

# **2019-2020 STUDENT-PARENT HANDBOOK**



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District Goal: WE empower all students to achieve post-high school success.



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*Welcome to Five Oaks Middle School and  
Rachel Carson Environmental Middle School*

The staff of Five Oaks Middle School and Rachel Carson Environmental Middle School extends a warm welcome to our students and their families. We are committed to priorities that direct our efforts at Five Oaks. Our first priority is to provide a safe and structured learning environment. This begins with our staff building a strong relationship with our students and their families.

Our second priority is a commitment to providing an effective instructional program to our students. We strongly believe in a Standards-Based Learning System where every student, parent, and teacher know what must be learned and how well the student is doing. There is a clear set of learning targets or objectives for every subject and every grade level that will direct everything we do. The targets will guide all of our classroom activities--from the lessons and units our teachers design, to the assessments used to determine your student's success, to the way we report their learning to you.

Beaverton School District's goal is for every student to be college and career ready when they leave our school system. We are responsible at the middle level to give students the tools to attain the personal goal of being college and career ready. We take this responsibility very seriously and want to partner with our families so every student is successful.

We embrace the diverse population of our school. We believe that the wide range of cultures within the walls of our school is the best part of our school.

Our doors are open and the welcome mat is always out. We are very proud of our school and are looking forward to each of you being part of the new school year.

Sincerely,

*Shirley Brock*  
Principal

**Welcome to the 2019-20 school year!** We are looking forward to another great year here at Five Oaks Middle School. This Student / Parent Handbook is intended to assist you with general questions concerning Five Oaks Middle School. If you do not find what you are looking for or have a question, please give us a call at 503-356-2600 or visit our website at <https://fiveoaks.beaverton.k12.or.us/>

Students and parents are encouraged to read the **Beaverton School District's Student Family Handbook**. This will provide a great deal of information on district programs and important issues. The handbook can be found by going to the BSD website and selecting the "About Us" tab or go directly to: [Student Family Handbook](#)

### ***Academic Information***

#### **Teaching, Learning and Reporting Student Achievement**

The Beaverton School District and teachers here at Five Oaks are committed to the core ideas of a standards-based system through:

- clear learning targets in all content areas and all grade levels
- all classroom instruction and assessments aligned to learning targets
- providing multiple opportunities for students to demonstrate growth and learning
- increased use of formative assessment practices; providing feedback focused on student growth and supporting improved instruction
- consistent scoring guides (rubrics) to determine a student's level of learning and indicate what a student must do to improve
- regular reporting of progress on each learning target
- reporting academics and behaviors separately
- placing the highest value on teacher judgment and expertise

The Academic Learning Targets for each course taught here at Five Oaks can be found on the Teaching & Learning Department page on the Beaverton School District (BSD) website located here: [Learning Targets](#) or through your student's teacher.

Teachers will use a rubric or scoring guide to identify student strengths, areas needing improvement and determine your student's current level of proficiency for each learning target. The rubric will also be used to identify what your student must do to improve their understanding and mastery of the target. Rubrics are built using the following scale:

- 4 – Highly Proficient
- 3 – Proficient
- 2 – Nearly Proficient
- 1 – Developing

Rubrics can be viewed through the BSD website or obtained from your student's teacher.

Example: A 7<sup>th</sup> Grade Mathematics Teacher may cover the following three learning targets in the first six weeks:

1. Solve Problems with Four Operations
2. Create and Manipulate Algebraic Expressions
3. Write and Solve Inequalities

The teacher will teach these targets and assess student learning through multiple assignments, using the 1-4 rubrics. The 6<sup>th</sup> Week Progress Report may look something like this:

7 <sup>th</sup> Grade Mathematics	
Teacher: Ms. Smith	
Academic Learning Targets	
1. Solve Problems with Four Operation	
- Quiz #1	3
- Test #1	4
2. Create and Manipulate Algebraic Expressions	
- Quiz #1	1
- Project #1	2
- Test #1	3
3. Write and Solve Inequalities	
- Project #2	2

At the end of the first semester, with additional instruction and assignments, the teacher will make an overall assessment (a Summary Judgment) of your student's level of proficiency for each of the three learning targets. These three overall assessments will then be averaged and a letter grade for the course will be determined, using the following scale:

A	3.4 - 4.0	An "A" letter grade communicates that a student has mastered, at a very high level, the academic learning of the course. A student would need to be Proficient (3) or Highly Proficient (4) in the majority of the learning targets to earn this letter grade.
B	2.7 - 3.4	A "B" letter grade communicates that a student has the academic learning of a course strongly in place and is well equipped to move

		forward. A student would need to earn mostly summary judgments of Proficient (3) on the course learning targets to earn this letter grade.
C	2.0 - 2.7	A "C" letter grade communicates that a student has a basic understanding of the academic learning of a course. This student has attained the minimum required knowledge and skills to move on to the next course by earning summary judgments of Nearly Proficient (2) or better on most learning targets.
D	1.6 - 2.0	A "D" letter grade communicates that a student has not mastered enough of the required learning for the course to be successful moving forward. While a student receiving a "D" may move forward to the next course, this student will lack prerequisite learning and interventions may be necessary.
F	Less than 1.6	An "F" letter grade communicates that a student has not mastered enough academic learning in a course to appropriately move on to the next course. This student would have earned mostly Developing (1) on the summary judgments for this course.

Your student's First Quarter Report Card will only indicate the teacher's Summary Judgments for each learning target and may look something like this:

7 <sup>th</sup> Grade Mathematics	
Teacher: Ms. Smith	
Academic Learning Targets	
1. Solve Problems with Four Operation	4
2. Create and Manipulate Algebraic Expressions	3
3. Write and Solve Inequalities	2
Academic Mark	B

In addition, all BSD teachers teach to common Behavior Learning Targets. These targets can be accessed through the website or directly from our teaching staff. Behaviors are those study skills and self-monitoring behaviors students must possess and demonstrate in an academic environment necessary for success. Teachers will observe your student's skills in these areas over time and report their proficiency level using a scale with three levels:

C / I – Consistently and Independently

G – Generally  
R – Rarely / Sometimes

**Beaverton School District Behavior Learning Targets for all grade 6-12 students and Rubric for evaluation.**

<b>Rarely (R)</b>	<b>Generally (G)</b>	<b>Consistently and Independently (CI)</b>
I rarely manage my responsibilities as a student.	I generally manage my responsibilities as a student.	I consistently and independently manage my responsibilities as a student.
I rarely monitor, evaluate, and direct my learning.	I generally monitor, evaluate, and direct my learning.	I consistently and independently monitor, evaluate, and direct my learning.
I rarely clearly communicate and work effectively within a team or group.	I generally clearly communicate and work effectively within a team or group.	I consistently and independently clearly communicate and consistently work effectively within a team or group.

BLT1: I can manage my responsibilities as a student.

BST1.1 I turn in work on time.

BST1.2 I turn in completed work.

BST1.3 I break down large tasks into smaller, manageable parts.

BST1.4 I use my class time appropriately.

BST1.5 I am prepared for class with necessary materials and ready to learn.

BST1.6 I complete my makeup work in a timely manner.

BST1.7 I use a system for tracking my assignments.

BST1.8 I use strategies regularly to prepare for assessments.

BST1.9 I follow directions accurately.

BST1.10 My work demonstrates quality craftsmanship.

BLT 2: I can monitor, evaluate, and direct my learning.

BST 2.1 I can use rubrics to accurately assess my progress toward learning targets.

BST 2.2 I know my academic strengths and weaknesses.

BST 2.3 I can set and achieve goals.

BST 2.4 I can develop a plan to achieve my goals.

BST 2.5 I can implement and adjust as necessary.

BST 2.6 I can persist with a task that takes a great deal of effort.

- BST 2.7 I can persist with a task over an extended period of time.
- BST 2.8 I can persist with tasks where the answer is not apparent.
- BST 2.9 I can utilize a variety of sources to find help or to make up for absences.
- BST 2.10 I can articulate specific areas in which I need help.
- BST 2.11 I can advocate for myself.

BLT 3: I can clearly communicate and work effectively within a team or group.

- BST3.1 I show my commitment to the group goals through my active participation/engagement.
- BST 3.2 I listen respectfully and acknowledge the contributions of others.
- BST 3.3 I share my ideas honestly and clearly.
- BST 3.4 I contribute to creating a safe learning environment for all.
- BST 3.5 I respect points of view that differ from my own.
- BST 3.6 I work within my team to break down large tasks into smaller, manageable parts.
- BST 3.7 I work with my group to identify when changes are necessary.
- BST 3.8 I adapt to changes in the group process with a positive attitude.

### **Communication Regarding Academic Progress**

Our Learning Management System (LMS) is Canvas. Teachers use Canvas to communicate with students, assign work, collect digital work and communicate with parents. All parents can activate a parent Canvas account when ParentVue is activated.

Parents are welcome to contact teachers at any time to check on their child's progress. Additionally, ParentVue is a web portal that allows parents and guardians to access real-time information related to their students. Parents/guardians can view their student's calendars, attendance, schedules, report card, grade, school information, emergency contacts and other information.

ParentVue can be accessed from any Internet connected device with a current web browser. Apps for both iOS and Android smartphones are available.

Access to ParentVue requires a username and password, which parents/guardians set up with an Access Code. More information regarding ParentVue will be communicated on Back-to-School Night or by contacting the registrar.

### **Parent/Teacher/Student Conferences**

Parents are highly encouraged to attend conferences. Conferences will be held on October 16<sup>th</sup> and 17<sup>th</sup> and February 27<sup>th</sup> and 28<sup>th</sup>.

### **Guidance and Counseling**

Counselors are here to support students and their academic success. Students have access to counselors as needed. Parents desiring to contact their child's counselor are welcome to call our registrar to make an appointment.

Counselor Assignments are as follows:

<b>Counselor</b>	<b>Team</b>
Jim Murai	7 <sup>th</sup> grade, Schrader RC Team
Rena Jan	8 <sup>th</sup> grade
David Kong	6 <sup>th</sup> grade, Hall RC Team

### **Homework Requests**

Homework can be requested after the student has been absent for **two** consecutive days. Please keep in mind that it will normally take teachers 24 hours to gather the information and materials for these requests. Contact the main office to make this request.

### **Talented and Gifted (TAG) Information**

Each fall, students will be considered for the Beaverton School District's Talented and Gifted (TAG) program. Oregon law and District policy define gifted students as those who score at or above the 97th percentile on standardized tests of academic achievement and/or cognitive ability.

Other information such as work samples, writing and math portfolios, and behavioral information is also considered before a student is identified for the TAG program. If parents think their child might qualify, they may wish to complete the Parent Information Form available in the school office.

### **Field Trips**

Field trips are an extension of the curriculum activities and are provided for the educational enrichment of students. Students are required to have signed parent permission (Beaverton School District forms only) before attending any off-campus event. School rules will apply to any activity that is sponsored by the school or district.

### **AVID\* Binder School Supplies List All Grades: 6, 7, 8**

1 3-4 -inch ring binder (not zippered)	4 function calculator
1 pkg. notebook filler paper (150-200 sheets)	Erasable pens (1 blue, 1 black, 1 red)
1 pkg. subject dividers (set of 8)	Highlighters- 4 different colors
1 zipper pencil pouch	3 one-subject spiral notebooks
12 2# pencils (year supply) or mechanical pencils	Small scissors
2 glue sticks	2 black dry erase markers

\*Supplies may need to be replenished during the school year

### **\*AVID (Advancement Via Individual Determination)**

“AVID’s mission is to close the achievement gap by preparing all students for college readiness and success in a global society.”

**This supply list is for the entire school. All students at Five Oaks (and all BSD Middle Schools) will participate in AVID strategies designed to ready your student for college.**

**There is an AVID elective class as well.** Students are selected for the AVID elective class through an application and interview process. For more information, students should contact their counselor.

### **Student Planners**

In an effort to be organized, students are expected to keep a detailed planner. Check with team of teachers to find out planner expectations. Many teachers have moved to a digital planner.

### **Required P.E. Clothes**

Five Oaks P.E. shirts are required during P.E. and are available for purchase at the school. More information will be shared by P.E. teachers the first week of school.

### **Health**

Health Curriculum will be taught through the Physical Education classes. The human sexuality and growth and development portions of the Health curriculum are reviewed in conjunction with Back to School Nights in the fall. Parents may opt students out of portions of the Health curriculum by sending a letter to the principal. Students will be provided with alternative assignments as necessary.

## **School Closures and Inclement Weather**

Weather conditions may require schools to operate on modified schedules. School closures and delayed school openings are posted on the Beaverton School District website: [Inclement Weather](#). In addition, school closures are broadcast on local television and radio stations. Information is also communicated through the SchoolMessenger system. Click [here](#) to sign up for SchoolMessenger.

## **Attendance Policies and Absences**

Regular attendance at school is critical to success. All children between the ages of 6 and 18 years who have not completed the twelfth grade are required to attend regularly and full-time the appropriate public school within the attendance area in which they reside, as provided under ORS 339.010. Five Oaks cooperates with Washington County Attendance Officers when absenteeism becomes excessive.

If a student is absent for any reason, the following procedures must be followed within 3 days of the absence:

- **Parents are responsible for notifying the office of the absence by calling the school number (503-356-2601) and selecting option 2. The message should include the following information:**
  - **Student's full name (please spell the last name) and student id number, if possible**
  - **Date of absence**
  - **Student's grade**
  - **Reason (illness, emergency, appointment)**

- **If a phone call is not made, a signed note from the parent/guardian must be brought to the attendance secretary in order for the absence to be excused. Include the dates and reason for the absence.**

### **Excused/Unexcused Absences**

Excused absences are typically for student/family illness or emergencies and can only be approved by the school administrators. Examples of unexcused absences include missing the bus or over-sleeping.

### **Prearranged absences**

Prearranged absences are usually for medical appointments or family trips.

Students are responsible for:

- Obtaining a prearranged form from the attendance secretary
- Giving the form to each teacher
- Obtaining teacher signatures and homework if the absence will be two or more days and returning the form to the attendance secretary with parent signature

If you are picking your child up early for an appointment please **send a note with your student to school in the morning**. Students will bring the note to the office before school begins and be given a pass indicating when they need to leave class. Please plan ahead for early pick-ups.

## **School Lunch Program**

### **School Meals & Nutrition Standards**

Breakfasts and Lunches which meet USDA nutrient standards are available for all students to purchase each day. At breakfast, students are offered foods from 3-4 food groups (fruit, whole grains, LF/NF dairy & protein), and students *must* choose servings from 3 different groups for the meal to be considered a "complete" meal. At lunch, students are offered foods from 5 different food groups, (fruit, vegetables, whole grains, LF/NF dairy & protein). New USDA standards effective July 1, 2012 require that students *must* choose at least a ½ cup of fruit or vegetables, or a combination of fruits & vegetables, in addition to servings from 2 other food groups to make the meal a "complete" one.

### **Meal Times**

Breakfast is served daily from 8:50 – 9:10 am.

Lunch is served between 11:00 am - 2 pm.

### **Menu**

Breakfast and lunch for the current month and A la Carte menus are posted on the Nutrition Services Website at: [Menu](#)

### **Meal Prices**

Meal prices for the 2019-20 school year are:

- |                    |                   |   |
|--------------------|-------------------|---|
| ▪ Breakfast        | \$1.50 full price | Free (for students eligible for Free & Reduced Price Meal Benefits) |
| ▪ Lunch            | \$3.25 full price | Free (for Free and Reduced)   |
| ▪ Adult Breakfast: | \$2.50            | Adult Lunch: \$4.50   |

### **Free & Reduced Price Meal Benefits**

If a family is experiencing financial need, then parents may complete one application for free or reduced-price meals for all students in their family. Meal benefits on-line application and instructions are available at: [Nutrition Services](#)

Paper copies will also be available in the school office, cafeteria, or from the Nutrition Services Meal Benefits office. The application process and each student's meal benefit status are **completely confidential**.

Families may apply for meal benefits at any time throughout the school year, even up to the last day of school. However, **a new application is required for each school year**. For more information please call: Nutrition Services Meal Benefits Office 503-259-8427.

### **Student Meal Accounts & Making Meal Payments**

Each student is assigned their own individual meal account which they can access using a Personal Identification Number, (PIN). The meal account is a debit account, so students eligible for full and reduced price meals must deposit money into their account before they can purchase meals. Parents may deposit money into their student's account by any of the following methods:

- Sending cash, or a check made out to the school café. When making a payment, please indicate your student's first and last name along with his or her PIN, on the memo line of the check. It's best to deliver the payments directly to Nutrition Services staff in the cafeteria so that the payments can be applied before the next meal. Some schools have payment drop boxes or baskets in the main office that you can also use, however, it's possible the payments may not be applied prior to the next meal service.
- Making payments on-line. Parents can register and log onto [www.schoolcafe.com](http://www.schoolcafe.com). **They can also monitor account balances and set-up low-balance emails at no charge on-line.** More information is available on the Nutrition Services website:

#### [Meal Payment](#)

*Please see the information above regarding easy ways to track your student's meal balance.*

Whenever your student graduates to high school or transfers to another school within BSD, their account balance will transfer with them.

### **A la Carte Menu & Prices**

Individual meal components as well as a variety of snacks are sold separate from the complete meal. All of these "a la carte" foods meet the Oregon School Nutrition Standards Act

Prices for foods sold separately from the complete meal are available on the Nutrition Services Website listed above. Students may purchase these items only if money has been deposited into their meal account, (see information above on how to make deposits).

### **Meal Etiquette**

Health department regulations stipulate that students should wash their hands before eating and are not allowed to share any portion of their meals. Students are expected

to clean up after themselves, return trays to the proper location, recycle appropriate items, and dispose of garbage in the waste can.

### **BSD Meal Charging Procedures**

All BSD students are eligible for a meal. Students who are without funds will be allowed to charge meals unless the student's parent or guardian has provided written permission to withhold a meal from the student, to reduce the amount of that student's debt. A "Meal" meets the requirements of a reimbursable USDA meal. This reimbursable meal consists of at least (3) components from the (5) following food groups; Meat/Meat Alternate, Grain, Vegetable, Fruit and Fluid Milk. A student must take a minimum of (3) components from the (5) options, and one of the components must be at least 1 half cup of fruit or vegetable.

BSD will not publicly identify a student who cannot pay for the meal because of negative balance. We may provide the student their balance only if they inquire.

Students will not be allowed to charge a la carte menu items. (This includes a carton of milk)

**Note:** All adults, parents, BSD staff, volunteers, visitors, etc. will **not** be allowed to charge meals.

#### **Balance Notification Methods:**

- Parents/Students can inquire directly with the cafeteria staff about their account balances.
  - Parents/Guardian/ Students can see their students balance, create alerts as well as auto pay by signing up for a free School Café account. Please visit: [Meal Payment](#)

#### **Negative Balance Notification Methods:**

After each negative balance charge, the parent or guardian may choose to be notified about the negative balance and the need to bring payment for future meal service

- via automated phone or e-mail message through the district's SchoolMessenger system. For this alert service to start please sign up at: [School Messenger](#)
- Via a note sent home with the student for parent or guardian.
- Via Phone call from NS department. NS will make at least two attempts to contact the student's parent or guardian to have the parent or guardian fill out a meal benefits application. This will help to determine if the student is eligible for free or reduced-price meals. In addition, the NS department may contact parents or guardians about payment options.

## Student Behavior

Learning how to self-manage and be a positive community member are important here at Five Oaks. In order to assist students in developing these skills we teach students explicitly how to behave safely, respectfully and responsibly. These form our three governing behavioral expectations:

**Be Safe** – Act in a way that puts no one at risk physically or emotionally.

**Be Respectful** – Use kind words and actions making sure every single student has the **opportunity to learn**.

**Be Responsible** – Do whatever you need to make sure you are taking the **opportunity to learn** so that you are proud of your actions.

At Five Oaks, adults work to consistently recognize students when they display safe, responsible and respectful behavior. This forms positive relationships and works to create a welcoming environment for all of our students. In some cases, students are recognized for meeting expectations with High Fives or Fist Bumps; coupons that can be redeemed for rewards.

It takes the continuous effort of teachers, counselors, administrators, and student families to help students develop outstanding behavior skills. We are constantly in communication to help reinforce positive behaviors both at school and at home.

**The right to be treated fairly and with respect belongs to all individuals at Five Oaks. Because of this, we promote the following:**

- Staff will take steps to support victims and intervene to end the harassing behavior. Staff interventions may include a variety of behavioral, restorative, and disciplinary action.
- Students who are harassed are encouraged to take steps to advocate for themselves and report if the harasser does not stop. There are bully/harassment forms available in the main office. The victim's report will be kept confidential.
- Parents are asked to call school staff if they believe their child is being harassed.
- The school will take appropriate disciplinary action when necessary.

### Anti-Harassment Policy

At Five Oaks our goal is to provide a nondiscriminatory, emotionally and physically safe environment for all students and staff. Harassment in any form will not be tolerated. Students engaged in any harassment via electronic device (phones, computers) may also be addressed by administration and/or appropriate local law enforcement. Harassment is unwanted nonverbal, verbal, written, graphic, or physical behavior directed at a person on the basis of race, color, sex, or other characteristics. It can also be unwelcome behavior of a sexual nature. Harassing behavior is meant to insult, ridicule, embarrass or torment another person.

### **Cell Phones and Electronic Devices**

Students who carry cell phones or any other electronic device have the responsibility to ensure they do not disrupt the learning environment.

**All cell phones and electronic device must be off and away from the time students enter the school until they leave for the day.** Also, no cameras or photos of any kind will be taken at school.

- Inappropriate use of cell phones or electronic devices will result in a behavior consequence.
  - \*First offence will result in a restorative conversation
  - \*Second offence will result in checking device into the office for the remainder of the school day. The student will be given it back at the end of the day.
  - \*Third offence the device will be checked into the office and a parent/guardian must pick it up.
  - \*Subsequent violations will be handled following the Technology Misuse guidelines outlined in the [District Student & Family Handbook](#).
- **Parents/Guardians assume all risk for lost, stolen, or damaged electronic devices.**

Please help us uphold the entry to exit “Off and Away” policy by not communicating with your student, by cell phone or text, during the school day. If you need to get a message to your student during the day, please call the office and it will be delivered to them at an appropriate time.

### **Ear Buds/Headphones/Video Games**

These items are not to be worn or operated in the building between 7:20 AM and 3:50 PM. Ear buds/headphones are only to be used in the classroom as directed by the teacher for class projects involving Chrome Books. Electronic devices will be confiscated if the student uses it while in the building. If confiscated, parents will be required to pick items up. **The school will not assume financial responsibility for stolen or damaged property.** School staff will not look for lost or stolen electronic devices. Consequently, it is recommended that students not bring these items to school.

### **Closed Campus**

As a safety measure, Beaverton School District policy states that a closed campus is in effect at all schools. Students are not permitted to leave the school grounds once they have arrived at school without permission of parents/guardians and school staff. This includes the time before school begins. A student leaving the building or the grounds for any reason must sign out in the front office.

If students need to be in the building before 8:45 a.m. or after 4:00 p.m. on a school day, they need to be involved in an authorized school activity under the direct supervision of a staff member.

### **Student Pick Up**

To ensure student safety, parents/guardians must come into the office in person to pick up a student. A student leaving the building or the grounds for any reason must sign out in the front office.

If you are picking your child up early for an appointment please **send a note with your student to school in the morning**. Students will bring the note to the office before school begins and be given a pass indicating when they need to leave class. Please plan ahead for early pick-ups.

### **Tardies**

Students are expected to be punctual to school and each of their classes. In order to help students develop a sense of timeliness and responsibility we will be implementing Tardy Parties throughout the year.

### **Personal Possessions**

In general, the only personal possessions appropriate to have at school are those that relate to the educational process. The school or school district cannot be responsible for replacing personal possessions lost by students. Student backpacks are required to be kept in student lockers during the school day.

### **Lockers**

Lockers are the property of the school and not of the student who uses the locker. Lockers are for the protection of the student's belongings and should be kept locked. Students are advised not to keep money and other valuables in lockers. The school or district is not responsible for replacing personal property lost by students. **Students are not to share lockers, and students should not switch lockers unless given permission to do so by an administrator.** It is the responsibility of each student to keep the combination secure. If a student invites someone to share his/her locker, they need to be aware that they increase the risk of having items lost or stolen. Lockers should be kept in good condition and free of graffiti, permanent tape, stickers, contact paper, and inappropriate decorations. Magnetic items are acceptable.

To protect students and provide a safer school environment, district policy provides for random inspections of lockers and other student storage areas, which may occur at any time without prior notice. Prohibited items will be removed and held by the school. Students may be disciplined if any prohibited items are found.

### **Bicycles**

Each student who rides a bicycle to school must park it in the bicycle racks immediately upon arrival at school. All students are to leave bicycles alone during the school day. For protection, the bicycle should be locked and the serial number recorded at home. **Bicycle helmets are required by law** and can be stored in school lockers. The school does not assume responsibility for missing/damaged bicycles.

**Skateboards, Scooters, and In-line Skates**

Use of skateboards, scooters, and in-line skates on school grounds is **prohibited** because of concerns for safety, security, and damage to school property. Any such equipment brought to school must fit in the student's locker to be stored for the day. These items are also not allowed on district school buses.

**Gum**

Chewing gum is not allowed at Five Oaks. Students who repeatedly break this rule will be subject to disciplinary consequences, including a referral to the administration. Refer to the Beaverton School District's Student / Parent Resource Handbook for the range of consequences for infractions involving Defiance of Authority here: [Student Family Handbook](#)

**Cafeteria / Lunch / Food / Drink Expectations**

Students are asked to keep all food and drink in the cafeteria. If students bring a lunch box or lunch bag to lunch, they must leave those items in the cafeteria before they go outside for recess.

**Hall Behavior**

All students should assist building-wide efforts to maintain a safe, orderly and appropriate school behavior by maintaining the following expectations:

- While in the halls, students are to generally follow all rules that apply to them while in classes. This includes not engaging in lewd, obscene, or profane conduct.
- Students are not allowed to gather in groups that block the passageway of others in the hallways.
- Students are not to engage in horseplay of any kind while in the hallways.
- Students need to dispose of trash in the appropriate garbage bins.

**Hall Passes**

Students must be given a pass **any time** they are out of their classroom during regular class time.

Students will not be released from the cafeteria back to classrooms without a hall pass provided by the requesting teacher.

**BSD Middle School Dress Standards (revised 8/31/16)****(1) Minimum Safe Attire.**

Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.

- (a) Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- (b) Shirts and dresses must have fabric in the front, back, and on the sides (under the arms).
- (c) Clothing must cover undergarments (waistbands and straps excluded).
- (d) Fabric covering breasts, genitals and buttocks must be opaque.
- (e) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- (f) Specialized courses may require specialized attire, such as sports uniforms or safety gear.

## **(2) District Dress Code.**

Policy provides: “Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, or hate speech are prohibited.” All BSD students are expected to comply with the requirements of this policy.

Specifically:

- (a) Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- (b) Clothing may not depict pornography, nudity or sexual acts and may not have profanity.
- (c) Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected classification.
- (d) Clothing must not pose a threat to the health or safety of any other student or staff.
- (e) Enforcement must accommodate clothing worn by students as an expression of sincerely held religious beliefs (head scarves, for example) and worn by students with disabilities (protective helmets, for example).

## **(3) Parent Responsibility.**

Policy provides: “The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.” Parents or guardians are responsible for ensuring student compliance with the school dress code.

## **(4) Student Responsibility.**

All students at all schools are responsible for complying with the district dress code during school hours and school activities.

## **(5) Staff Responsibility.**

To equitably enforce the district dress code, teachers, administrators and all school staff must be notified of the policy at the beginning of the school year in regards to its purpose and spirit, and how to enforce it without shaming students or disproportionately impacting certain student groups. Staff should be guided by the dress code policy and follow the letter and spirit of the district dress code.

## **(6) Enforcement.**

When a teacher or school administrator discusses a dress or grooming violation with a student, it is recommended that another adult should be present and at least one of the two adults should be the same sex as the student. In no circumstances shall a student be spoken to about a dress code violation in front of other students.

- (a) Teachers or staff discussing a dress or grooming violation with a student should present options for obtaining appropriate clothing (e.g. school clothing closet).
- (b) Where possible, students should not be required to wear school owned replacement garments and should never be required to wear specific garments as a disciplinary measure.
- (c) Discipline for dress or grooming violations should be consistent with the discipline policies for comparable violations.

## **Public Displays of Affection**

Handholding, kissing, and inappropriate touching are not allowed at school or on school grounds. Friendship hugs are allowed provided they do not include inappropriate

touching. Staff should intervene on any inappropriate displays of affection and refer any students who make it an insubordination issue.

### **Technology**

A Chrome Book is checked out to all students for school related work. Appropriate use will be defined and discussed in class. It is important to understand that much of the assigned work as well as text books require the use of the Chrome Book. Digital Citizenship and Internet Safety is a district wide priority. For more information click here: [Internet Safety Resources](#)

### **Transportation**

The school district provides transportation for students between school and home (designated stop closest to home address). The responsibility for student transportation lies between the home and school only. Students wishing to go to a destination other than that provided by their regular bus will need to provide their own transportation through their family or Tri-Met bus. **If a student wishes to ride a bus with a friend and/or get off at a stop other than his/her own, the student must bring a dated and signed parent request by the end of the lunch period on the day of the transportation change in order to obtain written administrative approval.**

The driver is the official in charge and will expect complete cooperation from all students.

Concerns about buses are to be directed to the Transportation Center (503-356-4200). The Five Oaks administrators will also provide assistance. Inquiries regarding bus routes may be directed to the Transportation Center.

### **Before and After School Activities**

A variety of after school activities are offered to Five Oaks students before and after school, ranging from academic support to leadership and service opportunities. To find out more about Five Oaks activities, obtain an activities flyer in the school office. Additional information on student activities is published frequently in the school newsletter (Falco).

#### **After School Clubs / Homework Club**

Students staying after school must have parent permission and must report immediately to the cafeteria. Students staying after school must be in adult-supervised locations at all times and are not allowed to be in the halls without a hall pass or adult supervision after 4:05 p.m. All general school rules apply to students who stay after school for clubs and activities.

For safety reasons, students waiting for a ride home must wait in the designated area. Students must be picked up promptly at the conclusion of their club (4:40 PM). All

school behavior expectations apply until students depart the Five Oaks campus. Parents will be notified if a pattern of misbehavior develops and an after-school safety plan will be implemented with the student and family. If the student's behavior does not improve, the student may be suspended from staying after school for a designated period of days.

## **Liaison with Police**

### **School Resource Officer**

In 1990, the Beaverton School Board agreed to establish a school/community liaison officer program with the Beaverton City Police Department. Under the agreement, a police officer is assigned to the district secondary schools situated within Beaverton city limits. The School Resource Officer (SRO) conducts law enforcement education presentations before student, parent, and staff groups. The officer also attends school activities, acts as a resource to school counselors, and serves as a communication link between the school and neighborhood businesses and community groups.

### **District Cooperation Between Schools and Police Agencies**

District regulation 5000-28 governs cooperation by schools with law enforcement agencies. School personnel are responsible for cooperation with, and making it possible for, law enforcement officials to interview students on school premises. Please contact the school if you have questions or want a copy of the district regulation.

## **Other Information**

### **Visitors**

Parents/guardians are always welcome and encouraged to come to the school to observe and support learning in classrooms. All classroom visits must be prearranged through the main office 24 hours in advance. All visitors must check in at the office. Parents/guardians visiting or picking up their children during the school day need to report to the office where a secretary will send for the student. Student visitors accompanying a Five Oaks student are not allowed during the school day.

### **Volunteers**

We encourage parents to seek out volunteer opportunities in our school. If you are interested in volunteering at Five Oaks Middle School, please contact us for more information on available opportunities as well as information on the required background check. More information is on the district web site here: [Volunteer Information](#)

### **Animals or Pets**

The District recognizes that under proper conditions animals can be an effective teaching aid. At the same time the presence of animals has resulted in increasing numbers of complaints associated with allergies, indoor air quality, sanitation and hygiene. Therefore, dogs, cats, rabbits, and other uncaged animals are not allowed except under certain conditions. Students may bring their pet to school for one period

with permission in advance from their teacher and an administrator. The parent will bring the animal so the student can share it with the class for a specified period of time, and then the parent can take the animal back home. Guide dogs, police dogs, and small caged animals are allowed under certain conditions. No animals may be transported on district buses.

### **Balloons**

We ask that you NOT send balloons of any kind to school. The Beaverton School District has banned all inflated balloons (latex and mylar) on all Beaverton School District buses for safety and health reasons. Inflated balloons can restrict the vision of the bus drivers, causing a safety hazard, and latex products can cause a severe allergic reaction in some individuals.

### **Lost and Found**

If a student has lost any personal property, they should make inquiry regarding the item in the front office as well as checking lost and found located under the stairs in the cafeteria. It is the responsibility of any student to turn in lost items belonging to others as soon as possible to the office.

### **Lost or Damaged School Property/Fines**

Each student is responsible for all books, Chrome Books, locks and/or materials that are issued. A fine may be assessed if materials receive more damage than is expected through normal usage.

### **Phone Messages and Deliveries to Students**

Students will not be excused from class to accept phone calls except in the event of a family emergency. Emergency messages should be directed to the office staff who will contact students. School phones are for school business and are used by students only in an emergency. For the protection of the student, no messages will be taken for students from anyone other than parents or persons listed on the student verification of enrollment emergency information form.

Please do not text or call your student's cell phone during the school day. Students are not permitted to use their cell phones at school.

If you need to deliver supplies, lunches or other items to your child during the school day, please label those items with your child's name and bring them to the office. We will make sure that your student is notified to come pick things up in the office during passing time. Please do not have food delivered via Uber Eats, Post Mates, etc. to your child during the school day.

### **Release of Student Information**

Beaverton School District policy has designated certain student information as directory information, which may be released for reasons deemed appropriate. **If you do NOT wish the school to release directory information about your child, please inform the school office in writing by the end of the second week of the start of the**

**school year.** Any parent who wishes more information concerning the district policy on student records should contact the principal's secretary for a copy of policy 5000-19.

### **Use of School Facilities/Grounds**

Students and community members are not allowed to use school facilities/grounds without an approved Building Use Permit authorized by the district office. This includes before and after school, weekends and vacation periods. Contact the district office to request a Building Use Application form through the SchoolDude site. For more information click here: [Facility Use](#)