



2026 – 2027

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.....7:53 – 8:45
Period 1.....8:50 – 9:47
Period 2.....9:52 – 10:44
NUTRITION.....10:44 – 10:52
Period 3.....10:57 – 11:49

Lunch 1 (6th grade).....11:49 – 12:19
Period 4 (7th, 8th grade).....11:54 – 12:46

Lunch 2 (7th, 8th grade).....12:46 – 1:16
Period 4 (6th grade).....12:24 – 1:16

Period 5.....1:21 – 2:13
Period 6.....2:18 – 3:10

DETENTION (M, T, Th).....3:15 – 3:55

Minimum Day Bell Schedule

Period 0.....7:53 – 8:45
Period 1.....8:50 – 9:25
Period 2.....9:30 – 10:00
Period 3.....10:05 – 10:35
Period 4.....10:40 – 11:10
Period 5.....11:15 – 11:45
Period 6.....11:50 – 12:20
Lunch.....12:20 – 12:50

Early Release Schedule

Wednesday

Period 0.....7:53 – 8:45
Period 1.....8:50 – 9:37
Period 2.....9:42 – 10:24
NUTRITION.....10:24 – 10:32
Period 3.....10:37 – 11:19

Lunch 1 (6th grade).....11:19 – 11:49
Period 4 (7th, 8th grade).....11:24 – 12:06

Lunch 2 (7th, 8th grade).....12:06 – 12:36
Period 4 (6th grade).....11:54 – 12:36

Period 5.....12:41 – 1:23
Period 6.....1:28 – 2:10

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.

Excused absences are those permitted under California Education Code, such as illness; medical, dental, or optometric appointments; family emergencies; religious observances; court appearances; and other reasons deemed acceptable by school administration. A parent or guardian must provide written or verbal notification within 3 school days of the absence for it to be recorded as excused.

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 (if it is available). The following are considered trancies:

- 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. Paramedics may be called to provide emergency medical aid in the event of an emergency- please ensure that you update contact information when changes occur.

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.

6th 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, Leadership, drama, tech).
- Full year STEM I

7th Grade:

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

8th Grade:

- English 8 and English 8H
- Math 8, Algebra 1
- Science 8
- 8th U.S. History
- Physical Education
- Electives – Jazz Band, Band, Orchestra, Choir, Drama, Lifetime Sports, 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 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)

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

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.

*Oak Middle School reserves the right to offer Saturday School as an intervention or consequence option when deemed necessary. While this program has not been utilized this year, it remains available should circumstances require it. Families will be given advance notice, and additional details will be provided at that time.

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.

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.
- Use of Artificial Intelligence (AI) - Submitting work generated by AI tools as your own, unless explicitly permitted by the teacher.
- 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
- Use AI-generated text, images, or content and submit it as your own work without teacher authorization
- 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.**
16. **Smartwatches, recording glasses, or any wearable technology capable of recording audio, video, or images are not permitted on campus.** Recording individuals without consent is prohibited under California Education Code 51512, which bars the use of electronic listening or recording devices on school grounds without prior authorization.

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 always follow the directions of noon duty supervisors and all school personnel.
6. Students must stay in designated areas and supervised (defined by the administrators) during lunch.

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 plan 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 possess cell phones and smartwatches at school, BUT their use, including text messages to parents, is prohibited once students arrive on campus. Students must turn off their devices while on school grounds. It is recommended that they store cell phones in their lockers or their backpacks during school hours. Students may not use their cell phones to take photographs or videos. These devices are brought to school at your own risk, and the school is not responsible for anything that is lost or stolen. If cell phones, air pods, or other personal digital property are used inappropriately or at a prohibited time during school, the item will be confiscated by a staff member and given to a school administrator. The item will be held in the office and must be picked up by a parent or guardian, and a consequence/detention will be issued.

Consequences for violating the Personal Property Policy, including cell/watch phone violations, are as follows:

- 1st Offense: Detention**
2nd Offense: Two Detentions
3rd Offense: Detentions and Parent Conference

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. **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.
5. **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.
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.

Consequences are not strictly sequential; however, more serious or repeated violations may result in removal from the classroom or referral to the office. In general, consequences are preceded by a review of rules in the beginning of the year and a discussion with the teacher or administrator, and parents will be contacted.

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

Oak Middle School is committed to providing a safe, respectful learning environment for all students. Harassment or bullying that interferes with a student’s ability to learn or creates an intimidating, hostile, or offensive environment will not be tolerated.

This policy applies to conduct based on a student’s actual or perceived race, ethnicity, religion, disability, gender, sexual orientation, gender identity, national origin, or any other characteristic protected under California law. Prohibited behaviors are defined as:

- Verbal or physical bullying, including name-calling, put-downs, or language intended to demean or intimidate another person.
- Harassment based on sexual, racial, religious, or other protected characteristics.
- Unwanted physical contact or comments of a sexual nature.
- Verbal or physical bullying, calling others names, putting them down, and using words that insult another person.
- Cyberbullying through any form of technology, including text messaging, social media, or online platforms.
- Targeting or isolating a student through group intimidation (“hate circles” or similar behavior)
- Touching others in an unacceptable manner or making comments of a sexual nature.

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. Clothing must provide appropriate coverage suitable for participation in a school environment/activities.
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
 - 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, META-glasses (or other versions of recording devices), smart watches or any other unauthorized devices 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:

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.

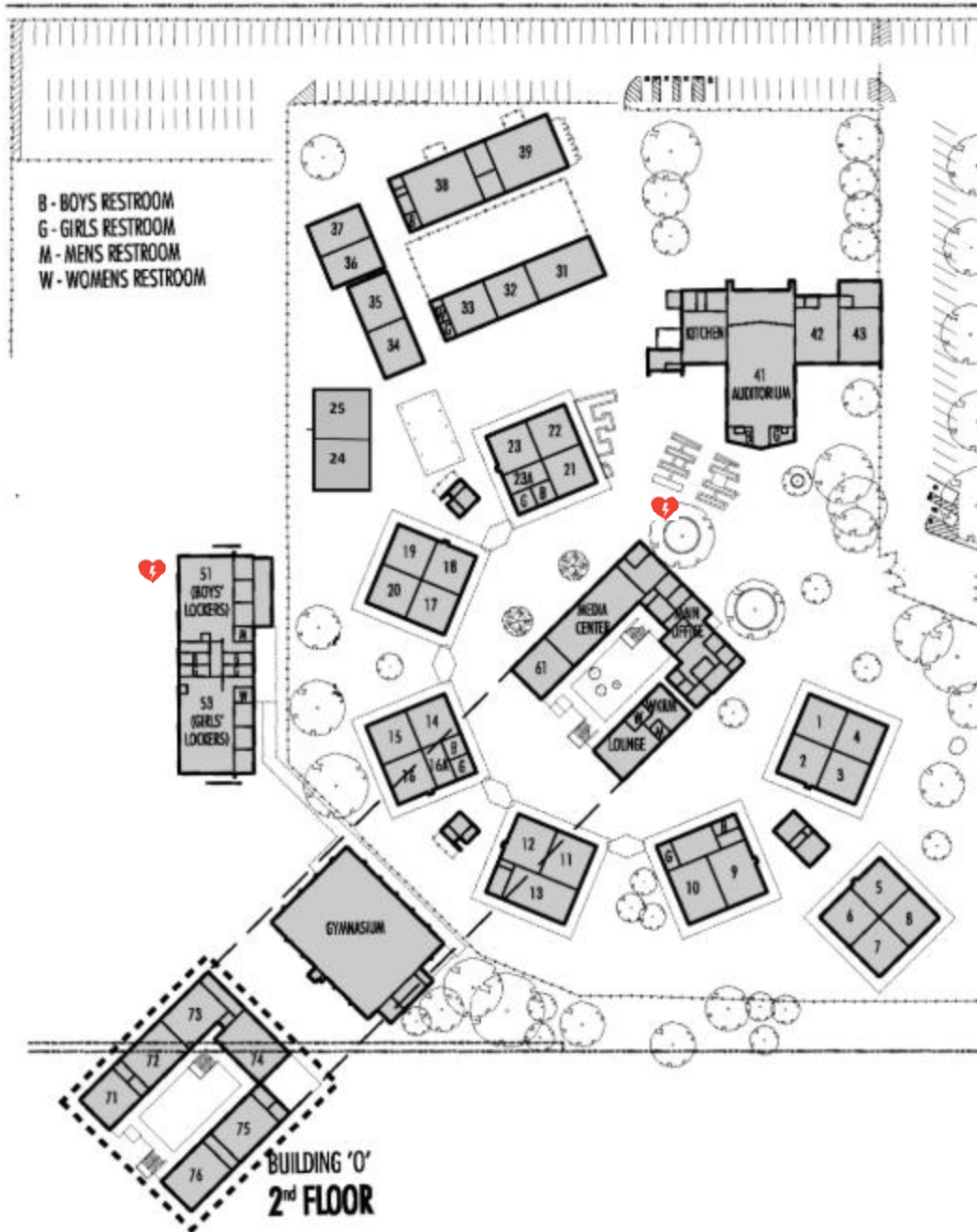
DRUG CANINE DETECTION

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	Robert Castillo	76104
Assistant Principal	Stephen Segura	76108
Counselor	Adrienne Reynolds	76103
Psychologist	Jerilynn Kuhar	76101
Office Coordinator	Tomi Adair	76102
Registrar	Lindsay El-Zein	76100
Attendance Clerk	Regina Brown	76106
LVN	Doria Diaz Ibarra	76158

OAK MIDDLE SCHOOL
10821 OAK STREET
LOS ALAMITOS, CALIFORNIA 90720



- Main office
- PE/boys ball cart

AED Locations = 