



**2024 – 2025**

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.**

**This planner belongs to**

**Name:**

### Daily Bell Schedule

#### Regular Day (M, T, Th, F)

Period 0.....	8:00 – 8:45
Period 1.....	8:50 – 9:34
Period 2.....	9:39 – 10:28
NUTRITION.....	10:28 – 10:35
Period 3.....	10:40 – 11:24
Period 4.....	11:29 – 12:13

Lunch 1 (6 <sup>th</sup> grade).....	12:13 – 12:43
Period 5 (7 <sup>th</sup> , 8 <sup>th</sup> grade).....	12:18 – 1:02

Lunch 2 (7 <sup>th</sup> , 8 <sup>th</sup> grade).....	1:02 – 1:32
Period 5 (6 <sup>th</sup> grade).....	12:48 – 1:32

Period 6.....	1:37 – 2:21
Period 7.....	2:26 – 3:10

DETENTION (M, T, Th)..... 3:15 – 3:55

### Early Release Schedule

#### Wednesday

Period 0.....	8:00 – 8:45
Period 1.....	8:50 – 9:26
Period 2.....	9:31 – 10:08
NUTRITION.....	10:08 – 10:15
Period 3.....	10:20 – 10:56
Period 4.....	11:01 – 11:37

Lunch 1 (6 <sup>th</sup> grade).....	11:37 – 12:07
Period 5 (7 <sup>th</sup> , 8 <sup>th</sup> grade).....	11:42 – 12:18

Lunch 2 (7 <sup>th</sup> , 8 <sup>th</sup> grade).....	12:18 – 12:48
Period 5 (6 <sup>th</sup> grade).....	12:12 – 12:48

Period 6.....	12:53 – 1:29
Period 7.....	1:34 – 2:10

NO DETENTION

### Minimum Day Bell Schedule

Period 0.....	8:00 – 8:45
Period 1.....	8:50 – 9:15
Period 2.....	9:20 – 9:50
Period 3.....	9:55 – 10:20
Period 4.....	10:25 – 10:50
Period 5.....	10:55 – 11:20
Period 6.....	11:25 – 11:50
Period 7.....	11:55 – 12:20

NO DETENTION

# Hear Us Roar!

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## **ATTENDANCE**

### **TRAVELING TO AND FROM SCHOOL**

Students 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. 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, e-bike, scooter 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. 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 leave campus immediately following dismissal unless participating in a school approved activity.**

### **ATTENDANCE**

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.

When a student is absent from school, the parent/guardian is **required** to call the Attendance Office at (562-799-4740) within 3 days of the absence. (This line operates 24 hours a day). If a student is absent more than 3 consecutive days, a doctor's note is mandatory to return to school. Absences will be considered unexcused if they have not been cleared within 3 school days. If you have questions, please call 562-799-4740, ext. 76106 Monday-Friday from 7:30-4:00. Extended absences need to be reported to the attendance office. 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.

The **ONLY** excused absences are those resulting from illness, medical/dental appointment, or death in the immediate family. Please call the attendance office to verify absences for personal reasons. 10 or more absences, whether excused or not, is considered excessive.

Students with excessive absences may receive additional communication regarding the legal ramifications of missing school (i.e.: School Attendance Review Team (SART) meeting or School Attendance Review Board (SARB) meeting).

### **ARRIVE TO SCHOOL ON TIME**

The first bell rings at 8:45 a.m. Students should be in class ready to learn by 8:50 a.m. Student supervision begins at 8:30 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. Excused tardies are those resulting from a medical/dental appointment with a medical/dental office note. Please verify your student's tardies either in person, with a note, or by phone. Students who arrive at school after 8:50 a.m. must sign in at the main office. Students are required to be in class when the class bell rings. Excessive tardies will result in detention.

### **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 3 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:

- Being absent from school without the knowledge and consent of the parent.
- Leaving the school grounds during the day without permission.
- Staying out of class without permission

### **LEAVING SCHOOL**

Students may not be released to anyone other than those indicated in AERIES in the Emergency Contacts. This is for the protection of your students. Contacts must be at least 18 years old and need to be added in the AERIES portal by parent.

Students may not sign themselves out of school for any reason, even if a parent gives permission.

### **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 3 or more consecutive 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 **at least 2 weeks before your scheduled departure** so that arrangements can be made.

## **HEALTH/ EMERGENCY INFORMATION**

### **HEALTH**

**HEALTH OFFICE** The Health Office is located in the Main Office building. If a student becomes ill during school hours, they are to ask their current teacher for a Hall Pass to the Health Office. If an injury occurs after a student arrives at school, they are to contact an adult for assistance.

**MEDICATION** The following information related to the administration of medication in the Los Alamitos Unified School District in accordance with California Education Code (Sec. 49423).

Medical treatment is the responsibility of the parent and the physician. Medications are rarely given in school. The only exceptions involve special or serious problems where it is deemed absolutely necessary to give the medication during school hours, and where it is not possible for the parent to administer it to their child. Consequently, the parent is urged, with the help of the physician, to work out a schedule of giving medication outside school hours. The school nurse may not always be available to administer medication therefore, the school office staff (clerks, secretary, or principal) might be the person to administer it. They cannot be expected to assume this responsibility unless it is necessary.

**\*\*\*All medications must be kept in the Health Office. This includes over-the-counter medication such as aspirin and cough drops. No medication will be dispensed without proper release forms that can be obtained from the office.**

## FOOD ALLERGIES

Please be aware there are students with life-threatening food allergies. Students bringing any peanut or nut products are encouraged to use hand wipes after eating. Parents may not bring treats to classrooms. We appreciate your cooperation in our endeavor to keep all students safe.

Students with special diets requiring reasonable accommodations in the cafeteria due to a disability or medical condition are required to submit a Medical Statement to Request Special Meals (found in the menu page/tab). For more information, please go to the Food Services website or call (562) 799-4592 x81115.

## ILLNESS AT SCHOOL

Any student feeling ill should inform the teacher and ask for a pass to the office. Students feeling weak or faint will be accompanied to the office. If it appears that students are going to require longer than a 15-minute rest, the parents will be contacted and asked to come and pick up their child so they can receive proper care at home under adult supervision. No student will be allowed to remain in school with a fever or any contagious disease. If your student shows symptoms of illness during the night, please keep him/her home from school. Students who stay home at the onset of illness recuperate faster and miss fewer days of school overall. When the body is trying to fight an illness, it is more likely to pick up other germs and remain sick for a longer period of time. Everyone enjoys better health when the number of sick people that others are exposed to is reduced. Throughout the year, students are frequently exposed to upper respiratory infections and other illnesses. Your child should not be sent to school or will be sent home if the following are present:

1. An oral (under the tongue) or temporal (forehead) temperature of 100.4° or above.
2. Vomiting (2 or more times in a 24-hour period, or with associated fever and illness).
3. Diarrhea when unable to contain watery stools in the toilet until condition resolves. If child wears a diaper must not be in school with watery stools, increased frequency and when associated with fever and behavior changes that indicate illness.
4. Red eyes with purulent (whitish/yellow mucus) eye drainage. A child may return to school when the eyes are clear and/or there is a note from the doctor indicating that the condition is non-infectious or that treatment has begun.
5. A rash. A child may return to school when the rash has cleared or there is a note from the doctor indicating that the condition is not contagious or that appropriate treatment has begun. Some rashes will need to be covered at school even after treatment.
6. Head lice. Request "[Parent Guidelines for Treating Head Lice](#)" from the office. Parents are expected to treat their child's head the same day, and students will be checked the following day and monitored for 1-2 weeks following or until occurrence has cleared.

If your child complains of feeling ill or seems "not themselves," please keep them home. You can observe your child and contact your family physician if the symptoms do not subside.

## INJURY OR ACCIDENT AT SCHOOL

Every effort is made to provide for your child's safety and comfort at school. If your child should have an accident or injury at school, first aid will be given immediately to make the child as comfortable as possible. If an injury is more serious than a simple bruise or scrape, parents will be called. It is, therefore, extremely important that current Emergency Contact phone numbers are up-to-date in Aeries. **Please update the school office if this information changes mid-school year.** If parents are unavailable in the event of an emergency, paramedics will be called.

## 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.

## **COURSES/ GRADES/ CITIZENSHIP**

### COURSE OFFERINGS

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

6<sup>th</sup> Grade:

- English 6 and English 6H (Honors)
- Math 6 and Math 6/7
- Science 6
- Social Science (Ancient Civilizations)
- Physical Education
- Electives – Band, Orchestra, Choir, and the Exploratory Wheel (art, music, drama, tech).
- Full year STEM I

7<sup>th</sup> 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, Leadership

8<sup>th</sup> Grade

- English 8 and English 8H
- Math 8, Algebra 1
- Science 8
- 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, 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 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> 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 (6<sup>th</sup>-grade)

## **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](http://www.losal.org/byod)

## **REPORT CARDS / PROGRESS REPORTS**

Progress reports will be available every six weeks and can be viewed on Aeries.

## **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.

## **DEMERITS for 8th Grade Activities**

Oak Middle 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

\*No Show to Detention will result in 1 additional Demerit, and the student will be scheduled for another detention/Saturday School as deemed appropriate.

**Students are unable to work off demerits. 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 will need to have a parent conference with school administration to determine participation in all eighth grade activities, excluding promotion, provided the student has successfully passed his/her classes. 8th grade activities are a privilege and can be taken away for any behavior that significantly impacts the learning environment, including but not limited to behaviors that result in Saturday School or suspension.

# **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 8:50am to 3:10pm (with pass from teacher)  
Monday – Friday 8:30am to 8:45am and 3:10pm to 3:20pm (no pass needed before and after school)

## **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 while supplies last.

## **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. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE TO STUDENTS' PERSONAL MATERIALS.**

CALIFORNIA EDUCATION CODES 19911. Willful detention of property. Any person who willfully detains any book, newspaper, pamphlet, manuscript, or other property belonging to any public or 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 tests 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

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

#### *LUNCH STANDARDS OF BEHAVIOR*

1. Students are responsible for keeping their eating area clean.
2. All food is to be eaten within the designated lunch areas. Food is not allowed on the blacktop or Media Center.
3. Trash is to be placed in trash containers and not thrown at any time.
4. It is inappropriate behavior to beg for food or for money to purchase food.
5. Students are expected to follow the directions of noon duty supervisors and all school personnel at all times.
6. Students must stay in designated areas and supervised (defined by the administrators) during lunch.
7. 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 / E-BIKES / SCOOTERS / SKATEBOARDS**

Bicycles, scooters and 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/scooters/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/scooters/skateboards may not be ridden on school grounds or in crosswalks.**
3. Bicycles, scooters and skateboards must be put inside the racks and locked individually.
4. You may not lock bikes, scooters or skateboards together.
5. Racks are off limits except when parking and picking up bikes, scooters and skateboards.
6. The school does not accept responsibility for bikes, scooters or skateboards that are damaged or stolen.
7. Teachers will be on duty at the racks fifteen minutes prior to school starting and ten minutes after school ends.
8. If you remain at school after teachers have gone off duty you must make arrangements for the safety of your bike/scooter/skateboard since the racks will not be locked.
9. Roller skates or roller blades are not allowed at school.

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.

### **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.

### **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 5-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. Air Pods are not permitted on campus.

### **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 in Aeries. 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**
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 any staff member
- **Gum chewing anywhere and at any time on campus**
- **Cell Phone use on campus**
- Demonstrating inappropriate, disruptive, or unsafe behavior
- 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.

## **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, hate speech 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. Shorts should have a 3 inch inseam
2. Blouses/Shirts
  - Should cover student's midriff and back.
  - Tube tops, bathing suit 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**
3. Shoes
  - Shoes that cover and secure the entire foot are preferred.
  - Sandals are permitted but must have a back strap.
4. Hats
  - Hats may be worn facing forward
  - No bandanas or hoods from jackets, shirts or sweaters may be worn.
  - Hats must be worn with the brim in the front.
5. Items that promote violence, drugs/drug use, smoking, gangs, profanity, weapons, violence, illegal activities, degrading other cultures, genders, religious or ethnic values are not permitted.

As fashion trends change, there may be a need to modify dress standards. 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, 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. Air Pods are not permitted on campus. **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:

<b>First referral</b>	<b>Two-hour Saturday School</b>
<b>Second referral</b>	<b>Four-hour Saturday School</b>
<b>Third referral</b>	<b>Suspension</b>

### **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.

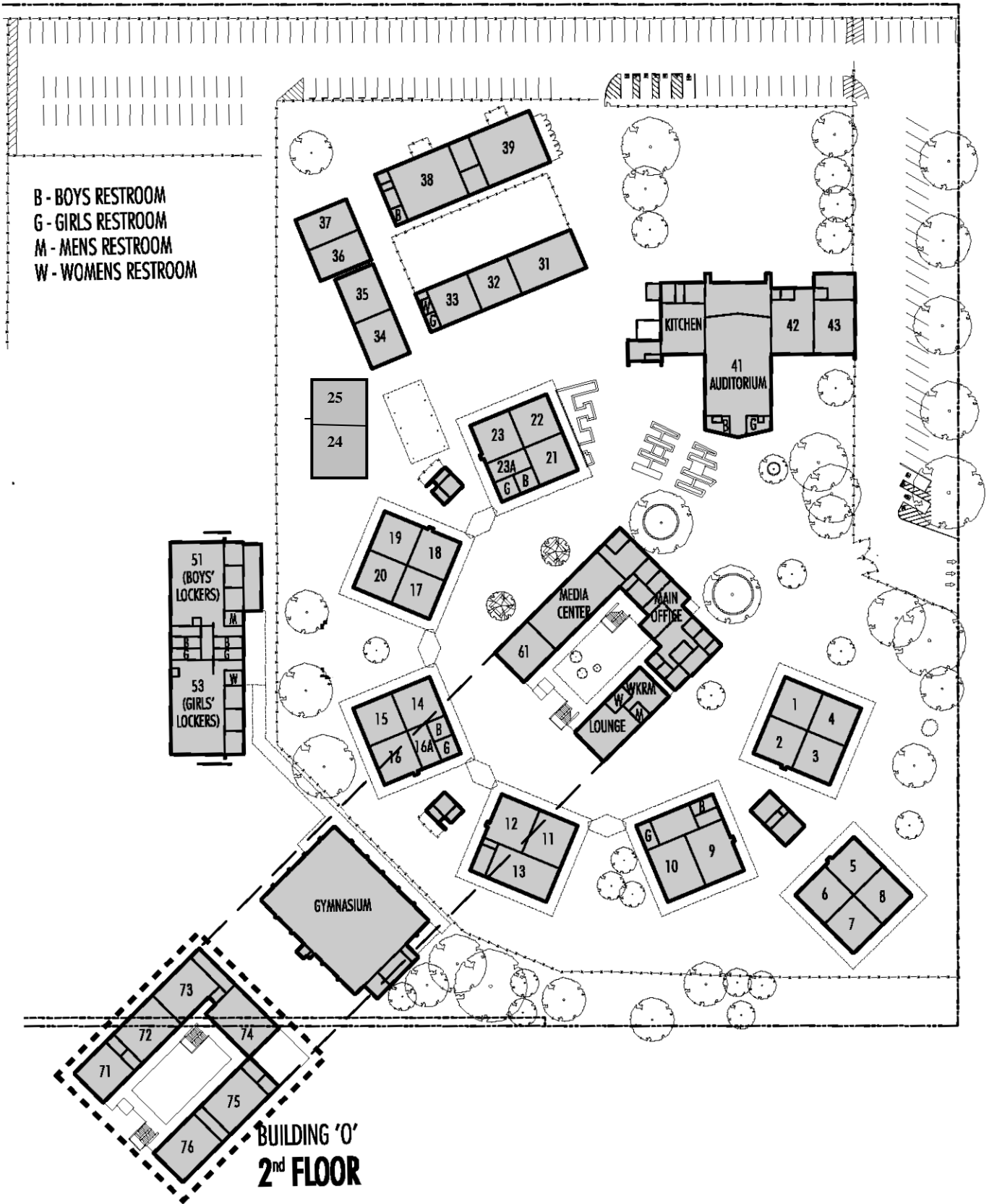
**PLEASE UNDERSTAND THAT DUE TO THE UNCERTAINTY OF POSSIBLE GUIDELINES AND RESTRICTIONS FROM COVID-19 ALL ACTIVITIES AND EVENTS ARE SUBJECT TO CHANGE.**

**OAK OFFICE STAFF**

		<b>Phone Extension</b>
Principal	Evelyn Garcia	76104
Assistant Principal	Stephen Segura	76108
Counselor	Adrienne Reynolds	76103
Psychologist	Jerilynn Kuhar	76101
Office Coordinator	Tomi Adair	76102
Registrar	Nicole Cairns	76100
Attendance Clerk	Regina Brown	76106
LVN	Toula Nivanh	76158

**OAK MIDDLE SCHOOL**  
 10821 OAK STREET  
 LOS ALAMITOS, CALIFORNIA 90720

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



**BUILDING 'O'**  
**2<sup>nd</sup> FLOOR**