

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



**STUDENT-PARENT HANDBOOK**  
**2021-2022**

|  |  |
|--|--|
| <p><b>BOARD OF TRUSTEES</b></p> <p>Ms. Elvia M. Rivas, President<br/>         Mrs. Kristen Brake, Vice President<br/>         Mrs. Sonia Alvarado, Clerk<br/>         Ms. Sarah Galvez, Member<br/>         Mrs. Flora Martinez, Member</p>  | <p><b>SUPERINTENDENT'S CABINET</b></p> <p>Dr. James Hammond, Superintendent</p> <p>Mrs. Tammy Lipshultz, Assistant Superintendent, Learning and Teaching<br/>         Mr. Hector Macias, Assistant Superintendent, Human Resources<br/>         Mr. Phil Hillman, Chief Business Official, Business Services</p> |
| <p><b>OAKS SUPPORT STAFF</b></p> <p>Mr. Nick Zajicek, Principal<br/>         Mrs. Alissa Garcia, Assistant Principal<br/>         Mrs. Celeste Messina, Student Services Counselor<br/>         Mr. John Boyd, Teacher on Assignment<br/>         Ms. Gracy Escanuelas, Outreach Consultant<br/>         Ms. Siobhan Tolbert, Instructional Coach<br/>         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.*

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 Ontario, CA 91762  
 Telephone (909) 988-2050  
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# Principal's Message

Dear Families and Friends of Oaks Middle School,

My name is Nick Zajicek, and on behalf of our staff, I am excited to welcome students back to In-Person learning for the 2021-2022 school year. I look forward to working with and supporting each and every one of our students, families, and staff.

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

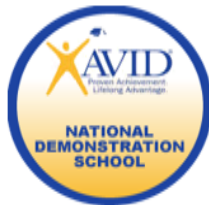
Everything we do at Oaks will be aligned to our 3 major focus areas and will be clearly communicated to all students, families, and staff throughout the year. Student success is truly a team effort, and we look forward to working with you this year!

Sincerely,

Nick Zajicek  
Principal  
Oaks Middle School

# Oaks Middle School

## Action Plan 2021-2022



### 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

| <b>LAST</b>  | <b>FIRST</b>     | <b>Grade</b> | <b>POSITION</b>          | <b>ROOM</b> |
|--------------|------------------|--------------|--------------------------|-------------|
| Zajicek      | Nick             |              | Principal                | Office      |
| Garcia       | Alissa           |              | Assistant Principal      | Office      |
| Villalpando  | Yvonne           |              | Administrative Assistant | Office      |
| Messina      | Celeste          |              | Counselor                | Office      |
| Boyd         | John             |              | Data Coach               | Office      |
| Escanuelas   | Gracy            |              | Outreach Consultant      | Office      |
| Tolbert      | Siobhan          |              | Instructional Coach      | B9          |
| Rincon       | Matthew          |              | Campus Safety Officer    | Office      |
| Hickman      | Jason            |              | Student Mentor           | Office      |
| Andrada      | Deborah          |              | Nurse                    | Office      |
| Valderrama   | Angela           |              | Health Aide              | Office      |
| Mendoza      | Victoria         |              | Front Office Clerk       | Office      |
| Villalpando  | Carmen           |              | Attendance Technician    | Office      |
| Valenzuela   | Veronica         |              | Records Clerk            | Office      |
| <i>Staff</i> | <i>Work Room</i> |              |                          | Office      |
|              |                  |              |                          |             |
| Solis        | Antonio          |              | Head Custodian           | MPR         |
| Mireles      | Hector           |              | Custodian                | MPR         |
| Pereida      | Jonathan         |              | Custodian                | MPR         |
|              |                  |              |                          |             |
| Cruz         | John             |              | Library Media Technician | Library     |
| Kaufman      | Jamie            |              | Speech                   | Library     |
| Hendertilo   | Rachel           |              | Psychologist             | Library     |
|              |                  |              |                          |             |
| Abarca       | Josefina         |              | Proctor                  | Rover       |
| Gonzalez     | Araceli          |              | Proctor                  | Rover       |
| Rains        | Rosemarie        |              | Proctor                  | Rover       |

|                        |           |     |                        |           |
|------------------------|-----------|-----|------------------------|-----------|
| Ochoa De Vasquez       | Maria     |     | Proctor                | Rover     |
| Stadler                | Lisa      |     | Lead Food Service      | Cafeteria |
| Alhijawi               | Nermeen   |     | SDC Aide               | C14       |
| Peña                   | Hilda     |     | SDC Aide               | P35       |
| Arevalo                | Serrina   |     | SDC Aide               | C14/P35   |
| Sanchez                | Alexcia   |     | SDC Aide               | C14/P35   |
| Miranda                | Alejandra |     | RSP Aide               | Rover     |
| Rubio                  | Yessenia  |     | RSP Aide               | Rover     |
| Soto                   | Esther    |     | RSP aide               | Rover     |
| Warren                 | Teri      |     | RSP aide               | Rover     |
| Rodriguez              | Leticia   |     | SPED Interpreter       | C10       |
| Corrales               | Marisol   |     | Bilingual Aide         | C12       |
| Breeden                | Eddie     | 7/8 | PE                     | PE        |
| Metzler                | Daniel    | 7/8 | PE                     | PE        |
| Eckersley              | Lisa      | 7/8 | PE                     | PE        |
| Jacobus                | Janice    | 7/8 | PE                     | PE        |
| Balderas               | Cecilia   | 7/8 | Computer Skills        | B1        |
| Montes                 | John      | 7   | ELA                    | B2        |
| Ihde                   | Christina | 7   | ELA                    | B3        |
| Basulto                | Christina |     | RSP                    | B3        |
| Robinson               | John      | 7   | Science                | B4        |
| Odea                   | Brent     | 7/8 | Science/Gateway        | B5        |
| Hurley                 | Malinda   | 7/8 | ELA/Elective           | B6        |
| Smith                  | Raechel   | 8   | ELA/Social Studies/ASB | B7        |
| <i>Game Room</i>       |           |     |                        | B8        |
| <i>Speech/IEP Room</i> |           |     |                        | C10       |
| Placencia              | Inez      |     | RSP                    | C11       |
| Fairbanks              | Jennifer  | 7   | ELA/Social Studies     | C12       |
| Tickamyer              | Cheryl    |     | RSP                    | C13       |
| Walters                | Brian     | 7/8 | SDC                    | C14       |
| Martinez               | Richard   | 7   | Social Studies         | C15       |

|                                      |           |     |                              |         |
|--------------------------------------|-----------|-----|------------------------------|---------|
| Kapoor                               | Mona      | 7/8 | AVID<br>Coor./Science        | C16     |
| Mendez                               | Lia       | 7/8 | ELD/Intervention             | C17     |
| Mejia                                | Bethany   | 7/8 | Intervention/Dance-<br>Drill | C17/D20 |
| <b>AVID Tutorial Rooms</b>           |           | 7/8 | <b>Think Together</b>        | P38/C18 |
| McCarty                              | Carole    | 7/8 | Science/Gateway              | C19     |
|                                      |           |     |                              |         |
| Bradley                              | Michael   | 7/8 | ELA/iLIT                     | E23     |
| Stewart                              | Deanna    | 7   | Math                         | E24     |
| Breuning                             | Anna      | 8   | Math                         | E25     |
| Gonzalez                             | Anthony   | 7/8 | Math                         | E26     |
| Johnson                              | Tanner    | 8   | Math                         | E27     |
| <i>Think Together-Kristin Galvan</i> |           |     | 418-7840                     | E28     |
| <i>Data Meeting Room</i>             |           |     |                              | E29     |
| McKitrick                            | Mickey    |     | Resident Sub                 | E29     |
|                                      |           |     |                              |         |
| Vislay                               | Alice     | 8   | ELA                          | F30     |
| Dahms                                | Lora      | 8   | Social Studies               | F31     |
| Villegas                             | Judith    | 8   | Science/AVID                 | F32     |
| Harri                                | Vickie    | 8   | Science                      | F33     |
| Garcia                               | Jose      | 7   | Math/Science                 | F34     |
|                                      |           |     |                              |         |
| Paz                                  | Eric      | 7/8 | SDC                          | P35     |
| Rogers                               | Jeff      | 8   | Social Studies               | P36     |
| <i>Gateway Lab</i>                   |           | 7/8 |                              | P37     |
| Shaw                                 | Kelly     | VLA | Virtual Academy              | P39     |
| Ochoa                                | Lisa      | 7/8 | Intervention<br>Teacher      | P40     |
| Azarbaydjani                         | Feresteh  | 7   | Social Studies               | P41     |
| McKitrick                            | Christine | 7/8 | Social<br>Studies/AVID       | P42     |
| Martinez                             | Brittany  | 7/8 | Music/Band/Chorus            | D21     |
|                                      |           |     |                              |         |

## Oaks Middle School Bell Schedule 2021-2022

*Breakfast served at 7:40am-8:00am*

### Regular Schedule

| Regular Schedule- Monday         |                | Early Dismissal- Tuesdays        |                | Regular Schedule- Wed/Thurs/Friday |                |
|----------------------------------|----------------|----------------------------------|----------------|------------------------------------|----------------|
| Period 0-                        | 7:00-7:50 am   | Period 0-                        | 7:00-7:45 am   | Period 0-                          | 7:00-7:50 am   |
| Period 1-                        | 8:10-9:03 am   | Period 1-                        | 8:10-8:55 am   | Period 1-                          | 8:10-9:05 am   |
| Period 2-                        | 9:07-9:59 am   | Period 2-                        | 8:58-9:40 am   | Period 2-                          | 9:09-10:03 am  |
| Period 3-                        | 10:03-10:54 am | Period 3-                        | 9:43-10:25 am  | Period 3-                          | 10:07-11:01 am |
| 7th Grade Lunch-                 | 10:54-11:24 am | 7th Grade Lunch-                 | 10:25-10:55 am | 7th Grade Lunch-                   | 11:01-11:31 am |
| Period 4/7th Grade-              | 11:28-12:33 pm | Period 4/7th Grade-              | 10:58-11:40 pm | Period 4/7th Grade-                | 11:35-12:29 pm |
| Period 4/8th Grade-              | 10:58-12:03 pm | Period 4/8th Grade-              | 10:28-11:10 pm | Period 4/8th Grade-                | 11:05-11:59 pm |
| 8th Grade Lunch-                 | 12:03-12:33 pm | 8th Grade Lunch-                 | 11:10-11:40 pm | 8th Grade Lunch-                   | 11:59-12:29 pm |
| Period 5-                        | 12:37-1:29 pm  | Period 5-                        | 11:43-12:25 pm | Period 5-                          | 12:33-1:27 pm  |
| Period 6-                        | 1:33-2:25 pm   | Period 6-                        | 12:28-1:10 pm  | Period 6-                          | 1:31-2:25 pm   |
| Total Instructional Minutes= 345 |                | Total Instructional Minutes= 270 |                | Total Instructional Minutes= 345   |                |



## Oaks Middle School Bell Schedule 2021-2022

*Breakfast served at 7:40am-8:00am*

### Minimum Day Schedule

| Back to School Night,<br>Parent Conferences, Open House |                | Last Day of School- May 25th, 2022 |                |
|---|----------------|------------------------------------|----------------|
| Period 0-   | 7:11-7:50 am   | Period 0-                          | 7:20-7:50 am   |
| Period 1-   | 8:10-8:49 am   | Period 1-                          | 8:10-8:40 am   |
| Period 2-   | 8:53-9:32 am   | Period 2-                          | 8:43-9:13 am   |
| Period 3-   | 9:36-10:15 am  | Period 3-                          | 9:16-9:46 am   |
| 7th Grade Lunch-  | 10:15-10:45 am | Period 4-                          | 9:49-10:19 am  |
| Period 4/7th Grade-                                     | 10:49-11:28 pm | Period 5-                          | 10:22-10:52 am |
| Period 4/8th Grade-                                     | 10:19-10:58 pm | Period 6-                          | 10:55-11:25 am |
| 8th Grade Lunch-  | 10:58-11:28 pm |                                    |                |
| Period 5-   | 11:32-12:12 pm |                                    |                |
| Period 6-   | 12:16-12:55 pm |                                    |                |
| Total Instructional Minutes= 255                        |                | Total Instructional Minutes= 195   |                |

# **Arrival and Dismissal Information**

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.
- Maintain 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.
- Maintain 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.
- Loitering on or near the campus, in the street including the corner of Oaks and Phillips, or in surrounding neighborhoods is prohibited.

## **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
- By law, students riding bikes or skateboards to school must wear a helmet

# Office Information

## OFFICE STAFF

Administrative Assistant II- Yvonne Villalpando

Front Office Assistant- Victoria Mendoza

Attendance Technician- Carmen Villalpando

Library Technician- John Cruz

School Nurse- Deborah Andrada

Health Assistant- Angela Valderrama

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)

## 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 schools, 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.

## **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. 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.) may be asked to 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 required to stay home 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. 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 on time. 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. Students with excessive attendance concerns 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.** Absences not cleared by parents are considered unresolved. Unresolved absences may lead to the need to hold a SART meeting. **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.**

## **Independent Study:**

Please notify the Attendance Office five days in advance, if your child will be leaving out of town for 5 school days, or more. This gives us enough time to prepare an *Independent Study Contract*, which enables a student to keep current with his/her studies and get credit for attendance during that time. Although Independent Study is available, families should 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. Parents/Guardians have 24 hours to excuse a tardy for perfect attendance purposes. **Students are not allowed more than three parent/guardian excused tardies per semester.** Chronic tardies or absences will be referred to SART. If tardies continue, a student will be referred to the district's SARB.

## **Truancies:**

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 may be assigned consequences. The following are considered truancies:

- 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 semester and/or whole year—no exceptions. *Outstanding attendance* equals zero absences, zero unexcused tardies and no more than (3) excused tardies per semester. 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.

\*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.\*

## **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 our 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 be **checked out by a parent/guardian through the Main/Attendance office**. We ask that you make every effort to make all appointments after school.

Students participating in Extended Learning or Think Together must not leave campus, but report immediately to their designated after school location. 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
7. Personal sanitary hygiene supplies



## 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.

| Item  | Color  | Style  |
|---|--|--|
| Blouse/Shirt  | Solid White Or Navy Blue <b>Collared</b> Shirt, Or Any Oaks <b>Shirt/T-Shirt</b> | <b>Shirts shall be appropriate for school:</b><br>-Non-Oaks shirts MUST be <b>Collared</b> .<br>-No low cut tops.<br>-No midriffs can be shown.<br>-No tank tops are allowed to be worn.<br>-Shirts may be untucked.<br>-Students are NOT allowed to wear other shirts over their school uniforms. |
| Slacks/Pants  | Any Color Blue, Black Or, Gray   | <b>Pants shall be appropriate for school:</b><br>-No sweats or exercise style pants.<br>-No oversized pants.<br>-No low-riding, excessively tight or ripped pants.   |
| Shorts  | Any Color Blue, Black Or, Gray   | <b>Shorts shall be appropriate for school:</b><br>-Should not be shorter than Mid-thigh (approximately at the bottom of a student's fingertips when arms are extended downward to the side).<br>-No oversized shorts.<br>-Capri's are allowed to be worn.  |
| Skirts  | Any Color Blue, Black Or, Gray   | <b>Skirts shall be appropriate for school:</b><br>-Should not be shorter than Mid-thigh length (approximately at the bottom of a student's fingertips when arms are extended downward to the side).<br>-Slits cannot be higher than student's fingertip guideline.                                 |
| Overalls  | Any Color Blue, Black Or, Gray   | <b>Jumpers/Overalls shall be appropriate for school:</b><br>-Should not be shorter than Mid-thigh length (approximately at the bottom of a student's fingertips when arms are extended downward to the side).<br>-Straps must be buttoned and over shoulders.                                      |
| Leggings/Tights   | Any Color Blue, Black Or, Gray   | <b>Leggings/Tights shall be appropriate for school:</b><br>-Solid color leggings or tights may be worn under shorts or skirts.   |
| Sweatshirts   | Solid White, Navy Blue, Or Any Oaks Sweatshirt                                   | <b>Sweatshirts shall be appropriate for school:</b><br>-Appropriate size, not oversized.<br>-Large logos, writing, and graphics are not acceptable.<br>-Sweatshirt hoods cannot be worn on school grounds- unless inclement weather.   |
| Outerwear/Jackets   | Various  | <b>Outerwear/Jackets shall be appropriate for school:</b>  |
| Belts   | Various  | <b>Belts shall be appropriate for school:</b>  |
| Shoes   | Various  | <b>Shoes shall be appropriate for school:</b><br>-No open toe shoes.<br>-Flip-flops, backless, or very high heels may not be worn.   |
| Headwear  | Various  | <b>Headwear shall be appropriate for school (with the exception PE class):</b><br>-Hoods, beanies, bandannas and other head coverings (other than baseball type hats).<br>-Baseball caps may be worn outside only with the bill facing forward.<br>-Sunglasses may be worn outside.                |
| PE Clothes  |  | -P.E. clothes may not be worn in other classes without permission of an administrator.   |
| <b>T-SHIRTS WITH THE OAKS LOGO OR THOSE ISSUED AS A PART OF AN OAKS SCHOOL ACTIVITY MAY BE WORN ANYDAY!</b> |  |  |

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.



## 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).

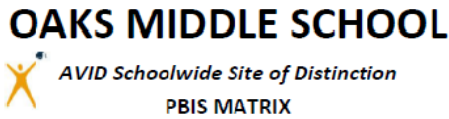
**Recognition** when behaviors are met.  
(please see School wide awards and recognitions)

Eagle P<sub>repared</sub> R<sub>espect</sub> I<sub>ntegrity</sub> D<sub>etermined</sub> E<sub>mpathy</sub>

### 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



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

***"EAGLE PRIDE"***



### SCHOOL WIDE POSITIVE RECOGNITION:

Students will be recognized for demonstrating our 5 behavioral expectations shown above. Recognitions may include but are not limited to: Awards assemblies, PBIS rewards points, PBIS store prizes/drawings, PBIS game room, Spirit Rallies, Fieldtrips, School Dances, Lunch time activities, Field day, and Free dress day passes.

**Tiered Interventions:** 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

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 by calling 988-2050.

## **DISCIPLINE POLICY**

It is our goal to support positive behavior at Oaks Middle School. 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 that support a positive school environment. 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.

## **BASIC 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.

## SUSPENSION AND EXPULSION EDUCATION CODE 48900

**Although we attempt to make suspension a last resort and put other means of correction and supports in place in lieu of suspension, the below infractions pursuant to EdCode 48900, may cause a student to be suspended from school.**

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

### **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 should inform a school staff member. Bullying can be physical or emotional abuse, or both. If a parent suspects that their child is being bullied they should contact a school official immediately.

### **SEXUAL HARASSMENT**

Sexual harassment is unacceptable behavior and should be reported to school official immediately. 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 securely kept by the student. 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 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, stolen, or damaged 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 and teachers provide a pass on a lanyard. Students are to use the restrooms during passing periods. Students who are out of class without a pass may be given a consequence.

## **SEARCH POLICY**

As per OMSD Board Policy 5145.12 Oaks Administrators or designees 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 Ed Code, OMSD Board Policy, and or other rules of the district or school. Searches may be conducted without prior approval from parents.

## **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 or lost. Students (and their parents/guardians) are also responsible for any school property or private property that they damaged, destroyed or lost. Students who have missing books or other fines may be held out of participating 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.

# 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 and applications will be sent home with students at the beginning of the school year. 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. 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.
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.
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.



## **PHYSICAL EDUCATION (PE)- INFORMATION FROM OUR PE TEAM!**

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 PE handbook assignment that students will complete in class and 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.
- Sweatshirts and/or sweatpants 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.
- Students who are NOT dressed out for PE are still expected to participate in the daily activity.
- **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.
- Baseball caps, visors, hoods, beanies, scarves, sunglasses, or other head covers are NOT allowed during PE.

**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 (page 22- school cell phone policy).**

**ACTIVITIES- Based on a two (2) year curriculum**

| Team Activities                 | Individual Activities          | Miscellaneous Activities |
|---------------------------------|--------------------------------|--------------------------|
| Soccer                          | Dance                          | Fitness Testing          |
| Hockey                          | Outdoor Adventure/Orienteering | Scooter Activities       |
| Basketball                      | Golf                           | Shuffleboard             |
| Track & Field                   | Tumbling                       | Speed Stacks (cups)      |
| Flag Football                   | Paddleball                     | Bowling                  |
| Softball                        | Yoga                           | Dodgeball                |
| Volleyball                      | Fitness Unit (lab)             | 4-Square Volleyball      |
| Lacrosse                        |                                | Human Foosball           |
| Ultimate Frisbee / Frisbee Golf |                                |                          |

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 (schedule subject to change):

- Iron on patches
  - Earned at 70, 130, 180 and 220 points.
- Engraved medals
  - Earned at 240 points
- T-shirt: may only be worn by the student who earned the award T-shirt and during PE class
  - 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 white 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.*

## **SAFETY RULES**

1. NO gum or candy.
2. NO open food or drink containers.
3. NO aerosol containers.
4. NO glass containers, mirrors, or compacts.
5. NO talking, running or horseplay in the locker room.
6. NO cell phones or electronic devices in locker room or PE areas.
7. Students MAY NOT be in locker room without adult supervision.

## **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. If a student is caught with a forged note, the teacher will notify the parent, 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. Please refer to the section on page 12 regarding more info on health office, medications, illness and asthma.

# Academics

## GRADING SYSTEM

Report cards are mailed home at the end of each semester. The computer-printed semester grades are recorded on the student's permanent record. All parents should be signed up for School Loop, and checking School Loop consistently for updates on students grades during the semester. 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. 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.

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     |

**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.** 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 high school and 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. 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.

**EXTENDED LEARNING OPPORTUNITIES**

Oaks Middle School offers a variety of extended learning opportunities for students. This information will be sent gomw to students as these opportunities come available.

**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. **For safety reasons, 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

## Oaks Middle School-Wide Incentive Plan

| Citizenship   | Attendance   | Academics   |
|---|--|---|
| <ul style="list-style-type: none"> <li>● <b>PBIS Rewards-</b> as students earn points for demonstrating PRIDE expectations they will receive rewards and incentives including, but not limited to our PBIS prize store, Game Room, and Teacher Classroom Prizes</li> <li>● <b>Student of the Month-</b> students chosen as the Student of the Month will receive special awards and incentives</li> </ul> | <ul style="list-style-type: none"> <li>● <b>Individual Perfect Attendance-</b> students who earn perfect attendance will receive special awards and incentives- these will occur at the end of each semester and at the end of the entire school year:<br/>Perfect Attendance= No Absences and No Tardies for the semester and/or year</li> <li>● <b>Individual Outstanding Attendance-</b> students who earn outstanding attendance will receive special awards and incentives- these will occur at the end of each semester and at the end of the entire school year:<br/>- Outstanding Attendance= No Absences and No more than 3 excused Tardies per semester</li> </ul> | <ul style="list-style-type: none"> <li>● <b>Student of the Month-</b> students chosen as the Student of the Month will receive special awards and incentives</li> <li>● <b>Semester Awards-</b> students who earn the below GPA's will receive special awards and incentives:               <ul style="list-style-type: none"> <li>- Honor Roll= 3.0-3.99 GPA</li> <li>- Principal's Honor Roll= 4.0 or higher GPA</li> </ul> </li> <li>● <b>Reading Counts (RC)-</b> students will receive rewards and incentives for passing RC quizzes and accumulating points (see RC incentive plan for details).</li> <li>● <b>i-Ready-</b> students will receive rewards and incentives for time spent on their i-Ready learning path (see i-Ready incentive plan for details).</li> </ul> |

### **PARTICIPATION IN END OF THE YEAR ACTIVITIES**

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

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



# Extra-Curricular Activities

## EXTRA-CURRICULAR ACTIVITIES

Extra-curricular refers to activities, which may be outside of the regular school day that complement or enhance our student's school experience. A contract, which will be signed by the student and parent/guardian will outline expectations and requirements for each specific group/activity. Students failing to follow the outlined criteria can be removed from the activity or placed on probation. Lack of participation can also result in removal from a particular class.

## SPORTS

OMSD has a voluntary program for students to participate in sports 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. The eligibility of students new to a school will be determined by the most recent grades from their prior school. Those students not possessing a 2.0 GPA may be selected for a team and can practice with the team, but will not be eligible to play in any games against other schools until a progress report indicates a 2.0 GPA.
2. 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 GPA may remain on a team, but are not eligible to play in any games against other school until eligibility is regained.
3. 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.
4. Students must demonstrate positive behavior in order to remain on a school team.

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.

## ASSOCIATED STUDENT BODY (ASB)

Student activities are coordinated and planned by ASB Student Leadership teachers, and the Student Council. The Student Council is led by 7<sup>th</sup> and 8<sup>th</sup> 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.**

## **SCHOOL DANCES**

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. Students will NOT be allowed to attend school dances for any one of the following reasons:

- If the student has two or more F's on the last reporting period.
- A student received an in-school or out of school suspension during the dance/activity qualification period.
- 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.

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. Students need to be picked up within 30 minutes of the conclusion of any after school activity.

## **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 fundraiser items is not allowed on campus.

