



Quimby Oak Middle School

3190 Quimby Rd.
San Jose, CA 95148
(408) 270-6735

RECOGNIZED BY THE CALIFORNIA DEPARTMENT OF EDUCATION AS A
CALIFORNIA DISTINGUISHED SCHOOL
1992 – 1996 – 2001 – 2013
CALIFORNIA GOLD RIBBON SCHOOL
2015

STUDENT HANDBOOK

“HOME OF THE LOBOS”

Attendance
(408) 270-6737

Website: quimbyoak.eesd.org

Fax
(408) 223-4533

THIS HANDBOOK BINDER BELONGS TO:

Name: _____

Phone Number: _____

First Period Teacher: _____

I have reviewed this Handbook with my parents.

Student Signature: _____

Parent Signature: _____

Date: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

OUR VISION AND MISSION STATEMENT:

Quimby Oak Middle School empowers young minds to be proactive, lifelong learners who think critically and communicate effectively.



About Quimby Oak:

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

Both programs offer rigorous common core standards being taught in the classes by highly qualified teachers. Both programs also offer a collaborative teaching model.

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

Both programs offer technology usage to enhance their education. What makes LSI unique is the 1:1 tech to student ratio as well as the teaching model that is used.

The important part to note is that we are one unified middle school. All students have equal access to school programs, athletics, clubs, etc. As a Lobo, students have a choice in their academic program. Offering differentiated academic programs for students to choose makes our middle school cutting edge, students centered and inclusive to all learners. At Quimby, we are proud of our diverse academic programs and we strive to create a middle school experience that engages every student!

LCP SEMESTER 1

PERIOD	SUBJECT	ROOM	TEACHER	EMAIL
1				
2				
3				
4				
5				
6				

LCP SEMESTER 2

PERIOD	SUBJECT	ROOM	TEACHER	EMAIL
1				
2				
3				
4				
5				
6				

LSI SEMESTER 1

PERIOD	SUBJECT	ROOM	TEACHER	EMAIL
1				
2				
BLOCK 1				
BLOCK 2				
BLOCK 3				

LSI SEMESTER 2

PERIOD	SUBJECT	ROOM	TEACHER	EMAIL
1				
2				
BLOCK 1				
BLOCK 2				
BLOCK 3				

WELCOME

Quimby Oak Middle School, four time honored California Distinguished School, serves seventh and eighth grade students in the Evergreen School District, which is located in the beautiful eastern foothills of San Jose. We will be providing educational opportunities for more than one thousand students who represent a wonderfully rich and culturally diverse population.

This student handbook is to remain in your binder for the entire school year. It contains information that pertains to every aspect of our Quimby Oak program and will certainly help to make this a successful year for you. Please read this information with your parents, have them sign the front page, and return it to your first period teacher.

Best wishes for a rewarding and enjoyable year.

2018-2019 SCHOOL CALENDAR

August

22 - School Begins

September

3 - Labor Day

27 - Site Day (No School)

November

12 - Veteran's Day (No School)

13 - Minimum Day, Dismissal 12:10pm

14 - Conference Day (No School)

15 - Minimum Day, Dismissal 12:10pm

19-23 - Thanksgiving Holiday (No School)

December

21 - Minimum Day, Dismissal 12:10pm

24-Jan 6- Winter Break

January

7 - School Resumes

21 - Martin Luther King Holiday (No School)

February

18-22 - President's Holiday Break

25 - School Resumes

April

19-26 - Spring Break (No School)

May

27 - Memorial Day

June

12 - 8th Grade Promotion – 3pm

13 - Last Day of School

REQUIRED MATERIALS

Students are to arrive at school each day with the materials needed to be successful in all their classes. Textbooks, pens, pencils, paper and assigned materials are to be brought daily. Habitual failure to come prepared for classes will result in a referral to the assistant principals. If there is a problem purchasing needed materials, parents may contact the appropriate assistant principal.

QUIMBY OAK STAFF

Principal:	Ryan Hansen Vera
Assistant Principals:	Marena Doxie Mark Stolan
LSI Site Director:	Ginger George
Academic Counselor:	Chiara Cross
Secretaries:	Regina Zamora (School/Principal) Sharon Pinter (Attendance)
Health Assistant:	Lynne Dang
Activities Director:	Mark Stolan
Media Assistant:	Missy Marsh
Custodians:	Steve Greves (Day) Martin Castaneda (Night)

Special Services:

Zita Cendana, S.D.C.

TBA, Instructional Assistant

Meghan Alvarez, R.S.P.

TBA, Instructional Assistant

Hye Han, R.S.P.*

Patricia Harding, Instructional Assistant

Diana Jonathans, District Psychologist

Julie Gallegos, ELD Assistant

Electives:

Mark Stolan, Leadership

Mosselle Gill, Art and Digital Media Arts*

Colleen Boyle, 21st Century Digital Media and Digital Media Arts

Gary Ortega, Band, Choir

Peer Advisory:

Mark Fujimoto, 7/8

Language Arts:

Kelly Beher, 8*

Claire Herbert, 7

Erin Scullion-Jones, 7 (LSI World Arts)

Phuong Nguyen, 8

Antoinette Hernandez, 7

Mandy Stracke, 8 (LSI America Then & Now)

Math:

Christine Knecht, Common Core 7

Jackie Blightman, 8 (LSI PrBI)

May Louie, Common Core 7

TBA, 8 (LSI PrBI)

Melody Sutton, 7 (LSI PrBI)

Julie Nomura, 7 (LSI PrBI)

Quynh Nguyen, Common Core 8

Aimee MacSween, Common Core 8

Physical Education:

Dean Askanas
Kerri Ferrari
Jennifer Jackson
Sam Spengler*
Michael Luna

Science:

Kirenpal Jaspal, 7 (LSI Discovery Science)
Meera Gupta, 7
Teri Robinson, 8* (LSI Explore Science)
Jason Nieser, 8 (LSI Explore Science)
TBA, 7
Priya Menon, 8*
Craig Hiraki, 7 (LSI Discovery Science)
Jonathan Lam, 8

Social Studies:

Annie Williams-Conrad, 8
Chris Rivas 7 (LSI World Arts)
Shawn Green, 8
Jim Grassi, 8 (LSI America Then & Now)
Kevin Wilbon, 7
Racquel Sinwald, 7*

* - Denotes Curriculum Leader

SCHOOL HOURS

Students should arrive at school no earlier than 7:20 am. The first bell rings at 7:40 and the students have 5 minutes to get to class and be seated. First period begins promptly at 7:45 am. Student needs to be in their seat at the time the bell rings. The dismissal bell rings at 2:00 pm.

CLOSED CAMPUS

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

ATTENDANCE OFFICE

Parents are to call the attendance line at **(408) 270-6737 each day a student is absent**. Upon return to school, if the parent did not call, then students must have a note from the parent giving the reason and dates for the absence. A doctor's note is required for five days consecutive illness.

RE-ADMIT SLIP

Students are to get their re-admit slip in the front office at 7:15 a.m. on the morning of their return. Waiting until the bell rings to get an admit slip will result in an unexcused tardy. Each teacher will sign the admit slip and the sixth period teacher will return it to the attendance office for recording.

STUDENT TRANSFERS

If you are moving, please call Ms. Pinter at (408) 270-6735 a few days before you leave with the following information: 1) last date your child will attend, 2) new address and new school address if possible. The morning of your child's last day here, he/she will need to go to the front office, with all books and materials, before school to get a checkout slip. He/she will need to take it to each class period that day. During the last class period he/she will receive transfer papers for the new school if all materials are returned.

POSITIVE INCENTIVE PROGRAMS

Students are rewarded for appropriate behavior with assemblies, awards, coupons, certificates, trips, teacher awards and a variety of other kudos.

APPOINTMENTS

If you wish to make an appointment with an administrator or any member of the faculty, please phone or send a note so that a time can be established that is convenient for both parties. Administrators are available from 7:15 a.m. to 4:00 p.m. and teachers are available from 7:15 a.m. to 2:30 p.m. Call (408) 270-6735 for an appointment or send an email.

VISITORS

All visitors to Quimby Oak must check in through the main office and sign a visitor's book upon arrival. Classroom visits should be arranged by calling the teacher to establish a time for the visit. (Penal Code 627.2, Educational Code 44810)

SCHOOL WIDE STANDARDS

Our standards of behavior and consequences for not adhering to our standards are posted in each class.

They are as follows:

1. No touch policy
 - a.) Show respect to others and their property
 - b.) Be polite and considerate
 - c.) Keep hands, feet and objects to self
2. Follow directions of all adults
3. Be in class in assigned seat when bell rings
4. Come to class with binder, books, pen and paper
5. All clothing attire to be worn appropriately
6. Profanity, teasing, name-calling or other harassment is not allowed
7. Running, chasing students or other unsafe activities is never allowed on walkways and staircases
8. Chewing gum is not allowed on campus
9. Being clean is everyone's job and littering is not appropriate behavior

Any student not in attendance during the school day may not participate in any after school program scheduled for that day.

INAPPROPRIATE BEHAVIOR

Students who do not behave appropriately at Quimby Oak may expect a telephone call home, teacher detentions, letters to parents, "U" in behavior on their progress reports and report cards. More serious infractions will result in referrals to the assistant principal for administrative action: detention, clean-up patrol, Friday School (2-hour detention), behavior contracts, suspension, expulsion, and referral to the police. Individual teachers arrange teacher detentions. School detentions are held on Tuesdays and Thursdays from 2:05-2:35 p.m. Friday School is held on Fridays from 2:15-4:15 p.m.

CALIFORNIA LAW

The most commonly occurring types of unacceptable behavior covered by California Law are reviewed in this section. Behavior standards, which are in effect at Quimby Oak, shall prevail while the students are on a school bus or vehicle operated by school personnel, or during any school-sponsored activity.

CALIFORNIA LAW PROVIDES:

1. That every student shall attend school punctually and regularly; follow school rules; obey promptly all directions of the teacher and others in authority; study diligently; behave appropriately; respect those in authority. (California Administrative Code 300)
2. That students who continue to defy school authority by word or act, or who commit an obscene act or engage in habitual profanity, are subject to disciplinary action. (Education Code 48900)
3. Students who possess, sell or otherwise furnish any firearm, knife, explosive or other dangerous object shall be subject to confiscation, suspension or expulsion from school. (California Administrative Code 300, Penal Code 653k, 62610)
4. That there shall be no smoking or possession of tobacco on school grounds or during any school sponsored activity off school grounds. Violators will be suspended from school. (Ed. Code 48900)
5. The use, possession, or being under the influence of any controlled substance, intoxicant, or alcoholic beverage on school grounds or at any school-sponsored activity is strictly prohibited. Violators will be suspended from school and subject to referral to the appropriate law enforcement agency. (Ed. Code 48900. Admin. Code 301)
6. That any student who destroys or in any way injures public or private property, including: books, lockers, buildings, buses or other equipment is liable to suspension or expulsion, and the parent or guardian of any such minor shall be held liable.
7. That any student who steals or attempts to steal at school or personal property or commits any unlawful act on school grounds or buses shall be subject to suspension or referral to law enforcement agency.
8. All forms of fighting (including "play fighting") or conspiracies to fight are strictly prohibited and **may result in suspension or expulsion**.

TARDY POLICY

First tardy =	Teacher action
Second tardy =	Assistant principal/Admin designee will call parent
Third tardy =	Referral to assistant principal, a call and lunch detention in Student Center
Fourth tardy =	Referral to assistant principal, a call, and a 1 hour detention
Fifth tardy and beyond =	Referral to assistant principal, a call and Friday School

Tardy policy is maintained on a separate quarter basis.

ACADEMIC CODE

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

HOMEWORK MAKE-UP POLICY

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

STUDENT ATTIRE

All apparel items are to be worn appropriately at all times. All students shall be modestly dressed and groomed so as not to distract the attention of others or to cause disruption with the educational process or orderly operation of the school. Extremes in dress and grooming will not be permitted. Unhemmed pants or shorts, bare midribs, halter-tops, tank tops, spaghetti straps, pajama shirts/pants, slippers, flip flops, and clothing imprinted with any writing or insignia not sanctioned by the school are prohibited. Shorts and mini-skirts must be no shorter than 4" above the middle of the kneecap, sagging and oversize pants and shirts are prohibited. No holes in shorts/pants above the fingertips.

Students may not wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, insignia, or other items that evidences or reflects membership in or affiliation with any gang. This includes any attire which may be perceived to create a hostile or uncomfortable environment.

In addition, the aforementioned items may not be worn UNDERNEATH or OVER other articles of clothing.

Since fashion trends change quickly, the school administration reserves the right to deem certain articles of clothing inappropriate even if not outlined in the student handbook.

CAFETERIA

Hot lunches, snacks and milk are sold from the cafeteria. Students should not carry more than \$5.00 for snacks and lunch. Free and reduced lunch information will be sent home with students after the application process. Call the CNS office at (408)223-4500 if you have any questions about the program. Parents are encouraged to prepay their students lunches online @ www.myschoolbucks.com. CNS will also accept cash and checks. Please note, a la carte snacks are cash only and no credit is extended at the middle schools. Please review the full Meal Charging Policy at www.eesd.org/cns.

TELEPHONE CALLS

School personnel will make calls to parents regarding school business. **No student may be called to the phone during school hours.** However, in an emergency, the secretaries may take a message for a student or arrange a call back.

HEALTH OFFICE

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

MEDICATIONS

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

WEBSITE AND SOCIAL MEDIA

To stay current with our school news, please check our school website for all current events and activities throughout our school. (quimbyoak.eesd.org)

EXTRA CURRICULAR ACTIVITIES

Quimby Oak has a variety of after school programs that range from clubs to competitive sports. Students must maintain a 2.0 grade point average with no "Fs" to participate and students in sports programs must also have appropriate insurance coverage.

TEXTBOOK/MATERIAL CARE

The use and care of all school materials is your responsibility. You are expected to cover your books with protective material. Students are financially responsible for damages or lost books. Failure to complete these responsibilities may result in loss of school privileges and withholding of report card.

STUDENT BODY ACTIVITIES

Throughout the year, the Student Body hold many activities for our students. Spirit rallies, assemblies, noontime activities, fund-raisers, the student store, special event days, and dances for Quimby Oak students are provided for all students in good standing. Students must have a signed permission slip and their student ID to attend a school dance. Students will not be allowed to enter the dance 30 minutes after the start time. Once students enter the dance they are not allowed to leave the building and return. Students are to be picked up promptly once the dance has finished.

PEER ADVISORY AND LIGHTHOUSE

While at Quimby Oak all students will participate in the Peer Advisory/Lighthouse elective. This class is designed as a place for students to further develop study skills, life skills, participate in service learning and build developmental assets. Students need to be equipped with the tools to cope and function in the real world including developing relationships among peers and adults as well as resisting peer pressure and solving personal conflicts.

PICTURES, ASB CARDS, YEARBOOKS

Students are encouraged to purchase school pictures and yearbooks. Sales of these items occur early in the year. ASB cards are given free to students after picture day in September. There is a replacement charge of \$5.00 for ASB cards. You can have a replacement ID made from the front office.

HONOR SOCIETY/LOBO LEAPS

Honor Society students are rewarded for their outstanding efforts all three quarters and progress 4 with assemblies and certificates. Those students who maintain a 3.5 grade point average for the first three quarters report will also be invited to a trip to Santa Cruz in June. In order to be a member of the Honor Society, students must: 1) have at least a 3.5 GPA, 2) have no "C-'s", no "D's", no "F's", or "U's" on their report card.

Lobo Leaps students are recognized for academic improvement. Any student achieving below a 2.0 GPA but achieves an improvement of at least .5 with no "Fs" or "Us" during their next quarter will be recognized as a Lobo Le

REPORT CARDS/PROGRESS REPORTS

At the end of each progress period a progress report of the student's grades will be mailed home. All quarter report cards will also be mailed home. If further monitoring is required, the assistant principals may set up academic counseling programs after a parent conference has taken place.

PROMOTION

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

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

- * Meet the District's academic promotion criteria
- * Have a GPA of 1.5 cumulative or better for work completed in the eighth grade year
- * Have, in the opinion of the school administrator, a record of good attendance and behavior

Should a student have repeated suspensions due to truancy or discipline referrals, they will be denied participation privileges. The parent should keep in close contact with their student's assistant principal.

PHYSICAL EDUCATION POLICIES AND PROCEDURES

UNIFORMS AND LOCKS

It is recommended that each student provide the following for P.E.: navy blue shorts, gray T-shirt, tennis shoes, sweatshirt, and sweatpants, are optional. Uniforms may be purchased through the P.E. Department. Names of the students MUST be printed with a permanent marking pen on all clothing. Only Quimby Oak locks are allowed. Locks will be provided to each student. Do not use a non-Quimby Oak lock; your teacher will cut it off. Make sure your lock is locked before leaving; spin the dial and check it again. **Do not give your combination to others and keep your locker locked!**

P.E. LOCKERS

Each student will be assigned his/her own locker; no sharing will be allowed. Place all money and valuable items in your locker during P.E. If something is missing from your locker notify your P.E. teacher. You are responsible for keeping your locker clean and locked. Your locker is subject to inspection at any time. Memorize your locker number, serial number and combination.

LOST AND FOUND

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

EVERGREEN SCHOOL DISTRICT

UNIFORM COMPLAINT PROCEDURES

The district shall investigate and seek to resolve complaints at the local level. This district follows uniform procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in programs for consolidated categorical aid, migrant education, child nutrition, special education, adult basic education, vocation education and child care and development. Contact the Superintendent, Assistant Superintendent, or Education Services, if you have a question concerning noncompliance on any of the afore-listed programs. After receiving the district's decision regarding a complaint, appeal procedures are available to the California Department of Education. Complaints may use any civil law remedies that may be available.

STUDENT NONDISCRIMINATION/ HARASSMENT POLICY

District programs and activities shall be free from discrimination, including harassment, with regard to the actual or perceived ethnic group, religion, gender, color, race ancestry, national origin, physical or mental disability, age or sexual orientation. The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures and other activities.

STUDENT SEXUAL HARASSMENT POLICY

The Governing Board is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy. Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school related activity is in violation of this policy and shall be subject to disciplinary action.

The district recognizes technology and on-line resources as support to instructional programs and it shall be used to further student learning. Regulation prohibits access to harmful matter on the internet (obscene or pornographic or other misuses of the system). No expectation of privacy should exist, as district staff may monitor system activity to ensure proper use of the system. An Acceptable Use Agreement, outlining responsibilities and obligations, was sent to parents in the summer mailer.

CELLULAR PHONES

The Evergreen School District Board of Trustees believes that all students have the right to an education in a positive learning environment free from disruption. The Evergreen School District Board of Trustees also recognizes that student possession of cell phones allows parents and students to communicate before and/or after the school day and to this end may provide a measure of safety and comfort to both. The use of personal electronic devices, phones, are not allowed on campus unless authorized by a District employee. With Doctor notification, devices will be permitted if essential for a student's health. If a student needs to call his or her parent, he or she may use a school telephone with staff permission. If the phone is out during the school day, it will be taken to the office for a parent to pick up.

ITEMS NOT PERMITTED AT SCHOOL

No guns, knives, gum, cameras, laser pointers, electric appliances, personal stereo players, vape pens, cigarettes or any smoking paraphernalia, drugs, alcohol, permanent marking pens, squirt guns, toy guns, water balloons, shaving cream, glass containers, aerosol containers, matches, fireworks, lighters, hair spray, items that distract from learning, or illegal items are allowed on campus.

QUIMBY – LCP BELL SCHEDULE

REGULAR DAY

Warning Bell	7:40	Warning Bell	7:40
Period 1	7:45-8:40	Period 1	7:45-8:25
Period 2	8:45-9:35	Period 2	8:30-9:00
Break	9:35-9:45	Period 3	9:05-9:35
Period 3	9:50-10:40	Break	9:35-9:45
Period 4	10:45-11:40	Period 4	9:50-10:20
Lunch	11:40-12:10	Period 5	10:25-10:55
Period 5	12:15-1:05	Lunch	10:55-11:25
Period 6	1:10-2:00	Period 6	11:30-12:10

MINIMUM DAY

QUIMBY - LSI BELL SCHEDULE

DAILY LSI SCHEDULE

7:40 – WARNING BELL

7:45 - 8:40 Traditional 1st Period
Lighthouse or Band/PE

8:45 - 9:35 Traditional 2nd Period
Lighthouse or Band/PE

9:35 - 9:45 BREAK

9:50 - 10:55 Block 1

11:00 - 11:40 Block 2 (start)

11:40 - 12:10 LUNCH

12:15 - 12:45 Block 2 (finish)

12:50 - 2:00 Block 3

DAILY LSI MIN DAY

7:40 – WARNING BELL

7:45 - 8:25 Traditional 1st Period
Lighthouse or Band/PE

8:30 - 9:00 Traditional 2nd Period
Lighthouse or Band/PE

9:05 - 9:35 Block 1 Start

9:35 - 9:45 BREAK

9:50 - 10:05 Block 1 Finish

10:10 - 10:50 Block 2

10:55 - 11:25 LUNCH

11:30 - 12:10 Block 3