dance/sports/activity. Students need to be picked up within 30 minutes of the conclusion of any after school activity, or they may face disciplinary consequences. Students must be accompanied by their parent or guardian if they would like to attend/watch an afterschool sports event (spectators).

FUNDRAISERS

Sales sponsored by the school are to raise money for students' extra-curricular events such as field trips, dances, prizes for contests, assemblies, special school needs, etc. Be sure to turn in your fundraiser money at the designated appropriate times. Do not carry fundraiser money around. Students and their parents/guardians are responsible for their fundraiser money until it is turned into the school. The fundraiser items (candy, etc.) cannot be sold during class, or during passing periods. Sales can be conducted no earlier than one half hour after school ends. Selling non-school approved items (candy, beef sticks, etc.) is not allowed on campus. This will result in a confiscation of the non-approved items. California Senate Bills 12 and 965 regulate the availability of foods and beverages at school that do not meet specific nutritional guidelines. Students are not allowed to bring any food items (cupcakes, donuts, candy, soda, etc.) for distribution to other students that do not meet these guidelines.

LIBRARY

The library is open most days before and after school, and during lunch. Use of the library during class time is done with teacher permission or as a class. The goal of the library is to help students be successful in school and to encourage reading. In addition, computer stations with printers are located in the library for student use

