

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



**STUDENT-PARENT HANDBOOK**

**2024-2025**

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

Dear Families and Friends of Oaks Middle School,

My name is Alissa Garcia, and on behalf of our staff, I am excited to welcome students to the 2024-2025 school year. I look forward to working with and supporting each and every one of our students, families, and staff.

On behalf of the staff at Oaks Middle School, we are excited to welcome you to the 2024-2025 school year! We strive to provide a positive, safe, well-rounded, and rigorous learning experience for each and every one of our students that prepares them for high school, college, and future careers. At Oaks, we are dedicated to excellence in education. We believe that every student deserves a quality education and when the school and families work together in the best interest of students, we create the optimal conditions for students to succeed.

As your principal, I am committed to creating and sustaining a school environment in which ALL students, staff, and families are valued, trusted, cared for, and are encouraged to strive to reach their full potential. 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

Student success is truly a team effort, and we look forward to working with you this year!

Sincerely,

Alissa Garcia  
Principal  
Oaks Middle School

# Oaks Middle School

## Action Plan 2023-2024



### 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
Garcia	Alissa		Principal	Office
Garcia	Tony		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
Aranda	Rudy		Campus Safety Officer	E29
Hickman	Jason		Student Mentor	Office
Cordero	Destiny		Student Mentor	E29
Valderrama	Angela		Health Aide	Office
Andrada	Deborah		Nurse (Tues/Wed)	Office
TBD	TBD		Front Office Clerk	Office
Villalpando	Carmen		Attendance Technician	Office
Valenzuela	Veronica		Records Clerk	Office
<i>Staff</i>	<i>Work Room</i>			Office
Santiago	Brandon		Head Custodian	MPR
Mireles	Hector		Custodian	MPR
Carvajal	Joe		Custodian	MPR
Cruz	John		Library Media Technician	Library
Amaya-Rodrigo	Janine		Speech (M/Th)	Library
Hinojosa	Margaret		Speech (T/W/F)	Library
Mitchell	Tuwesha		Psychologist	Library
Cervantes	Dorys		Proctor	Rover
Gonzalez	Araceli		Proctor	Rover

Ochoa De Vasquez	Maria		Proctor	Rover
Link	Gloria		Proctor	Rover
Stadler	Lisa		Lead Food Service	Cafeteria
Alhijawi	Nermeen		SDC Aide	C14
Peña	Hilda		SDC Aide	P35
Sanchez	Alexcia		SDC Aide	C14/P35
Miranda	Alejandra		RSP Aide	Rover
Rubio	Yessenia		RSP Aide	Rover
Mercardo	Maria		RSP Aide	Rover
Warren	Teri		RSP aide	Rover
Pham	Minh			
Rodriguez	Leticia		SPED Interpreter	C10
Rios	Anna		Home & Hospital	C10
Abellana	Gayana		VI Teacher	P39
Breeden	Eddie	7/8	PE	PE
Metzler	Daniel	7/8	PE/Elective	PE/F30
Jacobus	Janice	7/8	PE	PE
		7/8	Computer Lab Testing Room	B1
TBD	TBD	7	ELA	B2
Montes	John	7	ELA	B3
Basulto	Christina		RSP	B3
Robinson	John	7	Science	B4
Odea	Brent	7/8	Science	B5
Hurley	Malinda	7/8	Elective	B6
Smith	Raechel	8	ELA/Social Studies/AVID	B7
Portillo	Emmanuel	7/8	SDC	B8
Tolbert	Siobhan	7/8	Instructional Coach/ORD	B9
Speech/IEP Room				C10

Placencia	Inez		RSP	C11
Fairbanks	Jennifer	7/8	Newcomers/ELA/ Social Studies	C12
Tickamyer	Cheryl		RSP	C13
Tang	Jeanna	7/8	SDC	C14
Martinez	Richard	7	Social Studies	C15
Kapoor	Mona	7/8	AVID/Science	C16
Mendez	Lia	7/8	Academic Success ELA	C17
Mejia	Bethany	7/8	Academic Success Math	C17
Dahms	Lora	8	ELA/Social Studies	C19
<i>AVID Tutorial Rooms</i>		7/8		P38/C18
Bradley	Michael	7/8	ELA/ASB	E23
Stewart	Deanna	7	Math	E24
Breuning	Anna	8	Math/AVID	E25
Gonzalez	Anthony	7/8	Math/AVID	E26
Johnson	Tanner	8	Math	E27
<i>Think Together Tonita Colbert</i>				E28
McKitrick	Mickey		Resident Sub	Rover
Flores	Angelica		Resident Sub	Rover
Wiekamp	Bethany	7/8	Math	F30
Chinchilla	Wendy	7/8	ALC	F31
Villegas	Judith	8	Science/Spanish I	F32
McCarty	Carole	7/8	Science	F33
Garcia	Jose	7	Math/Science/ Spanish II	F34
McKitrick	Christine	7/8	ELD/Peer Tutoring	P35
Rogers	Jeff	8	Social Studies	P36
OMSD Music Department				P37
Azarbaydjani	Fereshteh	7	Social Studies	P41
Support	Staff	7/8	Wellness Room	P42

Martinez	Brittany	7/8	Music/Band/Drill	D21
Birchhoff	Lindsay	7/8	Dance	D20

**Oaks Middle School**  
**Daily Bell Schedule - 2024-2025**

**Monday/Wednesday/Thursday/Friday**

**7:00 a.m. - 2:25 p.m.**

Hour	Class Time	Class Length
0	7:00-7:51	51
Breakfast	7:40-8:10	30
1	8:10-9:04	54
2	9:08-10:00	56
3	10:04-10:56	56
A Lunch	10:56-11:26	30
A Per. 4	11:30-12:33	67
B Per. 4	11:00-12:03	67
B Lunch	12:03-12:33	30
5	12:37-1:29	56
6	1:33-2:25	56
		<b>345</b>

**Tuesday**

**7:00 a.m. – 1:10 p.m.**

Hour	Class Time	Class Length
0	7:00-7:45	45
Breakfast	7:40-8:10	30
1	8:10-8:55	45
2	8:59-9:40	45
3	9:44-10:25	45
A Lunch	10:25-10:55	30
A Per. 4	10:59-11:40	45
B Per. 4	10:29-11:10	45
B Lunch	11:10-11:40	30
5	11:44-12:25	45
6	12:29-1:10	45
		<b>270</b>

**MINIMUM DAYS**

Conference Weeks  
Back-to-School/Open House  
Community Event Min. Day &  
Report Card Min. Days

**7:00 a.m. - 12:55 p.m.**

Hour	Class Time	Class Length
0	7:00-7:39	39
Breakfast	7:40-8:10	30
1	8:10-8:49	39
2	8:53-9:32	43
3	9:36-10:15	43
A Lunch	10:15-10:45	30
A Per. 4	10:49-11:28	43
B Per. 4	10:19-10:58	43
B Lunch	10:58-11:28	30
5	11:32-12:12	44
6	12:16-12:55	43
		<b>255</b>

\*Total daily minutes include passing period minutes.

**Last Day of School**

**May 22, 2025**

**7:20 a.m. – 11:25 a.m.**

Hour	Class Time	Class Length
0	7:20-7:50	30
Breakfast	7:40-8:10	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
Lunch	11:25	<b>195</b>

APPROVED: 02/20/2024



# **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.

## **DISMISSAL:**

- 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 DISMISSAL:**

### **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 arrive at school at 7:00 am to participate in our Early Bird program. Student will go to an assigned classroom, until 7:40 am. Breakfast will be served beginning at 7:40 am for those students who wish to 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. Parents/Guardians must sign students 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 tardiness or absences will be referred to as 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, Parent Square, 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** each month.

#### **SCHOOL ACCOUNTABILITY REPORT CARD (SARC)**

Oaks Middle School SARC is available upon request and can be viewed and downloaded via Oaks Middle School website. <https://www.omsd.net/Oaks> - Click on For Parents.

#### **TITLE I SCHOOL - LEVEL PARENT INVOLVEMENT Policy (PIP)**

Oaks Middle School PIP is available upon request and can be viewed and downloaded via Oak Middle School website. <https://www.omsd.net/Oaks> - Click on For Parents.

## **Statewide Testing Notification**

California Department of Education

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Every year, California students take several statewide tests. When combined with other measures such as grades, class work, and teacher observations, these tests give families and teachers a more complete picture of their child's learning. You can use the results to identify where your child is doing well and where they might need more support.

Your child may be taking one or more of the following California Assessment of Student Performance and Progress (CAASPP), English Language Proficiency Assessments for California (ELPAC), and Physical Fitness Test assessments. Pursuant to California *Education Code* Section 60615, parents and guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. This exemption does not exist for the ELPAC or Physical Fitness Test.

## CAASPP

### **Smarter Balanced Assessments for English Language Arts/Literacy (ELA) and Math**

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**Who takes these tests?** Students in grades 3–8 and grade 11 take these tests.

**What is the test format?** The Smarter Balanced assessments are computer-based.

**Which standards are tested?** The California Common Core State Standards.

### **California Alternate Assessments (CAAs) for ELA and Math**

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**Who takes these tests?** Students whose individualized education program (IEP) identifies the use of alternate assessments take the CAAs for ELA and Math in grades 3–8 and grade 11.

**What is the test format?** The CAAs for ELA and Math are computer-based tests that are administered one-on-one by a test examiner who is familiar with the student.

**Which standards are tested?** Alternate achievement standards called the Core Content Connectors derived from the California Common Core State Standards.

### **California Science Test (CAST)**

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**Who takes the test?** Students take the CAST in grades 5 and 8 and once in high school, either in grade 10, 11, or 12.

**What is the test format?** The CAST is computer-based.

**Which standards are tested?** The California Next Generation Science Standards (CA NGSS).

### **California Alternate Assessment (CAA) for Science**

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**Who takes the test?** Students whose IEP identifies the use of an alternate assessment take the CAA for Science in grades 5 and 8 and once in high school, either in grade 10, 11, or 12.

**What is the test format?** The CAA for Science is a computer-based series of four embedded performance tasks. The test is administered one-on-one by a test examiner who is familiar with the student shortly after the science content is taught.

**Which standards are tested?** Alternate achievement standards called the Core Content Connectors derived from the California Next Generation Science Standards (CA NGSS)

### **California Spanish Assessment (CSA)**

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**Who takes the test?** The CSA is an optional test for students in grades 3–12 that tests their Spanish reading, listening, and writing mechanics.

**What is the test format?** The CSA is computer-based.

**Which standards are tested?** The California Common Core State Standards en Español.

## ELPAC

### Initial ELPAC

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**Who takes the test?** Students who have a home language survey that lists a language other than English will take the Initial test, which identifies students as an English learner student or as initially fluent in English.

**What is the test format?** The Initial ELPAC is computer-based.

**Which standards are tested?** The 2012 California English Language Development Standards.

### Summative ELPAC

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**Who takes the test?** Students who are classified as English learner students will take the Summative ELPAC every year until they are reclassified as proficient in English.

**What is the test format?** The Summative ELPAC is computer-based.

**Which standards are tested?** The 2012 California English Language Development Standards.

### Initial Alternate ELPAC

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**Who takes the test?** Students whose IEP identifies the use of an alternate assessment and who have a home language survey that lists a language other than English will take the Alternate Initial ELPAC, which identifies students as an English learner student or as initially fluent in English.

**What is the test format?** The Initial Alternate ELPAC is computer-based.

**Which standards are tested?** Alternate English Language Development (ELD) Connectors derived from the 2012 California English Language Development Standards.

### Summative Alternate ELPAC

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**Who takes the test?** Students whose IEP identifies the use of an alternate assessment and who are classified as English learner students will take the Alternate Summative ELPAC every year until they are reclassified as proficient in English.

**What is the test format?** The Summative Alternate ELPAC is computer-based.

**Which standards are tested?** Alternate ELD Connectors derived from the 2012 California English Language Development Standards.

## Physical Fitness Test

**Who takes the test?** Students in grades 5, 7, and 9 will take the FITNESSGRAM®, which is the test used in California.

**What is the test format?** The test consists of five performance components: aerobic capacity, abdominal strength, trunk strength, upper body strength, and flexibility.

**What is Reported?** Student participation (by component, by grade level) shall be reported in the local educational agency's Student Accountability Report Card.



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

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)

**Safe Organized Attitude Responsible**

#### 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

### SOAR

#### Oaks Middle School PBIS Matrix School-wide

	Classroom	Outside Areas	Restrooms	Office	MPR	Technology	Special Events <i>Sports Assemblies Field Trips Dances etc.</i>
<b>Safe</b>	Keep hands and feet to yourself.  Follow teachers directions.	Keep Hands and feet to yourself. Walk to your destination without running.	Leave the backpack outside of the restroom before entering.  Report any problems to staff.	Walk at all times.  Check in with an adult when entering the office.	Line up in single file.  Follow adult directions.	Keep Passwords private.  Use technology for intended purposes.	Participate for the purpose of the event.  Follow directions of adult supervision.
<b>Organized</b>	Have supplies ready. Hats and hoods off when entering classrooms.	Hats are forward facing and allowed in outside areas only.	Wait your turn.  No more than 4 students at a time.	Make sure to get a pass from your teacher before coming to the office.	Keep hands, feet and objects to self	Have your devices charged before the school day.  Keep laptops in backpacks.	Make sure to arrive and exit in a timely manner.  Have necessary permission slips turned in on time.
<b>Attitude</b>	Encourage others And yourself.	Help others when needed.  Use appropriate language at all times.	Respect others' privacy.	Use appropriate tone of voice and no foul language.	Use appropriate voice  Use please, thank you, excuse me, and sorry.	Only post and send appropriate information.  Report any concerns to an adult.	Be a positive representative of Oaks.  Use appropriate language.
<b>Responsible</b>	Bring materials, chromebook, and chromebook charger every day.  Follow school Dress Code.  Gum is not allowed anywhere on campus.	Cell phones and headphones off and in backpacks at all times.  Gum is not allowed anywhere on campus.  Follow school Dress Code.	Minimize time out of class.  Go Flush Wash Leave	Keep visits to a minimum	Clean up all your trash in your area.	Use technology with care.  Know and follow technology policies.  Keep your devices to yourself.	Comply with requests of staff.  Continue to follow school policies and rules.

## 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.

### **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, Field Trips, 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 parents, teachers 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.
- They 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 time in between classes to go to the restroom or use the drinking fountain. Students are required to line up in the designated area assigned by the teacher.
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. Use appropriate language for the school setting.
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 appropriate disciplinary action.
6. A hall pass from a school staff member is needed to be out of class.
7. Being in possession of and/or chewing gum in the classroom or on campus is not allowed.
8. Make-up is prohibited from being applied, shared, or visible in class or on campus.
9. Students must wait to be dismissed from the classroom by the teacher, not the bell.
10. Cell phones shall be turned off and put away at all times while on campus unless otherwise permitted by a teacher or administrator. Violation of this policy shall result in progressive discipline.

## **SUSPENSION AND EXPULSION EDUCATION CODE 48900**

**Although we attempt to make suspension a last resort and put other means of correction and support 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 issue 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 Library 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 are 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.

# 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 check 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 home 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: 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: - 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 extracurricular 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.







