

Oak Hill  
Middle School

130 Wheeler Road  
Newton Centre, MA 02459  
617-559-9200

Han Van Putten  
*Principal*

Dear Oak Hill Community,

I have often heard it said that if time is going by fast, that is a sign that one must be enjoying oneself. If this is true, my new role as Principal of the Oak Hill Middle School appears to be filled with joy and pleasure.

As the Oak Hill Middle School begins its eighth year, there remains a certain newness, uniqueness and energy that represents the feel of a supportive learning community which has a belief in the mission of ensuring that all groups of children learn in an environment where all teachers are valued for the work that they do each day with their students. To this already existing cohort of highly qualified educators, new staff have been added to support the mission of Oak Hill.

Some of our staff members have made the transition from our community to the next phase of their lives. Most notably is Murph Shapiro, who retired to the comfort of his grandchildren's company after serving as Oak Hill's Principal for the first seven years of our existence, and a career in administration that spanned over thirty years. Beverly Shire, Assistant to the Principal for Pupil Services, has been granted a one year leave of absence from her position. Jamie Bair, 7th grade Social Studies teacher has followed his heart (literally and figuratively) to the Ukraine in the former Soviet Union where he will continue his teaching career. Ms. Gorman, 6th grade Math/Science teacher has decided on a career change, and World Language teacher Ms. White has moved to another district. Staying in the district, but changing assignments are Ms. Demshak, 6th grade English/Social Studies (who is moving to Brown Middle School to teach English), Brian Marks, 8th grade Science teacher who has moved to Day Middle School to teach math, and Elizabeth Lusardi, Guidance counselor, who will hold a similar role at Newton North High School.

Change **can** be difficult for each of us, but it is often an inevitable part of our careers and lives. In September of 2004 at the Oak Hill Middle School, an important part of this change comes in the form of welcoming staff who are taking on new leadership roles, **and** welcoming other new faces to our community. Suzanne Kenny, last year's English Specialist, steps into the role of Assistant Principal after a successful year of preparation in the EDCO Principal Leadership Program. Katie Kubie, a member of the original Oak Hill faculty in 1997, takes on the role of English Specialist which she has held at Brown Middle School for the past three years. Dot Olson, last year's Inclusion Facilitator, steps into the role of Acting Assistant to the Principal for Pupil Services. Dot previously served as a district wide administrator in other school districts. At this time, we are searching for Dot's replacement. Joining our staff are Jennifer Dempsey (from the Malden Public Schools) in 8th grade Science, Kelli Devaney (from Morristown, New Jersey Public Schools) teaching English/Social Studies on the 7th grade

Integrated Team, and Sara Buckley (from the Medfield Public Schools) teaching Math/Science also on the 7th grade Integrated Team. Belma Johnson rejoins our staff as a Guidance Counselor after a successful tenure with the Massachusetts Society for the Prevention of Cruelty to Children, and Cathy Aliaga returns to teach World Language after a year of caring for a newborn.

The Synergy Program will continue for a second year, with Ben McGraw and Jon Roy orchestrating curriculum integration on this team. These students, whose assignment was either by request or through our normal placement process, will be regularly involved in real life experiences outside of the classroom with the direct intent of applying their knowledge across curriculum content areas.

The Oak Hill Middle School operates on the belief that learning is incremental, and that all groups of children can learn. Not only is our school representative of the greater population outside of Newton, but the variety of learning styles presents our community with perspectives different from what could be called “normal.” I encourage you and your child to read the ensuing pages of the 2004-2005 ACORN. Included is a calendar of events available for this publication (Back-To-School-Night is Thursday, October 7th, from 7 PM to 9 PM). Other important dates will be communicated during the school year. In addition, please find clear behavioral expectations for our student community. Please review these with your child. For the majority of our students, appropriate behavior is a given, and most students are motivated to operate with achievement in mind. Some require greater guidance to consistently achieve. It is my belief that ALL students want to be successful and feel good about themselves.

On the address label of this ACORN should be your child’s assigned homeroom number. Match that with the team for that homeroom, and you will find her/his homeroom teacher assignment.

There will be three levels of math in 7th grade with no cross teaming. In the 8th grade, there will be two levels, with cross teaming in order to maintain reasonable class size. For a number of 8th graders, this will be made known on Day 1 when each receives her/his schedule.

Information about recommendations for supplies can be found on our Web Site:  
**<http://www.newton.mec.edu/oakhill/>**

This year’s “marathon” starts with a full day of school on Thursday, September 9th. Please join our staff here at Oak Hill in ensuring that our children, your children, go THROUGH the finish line each day of what is sure to be an exciting school year for us all.

Respectfully,  
Hank Van Putten  
Principal

**OAK HILL MIDDLE SCHOOL PTO**  
**130 Wheeler Road**  
**Newton Centre, MA 02459**

August 2004

Dear Parents/Guardians,

Welcome to Oak Hill Middle School! We hope you're enjoying your summer. We're looking forward to a fantastic school year filled with academic and social growth for all our children. Many PTO Board positions are fill, but we're still looking for volunteers to chair the following positions: Membership, Fundraising, 8th grade activities (including three separate endeavors - the tile project, class trip and moving on ceremony), end-of-year school wide barbecue, Health & Safety, METCO Liaison, Political Action, Social Action, Directory, and Website Content Editor. Why not make this a year where you get involved at your child's school? It's truly a great experience and way to meet other parents/guardians, faculty and staff. Please contact any one of us if you are interested in helping in any way! **This Acorn contains virtually all the basic information you'll need as an OHMS parent/guardian. We can't encourage you enough to familiarize yourself with its entire content and share it with your child/ren.**

Recognizing that communication is the key to a strong and vital school community, the PTO will continue to prioritize effective and timely home/school communication. The bi-weekly newsletter is the main source through which information is shared and distributed via email to the parents'/guardians' email addresses provided to us.

\*\*\* We're really excited to announce that the PTO now has its own website at <http://www.oakhillpto.org>. This is the vehicle through which you must input the information needed to ensure that (i) you receive the Oak Hill newsletter and other bulletins via email; and (ii) your child/ren's relevant contact information is included in the school-wide directory. This directory will not be available on-line. Instead, it will be downloaded into PDF format and distributed as a hard copy only. Access to directory information on-line will be limited to PTO co-presidents, the Directory coordinator, and relevant school personnel. You will have access to this website some time after the beginning of the school year. So please check it periodically for updates. If you do not have access to email, let one of us know so that we may discuss other possible arrangements with you. If you do not have access to the internet for purposes related to the directory, please let us know as well, so we may include any information you desire within it.

In the past, the PTO has always been funded primarily by membership dues, which are now a minimum of \$30.00 per family. You can always contribute beyond this amount to support the many PTO initiatives. These include dissemination of the newsletter, website support, student directory, faculty/staff appreciation, hospitality, Creative Arts & Sciences, Middle Schools speaker series, library funds, year end activities, and much more. Since our major source of funds is dues, our goal is 100% participation. You will receive a membership form on the first day of school, so please return it as soon as possible. Payment of your PTO dues entitles you to a copy of the school directory which includes the names, addresses, phone numbers, and email contacts of all students (except those who choose not to have this information published), as well as a listing of all faculty and staff.

We do want to alert you to the fact that additional fundraising activities will be taking place this year related to technology. We'll be providing you with more specific information regarding this critical need early on in the school year. In addition, the annual magazine fund drive will be held this year, hopefully in the Fall, so keep an eye out for news related to both of these ventures!!!

There are already some important dates to put on your calendars!!

- First day of school is September 9
- Grade 6 back to school parent breakfast with Hank Van Putten **September 21 @ 8:15 - 9:00 in library**
- Grade 8 back to school parent breakfast with Hank Van Putten **September 23 @ 8:15 - 9:00 in library**
- Grade 7 back to school parent breakfast with Hank Van Putten **September 27 @ 8:15 - 9:00 in library**
- Back-to-school night is set for **October 7**. This gives parents and guardians the opportunity to meet with their child/ren's teacher(s) and get an overview of curriculum.
- The **8th grade Nature's Classroom trip is set for November 16-19**. All students will be going to the same destination this year - in Freedom, New Hampshire. An informational meeting will be held for 8th grade parents/guardians prior to regular back-to-school night activities, **on October 7 @ 6:00 p.m.**
- The Middle Schools speaker series will continue this year. Topics to be covered include internet safety and helping kids get organized. Dates set for these are **October 20, @ Bigelow, 7:30 p.m. and March 2, @ Oak Hill, 7:30 p.m.** More specific information will be sent out to you when we get it.

Finally, anyone interested in purchasing back-to-school supplies from the school store should contact Laura Marks @ (617) 244-0011. OHMS spiral bound notebooks, 3 ring binders, pens, pencils, and 6 pocket expanding files are waiting to be bought!

Please contact us if you have any questions or concerns about PTO activities at any time throughout the year. We look to working with all of you!

Lisa Litchman	(617) 630-0192	glitchman@comcast.net
Patrice Wilson	(617) 630-0162	pwwilson@rcn.com
Kim Koger	(617) 964-3495	mkskoger@alumni.princeton.edu

<b><u>Principal</u></b> HANK VAN PUTTEN	<b><u>Assistant Principals</u></b> KEN YEE SUZANNE KENNY	<b><u>Assistant to the Principal for Pupil Services</u></b> DOT OLSON
<b><u>Executive Secretary</u></b> DOREEN VAGLICA	<b><u>Main Office Secretaries</u></b> ANNE HADLEY KATHY HUNT	<b><u>Secretary</u></b> MARIA CAMILLI
<b><u>GRADE 6</u></b> <b><u>TEAM 6-1</u></b> Bonnie Burke E/SS Russell Hunt M/S <b><u>TEAM 6-2</u></b> Benjamin McGraw M/S Jonathan Roy E/SS <b><u>TEAM 6-3</u></b> Eric Arnold E/SS Stephanie Jones M/S <b><u>TEAM 6-4</u></b> Chuck Bunting E/SS Norma Sullivan M/S	<b><u>Physical Education</u></b> Christopher Anderson Krystyna Chmielewski Justin Swain  <b><u>Library</u></b> Aaron Darsa Janet Scully  <b><u>Computer Specialist</u></b> Rosa Sterk Jonathan Ng	<b><u>PUPIL SERVICES</u></b> <b><u>Guidance</u></b> Katherine Duncan Belma Johnson Ariel Mann <b><u>Special Education Teachers</u></b> Caren Bobroff Sherri Cohen Sharyn Cohen Debra Freedman Amy Geer Carol Gracia Alysa Rivera <b><u>Psychologist</u></b> Cascia Corcoran <b><u>Speech &amp; Lang. Pathologist</u></b> Meta Millen Lori Ashton Courtney Beckerman <b><u>Inclusion Facilitator</u></b> Jennifer Dinsmore-Swan <b><u>Aides</u></b> Monica Arencibia Shay Carpenter Claire Cornish Paulette Dusossoit Paula Fallon Natalia Galichina Angelica Goncharuk Paul Koch Elizabeth Leonard Rebecca Lothrop Paul Lyons Aleksandra Pezel David Pistrang Hilary Robinson Tanaaz Timbl Asya Volman <b><u>Literacy Specialist</u></b> Katie Kubie <b><u>Custodial Staff</u></b> Tom Spellman Mike Hooker Mark Repta
<b><u>GRADE 7</u></b> <b><u>TEAM 7-1</u></b> Anita Bravo SS Robert Golden S Trudi Sacks E Matt Timmins M  <b><u>TEAM 7-2</u></b> Marianne Marks S Maureen McCann E Cleo Syph SS Susanna Szeto M Sara Fell M/SCI Kelli Devaney E/SS	<b><u>English Language Learners</u></b> Natalia Galichina Kathryn Ordorica Lynn Scheller  <b><u>World Languages</u></b>  Cathy Aliaga Spanish Mark Coughlin Latin Ileana Martinez French/Spanish Yuancho Meng Chinese Alison Mulligan Spanish Cristina Verdaguer Spanish Mary Walls French  <b><u>Fine &amp; Applied Arts</u></b> <b><u>Art</u></b> Sheila Trunk Claire Cornish  A/V Marie Shaw <b><u>Health</u></b> Carley Gibson <b><u>Ind. Tech.</u></b> Chris Taylor <b><u>Music</u></b> Roy Miller Caleb Cutler  <b><u>Nurse</u></b> Sue Riley <b><u>etco</u></b> Melissa Wong  <b><u>Cafeteria Manager</u></b> Karen Scenna	
<b><u>GRADE 8</u></b> <b><u>TEAM 8-1</u></b> Leslie Lewis M Kathe Langberg E Maureen O'Connor SS James Dennis S  <b><u>TEAM 8-2</u></b> Butch Debay M Carol Kappel SS Jennifer Dempsey S Monica Swain E		

## TEAM ROOMS BY GRADE

### Assistant Principals:

Ken Yee  
Suzanne Kenny

### Guidance Counselors:

Belma Johnson (BJ)  
Ariel Mann  
Katy Duncan

### 6<sup>TH</sup> GRADE

#### **6-1: S. Kenny/B. Johnson**

BURKE 243  
HUNT 244

#### **6-2: K. Yee/B. Johnson**

MCGRAW 206  
ROY 207

#### **6-3: S. Kenny/B. Johnson**

ARNOLD 251  
JONES 249

#### **6-4: K. Yee/B. Johnson**

BUNTING 152  
SULLIVAN 150

### 7<sup>TH</sup> GRADE

#### **7-1: K. Yee/A. Mann**

BRAVO 120  
GOLDEN 122  
SACKS 126  
TIMMINS 121

#### **7-2: S. Kenny/A. Mann**

MCCANN 119  
MARKS 123  
SYPH 125  
SZETO 124  
FELL 106  
DEVANEY 105

### 8<sup>th</sup> GRADE

#### **8-1: K. Yee/K. Duncan**

LEWIS 233  
LANGBERG 235  
O'CONNOR 229  
DENNIS 232

#### **8-2: S. Kenny/K. Duncan**

DEMPSEY 231  
DEBAY 230  
SWAIN 228  
KAPPEL 234

## Oak Hill Middle School: 2004-2005 Calendar

- 9/9 First Day of School for Students, TERM 1 Begins
- 9/16 NO SCHOOL: Rosh Hashanah
- 9/21 6<sup>th</sup> Grade Parent Breakfast in Library - 8:15 AM to 9:00 AM
- 9/23 8<sup>th</sup> Grade Parent Breakfast in Library - 8:15 AM to 9:00 AM
- 9/27 7<sup>th</sup> Grade Parent Breakfast in Library - 8:15 AM to 9:00 AM
- 9/30 Early Release Day - 11:30 AM Dismissal
- 10/7 Back-To-School-Night beginning @ 7:00 PM
- 10/11 NO SCHOOL: Columbus Day
- 10/13 School Pictures (10/21 Rain date)
- 10/27 Early Release Day - 11:30 AM Dismissal
- 11/5 School Dance
- 11/11 NO SCHOOL: Veterans' Day
- 11/12 TERM 1 Ends
- 11/15 TERM 2 Begins
- 11/16 Parent Conferences 2:00 PM to 4:00 PM
- 11/16 to 11/19 - 8<sup>th</sup> Grade @ Nature's Classroom
- 11/17 Creative Arts Gr. 6 & 7: Arabic Music, Dance and Culture
- 11/18 Principal's Coffee 8:15 AM to 9:00 AM
- 11/19 Report Cards
- 11/24 Thanksgiving Recess begins @ 11:30 AM dismissal
- 11/25 and 11/26 - NO SCHOOL: Thanksgiving Recess
- 11/30 Parent Conferences 2:00 PM to 4:00 PM
- 12/9 Winter Music Concert
- 12/14 Parent Conferences 2:00 PM to 4:00 PM
- 12/23 December recess begins @ 2:30 PM
- 12/24 to 1/2/05 - December recess
- 1/11 Parent Conferences 2:00 PM to 4:00 PM
- 1/13 Early Release Day - 11:30 AM Dismissal
- 1/17 NO SCHOOL: Martin Luther King Day
- 1/19 Creative Arts Gr. 6 to 8: New England Percussion Ensemble
- 1/28 TERM 2 Ends
- 1/31 TERM 3 Begins
- 2/4 Report Cards
- 2/4 School Dance
- 2/21 to 2/25 - NO SCHOOL: Winter Vacation
- 3/9 Early Release Day - 11:30 AM Dismissal
- 3/10 Principal's Coffee 8:15 AM to 9:00 AM
- 3/25 NO SCHOOL: Good Friday
- 3/30 Creative Arts Gr. 8 - Stephen Kidd: Sigh/Omelas
- 3/31 School Play
- 4/1 School Play
- 4/6 Gr. 7 MCAS ELA Composition
- 4/8 TERM 3 Ends
- 4/11 TERM 4 Begins

4/15 Report Cards  
4/18 to 4/22 - NO SCHOOL: Spring Vacation  
5/10 Spring Concert  
5/12 Spring Concert  
5/16 to 5/27 - MCAS All Grades  
5/20 School Dance  
5/30 NO SCHOOL: Memorial Day  
6/3 8<sup>th</sup> Gr. Step Up Day  
6/15 String and Vocal Ensemble Recital  
6/16 School BBQ @ during lunch periods  
6/28 Last Day of School (NOTE: The last day is subject to change dependent on the number of snow days used. When the "last day" is announced, dates will be set for the 8<sup>th</sup> Grade Ceremony and 8<sup>th</sup> Grade Trip

Oak Hill Middle School  
DAYS OF THE CYCLE

Bolded: No Classes held/school closed

2004/2005

SEPTEMBER, 2004

M	T	W	Th	F
		1	2	3
6	7	8	9	10
Labor day		1	2	
13	14	15	16	17
3	4	5	6	
20	21	22	23	24
1	2	3	4	5
27	28	29	30	
6	1	2	3	

FEBRUARY, 2005

M	T	W	Th	F
	1	2	3	4
	2	3	4	5
7	8	9	10	11
6	1	2	3	4
14	15	16	17	18
5	6	1	2	3
21	22	23	24	25
Winter vacation				
28				
4				

OCTOBER, 2004

M	T	W	Th	F
				1
	4	5	6	7
5	6	1	2	3
Columbus 11 Day	12	13	14	15
	4	5	6	1
18	19	20	21	22
2	3	4	5	6
25	26	27	28	29
1	2	3	4	5

MARCH, 2005

M	T	W	Th	F
	1	2	3	4
	5	6	1	2
7	8	9	10	11
3	4	5	6	1
14	15	16	17	18
2	3	4	5	6
21	22	23	24	25
1	2	3	4	Good Friday
28	29	30	31	
5	6	1	2	

NOVEMBER, 2004

M	T	W	Th	F
1	2	3	4	5
6	1	2	3	4
8	9	10	11	12
5	6	1	Veterans	2
15	16	17	18	19
3	4	5	6	1
22	23	24	25	26
2	3	4	Thanks giving	
29	30			
5	6			

APRIL, 2005

M	T	W	Th	F
				1
				3
4	5	6	7	8
4	5	6	1	2
11	12	13	14	15
3	4	5	6	1
18	19	20	21	22
April	School	Vacation		
25	26	27	28	29
2	3	4	5	6

DECEMBER, 2004

M	T	W	Th	F
		1	2	3
		1	2	3
6	7	8	9	10
4	5	6	1	2
13	14	15	16	17
3	4	5	6	1
20	21	22	23	24
2	3	4	5	December
27	28	29	30	31
School	Vacation			

MAY, 2005

M	T	W	Th	F
2	3	4	5	6
1	2	3	4	5
9	10	11	12	13
6	1	2	3	4
16	17	18	19	20
5	6	1	2	3
23	24	25	26	27
4	5	6	1	2
Memorial 30 Day	31			
	3			

JANUARY, 2005

M	T	W	Th	F
3	4	5	6	7
6	1	2	3	4
10	11	12	13	14
5	6	1	2	3
17	18	19	20	21
MLKing	4	5	6	1
24	25	26	27	28
2	3	4	5	6

JUNE, 2005

M	T	W	Th	F
		1	2	3
		4	5	6
6	7	8	9	10
1	2	3	4	5
13	14	15	16	17
6	1	2	3	4
20	21	22	23	24
5	6	1	2	3

**NEWTON PUBLIC SCHOOLS  
SCHOOL CALENDAR 2004-2005**

	M	T	W	T	F
S			1	2	3
E	6	7	8	9	10
P	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	
	(15 days)				

	M	T	W	T	F
O	4	5	6	7	8
C	11	12	13	14	15
T	18	19	20	21	22
	25	26	27	28	29
	(20 days)				

	M	T	W	T	F
N	1	2	3	4	5
O	8	9	10	11	12
V	15	16	17	18	19
	22	23	24	25	26
	29	30			
	(19 days)				

	M	T	W	T	F
			1	2	3
D	6	7	8	9	10
E	13	14	15	16	17
C	20	21	22	23	24
	27	28	29	30	31
	(17 days)				

	M	T	W	T	F
J	3	4	5	6	7
A	10	11	12	13	14
N	17	18	19	20	21
	24	25	26	27	28
	31				
	(20 days)				

2004	
<u>September</u>	
6	Labor Day
7	First day for teachers
9	First day for students
16	Rosh Hashanah
<u>October</u>	
11	Columbus Day
<u>November</u>	
11	Veterans Day
24	Schools close at noon
25-26	Thanksgiving recess
<u>December</u>	
24 through Jan 2	December recess
2005	
<u>January</u>	
17	Martin Luther King Day
<u>February</u>	
21-25	Winter Vacation
<u>March</u>	
25	Good Friday
<u>April</u>	
18-22	Spring Vacation
<u>May</u>	
30	Memorial Day
<u>June</u>	
28	Last day for students**
29	Last day for teachers
**	185th day This includes five (5) snow days

	M	T	W	T	F
F		1	2	3	4
E	7	8	9	10	11
B	14	15	16	17	18
	21	22	23	24	25
	28				
	(15 days)				

	M	T	W	T	F
M		1	2	3	4
A	7	8	9	10	11
R	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	
	(22 days)				

	M	T	W	T	F
					1
A	4	5	6	7	8
P	11	12	13	14	15
R	18	19	20	21	22
	25	26	27	28	29
	(16 days)				

	M	T	W	T	F
M	2	3	4	5	6
A	9	10	11	12	13
Y	16	17	18	19	20
	23	24	25	26	27
	30	31			
	(21 days)				

	M	T	W	T	F
J			1	2	3
U	6	7	8	9	10
N	13	14	15	16	17
E	20	21	22	23	24
	27	28	29	30	
	(15 + 5 days)				

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# A Student and Parent Handbook for the Oak Hill Middle School

## General Student Policies and Information

### School Hours and Attendance

School hours for all students are from 8:00 AM until 2:30 PM, except on Tuesdays when school dismisses at 1:45 PM. Breakfast is available at 7:35 AM, and students may go to their lockers at 7:45 AM. It is advisable to arrive a few minutes earlier so as not to be late to homeroom. Prior to 7:45 AM, or in the event of inclement or unseasonably cold weather, students will be directed to the front lobby, the dining hall, or the gymnasium where they will be supervised until 7:45 AM.

### School and Class Tardiness

To school: students arriving after 8:00 AM will be marked tardy by their homeroom teachers and given the appropriate consequences if warranted. If they arrive later than 8:05 AM, they should report directly to the office for a pass. **A WRITTEN NOTE FROM A PARENT OR A GUARDIAN MUST ACCOMPANY A STUDENT WHO IS LATE FOR SCHOOL.** This note should be turned in to the office on arrival. Repeated, unexcused offenses will result in further consequences including, but not limited to, detention and/or parent notification.

To class: a student who is late to class is expected present a pass from the staff member who detained her/him. If the student is late for class and does not have a pass, s/he is admitted to class and must make arrangements with the teacher for resolving the problem.

### School Structure

The Oak Hill Middle School schedule will consist of a six day cycle - each day follows another in numerical sequence whether there is a holiday, release day or scheduled no school day - with seven periods a day plus a homeroom and a lunch time. On every day but Tuesday, periods will be 50 minutes long. On Tuesdays periods will be 42 minutes long. Students will spend a majority of their day, usually 5 of the 7 periods, with their team and team teachers in their team area. The other two periods they will be with specialist teachers/multi-team teachers (PE, Art, Music, World Language, for example) with children from the entire grade.

8th Grade - approximately 93 students with 4 teachers (English, math, social studies, and science) on each of two teams. Students will be divided into different groups for each of their subjects, and they will be with their team teachers 5 of the 7 periods each day. One period in the middle of the day is called Team Time, when the students will have a chance to get extra support, work on individual/group projects, go to the library, receive special services, read, and

make up work they missed. There will be two math levels on each team, and some of these classes are cross-teamed in order to maintain reasonable class size.

7th Grade - approximately 82 students and 4 teachers (English, math, social studies, and science) on one of two teams, and 122 students with 6 teachers (an additional .5 teacher for each subject) on the other. Students will be divided into different groups for each of their subjects, and they will be with their team teachers 5 of the 7 periods each day. One period in the middle of the day is called Team Time. During this part of the day, the students will have a chance to get extra support, work on individual/group projects, go to the library, receive special services, read, and make up work they missed. There will be three math levels on each team, with no cross-team teaching.

6th Grade - approximately 50 students and 2 teachers on each of four teams. Each teacher will teach two subjects - English/Social Studies and Math/Science. Students will be divided into different groups for each of their subjects. One period in the middle of the day is called Team Time when the students will have a chance to get extra support, work on projects, go to the library, receive special services, read, and make up work they missed.

In all three grades, one of the teams will be considered the Integrated Team. Approximately 8-10 students on the team are provided additional support in the classroom to consistently find success in the regular education classroom. To this end an additional teacher, special education certified, and a full time aide are assigned to that team. Their presence in the classroom, while primarily for the integrated students, also serves to support all the students on that team.

## **Guidelines and Expectations for Student Behavior**

Oak Hill Middle School, a community of learners, holds firm to the belief that all groups of children can learn. Furthermore, it is our belief that learning is an incremental process. Children will develop at varying rates and each has her/his own unique learning style. It is our intent to support the learning of all children by nurturing a sense of confidence and positive self-esteem in our community. With this in mind, children will be able to take realistic and challenging risks that will lead them to an effective effort and further academic and social development.

### **Guidelines for Student Behavior:**

- Respect yourself - focus on those behaviors that will allow you to find success and feel good about yourself
- Respect your peers - treat your class and schoolmates with courtesy, honesty and truthfulness
- Respect property - take care of your things, value the belongings of others, and take care of those things which we share
- Respect adults - where you are going, each has already been there
- Avoid blame
- Avoid putdowns or bringing others low
- Speak for yourself

- One person speaks at a time
- Be responsible by being an active listener
- If what you are doing in school is important, and we believe it is, approach it with the commitment to Find Out How Good You Can Be!

### **F.O.H.G.Y.C.B.**

Students are responsible for knowing the guidelines, understanding their importance, and abiding by them throughout the school year. Parents and teachers will support the growth and development of all Oak Hill students and, when necessary, provide appropriate consequences. In each case, parents will always be notified and involved. All guidelines and expectations are in effect during school hours, on school grounds, in school vehicles, during and after school activity time, and on school trips. If a student is suspended from school, s/he is responsible for making up any missed work. (Please refer to the Students' Rights and Responsibilities Handbook for detailed information.) Bus privileges may be suspended for violation of school rules on the bus. (Please refer to the Safe Busing Checklist in this handbook on page 8.)

### **Expectations for Appropriate Student Behavior**

1. Maintaining order in the schoolhouse begins with RESPECT:
  - Respect yourself - focus on those behaviors that will allow you to find success and feel good about yourself
  - Respect your peers - treat your class and schoolmates with courtesy, honesty and truthfulness
  - Respect property - take care of your things, value the belongings of others, and take care of those things which we share
  - Respect adults - where you are going, each has already been there
  - Respect extends to identifying oneself upon the request of any school personnel.
2. Harassment of another student or adult on the basis of race, sex, national origin, religion, physical limitation or appearance or sexual orientation will not be tolerated. (See Rules and Expectations Regarding Harassment on p. 9 in this handbook)
3. Students are responsible for maintaining good attendance, arriving to all classes on time, and **providing a valid, written excuse from a parent or guardian for any absence or tardiness.** Cutting class is a serious offense. It is a double offense in the sense that students are away from what is being taught and also somewhere they should not be. Cutting class does not support school learning. Consequences include, but are not limited to, detention and parent notification.
4. Physical violence and verbal intimidation or threats directed toward a student(s) are forms of putdowns and harassment, and, as such, will not be tolerated. Although some incidents begin inadvertently, these instances will be treated as a serious disciplinary offense. Students involved in fighting or other forms of physical violence (regardless of who "started" the altercation) are subject to suspension and their parents are notified. In addition, the use of obscene, abusive or profane language or gestures will not be tolerated. For additional information, please see:
  - **Rules and Expectations Regarding Harassment** on page 11
  - **The Newton Public Schools Students' Rights and Responsibilities Handbook**

5. Students found taking another's property, or damaging or defacing school or personal property, will be subject to disciplinary action and held responsible for costs of repairs or replacements. In the cafeteria, students are responsible for leaving their eating area cleaner than they found it. Students who are disruptive in the cafeteria, or who consistently leave their eating area in disarray may be required to eat their lunch out of the cafeteria and away from their peers. Please see **Cafeteria/Lunchroom Expectations** on p. 10. Oak Hill Middle School cannot assume responsibility if personal items are damaged, lost or loaned to other students. All students are advised to leave valuables at home or secure them in their team locker with a combination lock. This includes collectors cards, radios, tape decks, and large sums of money. Students are responsible for taking care of textbooks and library books. Students are required to pay for any lost or damaged book. Taking pride in our school extends to a personal responsibility of respecting the building and grounds.

6. Cigarette, cigar or pipe smoking, chewing tobacco and/or use of alcohol and other drugs are forbidden in the school building and on school grounds for health and safety reasons. These serious offenses will be subject to suspensions, and parent notification.

7. Students are forbidden to bring a weapon of any kind to school. This includes any type of knife (including pocketknives), or a replica/facsimile of any type of dangerous weapon. Firecrackers and cap guns are forbidden. This serious type of offense will be subject to suspension, and parent notification.

8. While in school or on school grounds, students should avoid:

- Telling untruths, or copying another's work as their own
- Selling any items in school without the approval of the Principal
- Gambling in any manner, whether or not money is involved
- Persistently asking students for money
- Wearing hats, hoods or visors
- Using cell phones, pagers, Walkman radios, CD or tape players, or electric games and devices (These items must be put away during school hours.)
- Taking **ANY** food outside of the cafeteria (All food, including candy, must be eaten in the cafeteria only.). Students may have/carry a bottle of water while in classes
- Chewing gum or eating candy
- Throwing snowballs
- Using skateboards or roller blades (These items must be stored in a locker or in the office during the school day.)
- Bringing and/or using water guns
- Engaging in any illegal activity

9. Students are expected to use the school's **COMPUTER EQUIPMENT** both responsibly and productively. Students must have a faculty member's permission before operating a computer, before using any specific software, or before uploading or downloading anything. They must access only those files that they have created or that have been created for their use. Rules and guidelines regarding the operation of school computers will be detailed in the computer lab. In addition, if applicable, parents are urged to monitor their child's use of the computer at home -

make use of the "Parental Controls" options to prevent access into inappropriate web sites and chat rooms.

10. Playing with matches, lighters, or starting a fire, regardless of size, is strictly forbidden. Fire extinguishers are placed in strategic areas in order to help insure the safety and welfare of everyone in the building. Tampering with fire extinguishers, the Emergency Defibrillator or any part of the alarm system will not be tolerated. Students found violating these expectations are subject to suspension. In addition, they are held responsible for monetary compensation and other consequences from the Fire Department. Fire drill routes/exits will be posted in every classroom. Appropriate, safe behavior and timely evacuation of the building is expected of all students whenever the fire alarms are sounded.

11. When the Oak Hill Middle School is in session, students:

- may not leave the school grounds before the end of the day without the permission of the Principal or Assistant Principal
- may not visit other Newton schools when those schools are in session
- must be in the cafeteria during their lunch period, unless their schedule indicates otherwise, or they are given **written** permission to be elsewhere
- may use the auditorium and stage areas only under the direct supervision of a teacher
- may not use the elevator unless they have an authorized medical need to do so
- should avoid using an outside voice (yelling), running or other unsafe choices in the hallways
- must be in a **teacher supervised activity** in order to remain in the building after school
- should maintain and take care of their own lockers; bring a lock (combination locks are preferred) from home and use it on your assigned locker

12. When it comes to daily dress, students should wear suitable attire for school. Parents are encouraged to guide their child in defining clothing which may be distracting to other students, or pose a danger to another's health. For example:

- students may not wear long chains or cords to attach wallets or keys in or around school
- T-shirts with words or images that have sexual connotations, extreme or violent imagery, or that have references to alcohol or other drugs are not suitable
- as previously stated above, students may not wear hats in the building
- sneakers are the safest footwear in the gymnasium

13. We expect our students who are attending the Oak Hill Middle School to behave in a respectful and appropriate manner, as described in #s 1-12 above. Sometimes, for a variety of reasons, students do not meet these expectations. If/When this happens, the steps below offer options/guidance that may be taken to handle "minor infractions." Minor infractions include, but are not limited to, persistent tardiness to school or class, and testing the limits of behavior expectations outlined above. Infractions of a more serious nature (such as fighting, possession of illegal substances, or endangering the safety of those in the building) will be handled in accordance to the Students' Rights and Responsibilities Handbook.

## **Minor Infraction Options**

1st infraction: Reminder by the teacher

2nd infraction: Warning given to the student by teacher and a phone call home

Ensuing infractions: Call home by administrator. Consequences may include, but are not limited to, detention.

## **Rules and Expectations Regarding Harassment**

The Newton Public Schools are committed to maintaining a work and educational environment free from all forms of discrimination and harassing conduct. The expectation is that all employees, students, volunteers, and parents conduct themselves in an appropriate manner with concern and respect for all members of the school community. Harassment on the basis of race, sex, national origin, religion, disability, physical appearance, or sexual orientation in any form will not be tolerated. Examples of these kinds of behaviors include, but are not limited to :

- physical aggression - punching, pushing, shoving, grabbing, pinching, tripping
- verbal abuse, insults, obscene or suggestive remarks, jokes
- threats and intimidation (denying a seat on the bus)
- uninvited and unwelcome sexual advances (sexual harassment is unwanted sexual attention; the range of behaviors include: verbal comments, subtle pressure for sexual activity, leering, staring, gawking, pinching, patting and other forms of unwanted touching.)
- display or distribution of offensive or demeaning materials, including graffiti, pressure to use alcohol or other drugs
- derogatory statements or discriminatory comments which are demeaning with respect to race, sex, national origin, religion, disability, or physical appearance or sexual orientation.

Harassment is serious, and may serve as grounds for disciplinary actions, which may include, but are not limited to, denial of participation in school-sponsored activities, detention, or suspension. Blatant acts of racism or sexual harassment will result in an automatic suspension for a minimum of one day.

## **Reporting Harassment**

One of the more difficult things for a middle school student to do is to report harassing behavior(s) directed against them or a close friend, as this acknowledges and makes real the hurt that has been inflicted. It is important for ALL students to know that if s/he has been the target of harassment, approaching an adult faculty member with concerns (teachers, guidance counselors or any member of the adult staff) is the right thing to do. All concerns will be brought to the attention of the school's administration in a manner that protects the identity and dignity of the reporting individual. In no way will any individual be subject to any form of coercion, intimidation, retaliation, interference or discrimination for filing a harassment concern with a faculty member. All reports of harassment will be investigated by the Oak Hill administration. Facts will be gathered and discussion will take place. If deemed appropriate, peer mediators may be involved. A determination will be made regarding disciplinary action by the school's administration.

## Cafeteria/Lunchroom Expectations

Food, glorious food.....This is the time of the day for students to take a break from their work by enjoying a nutritious meal and spending some time with peers. In the cafeteria, students are responsible for leaving their eating space cleaner than they found it, and, if asked to do so, removing any trash from the surrounding floor. Additionally:

- Students who are disruptive in the cafeteria, or who consistently leave their eating area in disarray may be required to eat their lunch out of the cafeteria and away from their peers.
- There are designated "IN" and "OUT" doors for entering and exiting the cafeteria. When waiting to enter the cafeteria, students should wait in an orderly fashion.
- Students should remain seated while eating their lunch.
- **Food may not be taken out of the cafeteria during or after the assigned lunch period.**
- Five minutes before the end of lunch:
  1. Food and snack lines are closed
  2. All students are to return to their seats
  3. Students are to wait for their table to be dismissed by an adult

## Safe Busing Checklist

- Don't miss the bus! Give yourself plenty of time to reach the bus stop. Walk, don't run!
- Walk safely! Stay on the sidewalks. Cross streets only at intersections or crosswalks.

### WAITING

- Avoid fooling around! Running around and playing may be okay for the playground, but not the bus stop. Stay out of the street while you wait for the bus. Traffic often is heavy in the morning, and an accident **can** happen if a car is forced to stop quickly for you.
- Respect property! Don't run across people's yards, climb their trees, or go into their garages. Wait at the bus stop.
- Sshhh! People in the area may still be sleeping when you leave for school, so keep down the noise in consideration of your neighbors.
- Wait! Make sure the bus has come to a complete stop before stepping off the curb.
- Never in back! Never cross in back of the bus because children cannot be seen.
- Never in front! Never cross in front of the bus when the door is closed unless the driver instructs you so to do. The bus has a blind spot and children cannot be seen.
- Never underneath! Never reach under the bus for paper, clothing, toys, etc. Wait until the bus has moved and it is safe to do so. Ask an adult for help.

### BOARDING THE BUS

- Form a line! Avoid pushing and shoving; you'll get on the bus eventually. If you have to cross the street while the bus is stopped, cross carefully (even though motorists are supposed to stop for a school bus, they often don't, and you could be hurt).
- Sit down! Go directly to a seat and sit down. Don't wait for a friend to get on before you take a seat. **Please avoid "saving a seat"** or not allowing another person to sit next to you.

THE RIDE

- **Stay in your seat!** The driver needs your help and he/she may have trouble concentrating if there is a commotion on the bus.
- Be respectful of others! Do not mistreat others: physically, verbally, or in any other way.
- Be respectful of the bus itself! Do not mark or vandalize the bus in any way.
- Keep the aisles clear! Nothing....books, bags, legs, arms, or bodies....should block the aisle. Do not stand in the aisle. If the driver is forced to make a quick stop, you could be thrown around, hurting yourself and others.
- **All body parts inside!** If the driver lets you open a window, keep your hands, arms, and head inside.
- No pets allowed! Animals, including pets on leashes, in boxes, or in cages, are not allowed on the bus.
- Share your seat! Don't save a spot for a friend, but keep the seat open for anyone who wants to sit down.
- Objects may not be thrown inside the bus, or out the windows of the bus. This is a safety hazard for those riding on the bus, those driving past, and those walking on the sidewalk
- Never touch or tamper with the emergency door! This door is for emergencies only.

GETTING OFF

- **Stay seated!** Wait until the bus has stopped completely before you get up from your seat. Always let people in the front of the bus get off first.
- Be organized! Be ready to leave when you reach your stop. Don't keep the driver and other bus riders waiting while you gather up your books and other belongings.
- Don't push! You'll get out faster if no one shoves or pushes. Also, chances are better that no one will trip and fall, causing delays.
- Leave immediately! After you get off the bus, leave the area quickly so that you are out of the way of other buses bringing more children to or from school.
- Stay clear! Keep away from the side of the bus. If you must cross the street, cross in front of the bus. Wait for an "all clear" signal from the driver before you leave the curb. Look both ways before crossing!

IT'S UP TO YOU...

- Stay calm! In case of an emergency, listen to the driver and follow his/her instructions.
- Set a good example! You're getting older....we expect you to show leadership. Remember, riding the bus is a privilege that **can** be taken away should you not be able to be safe for the benefit of yourself, and those who are riding the bus with you.

Important Information for ParentsVisitors and Student Guests

Visitors to the school should report their presence and the purpose of their visit to the main office staff upon entering the building. Students may bring another student to visit our school on special occasions. A special form requiring parental permission, which is available in the main office, **must** be filled out five (5) school days before the visit and should be submitted to the main office for approval. The school reserves the right to limit these visits. **There will be NO visits during the first two and last two weeks of school.**

## **Vacations**

In recent years, an increasing number of parents have taken their children out of school to go on family vacations. Although we understand the constraints and pressures placed on families regarding this issue, we must stress that taking children out of school is disruptive to a child's education. In addition, teachers are not required to set up work for these times. We urge parents to make every effort to plan their vacation in such a manner as to avoid this problem.

## **No School Signals**

School will be closed in the cases of extreme weather conditions when the safety of students is jeopardized. On stormy days, the school requests that parents use their own judgment as to the conditions on the way to school. Every effort will be made to call in "No School" announcements to the following radio stations and television channels before 6:00 A.M.:

- WBUR 90.9 FM
- WBZ 1030 AM
- WILD 1090 AM
- WRKO 680 AM
- WBZ TV 4
- WCVB TV 5
- WHDH TV 7
- WB56 TV
- Newton Local Access

## **AFTER SCHOOL/EXTRACURRICULAR ACTIVITIES**

All Oak Hill Middle School extracurricular activities operate under the umbrella of the Triple E Program (Excellence, Enrichment and Exploration):

- Clubs and Intramurals - club activities appeal to a wide range of student interests. They vary throughout the school year. These are open to ALL students. Some examples include Yearbook, Environmental Club, Math League, Basketball, Biking, Soccer, Literary Club, Volleyball, Computers, Tennis, Chess, Spanish, Step Squad, and Mock Trials.
- Interscholastic - these athletic programs are open to 7th and 8th graders. School teams include girls' and boys' soccer, cross country, football, girls' and boys' basketball, baseball, softball, lacrosse, and track and field; the season is approximately eight weeks long and consists of up to 12 contests.

## **METCO**

The Metropolitan Council for Educational Opportunity (METCO) is a state-funded educational program designed to eliminate racial imbalance through the busing of children from Boston and Springfield to public school systems in surrounding suburban metropolitan communities. To get more information about the METCO Program at Oak Hill, please contact our METCO Counselor at 617-559-9200 or Lisa Reed in the Newton METCO Office at 617-559-6132

## **English Language Learners (ELLs)**

The goal of the EIL program is the acquisition of English language competency to promote both social and academic progress. This includes the development of listening, speaking, reading and writing skills in English to a level which will allow for successful mainstreaming in subject area classrooms as well as the acquisition of basic concepts in math, science, and social studies. Furthermore, the ELL program seeks to promote multicultural sensitivity through the school community and successful adjustment of ELL students to U.S. culture in the classroom, the school and the community. Students are taught English through a content-based approach. The curriculum follows that of mainstream content classes in order to facilitate integration of students into Oak Hill's instructional program. In addition, academic support in Chinese and Russian languages is provided for those students who require it.

### **Non-Discrimination**

Title IX and Section 504 - Federal law prohibits discrimination on the basis of sex or disability in educational programs or activities receiving federal assistance. The Director of Human Resources (617-559-6005) and the Assistant Superintendent for Special Education and Pupil Services (617-559-6025) have been designated as the employees responsible for coordinating the school system's efforts to implement these nondiscriminatory policies. Inquiries or grievances having to do with sex discrimination (Title IX) may be referred to the Director of Human Resources. Those having to do with discrimination because of a disability (Section 504) may be referred to the Assistant Superintendent for Special Education and Pupil Services.

### **Chapter 766**

The Massachusetts' Special Education Law Chapter 766, requires schools to provide a free and appropriate education in the least restrictive environment to students who, because of a disability, are unable to progress effectively. A student's disability may include developmental delay or an intellectual, sensory, neurological, emotional, communication, physical, specific learning or health impairment, or combination thereof, that requires specially designed instruction or related services in order to successfully develop the child's individual educational potential. A student can be referred for evaluation for special education by a parent or member of the school staff. The purpose of an evaluation is to gather comprehensive information to explain why the student is not progressing effectively. Based on the results of the evaluation, an interdisciplinary collaborative TEAM, consisting of the student's parents and school staff, determine eligibility for services and, if appropriate, develop an Individualized Education Plan (IEP). The IEP identifies goals and objectives for the student and the modifications and related services required to increase the educational opportunities available to that student so that s/he progresses through school. The responsibility of the evaluation TEAM is to ensure that each student receives the most appropriate educational program. Evaluation and program or placement decisions require the written consent of the student's parent or guardian.

### **Home or Hospital Instruction**

Parents of students who, in the judgment of the child's physician, will have to be absent from school or in the hospital for health or safety reasons for a period of not less than ten school days may request home or hospital instruction. These services may also be provided for students who are chronically ill for recurrent periods of less than fourteen days each with written documentation from the child's physician. To obtain home or hospital instruction, parents must

contact their child's counselor and provide the requested written documentation from the physician. Home and hospital instruction are provided under Chapter 766. (See Chapter 766 regulation, Section 502.7 Mass. Department of Education, September, 1991.)

### **Parents' Advisory Council (PAC)**

The PAC is an organization of parents of children with special educational needs, parents of typical children, special education staff, and interested members of the community. Chapter 766 requires that every school district establish a PAC, "to advise the school committee on matters that pertain to the education, health and safety of children with special needs." The role of the PAC is to ensure that the local school department is responsive to the needs of children receiving special education services. PAC members also offer parent-to-parent support, advice and information about obtaining quality special education and related services. Parents can call the school for the name and number of Oak Hill's PAC resource parent. They can also contact the Pupil Services office, 617-559-6025, to obtain names of PAC officers, and to put their name on the PAC mailing list to receive notices about meetings and other events.

### **Out-of-District Policy and Procedures**

From time to time, we have inquiries about whether it is possible for a pupil to attend school in Newton other than in his/her home -- district -- school. Under Newton's policy of optional enrollment, a pupil may attend an out-of-district school providing there is room in that school requiring no additional staff, with a commitment by the parents to furnish transportation if it is needed. Parents wishing further information or an application form should telephone the principal and file application between January 4th and April 1 of the year preceding the desired registration.

### **State Pupil Records Policy**

The pupil records policy mandated by the State is in effect at Oak Hill Middle School. Regulations have been published by Massachusetts Department of Education and are available to parents and students through the school. Regulations call for the securing of records and protection of students' privacy.

### **Policy on Research**

The Assistant Superintendent for Planning and Operations regularly conducts studies in areas such as reading, math, early childhood education and high school follow-up. From time to time we have requests from people outside the schools to conduct research in the schools. Our criteria in such cases are: (1) Is it worthwhile from an educational and professional point of view? (2) Will the project take a reasonable amount of class time or teacher time? (3) Is the privacy of the student protected? Parental permission is sought in special cases involving testing or interviewing of children. The Assistant Superintendent for Planning and Operations screens all requests for research in the schools.

## Messages from the Health Department and School Nurse

Physicals - All entering sixth grade students (as well as any new student) are required to have a routine health examination. Parents are asked to have their child examined by their private physician and to bring a copy of the examination printout to the health office. Parents who are unable to meet this requirement should discuss the matter with the school nurse as soon as possible.

Sports Physicals - All students participating in after-school sports are required to have a physical exam within 12 months prior to the start of the sport season (which includes tryouts). The Health Department accepts physicals done at any time within the year the sport is played. Please remember that the year must include the ending date of the sport. With large numbers of students participating in sports it is imperative that all attempts be made to have the physical exam for athletic participation done by your private physician. A print out of this exam should be given to the nurse prior to the start of the sport. The school physician is available to perform a limited number of sports physicals. For the fall, these physicals are scheduled during the last week of August. Priority will be given to students without health insurance coverage.

Medication Policy - The school nurse is responsible for the administration of all medication. She may delegate this task to other trained personnel who may administer the medication under the supervision of the nurse. At this time, all health assistants have received training and will be giving medication to students during the school day.

The following **forms** must be completed in ink and on file in the Nurse's Office before any medication is administered:

- parental consent
- physician's order (the pharmacy labeled container can be used in lieu of a physician's order only in the case of short-term medications i.e. those medications to be given for ten (10) school days or less.

The following statements highlight the main points of the policy. The entire policy is available in the Nurse's Office at Oak Hill:

- whenever possible, medication administration should be scheduled at times other than during school hours
- all medication must be delivered by the parent/guardian or designated adult
- only a thirty (30) day supply of medication will be accepted at any one time
- all medication must be delivered in a pharmacy or manufacturer labeled container
- self medication can be allowed under certain circumstances after consultation with the school nurse
- if a medication needs to be given during a field trip, the school nurse must be contacted in advance to make special arrangements prior to the outing.
- nonprescription medications (over-the-counter medication) will be treated the same as a prescription medication; this means medications such as Tylenol, Benadryl, Advil, etc., will not be given unless there is a written order from your physician

When your child needs a medication during the school day, please act quickly to follow this policy so that we may begin the medicine as soon as possible. Medication packets are available in the Nurse's office and on the Newton web page online at [www.ci.newton.ma.us](http://www.ci.newton.ma.us). Thank you in advance for your cooperation.

Immunization - According to state regulations, NO student will be allowed entry into the school unless he or she is fully immunized according to requirements set by the Massachusetts Department of Public Health. This includes a second dose of measles vaccine at entry to seventh grade. Laboratory evidence of immunity will be acceptable in lieu of the booster dose.

## **WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL** - Please

keep your child at home if s/he has:

- a fever over 100 during the past twenty-four hours
- cold in the active stages - coughing, runny nose, or sneezing
- a sore throat and/or swollen neck glands
- an undiagnosed rash or skin eruptions
- vomiting or diarrhea within the past twenty-four hours
- head lice that hasn't been treated

Since school health rooms are not equipped to accommodate sick children, and since crowded health rooms lead to further spread of disease, it is imperative that sick children be kept at home. It is also crucial that parents make every effort to pick up children as soon as possible when notified by the school of a child's illness. Changes in emergency phone numbers should also be made immediately.

Please refer to the Newton Public Schools' City Wide Policies and Procedures for further information about school policies in general.

## **Communication Between School and Home: FAQs**

An important core value in the Newton Public Schools is to improve communication, especially between home and school. To that end, we are providing answers to common questions about the Oak Hill school structure and channels of communication.

### **How will I learn about my child's academic progress at school?**

Report Cards: Report cards are issued four times a year, at the end of each term. Achievement grades are reported using the standard letter grades: Excellent (A, A-), Above Average (B+, B, B-), Average (C+, C, C-), Below Average (D+, D, D-), and Failure (F). Some electives are graded Pass/Fail.

Conferences: Parents may contact their child's Guidance Counselor to schedule a meeting with Team or Multi Team Teachers. Additionally, please see the 2004-2005 Calendar for this year's scheduled dates. More detailed information will follow.

### **Whom do I contact if my child or I have a question about an academic issue?**

Students are encouraged to speak directly to their teachers about homework assignments, tests, behavioral and academic expectations. An important learning for all Oak Hill students is to develop the responsibility to seek extra help. If a student needs help from a teacher, s/he should

get a pass from the teacher to go directly to the classroom before school, or arrange to meet with the teacher after school.

If you have questions or concerns about your child's academic progress, you should contact the teacher by leaving a message on the teacher's voice mail. Their mailbox numbers are available at the school's main number (617-559-9200) both during school and after hours.

### **To whom can I speak about my child's learning difficulties or social/emotional issues?**

Guidance counselors are assigned to each team. They are available to help with scheduling issues, individual education plans, social and emotional issues, and learning difficulties. The eighth grade counselors also review the high school course plan for each student. The guidance counselors attend all team meetings and have a familiarity with the students and curriculum on their assigned team. You should call your child's counselor at 617-559-9210 if you have concerns in one of the above-listed areas.

### **What happens when a student violates a behavior expectation?**

In general, teachers deal with minor discipline issues within the classroom. Physical aggression, inappropriate language, disrespectful behavior, harassment, and hallway or cafeteria discipline issues are referred to an assistant principal with a written incident report. Consequences may include, but are not limited to detention, with a parent conference scheduled if necessary, or suspension. Parents are always contacted before a suspension. Parents are encouraged to call their assistant principal with any concerns about student behavior.

### **Whom do I contact about problems regarding the bus?**

Problems involving scheduling, routes, or overcrowding should be addressed in writing or with a phone call first to Ken Yee or Suzanne Kenny, bus coordinators at Oak Hill. If problems persist, call Ken Temkin at the Education Center (617-559-9050) and/or the PTO Health and Safety Committee Chairperson. The school reinforces appropriate bus behavior. If inappropriate behavior is reported, the student involved will be disciplined. Disciplinary actions may include warnings, detentions, and suspension of bus privileges. Because of the difficulty in monitoring bus behavior, parental reinforcement of appropriate bus behavior is particularly important. (Please refer to the Oak Hill Safe Busing List on p. 11.)

### **To whom do I speak if I have a problem with an individual staff person?**

If a problem arises with an individual staff person, you should attempt to speak to the individual directly. If there are further concerns, you should set up a meeting with an assistant principal or principal.

## **What resources are available to deal with community-wide school issues?**

The Oak Hill School Council: This advisory group to the principal is made up of five parents, four teachers, one community member and the principal. It has worked on the school's core values, educational goals, school development plan and budget. Please see the 2004-2005 Calendar for these dates.

## **To whom do I speak if I have questions about curriculum?**

If you have a question or concern about the curriculum in a subject area, you should first speak to the teacher to ensure that the information you have about the curriculum is accurate. Further questions or concerns should be addressed to the citywide curriculum coordinators. Below is a list of the area coordinators who can be contacted at the Education Center on Walnut Street at: 617-559-9090:

- English: Greg Hurray
- ELL: Teresita Tzikas
- Fine Arts: JohnMichael Gray
- Math: Mary Eich
- METCO: Lisa Reed
- Health, Physical Education and Wellness: Barbara Morton
- Science: Kelley Gangi
- Social Studies: Janet Buerklin
- Special Education: Marjorie Daniels

## **Oak Hill Parent-Teacher-Student Organization**

The Oak Hill PTO helps support many school projects and activities. It provides funds for scholarships and creative arts programs and more. The PTO hosts the Book Fair. We highly value the PTO's suggestions and advice and urge parents to be involved and active in this organization.

## **Telephone Calls**

If you want to speak with a teacher on the telephone, their mailbox numbers are available at the school's main number (617-559-9200). Our teachers will return your calls as promptly as possible. Additionally, teachers often initiate calls to you to inform, to commend or to discuss a problem. In addition, unless it is an emergency, **parents are requested not to call school with messages for their child during the school day.**

## **Web Site**

Parents and students may check the school's web site for important information at:

<http://www.newton.mec.edu/oakhill/>

## Policy on Release of Student Record Information

Pursuant to the federal and state regulations governing student records, Newton Public Schools may release certain information concerning *your child/you* to third parties without first obtaining your consent, unless you notify Newton Public Schools in writing that you do not want such information to be released. "Third Parties" are defined in these regulations to be "... any person, private or public agency ... or organization other than the eligible student, his/her parent, or authorized school personnel." 603 CMR 23.02. For example, third parties to whom Newton Public Schools may release student record information would include PTOs, the Newton Schools Foundation, and newspapers which report on student activities, etc.

The information that may be released is limited to the following:

Student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans.

Students fourteen (14) years of age or older or who have entered the ninth (9) grade are entitled to receive this notification regarding the release of student record information. If you do not want this information concerning your child/yourself to be released without your consent, please sign below and return this notification to the office of your school principal no later than Friday, September 24, 2004. You will be asked to review this policy annually.

*Please complete one form per child.*

I do not want information concerning my child/myself released to third parties.

\_\_\_\_\_  
(Student's name – Please Print)

\_\_\_\_\_  
(Student's School)

\_\_\_\_\_  
(Parent/Guardian's Signature)

\_\_\_\_\_  
(Parent/Guardian's Name – Please Print)

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## Access to Student Information Under the "No Child Left Behind Act of 2001"

The Federal government requires schools receiving federal funds pursuant to the "No Child Left Behind Act of 2001" to provide the names, addresses and telephone numbers of secondary school students upon a request made by military recruiters or an institution of higher education. The Act also provides that the parent/guardian of the student or the secondary school student may request that the school not release this information without the prior written consent of the parent/guardian or student. If you do not want this information released without your prior written consent, please sign below and return this notification to the office of your school principal no later than Friday, September 24, 2004. You will be asked to renew this request annually.

*Please complete one form per child.*

I do not want information concerning my child released to military recruiters or institutions of higher education without my prior written consent.

\_\_\_\_\_  
(Student's name – Please Print)

\_\_\_\_\_  
(Student's School)

\_\_\_\_\_  
(Parent/Guardian's Signature)

\_\_\_\_\_  
(Parent/Guardian's Name – Please Print)

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## Release of Student Records for Students Transferring to New Schools

Pursuant to state and federal regulations concerning student records, you are hereby notified that Newton Public Schools will forward a student's entire student record to the school to which such student transfers without the prior consent of the parent(s) or guardian(s). Please refer to the 2004-2005 *Students' Rights and Responsibilities Handbook* regarding your right to receive a copy of the student record that is forwarded and to request a hearing regarding the amendment of any inaccurate or misleading information that you feel may be contained in that student record.