

Seven Oak Middle School



**2018- 2019
Student Handbook**

School Mascot: **Spartan**

School Colors: **Blue and Gold**

Vision: **Empowering Students to Maximize their Potential**

This Handbook Belongs To:

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Welcome To Seven Oak Middle School!

Dear Students and Parents,

Welcome to another great year at Seven Oak Middle School! We believe that when we all work together every day with a positive attitude, striving to be our best, the result will be student success! This begins with building strong trusting relationships with all staff and students. These relationships become a great resource and support for you daily and are the key to having a great year. -- **Welcome Spartans!**

Seven Oak Middle School Mission Statement

“In partnership with the community, we provide exceptional opportunities to continuously and rigorously challenge students to excel as learners, thinkers and leaders.”

SCHOOL CONTACT NUMBERS

Dial Main School Number then Listen for instructions
Main Phone number: 541-451-8416

Attendance Secretary	Ext. 1800	Counselor	Ext.1805
Office Manager/Registrar	Ext. 1802	Counselor	Ext. 1825
Health Room	Ext. 1803	Dean of Students	Ext. 1837
Library	Ext. 1848	Co-Principals	Ext. 1800

Teacher contacts are available on our website: <http://seven-oak.lebanon.k12.or.us/> or through calling the main office: 541-451-8416

District CONTACT NUMBERS

Dial Main School Number then choose from the options
Main Phone number: 541-451-8511

Transportation	Opt. 9
Special Education	Opt. 2
Superintendent	Opt. 5

Lebanon Community School District website: <http://www.lebanon.k12.or.us>

Seven Oak is a proud participant in these great educational programs:



SEVEN OAK MIDDLE SCHOOL INFORMATION AND EXPECTATIONS

- When the bell rings students will be in their seats prepared and ready for class to start.
- Students will have a pass while in the hallways during instructional time.

No Exceptions

- Electronic devices will be off and out of sight. The only exception is if they are approved by administration in advance and are specifically being used for a short term educational resource only and within the scope of a lesson.
- Students will remove all hoods when entering the building and while inside.
- Students will be respectful and cooperative with staff.
- Students will refrain from using inappropriate language.
- Students will be prepared to learn each and every day.
- Students will conduct themselves in a safe, responsible and respectful manner.

Attitude and Effort Determine Success

We will . . .

- Provide a positive, engaging and safe learning environment.
- Provide each student with a solid foundation of basic skills to build upon.
- Have high expectations of student achievement and conduct.
- Strive to build a learning partnership with students and parents.
- Care about each student. We will not let any student be anonymous.

We expect students to . . .

- Positively contribute to our school and community.
- Make each class better through their individual participation.
- Actively participate in their own self development.
- Strive to achieve each and every day.
- Develop positive attitudes and work habits which will allow them lifelong success.
- Acquire a solid foundation of applying technology skills to everyday situations.

Student Behavioral Building Constants

1. Students are to be in the classroom when the bell rings and in their assigned seats.
2. No student will be allowed to negatively impact the educational opportunities of others.
3. Each student is expected to contribute towards the overall success of the classroom.
4. Students will remain working for the entire period.
5. Students will treat others with respect and compassion.
6. When transitioning to another area or teacher within the building, students will do this as a group. Students are to be appropriate and very quiet during transitions.
7. There are absolutely no electronic devices allowed in class, without teacher permission and only for academic purposes.
8. Food and drinks are limited to teacher discretion.

Disciplinary Referral Procedures

Non- Negotiable behaviors will result in an immediate major referral and disciplinary action.

- Use of derogatory language at or in the direction of staff
- Physical altercation / threat of altercation
- Defiance to the level it threatens the safety of students and staff
- Destruction of classroom property
- Harassment
- Truancy / Skipping
- Gross – Insubordination

All other behavior management issues will be dealt with on a case by case basis.

Students who receive a major referral will be placed in the ISS room (in school suspension) for at least 1 period. Parents will be notified and may be required to meet with school administration to problem solve the disciplinary situation.

Any student who receives 4 major referrals will serve a mandatory OSS (out of school suspension) time period and will be required to have a parent meeting prior to returning to Seven Oak.

All referrals received following the 4th major referral, the student will be subject to progressive discipline and/or alternative placement. Including off campus placement if appropriate.

ABSENCES AND ATTENDANCE

If you are absent from school, within 24hrs. your parent/guardian must either:

- call the school (541-451-8416 Ext 1800)
- send a written note stating the reason for the absence upon your return to excuse the absence.

Doctors notes will be required for absences due to illness when:

- Extending beyond 3 consecutive school days
- Totalling 10 days in a school year

Pre-arranged absence forms are available in the office. See form for criteria.

Oregon Law requires regular attendance

ORS 339.010 note from your doctor may be required

TARDINESS

Students are expected to report to school and to each class on time, prepared with the necessary materials. Students who arrive late to school must check in at the office and receive an admittance slip before going to class.

TARDY PROCEDURE

A student is “tardy” when they are not in their seat prepared for class when the bell rings.

Student who accumulate tardies will be subject to progressive disciplinary action.

4th tardy: lunch detention

8th tardy: lunch detention and grade level RTI intervention

12th tardy: ISS (1day) & parent meeting and implementation of RTI intervention

16th tardy: OSS (1day) & parent meeting and increased RTI interventions

*Students who miss/skip a lunch detention consequence will be assigned Wednesday school on the very next Wednesday.

** Students who skip/miss Wednesday school consequence or is removed for behavior will be suspended (OSS) pending parent meeting.

ACTIVITIES & ATHLETICS

Lebanon Community School District believes that a dynamic program of student activities is vital to the educational development of the student.

There are a variety of athletic opportunities and club organizations for students to participate in. Getting involved in school activities beyond the classroom makes your high school experience more fulfilling and enjoyable. You may meet people with similar interests and learn valuable lessons that you'll carry with you for the rest of your life.

There are school rules regarding eligibility for athletics and activities at Seven Oak Middle School. Please refer below and/or to the athletic

and activity handbook available at the main office for these requirements.

Participation Rules:

Students must meet the required standards of passing all classes with a “C” or better. If requirements are not met the student will be put on Academic Probation Level 1 or 2.

Students are required to adhere to all attendance policies, behavioral rules and expectations at Seven Oak. Students who receive behavioral referrals or do not attend school on a regular basis are subject to the suspension of their participation privileges. Students who receive unsatisfactory citizenship grades will be suspended for participation until the grade is improved to a passing standard.

- Participation rules apply to any Seven Oak student participating in ANY school sponsored sport, event, club, or organizations.

Probation Level 1 ‘Eligible Probation’

If the student is failing 1 class or has a “D” in any class, he/she will be required to turn in a weekly grade check to their coach / advisor. These students can practice and participate as long as they attend school and hand in their weekly grade check. Once they raise a failing grade or their “D” grade, the study table is optional, but they must continue the weekly grade check.

Probation Level 2 ‘Ineligible Probation’

Students failing 2 or more classes are ineligible from competition until they reach the Probationary Level 1 requirement.

This policy is intended to give our students an opportunity to be successful in the classroom prior to being determined ineligible. A key to this success will be the coaches and advisors’ support and supervised study sessions.

If a student is suspended out of school, they will not be allowed to practice or participate in school-sponsored activities (either home or away) during that period of time.

Listed below are the sports currently offered at Seven Oak Middle School:

Fall Sports:

7/8 Football
7/8 Cross Country
7/8 Volleyball

Winter Sports:

7/8 Boys Basketball
7/8 Girls Basketball
Wrestling

Spring Sports:

7/8 Track & Field

ALCOHOL/DRUGS

It is the policy of the Lebanon Community School District to provide a learning environment for students that is safe, secure, and drug-free, which includes no promotion of drug use.

Consequences for violation may include:

- Suspension
- Expulsion
- Involvement with Police Dept.

APPROPRIATE LANGUAGE

You are responsible for what you say and write. You cannot take back what you say, and apologies may not always fix things.

Examples of inappropriate language:

- Swear words or substitute swear words
- Profanity or Cussing
- Sexual, Religious or Racial putdowns
- Other words used to hurt or disrespect
- Gossip and Rumors
- Discussion of illegal content
- Any of the above in written form
- Any of the above posted online or on phone

Words have the power to help or to hurt, to harm, or to heal. Be kind with your words and others will be kind with theirs.

ASSEMBLY BEHAVIOR

We show our Spartan Pride when we:

- Celebrate each other and our success
- Honor the speaker by using the five-second rule. Once the speaker is ready to begin, it should take less than five seconds for students to be ready!
- Clap or cheer when appropriate, but don't scream (Celebrate each other!)
- Do not talk while the assembly is being presented unless it is an appropriate time
- Remain seated with your designated adult.
- Follow the directions of all staff members.
- All school rules/expectations apply, so use respectful voices and appropriate language
- Phones and devices should be off and away.

ASSESSMENT AND GRADING

Teachers will provide a syllabus with the course descriptions explaining the learning goals for the class. You and your family have access to check your grades with our school grading system. If you need login information please see the office.

End of Quarter Dates – Progress Check

- 1st Quarter October 30th
- 3rd Quarter April 10th

End of Semester Dates – Report Card

- 1st Semester January 24th
- 2nd Semester June 7th

BACKPACKS, TOTE BAGS and PURSES

To provide safety in the hallways and prevent classrooms from being crowded, students are asked to leave backpacks, tote bags, purses and non-academic items in their lockers.

BICYCLES, SCOOTERS AND SKATEBOARDS/LONGBOARDS

Here at Seven Oak we promote healthy/alternate transportation choices. For the safety of students, district policy states that at all times these items must be walked and not used once on school grounds. Failure to follow will result in progressive consequences leading to loss of privilege:

- 1st offense: Dean/Admin meeting and warning about dangers of misuse
- 2nd offense: Parent contact to arrange item being picked up
- 3rd offense: loss of privilege to have the alternate transportation to and from school

State law requires persons under 16 wear a helmet while riding a bicycle.

BODY SPRAYS AND PERSONAL ITEMS

For the health and safety of all students and staff, please leave cologne, perfume and body sprays at home. Other personal items, such as electronic devices, games and toys, should be left at home and may be confiscated if they become a distraction.

CELL PHONES and PERSONAL ELECTRONIC DEVICES (PEDs)

Cell Phones are to be silenced and put away during the school day (including hallways), unless teacher directed. If a cell phone becomes a distraction to the learning environment, a safety or security issue, or a means of bullying, any staff member has the right to take the device and turn it into the office.

Consequences will be applied leading to the loss of the privilege:

- 1st offense: cell phone turned into the office, it may be picked up at end of day
- 2nd offense: cell phone turned into the school, with parent/guardian pick up
- 3rd offense: loss of privilege to have phone at school. Parents may request a meeting to develop a cell phone responsibility plan. This would be considered for transportation safety

reasons only.

Communication to and from home may be done through the front office.

- Earbuds/Headphones are not allowed in hallways and should be out of site.
- Photos and video may **NOT** be taken to help ensure student safety and adhere to ID protection laws
- All school rules apply at lunch time.

CHEATING

Be sure that the work you are doing is your own. You should not copy more than five words in a row from any source without citing the source. This includes:

- Any digital content
- Other students work
- Books or other forms or media

This is called plagiarism and it is a form of cheating. Academic penalties may result, including not receiving credit for the assignment.

CLOSED CAMPUS

We care about your safety. For that reason, students are not allowed to go off campus after arriving at school. Students leaving during the school day:

- Parent/Guardian must sign out prior to a student leaving campus.
- If you return during the same day, you need to sign in at the office when you return.

CLOTHING, ACCESSORIES, JEWELRY, and BODY ART.

While self-expression and creativity are important in middle school, we are committed to safety and learning first and foremost. You may dress in a way that shows respect to yourself and others, is comfortable and is safe.

Hats are acceptable at school. Students are expected to follow individual teacher guidelines in the classroom.

Avoid wearing these or like items:

- Reveals undergarments or underwear.
- Reveals midriff.
- Hoods on sweatshirts or jackets or headwear that conceals identity.
- Clothing that may conceal items, such as trench coats.
- Students may not write on themselves or other students. Sharpies and other permanent markers may be confiscated.
- Words or depictions that are demeaning.
- Racial, Religious, Sexual or other language or depictions that disrespect or discriminate protected groups.
- Promoting gangs and gang association (including I.C.P.) -see *Gang Activity* section
- Profane or obscene language or gestures
- Depiction or reference to drugs, alcohol or tobacco.
- Any other attire deemed a distraction or unsafe by school staff
- Representation of weapons/violence

When appropriate, staff members will coach students to help them make better wardrobe decisions in the future. Students may also be asked to call home for a change of clothes or to cover up inappropriate attire. If the item is continually being worn, progressive consequences will be applied.

DESTRUCTION OF PROPERTY AND VANDALISM

No one has the right to destroy school or personal property. You may be expected to:

- Perform community service.
- Pay for repair or replacement of property.
- Criminal charges may be filed with law enforcement authorities.

FEES

- Student Body Fee - \$15.00
- Elective Fee - \$10.00
- Yearbook Soft Cover - \$15.00
- Yearbook Hardcover - \$20.00
- Athletic Fee - \$50 per sport (Physical

Required)

- \$35 for Free/Reduced Lunch qualifiers
- Certain electives may charge a fee.
- Field trips may charge...this varies per trip.

FOOD and BEVERAGES

Food items, candy, and drinks may be eaten only in the lunchroom unless permission has been granted by staff. Due to food allergies, please do not share food.

- High-caffeinated energy drinks are NOT allowed.
- Water bottles are welcome at Seven Oak!
 - Must be a non-breakable, lidded container
 - May contain only water
 - Water bottles should only be used in classrooms where they have been approved by the teacher and at appropriate times.

GANG ACTIVITY

Seven Oak has a strong commitment to keeping all gang activity out of the school. For the safety of all students, students may not wear, display, or have present in their notebooks, books, and lockers anything related to gangs, including bandanas, markings associated with gangs, and gang symbols. Flashing or displaying gang signs or verbal sounds is strictly prohibited. We understand that most students select clothing items because they like the style, not because they want to be identified as a gang member. Please respect staff guidance by not coming to school wearing prohibited clothing. Consequences will be given at a severe level, possibly including police involvement, for any gang activity at school.

GOOD CITIZENS

At Seven Oak we believe that great student choices build an outstanding and productive learning environment. This is why we believe that all students should strive to be good school citizens every day. You demonstrate good citizenship when you:

- Assist others when help is needed.

- Use polite manners (i.e. "Please", "Thank you!" and "You're Welcome")
- Be patient and kind, even in difficult situations.
- Use problem solving skills, not arguments.
- Get support from adults when needed.
- Report any safety, dangerous or criminal concerns to staff immediately. Such activities may include: weapons, fighting or threats of fighting, theft, harassment, drugs, tobacco or alcohol, strangers on campus (adults or students) or anyone who seems suspicious.
- Think of the benefit of all students, staff and the school before yourself. Be selfless.
- At sporting events and school activities, show sportsmanship to others and cheer on our team/group positively. Spartan Pride!

When we all work together for the benefit of others we will build a safe and respectful school focused on learning and growth!

GUM

Gum is allowed only in approved areas. With this comes responsibility. Discard your gum and its wrappers in the appropriate places.

- **Some classrooms do not allow gum.**
- There is also no gum in the library or labs.
- Students who abuse the gum rules will lose the gum privilege.

HALL CONDUCT EXPECTATIONS

- Walk to the right & face forward
- Keep hands and feet to self
- Do not block the halls in groups
- Use appropriate volume: quiet voice, especially during class time
- Assigned pass should be visible.
- Go directly where the pass says, not someplace else as well.
- Do not distract or interrupt students in other classes.

HORSEPLAY

Horseplay means pushing, poking, tripping, elbowing, and other physical contact done for fun or as a joke with other students. Our halls and common spaces are crowded, and physical contact often leads to conflict or safety concerns. For the safety of yourself and others horseplay is not allowed.

INTERNET ACCESS and TECH USE

Access to the Internet is an important part of our educational plan to create lifelong learners who know how to find information in our rapidly changing world. Students and parents will be required to sign an Internet and Technology use policy before access is granted. While staff supervision and Internet filters will help students navigate the Internet safely, it is ultimately up to each student to act responsibly. Misuse of the Internet or tech equipment may result in disciplinary action and suspension of Internet use. Students must log-on to only their own accounts using their own username and password.

LOCKERS

Lockers will be assigned at the beginning of the school year. Lockers are the property of the school and students are expected to use them responsibly.

- Lockers may be inspected at any time.
- Keep your locker combination confidential.
- Do not trade lockers or share lockers.
- Keep your locker locked at all times.
- Please leave valuables at home.
- Items brought to school or stored in lockers are **not** insured for reimbursement. The school staff and the members of the School Board assume no responsibility for items left in the lockers.

LOST, FOUND AND STOLEN ITEMS

Students are urged to make certain that their name is **CLEARLY MARKED** on all personal items. Items of value are turned into the office. Clothing is hung in the lost and found. Items not claimed are donated.

MANDATORY REPORTING

To help keep our school safe, all students and staff are considered mandatory reporters. If you see or hear about any threats of harm, dangers to students or staff, or any criminal activity such as drugs, weapons or dangerous objects at school, you must **report** this to a school administrator or resource officer. Failure to report can lead to the danger of our students & staff and may lead to consequences. Help keep our school safe by reporting dangerous behavior!

MEALS

- Breakfast: Free for everyone
Lunch: Free for everyone
- Milk: \$ 0.40 if purchased separate from a meal (free otherwise)
- Students are required to use their meal code to track meals served.

MEDICATIONS

All medications, prescription and over the counter, must be checked into the office by a parent/guardian and in the original container.

- Smaller bottles whenever possible please
- When finished your medications must be picked up by your parent/guardian
- Any unclaimed medications will be discarded at the end of the school year
- Lost planners can be replaced in the main office for a fee of \$3.00. (30 minutes of school service may be substituted)

PHYSICAL AGGRESSION, FIGHTING, ASSAULT AND THREATS

Every student has the right to be safe and secure at Seven Oak. **All fighting at school is prohibited**, as is using violent language, and posts or notes to threaten others.

Students involved in a fight or making threats are typically brought together by administrators to resolve differences and make amends. Consequences for fighting or making threats

may include suspension up to expulsion and may lead to criminal charges being filed with the Lebanon Police.

- Students who promote violence and keep an issue alive, are helping to aggravate the problem and may also face consequences for their role.
- What is self-defense? It means doing the least you can to safely get out of a bad situation. You have the right to protect yourself by putting your hands in front of your face for protection, for example. Unless you are backed into the wall, you can probably walk away and find help. If you stay to argue or fight, you can expect the school to give you consequences even if you didn't start the fight.
- No matter how you feel, you are responsible for what you do or say. Your teachers, the counselor, and administrators are here to help you resolve problems in a positive, preventative way.

PLANNERS

Every student will be given a planner to use in each class daily. Planners are a tool for students, teachers and parents to keep track of assignments, due dates, and upcoming events. Planners are a key to student success.

POSSESSION OF DANGEROUS OBJECTS

Students are not allowed to bring dangerous objects to school or on school grounds, including bus stops and after school events. Such objects include, but are not limited to:

- Guns of any type, parts or ammunition, including replicas.
- Knives, sharp objects, chains or sticks
- Matches, firecrackers, lighters, aerosol cans or combustible objects; laser pointers or flashlight pens
- Any object that is intended for or could be considered a weapon
- Students should not draw or make reference to weapons or violence in their

writing or with statements. Any such actions will be investigated.

- Consequences may include suspension up to expulsion and may lead to criminal charges being filed with the Lebanon Police Department.

SMOKING/CHEWING TOBACCO

Student possession or use of tobacco or tobacco products is explicitly prohibited on school district property. Consequences may include suspension up to expulsion and may lead to criminal charges being filed with the Lebanon Police Department.

SEXUAL HARASSMENT AND PDA

- Sexual harassment involves unwanted sexual remarks or advances, and can include physical touch, written or electronic (i.e. social media posts) statements or other actions that are unwelcome. All allegations of sexual harassment will be investigated and may result in consequences up to and including expulsion and notifying law enforcement.
- Holding hands, hugging, walking arm in arm, kissing or any other physical displays of affection are not allowed on school grounds. This includes trips, lunchtime, hallways, or any school sponsored activities.

SNACK BAR

- Seven Oak has a snack bar facility that may or may not be operated by parent volunteers (PTC) throughout the year. Stay tuned!

STUDENT CONFLICT

Learning to handle conflict respectfully and responsibly is a goal for students at Seven Oak.

- Please refer to the **Student-to-Student Conflict Resolution** document for ideas on how to problem solve conflict at 7 Oak.
- If Conflict Resolution does not work or the behavior is very severe, progressive consequences may be warranted.

Harassment and Bullying are not acceptable, nor will they be tolerated. Consequences up to expulsion may result from such behavior.

It is **not** okay to:

- Call names or make statements with the intent to hurt someone else (in person or online via social media, for example)
- Spread rumors or lies
- Push, poke, trip, or punch others.
- Stare, glare, or give mean looks with the intent to intimidate or provoke.
- Make a threatening gesture or statement.
- Take or damage someone's property.
- Lie to an adult with the intent to get someone else in trouble.
- Make racial or religious slurs or jokes.

SUBSTITUTE TEACHERS/GUEST TEACHERS

There will be days when your teacher is not at school and you have a substitute teacher. The guest teachers won't always do things the way you are accustomed to in your class, so be flexible and understanding. Our Seven Oak expectation is that you are respectful and responsible in your behavior, and ready to learn. We feel very strongly about the importance of welcoming guest teachers.

When you have a guest, be your best!

TEXTBOOKS

The maintenance of textbooks, materials and equipment used by the student is her/his responsibility. Unreasonably worn, damaged or lost materials will be billed to the student.

THEFT

Respect for school property and property of students and staff is expected and valued. Consequences may include suspension up to expulsion and may lead to criminal charges being filed with the Lebanon Police.

UNIFORMS – Physical Education

A portion of your Student Body fees are used to buy a t-shirt to wear during P.E. You are expected to wear your uniform every day in

class and may be asked to purchase a replacement if it is lost or damaged.

If you are unable to participate in P.E. due to illness or injury, a note from a parent or guardian is expected. After three days a

VISITORS POLICY

Students from other schools are **not** allowed at Seven Oak during the school day because of the educational distraction.

All visitors must check in at the office prior to entering the school.

All school rules and expectations apply to all school grounds, school events, buses, BUS stops and to and from school.

Seven Oak Middle School - Behavior Expectation Matrix

	Respect	Responsible	Safe
All Areas	<ul style="list-style-type: none"> ● Use appropriate and respectful language ● Give personal space ● Answer adult questions appropriately ● Respect all school equipment (furniture, computers, etc.) ● Be courteous, using good manners 	<ul style="list-style-type: none"> ● Voice levels appropriate to setting ● Follow adult directions ● Keep hands and feet to selves ● Follow all school rule ● Keep your area clean and organized 	<ul style="list-style-type: none"> ● Be ready to learn (at any time) ● Have a positive attitude ● Have all necessary supplies ● Know your school info (locker combo, lunch number, passwords etc.)
Busses Bus Stops	<ul style="list-style-type: none"> ● Listen to driver at all times ● Keep bus clean and sanitary ● Recognize and treat people's private property with respect 	<ul style="list-style-type: none"> ● Keep bus clean ● Face forward always ● Take all belongings with you ● Only get on and off at your stop 	<ul style="list-style-type: none"> ● Be on time or early ● Know your bus number ● Get bus passes prior to end of day ● Be seated before the bus leaves and stay seated through bus ride to prevent injury
Arrival/ Dismissal Areas	<ul style="list-style-type: none"> ● Respect other people's' property ● Keep interactions with others respectful 	<ul style="list-style-type: none"> ● Stay on school property ● Stay only on sidewalks and crosswalks ● Keep all belongings with you ● Walk bikes/skateboards on SOK grounds 	<ul style="list-style-type: none"> ● Listen for transition bell ● Stay in designated areas until bell rings ● After school, leave building in a timely fashion
Passing Areas and Hallways	<ul style="list-style-type: none"> ● Walk on the Right ● Walk without distracting others 	<ul style="list-style-type: none"> ● Move continuously towards destination ● Keep area clean and free of objects ● Only go where you are assigned to go ● Keep backpacks in locker 	<ul style="list-style-type: none"> ● Enter, exit, wait appropriately for each class ● Have planner and assigned/necessary materials with you ● Be in class and in your seat before the bell
Lockers	<ul style="list-style-type: none"> ● Wait your turn when crowded 	<ul style="list-style-type: none"> ● Use only your own locker no sharing ● Secure locker after each use ● Keep locker and locker area clean 	<ul style="list-style-type: none"> ● Know your combination ● Head to class if locker is stuck, ask for help
Cafe/Gym morning	<ul style="list-style-type: none"> ● Stay in seat in cafeteria ● Respect others' property 	<ul style="list-style-type: none"> ● Phones off and away at bell 	<ul style="list-style-type: none"> ● Go directly to gym or cafeteria ● Listening for morning bell
Cafeteria/ Lunch	<ul style="list-style-type: none"> ● Wait your turn in line ● Stand in single file line 	<ul style="list-style-type: none"> ● Know ID number ● Remain seated/ stay at designated table until released ● Keep all food and drink in the cafeteria 	<ul style="list-style-type: none"> ● Know what you want when it is your turn ● Find seat quickly ● Have table and floor clean when done ● Raise hand when ready for release
Playground/ Recess	<ul style="list-style-type: none"> ● Play fairly/include everyone ● Solve conflicts peacefully 	<ul style="list-style-type: none"> ● Walk to and from playground ● Stay within playground boundaries 	<ul style="list-style-type: none"> ● Know and follow games rules ● Clean up for next group/day
Restrooms	<ul style="list-style-type: none"> ● Notify staff of any problems ● Use as intended ● Respect everyone's privacy 	<ul style="list-style-type: none"> ● Always flush ● Keep area clean for the next person ● Wash hands with soap ● Throw away trash 	<ul style="list-style-type: none"> ● Have permission ● Have signed planner with you ● Store planner/materials in safe location ● Use time well to prevent loss of class time
Office Area	<ul style="list-style-type: none"> ● Enter/Remain in the office without disturbing others ● Wait until your turn 	<ul style="list-style-type: none"> ● Bring signed planner to enter ● Report to office only when necessary ● Report to/remain in designated areas 	<ul style="list-style-type: none"> ● Conduct office business before school, after school, or during lunch unless adult directed
Library	<ul style="list-style-type: none"> ● Walk quietly in line to check out ● Treat books with care ● Allow others to work without interruption 	<ul style="list-style-type: none"> ● Report to media assistant with signed planner upon arrival ● Keep gum, food, and drinks out of library 	<ul style="list-style-type: none"> ● Have materials you are returning with you ● Return all materials on time
Computer Lab	<ul style="list-style-type: none"> ● Treat equipment, tables/chairs with care ● Work only on files that you have created or have agreed to share ● Keep food and drink out of lab 	<ul style="list-style-type: none"> ● Leave computer ready for the next user ● Report maintenance issues to an adult ● Appropriate use of internet and servers ● Conserve Paper, print only with approval 	<ul style="list-style-type: none"> ● Have signed internet agreement form ● Know how to save files on a server and flash-drive. Save regularly ● Know your assigned computer
Assemblies/ Events	<ul style="list-style-type: none"> ● Listen attentively to speakers ● Sit quietly ● Show enthusiasm for all presenters and award winners 	<ul style="list-style-type: none"> ● Stay with your designated class ● Keep electronic devices off and away ● Participate when asked ● Use appropriate applause 	<ul style="list-style-type: none"> ● Leave materials in the classroom ● Proceed through the hallways with class quickly and quietly ● Sit quickly being, ready to begin
Gym	<ul style="list-style-type: none"> ● Be a team player/play fair ● Include everyone 	<ul style="list-style-type: none"> ● Keep gum, food, and drinks out of gym ● Return equipment at end of class/recess ● Report any damaged or lost equipment 	<ul style="list-style-type: none"> ● Have uniform daily and dress down for P.E. ● Line up quietly and quickly when going to and from locker room and gym
Drills	<ul style="list-style-type: none"> ● Walk quickly and quietly to destination ● Practice drills with intention 	<ul style="list-style-type: none"> ● Stay with your designated class ● Leave materials in classroom 	<ul style="list-style-type: none"> ● Know your destination ● Listen for directions

Student-to-Student Conflict Resolution

If you feel like you are having a struggle with another student at Seven Oak what can you do to resolve the conflict? Use the following problem solving wheel to help make a decision for actions you can take to resolve the struggle. You may need to try multiple actions before the conflict is resolved.



If the conflict stops, great. You handled it! No further action is needed.
If the behavior continues, you may be the victim of bullying or harassment.

What is Bullying?
 Bullying is unwanted, aggressive behavior that typically involves someone who is or is perceived to be strong (mentally or physically) attacking someone who is or is perceived to be weak. The behavior is usually repeated over time.

What is Harassment?
 Harassment involves being victim to continued hostile remarks or actions (in person or electronically) aimed at annoying, tormenting, pressuring or intimidating, or attacking someone persistently for any reason (examples: gender, sexuality, race or ethnicity, language, religion, social status, income level, family, size, clothing).

If you think you are the victim of bullying or harassment you need to **report it to a trusted adult immediately**. At Seven Oak we begin this process with a written form. You can request a **Conflict Resolution Form** from your teacher, counselor or at the office. Once you have completed the form you will turn it into the office. By the end of the next school day you will be contacted by our counselor or school support staff.

Working with the counselor you may do one or more of the following to help with the situation:



The school will begin a prompt investigation to determine the accuracy of the report. After gathering details the school may decide further action for the bully/harasser is needed. These actions may include:



Cease and Desist	Discipline	Parent Meeting	District Harassment Report	Other
<ul style="list-style-type: none"> • An agreement between the parties to stop all negative behaviors 	<ul style="list-style-type: none"> • Written referral followed by a consequence • Behavior plan/contract 	<ul style="list-style-type: none"> • Discuss the incident(s) • Behavior plan/contract 	<ul style="list-style-type: none"> • Written report documenting the harassment • Filed at district office 	<ul style="list-style-type: none"> • Schedule Change • Placement Change • Expulsion Hearing

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School Expectations – Student/Parent Signatures

Student Name: _____

Grade: _____

Please read the following and initial/sign where necessary. Copies will be kept in the Seven Oak office.

Internet and Technology Use:

Having access to the Internet and Technology at Seven Oak is a privilege that comes with responsibility. Students may only use district-owned equipment and PEDs for school-related activities at school with staff permission. Using social media or accessing explicit material is not allowed and may result in consequences up to and including suspension or expulsion. Any other misuse, such as damaging hardware or sending inappropriate emails (as two examples) will also result in consequences up to and including suspension or expulsion. By signing below you agree that you and your student understand and agree to these expectations.

Student Initials: _____

Parent Initials: _____

Educational and Activity Field Trips:

Throughout the school year classes may take field trips that will require students to leave campus on a district bus. Field trip dates and locations will always be communicated with parents/guardians well in advance so any necessary arrangements can be made and opportunities for parents to volunteer not lost. *Field trips are considered a privilege. Students who demonstrate unsafe or disrespectful behavior at any point leading up to the trip may be asked to bring along a parent/guardian chaperone or be asked to stay behind and complete an alternate activity at school.* By signing below you give your student permission to attend field trips and understand that it is an earned privilege.

Student Initials: _____

Parent Initials: _____

Educational Films:

Some classes may show educational films/videos during the school year to help enhance their curriculum and engage student interest. Films above 'PG' rating will require separate parent/guardian consent prior to student showings. By signing below you agree to allow your student to watch such educational films at school. **Board policy does not allow 6th grade students to watch PG-13 or above.*

Student Initials: _____

Parent Initials: _____

Athletic/Extracurricular Events:

All school rules and expectations apply to athletic and after school events and activities, even events at other district locations (such as Friday night football games at LHS). We expect our students to behave in a manner that demonstrates Respect, Responsibility and Safety at all times. Students who do not abide by school expectations may face discipline by the school, including removal from the event and/or indefinite suspension from subsequent events, and further consequences if deemed necessary.

Student Initials: _____

Parent Initials: _____

Student Acknowledgement

I have read through and understand the Seven Oak Middle School student handbook and expectations. I will strive to work hard each day to be my best and have a positive attitude with staff and peers. I will attend school regularly (more than 90% of the time) and I am ready to help build a safe and respectful climate for everyone at Seven Oak.

Student Signature _____ **Date** _____

Parent/ Guardian Acknowledgement

My student and I have read through and understand the Seven Oak Middle School student handbook and expectations. I will support my student in their effort to be the best they can be in learning, behavior and with regular attendance, and will help support Seven Oaks mission of working together to provide exceptional opportunities for our students. I have also read and initialed the **Internet**, **Field Trip**, and **Films** sections described above.

Parent/Guardian Signature _____ **Date** _____

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direction

Are the steps you take bringing you closer to your goals, or farther away from them?



Record 10/10/13

16 THURSDAY 10/10/13

17 FRIDAY 10/11/13

18 SATURDAY

1 Vocab. Box Study

HW: Study Vocab

"The Giver" ch. 1-5

HW: Study Vocab

LESSON ASSIGNMENTS
L2 p. 37-44; Cornell Notes

1.1.4; Core: 1-17-1-22

2

HW: p. 43-44 1-7; 8-16 EVM

HW: RP 1-23; 1-28

3

Osmosis Lab

HW: Lab Report (Due 4/20)

4

Civil War
Cornell Notes

HW: Note Review & Summary

5

Boxer Test

400m Test

6

Major Scale Pattern

Minor Scale Pattern

HW: Practice 30 min

HW: Practice 30 min

7

Spanish Alphabet

HW: Test on Monday

Days of the Week

19 SUNDAY

Sabbath Day

BEST BOOK
The Author

READ ME
The Mostly True Adventures
of Homer P. Figg
by Rodman Philbrick

WHAT MATTERS MOST®

Examine how your relationship perceptions and opinions are influenced by media messages.

Act PLAN BY PRIORITY

Baseball Practice



MT 10/10/13

THURSDAY

FRIDAY

SATURDAY

1000

1000

Check 10/10/13

Did I finish what I planned? → Transfer unfinished tasks to next week.

English 10/10/13 100

Seven Oak Monthly Citizenship Skills

- September **Responsibility**
- October **Respect**
- November **Positive Attitude**
- December **Compassion/Kindness**
- January **Cooperation/Teamwork**
- February **Self-Discipline**
- March **Honesty**
- April **Sense of Humor**
- May **Conflict Resolution**
- June **Perseverance**

Each month we look for and celebrate students who exhibit these lifelong Citizenship Skills!

LCSD Grades 6 - 12 Grading Rubric

Please refer to the Lebanon Community Schools website for detailed information about the district grading policy.

<http://lebanon.k12.or.us/media/2018/06/IKA-AR.pdf>

Work Habit/Behavior Rubric

Indicators	E Consistently exceeds expectations	S Consistently meets expectations	N Inconsistently meets expectations	U Does not meet expectations
<p>Completes work</p> <p><i>Punctuality</i></p> <p><i>Neatness</i></p> <p><i>Make up work</i></p>	<p>Is always punctual or early turning in assignments and goes beyond the stated requirements relative to neatness.</p> <p>Always completes planner.</p>	<p>Is mostly punctual in turning in assignments and meets the stated requirements relative to neatness.</p> <p>Almost always completes planner.</p>	<p>Is not punctual in turning in assignments or does not meet the stated requirements relative to neatness.</p> <p>Sometimes completes planner.</p>	<p>Is not punctual in turning in assignments And does not meet the stated requirements relative to neatness.</p> <p>Does not complete planner.</p>
<p>Prepared to Learn</p> <p><i>On Time</i></p> <p><i>Has materials</i></p>	<p>Is always in class on time and seated when the bell rings.</p> <p>Always brings needed materials to class and is ready to work.</p>	<p>Is mostly on time.</p> <p>Almost always brings needed materials to class and is ready to work.</p>	<p>Sometimes on time.</p> <p>Usually brings needed materials, but sometimes needs reminders and redirections.</p>	<p>Rarely on time.</p> <p>Often forgets materials and is rarely ready to get to work. Often does not accept redirection.</p>
<p>Participates in Learning</p> <p><i>Takes notes</i></p> <p><i>Works well with others</i></p> <p><i>Shares ideas</i></p>	<p>Routinely takes notes in class.</p> <p>Routinely shares information or ideas when participating in discussion or groups.</p> <p>Routinely acts as a leader who contributes consistent effort.</p>	<p>Usually takes notes in class.</p> <p>Usually shares information or ideas when participating in discussion or groups.</p> <p>Usually acts as a leader.</p>	<p>Sometimes takes notes in class.</p> <p>Sometimes shares information or ideas when participating in discussion or groups.</p> <p>Sometimes acts as a leader. Often does the minimum required.</p>	<p>Rarely takes notes in class.</p> <p>Rarely shares ideas. May refuse to participate. In groups, relies on the work of others.</p> <p>Rarely acts as a leader.</p>
<p>Follows Classroom Expectations</p> <p><i>On task</i></p> <p><i>Follows rules</i></p>	<p>Consistently stays focused on the task and what needs to be done.</p> <p>Always follows school and classroom rules. Very self--directed.</p> <p>Always has a positive attitude.</p>	<p>Usually focuses on the task and what needs to be done.</p> <p>Usually follows school and classroom rules. Works independently.</p> <p>Often has a positive attitude.</p>	<p>Sometimes focuses on the task and what needs to be done and needs to be reminded to keep on task.</p> <p>Normally follows school and classroom rules.</p> <p>Usually has a positive Attitude.</p>	<p>Rarely focuses on the task and what needs to be done. Needs reminders to perform classroom work.</p> <p>Does not normally follow school and/or classroom rules.</p> <p>Rarely has a positive attitude.</p>

Attendance Actions for Seven Oak Middle School



-
- A daily message will go out every AM and PM for any unexcused/unexplained absences accumulated for the school day.
 - A written note, email or phone call **MUST** be made to the school within a 24 hour period explaining the reason for the absence. If you choose to use email, please send to attendance@lebanon.k12.or.us
 - Attendance letters will be mailed out when a student drops below 95% attendance rate. ***This total includes ALL excused, unexcused, and unexplained absences.***
 - Absences that extend beyond **three** consecutive days due to illness will require a doctor's note in order to be excused.
 - Any absences that need to be prearranged for vacations, family functions etc... (three or more consecutive days) the student will need to pick up a prearranged absence form from the Attendance Secretary or on our website, to be filled out by the parent and all of the student's teachers. The form will then be turned back into the Attendance Secretary by the student for the Principal's approval.
 - Attendance support may be given to students that fall below 90% attendance by the Truancy Officer at any time.
 - Truancy may be reported to the Truancy Officer for a referral, if a student has **four** or more unexcused/unexplained absences in a twenty day period. *As per Oregon law (ORS 339.065)*
 - By law, after ten **consecutive** days of absence a student must be withdrawn from their school. You will need to go to the school to re-enroll your child.

Examples of Excused Absences

- *Doctor, PT, or Dentist Appt
- *Illness, if not excessive
- *Family Emergency
- *Bereavement

Examples of Unexcused Absences

- *Hair Appt
- *Alarm didn't go off
- *Missing the bus
- *Absences that are determined excessive

Attendance facts:

- ❖ Missing one day every two weeks puts a student on track to miss 10% of the school year.
- ❖ A student that misses ten days or more during a school year is 20% less likely to graduate from high school and 25% less likely to ever enroll in college.