

STUDENT HANDBOOK

2015-2016

Oak Grove Middle School Mission Statement

We provide all students with innovative, responsive strategies to meet their academic and social needs. We value our learning community by attracting, developing, and recognizing outstanding staff and students and caring for them and their families. We demonstrate integrity by treating staff and students with fairness and honesty. We collaborate to create a positive school climate which fosters student success. We contribute to a diverse community of learners by using our professional talents and resources to benefit students and by utilizing school-home communication to promote parent awareness and participation.

Liz Bystedt, Principal
Nancy Earnhart, Administrative Assistant
Elina Conte, JDUSD Nurse

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Jamul, CA 91935
619-669-2700

619-669-7632 Fax
619-669-2784 Attendance Line

www.jdusd.net

School Mascot: "Liberty" the Eagle
School Colors: Green, Black and White

District Office

Nadine Bennett, Superintendent
Cheryl Stewart, Administrative Assistant
619-669-7700
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Be Proud To Be **An Oak Grove Eagle!!!**

SCHOOL PHILOSOPHY

Oak Grove Middle School's community provides a rich environment for its students' academic and personal growth. The primary focus of the school is on the classroom. The comprehensive educational program offers opportunities for all students in academics, athletics and student activities. The highest expectations are maintained for student conduct as well as achievement.

The following general school practices are important, and students will be expected to observe them at Oak Grove.

RESPECT

RESPECT ALL PERSONS IN AUTHORITY.

This includes teachers, guest teachers, aides, parent volunteers, campus supervisors, and all other school/district employees.

RESPECT THE RIGHTS AND

PROPERTY OF PEERS.

Treat your fellow students and their property with the respect that you expect for yourself.

TREAT ALL SCHOOL PROPERTY

WITH RESPECT.

A clean campus and school equipment that is treated properly are your responsibilities. You demonstrate respect by having a clean campus and by treating school equipment properly. Show your Eagle Pride by helping to maintain a clean campus!

RESPONSIBILITY

ARRIVE AT ALL CLASSES ON TIME

AND PREPARED.

Classes start at 8:00 a.m. You must be in your classroom when the 8:00 bell rings to avoid being marked tardy.

Bring all needed materials and be in your seat, ready to work, when the 8:00 bell rings. Maintain a good attitude, pay attention, and participate.

BE RESPONSIBLE FOR

YOUR OWN BEHAVIOR.

Conduct yourself in a manner that shows Eagle Pride and take responsibility for your own actions. When there is a chance you might get hurt or hurt someone else, **PLEASE DO NOT DO IT!** This includes hurting someone's feelings.

REACH OUT

ASSIST OTHERS

Help others the way you would want to be helped. Be kind and thoughtful to others. Reach out to new students.

EAGLE VALUES

Eagles SOAR through Awareness, Integrity & Responsibility. Take care of yourself, take care of each other and take care of this place.

HABITS FOR LEARNING

1 Persistence

The ability to sustain interest in and attention to short and long term projects.

2 Bridging

Applying past knowledge to new situations.

3 Flexibility

The ability to adapt to situations, expectations or demands

4 Responsible Risk Taking

Analyze and learn from mistakes.

5 Metacognition

The ability to reflect on one's own thinking.

PARENTS WELCOME!!

PARENTS ARE PARTNERS

Parents are considered full partners at Oak Grove. Our staff understands that only by teaming up with parents can we help students achieve their full potential. Parents are strongly encouraged to visit school, supervise student homework assignments, communicate regularly with teachers, and assure regular attendance.

PARENT VOLUNTEERS WANTED

Parents are welcome to visit Oak Grove. Appointments are recommended. Please call at least one day in advance to schedule a visit. Upon arrival at school, we ask that parents report to the office to sign in and receive a visitor badge. The Principal or office staff will be available to help with any questions or directions. Parents who wish to

volunteer their services, either in the classroom, to support a campus club, or help chaperone a dance, or to help out at some school activity are encouraged to call the school office.

PARENT/TEACHER CONFERENCE

Teachers are always glad to talk with parents regarding their child's progress. All parents should feel free to call the school for an appointment. It may also be a good idea to arrange a team meeting with all your child's teachers. Teachers are given one period each day for class preparation and parent conferences. It is best that parents arrange for a conference ahead of time so that the teacher can be available for individual conferences. You can always access your child's most updated information using our Parent Portal.

GENERAL INFORMATION



ATTENDANCE 669-2784

Regular attendance and punctuality are key elements in determining a student's success at Oak Grove Middle School. Students are accountable for their absences and tardiness and are required by California law to attend school regularly and promptly. MULTIPLE UNEXCUSED ABSENCES AND TARDIES VIOLATE STATE LAW AND CAN BE CATEGORIZED AS TRUANCIES. **When a student is absent from school, parents are asked to call the attendance hotline at: (619) 669-2784 on the day of the absence.** If this is not convenient, a note from the parent should accompany the student when he/she returns to school. **The only excused absences are for illness, medical appointments, or death in the immediate family.**

Any student arriving after the 8:00 bell has rung will be marked tardy.

Please have your student to school on time. Please remind your student that they should be in their classroom, ready to learn, when the bell rings.

CLASSROOM DISCIPLINE

Disruptive behavior in the classroom will not be tolerated. Such behavior results in an interruption of students' education and in the teacher's ability to teach. Students who misbehave in class will be given opportunities for improvement by their classroom teacher. Students who continue to misbehave may receive a referral to an

administrator who will apply appropriate disciplinary action per Ed. Code. Parent notification by phone and/or a copy of the referral will be sent home in addition to the discipline strategy.

We ask for parent support in maintaining a productive classroom atmosphere at Oak Grove. Students should understand that proper behavior and respect for authority are essential if they are to receive the maximum benefit from school.

CLOSED CAMPUS POLICY

Providing a safe and orderly campus environment is important. Therefore, all students are required to stay on campus for the entire school day. Students may not leave the grounds at any time during the school day, except in the company of a parent or authorized person named on the emergency card. This permission is granted for **emergency and medical reasons** only. A parent must sign the student out at the office when leaving, and the student must sign in upon his/her return to school.

CYBERBULLYING

Cyberbullying involves the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. Any student that engages in bullying on school premises or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.



EAGLE EXCELLENCE

In an effort to reward students for excellence in academics, citizenship, AND effort, we have instituted our Eagle Excellence program. Assemblies and activities are planned throughout the year to celebrate the achievements of these students.

Quarterly GPA Requirements for participation in Eagle Excellence Activities:

Scholarship: 3.0 / Effort: 3.0/Citizenship: 3.0

No D's, F's, or "No Marks" and no more than one C in citizenship or effort.

No student with a detention or suspension during the quarter may participate in Eagle Excellence activities that celebrate the quarter in which the detention or suspension occurred.

EIGHTH GRADE ACTIVITIES

In order to participate in 8th grade activities a student must:

- Have a cumulative GPA of 2.0 in Scholarship
- Have a cumulative GPA of 2.0 in Citizenship and Effort.
- No academic "F"s during 4th quarter
- A maximum of 4 referrals resulting in detention being assigned for the year.
- No suspensions.

Students and parents will be notified in the 4th quarter as to their student's eligibility status.

ELECTRONIC SURVEILLANCE

The Board of Education has authorized installation of a video camera system in schools within the JDUSD. These systems will be used exclusively for the purpose of maintaining a safe campus; primarily for minimizing theft and vandalism.

ELIGIBILITY STANDARDS FOR PARTICIPATION IN OGMS CLUBS

All students at Oak Grove Middle School who participate in any activity representing Oak Grove must meet the following standards:

1. Must maintain a 2.0 SCHOLARSHIP grade point average.
2. No Suspensions and no more than 1 detention per quarter.

For those activities lasting the entire year (ASB, Yearbook, Show Choir, etc.) the student will initially be placed on probation. Upon being declared ineligible for a second time, the student will be removed from the activity for the remainder of the year.

GRADES

Oak Grove Middle School students receive a report card every 9 weeks. Course requirements and grading policies are shared with students and parents at the beginning of each quarter. Students

are graded on a standard 4.0 grading scale in scholarship, effort and citizenship. Students and families may access student grades at any time through Parent Vue for continuous progress monitoring.

ACADEMIC PROBATION

Any student not earning a 2.0 for a quarter will be placed on Academic Probation. Students on Academic Probation will have a daily contract to be completed by the teachers and signed by parents. Academic Probation will continue until grades for the next quarter are completed. At that time if the student has increased his / her GPA they will be taken off the list. During Academic Probation, students will not be allowed to participate in after school extracurricular activities unless they are attending Homework Club and / or Tutoring Class. If an 8th grade student remains on Academic Probation he / she will be in jeopardy of not being able to attend the Promotion Ceremony at the end of the year. 8th grade grades will close on the Friday before promotion in order for us to be able to do a final GPA check.

HEALTH SERVICES

At Oak Grove we strive for a safe and orderly environment. In the case of an accident or injury, students are brought to the office to receive prompt first aid. In the case of a severe injury, parents will be notified. Paramedics may be called, and the student may be transported via an ambulance to the nearest medical facility. **Parents are responsible for all medical costs incurred while students are at school, including emergencies.** We recommend that parents provide adequate medical insurance for their child. A voluntary low-cost insurance policy is available through the District. This is an excellent and inexpensive way to provide adequate coverage for your child. Information regarding low-cost and Medi-Cal insurance services is available. Please contact the School Administration for further details. Students must have an emergency card on file in the office in case of emergency.

A LOCAL EMERGENCY PHONE NUMBER IS REQUIRED FOR EACH STUDENT TO BE USED IN CASE THE PARENT CANNOT BE REACHED.

If an illness or injury occurs, a student should inform school personnel and report to the health office. Any student infected with any contagious disease may not remain in a public school. If the student has a communicable disease, such as measles or mumps, the parent should notify the health office immediately.

UNDER CALIFORNIA LAW, ANY PRESCRIBED MEDICATION DISPENSED DURING SCHOOL HOURS, MUST BE ACCOMPANIED BY DISTRICT MEDICATION FORMS THAT ARE AVAILABLE IN THE SCHOOL HEALTH OFFICE. PARENTS MUST BRING THE MEDICATION TO SCHOOL IN THE ORIGINAL PRESCRIPTION CONTAINER. NO MEDICATIONS (INCLUDING ASPIRIN) ARE ALLOWED TO BE DISPENSED UNLESS THE MEDICATION HAS BEEN BROUGHT FROM HOME BY THE PARENT AND IS ACCOMPANIED BY THE APPROPRIATE DOCUMENTATION.



HOMEWORK

Homework is an integral part of the school program. It is important to remember that homework is designed to supplement class work and to give students the opportunity to practice the skills learned in class.

Incomplete homework assignments will affect the overall academic and effort grades for the course, and may result in disciplinary action.

Course requirements, including homework policies, will be shared with students at the beginning of each quarter. Students returning from an absence are responsible for obtaining make-up work from their teachers.

Students who are absent for 5 days or more may be eligible for an Independent Study Contract-please contact the OGMS attendance office for details.

HONOR ROLL

Students who maintain at least a 3.5 GPA in scholarship, citizenship and effort will be placed on the OGMS Honor Roll and will receive recognition at the end of each quarter.

INTERQUEST CANINES (AKA Drug Dogs)

We strive to maintain a safe and orderly learning environment at all times. In order to do so we know that deterring the possession of prohibited items on campus is a key piece to keeping a safe school. We have contracted to have random checks through Interquest Canines. The highly trained dogs will alert on the scent of drugs (both illegal and over the counter), gun powder, fire crackers, fire arms, etc in student backpacks and clothing left in the classrooms/locker rooms. If the dog alerts it does not necessarily mean that the

student has the item with him/her. Dogs have extremely sensitive noses and all these items have residual scents. Parents will be contacted if the dog alerts on their student's items. Law enforcement and parents will be contacted if illegal substances are found.

LIBRARY

The library is generally open daily from 8:00 to 2:00. The library is used extensively for research/report papers and for selection of literature books for leisure and assigned reading. Books are checked out for two (2) weeks, with the exception of periodicals and reference materials.

• FINES:LOST/DAMAGED MATERIALS

1. \$.10 per day for regular books.
2. \$.25 per day for reference material.
3. \$5.00 to \$25.00 replacement for lost paperback books.
4. \$20.00 to \$80.00 replacement for lost hardback.
5. \$3.00 for books returned without the bar code.
6. Other damages will be assessed by library staff.

LOCKERS

P.E. Lockers are available during PE class to store clothing. Students should keep their combinations private and avoid sharing lockers. Locks from home may not be used.

PERSONAL ITEMS

Personal items such as cameras, i-Pods, hand held video games, blankets etc. are not appropriate during school hours, and therefore, are not allowed at school. If the item is needed for a class project, permission should be obtained from the teacher first before bringing the item to school, and it should be left in the classroom. If personal items are brought to school and confiscated, Oak Grove is not responsible for loss or damages. (See Cell Phone policy).

If a student has forgotten an item at home, please bring that item to the front office. Students are welcome to pick the item up from the office during passing period. Items dropped off prior to lunch will be delivered to the student at lunch. In an attempt to minimize disruptions to the classroom, Items will not be delivered during class time.

LOST OR STOLEN PROPERTY is not the responsibility of the school. Students

are responsible for their own belongings. A lost and found bin is located in the lunch area for student convenience. If you find a lost item, please turn it in immediately to your teacher or to the office.

• BACKPACKS

Students are responsible for their backpacks during the entire school day. **Oak Grove is not responsible for lost or damaged items or backpacks that are left unattended. With the exception of your name for identification, writing on backpacks is discouraged. Inappropriate writing may lead to disciplinary action.**



• CELL PHONES

Students are discouraged from bringing expensive electronic items to school. If lost or stolen, the school cannot be responsible and they tend to distract students from learning. Cell phones with text messaging capability are particularly distracting in the classroom and can be used to cheat on tests. Students who need to keep a cell phone for family contact must keep them off and in their backpacks while at school. They may be turned back on at 2:35. Necessary calls during the day may be made from the office. Cell phones or other electronic items in use during the day will be confiscated and sent to the office. If it is a first offense, they are returned at the end of that school day. If it is taken away more than once, the school will return the phone only to a parent. If a student is texting in class, the cell phone privilege may be revoked for the remainder of the school year.

• TEXTBOOKS AND EQUIPMENT

Textbooks and equipment issued for student use are the responsibility of the student until returned. Textbooks and materials must be returned in good condition at the end of the course for which they were issued, and when withdrawing from school. **Final report cards, transcripts, or diplomas may not be issued to any student with outstanding books or other debts.** Any student not returning textbooks or other materials, or any student returning damaged textbooks or materials, will be charged replacement costs.

OFFICE

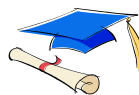
Except for before and after school, students are not to come to the office without a hall pass or

emergency reason (sudden illness, injury, safety problem). Students are asked to be quiet while they are in the office and to wait patiently until someone can help them.

OGMS INFORMATION

OGMS information is provided via school morning announcements, Thursday updates, PTSA newsletters, the district website, Peach Jar, Parent / Student Vue, and the school marquee which is updated on a regular basis.

Please visit our district and school web site at: www.jdusd.net for the latest OGMS happenings!



PROMOTION

A cumulative academic GPA of at least 2.0 for the entire eighth grade is required for promotion.

Participating in promotion activities is a privilege that is earned through good behavior and appropriate academic grades. Eighth grade students will be notified of specific criteria at the beginning of the school year.

PROMOTION CEREMONY

In order to participate in the 8th grade Promotion Ceremony students must have:

- A cumulative GPA of 2.0 for Scholarship, Citizenship and Effort.
- No academic "F"s during 4th quarter
- A track record of appropriate behavior-as evidenced by number of behavior referrals, consequences given, and marked improvement following any disciplinary action.
- No disciplinary issues related to the 8th grade end of the year activities.

STUDENT RECORDS

All student school records are kept in the administration office. Parents may request access to their student's records maintained by the school. Requests must be made in writing to the school office. Access must be granted by the school within 5 days of receipt of the written request by the parent. Parents must notify the office if students are withdrawing from OGMS in order to have all paperwork completed and sent to a student's new school. Students need to complete checkout procedures with the school office by their last day of attendance.

STUDENT STUDY TEAM

S.S.T. is designed to provide early intervention for students experiencing difficulty with behavior and/or academics. The program provides assistance for:

- ✓ maximizing school/district personnel involvement in helping students achieve their educational potential.
- ✓ identifying existing school/community resources.

An S.S.T. meeting may be requested by a staff member, parent/guardian or student, and will be scheduled in a timely fashion.

SUPERVISION

Oak Grove provides supervision on campus from 7:30 A.M. to 2:45 P.M. Students who arrive before 7:30 A.M. or are picked up after 2:45 P.M. must wait in front of the school, and **not down by the school sign**. Unless prior arrangements have been made with the administration, students are to be picked up in front of the school by 2:45.

Due to safety concerns and traffic congestion, we ask that all students be picked up and dropped off at the top of the parking lot in front of the school. **Please do not pick up your student on Olive Vista Drive.**

TRANSPORTATION

The rules of our school apply during your time on the bus!

District-provided transportation is a privilege, not a right. Students who ride the school bus have certain responsibilities for comfort and safety. It is important that students conduct themselves in an orderly manner at the bus stop and on the bus. ***Students may only ride on their assigned bus unless they have obtained a bus pass from the office.*** The bus driver has complete authority over any circumstances arising on the bus. A bus transportation handbook is provided for each student at the beginning of the school year. The student is responsible for all of the information in the handbook and for obeying bus rules. Bus passes will be available for purchase.

VISITORS

All visitors are required to sign in at the office upon arrival and wear an identification badge while on campus. Visitors wishing to visit classrooms must make arrangements through the principal prior to their visit.

EMERGENCY PROCEDURES

Oak Grove Middle School has an extensive disaster guide to be used by our employees when an emergency situation arises. **If you need information in an emergency situation call the school district office or the sheriff's office. You can also log on to our website: www.jdusd.net.**

Throughout the school year, students will learn and practice emergency/disaster drills.

EAGLE EXPECTATIONS

The following guidelines will help students to be successful at **OGMS**.

✓ **IN THE CLASSROOM**

- ✓ Pay attention to your teachers and follow directions.
- ✓ Be prepared: Bring all necessary materials to class each day.
- ✓ Be on time to all classes.
- ✓ Arrange to make up work missed when absent.
- ✓ Help keep the classroom clean.
- ✓ Write homework in your Reminder Binder daily.
- ✓ Comply with each classroom teachers' established academic and behavioral expectations.

✓ **ON THE SCHOOL GROUNDS**

- ✓ No running on campus (except on the fields).
- ✓ Do not climb on fences, roofs, trees, or hillsides.
- ✓ Bicycle riding is not allowed on campus.
- ✓ Skate boarding/skating is not allowed on campus.
- ✓ Do not deface or damage any school property. Parents will be held responsible for damages.
- ✓ Do not drop trash on the campus. Put it in a trashcan.

✓ **LUNCH RULES**

- ✓ You will be dismissed by your teacher for lunch.
- ✓ Students are to walk to the lunch area and leave their backpack in the designated "back pack" areas.
- ✓ Students are expected to stand in the lunch line in an orderly manner.
- ✓ Eating is allowed at the lunch tables only.

- ✓ Students are required to “bus” their own table- pick up trash and dispose of properly.
- ✓ Students may not go back to classrooms unless they have a written request from a teacher-given to a noon duty supervisor.
- ✓ Students must wait to be dismissed to the field by a noon duty supervisor.
- ✓ Students who disobey the directions given by a noon duty supervisor will be referred to the front office for disciplinary consequences.
- ✓ Lunch Detention: Students are to report immediately to the noon duty supervisor to obtain their lunch and report to the detention room. Students need to bring their class assignments with them.

ABUSIVE LANGUAGE

Abusive language or obscene gestures will not be tolerated **and can be grounds for suspension** per Education Code. Speak with good purpose at all times on campus.

AMOROUS BEHAVIOR

Public displays of affection are not permitted at OGMS.

ANIMALS

No pets or animals of any kind are permitted on the school ground as per Board policy. Under no circumstances are animals to be transported on the bus.

ASSEMBLIES

Assemblies are a privilege and proper behavior is expected. Students should walk in a quiet and orderly fashion to and from the assembly area. While in an assembly, it is proper to show appreciation with applause. Students are not to leave an assembly unless dismissed by their teacher or the principal.

BIKES

A bike rack is provided at the front of the school. Owners of bicycles *shall lock their bicycle* to safeguard their property. Loitering at the bicycle rack is prohibited. The school is not responsible for theft of parts or damage while bicycles are parked at the school. Bicycles are not to be ridden on campus at any time. Students riding bikes must wear a helmet – it's the law!!

BIRTHDAY OBSERVANCES

Parents are asked to please refrain from bringing birthday balloons and other birthday gifts to campus as this causes a disturbance. If students are given gifts, including balloons, they will be kept in the school office until dismissal time.

CHEATING/PLAGARISM POLICY

Academic honesty and responsibility are expected of all students. Cheating may result in a grade being lowered, repeating the assignment, and/or further disciplinary action.

Copying another's paper or turning in a paper done by someone else as one's own is considered cheating. Plagiarism, copying from other printed resources without giving them credit in the paper, is also considered cheating. A zero grade may be assigned for using someone else's paper for plagiarism. Parents will be contacted by the teacher.

DANCES

ASB and P.T.S.A. sponsored dances are an extracurricular privilege where students can have a good time and parents can feel secure with the supervised environment. Thus, attendance is a privilege rather than an automatic right. The following rules are set forth for all dances:

- ✓ Dancing must be appropriate and respectful of yourself and others.
- ✓ Students may lose dance privileges if disciplinary action (referrals) occurs within two weeks of a dance.
- ✓ If it has been determined by staff that students cannot behave appropriately during a dance; the OGMS staff and PTSA will suspend any future dance activities.

DETENTION

Students who do not meet Eagle Expectations may be assigned detention. During detention, students write about their behavior and reflect on positive alternate choices. Failure to attend assigned detention will result in further consequences.

Lunch Detention may be assigned to a student who does not consistently meet classroom academic and/or behavioral expectations. Students will be notified of their lunch detention by their teachers or administrator.



DRESS

It is understood that the weather can be hot in Southern California; however students should dress in a clean, well-groomed manner and are to wear **appropriate** clothing for the school environment. **These dress code rules apply to all JDUSD and OGMS sponsored functions, including any athletic event, evening, or off campus performances.** Good taste and modesty are considerations for the well-groomed student.

- ✓ Shirt tops must cover shoulder, back, and be of length to tuck in when arms are raised. Shirts must have a modest neckline and arm holes.
- ✓ No chest cleavage, tank tops, spaghetti straps or halters are allowed. Shirts must be opaque (not see through).
- ✓ The hem of skirts, slits in skirts, and shorts must be no shorter than mid thigh. When arms are at sides the hem of shorts or skirt must be longer than fingertips.
- ✓ Shoes must be safe and appropriate. Flip-flops, slippers, steel-toed footwear or roller skates (heelies) are not allowed.
- ✓ Articles of clothing advertising alcoholic beverages or tobacco products or having or depicting obscene language or graphics are not allowed, i.e., Mushrooms, Seedless, 4:20, Marijuana Leaves, Dank and 8 Ball. Specific Logos that may not be worn include: SKIN Industries, Independent, Iron Crosses, Confederate Flags, Waffen SS Skull and Crossbones, SS Bolts or bolt, Nazi Helmets, Metal Mulisha, MOB Inc., SRH, Hustler and Playboy.
- ✓ Pants must be worn at the waist – no sagging (no underwear showing)
- ✓ Belts will not hang more than four (4) inches beyond the buckle
- ✓ Ball caps with bill forward may be worn for sun protection. Common courtesy dictates that hats be removed indoors.
- ✓ Student hair color and make up (blue, green, purple, etc.), body piercing, or attire that may disrupt class is not permitted.
- ✓ Pajamas and blankets are not appropriate school wear, and are not allowed.

The school administration may disallow other types of clothing that jeopardize a safe and orderly environment for the students and school staff. Students who arrive at school with inappropriate attire will be required to change into their P.E. uniform or be sent home. Repeat offenses may result in disciplinary action.

DRUG POLICY

Any student who possesses, sells, buys or is under the influence of any substance is subject to suspension or expulsion by the school and the Board of Trustees and/or referral to an appropriate law enforcement agency according to Education Code 48902. Alcohol, nicotine products, glue sniffing, possession of paraphernalia and the inhalation of other such substances are also covered by this policy.

EXPULSION

According to Education Code 48900, students **MUST** be recommended for expulsion for the following reasons:

- ✓ **Bringing a firearm to school or a school activity off school grounds.**
- ✓ **Brandishing a knife at another person. A knife as used in this section means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing; a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.**
- ✓ **Unlawfully selling a controlled substance listed in Health and Safety Code 11053 et seq.**
- ✓ **Sexual harassment, assault or battery**
- ✓ **Possession of an explosive as described in Section 921 of Title 18 of the U.S. Code**

Possession of weapons, real or imitation, is prohibited.



FIGHTING

Fighting is NOT permitted.

The parents of the students involved will be notified. Disciplinary action will be taken in the form of suspension from school, per education code.

Horseplay can lead to false accusations, therefore it is not allowed. **Keep your hands to yourself at all times!**

GAMBLING

Gambling in any form is not allowed at school.

GLASS BOTTLES, SODAS, COFFEE AND ENERGY DRINKS

Beverages sold in bottles break easily and become a hazard on campus. Consequently, students need to bring beverages which are contained, in either plastic or aluminum.

As part of the Wellness policy for the JDUSD, soda's, coffee, ice tea, hot chocolate, high sugar beverages and "energy drinks" are not permitted on our campus. Do not bring them to school.



GUM

Careless disposal of gum in drinking fountains, on furniture and floors presents sanitation and cleaning problems and costly repair. **Therefore, gum chewing is not allowed at OGMS and may result in disciplinary action.**

HALL PASSES

Students out on the campus during class time are **required** to have a pass at all times. Special passes to the office, technology center, and the library during lunch may be obtained from the teacher or from the campus supervisors.

HARASSMENT AND THREATS

The Governing Board prohibits unlawful sexual harassment of or by any student or anyone in or from the District.

As part of OGMS' "anti-bullying" program teachers shall discuss the sexual harassment policy and assure students that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and

including expulsion. In certain cases, law enforcement may become involved. Any employee who permits or engages in sexual harassment may be subject to disciplinary action.

Any student who feels that he/she is being harassed should immediately contact the principal in order to obtain a copy of AR 1312.3 - Uniform Complaint Procedures. Complaints of harassment can be filed in accordance with these procedures. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Bullying and teasing are considered forms of harassment and will not be tolerated at Oak Grove. Any student who engages in harassment will be subject to disciplinary action.

Any student who makes a threat in any way will be subject to disciplinary action and possible criminal prosecution.

Threats can be made verbally, in writing, or simply by a gesture. All will be considered serious regardless of the intent. There is zero tolerance for violence or the threat of violence at school.



NETWORK

The computer network at OGMS is provided for the educational use of students and staff. Access to the network is via a pass code. Students need to keep their pass code private and log off when done working. OGMS cannot be responsible for lost, stolen or damaged information stored on the network. Students tampering with computers and/or the network will face loss of all computer privileges, disciplinary action and possible involvement with law enforcement.

Magnets are prohibited in the computer lab.

• INTERNET

All computers at Oak Grove have access to the Internet. Use of the Internet is a privilege and students are expected to use this resource responsibly. Inappropriate use of the internet will forfeit computer privileges. Students may only utilize OGMS approved websites.

• SOFTWARE

Only software owned by OGMS is allowed to be used on any school computer or network.

P.E. UNIFORMS AND EQUIPMENT

The physical education uniform includes tennis shoes, socks, shorts and shirt. Sweat pants and sweatshirts may be used as well. P.E. clothes may be purchased at the beginning of the school year from the P.E. teachers for \$15.00. Students are expected to dress out and participate in P.E. each day unless otherwise directed.

- **P.E. EXCUSE** - If for any reason a student cannot take part in physical education activities, a note **MUST** be brought from a doctor stating the reason that the student cannot participate.

SEARCH & SEIZURE

Search and seizure is conducted whenever there is reasonable suspicion of student involvement in controlled substances, prohibited materials, or theft. Parents will be notified.

SELLING

The selling of **any** item at school is prohibited unless it is a part of a school fundraiser and has been authorized by the district. This includes food of all kinds.

SUSPENSION

Suspended students are removed from school and may not participate in or attend any school functions during the period of suspension. Suspensions are assigned by administrators per Education Code.

Teachers are not required to give credit for work missed due to a suspension.

TEACHER ASSIGNED SUSPENSION

Students can be suspended for one or more periods from a specific class. Parents will be notified by the teacher.

TESTS

The purpose of tests and quizzes is to evaluate what students have learned. Students are expected to take tests on their own without taking answers from or sharing answers with other students. Students caught cheating on tests will receive a zero grade. Incidents of cheating will be reported to the administration and parents will be contacted by the teacher.

WILLFUL DISOBEDIENCE

Willful disobedience, defiance and disrespect towards adults will not be tolerated.

In the classroom or on the school grounds, students are to comply with adult directives. Non compliance may result in disciplinary action.

COMPLAINT PROCEDURE

The governing Board encourages complainants to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate district procedures. A written complaint process (BP/AR 1312.1) is available by request in our school office. Complete information regarding this process is attached to the annual registration materials.

COMPLIANCE OFFICERS

The Board of Education designates the following compliance officers to receive and investigate complaints and ensure district compliance with law.

Cheryl Stewart, Superintendent's Secretary
District Office (619) 669-7705

Nadine Bennett, Superintendent
District Office (619) 669-7700

BASIS FOR DIRECT STATE DEPARTMENT OF EDUCATION INTERVENTION

The California Department of Education will intervene if the school district fails to comply with the complaint procedures, if discrimination is alleged or there is an indication of an immediate loss of benefits, such as education or employment for students, if the complainant requests anonymity and has proven that retaliation has occurred, if the district fails to implement the final decision resulting from a local investigation or mediation process, or if the district fails to respond to the complainant within 60 days.



Oak Grove Middle School
2015-2016
Student-Parent Handbook Agreement

My student and I have read and understand the rules in this handbook. We realize that we will be responsible for knowing and following the procedures and regulations outlined in the handbook.

You are required to bring this planner to class every day and to use it for keeping organized. We look forward to working with you to make this year both successful and enjoyable.

Student's Signature

Date

Parent/Guardian Signature

Date

Please cut here and return bottom portion to your 1st period Teacher



Oak Grove Middle School
2015-2016
Student-Parent Handbook Agreement
(Cumulative File Copy)

My student and I have read and understand the rules in this handbook. We realize that we will be responsible for knowing and following the procedures and regulations outlined in the handbook.

Student's Signature

Date

As the parent/guardian, I understand that it is my responsibility that my student is on time and prepared for school each morning, completes homework and behaves in accordance with the school/district rules as defined within this planner.

Parent/Guardian Signature

Date

Please check one of the following:

- ☐ My child walks to and from school and we support the "Entering and Exiting" Procedures.
☐ My child rides the bus and we support and have turned in the Bus Transportation policy slip.
☐ My child is my responsibility to and from school.