

OAK MIDDLE SCHOOL



2020 – 2021

Student Handbook

10821 Oak Street
Los Alamitos, CA 90720
School Office (562) 799-4740
Absence Line (562) 799-4740 Ext. 76001

Oak Lions

**Educating, empowering and encouraging
EVERY student EVERY day.**

Our school Mascot is the LION! The lion symbolizes our vision for students.....Strength and pride while directing a keen eye toward our noble purpose.

School colors are blue, yellow-gold, and black.

**Daily Bell
Schedules**

**Minimum Day Bell
Schedule**

Regular Day (M, T, Th, F)

Period 0	7:50 – 8:35
Period 1	8:40 – 9:25
Period 2	9:30 – 10:20
Period 3	10:25 – 11:10
Period 4	11:15 – 12:00
Period 5	
6 th grade lunch	12:00 – 12:30
6 th grade class	12:35 – 1:20
Period 5	
7 th / 8 th grade class	12:05 – 12:50
7 th / 8 th grade lunch	12:50 – 1:20
Period 6	1:25 – 2:10
Period 7	2:15 – 3:00

Minimum Day

Period 0	7:50 – 8:35
Period 1	8:40 – 9:05
Period 2	9:10 – 9:40
Period 3	9:45 – 10:10
Period 4	10:15 – 10:40
Period 5	10:45 – 11:10
Period 6	11:15 – 11:40
Period 7	11:45 – 12:10

Early Release Day (Wednesday)

Period 0	7:50 – 8:35
Period 1	8:40 – 9:17
Period 2	9:22 – 10:00
Period 3	10:05 – 10:42
Period 4	10:47 – 11:24
Period 5	
6 th grade lunch	11:24 – 11:54
6 th grade class	11:59 – 12:36
Period 5	
7 th / 8 th grade class	11:29 – 12:06
7 th / 8 th grade lunch	12:06 – 12:36
Period 6	12:41 – 1:18
Period 7	1:23 – 2:00

HEAR US ROAR!

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Attendance

TRAVELING TO AND FROM SCHOOL

As a student at Oak you are expected to behave in a responsible manner on the way to and from school. You are expected to report directly to school after leaving home in the morning. **Parents please do not drop off students at CVS or Starbucks before School.** You are to report home after school is dismissed, unless otherwise directed by your parent/guardian or if you are participating in approved after school activities. **School rules and behavioral guidelines apply to you on your way to school as well as on your way home (including on the bus.)** If you ride a bicycle or skateboard, you are expected to ride on the right side of the street, use the designated crosswalks, and observe all rules of the road and safe bicycling procedures. Loitering (hanging out) on campus, on the outskirts of campus, in the street, or in surrounding neighborhoods is not allowed. **Students must leave campus immediately following dismissal unless participating in a school approved activity.**

ATTENDANCE / ABSENCE

Regular attendance is vital to a student's success in school. A student who is absent misses direct instruction that cannot be made up even though written work may be completed. The ONLY excused absences are those resulting from illness, medical/dental appointments, or death in the immediate family. ALL other absences are considered unexcused. Teachers are not required to provide homework, extend deadlines, or allow make-up work for students with unexcused absences. **Students who are absent from classes due to illness are not permitted to return to school on the same day for after school or extra-curricular events.**

When a student is absent, parents are required to call the attendance clerk (799-4740 Ext. 76001) on the day of the absence. If the absence is not verified by telephone, the student is to bring a note to the attendance clerk upon returning to school, signed by a parent, which includes the date(s) of the absence, reason for the absence, student's name, and grade. Absences will be considered unexcused if they have not been cleared within 3 school days. **Students who arrive late to school must bring a note for clearance or they will receive a detention.** If you have questions, please call 799-4740, ext. 76106 Monday-Friday from 7:30-4:00. Requests may be made for homework for absences due to illness for 3 days or more. Extended absences need to be reported by phone call, in writing, or in person to the attendance office. Emails are accepted for clearing absences. Please note that we encourage students to attend school each day. **Poor attendance will result in referrals to the State Attendance Review Team (SART), State Attendance Review Board (SARB) and/or revocation of inter-district permit.**

ARRIVE TO SCHOOL ON TIME

The first bell rings at Oak at 8:35 a.m. Students should be in class ready to learn by 8:40 a.m. Student supervision begins at 8:20 a.m. **Students are not to arrive on campus prior to that time unless they have a 0 period class, are involved in a school activity, or under the supervision of school personnel.**

TARDY POLICY

Students are expected to be on time to school and to each class. Tardiness will be excused only in the event of illness, and medical/dental appointments. Excused tardies must be verified by the parent in person, with a note, or by phone. Oversleeping, missing the bus, traffic, and completing homework are not excused tardies. Students who arrive to school after 8:40 a.m. must sign in at the attendance office. Detention will be given to students who are late to school or class without a valid reason. Excessive tardies will result in further disciplinary consequences.

TRUANCY

According to the Education Code of the State of California, any pupil who is absent from school without a valid excuse, or tardy in excess of 30 minutes on each of more than three days in one school year, is truant and shall be reported to the administration. Students who are truant are assigned detention or Saturday School. The following are considered truanancies: 1) Absence from school without the knowledge and consent of the parent; 2) Absence from school without a valid excuse; 3) Leaving school grounds during the day without permission, and 4) Staying out of class without permission.

HOMEWORK REQUESTS

Students are given the opportunity to make up schoolwork missed because of excused absences. Full credit is given if the work is returned promptly to the teacher. **It is the responsibility of the student to get make up work from the teachers upon returning to school.** Teacher web pages and Aeries (ABI) are good resources for this. Parents may make a request for homework in the event of anticipated extended absences by calling the attendance office before 9:00 a.m. (799-4740 ext. 76106). **Homework requests made before 12:00 p.m. will be ready for pickup on the following day between 3:30 p.m. and 4:00 p.m.** If a student is absent for fewer than three days, the student should keep up with assignments by calling a "Homework Buddy" or by checking teachers' web pages.

LEAVING DURING THE SCHOOL DAY

A parent or another adult listed on the Emergency Card MUST sign a student out at the attendance office before the student can be released from school/class. All adults listed on the emergency card must be 18 years or older and provide valid identification. **Students may not sign themselves out of school for any reason, even if a parent gives verbal or written permission.** Students will meet the adult in the attendance office for pick up.

FORGOTTEN MATERIALS

It is the students' responsibility to remember all books, lunches, and assignments. Students may not make phone calls from the office to have parents bring forgotten items. **In an emergency,** parents may leave items in the attendance office for students to pick up during a passing period or lunch. **No deliveries will be made to students during instructional time.**

INDEPENDENT STUDY

In the event that a family (and therefore a student) is required to travel and/or take leave during the school year in excess of five (5) days, the school can provide an independent study contract to the student. The independent study contract will ensure that a student continues to make progress towards grade level content during their extended break. If you are considering an extended leave during the school year, please contact the attendance office well in advance of your scheduled departure so that arrangements can be made.

Health / Emergency Information

HEALTH OFFICE

The health office is located in the main office. You may reach the health office at ext. 76158.

COMMUNICABLE DISEASE CONTROL

Parents are urged to adhere to the following Health and Safety Code of California: If your child shows symptoms of illness during the night, please keep him/her home the following day. Those staying home at the onset of illness recuperate faster and miss fewer days of school. Notify the school immediately when a communicable disease is suspected or diagnosed. This is an important step in the control of the disease.

INJURY / ILLNESS

If any injury or illness occurs after a student arrives at school, he/she is to report to the teacher and then to the health office.

Students shall not use cell phones to contact parents. Please update new work phone and cell numbers. In an emergency, we cannot contact you without correct phone numbers on emergency cards.

MEDICATION

Medication should be taken at home with parent supervision whenever possible. Prescriptive and non-prescriptive medication may be taken at school only under supervision of school personnel. Parents must deliver medication to the health office in the original container. **UNDER CALIFORNIA LAW, A MEDICATION FORM WHICH INCLUDES DOSAGE INSTRUCTIONS MUST BE COMPLETED BY THE PARENT AND THE PHYSICIAN BEFORE ANY MEDICATION CAN BE ADMINISTERED AT SCHOOL.** These forms are available in the health office.

CHANGE OF ADDRESS OR TELEPHONE

It is very important that parents report any change of address, telephone number and email. It is imperative that we have up-to-date numbers in case of illness or emergency. If you move or change your number or email, please contact the Main Office.

EMERGENCY PREPAREDNESS

Oak has a complete emergency plan. Staff members have been trained in first aid, search and rescue, student safety, and procedures for releasing students. Teachers have established personal home management plans and are prepared to stay on campus for as long as their assistance is needed. The District Emergency Preparedness Plan states: 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. The adult taking the student will sign the student out and will indicate the departure time and location where they are going.

FIRE / EARTHQUAKE / MAJOR DISASTER

Always stay calm and follow your teacher's instructions. Should the fire drill, earthquake, or emergency occur before school, during passing periods, at lunch, or after school, follow the guidelines:

Before school: Go to first period teacher's area.

Passing period: Go back to the last class attended.

Lunch: 6th gr. to fourth period teacher's area
7th/8th gr. to 5th period teacher's area

After school: Go to seventh period teacher's area.

ID CARDS

All students are provided an Oak Middle School ID card **which must be carried with them at all times.** If lost or defaced, the replacement cost is \$5.00. These cards are required to use classroom technology, to check out books or for use in the media center, to determine if students may take the bus, to indicate whether a child may have Internet access, and to purchase dance tickets. These cards are also used to check out equipment at lunch. Upon the request of school personnel, students are required to present their ID card.

Courses / Grades / Citizenship

COURSE OFFERINGS

At Oak Middle School we offer a variety of rigorous content and elective courses.

6th Grade:

- English 6 and English 6H (Honors)
- Math 6 and Math 6/7
- Science 6

- Social Science and Social Science H (Ancient Civilizations)
- Physical Education
- Electives – Band, Orchestra, Choir, and the Exploratory Wheel (art, music, drama, robotics).
- Full year STEM I

7th Grade:

- English 7 and English 7H
- Math 7 and Math 7/8 (Advanced)
- Science 7
- Social Science 7 and Social Science 7H (World History)
- Physical Education
- Electives – Jazz Band, Band, Orchestra, Choir, Drama Yearbook, STEM II, STEM III, Visual Art, Spanish 1, Leadership

8th Grade

- English 8 and English 8H
- Math 8, Algebra 1 or Geometry (at LAHS)
- Science 8 and Science 8H
- Social Science 8 and Social Science 8H (U.S. History)
- Physical Education
- Electives – Jazz Band, Band, Orchestra, Choir, Drama, Yearbook, STEM II, STEM III, Visual Art, Spanish 1, Spanish 2 (at LAHS), Japanese (at LAHS), French (at LAHS), German (at LAHS), Leadership

REQUIRED STUDENT MATERIALS

Being prepared for school means coming to school with the proper materials and attitude. At Oak all students are expected to: 1) Have all necessary materials for each class; 2) Have all homework assignments completed the day they are due; 3) Schedule time at home to study and complete homework and 4) Dress for and participate in your physical education classes.

Suggested supplies:

Notebook paper/spiral notebook:

- Three-hole, lined paper

Writing materials:

- #2 pencils (at least two at all times)
- Pen – blue or black ink only

Reading material:

- Book for Independent Reading

Other:

- Bring Your Own Device (BYOD) charged and ready for all 6th, 7th, and 8th graders.
- Oak Student ID card (issued the first week of school)

Recommended materials:

- Small set of colored pencils or washable felt tip markers
- Plastic pencil bag
- Accordion Folder (6th grade)

REPORT CARDS / PROGRESS REPORTS

Students will be receiving progress reports every six weeks for the 2020-2021 school year. Each student will hand carry a complete progress report at the conclusion of week 6 and 12 for both the Fall and Spring semesters. At the conclusion of Fall and Spring semesters, official report cards will be mailed home.

RETENTION

Grade 8 students with more than two semester F's in any core academic class (English, Reading, Social Science, Math or Science) may not be allowed to participate in 8th grade end of the year activities.

In the spring of 1999, the LAUSD, Board of Education adopted a Student Promotion/Retention Policy, as mandated by the state legislature (AB 1626/AB 1693). The intent of the legislation is to ensure that students meet essential grade level standards before being promoted to the next grade. Students must progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement. At the end of the first semester, students who have received an "F" grade in any core academic class (English, Social Science, Math, Science or Reading) will receive a remediation plan that

may include a remediation packet or opportunities for additional instruction and learning time. Failure to make adequate progress toward remediation plan may result in a loss of 8th grade promotion and activities.

STUDENT ACTIVITIES

PROMOTION TO NINTH GRADE

At the end of eighth grade, the student's educational career is not complete. Therefore, it is appropriate to consider the move to high school as a promotion rather than a "graduation". The privilege to participate in special activities is earned. **Students must maintain academic, behavior, attendance standards, return all books, and pay any outstanding fines in order to participate. Students may be excluded for repeated misbehavior, suspension, poor attendance, academic failure, or unpaid fines.** The attire for the promotion ceremony must comply with school dress code guidelines. **STUDENTS SHOULD NOT WEAR JEANS/SHORTS, T-SHIRTS, FORMAL GOWNS OR TUXEDOS, BACKLESS, STRAPLESS, LOW-CUT, OR HALTER DRESSES.**

DEMERITS / EIGHTH GRADE END OF YEAR ACTIVITIES

This school assigns students demerits for unsatisfactory behavior as evidenced by:

<u>Consequence</u>	<u>Demerit</u>
Detention	1
2 Hr. Saturday School	2
4 Hr. Saturday School	3
"N" in Citizenship (on progress or grade report)	1
"U" in Citizenship (on progress or grade report)	3
Suspension	3-5

Students are unable to work off demerits. Second semester demerits will affect participation in end of the year activities and assemblies. Eighth grade students with 10 or more demerits at the end of the year are excluded from participation in all eighth grade activities, excluding promotion, providing the student has successfully passed his/her classes. Suspensions may also result in being excluded from participating in 8th grade activities including promotion.

SCHEDULE / CLASS CHANGES

If you and your child have a concern about a particular class or teacher, the first step is to address the issue with the teacher. If questions or concerns remain, the next step is to contact the counseling office to discuss the problem or schedule a meeting. It is our policy to schedule a meeting including the parent, student, counselor, and teacher prior to any change being instituted. Please contact Ms. Reynolds our school counselor at (562) 799-4740 ext. 76103.

STUDENT ASSISTANCE

Sometimes students may feel they need advice or help in dealing with a difficult situation. When this happens, it is important they seek out a trusted adult. Parents, relatives, or a close adult friend are good sources of help for a student. At school, students may fill out a green slip to see an administrator or counselor or to speak to a teacher or other member of the school staff. Resources are available through our main office.

BRING YOUR OWN DEVICE (BYOD)

BYOD allows students and staff to bring and use their own technology during the day to enhance the learning experience. We encourage all students and staff to be good digital citizens and support the [District's Acceptable Use of Technology Policy](#) and online access. Examples of the types of technology that can be used are Chromebooks, Windows laptops/tablets, Mac laptops. Devices can be used or new as long as they meet the [District's minimum requirements](#) to connect and support school instructional material. Families will fill out a BYOD Approval and Signature Form for each child and submit the signed form with the device information to their school. For more information please visit www.losal.org/byod

ACTIVITIES

Oak Middle School is your school – get involved! The qualifications for participation in school activities are interest and enthusiasm. There are dances, lunchtime activities, intramural sports, and clubs. Information concerning school activities is announced in the daily announcements.

- **CLUBS** – Interest clubs meet during lunch, before, or after school under the direction of Oak staff. Listen to the morning announcements for sign-ups and meeting dates.
- **DANCES** – School dances are held in the MPR. Students attending dances must arrive promptly at the start time and remain at the dance the entire time. Students are required to bring school identification cards and a signed dance ticket. The school dress code applies. *Students who do not attend school due to personal business or illness on the day of a dance may not attend the dance.
- **INTRAMURAL SPORTS** – Intramural sports are played during lunch period. Each sports competition is announced in the daily student bulletin.

Students not meeting citizenship or academic requirements, including not maintaining passing grades or having incomplete assignments, may be excluded from extra-curricular activities.

PARENT INVOLVEMENT

Several parent organizations and committees, such as PTA and School Site Council, provide valuable volunteer time, financial support, and advice for the overall improvement of our school. School effectiveness is positively impacted by regular parent participation. Meetings are publicized weekly in the Lions Roar. The Lions Roar is a weekly newsletter that is sent electronically every Sunday at 7:00 pm. Parents please make sure your email is current.

It is required by law that parents volunteering in classrooms at least once a month present a certificate of being free of active tuberculosis. Please bring in a copy of your TB clearance to the main office. Parents are welcome at school. As a courtesy, such visits should be planned 24 hours in advance with the teacher or the office. This will assist in providing minimal interruption to the instructional program. Observations must be arranged in advance and cannot last longer than 30 minutes. To ensure the safety of our students, all visitors are required to check in through the attendance office before proceeding to a classroom. All parents must have a valid driver's license and or California ID.

STUDENT RECOGNITION

POSITIVE REINFORCEMENT

We believe that excellence; service, positive contributions and innovation should be noticed and rewarded. The following positive reinforcements are available to students:

- **PAW PASSES** – Staff members reward students demonstrating excellent behavior, study habits or superior efforts with a Lion "Paw Pass." Paw Passes are used for monthly prize drawings.
- **LION PRIDE AWARD** - Each month teachers nominate a student to be recognized for demonstrating excellence within a specific content area. These students are recognized at an honorary celebration put on by administration and PTA.
- **HONOR ROLL AND PRINCIPAL'S LIST** – Students who attain a grade point average of 3.5 or higher, with no more than one "N" and no "U's" in citizenship, will be honored after each semester. The criteria for awards are as follows: 3.50+ Honor Roll; 4.0 Principal's List.
- **MONTHLY AWARDS** – Every teacher selects students for the following monthly awards:

- o Academic Achievement
- o Bravo – outstanding achievement or improvement
- o PACE (Pursuing Academic Character and Excellence) – positive character traits

RECOGNITION AND AWARDS*

At the end of the school year, an Eighth Grade Awards Night is held. Special recognition will be given to those eighth grade students who are successful in the following categories (* Awards earned as of May 1st of 8th grade year and based on previous five semesters):

- **Recognition of Excellence**
 - o Perfect Attendance
- **Academic Achievement**
 - o Distinguished Scholar
 - o Academic Excellence
 - o Presidential Academic Award
- **Hall of Fame**
 - o Community Service Award
 - o Distinguished Honor Roll - 3.5+ cumulative GPA
 - o Principal's List - 4.0 cumulative GPA
 - o Citizenship - 6+ "O"'s
 - o Golden Lion
- **Pride Awards**
 - o Character Award
 - o Perseverance Award
 - o American Legion Award

SCHOOL RULES AND DISCIPLINE

CITIZENSHIP STANDARDS AND EXPECTATIONS

The following are guidelines created by the Oak staff and considered when assigning citizenship marks.

"O" Outstanding

- Student consistently listens, follows directions, and obeys rules.
- Student is kind, courteous, and respectful toward others.
- Student consistently demonstrates personal responsibility and adheres to the Academic Honesty Code.
- Student participates and adds to the class in a positive and constructive manner.
- Student exhibits a positive attitude.

"S" Satisfactory

- Student usually listens, follows directions, and obeys rules.
- Student is kind, courteous, and respectful toward others.
- Student usually demonstrates personal responsibility and adheres to the Academic Honesty Code.
- Student participates appropriately in class and seldom needs correction by the teacher.
- Student usually exhibits a positive attitude.

"N" Needs Improvement

- Student regularly needs reminders to listen, follow directions, and obey rules.
- Student often requires reminders to be kind, courteous, and respectful towards others.
- Student has difficulty demonstrating personal responsibility.
- Student violates the Academic Honesty Code.
- Student frequently interrupts class with disruptive behavior and interrupts other students' right to learn.
- Student may display a negative attitude.

"U" Unsatisfactory

- Student does not listen, follow directions, or obey rules.
- Student is disrespectful towards the teachers and/or other students, and makes little attempt to change behavior.

- Student fails to take personal responsibility.
- Student consistently disrupts class and interrupts other students' right to learn.
- Student exhibits a negative attitude.

MEDIA CENTER

Monday – Friday 8:40am to 3:00pm (with pass from teacher)

Monday – Friday 8:20am to 8:35am and 3:00pm to 3:10pm (no pass needed before and after school)

Pencils and pens are sold for 50 cents each. Students may check out a maximum of three library books for a four-week period. After four weeks, they have the option of renewing or returning the books. Students are encouraged to take care of their books and return them in a timely manner. Overdue notices are distributed to language arts classrooms once a month. Fines are charged for lost and/or damaged books. Refunds are limited to one year from the date of the payment. Students still have a full year to return found books. **Students MUST HAVE THEIR ID to check out a book or to use a computer in the computer lab.** School computers are available for student use. You are not allowed to change settings or manipulate the computer in any way that is not part of normal use. Failure to comply may result in loss of computer privileges. This will be at the discretion of the principal and/or teacher. **Accessing a non-school email account is strictly forbidden at school.** All students are to log into their technology using their school ID's and passwords. Any attempt to log-in to technology or websites without your credentials may result in loss of technology privileges. Printing homework and assignments is acceptable. Please ask for guidance when printing to be sure you are not printing unnecessary copies.

MINDER BINDER

This Minder Binder should be in your notebook and brought to school each day. If the Minder Binder is lost or damaged it can be replaced at a cost of \$10.00.

PARENT / TEACHER COMMUNICATION

Teachers communicate with parents about student progress in a variety of ways. These include individual parent conferences, telephone calls, notes and progress reports. We also have minimum days for parent conferences in October and March. In addition, parents are encouraged to inform school personnel about significant changes in the home environment that may affect the student's school performance. Parents are encouraged to phone, email, or confer with teachers at any time throughout the year, in addition to the scheduled conferences in October and March.

PHYSICAL EDUCATION CLOTHES

The PE uniform consists of a white shirt with black shorts. Custom Oak PE attire is available for purchase through the school year. Additionally, athletic shoes with laces and socks are required to be worn during all PE activities. While participating in physical education, students are to use their assigned padlock to secure personal items. Any loss of property during PE is not the responsibility of Oak Middle School or the L.A.U.S.D.

TEXTBOOK AND SCHOOL PROPERTY

Students are responsible for their textbooks and are required to pay for books that are damaged, lost, or stolen. Students are also responsible for damage to or loss of school property. Parents are liable for willful damage to school property. **STUDENTS WHO HAVE FINES FOR MISSING BOOKS OR OTHER PROPERTY WILL NOT RECEIVE THEIR YEARBOOKS AT THE END OF THE SCHOOL YEAR AND WILL NOT BE ALLOWED TO TAKE PART IN EXTRA-CURRICULAR AND YEAR END ACTIVITIES UNTIL ALL CHARGES HAVE BEEN CLEARED. THE SCHOOL IS NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE TO STUDENTS' PERSONAL MATERIALS.**

CALIFORNIA EDUCATION CODE

S 19911. Willful detention of property. Any person who willfully detains any book, newspaper, pamphlet, manuscript, or other property belonging to any public of incorporated library, reading room, museum or other educational institution, for thirty (30) days after notice in writing to return the article or property, given after the expiration of the time for which by the rules of the institution the article or property may be kept is guilty of a misdemeanor. The parent or guardian of a minor who willfully and maliciously commits any act within the scope of this section shall be liable for all damages so caused by the minor.

RULES AND REGULATIONS

ACADEMIC HONESTY CODE

Oak Middle School requires all students to demonstrate honesty and to abide by ethical standards in preparing and presenting materials, as well as in testing situations. Grades should reflect the student's own work in the fairest possible way. This pertains to any attempt of a student to substitute the product of another, in whole or in part, as his or her own work. It also includes theft, possession, or unauthorized use of any answer keys or model answers.

Violation of the Oak Middle School Academic Honesty Code will be subject to disciplinary action up to and including:

- Suspension
- Saturday School
- Dismissal from student offices and all intramurals and extracurricular activities
- Involuntary transfer and expulsion

This policy covers all school related tests, quizzes, reports, class assignments, and projects, both in and out of class.

CHEATING

Includes but is not necessarily limited to:

- Copy/Sharing Assignments - Copying or giving an assignment to a student to be copied, unless specifically permitted or required by the teacher
- Plagiarism or submission of any work that is not the student's own. This is the "act of appropriating the literary composition of another, or parts or passages of his writings, or the ideas or language of the same, and passing them off as the product of one's own mind." It involves "the use of any outside source without proper acknowledgment." In the academic setting, an "outside source" includes "any work, published or unpublished, by any person other than the student."
- Cheating on test or major projects, including the use of unauthorized material including textbooks, notes, calculators, or computer programs during a test or on a major project. Also includes supplying or communicating in any way unauthorized material including textbooks, notes, calculators, or computer programs during a test or on a major project.
- Forgery/Stealing - The unauthorized access to a test or answers to test; alteration of computer and/or grade book records or forgery of signatures; sabotaging or destroying the work of others

YOU ARE CHEATING IF YOU:

- Copy, scan, duplicate, or transmit using any technology, assignments that will be turned in as "original" work
- Exchange assignments by printout, Google docs, flash drives, scanners, text, photos and then submit it as "original" work
- Write formulas, codes, and/or key words on your personal objects or yourself for use in a test
- Use hidden reference sheets during a test
- Use programmed material in watches, calculators, or computer programs when prohibited
- Exchange answers with others (either give or receive answers)
- Submit someone else's assignment as your own, in whole or part

- Submit material (written or designed by someone else) without giving the author/artist name and/or source (e.g., plagiarizing, or submitting work done by family, friends, or tutors)
- Take credit for group work, when little contribution was made
- Do not follow additional specific guidelines on cheating as established by a department, class or teacher
- Steal tests, answers, or materials, or have unauthorized possession of such materials
- Sabotage or destroy the work of others

ACCEPTABLE BEHAVIOR AT SCHOOL

The following standards of behavior are designed to provide Oak students with a safe, secure, and orderly educational environment. **All guidelines apply during the time students are on campus, walking to and from school, and during any extra-curricular activity including, but not limited to, field trips, night performances, and dances.**

GENERAL STANDARDS OF BEHAVIOR

1. Respect people and property.
2. Refrain from using profanity at any time.
3. Walk at all times while on campus.
4. Avoid disruptive behavior when classes are in session.
5. **NO GUM chewing on school grounds.**
6. Keep the campus clean and healthy by not littering or spitting.
7. Keep noise to a minimum.
8. A pass is required to be outside of class during class time.
9. Horseplay such as pushing, shoving, and throwing items is dangerous and not allowed.
10. Absolutely no tackle games or "play fighting."
11. Keep hands, feet, and objects to yourself.
12. Responsible behavior is expected in the classroom, MPR, gym, and outside area.
13. **Cell phones must be powered OFF while on campus.**
14. **Ear buds/air pods/head phones may not be worn on campus unless directed by school officials.**

LUNCH STANDARDS OF BEHAVIOR

1. Spending time with other students during lunch is a privilege. If lunchtime standards are not followed, this privilege may be taken away.
2. **Students are responsible for keeping their eating area clean.**
3. All food is to be eaten within the designated lunch areas. Food is not allowed on the blacktop or Media Center.
4. Trash is to be placed in trash containers and not thrown at any time.
5. It is inappropriate behavior to beg for food or for money to purchase food.
6. Students are expected to follow the directions of noon duty supervisors and all school personnel at all times.
7. Students must stay in designated areas and supervised (defined by the administrators) during lunch.
8. Students may not listen to music or use electronic devices during lunch, including any cell phone use.

CLASSROOM STANDARDS OF BEHAVIOR

1. It is the student's responsibility to come to school physically and mentally ready to learn.
2. Students are expected to be at school and in class on time.
3. Students are expected to follow the directions of all school personnel at all times.
4. No one is allowed to hinder the teacher from teaching or students from learning.
5. It is expected that all students will be considerate of others and keep their hands, feet, and objects to themselves.
6. Rules of the classroom are to be followed at all times. It is the students' responsibility to understand each of their teachers' classroom behavioral expectations.

The primary goal of school is to provide the best environment for learning. In order for you to reach your individual maximum potential, socially and academically, we believe that standards must be visible, realistic, and supportive of the overall goal of the school, which is education.

BICYCLES / SKATEBOARDS

Bicycles/skateboards may be ridden to school according to the following rules:

1. All Oak students are expected to wear and buckle bicycle helmets to and from school. If helmets are not worn, you will not be allowed to ride to or from school. Students must lock their helmets to their bikes/skateboards, or place them in their lockers.
2. **Students must stay on the designated bike paths. PLEASE RESPECT OUR NEIGHBORS. Disciplinary consequences will be issued to students found loitering, cutting through, or damaging private property. Bicycles /skateboards may not be ridden on school grounds or in crosswalks.**
3. Bicycles and skateboards must be put inside the racks and locked individually.
4. You may not lock bikes or skateboards together.
5. Racks are off limits except when parking and picking up bikes and skateboards.
6. Racks will remain unlocked during the school day.
7. The school does not accept responsibility for bikes or skateboards that are damaged or stolen.
8. Teachers will be on duty at the racks fifteen minutes prior to school starting and ten minutes after school ends.
9. If you remain at school after teachers have gone off duty you must make arrangements for the safety of your bike/skateboard since the racks will not be locked.

Violations of these guidelines will be dealt with through the consequences listed under "Consequences" of this document and may include the loss of riding privileges.

Roller skates, roller blades, scooters, and razors are allowed at school as long as they are stored in the proper area and not used on campus. If items are not stored in the designated areas they will be confiscated. **NO MOTORIZED DEVICES ARE ALLOWED AT SCHOOL INCLUDING HOVERBOARDS AND RAZORS. If you bring these items to school they will be confiscated.**

BIRTHDAYS

Birthdays are announced in the morning announcements. **Flowers and balloons should not be brought to school and will be confiscated or stored so as not to create distractions. We also do not allow signs to be carried around campus or for lockers to be decorated. Food and other items to celebrate birthdays are not permitted on campus.** We encourage you to make arrangements to celebrate birthdays outside of school hours.

BUS REGULATIONS

According to the State Education Code, Section 1085, "Pupils transported in a school bus shall be under the authority of the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for pupil to be denied transportation." **The following bus rules will be strictly enforced and also apply at the bus stop.**

1. Do not damage or vandalize property at or near the loading area or bus stop.
2. Line up in an orderly manner on the curb in preparation for boarding.
3. Present bus pass to the driver.
4. **Passes are non-transferable.**
5. Take seats quietly. Three students to a seat may be necessary.
6. Keep all parts of your body inside the bus.
7. Remain seated facing the front of the bus.
8. Talk quietly and in a respectful manner; no obscene or inappropriate language.
9. Keep hands, feet and objects to self.
10. Do not tamper with or damage bus seats or equipment.
11. Leave the bus quietly and carefully.
12. Keep away from the side of the bus as it departs.
13. The school and bus driver are not responsible for any personal property brought on the bus that is lost or stolen.

14. Athletic equipment will be allowed on the bus if given to the driver immediately upon boarding the bus. The driver will keep the equipment in the front of the bus until the student disembarks.
15. No food or beverages are allowed on the bus.

The violation of any of the above rules may result in detention, lunch detention, or immediate loss of bus-riding privileges as outlined below:

- First infraction – detention or 1 day of riding privilege
- Second infraction – detention or Saturday school or loss of 5 days of riding privilege
- Third infraction – loss of between 5 - 20 days of riding privilege
- Fourth infraction – loss of between 20 - 60 days of riding privilege
- Fifth infraction – Remainder of the year

Time schedules and stops for the buses are established by the District Transportation Department. Students must be at the designated stops on time. Students desiring to leave the bus at other than the regular destination must have prior written approval from a parent and administrator. **No pupil may ride other than his/her assigned bus without presenting a written note from a parent to the principal and receiving written approval of the principal or assistant principal to give to the bus driver.** Students who are not designated as "bus riders" by the District may not be transported on District buses before or after school. Students who forget or lose their student ID bus passes are allowed to ride to school in the morning. It is the student's responsibility to obtain a temporary bus pass in the Attendance Office in order to ride the bus home. Students who misplace their ID **ARE ALLOWED ONLY THREE TEMPORARY BUS PASSES.** They then need to purchase a replacement ID for \$5.00. Temporary bus passes are issued before school, during lunch, and after school in the Main Office.

CAMPUS CLEANLINESS

The school is our shared environment. Our school's reputation in the neighborhood and with visitors is largely determined by our campus appearance. **All students are expected to help keep the campus clean.** While eating lunch, students must stay within the supervised lunch areas and deposit all trash in the proper cans. Oak is a GREEN campus and we expect all of our students to support our recycle program by properly sorting their waste.

CELL PHONE / TELEPHONE USE

Students may use the telephone in the office or classrooms with permission. Students may possess cell phones at school but their use, including checking the time and taking photographs, is prohibited once they enter the campus until the end of the school day. **Cell phones must be turned off and are not to be seen, used, or heard during school hours unless authorized by a staff member for a specific instructional task. Students cannot use their cell phone during the day to contact parents without prior permission from a staff member. All communication with students must go through the main office. Please do not send text messages to your student. Consequences for a phone being taken away:**

1. First time student gets their phone back at the end of the school day.
2. Second offense student receives a detention and can pick up the phone at the end of the school day.
3. Third offense a parent/guardian must pick up the phone and the student receives a 2-hour Saturday School.
4. 4th offense or 5th offense: A parent/guardian must pick up the phone and a student receives a 4-hour Saturday School.

If a student has their phone taken away more than 5 times infractions will lead to possible suspension.

CLASSROOM BEHAVIOR PLANS

Each teacher has a behavior management plan and rules for his/her classroom. His/her plans reflect the overall school plan listed in this manual. Teachers will review their plan during the first week of school and have it posted in the room throughout the

school year. Make sure that you read it and understand it; if you have questions ask your teacher. This plan will be shared with parents at Back-to-School Night.

CLOSED CAMPUS

Oak Middle School is a closed campus, and students may not leave the campus once they arrive until the school day ends. Students may only leave campus if they are signed out by a parent or an adult designated by a parent or legal guardian that is on their emergency card. Lunch passes are not issued at Oak. Also, please do not bring lunch for your student and ask them to meet you at the gate at lunchtime. For safety purposes, please bring the lunch to the attendance office and we will make sure they receive it. **ALL visitors must be cleared by the main office to be on the school grounds during school hours.**

CONSEQUENCES

The following consequences may occur if you make a negative choice that violates the rights of others, threatens the safety of students, staff or property, or violates school standards and/or education code requirements:

1. **Counseling** – A student discusses his/her behavior with a teacher and/or administrator. The focus of counseling is to assist students to identify more appropriate choices and realize what future consequences could occur.
2. **Loss of Privileges/Logical Consequences** – Students may lose school privileges such as eating in the lunch area or participation in school/class activities. A student who litters may be assigned clean-up duties in addition to losing privileges, etc.
3. **Detention** – Students may be required to remain at school after the normal dismissal time (See Detention section).
4. **Saturday School** – Truancy, leaving campus without permission, inappropriate or dangerous behavior, failure to serve a detention, or excessive unexcused absences or tardies will result in assignment to Saturday School. Saturday School is held from 8 a.m. to 12 noon on designated Saturdays. A student will be suspended if he/she fails to serve a Saturday School consequence.
5. **Parent/Teacher/Administrator Conferences** – Students demonstrating severe behaviors or repeated behavior challenges may be directed to attend a meeting with teachers, parents, and/or administrators to discuss their choices and future actions.
6. **Referral to another teacher's classroom** – Students who misbehave and keep other students from learning may be assigned to another teacher's classroom or the office.
7. **On-Campus Suspension** – When a teacher or administrator views a student's behavioral choice to be distracting, dangerous, or willfully disobedient, yet does not see it as being severe enough for formal suspension, a student may be suspended from the classroom for a class period or the remainder of that day.
8. **Formal Suspension** – (See further description on pg. 11).
9. **Expulsion** – Students may be recommended for expulsion from the district when their behavior threatens the health, safety and welfare of others as well as for other reasons defined in the California Education Code. This recommendation must be acted upon by the District Board of Education prior to being administered as a consequence.

The above consequences are not in a priority order. Generally, a student will progress through these in this order. More severe repeated behavior violations will primarily result in removal from the classroom to another teacher's classroom or to the office. All negative consequences and sanctions are preceded by counseling and discussion with the teacher or administrator as well as parent contacts.

DETENTIONS

A school-wide after school detention system reinforces our high standards of behavior and helps students accept responsibility for their decisions. A detention will be issued for the following infractions:

- "Play fighting" or "messaging around" with another person
- Inappropriate or unsafe conduct outside of class

- Unexcused tardies
- Inappropriate, vulgar, or profane language
- Eating or drinking out of the designated eating areas
- Being in unsupervised "out of bounds" areas
- Disrespect toward noon-duty/support personnel
- Failure to bring silent reading book or assigned textbook or materials to class
- **Gum chewing anywhere and at any time on campus**
- **Cell Phone use on campus**
- Demonstrating inappropriate, disruptive, or unsafe behavior
- Excessive talking
- Playing on the stair case rails

Students must report to detention on time with the parent-signed detention form. Students who are absent on the day they are to serve an assigned detention will be expected to make-up this detention upon their return. A student who does not serve an assigned detention may not participate in that day's extra-curricular activities, including dances, sports, or special events. Failure to serve two school-wide detentions will result in a two-hour Saturday School.

FAMILIARITY

Students must refrain from familiar contact at school, such as kissing, hugging, etc. Parents will be notified in cases when students violate this rule and a consequence will be issued.

FORMAL SCHOOL SUSPENSION

Suspension is when a student is removed from school for disciplinary reasons, by the school administrator or their designee, for a period of one or more school days. The following are legal reasons for suspension from school in accordance with Education Code 48900:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee of the principal.
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled, an alcoholic beverage or intoxicant.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage or an intoxicant of any kind, and they 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.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco, or any products containing tobacco or nicotine, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
11. 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.
12. Knowingly received stolen school or private property.
13. Possessed an imitation firearm (i.e., a replica of a firearm that is so substantially similar in physical properties that a person may conclude that the replica is a firearm).
14. Committed or attempted to commit a sexual assault or sexual battery.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary

proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness or both.

16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
17. Engaged in, or attempted to engage in, hazing.
18. Engaged in an act of bullying, defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act.
19. Committed sexual harassment, defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, which would be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.
20. Caused, attempted to cause, threatened to cause, or participated in any act of hate violence.
21. Intentionally engaged in harassment, threats, or intimidation against a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of that student or group of students by creating an intimidating or hostile educational environment.
22. Made terrorist threats against school official and/or school property.

The acts must relate to school activities or attendance, BUT MAY TAKE PLACE AT ANY TIME INCLUDING BUT NOT LIMITED TO:

1. While on school grounds
2. While going to or coming from school
3. During the lunch period
4. During or while going to or coming from a school-sponsored activity

IMPORTANT

1. *Fighting, encouraging, or watching a fight may result in suspension from school.*
2. *Harassment of any type (sexual, verbal, religious, and racial) may result in suspension.*
3. *Possession of cigarettes, drug paraphernalia, lighters, vape pens, marijuana, controlled substances or other prescription drugs without a valid and approved prescription will result in suspension and may result in a recommendation for expulsion.*
4. *Homework will not be provided to students who are suspended from school. It is the responsibility of the student to obtain and complete work missed due to a suspension.*

Attention All Students

The Los Alamitos Unified School District Board of Education is fully committed to providing a safe and secure school environment in which students can learn. The Board will not tolerate student behavior that threatens the safety of the other pupils, staff, or visitors. The Board enforces the following penalties for any student who possesses, sells, or furnishes any drug, weapon, explosive, or dangerous object while within the jurisdiction of school authority:

School suspension with the possibility of expulsion on the first offense for:

- **Possessing, selling, or furnishing a firearm**
- **Controlled substances (drugs)**
- **Possessing, selling, or furnishing a knife or other weapon**
- **Possessing, selling, or furnishing a replica, model or fake weapon**
- **Sexual assault**

HARASSMENT / BULLYING

It is the policy of this school that all students be treated with respect and feel comfortable attending school. Any harassment that substantially interferes with a student's school performance or creates an intimidating, hostile or offensive learning environment will not be tolerated. Harassing behaviors are defined as:

- Making fun of or intimidating others based upon sexual, religious, racial, or other themes.
- Verbal or physical bullying, calling others names, putting them down, and using words that insult another person.
- Touching others in an unacceptable manner, or making comments of a sexual nature.
- Participating in harassment or bullying through the use of technology (telephone, text messaging, online text, or cyber bullying).
- Ganging up on a student in "Hate Circles" in an effort to put down or intimidate.

If at any time you feel uncomfortable in dealing with other students or adults, you are responsible to report concerns to a teacher or administrator in a timely manner, and they will assist you with your concerns. All student/parent reporting will remain confidential.

LOCKERS

All students will be issued a locker and lock. Students may not use their own locks. Lockers are issued to students as a convenience by the school. **Lockers are subject to inspection at any time.** It is very important for parents to realize that the lockers are attached to the outside structure of our buildings and are therefore vulnerable, especially outside the school hours and on weekends. The school cannot be responsible for damaged or stolen property contained in these lockers. When books are issued, they become the responsibility of students and parents and are to be taken home when classroom sets of books are available. Backpacks must fit inside the locker and must be stored in the locker during PE class.

Lockers are for individual use only. **Stickers, contact paper, paint, wallpaper, etc., are not permitted in lockers. Lockers may not be decorated for birthdays; this includes wrapping paper, signs, as well as balloons.** Magnetized mirrors and non-permanent organizers are acceptable. Do not try to put more than one backpack in a locker. Make sure all backpack straps and clothing are safely inside the locker before closing. Do not share your locker combination. **Students are responsible for items left in lockers over weekends and holidays.**

MIDDLE SCHOOL STANDARDS OF DRESS

The middle school standards of dress and grooming have been established to promote a positive learning environment that is free of distraction aimed to support student learning. The dress standards provide students the choice of dress that are deemed appropriate, functional and free of distraction.

1. Pants/Leggings/Shorts
 - Shorts must have a 3 inch inseam
 - Pants and shorts must stay up and fit at the waist without a belt. Sagging is not permitted.
 - Pants and shorts may not be skin tight, sheer or revealing.
 2. Blouses/Shirts
 - Must cover student's midriff and back.
 - Tube tops, bathing suit tops, spaghetti strap tops, mid-drift shirts or low cut tops are not permitted.
 - Shirts must not have the appearance of lingerie or being pajama like.
- *Note: Outer garments must completely cover the student's undergarments and there are NO pajamas permitted.**
3. Dresses/Skirts/Shorts
 - Skirts must cover the upper half (mid-thigh and above) of the student's legs.
 4. Shoes
 - Shoes that cover and secure the entire foot are preferred.
 - Sandals are permitted but must have a back strap.

- Flip-flop sandals are not permitted.
 - High heeled or platform shoes are not permitted.
- Hats
 - Hats may be worn, facing forward, outdoors and **may not be worn indoors.**
 - No bandanas or hoods from jackets, shirts or sweaters may be worn.
 - Hats that promote violence, drugs/drug use, smoking, gangs, profanity, weapons, violence, illegal activities, degrading other cultures, genders, religious or ethnic values are not permitted.
 - Accessories
 - Wallet chains, spiked and/or studded jewelry are not permitted.
 - Messaging on clothing
 - Clothing may not be worn that references drug/drug use, alcohol/alcohol use, smoking, gangs, profanity, weapons, violence, or illegal activities, degrades other cultures, genders, religion, soliciting inappropriate social media, or ethnic values.
 - Make-up & Hairstyles
 - Extreme make-up and hairstyles that distract or disrupt the teaching and learning process are not permitted.

As fashion trends change, there may be a need to modify dress standards. When this occurs, students and parents will be notified. Students will be notified through the daily bulletin, discussions with teachers, and/or announcements. If there is any question, please call the school at any time for clarification prior to purchasing your student's school clothing. Students who violate the dress standards may be subject to disciplinary consequences. Inappropriate clothing may be confiscated and released to parents. Repeated violations may result in progressive disciplinary action, including administrative detention and/or suspension. Parent support in encouraging students to dress appropriately is greatly appreciated.

PERSONAL PROPERTY

You are discouraged from bringing to school any personal property that is not directly related to your instructional program. Further, you should not bring personal items such as watches, jewelry, or clothing that are fragile, expensive, or possible obstructions to the instructional program. The school will not be responsible for any student's personal property that is lost, stolen, or damaged.

Always put the student's full name on all items brought to school. Check the Lost and Found bin or the attendance office for lost items.

Cell phones, air pods and other electronic devices are not to be seen, used, or heard on campus unless authorized by a staff member for an instructional task. Use of cell phones or any items of this nature causing disruption will be confiscated and returned only to the parent/guardian. **Oak Middle School is not responsible for lost, stolen, or broken items.**

SELLING ITEMS AT SCHOOL

The selling of candy, food, or any kind of item or property by any student or group not authorized by the administration is not permitted on school grounds, at school bus stops, or at any school-sponsored event.

SUBSTITUTE TEACHER POLICY

Students who behave inappropriately with a guest teacher (substitute) and who are referred to an administrator will be assigned consequences in progressive order:

First referral	Two-hour Saturday School
Second referral	Four-hour Saturday School
Third referral	Suspension

UNIFORM COMPLAINT PROCEDURE FOR SPECIFIC STATE AND FEDERALLY FUNDED PROGRAMS

The Los Alamitos Unified School District shall comply with all state and federal laws and regulations. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, sexual orientation, sex, race, ancestry, national origin, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures (as set forth in California Code of Regulations, Title 5, Sections 4600-4671) shall also be used when addressing complaints alleging failure to comply with state and/or federal law in: adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs. The Board encourages the early, informal resolution of complaints at the site level whenever possible. The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations. The Board prohibits retaliation in any form for the participation in a complaint procedure, including but not limited to the filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant. The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis. A complaint shall be filed with the Assistant Superintendent of Instructional Services who will then refer it to the staff member responsible for the program(s) in question. This staff member shall be knowledgeable about the laws and/or program in question.

VOLUNTARY DRUG TESTING

The L.A.U.S.D. Voluntary Drug Testing Program is designed to support students in a positive manner by enlisting the aid of the parents/guardians to help their children overcome peer pressure. Stating to their peers that they are involved in a voluntary drug testing program gives them the power to say "no" without experiencing the peer pressure that is normally associated with the use of these illegal substances. Drug testing is a proven form of deterrence. This program is not designed to keep students out of athletics or other school activities. **No school administrators, teachers, law enforcement or coaches will have knowledge of the test results. All results are kept strictly confidential.** Any problem or positive test result will be resolved between the parent and student. A form to designate parents' choice of participation in the program along with additional information is issued to all students during their enrollment procedures

DRUG CANINE DETECTION

To deter students from bringing illegal substances to campus, Oak Middle School will utilize detection canines to detect the presence of contraband on campus. They will specifically be used in communal areas, classrooms, and lockers. The detection canine searches will be random and the canine will not be used to search students. The detection canines are very friendly, non-aggressive retrieving breeds. They are trained to discriminate specific "scents" of contraband items and passively indicate the area where the scent is detected. If an illegal substance is detected and found, appropriate disciplinary action will be initiated. The goal of this program is to deter unwanted contraband on campus and provide a school atmosphere that is conducive to learning while minimizing the safety and security concerns associated with the presence of illegal narcotics, alcohol, weapons and prescription medications.

Oak Office Staff

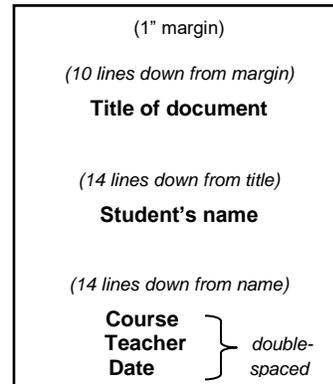
		Phone Extension
Principal	Erin Kominsky	76104
Assistant Principal	Allen Mendrin	76108
Counselor	Adrienne Reynolds	76103
Psychologist	Jerilynn Kuhar	76101
Office Coordinator	Tomi Adair	76102
Registrar	Nicole Cairns	76100
Attendance Clerk	Regina Brown	76106
LVN	Lori Gardner	76158
Health Clerk	Dawn Southern	76158

Putting Together an Essay

A Brief Guide to “MLA Format” for the Submission of Written Work

1) Title Page:

The title is double-spaced (if more than one line) and centered $\frac{1}{4}$ of the way down the page. The writer’s name is centered in the middle of the page. The name of the course, the teacher’s name/period #, and the date are centered $\frac{3}{4}$ of the way down the page.



2) The Title:

- In a formal research paper, the title appears three times: on the title page, at the top of the outline, and centered at the top of page one.
- On less formal reports, the title should appear centered at the top of the first page beneath the heading. The title should not be typed in all capital letters.

3) Page Numbers:

The sheets of a formal essay should have the writer’s last name and page number (Smith 1) consecutively, beginning on the first page of the text. Do not use parentheses, dashes, quotation marks, a period, or the word “page.” Neither the title page nor the outline is assigned a page number. The name and number should appear at the top right-hand corner, one-half inch from the top.

4) Margins:

Adjust the margins of the essay. Margins should be 1-inch on all sides of the text. Indent the first word of each paragraph one-half inch (hit the tab key once or the space bar five times) from the left margin.

5) Spacing:

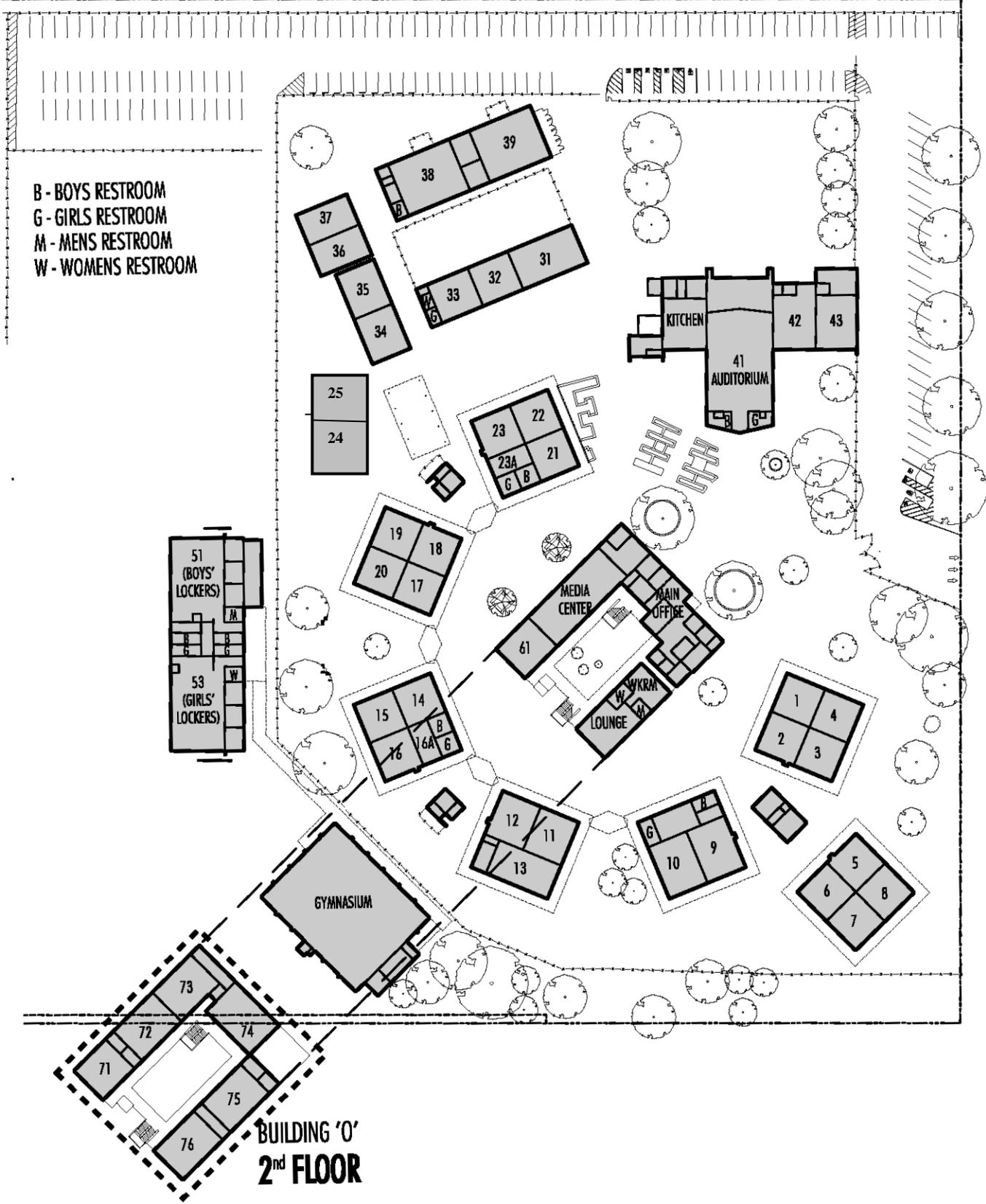
All paragraphs must be double-spaced. Exceptions are extended quotations (those more than four typewritten lines) which are indented and double-spaced.

6) Type/Font Size:

Papers should be typed in 12 point font. The preferred font is Times New Roman, because it is the easiest to read.

OAK MIDDLE SCHOOL
 10821 OAK STREET
 LOS ALAMITOS, CALIFORNIA 90720

B - BOYS RESTROOM
 G - GIRLS RESTROOM
 M - MENS RESTROOM
 W - WOMENS RESTROOM



BUILDING 'O'
2nd FLOOR