

**OAKS MIDDLE SCHOOL
AVID NATIONAL DEMONSTRATION SCHOOL**

STUDENT HANDBOOK

2016-2017

BOARD OF TRUSTEES

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Michael C. Flores
Samuel Crowe
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SUPERINTENDENT'S CABINET

Dr. James Hammond, Superintendent
Tammy Lipshultz, Assistant Superintendent, Learning and Teaching
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Phil Hillman, Chief Business Official/Business Services

OAKS OFFICE STAFF

Dr. D. Foley, Principal
Aide Esquivel, Assistant Principal
Celeste Messina, Student Services Counselor
Anna Tovar, Office Manager

MISSION STATEMENT

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

STATEMENT OF BEHAVIORAL PURPOSE

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

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

This Handbook Belongs To:

Name _____

Student ID _____ Phone _____

Address _____

City _____ Zip Code _____

*Traducciones en español disponibles en la oficina

OAKS MIDDLE SCHOOL
 AVID National Demonstration School

BELL SCHEDULE
2016-2017

Monday
8:10 a.m. - 2:25 p.m.

Hour	Class Time	Class Length
0	7:00-7:50	50
1	8:10-9:03	53
2	9:07-9:59	52
3	10:03-10:54	52
A Lunch	10:54-11:24	30
A Advisory	11:28-11:43	15
A Per. 4	11:43-12:33	51
B Advisory	10:58-11:13	15
B Per. 4	11:13-12:03	51
B Lunch	12:03-12:33	30
5	12:37-1:29	52
6	1:33-2:25	52

Tuesday
8:10 a.m. - 1:10 p.m.

Hour	Class Time	Class Length
0	7:10-7:50	40
1	8:10-8:55	45
2	8:59-9:40	41
3	9:44-10:25	41
A Lunch	10:25-10:55	30
A Per. 4	10:59-11:40	41
B Per. 4	10:29-11:10	41
B Lunch	11:10-11:40	30
5	11:44-12:25	41
6	12:29-1:10	41

W/Th/F
8:10 a.m. - 2:25 p.m.

Hour	Class Time	Class Length
0	7:00-7:50	50
1	8:10-9:05	55
2	9:09-10:03	54
3	10:07-11:01	54
A Lunch	11:01-11:31	30
A Per. 4	11:35-12:29	54
B Per. 4	11:05-11:59	54
B Lunch	11:59-12:29	30
5	12:33-1:27	54
6	1:31-2:25	54



OAKS MIDDLE SCHOOL

AVID INTERNATIONAL DEMONSTRATION SCHOOL

PBIS MATRIX

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

"EAGLE PRIDE"

I. DISCIPLINE POLICY

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

Discipline is not synonymous with punishment, but rather, it is the teaching and reinforcement of appropriate behaviors. The discipline program is based on these beliefs:

- Behavior is a matter of choice.
- All students can behave appropriately.
- Each student must accept responsibility for his/her behavior.
- Teachers have the right to teach.
- Students have the right to learn.
- Students may not prevent a teacher from teaching or another student from learning.
- Parents/guardians have the right and obligation to participate in and support the school's discipline program.

II. ON THE GROUNDS

1. Bikes must be walked on school grounds and locked in the bike rack located at the front of the school.
2. We have a "hands-off" rule. No public displays of affection: handholding, hugging, and/or kissing.
3. Leave roller blades, skateboards, radios, MP3 players, I-pods, headphones/ear buds, electronic games, toys, cards and other distracters at home.
4. Do not bring dangerous objects of any kind. If an object has no reasonable purpose at school, leave it at home.
5. Do not vandalize or damage any school property.
6. Do not litter. Use the trash receptacles on campus.
7. Stay out of unauthorized areas.
8. No Energy drinks/coffee allowed on campus

III. 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. Foul language, name-calling, threats or put-downs 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 strong disciplinary action.
6. A hall pass (lanyard pass) from a school official is needed to be out of class.

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

IV. WILLFUL DISOBEDIENCE, DEFIANCE, AND DISRESPECT TOWARD ADULTS AT SCHOOL

We are committed to developing the POSITIVE BEHAVIOR TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS, CARING AND CITIZENSHIP and we can best accomplish this goal by working together as a team. Our expectations are high...but we believe that all students are capable of meeting them.

1. Students are expected to comply with all reasonable requests and to follow directions when a student is asked to do so by school personnel.
2. Courtesy is an expectation; abusive language or obscene gestures are not acceptable.

V. DETENTION SYSTEM

In order to maintain high standards of behavior and to help students accept responsibility for their decisions, a detention system has been established. Detention may be issued for a variety of infractions including but not limited to:

- Unexcused tardiness to school or class
- Uniform violations
- Gum chewing
- Inappropriate or unsafe conduct
- Not following directions
- Inappropriate, vulgar, or profane language
- Failure to report for a previously assigned detention
- Eating or drinking out of the assigned area
- Being in unsupervised, "out of bounds" area
- Disrespect towards administrators, teachers, noon duty supervisors and other support personnel
- Possessing any prohibited items

Detentions may be assigned by a single teacher, a team of teachers, or the front office. Students who do not serve their assigned detentions will have to serve double the time and may not participate in that day's extra-curricular activities. (e.g., dances, sports, drill, band, special events). Further infractions may result in Saturday School or suspensions.

Detention "Round Up"

Accountability is important to the development of young people. Students that fail to serve their office detentions during the week will be escorted during 6th period class, and taken to the Library or MPR to complete their detention. The day of the week will be determined and students will be notified. It is the **student's responsibility** to inform their parents that they failed to serve their assigned detention during

the week and now must serve detention on the specified day.

VI. DISCIPLINARY CONSEQUENCES

DETENTION: Unless otherwise notified, after-school office detention must be served within 24 hours after the student has been assigned the detention. Students that have been assigned longer detentions will have an additional time period to serve their detention. It is the **student's responsibility** to inform his/her parents of the detention so that parents can make the necessary arrangements to pick up the student after detention is served. After-school office detention can range anywhere from 15 minutes - 4 hours (can be served over several days). No student will be allowed to serve detention beyond 4:00 p.m. Failure to serve detention may result in doubling of time owed, Saturday School, or suspension. Students who owe detention (including Saturday School) may be excluded from certain school activities (i.e. field day, dances, drill/band, and after-school sports).

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

VII. SUSPENSION AND EXPULSION EDUCATION CODE 48900

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

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the principal's designee.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2

(commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm as to substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
 - (s) Aid or abet the infliction or attempted infliction of physical injury
- 48900.7 Pupil has made terrorist threats against school officials or school property, or both
- 48900.4 Intentionally engaged in harassment, threats, or intimidation against a pupil or groups of pupils
- 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in Subdivision (e) of Section 233.
- 48900.2 Has committed Sexual Harassment.(Creating a hostile environment via verbal or physical inappropriateness).

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

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

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

VIII. 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 consideration of a suspension from the school.

AFTER SCHOOL SPORT PROGRAM PARTICIPATION

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

participate in extra-curricular athletics:

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

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

Team uniforms will be loaned to team members during their sport season. It is the responsibility of each player to have his/her uniform cleaned after each game. Coaches will discuss how to properly care for each uniform. Players are to return their uniform at the end of the season. Players not returning uniforms will be

assessed a fine to pay for the uniform.

Students participating in the Drill and Music programs must meet the same 2.0 G.P.A. requirement to be eligible to perform.

ASSEMBLIES

Student assemblies help create school spirit, develop leadership, and enhance learning. It is expected that students will respond with politeness and respect towards those performing. Inappropriate behavior or failing to follow the dress code may result in a student being removed from the performance and/or not attending future assemblies, or other disciplinary actions. During all assemblies, students will:

- . Sit in the assigned area/seat.
- . Remain seated at all times.
- . Applaud and respond at appropriate times.
- . Not make inappropriate sounds or remarks.
- . Leave as directed by staff.

ASSOCIATED STUDENT BODY (ASB)

Student activities are coordinated by the assistant principal, planned by ASB Student Leadership teachers, and the Student Council. The Student Council is led by 7th and 8th grade cabinets 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.

ATTENDANCE

All **students** are **required** by California State law to **attend school regularly and promptly**. Attendance records are on file for each student. An accurate record is kept of absences and tardies. Regular attendance is vital to a student's success in school. The only excused absences are those resulting from illness, medical/dental appointments, or death in the immediate family. A doctor's note is required for absences exceeding **three** days. All other absences are considered unexcused. Financial assistance to our school is adversely affected by absences. Students with habitual attendance problems will be referred to the School Attendance Review Team (SART). Disciplinary action will be determined by a site administrator or by the 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. This meeting may result in a contract, change of school, referral to community school and/or citation issued by an Ontario police officer.

When a student is absent, parents/guardians are required to call the attendance office within 24 hours. If the student will be absent for 2 or more days, the parent can request homework by calling

Oaks M.S. (909) 988-2050. Please allow at least one full day before picking up the assignments in the school office.

When returning to school after an absence, students must:

- Bring a signed and dated note from the parent/guardian, stating the reason for the absence.
- Take the absence note to the Attendance Office between 7:45 – 8:15 a.m. (before 1st hour of the day). An admit slip will be issued and must be signed by all teachers 1st through 6th period. Admit slips are left with the 6th period teacher.
- Absences not cleared by parents will be considered truanancies, and the student may be required to make up missed instruction (Saturday School).
- Students are required to make up work missed during their absence. It is the student's responsibility to ask the teacher for such make-up work.
- Please notify the Attendance Office five days in advance, if your child will be leaving out of town for a week or more. This gives us enough time to prepare an *Independent Study Contract* (enables student to keep current with his/her studies) & collect homework for the days he/she will be absent from school. However, please make every effort to schedule family trips during designated school holidays.

Tardies: *Tardiness is part of attendance and will affect a student's citizenship grade each grading period. A student is considered tardy if he/she is not in the classroom and sitting in his/her seat by 8:10 a.m. During the day, the office may conduct random "Tardy Sweeps" to assign consequences for those students arriving late to classes other than first period. Tardies are only excused if a parent/guardian calls the school or if a student brings a note signed by the parent/guardian verifying the reason for the tardy. Parents/Guardians have 24 hours to excuse a tardy. **Students are not allowed more than three parent/guardian excused tardies in a grading period.** Chronic tardies or absences will be referred to SART. If tardies continue, a student will be referred to the district's SARB and possibly fined for each unexcused day of absence.*

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

possibly fined by the Police Department. The following are considered truanancies:

- 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.

BACKPACKS

Oaks Middle School students are required to have a backpack that can hold at least a **two** inch binder. 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.

STATEMENT OF BEHAVIORAL PURPOSE

Oaks Middle 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.

BEHAVIOR PBIS

POSITIVE SCHOOL-WIDE BEHAVIORAL EXPECTATIONS

1. Prepared
2. Respectful
3. Integrity
4. Determined
5. Empathetic

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. Students receive PRIDE Tickets for positive behavior.

Student support is provided through PBIS interventions.

***Tier I** interventions are for all students and include the teaching of behavior expectations through the use of a classroom and school wide matrices. Positive verbal feedback, in addition to

the awarding of PRIDE tickets, allows students the opportunity to earn incentives.

This process helps motivate students to abide by the behavior expectations. A positive school culture leads to academic success.

***Tier II** interventions are put in place to provide extra support to students still having difficulty with behavior even after all tier I interventions are in place. Tier II interventions include:

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

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

BICYCLES, SCOOTERS, SKATEBOARDS, ROLLER SKATES AND ROLLER BLADES

1. Skateboards, scooters, roller tennis shoes, roller skates and roller blades are not allowed on campus. They will be taken away, and parents will have to personally retrieve them.
2. Bicycles must be stored in the bike rack and 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. Make sure bicycles are registered with the police department and that a record of the serial number is kept in a safe place.
5. Students observed riding to school without a bike helmet worn appropriately (strapped) will have their behavior cards signed, and an appropriate consequence will be assigned. In addition, police may cite students for riding their bicycles without a helmet. Students that fail to possess the necessary safety gear will have their bikes held and a parent will have to retrieve them. If a student brings in the proper safety gear the bike will be released to the student.
6. In traveling to and from school, all traffic laws, city ordinances, and safety rules must be obeyed.
7. Please remember, riding a bike to school is a privilege that may be taken away if a student fails to follow directions.

BULLYING BEHAVIOR

Bully behavior is unacceptable. Students who are the victim of a bully need to inform one of their teachers or a school administrator immediately. Bullying behavior includes, but is not limited to: teasing, pushing, hitting, name-calling, intimidation, "Mad Dogging," harassing, threatening, sexual harassment, via social media and isolating. Bullying can be physical or emotional abuse, or both. Students, please inform a school official immediately so we can put a stop to it right away. Students may be placed on a "No Contact Contract" which may bring additional consequences if violated. Parents; if you suspect that your child is being bullied please call the school office and ask to speak to a school administrator. If you are or have been a bully in the past, stop this behavior immediately. If needed, a local law enforcement office will be contacted to assist in bullying incidents.

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; teachers provide a pass on a lanyard. Students are to use the restrooms during passing periods. Students may not be in the halls or quad without a pass. Students who are out of class without a pass may be given a detention and have progressive consequences if the behavior continues.

CAMPUS VISITORS

We welcome visitors; however, to ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds. (BP 1250)

CAR INFORMATION

Parents are not to use the bus pick-up and drop-off locations and staff parking lot as a student drop-off or pick-up area. This presents a safety hazard, and causes congestion during busy times before and after school. Please pull into the designated drop off pick up zone in front of the school when dropping off and picking up students. **Please do not drop off or pick up your child at the corner of Oaks and Phillips.** Students must use crosswalks to get to the other side of the road. Students dropped off in the middle of the street and those who jaywalk may be subject to school consequences. Traffic is especially heavy on rainy days so allow extra time and distance for picking up students. Do not make U-turns in the middle of Oaks Avenue. California law requires vehicles to stop when a bus has its red lights flashing. Please remember, **NO PARKING IN THE RED ZONES.**

CELL PHONES & ELECTRONIC

DEVICES: LOST, STOLEN OR CONFISCATED

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

Recovering lost or stolen electronic equipment belonging to students (including cell phones, Gameboys, MP3 players, PSPs, I-Pods, CD players, cameras, and electronic toys, etc.) will be placed on the **LOWEST PRIORITY** for school officials. All of these electronic devices (except cell phones) are **NOT** allowed on campus. Oaks Middle School will not waste valuable educational time searching for items that are not allowed on the campus.

Any confiscated camera, cell phone, electronic games, or future electronic device with digital photos and/or videotapes of Oaks' students and/or staff members will be deleted by school officials without permission from students, parents, and/or guardians. **Oaks Middle School and the Ontario-Montclair School District are not responsible for lost or confiscated items.**

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 call or send a note to school with the new information--immediately.

TRANSFERRING: A parent or legal guardian must accompany a student in order to check out of school. Please notify our school office one day prior to the intended checkout date. Students must pay all charges and fines and return all school property before checking out of school.

CLASS/MULTI-PURPOSE ROOM POLICY

Students are not to be in a classroom or the MPR unless a teacher is present. If students arrive at a classroom or the MPR and a teacher is not there, students must wait outside until the teacher arrives before entering.

CLASS SCHEDULES

In order to maintain balanced classes, student class schedules may be changed by school administration at any time without parent notification.

CLOSED CAMPUS POLICY

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

COUNSELING SERVICES

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

CO-CURRICULAR ACTIVITIES

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

DANCE AND EXTRA CURRICULAR ACTIVITIES POLICY

School dances are held in the Multi-Purpose Room (MPR). Students attending dances/activities must submit a signed parent permission slip and remain at the dance/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/activity qualification period will occur from the first day of school or the first day after a dance/activity to the day of the next dance/activity. We feel it is necessary to outline our high expectations.

Students will NOT be allowed to attend a school dance/activity for any one of the following reasons:

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

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

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.** It disrupts the educational environment. If balloons, gifts, or flowers are delivered to school they will be kept in the office until the end of the day.

DRESS CODE

This Dress Code is enforced to maintain a productive instructional environment, to promote a safe school, and to demonstrate a positive direction away from drugs, alcohol, tobacco, and gang affiliation. Education Code 35183 authorizes the school board to approve a site-initiated plan that requires a school's students to wear uniforms. **Oaks Middle School has a uniform policy for the safety of our students and staff. Please see Oak's Uniform Policy on page 22 of this handbook.**

DISTRICT DRESS GUIDELINES:

1. Shoes must be worn at all times. Flip-flops, backless, open-toe shoes, or sandals are not acceptable.
2. Clothes shall be sufficient to conceal undergarments at all times. Extremely tight garments, see-through or fish-net fabrics, halter tops, spaghetti straps, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
3. Hats, beanies, beanie caps, caps, scarves and other head coverings shall not be worn without the express permission of the Principal. Plain baseball caps may be worn with the bill facing forward to and from school and during lunch only.
4. Clothing, jewelry and personal items (backpacks, fanny packs, notebooks, gym bags, etc.) shall be free of writing, pictures or any other insignia which are gang-related, crude, vulgar, profane, or sexually suggestive (i.e. Playboy bunny logo), or which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
5. Shorts or skirts may be worn of appropriate length with or without solid colored tights or leggings.
6. Gym shorts may not be worn in classes other than Physical Education without the express permission of the Principal.
7. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
8. Tattoos are to be covered at all times. No excessive make up
9. Sunglasses may only be worn outside.
10. Gang attire of any kind is strictly prohibited.

11. Earrings or other jewelry, which may present a safety hazard, are not suitable for school wear. This includes, but is not limited to stretcher ear studs and lip piercings.
12. Beaded bracelets are limited to two per wrist. Beaded necklaces or pacifiers are prohibited.
13. Shoe laces used as belts are prohibited.

DISTRICT PROHIBITED ITEMS LIST

1. Radios, television sets, CD players, MP3, I-pods, cassette players, video cameras, lasers, electronic games and cameras. (With prior written permission of the Principal or designee, these items may be brought to school for special occasions).
2. Gambling devices--dice, playing cards, etc.
3. Drugs, alcoholic beverages, narcotics, cigarettes, tobacco, cigarette papers, lighters, pipes, matches, look-alike, hooka pens and paraphernalia.
4. Explosive devices, firecrackers, fireballs, cherry bombs, etc.
5. Weapons, guns, knives, cake cutters, screwdrivers, and/or other dangerous items.
6. Toys that are realistic or look-alike simulations of guns, knives or other weapons.
7. Gang/tagging identification paraphernalia, such as beepers, gloves, rags/bandannas, plastic hands, felt tip pens and markers, aerosol paint containers etching tools, or any other instrument used for the purpose of writing graffiti or tagging.
8. Permanent markers, whiteout and/or tools. Students are **NOT** allowed to bring permanent markers of any kind to school--this includes "Sharpie Markers." In addition, students are not allowed to have in their possession any "whiteout" type correction fluid--in any shape or form without teacher's permission. Students are not allowed to possess any tools, paint markers, or scribes (etching tools) on campus.
9. Electrical appliances, such as a curling or straightening iron, is not permitted on campus.
10. Cinnamon and other spices are prohibited.
11. Students may not have Visine without written permission from the principal.
12. No over the counter medication is allowed.
13. No aerosol sprays of any kind.

INAPPROPRIATE ITEMS:

If it is not needed in the classroom, it is not needed at school. Items that distract or disturb others are not to be brought to school. These items will be confiscated and returned to you at the end of the school year or to your parents if they choose to come in. School is not a place to bring valuables (expensive jewelry) or large sums of money. The school is not responsible for the loss, theft or vandalism of any personal property. Be careful and responsible for your belongings. **Oaks Middle School is not responsible for any confiscated items that have been lost, stolen or damaged.**

EAGLE EXCELLENCE AWARDS

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

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

Student of the Month:

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

Students with 3.0-3.99:

- 1) Honor Roll Certificates

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

- 1) Service Certificate

Students participating in the Spelling Bee:

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

Students with perfect attendance:

Perfect Attendance Trip

EARLY ARRIVAL/DISMISSAL

Students may not arrive at school before 7:45 am, and only those eating breakfast may walk through the front gate before 7:50am due to limited supervision.

Students needing to leave school during the day 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.

EMERGENCY PREPAREDNESS

The District Emergency Preparedness Plan states:

School will never be closed midday and students sent home. No matter what the disaster or emergency, we will never send students home midday. In the event of an emergency, 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. If conditions are not considered safe, students will be held until a responsible adult can pick them up. No student will be dismissed from school in the event of a significant earthquake unless a parent/guardian (or individual designated by a parent) comes for him/her. 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.

END OF THE YEAR ACTIVITIES

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

- Two or more F’s from the last grading period from two or more teachers.
- No administrative suspensions during the third trimester
- No unresolved truancies or detentions
- No unresolved fees or fines
- 2.0 cumulative GPA
- No involvement in the pre-expulsion process
- 3 or more incidents of administrative suspensions (and/or 7 cumulative suspension days)

FIELD TRIPS

Students attending school field trips at any time during the year should wear a school earned/related shirt. If the student does not have a school shirt, they may wear their uniform. The school shirt may not be modified. During the field trip, the student cannot change clothes. If a student changes clothes, they will have a consequence once they return from the event.

FUNDRAISERS

Sales sponsored by the school are to raise money for students’ extra-curricular events such as field trips, dances, prizes for contests, assemblies, special school needs, etc. Be sure to turn in your fundraiser money at the designated appropriate times. Do not carry fundraiser money around. Students and their parents/guardians are responsible for their fundraiser money until it is turned into the school. The fundraiser items (candy, etc.) cannot be sold during class, or during passing periods. Sales can be conducted no earlier than one half hour after school ends. Selling non-school approved items (candy, beef sticks, etc.) is not allowed on campus. This will result in a confiscation of the non-approved items.

California Senate Bills 12 and 965 regulate the availability of foods and beverages at school that do not meet specific nutritional guidelines. Students are not allowed to bring any food items (cupcakes, donuts, candy, soda, etc) for distribution to other

students that do not meet these guidelines.

GAMBLING

It is against California state law and school rules for students to participate in gambling, which includes betting.

GRADING SYSTEM

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

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

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

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

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

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

GUM/CANDY POLICY

No gum on campus! Students may receive a one hour detention for possession of gum or candy. This consequence will increase if defiance continues. No food or drink in the classrooms. In addition, **NO ENERGY DRINKS/COFFEE** are permitted on campus.

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.

Notify the school immediately when a communicable disease is suspected or diagnosed for disease control.

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

ASTHMA MEDICATION (AB2132)

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

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

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

HIGH SCHOOL "A – G" REQUIRED COURSES

Do you know about the "A – G" requirements? Plan ahead and make high school count. Right now is the best time to prepare for college. The high school courses listed below are required for freshman admission to the California State University, the University of California, and many independent colleges and universities.

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

A. History/Social Science – 2 YEARS REQUIRED

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

B. English – 4 YEARS REQUIRED

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

C. Mathematics – 3 YEARS REQUIRED, 4 YEARS RECOMMENDED

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

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

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

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

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

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

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

G. College-Preparatory Electives – 1 YEAR REQUIRED

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

HOMEWORK

Homework is given to reinforce classroom learning and is to be completed at home. The needs and abilities of students are an important consideration in assignment of homework. Middle school students are expected to spend an average of 1 ½ to 2 hours on homework per day. This may vary according to the individual needs and abilities of students. The purpose of homework is to reinforce and extend classroom learning and/or prepare for the next day's work. **All homework assignments are to be recorded in this agenda.** Parents should review this 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. If the student will be absent for 2 or more days, the parent can request homework by calling Oaks Middle School (909) 988-2050. Please allow at least one full day before picking up the assignments in the school office.

ILLNESS

It is important for students to be in class. However, if students has a fever and/or are vomiting, it is better for them to 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. This is another reason to keep emergency cards accurate.

IMMUNIZATION PROCEDURES

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

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

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

required immunization. This is done to protect all of the other students attending Oaks Middle School.

LIBRARY

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

LOST AND FOUND

The front school 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!

LUNCH INFORMATION

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

The following are lunchtime guidelines:

General

1. Students are to **walk** from their classrooms to the lunch line area whether they intend to eat or not. Students not eating will be released to the courts.
2. No pushing or shoving in the lines. Line up in straight lines. Students may stay in the MPR or go outside toward the basketball courts after eating. Students will only be allowed on the grass playing fields if they are participating in an organized game/sport. **No one is in the Quad during the lunch break unless instructed to do so by administration.**
4. **No food is allowed on the field or basketball and handball courts.** Violations of this rule will result in the food or beverage being confiscated and/or thrown in the trash. Repeated violations will result in more severe consequences.
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.** Students must **wait in line like everyone else** and then join the teacher.
6. Students are to follow the directions of all school employees including noon aides assigned to the

lunch areas, Quad, hallways and field. **NOTE: ANY directive 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. **Students should keep their belongings with them.**
8. Except under special circumstances, students are not allowed to eat in the classrooms.

CAFETERIA

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

Rainy Day Lunch

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

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

Students may NOT place or attach any drawings,

photos, pictures or photocopies to the outside or inside of the notebook. The notebook must be free of any writing or tagging. Notebooks with inappropriate materials will be confiscated and returned to a parent/guardian. **Notebooks and backpacks will be checked upon entering campus.**

PARENT EDUCATION

Parents interested in special education programs can attend Community Advisory Committee (CAC) meetings at the West End Special Education Local Plan Area (WESELPA). Ontario-Montclair School District, as well as other member districts of the WESELPA, has a representative on this advisory committee. Some monthly meetings include informational presentations on topics that may interest you. Information can be obtained through brochures which are available at each school site, on the OMSD website (www.omsd.net), or through our Pupil Personnel Services Office at 909.459.2500 ext. 6422. This advisory group is a great resource for parents in our community.

PASSING PERIODS

Passing periods are four minutes long. Students need to go directly and quickly to their next class. Students who are tardy to class will have their conduct card signed. Consequences (i.e. detention or Saturday School) will be assigned depending on the number of tardies per trimester.

PERFECT & OUTSTANDING ATTENDANCE

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

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

Students that obtain perfect and outstanding attendance for the whole year will be treated to a special fieldtrip at the end of the school year, but may be required to pay a trip cost.

PROMOTION (EIGHTH GRADE)

The Promotion Ceremony is an event that is held at the end of the year for 8th grade students. **Criteria for participation in the Promotion will be presented to students and parents at the beginning of the 16-17 school year.**

PUBLIC DISPLAYS OF AFFECTION (PDA)

Public displays of affection include but are not limited to, kissing, touching, and cuddling. Consequences for PDA can range from a parent phone call home to a suspension depending on the severity of the student to student contact and or amount of incidents.

P.C. 415 ADVISEMENT

California Penal Code 415/415.5 states it is unlawful to fight in a public place or on school grounds, to challenge others to fight in a public place or on school grounds, or to use offensive words. California Education Code 48900 states that the following offenses are grounds for suspension or expulsion states:

(a-1) caused, attempted to cause, or threatened to cause physical injury to another person;

(a-2) willfully used force or violence upon the person of another;

(k) Disrupted school activities or defied the authority of school personnel:

(o) Harassed, threaten or intimidated a pupil who is a witness;

(s) Aid or abet the infliction or attempted infliction of physical injury; or

(.4) creating an intimidating or hostile educational environment.

Failure to comply with these advisements can possibly lead to suspension, for up to five days, citation and/or arrest.

SEARCH POLICY

As per OMSD Board Policy 5145.12 Oaks Administrators may search any individual student, his/her property or district property under his/her control when there is a “reasonable suspicion” that the search will uncover evidence that he/she is violating the law, OMSD Board Policy, and or other rules of the district or school. Searches may be conducted without prior approval from parents. Parents will be notified as soon as possible after the search is conducted. The type of property to be search can include but not limited to, clothing, backpacks, lockers, purses, cellular phones and other electronic communication devices.

SEXUAL HARASSMENT

Sexual harassment is unacceptable behavior. Sexual harassment is defined as, but not limited to, any action or statement that makes another individual uncomfortable. This can include references towards sexual orientation.

SCHOOL OFFICE

The school's office is a place of business and is not to be used by students for any other purpose. Students should only come to the office if it is a personal emergency, or need to see office staff. In all cases, students **need a pass**.

SCHOOL RESOURCE OFFICER (SRO)

A career law enforcement officer, with sworn authority, deployed in community oriented policing and assigned by a local employing police department or agency to work in collaboration with schools and community based organizations to: (a) address crime and disorder problems, gangs, and drug activities affecting or occurring in or around an elementary or secondary school; (b) develop or expand crime prevention efforts for students; (c) educate likely school-age victims in crime prevention and safety; (d) develop or expand community justice initiatives for students; (e) train students in conflict resolution, restorative justice, and crime awareness; (f) assist in the identification of physical changes in the environment that may reduce crime in or around the school; and (g) assist in developing school policy that addresses crime and to recommend procedural changes.

SCHOOL SITE COUNCIL AND SCHOOL ENGLISH LEARNER PARENT ADVISORY COMMITTEE

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

School English Learner Advisory Committee (SELPAC) is an active parent group that advises the school on issues specific to English Language Learners. Information concerning SELPAC will be sent out during the school year.

STUDENTS LEAVING SCHOOL WITHOUT PERMISSION

When students leave school without the school's permission, they are beyond the control of school officials. (Education Code section 44808 [district and its employees are not "liable for the conduct or safety of any pupil of the public schools at any time when such pupil is not on school property"].) Students will be given serious consequences for leaving school without the school's permission and may be cited by Ontario Police for truancy (this includes participation in walkouts). 8th graders who "ditch" even a single class period will not be eligible to participate in the Academic Achievement Celebration.

SUBSTITUTE TEACHER POLICY

Substitute teachers are GUESTS at Oaks Middle School and are to be treated with respect. Students who behave inappropriately toward a substitute teacher and are referred to an administrator will be assigned consequences, such as detention, Saturday School, or suspension.

TELEPHONE USE

The telephones in the school office are **NOT** to be used by students unless it's an emergency. Cell phones are not to be used during the school day and must be turned off. If a student is caught using a cell phone inappropriately, it will be confiscated and returned to their parents/guardians. During an emergency, it is especially important that students not use cell phones. Cell towers need to remain clear for use by emergency personnel.

TEXTBOOK AND SCHOOL PROPERTY

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

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

TUTORING

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

YEARBOOK SALES

Yearbooks will be sold throughout the school year beginning in November. 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.

- Avoid sending your yearbook around to a group of people, it may not return.
- When signing someone else's yearbook, make sure to write and/or draw only appropriate items- no foul language. Remember their parents/guardians will be reading the yearbooks too!
- Do not cross out other people's picture or draw pictures on their faces.
- Treat your yearbook like it's your wallet/purse; never let it leave your side.
- Never leave your yearbook unattended in your backpack.
- Permanent markers are not allowed on campus, therefore remember to sign yearbooks and autograph pages with the appropriate materials. Signing clothing is unacceptable.

WALKING HOME

Oaks Middle School students must come to and from school in a safe manner. Walking in the middle of the street, J-walking, and/or pushing fellow students on to the street are a few examples of unacceptable behavior. Parents, please discuss these safety concerns with your child. Students who "hang out" at the corner of Oaks and Phillips may be cited by OPD for loitering.

IF YOUR CHILD IS NOT DOING WELL IN SCHOOL

Most students who don't do well in school feel like failures. They are frustrated, discouraged, and sometimes angry. The "I don't care" attitude they display is often a defense mechanism. It's important for these students to know that their parents have not given up on them. They also need to know that their parents are interested, supportive, and willing to take the time and effort to help them figure out how to be more successful in school. Students who are not doing well in school usually have problems in one or more of the following areas:

***ATTENDANCE:** It is extremely important for students to be in school, on time, every day. Unless a child is truly ill, he/she needs to be in school.

***APPROPRIATENESS OF COURSES:** We cannot expect students to get good grades if they are in the wrong classes. If any of your son/daughter's courses are too difficult, too easy, or inappropriate, call the school counselor.

***ACCOUNTABILITY:** It's human nature to be tempted to "slack off" when we're not held accountable. How seriously would most workers take their jobs if they knew that their boss didn't know how many days they missed, or how hard they worked? What if no one cared what kind of

a job they did?

Your child needs to know that someone cares, and is checking on how he/she is doing. He/she needs to know that successes will be recognized and that poor performances will be noticed. Ask to see every progress report and report card, contact the teacher if your child has a low grade in a class, and be consistent in your interest. Parents, please check your child's agenda every night, this will help ensure that your child completes their homework.

ALCOHOL/DRUG USE: Students who abuse alcohol or drugs are often distracted to the point where their school performance is affected. If you know or suspect that your child is drinking or using drugs, talk to him/her. If you need information or advice, talk to your doctor or to a school counselor. They can help you.

If you think there are other causes for your child not doing well in school, make an appointment to see a school counselor. Recognizing that there's a problem is the first, and most important, step in finding a solution.

PHYSICAL EDUCATION (PE)

Dear Parent(s)/Guardian(s) and Student(s):

At Oaks Middle School, we believe that a physical education program must be more than an hour of free play and supervised games. Instead, we offer a curriculum rich in content, with an emphasis on values, teamwork, cooperation and sportsmanship.

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

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

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

Yours truly,

Oaks Middle School Physical Education Department

PHYSICAL EDUCATION CURRICULUM

The Physical Education Department at Oaks Middle School strives to educate students about their physical selves and to create an enthusiasm for physical activities. Our goal is to provide a co-ed program that will offer each student an opportunity for individual success.

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.

CALIFORNIA STATE PHYSICAL EDUCATION STANDARDS

The California State Physical Education Standards consist of Skill and Combinations of Movement Pattern Skills. It teaches Self Responsibility, Social Interaction and Group Dynamics. According to Education Code *Section 51222*, the physical education minutes required are for secondary grade levels (7-12) is a minimum of 400 minutes each ten school days.

Standard 1: Demonstrate motor skills and movement patterns needed to perform a variety of physical activities.

Standard 2: Demonstrate knowledge of movement concepts, principles and strategies as they apply to learning and performance of physical activities.

Standard 3: Assess and maintain a level of physical fitness to improve health and performance.

Standard 4: Demonstrate knowledge of physical fitness concepts, principles and strategies to improve health and performance.

Standard 5: Demonstrate and utilize knowledge of psychological and sociological concepts, principles and strategies as applied to learning and performance of physical activity.

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. Sweats will also be available in the same design as the uniform and will include a top (\$20) and bottoms (\$15). 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.
- The ONLY EXCEPTION is the Oaks sweatshirt which may be worn as part of the daily uniform throughout campus.
- Sweat bottoms may only be worn during PE when appropriate due to weather.

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

- Uniforms that are torn, frayed or improperly marked must be repaired or replaced.
- The uniform must be worn above the hips – NO SAGGING.

- No underwear showing at any time (consistent with school and district dress code).
- Only one pair of PE shorts can be worn to class.
- Undershirts must be tucked in at all times.
- PE shirts may be worn untucked.
- PE clothes are not to be loaned to other students at any time. This will result in a non-suit.
- Students may not put their PE uniform over their school uniform. This will result in a non-suit.
- **Excessive non-suits will result in detentions, referrals to the Dean of Students 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.

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.

Examples of jewelry that are not to be worn to PE:

- Rings
- Necklaces
- Chains

- Bracelets
- Watches
- Earrings/Spacers/Spikes
 - 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.

Examples include but not limited to:

- Cell phones with cameras
- IPODS
- Handheld games
 - If a teacher confiscates such items from students, parents may be responsible for picking up such items at the Oaks main office.

ACTIVITIES

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

Eagle Run

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

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

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

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.
- 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.
- 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
- Conduct card signing

Students will enter the locker room with the following provisions:

- They enter quietly and safely to their locker.
- Students will be responsible to read the daily announcements on the board.
- All PE students will need to line up outside and be let in by a teacher.

- Students will have seven minutes after the class bell to get dressed and be out of the locker room.

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

When the group's inappropriate conduct poses a problem towards safety and the behavior is so widespread that individuals cannot be identified, the group will participate in a modified activity for that period. The following activities may occur, but are not limited to:

- Behavior packets
- Practicing necessary corrective behavior (examples: entering locker room safely and quietly, reporting to and sitting on assigned numbers with the class)

During this time the students will also participate in a physical activity as addressed by the California Physical Education Standards.

SAFETY

1. NO gum or candy at school.
2. NO aerosol/alcohol containing sprays or containers.
3. NO glass containers or compacts.
4. NO running, talking or horseplay in the locker room.
5. NO cell phones.
6. NO open drink containers in the locker room.
7. NO open food in the locker room.

EMERGENCY 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 (**write name on bottle**)
5. Sun block (**write name on bottle**)
6. Deodorant (**write name on base**)
7. Towel
8. Other personal items in case of emergency

EXCUSES

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.

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

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

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

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

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

GRADING

Grading reflects what the students have accomplished towards the major objectives of the program. Physical Education looks at participation, effort and achievement as essential components to an activity-oriented class as part of their grade.

Our grading policy fosters responsibility, cooperation and a positive self-image in combination with a standards-based approach to making a superior grade in PE obtainable. Components include, but are not

limited to, the weekly Eagle Run and various teacher specific activities and assignments. Each PE teacher has their own grading policy; however, all are weighted primarily on participation, dressing out, Eagle Run results and evaluations. Each PE teacher will discuss the grading policy they use with their students.

Each student will start each trimester with 0 non-suits. However, students that show a lack of responsibility in dressing out for class to an unreasonable level will experience more serious consequences. All students are given the opportunity to obtain a superior grade in PE

OAKS MIDDLE SCHOOL 2016/2017 UNIFORM STANDARDS: Rules and Regulations

In order to provide a safe and orderly environment, free of gang influence, Oaks Middle School has a uniform dress policy based on the Ontario-Montclair School District's Administrative Regulation 5132 - Dress and Grooming. We have found this policy has helped students be more business-like and ready for learning in the classroom. The following guidelines have been created to assist students with their future personal and professional development. Please read carefully.

Item	Color	Style
Blouse/Shirt	Solid white only	Collared, or turtleneck; Full Sleeves; No low cut tops (tops should not be open any lower than two lateral fingers below where the collarbones meet); Blouses and shirts must be buttoned up at all times (top button undone is allowed); all shirt/blouse undergarments must be white. No midribs can be shown. No Ben Davis or Frisco type shirts. No tank tops. No sheer shirts are allowed to be worn. Shirts may not be worn as jackets. Shirts may be untucked if bottom hem is no longer than wrist length.
NO PLAIN WHITE T-SHIRTS (SHORT OR LONG SLEEVE) ARE ALLOWED		
Slacks/Pants	Solid Navy/Dark Blue <u>only</u>	Dark blue denim. No sweats and no warm-ups. Pants cannot be rolled, tied, rubber banded or cuffed above the ankle. No oversized pants (pants must not extend out more than 5" inches from the kneecap and/or shin). Pants must fit at waist without a belt. No pajamas. No low-riding or excessively tight jeans.
Shorts	Solid Navy/Dark Blue only	Mid-thigh (measure at the bottom of a student's fingertips when arms are extended downward to the side) No oversized shorts (shorts must not extend out more than 5" inches from the kneecap). Shorts must fit at waist without a belt. Knee Knockers or pedal pushers are acceptable. The distance between the bottom of the shorts and the top of the socks must be at least 3 inches.
Belts	Various (no studded belts)	No initial buckles or long belts (which extend 5" inches or more from buckle). No 8-ball, joker, studs, inappropriate images, or drug related items. Shoe laces may NOT be used as belts.
Skirts	Solid Navy/Dark Blue only or Navy Plaid	Mid-thigh length (measure at the bottom of a student's fingertips when arms are extended downward to the side), or longer. Slits cannot be higher than student's fingertip guideline.
Sweatshirts	Solid White, Navy/Dark Blue, or Light Gray only	Appropriate size, not oversized. Large logos, writing, and graphics are not acceptable. ½ and ¾ sweaters not allowed. Sweater must be separate from the shirt/blouse.
Jumpers/Overalls	Solid Navy/Dark Blue only or Navy Plaid	Mid-thigh (fingertip test) or longer; Straps must be buttoned and over shoulders.
Outerwear/Jackets	Solid color only	No plaid, flannel, or oversized outerwear is allowed.
Socks/Leggings/Tights	Solid White, or Navy/Dark Blue only	The distance between the bottom of the shorts and the top of the socks must be at least 3 inches. Solid color leggings/Jeggings (leggings that look like jeans) or tights may be worn under shorts or skirts but may not be worn alone.
Shoes		No open toe shoes. Flip-flops, backless, or very high heels may not be worn. Military or combat style boots and slippers are not allowed.
NOTE: T-SHIRTS WITH THE <u>OAKS LOGO OR THOSE ISSUED AS A PART OF AN OAKS SCHOOL ACTIVITY</u> ARE ACCEPTABLE ON TUESDAYS ONLY. ***ALL STUDENTS MUST HAVE A NEAT APPEARANCE***		

ADDITIONAL REGULATIONS

* No white washed/bleached out jeans allowed. * Students are NOT allowed to wear short or long sleeve T-shirts over their school uniforms. *Sweatshirt hoods cannot be worn on school grounds. * Pants should not sag, bag, or drag. All clothes must clean and neatly hemmed. No rips, holes, or slits up the pant legs, shorts, or skirt. * During "non-uniform" days, students must follow Basic District Dress Guidelines. * P.E. clothes may not be worn in other classes without permission of an administrator. * Backpacks and notebooks must not have any writing or tagging on the outside and/or inside. Items that are tagged will be confiscated and can be picked up by parents/guardians. * Garments with writing promoting or related to gangs, graffiti or tagging activities, such as images of spray cans, Olde English, or stylized lettering is strictly prohibited. *Clothing shall be sufficient to conceal under garments at all times. Extremely short or extremely tight garments such as see-through, fish net fabrics, tube tops, crop tops, spaghetti strap tops, halter tops, off the shoulder or plunging necklines (front or back), bare midribs, bicycle shorts, or regular shorts, or skirts shorter than mid-thigh (fingertip length) are not allowed. Net tops and/or sports exercise tops are not allowed. **Undergarments must remain covered at all times.** * Hoods, Do-rags, knitted ball caps, watch caps, beanies, scarves, bandannas and other head coverings (other than baseball type hats) may not be worn without the express permission of the Principal or designee. Hair nets, hair rollers, bandannas, or garments with suggestive, obscene, violent, gang or tagging statements or symbols are strictly prohibited. * Any clothing containing references to tagging, gangs, gambling, or substance abuse (alcohol/drugs) will not be allowed. **Baseball caps (hats with bills) must be a solid color (no logos or graphics) and may be worn outside only with the bill facing forward.** * Tattoos are to be covered at all times. * Sunglasses can only be worn outside. * Earrings or other jewelry, and heavy key or wallet chains, which may present a safety hazard, are not suitable for school wear. As a safety issue, students may be asked to remove all facial jewelry or facial piercing jewelry. * Any exemptions from uniform policy must be requested from and agreed to by an administrator within the first two (2) weeks of attendance. **We hope that students will make acceptable choices regarding the clothes they wear to school. Violations of our dress code will necessitate a change or fixing of clothing at school or calling home to have different clothes brought to school, and other school consequences. Continued uniform violations will result in the student receiving more severe consequences.**

Uniform Standards are subject to change

OAKS Middle School

Signature Page

Student Confirmation

By signing below, I have read and hereby understand the information in the Oaks Middle School's Agenda and Conduct Card including the "PC 415 Advisement" and "Sexual Harassment Advisement" and I fully understand the consequences of my actions should I fail to comply. Copies of this advisement will be kept on file, and will accompany any arrest report to the juvenile court to aid in prosecution. I know what my responsibilities are and will abide by all guidelines, rules, and regulations:

Student Signature

Date

Grade

Parent Confirmation

The Oaks staff believes that one of our most important objectives is to provide a safe and secure learning environment for all of our students. To facilitate this endeavor, this Student Agenda has been developed to list expectations and procedures to ensure a positive academic and safe environment. The Agenda identifies and lists appropriate behavioral expectations and campus regulations for all Oaks students. In addition, it provides you, the parents, with basic information necessary to reinforce our efforts at school.

Please read the Agenda, discuss it with your child, sign the designated areas of this page and have your son/daughter carefully tear it out and submit it to their period 1 teacher. Please call us at school if you have any questions regarding your Student Handbook (Agenda).

Sincerely,
Dr. Foley, Principal

By signing below, I have read and hereby understand the information in the Oaks Middle School's Student Handbook/Agenda. I know what my responsibilities are and will abide by all guidelines, rules, and regulations:

Parent/Guardian Signature

Date

Student Signature

Date

Permission to Release Photo/Film and Information

Authorization and consent is hereby granted to the Ontario-Montclair School District to use my child's name, photograph(s), and film footage and interview comments for educational promotional purposes.

I understand that photos and information may be distributed to individuals, groups, and the news media through, but not limited to, publication in news releases and newsletters, slideshows, and video presentations.

Student Name (Please Print)

Grade

Parent or Guardian Signature

Date

Address

Phone



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