

# Quimby Oak Middle School

Student Handbook  
2022-2023



[quimbyoak.eesd.org](http://quimbyoak.eesd.org)



**Main Office** 408-270-6735

**Attendance** 408-270-6737



3190 Quimby Road  
San Jose, CA 95148

## **Our Vision**

Inspiring young adults to be thoughtful and resilient contributors to society

## **Our Mission**

To empower young minds to be proactive lifelong learners who think critically and communicate effectively.

# About Quimby Oak



@QuimbyOakLobos



@QuimbyOakLobos  
@LoboSchoolOfInnovation



@QuimbyOakLobos  
@Quimby\_LSI



Quimby Oak Middle School  
Lobo School of Innovation



@QuimbyOakLobos

Quimby Oak Middle School offers two unique options for students. When entering 7th grade, students will have the option to choose which educational style fits them best. There are two programs available: Lobo Discovery Academy (LDA) and Lobo School of Innovation (LSI).

Each program offers rigorous common core standards that are taught by highly qualified teachers. Each program also offers a collaborative teaching model.

LDA has content specific teacher teams who collaborate together throughout the year to best support students who travel to all their classrooms. LSI offers a co-teaching model that allows for the students to learn with two teachers per room in a dual learning environment. LSI also uses Project-Based Learning (PBL) as the method of delivery to teach the common core standards and to engage students.

Both programs offer technology usage to enhance the educational experience for students. What makes LSI unique is the 1:1 teacher to student ratio as well as the teaching method that is used.

The important part to remember is that we are one united middle school. All students have equal access to school programs, athletics, clubs, etc.

As a Lobo, students have a choice in their academic program. Offering differentiated academic programs for students to choose makes our middle school cutting edge, student centered, and inclusive to all learners. At Quimby, we are proud of our diverse academic programs and we strive to create a middle school experience that engages every student!

# Quimby Oak Middle School Schedule



## Minimum Days:

September 8, 2022  
November 15, 2022  
November 17, 2022  
December 8, 2022  
December 16, 2022  
January 12, 2023  
January 20, 2023  
February 9, 2023  
March 9, 2023  
April 7, 2023  
April 20, 2023  
June 8, 2023  
June 9, 2023

## No School- Staff Dev. Day:

October 13, 2022  
January 13, 2023

## Year At A Glance

### AUGUST

11 OR 12- New Student Meet & Greet  
17- First Day of School  
29- Fall Pictures  
Cross Country Season Begins

### SEPTEMBER

5- Labor Day Holiday

### OCTOBER

13 - Staff Development Day (no school)  
Wrestling and Girls' Basketball Seasons Begin

### NOVEMBER

11- Veteran's Day Observed (no school)  
15-17 - Parent Conferences  
21-25 - Thanksgiving Break

### DECEMBER

19- 2 (Jan)- Winter Break  
Boys' Basketball Season Begin

### JANUARY

13- Staff Development Day (no school)  
16 - Dr. Martin Luther King Jr. Holiday (no school)

### FEBRUARY

20-24 - President's Holiday  
Volleyball & Soccer Season Begin

### MARCH

Track & Field Season Begin

### APRIL

10-14 - Spring Break

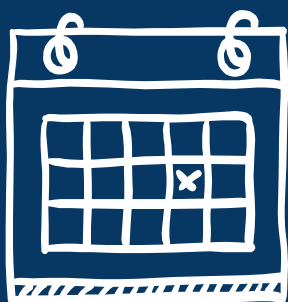
### MAY

TBD - SBAC Testing  
29 - Memorial Day Holiday

### JUNE

8 - Promotion Ceremony (Min. Day)  
9 - Last Day of School (Min. Day)

# Quimby Oak Middle School Schedule



## Lobo Discovery Academy LDA

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Warning Bell	8:10 am
Homeroom	8:15-8:32 am
1st Period	8:35-9:25 am
2nd Period	9:28-10:18 am
Break	10:18-10:28 am
3rd Period	10:31-11:21 am
4th Period	11:24-12:14 pm
Lunch	12:14-12:44 pm
5th Period	12:47-1:37 pm
6th Period	1:40-2:30 pm

## Lobo School of Innovation LSI

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Warning Bell	8:10 am
Homeroom	8:15-8:32 am
1st Period	8:35-9:25 am
2nd Period	9:28-10:18 am
Break	10:18-10:28 am
Block 1	10:31-11:37 am
Block 2	11:40-12:14 pm
Lunch	12:14-12:44 pm
Block 2 (cont.)	12:47-1:20 pm
Block 3	1:23-2:30 pm

# State and Local Policies



Every student shall attend school punctually and regularly, follow school rules, obey all directions of the staff, work diligently, behave appropriately, and respect those in authority. (CA Administrative Code 300).

1. Those students who continue to defy school authority by word or act, or who commit an obscene act or engage in habitual profanity, are subject to disciplinary action (Ed. Code 48900).
2. Students who possess, sell, or otherwise furnish any firearm, knife, explosive, or other dangerous object, shall be subject to suspension and expulsion from school and district, and the items will be confiscated (CA Administrative Code 300, Penal Code 653k, Penal Code 62610).
3. There shall be no smoking or possession of tobacco, tobacco product, or electronic cigarette (or similar product) on school grounds or during any school activity (Ed. Code 48900).
4. The use, possession or being under the influence of any controlled substance, intoxicant, or alcoholic beverage on school grounds or any school sponsored activity is strictly prohibited. Violators will be suspended from school and subject to referral to the appropriate law enforcement agency (Ed. Code 48900, CA Administrative Code 301).
5. Any student who destroys or in any way injures public or private property such as books, lockers, buildings, buses, or other equipment may face suspension or expulsion, and the parent or guardian shall be held financially liable.
6. Any student who steals, or attempts to steal school or personal property, or commits any unlawful act on school buses, school grounds, or on the way to and from school shall be subject to suspension, expulsion and referral to the appropriate law enforcement agency.
7. Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct, except when that the pupil's presence causes a danger to persons (Ed. Code 48900.5). Examples of "Other means of correction" include:
  - Restorative Practices
  - Reflection
  - After-school Programs
  - Community Service
  - Conference
  - Positive Support Approach

## Sexual Harassment

Sexual harassment means "any unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of a sexual nature made by someone in the educational setting." This conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or creates an intimidating, hostile, or offensive educational environment.

Violators will face disciplinary actions which may include suspension or expulsion from school and subject to referral to the appropriate law enforcement agency.

A student who believes he/she is a victim of sexual harassment is to report such harassment to a teacher, administrator, or other adult authority on campus.

# District Policies



The Evergreen School District provides the following written policies for students and families yearly:

- Student Use of Technology
- Acceptable Use of Technology
- Student Substance Abuse
- Notice of Uniform Complaint
- Williams Uniform Complaint
- Student Non-Discrimination
- Student Sexual Harassment
- Protection of Pupil Rights Annual Notice to Parents
- PPRA Annual Notice of Student Education Record Privacy

The Parent Handbook is sent home at the beginning of the year and is available on the district website.



[www.eesd.org](http://www.eesd.org)

## Uniform Complaint Procedure

The Evergreen School District shall investigate and seek to resolve complaints at the local level. The district follows uniform procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in programs for consolidated categorical aid, migrant education, child nutrition, special education, adult basic education, vocational education, and child care & development. Contact the Superintendent or designee, if you have a question concerning noncompliance on any of the programs listed. After receiving the district's decision regarding a complaint, appeal procedures are available to the California Department of Education. Complainants may use any civil law remedies that may be available. (BP/AR 1312.3)

## Gender Equity Policy

Quimby Oak Middle School makes every effort to ensure gender equity. All facilities, classes, awards, and extracurricular activities are made available and are open to all Quimby students. Our physical education program is co-educational. Students are encouraged to join clubs, and to participate in school wide activities without regard to gender.

## Textbook and Library Books

Students are responsible for the use and care of all textbooks issued to them. They are also responsible for any library books they check out. Students and their parents/guardians are financially responsible for lost or damaged books (Ed. Code 48904 ). Please be aware of this and take care of them appropriately. Library books should be returned on or before the due dates.

## Search and Seizure

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or school. The types of student property that may be searched by school officials include, but are not limited to lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices. (Ed Code 49050, BP/AR 5145.12)

# Attendance



## Attendance

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It is the responsibility of the parents/guardians to make sure students attend school daily (Education Code 48200). Students who miss more than the allotted absences or tardies from school will receive official notices of truancy (Education Code 48260). This process can lead to our district's Student Attendance Review Board (SARB) (Education Code 48263) and ultimately, the Santa Clara County District Attorney's Office for review and prosecution (Education Code 48264 and 48293 and Penal Code 270.1).

## Truancy and Chronic Absenteeism

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**Truancy** – "Education Code Section 48260 (a) A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district."

**Chronic Absenteeism** "A student is considered a chronic absentee if he or she is absent 10 percent of the days they were enrolled in a school. Chronic absence is different from truancy which counts only unexcused absences and indicates a violation of California's compulsory attendance laws. Average Daily Attendance (ADA) is the average number of students who attend school each day and is used for state funding purposes."

**Excessive absences, excused and unexcused, are tallied up to determine chronic absenteeism (more than 10% of the school year missed).**



# Attendance



## Attendance Office \_\_\_\_\_

Parents are to call the attendance line at:

**(408) 270-6737**

each day a student is absent and report the reason for the absence. A doctor's note is required for five days of consecutive illness. Any student not in attendance during the school day may not participate in any after school program scheduled for that day. The district has implemented automated calling within the first 30 minutes of the school day. The automated call will let parents know if a student was marked absent or tardy.



### Excused Examples

- Illness
- Medical or dental appointments
- Serious illness or death in the immediate family
- Religious holiday observance



### Unexcused Examples

- Trips or vacations
- Missing their ride, car breaks down, traffic delays
- Overslept
- Sports
- Extracurricular activities

## Re-Admit Slip & Off Campus Pass \_\_\_\_\_

Students are to get their re-admit slip in the front office at 8:00AM on the morning of their return **before** they return to class. Please do not wait until the bell rings to get a re-admit slip. We do not want you to be tardy for class because of this. Each teacher will sign the re-admit slip and the sixth period teacher will return it to the attendance office for recording.

## Tardy-Policy \_\_\_\_\_

Students are to arrive at school on time. If a student arrives late to school in the morning, they are to report to the office. During the school day, students are given passing time from class to class. If a student is late to class, they are marked as tardy. When a student is late to school or tardy to class beyond the allowed 3 quarterly, he or she will be required to report to the Student Center after school on that same day (ending at 3:15). The time will be used to complete missed work, improve grades and create a goal to improve attendance.



# Safety



## Health Office

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The Health Office is only for students who are ill or injured at school. You must enter the Health Office through the front office door only. Parents or family members picking up sick/injured children must sign them out in the Health Office Log Book.

## Medication

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No medications, prescriptions or over-the-counter medicines can be brought to school and taken without both parent and physician signatures. Medication request forms may be obtained in the Health Office and need to be updated yearly. In addition, all medication must be brought in by an adult and kept in the Health Office unless the physician states otherwise.

## Visitors

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All visitors to Quimby Oak must check in through the front office and sign the visitor's book upon arrival. Classroom visits should be arranged by calling/emailing the teacher and appropriate Assistant Principal to establish a time for the visit agreed upon by all parties.

## Closed Campus

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Quimby Oak is a closed campus, as are all Evergreen schools. Students are required to remain on campus during the entire school day. If students must leave for an appointment during the school day, the parent must come to the office to sign them out. If someone other than a parent will be picking the student up, and they are not on the emergency contact list, please state his or her name in a note or call the front office to provide permission. We are not allowed to release a student without your written or oral permission. Unless students are involved in an after school sponsored activity, they should leave school directly after school. Boggini Park, adjacent to the school, is off-limits for one hour before and one hour after school.

# Food



## Cafeteria Procedures

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The Quimby Cafe has a quick and efficient process to ensure students receive fresh, nutritious and tasty food at ease.

Free and reduced prices may be available. For qualifying criteria please complete the registration a



[www.eesd.org](http://www.eesd.org)  
> Child Nutrition Services

Call the CNS office at **(408) 223-4500** if you have any questions about the program.

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Lunch menus can be found on the school website. Hot lunches, snacks and milk are sold from the cafeteria. Students should not carry more than \$5.00 for snacks and lunch.

Students who do not have lunch now have the ability to charge their meal to their account [www.myschoolbucks.com](http://www.myschoolbucks.com). Each student has access to two free meals this year. (22/23)

For safety reasons parents and visitors **are not** allowed to eat with students. All students must eat their food in designated eating areas for supervision and clean up purposes. Parents may not drop off lunches to students throughout the day.

No off campus food of any kind may be brought on campus to share with students and their peers. This includes food delivery services.

## Celebratory items

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Celebratory items are not permitted. Items such as balloons, flowers, and gifts should be left off campus, during non-school hours. These items create distractions to the learning environment.

Additionally, food items such as cupcakes, pizzas, cakes, etc., are NOT allowed. This includes both home baked/prepared goods and purchased goods.

# Lobo Daily Life



## School Hours \_\_\_\_\_

Students should arrive to campus no earlier than 7:45AM. The warning bell rings at 8:10AM. First period begins promptly at 8:15AM. Students need to be in their seats at the time the bell rings. Passing period between classes is 3 minutes. The dismissal bell rings at 2:30PM. Please refer to the Bell Schedule posted on our website.

## Lobo Advisory Homeroom \_\_\_\_\_

All 7th and 8th graders will be assigned a Lobo Advisory Homeroom. This is an opportunity for students to start the day positively by checking in with a supportive adult on campus. Lobo Homeroom will be a time for students to check in about upcoming school events, review school news, and circle up to goal set, problem solve, and build strong community.

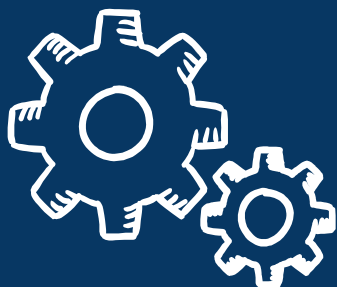
## Suggested Materials \_\_\_\_\_

Students are to arrive to school each day with the materials needed to be successful in all of their classes. Textbooks, pens, pencils, paper, notebooks, binders, folders and assigned materials are to be brought to school daily. If there is a problem purchasing needed materials, parents may contact the appropriate assistant principal for assistance.

## Telephone Calls and Cell Phone Policy \_\_\_\_\_

Students may not be called to the phone during school hours. However, in an emergency, the secretaries may take a message for a student or arrange a call back. If a student needs to make a phone call to a parent, they may come up to the office and the front office staff or an assistant principal will assist them. Students are not to have their cell phones out during the school day. Cell phones are to be silent and/or off from 8:15am – 2:30pm. Cell phones are not to be in use around campus, should not be out in the locker rooms, and should only be used in a classroom if there have been specific directions from a teacher.

# Behavior Expectations



## Student Transportation \_\_\_\_\_

Quimby Oak students have the opportunity to walk, bike, or be dropped off in a car/carpool daily. Skateboarding is prohibited at this time.

If your child **walks or participates in a car/carpool** they can enter the campus at either of the three entrances. (Quimby Road, Boggini Park, or Stevens Lane)

If your child **rides a bike** to school, the entrance to the bike lane is located on Stevens Lane using the double gate next to the grass. Students may not enter campus any other way. Once they arrive at the gate they need to get off the bike and walk it on to campus and properly secure it at the bike racks. Students must provide their own lock. Helmets must be worn at all times while riding their bikes.

## School Wide Expectations \_\_\_\_\_





Quimby has high expectations and standards for behavior. Please review the following:

- “No Touch” Policy- Keep hands, feet, and objects to yourself. Do not touch or harm another student and do not invade someone else’s personal space. Be polite, kind, and considerate. Show respect to others and their property.
- Follow the directions of all adults
- Be on time
- Be prepared
- Dress appropriately for school
- Use school appropriate language while on campus
- Show kindness. Teasing, name-calling, bullying/cyberbullying or other harassment will not be tolerated
- Be safe. Running, chasing, pushing, or other unsafe activities are never allowed on walkways and staircases
- Have pride. Keeping the campus clean and safe is everyone’s responsibility.

# Caught Ya's

Positive Behavior Referral






I caught \_\_\_\_\_

Date/Time \_\_\_\_\_ Location \_\_\_\_\_ Initial \_\_\_\_\_

By doing what? \_\_\_\_\_

I used this/these skill(s) or value(s)...

Leader	Open Minded	Be Respectful	Own Your Choices	Studious
				
Responsible Reliable Engaged -ask ?'s -share ideas Role Model Self Directed Empowered	Understand others Open to new situations Listen actively Be flexible Share success Accept feedback	Show kindness Be polite Golden rule Listen with empathy Respect others and property Positive digital footprint	Take accountability Apologize Manage impulses Be on time Appropriate clothing Keep the campus clean	Strive for accuracy Set goals Master content Be persistent Apply effort Ask questions Be prepared

Quimby Oak students can get a "Caught Ya" for displaying positive behaviors. The sheet to the left shows what any Quimby Oak staff can fill out for observing examples of the following behavior:

- Leadership
- Open Minded
- Be Respectful
- Own Your Choices
- Studious

Students can exchange that Caught Ya's for snacks and fun prizes a the **Lobo Locker**, which is open during break!

## Positive Behavioral Interventions and Supports (PBIS)

PBIS is a school-wide approach that includes five quality characteristics to enhance school climate:

- Promote positive behavioral expectations:
- Teach behavior expectations by modeling what is expected.
- Reinforce positive behaviors with rewards and praise.
- Implement consistent consequences for inappropriate behaviors.
- Utilize restorative practices to support repairing harm for victims, building empathy, and reducing recurrence of problems and conflicts.

# Quimby Oak Site Policies



## **Distractive Items**

Video games, Sharpies, toys, personal stereo players, or other items that are disruptive to school activities, dangerous, or potentially damaging to school property, are not allowed at school or at school sponsored functions. Items will be confiscated and must be picked up by the student or parent from the Assistant Principal.

## **Dangerous Items**

Matches, lighters, vape pens, cigarettes, or any smoking paraphernalia, drugs, alcohol, fireworks, laser pointers, permanent markers, spray bottles, squirt guns, play guns, water balloons, shaving cream, glass containers, aerosol containers, body sprays/perfumes, hairspray and spray paint are not allowed at school. Items will be confiscated.

## **Fighting**

All forms of fighting or conspiracies to fight are strictly prohibited and will result in consequences that may include suspension or expulsion. Students who “arrange” for other students to fight will also face severe disciplinary action. Recording, sharing, and/or posting a video/pictures of a fight will result in disciplinary action and possible law enforcement involvement. This includes walking to and from school.

## **Bullying**

Bullying behaviors which include physical, written, verbal, and electronic, with the intent to harass, sexually harass, threaten, intimidate, Cyberbully, or cause bodily or psychological harm, are not allowed. All incidents should be reported immediately to an adult on campus or by completing the online format at:



**[quimbyoak.eesd.org/lobohelp](http://quimbyoak.eesd.org/lobohelp)**

## **Unauthorized Sales**

Students are not allowed to sell any unauthorised items or collect money on campus. This includes fundraisers for other schools and organizations.

# Quimby Oak Site Policies



## Social Media

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Any items published on social media having negative effects on our school climate will be handled by school administrators and/or law enforcement agencies if necessary. This includes negative activity done at home. Posting on, making comments or accessing social platforms during the school day is not allowed and violations of any kind will result in disciplinary action.

## Dress Code

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Appropriate and modest attire is expected at school. Student's should be comfortable without distraction.

- Undergarments **should not** be showing under any circumstances. If clothing is not worn correctly, it must be corrected or parents will be contacted.
- Sleepwear and blankets are not to be worn (Exceptions on verified Spirit Day)
- Hats or hoodies are allowed **IF** worn appropriately on campus, but are subject to individual classroom policies. Face and ears must be visible to school staff.
- **NO** profane, vulgar, sexually suggestive, violent, drug, alcohol, tobacco or gang-related clothing are allowed. This includes clothing or accessories that are predominantly red or blue.
- Items such as backpacks, belts and belt buckles will also be monitored. Inappropriate words, designs or anything causing a distraction may be confiscated and could lead to disciplinary action.

The school administration reserves the right to individually forbid a student from wearing any attire, logos, symbols, or insignias including excessive clothing color, that is determined to create a hostile environment or distracts from learning.

With the ever changing fashion trends, it is difficult to have a comprehensive list of acceptable attire. Therefore, appropriate attire is based on staff and administration discretion to ensure success for all students.

## Classrooms

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Each classroom teacher is allowed to set guidelines and policies for his or her individual classroom. Violations of these policies may result in assigned reflection time or other consequences.



# Quimby Oak Site Policies



## Consequences

Any student who does not comply with California laws, school policies, or School - classroom rules concerning behavior is subject to the following:

- Teacher contact parent/guardian
- Loss of break time or school activity
- Restorative assignments
- After school or lunchtime Reflection
- Conference with Assistant Principal or other staff
- Parent(s) supervision of child at school
- Parent/student/teacher/Assistant Principal conference
- Community service
- Friday School Reflection
- Supervised suspension (at school)
- Out-of-school suspension in (1 - 5 days)
- Loss of one or more end-of-the-year or promotion activities
- Expulsion from school and/or the Evergreen School District

## Types of Reflection

- **Lunch Reflection** - Student is assigned to the Student Center during the lunch period. Lunch will be eaten in the Student Center during this time. Students are to arrive at the start of lunch.
- **After School Reflection** - This is a one hour period (2:30pm - 3:30pm) on specified days. Classroom teachers may also assign reflection on other days and times to be held out of their classrooms.
- **Friday School Reflection**- This is a two hour period (until 4:30 pm) on select Fridays for more severe situations.

Students must arrive on time and make arrangements to be picked up after school reflections promptly at the end of dismissal. Students need to bring class work to complete and/or a book to read. During reflection, students must work quietly. Personal needs such as eating, drinking, and using the restroom should be taken care of before entering the after-school reflection classroom. Failure to attend/complete any reflection will result in further disciplinary action.

# Academics



## Academic Code \_\_\_\_\_

Academic integrity is important for the personal and academic success of all Quimby Oak students. Copying, plagiarizing, cheating, or giving your work to others to use is stealing the intellectual property of others. Consequences for such actions may result in a phone call home, zeros on the work, and a referral to administration.

## Homework Make-up Policy \_\_\_\_\_

Upon return to school (excused absence), students are expected to make up missed work. It is the student's responsibility to get assignments from their teachers after class or after school. Parents may email teachers the third day of an extended absence to arrange pick up of homework.

## Conferences \_\_\_\_\_

Parent and Teacher conferences take place in November. All parents are expected to attend.

## Computing GPA \_\_\_\_\_

Add all of the individual letter grade point values for each class and divide by the number of classes. Point value is as follows:

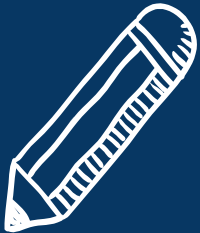
A = 4 points	B = 3 points	C = 2 points
D = 1 point	F = 0 points	

## Valedictorian and Salutatorian \_\_\_\_\_

Valedictorian and Salutatorian are the ultimate academic honor. Determination of valedictorian for the 8th grade class will be calculated using the following criteria:

- Maintained top grades and citizenship marks grades for both 7th and 8th grades
- Other criteria will be reviewed to make the final determination of the top two students; i.e., test scores, benchmark assessments, end of year assessments, final examinations, citizenship, discipline records, and staff input.

# Academics



## Quimby Oak Honors

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Each year, students are recognized for their outstanding efforts on campus. Students are invited to participate in recognition celebrations and receive certificates for their hard work. In order to be a member of the Lobo Honor Society, students must:

- Maintain a 3.5 GPA for the first three quarters
- Have no “C-’s”, no “D’s” and no “F’s” on their reports cards; and
- Have no “U’s” or “N’s” on their report card

Honor Society students will also be invited to a trip to Santa Cruz at the end of the year.

## Report Cards & Progress Reports

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At the end of each progress period, Progress Reports of student’s grades will be mailed home. All quarter Report Cards will also be mailed home. If further monitoring is required, the Assistant Principals and our School Counselor may set up academic counseling programs after a parent conference has taken place.

## Promotion

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In order to recognize successful completion of their middle school experience, eligible students are invited to participate in a promotion ceremony at the year’s end.

To receive an invitation to participate in the promotion ceremony, a student must meet the following criteria:

- Meet the District’s academic promotion criteria
- **Have a cumulative GPA of a 1.5 or better for worked completed in the 8th grade year**
- Have, in the opinion of the school administration team, a record of good attendance and behavior

Should a student have repeated behavior issues due to truancy or discipline referrals, they will be denied participation privileges. Parents should keep in close contact with their student’s Assistant Principal.

# Support Services



## Lobo Help Line

Use the Lobo Help form to report anything from teasing, threats, sadness, academic support, home issues, or even facility needs and ideas for improvement. Reports may be done anonymously. The form is on the school website:



[quimbyoak.eesd.org/lobohelp](http://quimbyoak.eesd.org/lobohelp)

## LOBO's Ignite

In assisting students with their academic needs, Lobos Ignite will provide targeted academic intervention and support for students identified with mandatory retention and/or English Learners. Students will be focusing on building strategies and skills for current and future success including building strong academic habits and strong language skills. Students will work in a small-group setting in a supportive environment in order to develop strong academic habits.

## Student Services

Resources and support services are available to students at risk throughout the District to help them to participate fully in the educational process.

Resources are available to parents and families in the form of counseling and health education information. For a complete list of all services provided please see Pupil Services on the Evergreen School District's website. Or contact Pupil Services at 408-270-6840 for information and assistance.

## School Counseling Services

Comprehensive school counseling services will be offered to all students throughout the year. These services include academic support, college and career planning, as well as individual and small group counseling to address social and emotional concerns that cause students to experience troubles at school. Additional resources and suggestions for referrals to outside agencies are also available through the assistant principals, the school counselor or the school psychologist.

# Athletics and Activities



## Athletics

Sports are an excellent way to connect with others, stay fit, and have fun at school. All students are encouraged to participate

## Sports Offers and Seasons

August	Cross Country (co-ed)
October	Wrestling (co-ed) Basketball (girls)
December	Basketball (boys)
February	Soccer (boys and girls) Volleyball (boys and girls)
April	Track and Field (co-ed)

## Eligibility

Students must maintain a 2.0 grade point average with no "F's" to participate. Students in sports programs must also have appropriate insurance coverage.

## Student Body Activities

Throughout the year, the Student Body holds many activities for our students. Student rallies, assemblies, noontime activities, fundraisers, the student store, special event days, and dances for Quimby Oak students are provided for all in good standing. Students must have a signed permission slip, their student ID, be in attendance the day of the event, and in good behavioral standing to attend a school dance.

## Pictures, ASB Cards and Yearbooks

Students are encouraged to purchase school pictures and yearbooks. Sales of these items occur early in the year. Digital ASB cards are available using the **Minga App** after picture day in September. Students who do not have access to the app will be given a physical card. There is a replacement charge of \$5.00 for ASB cards. You can have a replacement ID made in the front office.

# Athletics and Activities



## Uniforms

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It is recommended that each student provide the following for PE:

- navy blue shorts
- Gray or white t-shirt
- sneakers

Lobo themed clothing, sweatpants and sweatshirts are optional. Uniforms may be purchased through the PE Department. Names of students must be printed with a permanent marking pen on all clothing.

School P.E. uniforms are available for purchase:

- Official P.E. t-shirt \$15 each
- Official P.E. shorts \$15 each
- Official short and t-shirt set \$25

## PE Lockers and Locks

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Each student will be assigned his/her own locker. No sharing will be allowed. Students should place all money and valuable items in their locker during PE. If something is missing from a locker, notify a PE teacher immediately. Students are responsible for keeping lockers clean and secure. Lockers are subject to inspection at any time. Memorize your locker number, serial number and combination. Only Quimby Oak locks are allowed. Locks will be provided for each student. Students are required to lock up their belongings in an assigned locker before heading out to PE class. Combinations are not to be shared. The locker room is monitored at all times.

## Lost and Found

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If you find or lose something, check in the Health Office. Lost textbooks, or library books, however, should be taken to the library. All unclaimed items are donated to charity.

# Home and Family



## Appointments \_\_\_\_\_

If you wish to make an appointment with an administrator or any member of the faculty, please phone or send an email so that a time can be established that is convenient for both parties. Administrators are available from 7:45am – 4:00pm and teachers are available from 7:45am – 3:00pm. Call (408) 270-6735 for an appointment or send an email. All email addresses can be found on our school website.

## Advisory Committees and Councils \_\_\_\_\_

There are a variety of ways parents can get involved with their school. Besides working in the classroom and PTSA, we have several advisory committees you may be interested in participating on: School Site Council, English Learners Advisory Committee (ELAC), Parent Advisory Committee (PAC), District Advisory Committee (DAC), Budget Advisory Committee (BAC) and Parent Teacher Student Association (PTSA). Most committee participation requires about an hour a month. Some may need more time. To learn more see Advisory Committees and Councils at Quimby Oak on the school website.

## Website and Social Media \_\_\_\_\_

To stay current with our school news, please check our school website:



**[quimbyoak.eesd.org](http://quimbyoak.eesd.org)**

Follow our school on all our Social Media – we share and post daily.

PowerSchool is the system we use to contact parents and guardians in case of an emergency and for safety notifications. It is crucial that your information is kept current in PowerSchool throughout the school year. Links to the PowerSchool Registration Instructions are posted to Quimby's website and the Evergreen School District website. Please call Quimby's front office if you need assistance.



# Questions?

## Email us



Ginger Gaeta  
Principal  
[vgaeta@eesd.org](mailto:vgaeta@eesd.org)



Sharon Pinter  
Registrar  
[spinter@eesd.org](mailto:spinter@eesd.org)



Jim Grassi  
Assistant Principal  
[jgrassi@eesd.org](mailto:jgrassi@eesd.org)



Susan Mills-Gabler  
Secretary  
[sgabler@eesd.org](mailto:sgabler@eesd.org)



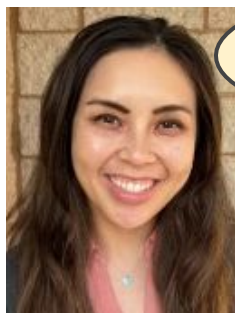
Jenny Kim  
Assistant Principal  
[jennykim@eesd.org](mailto:jennykim@eesd.org)

한국말 가능

Yo hablo  
Español



Ana Diaz  
Health Assistant  
[adiaz@eesd.org](mailto:adiaz@eesd.org)



Suzie Lam  
School Counselor  
[suzielam@eesd.org](mailto:suzielam@eesd.org)

tôi nói tiếng  
Việt

# Parent & Student Acknowledgement Sign & Return

## Handbook Signature Page \_\_\_\_\_

Instructions: Each family is asked to access the electronic copy of the handbook that includes an additional Handbook Signature Sheet if needed. Complete and return this sheet to your child's advisory teacher.

The 2022-2023 Parent and Student Handbook can viewed online at:



[quimbyoak.eesd.org](http://quimbyoak.eesd.org)

Our family has read and discussed the 2022-2023 Parent and Student Handbook for Quimby Oak Middle School. We understand the expectations of the school community , including my child(s) participation as a part of our school community, in relationship to expectations around:

- Guidelines for Student Behavior
- Guidelines for Digital Citizenship
- Expectations related to our Lobo values (Leader, Open-minded, Be Respectful, Own Your Choice, and Studious)
- Procedures and Expectations around academic expectations, including understanding that the academic criteria for receiving a promotion certificate and participation in the promotion ceremony is an overall cumulative 1.5 GPA
- Importance of regular attendance at school

We acknowledge that we have read, reviewed, and understand the expectations and policies of the 2022-2023 Quimby Oak Middle School Parent and Student Handbook.

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Advisory Teacher: \_\_\_\_\_

Grade Level: 7 8

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Online Learning\*

\*When Applicable



## Guidelines for Online Meetings

- Students should inform their parents when they are entering a video conference with their teacher or classmates.
- Please find a quiet place where you can hear your teacher and background noise will not interfere with your learning.
- Please dress appropriately for a typical school environment.
- Please use language & vocabulary as you would in a traditional classroom.
- Put your screen view on the Teacher's device. Avoid any side conversations with classmates.
- Press the mute button on your video platform so that you can hear your teacher better. Only unmute when sharing your thoughts.
- Keep your camera on when entering a meeting.

## Online Learning Norms & Expectations

Much like in our physical classrooms, teachers and students develop Norms and Expectations for their online learning. In this way, students will be clear on what is expected and how to succeed in class. Please discuss proper online etiquette before your student joins any online learning. This includes expectations about cameras, microphones, and appropriate attire as defined in this handbook.

Education Code section 51512 makes it **unlawful** to use a listening or recording device in any classroom without the prior consent of the teacher and/or principal. It is unlawful to record online instruction without the consent of all parties.

## Virtual Meeting- Zoom, Google Meet. etc

Virtual meetings may be recorded to ensure students who miss the meeting can review the lesson(s) on their own. The recordings will be protected and only shared with students, parent(s)/guardian(s) of students, and/or district personnel with a legitimate educational interest. They will not be posted in a public forum.

## Recommendations:

- Prepare a quiet and neutral area for students to engage in the meeting (i.e. dining room table).
- Ensure student is dressed appropriately during the meeting.
- Ensure student understands ALL their behavior may be recorded and they can be removed from room.
- Review district Technology Acceptable/Responsible Use Policy for acceptable behavior and consequences. Prepare you and your students for online ethical behavior by reviewing Raising Digital Citizens.
- Evergreen School District utilizes Google Hangout and Zoom as our primary video conferencing tools. Please contact your teacher if you wish for your student not to participate. Should a family prefer not to use the video feature, they may disable the video settings after letting the teacher and assistant principal know.

# Quimby Oak Middle School PBIS Matrix for Distance Learning & Technology Use

<b>We Caught Ya...</b>	<b>Taking Care of Yourself</b> (Leader, Studious, Own Your Choices)	<b>Taking Care of Others</b> (Leader, Open Minded, Be Respectful)	<b>Taking Care of Business</b> (Leader, Own Your Choices, Be Respectful)
<b>Distance Learning</b>	Follow all regular classroom rules even in virtual classroom environments.	Help keep fellow students on task by studying together, reminders of deadlines.  Encouraging yourself and others to try out a lunch club or participating in a Quimby Spirit Event.	Use a schedule to manage your classes and assignments. The counselor has one pre-made available to all students.  If your computer is having issues and/or you are unable to connect to the online Google Meet/Zoom lessons, contact the Technology Support line.
<b>Online Lessons</b>	Find the best place to hear your teacher and where background noise will be minimal.  Dress appropriately for a normal school environment.  Follow all regular classroom rules even in virtual classroom environments.	Inform your parents when you are entering a video conference with a teacher or class  Avoid any side conversations with classmates.  Keep your camera on. If there is a concern, speak to your AP, counselor and teachers ahead of time.	Use language & vocabulary as you would in a traditional classroom.  Press the <b>mute</b> button on your video platform so that you can hear your teacher better. Only unmute when sharing your thoughts.  Keep meeting links and passwords for you and your classmates only - Never share.
<b>Technology</b>	Come to "class" with Chromebook charged.  Keep login, passwords, and private information private.  Use technology appropriately.	Be respectful of others online.  Always THINK before posting a comment (is it <u>T</u> True, is it <u>H</u> Helpful, is it <u>I</u> Inspiring, is it <u>N</u> Necessary, is it <u>K</u> Kind?).	Take good care of your chromebook.  Be careful if eating or drinking around your chromebook.  Stay on task when using technology.