

Oak Hill Middle School

2016-2017

MAIN NUMBER: (617) 559-9200

STUDENT ABSENCE LINE: (617) 559-9220

GUIDANCE: (617) 559-9210

Oak Hill Middle School Phone Numbers

Student Absent 'Call-In' Line **617-559-9220**

John Harutunian	<i>Principal</i>	617-559-9205
Doreen Vaglica	<i>Executive Assistant</i>	617-559-9205

Main Office

Jamin Bercaw	<i>Assistant Principal</i>	617-559-9204
Fiona Healy	<i>Assistant Principal</i>	617-559-9206
Catrina Walsh	<i>Senior Office Assistant</i>	617-559-9202

Student Services Office

Amy Geer	<i>Assistant Principal for Student Services</i>	617-559-9210
Cheryl Goldstein	<i>Administrative Assistant</i>	617-559-9210
Jennifer Ames	<i>Grade 6 Counselor</i>	617-559-9212
Ariel Bernstein	<i>Grade 7 Counselor</i>	617-559-9213
Katherine Oliver	<i>Grade 8 Counselor</i>	617-559-9214
Alyssa Arzola	<i>METCO Counselor</i>	617-559-9210
Amanda Brooks	<i>6/7/8 Counselor</i>	617-559-9210

Health Office

Susan Riley	<i>Nurse</i>	617-559-9215
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Cafeteria Office

TBD	<i>Cafeteria Manager</i>	617-559-9225
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Custodial Office

Bob Fleming	<i>Day Senior</i>	617-559-9216
Diane Kingston	<i>Night Senior</i>	

E-mail addresses follow this pattern for all faculty and staff:

firstname_lastname@newton.k12.ma.us Example: John_Harutunian@newton.k12.ma.us

Go to our website for a complete listing: <http://www.newton.k12.ma.us/oakhill/>

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Oak Hill Middle School
130 Wheeler Road
Newton, MA 02459
(617) 559-9200 fax (617) 552-5547
john_harutunian@newton.k12.ma.us

John Harutunian

August 22, 2016

Dear Oak Hill Families,

Welcome to Oak Hill Middle School for the 2016-2017 school year! For those of you new to the Oak Hill community, we extend a special welcome. In this letter you will find:

- **Oak Hill Middle School Panther Handbook location** on our website
- **School opening** information including **Visiting Day**
- Instructions to your child's **Team Placement and Panther Homeroom** assignment

Oak Hill Middle School Panther Handbook:

To save postage and to support the environment, our [Oak Hill Middle School Panther Handbook](#) can be found on our website. Revised annually, the Handbook is an excellent resource that contains information about school programs, policies and procedures and important dates.

Visit Oak Hill:

On **Monday, August 29, 1:00-3:00**, you are invited to stop by to visit the school with your child. Student guides will be present to escort you on a tour of the building. This is particularly helpful for newcomers and for students who benefit from a preview of their surroundings. Teachers will not be present and classrooms may not be set up at that time but you can still get a feel for the layout of the building and can locate your child's **Panther Homeroom**. Be sure to visit our modular wing, which houses our world language classes!

If you need assistance from our guidance counselors they are available September 1 through email or by phone:

Grade 6, Jennifer Ames, 617-559-9212, jennifer_ames@newton.k12.ma.us

Grade 7, Ariel Bernstein, 617-559-9213, ariel_bernstein@newton.k12.ma.us

Grade 8, Katherine Oliver, 617-559-9214, katherine_oliver@newton.k12.ma.us

School Opening:

The first day for students is, **Tuesday, September 6, 2016**. The first bell is at 7:45 and students should report to their assigned Panther Homeroom assigned in Skyward Family Access.

INSTRUCTIONS FOR ACCESSING TEAM AND HOMEROOM ASSIGNMENTS!

1. Log on to Skyward Family Access web site via the Oak Hill or Newton Public Schools website. Login information will be provided in a separate email from NPS's IT Department. If you do not remember your password please use the "Forgot your Login/Password" link at the bottom of the login page. Contact the Main Office if you experience any technical difficulty.

2. Within Skyward Family Access,

A) Click "Portfolio" in the menu on the left,

B) Click the document called "Team Assignments" under your student's name.

You should see a document with your child's team and homeroom for the upcoming school year.

Please note that team assignments are the result of an intricate balancing process.

We are unable to entertain requests for changes.

Thank you for your understanding.

Best wishes,

Oak Hill Middle School's Mission Statement

The essential mission of the Oak Hill Middle School focuses on raising the academic achievement of all students and nurturing their growth and development.

We believe that:

- Learning is incremental.
- Each of our students is capable of achievement at a high level.
- Effort and effective strategies are the keys to success.
- Collaboration/Collegiality removes the obstacles to our Mission

Our Core Values

Respect for Human Differences

We expect our community members to demonstrate:

- Respect for ourselves, others, and for the property we share.
- Respect for the contributions of each individual.
- Commitment to giving back to the community.

Academic Achievement/Thinking Skills

We expect our students to:

- Stretch themselves beyond their comfort zone and ***F.O.H.G.Y.C.B. (Find Out How Good You Can Be)*** everyday.
- Demonstrate a willingness to take responsibility for their own learning.
- Use their acquired skills for engaging in:
 - Thoughtful research.
 - Technology literacy.
 - Clear communication.
 - Creative thinking.
 - Appreciation of the arts.

Oak Hill Middle School Calendar 2016-2017

September

Monday	Tuesday	Wednesday	Thursday	Friday
		Aug. 31 First Day for Teachers	1	2
5 Labor Day	6 First Day for Students 1	7 2	8 3	9 4
12 5	13 6	14 1	15 2	16 3
19 4	20 5	21 6	22 1	23 2
26 3	27 4	28 5	29 Early Release (1)	30 6

October

Monday	Tuesday	Wednesday	Thursday	Friday
3 Rosh Hashanah	4 1	5 2	6 3	7 4
10 Columbus Day	11 5	12 Yom Kippur	13 6	14 1
17 2	18 3	19 4	20 5	21 6
24 1	25 2	26 3	27 4	28 5
31 6				

November

Monday	Tuesday	Wednesday	Thursday	Friday
	1 1	2 2	3 Early Release (2)	4 3
7 4	8 5	9 6	10 1	11 Veterans Day
14 2	15 3	16 4	17 5	18 6
21 1	22 2	23 Early Release (3)	24 Thanksgiving	25 Recess
28 3	29 4	30 5		

December

Monday	Tuesday	Wednesday	Thursday	Friday
			1 6	2 1
5 2	6 3	7 4	8 Early Release (4)	9 5
12 6	13 1	14 2	15 3	16 4
19 5	20 6	21 1	22 2	23 3
December 26-January 2 December Recess				

January

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 4	4 5	5 6	6 1
9 2	10 3	11 4	12 5	13 6
16 MLK Day	17 1	18 2	19 3	20 4
23 5	24 6	25 1	26 2	27 3
30 4	31 5			

February

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Early Release (5)	2 6	3 1
6 2	7 3	8 4	9 5	10 6
13 1	14 2	15 3	16 4	17 5
February 20-24 Winter Recess				
27 6	28 1			

March

Monday	Tuesday	Wednesday	Thursday	Friday
		1 2	2 3	3 4
6 5	7 6	8 1	9 Early Release (6)	10 2
13 3	14 4	15 5	16 6	17 1
20 2	21 3	22 4	23 5	24 6
27 1	28 2	29 3	30 4	31 5

April

Monday	Tuesday	Wednesday	Thursday	Friday
3 6	4 1	5 2	6 3	7 4
10 5	11 6	12 1	13 2	14 Good Friday
April 17-21 Spring Recess				
24 3	25 4	26 5	27 6	28 1

May

Monday	Tuesday	Wednesday	Thursday	Friday
1 2	2 3	3 4	4 5	5 6
8 1	9 2	10 3	11 4	12 5
15 6	16 1	17 2	18 3	19 4
22 5	23 6	24 1	25 2	26 3
29 Memorial Day	30 4	31 5		

June

Monday	Tuesday	Wednesday	Thursday	Friday
			1 6	2 1
5 2	6 3	7 4	8 5	9 6
12 1	13 2	14 3	15 4	16 5
19 6	20 *1	21 *2	22 *3	23 *4
26 *Last Day for Students (5)	27 Last Day for Teachers	28	29	30

*Last day of the school year is based on FIVE snow days. The School Committee will determine the last day of school after April break.

Oak Hill Middle School Staff - 2016-2017

PRINCIPAL		ASSISTANT PRINCIPALS		ASSISTANT PRINCIPAL FOR STUDENT SERVICES		
Dr. John Harutunian		Dr. Jamin Bercau & Fiona Healy		Amy Geer		
EXECUTIVE ASSISTANT TO THE PRINCIPAL		ADMINISTRATIVE ASSISTANT		ADMINISTRATIVE ASSISTANT		
Doreen Vaglica		Catrina Walsh		Cheryl Goldstein		
GRADE 6 COUNSELOR		GRADE 7 COUNSELOR		GRADE 8 COUNSELOR		
Jennifer Ames		Ariel Bernstein		Katherine Oliver		
TEAM 6-1		TEAM 7-1		TEAM 8-1		
Russ Hunt	Math	Kirsten Turner	Math	Yi-Ling Hsu	Math	
Caitlin McCormick	Science	Marianne Marks	Science	Jennifer Dempsey	Science	
Elizabeth Simpson	ELA	Kyle Farnworth	ELA	Amanda Legare	ELA	
Evan Janow	History-SS	Cleo Syph	History-SS	Carol Kappel	History-SS	
Tierney Leary	Special Education	Julia Corrou	Special Education	MaryFrances Horan	Special Education	
Sherrri Cohen	Special Education	Kristen Grant	Special Education	Nina Benes	Special Education	
Kristen Grant	Special Education					
TEAM 6-2		TEAM 7-2		TEAM 8-2		
Ben McGraw	Math/Science	Benita Hong	Math	Matt Timmins	Math	
Floyd Butler	ELA/History-SS	William Sedewitz	Math/Science	Laura Deschaines	Math & Math Lab	
Sherrri Cohen	Special Education	Steven Dannenberg	Science	Jessie Cadigan	Science	
Nina Benes	Special Education	Eric Arnold	ELA	Steven Dannenberg	Science	
Kristen Grant	Special Education	Anita Pilley	History-SS	Maureen Stewart	ELA	
Anne Myers	ELL	Will Viti	History-SS	Emily Lipman	ELA/History-SS	
Leah Travers	ELL	Elizabeth Opiyo	Special Education	Paul Lyons	History-SS	
		Kathleen Crowley	Special Education	Saoirse Burleigh	Special Education	
		Nina Benes	Special Education	Matthew Westenber	Special Education	
		Anne Myers	ELL	Nina Benes	Special Education	
		Leah Travers	ELL	Kristen Grant	Special Education	
				Anne Myers	ELL	
				Leah Travers	ELL	
TEAM 6-3		TEACHING ASSISTANTS				INSTRUCTIONAL SUPPORT STAFF
Andy Wood	Math/Science	Patricia Bernard	Paula Fallon	Bill Paquette	Lori Conley	
Sheila Dugan	ELA/History-SS	Samuel Blank	Alex Goldsmith	Carol Pompei	Jack Curtis	
Elizabeth Opiyo	Special Education	Jennifer Burke	Michele Goldstein	Dino Roffo	Suzanne Feldman	
Nina Benes	Special Education	Sue Cellucci	James Greeley	George Sellow	Maggi Hartnett	
Kristen Grant	Special Education	Wendy Cohen	Jean Johnson	Holden Trunk	Philip Murphy	
Anne Myers	ELL	Steven Dannenberg	Lindsey McDonald	Kelly Vaillancourt		
Leah Travers	ELL	Robin Elam-Miller	Bridget McAnulty	William Viti		
				Max Walsh		
TEAM 6-4		WORLD LANGUAGES		FINE AND APPLIED ARTS		
Lauren Sack	Math/Science	Xiaohui Cao	Chinese	Brent Bueno	Engineering	
Chuck Bunting	ELA/History-SS	Noreen Boyce	French	Caleb Cutler	Chorus/Orchestra	
Jane MacNeil	Special Education	Kaihla Olivar	French	Roy Miller	Music/Bands	
		Tim Lesinski	Latin	Gina Colella	Drama	
		Cathy Aliaga	Spanish	Carolyn Ward	Art	
		Cassandra Miller	Spanish			
		Ileana Martinez	Spanish	TECHNOLOGY		
		Joanna Modica	Spanish	Thomas Buchau	Tech. Specialist	
				Rosa Sterk	Instructional Tech.	
PHYSICAL EDUCATION/ HEALTH & WELLNESS		SPEECH/LANGUAGE PATHOLOGISTS		ENGLISH LANGUAGE LEARNING		
Krystyna Chmielinski	PE/HW	Courtney Beckerman		Anne Myers		
Kevin Drinan	Physical Education	Carie Lyn Carnahan		Leah Travers		
Alex Gerson	Physical Education	MATH COACH		Stephanie Wang - Jackie Conde Assistants		
Carley Gibson	Health & Wellness	Sheri Flecca		SCHOOL NURSE		
		METCO COUNSELOR		Sue Riley		
		Alyssa Arzola		BOARD CERTIFIED BEHAVIOR ANALYST		
		LIBRARIAN		Caitlin Irwin		
		Paul Walsh		BEHAVIOR THERAPIST		
		Rebecca Kinney		Charles Cann		
CUSTODIAL STAFF		SOCIAL WORKER				
Bobby Fleming	Head Custodian	Kristen Antonio				
Diane Kingston	Night Senior	OCCUPATIONAL THERAPIST				
Kathy Hylander	Night Junior	Jessica Treadwell				

2016-2017 Panther Homerooms by Grade

6th GRADE

Jennifer Ames – Counselor

6-1:

Elizabeth Simpson	E	251
Russ Hunt	M	244
Evan Janow	H/SS	243
Caitlin McCormick	S	249

6-2:

Floyd Butler	E/H/SS	206/7
Ben McGraw	M/S	206/7

6-3:

Sheila Dugan	E/H/SS	142
Andy Wood	M/S	143

6-4:

Chuck Bunting	E/H/SS	152
Lauren Sack	M/S	150

7th GRADE

Ariel Bernstein – Counselor

7-1:

Kyle Farnworth	E	105
Kirsten Turner	M	124
Cleo Syph	H/SS	125
Marianne Marks	S	123

7-2:

Eric Arnold	E	121
Benita Hong	M	119
Anita Pilley	H/SS	120
William Sedewitz	M/S	126
Steven Dannenberg	S	122

8th GRADE

Katy Oliver – Counselor

8-1:

Amanda Legare	E	208
Yi-Ling Hsu	M	230
Carol Kappel	H/SS	234
Jennifer Dempsey	S	231

8-2:

Maureen Stewart	E	235
Emily Lipman	E/H/SS	237
Matt Timmins	M	233
Laura Deschaines	M	228
Paul Lyons	H/SS	229
Jessie Cadigan	S	232

KEY

E = English **M** = Math **H/SS** = History/Social Studies **S** = Science

Multi-Team Teachers

Art
 Drama (*Gr. 6 only*)
 Creative Expression (*Gr. 8 only*)
 Engineering Teacher
 Health & Wellness
 General Music & Orchestra/Chorus
 General Music & Bands
 Physical Education, Health & Wellness

Teacher

Carolyn Ward 148
 Gina Colella 108
 Gina Colella 108
 Brent Bueno 109
 Carley Gibson 10
 Caleb Cutler 108
 Roy Miller 07
 Krystyna Chmielinski Gym/217
 Kevin Drinan Gym/08
 Alex Gerson Gym/08

Room #**World Language Teachers**

Chinese
 French

 Spanish

Xiaohui Cao 104M
 Noreen Boyce 102M
 Kaihla Olivar 102M
 Cathy Aliaga 104M
 Cassandra Miller 103M
 Ileana Martinez 105M
 Joanna Modica 103M
 Tim Lesinski 103M

Guidance Staff

Grade 6 Counselor
 Grade 7 Counselor
 Grade 8 Counselor
 Grade 6/7/8 Counselor
 METCO Counselor
 Psychologist

Jennifer Ames 214
 Ariel Bernstein 214
 Katy Oliver 214
 Amanda Brooks 209
 Alyssa Arzola 209
 Jannon McKenna 250

Special Education Teachers

Inclusion Facilitator

Nina Bennes 107
 Kristen Grant 106

Integrated Program Grade 6
 Grade 7
 Grade 8

Jane MacNeil 147
 Julia Corrou 119A
 MaryFrances Horan 229A

Learning Center Grade 6
 Grade 7
 Grade 8

Sherri Cohen 223
 Beth Opiyo 126A
 Saoirse Burleigh 225

Learning Disabilities Grade 6
 Grade 7
 Grade 8

Tierney Leary 216
 Kathleen Crowley 215
 Matthew Westenberg 215

Speech/Language Pathologists

Courtney Beckerman 235A
 Carie Lyn Carnahan 234A

Specialty Teachers

ELL
 ELL

Leah Travers 11
 Anne Myers 12

Instructional Technology

Rosa Sterk 236

Librarian
 Literacy Coach & Specialist
 Math Coach

Paul Walsh 222
 Kerry Winer 224
 Sheri Flecca 224

Oak Hill Middle School 'Dates to Remember'

Parent/Student Visiting Afternoon

Monday, August 29, 2016 – 1:00-3:00 P.M.
(Student guides available in lobby)

First Day of School

Tuesday, September 6, 2016

"Back to School" Picnic & 'Meet the Principal'

6:00-7:30 PM – On the Field
Thursday, September 8, 2016

Parent Coffees

8:00-8:45 A.M. Library

Grade 6: Friday, September 16, 2016

Grade 7: Wednesday, September 14, 2016

Grade 8: Monday, September 12, 2016

Gr. 6-8 Principal Coffees

8:30-9:15 A.M. Library

Wednesday, November 16, 2016

Wednesday, January 18, 2017

Wednesday, April 12, 2017

Curriculum Night

6:00-6:50 P.M – Grade 8 Parents only in auditorium for 8th Grade Trip Presentation
Thursday, September 22, 2016 – 7:00-9:00 P.M

Picture Day

Monday, September 19, 2016

Parent Visiting Days

Periods 1 & 2

Grade 6: Wednesday, October 19, 2016; 8:00-9:45 A.M.

Grade 7: Tuesday, October 25, 2016; 8:00-9:27 A.M.

Grade 8: Friday, October 21, 2016; 8:33-10:05 A.M.

Oak Hill Middle School 'Dates to Remember' Continued

Trimester Dates: **Dates may be adjusted due to snow dates**

<u>Trimester 1</u>	<u>Trimester 2</u>	<u>Trimester 3</u>
9/6-12/9	12/10-3/17	3/18-6/26

Quarters for 8th Grade Tech/Art; Semesters for all other Fine and Applied Arts Courses:

<u>Quarter 1</u>	<u>Quarter 2/Semester 1</u>	<u>Quarter 3</u>	<u>Quarter 4/Semester 2</u>
9/6-11/10	11/11-1/27	1/28-4/7	4/8-6/26

Mid-Term 'Progress Report' Dates:

<u>Trimester 1</u>	<u>Trimester 2</u>	<u>Trimester 3</u>
10/17-10/21	1/30-2/3	5/8-5/12

Middle School Parent-Teacher Conferences-Additional Dates will be offered

These are the District Assigned Tuesday afternoons

December 13, 2016

December 20, 2016

January 3, 2017

January 10, 2017

February 7, 2016 (Snow Date)

Early Release Days: Dismissal @ 11:30 A.M. (Lunch in School)

Thursday, September 29, 2016

Thursday, November 3, 2016

Thursday, December 8, 2016

Wednesday, February 1, 2017

Thursday, March 9, 2017

Early Release Day before Thanksgiving: Dismissal @ 11:30 A.M. (NO Lunch Provided)

Wednesday, November 23, 2016

Last day of school – Determined by School Committee after April vacation*

*Note: Gr. 8 'Celebration of Success' Ceremony: 9:00 A.M., last day of school

Oak Hill Homework Free Weekends

October 7-10, 2016

November 23-27, 2016

February 17-26, 2017

April 13-23, 2017

May 26-29, 2017

Newton Unplugged (No Homework Night)

In March 2017, Specific Date To Be Determined

Oak Hill Performing Arts/Music Department Dates SY 2016-2017

September 2016

Fall Play Auditions/Callbacks - Monday, Wednesday-Friday September 7, 8, 9,

October 2016

Musical Auditions /Callbacks afterschool – Monday, Wednesday-Friday
October 17th, 19th, 20th, and 21st.

November 2016

Fall Play Performances - Thursday and Friday, November 17 and 18

December 2016

Grades 6,7,8 Bands and Bistro Band

Winter Concert Thursday December 8th 7:00pm @ Oak Hill

(snow date for Thursday December 15th @ Oak Hill)

Grades 6,7,8 Choirs Winter Concert Monday December 12th 7:00pm @ Oak Hill

(snow date for Monday December 19th @ Oak Hill)

January 2017

String Orchestra Only-Wednesday January 11th 7:00pm @ Oak Hill MS

String-O-Rama! (Bowen, Mem.-Spaulding, Zervas, OHMS,)

(snow date Wednesday January 18th same time, same place)

Saturday January 28th MMEA Jr. District Auditions @ Needham HS

this is for some Choir, Band, Orchestra students in Grades 7-8 only

(snow date 1/29)

March 2017

Friday March 3rd and Saturday March 4th MMEA Jr. District festival at Lincoln-Sudbury

HS- this is for some Choir, Band, Orchestra students in Grades 7-8 only

(snow date 3/5)

Tuesday 3/7 Bowen, Zervas and Mem.-Spaulding to OH Musical

(Snow date Wednesday 3/9)

Thursday 3/9 Oak Hill Musical- snow date Friday 3/17

Friday 3/10 Oak Hill Musical- snow date Saturday 3/18

Friday March 31st 12pm-6pm MICCA Festival @ Lexington H.S.- String Orchestra -

Friday March 31st 12pm-6pm MICCA Festival @ Coakley Middle School Norwood MA.

Grades 6,7,8 Choirs-

April 2017

METG Drama Festival Saturday April 29th- all day! (tentative date)

May 2017

Spring Concerts

Grades 6,7,8 Choirs Tuesday May 9th 7:00pm @ Oak Hill

Grades 6,7,8 Bands and Bistro Bands Thursday May 11th 7:00pm @ Oak Hill

String Orchestra Only- Wednesday May 31st 7:00pm @ Oak Hill MS

String-a-Mania! (Bowen, Mem.-Spaulding, Zervas, OHMS,)

June 2017

Wednesday June 14th 7:00pm @ Oak Hill grades 6,7,8 Choir and Cabaret performances

Oak Hill Parent-Teacher Organization (PTO)

The Oak Hill PTO is the parent-teacher organization of the Oak Hill Middle School. All Oak Hill parents and teachers are members of the PTO.

Activities

Major initiatives of the Oak Hill PTO include:

- Communication with parents via email and website
- Student/family online directory
- Appreciation events for teachers and staff
- Creative Arts and Sciences program
- Providing supplies for classrooms
- Improvements to school building and grounds
- Parent community events
- Library support
- Representing the school in the Newton community
- Year-end activities

We Need Your Help

The Oak Hill PTO is a volunteer organization. Without the financial support and time contributed by Oak Hill families, none of these activities would be possible.

Annual Contributions: Instead of selling magazines or cookie dough, the **PTO relies almost entirely on annual contributions made by families** early in the school year. To continue to succeed, we need broad participation by most families and generous contributions above the suggested minimum from all who can make them. Please contribute to the fund drive, either online at the PTO website or by check made out to “Oak Hill PTO” and send to the main office. Contributions are tax-deductible.

Volunteering: There are many ways in which parents can provide valuable support to Oak Hill on a short-term or ongoing basis. Please let us know how you can help with: teacher-appreciation events, parent community events, library support, NewtonServes Day renovations, year-end activities, communications, or whatever time or expertise you can provide, etc. The PTO website lists many opportunities and asks for your response.

PTO Website

Visit www.oakhillpto.org for:

- School and community announcements
- PTO Calendar
- Updating your email address to receive PTO announcements
- Link to online directory
- Ways to volunteer
- Online donations and a printed form for contributions by check
- Resources: School handbook, staff directory, useful links, etc.

PTO Board

Co-Presidents:

Matthew Miller
Shawna Conaghan Murphy
Megan Meirav
Kirsten von Hassel

Co-Treasurer:

Julie Cen-Canton
Mark Holt

Contact the PTO

Email the PTO co-presidents at info@oakhillpto.org.

To submit Community Notes, email newsletter@oakhillpto.org in plain text (no attachments).

*** Administrative Team ***

At Oak Hill, the administrative team consists of the principal, two assistant principals and the 'assistant principal for student services'. The roles and responsibilities are shared with each assistant principal overseeing particular aspects of the school's functioning under the leadership and direction of the principal.

Shared responsibilities include:

- Participate in Team meetings, work collaboratively with staff and parents to support students, and address discipline issues. Assist in leading professional development with faculty and staff.
- Supervise and evaluate new and veteran staff; supervision and evaluation of faculty is divided among all administrators.
- Coordinate with other administrators assure that all students' needs are met.
- Assist in supervising dismissal and bus departures.

Ms. Amy Geer, Assistant Principal for Student Services

- Oversee and manage the student services department including Guidance, Special Education programs, teachers and teaching assistants.
- Hire student services staff; assist with other hiring, as needed.
- Supervise and evaluate new and veteran staff
- Provide support, consultation and training to department members and all faculty at Oak Hill in conjunction with principal and assistant principals.
- Consult with parents, teachers and specialists regarding students' services and student progress.
- Participate in and/or facilitate initial and re-evaluation IEP meetings.
- Review and sign all Individual Education Plans (IEPs) and 504 Plans.
- Assist with transitions *from* elementary school and *to* high school.
- Maintain all records and assure compliance with all state regulations.
- Develop and administer a budget for guidance and special education services at Oak Hill.

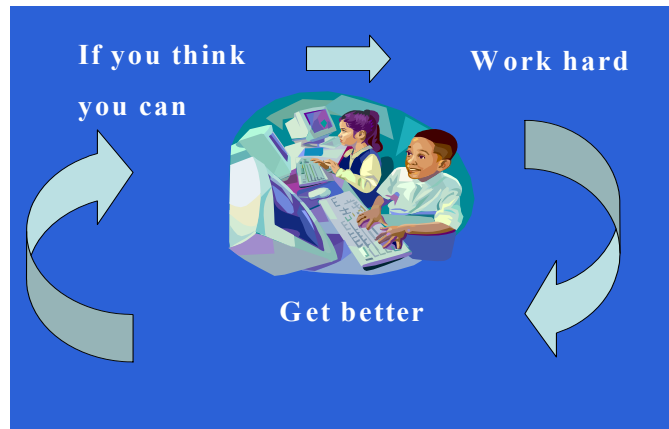
Dr. Jamin Bercaw, Assistant Principal

- Assist in providing instructional leadership and administrative support to teachers, students, and parents for all teams, in particular Team 6-2 and 6-3 and 8th grade
- Support 6th grade ELA/Social Studies, 8th grade ELA, and 7th and 8th grade Science and Social Sciences Grade Level Departments
- Supervise and evaluate new and veteran staff
- Supervise cafeteria before school on Days 2, 4, and 6; during 8th grade lunch (all days) and 6th grade lunch (Days 1, 3, and 5); and dismissal and bus departures each day
- Oversee the master schedule for the school, including coordinating Parent-Teacher Conferences
- Assist with MCAS and ACCESS scheduling
- Coordinate Picture Day, student locker assignments, and 8th grade end-of-year activities with teachers
- Collect grades and support teachers for inputting grades
- Provide ongoing training and support to staff and families with Skyward, Schoology, and Virtual Paragon
- Hire ISS and facilitate substitute coverage for faculty and staff (along with the Executive Assistant)
- Assist with hiring staff and in leading professional development with teachers

Ms. Fiona Healy, Assistant Principal

- Assist in providing instructional leadership and administrative support to teachers, students, and parents for all teams, in particular Teams 6-1 and 6-4 and 7th grade
- Support 6th grade Mathematics /Science, 7th and 8th grade Mathematics, Music, and Physical Education/Health and Wellness Grade Level Departments
- Supervise and evaluate new and veteran staff
- Supervise cafeteria before school on Days 1, 3, and 5; during 7th grade lunch (all days) and 6th grade lunch (Days 2, 4, and 6); and dismissal and bus departures each day
- Oversee MCAS and ACCESS administration (order materials, train staff, create schedules for testing, etc.)
- Assist with master scheduling
- Coordinate Step-Up Day for current and incoming 6th grade students
- Oversees the math placement process in the spring with Math Coach
- Chairs *Emergency Response/Crisis Team*, including evacuations, drills, and updates to the crisis handbook
- Hire ISS and facilitate substitute coverage for faculty and staff (along with the Executive Assistant)
- Assist with hiring staff and in leading professional development with teachers

A Student and Parent Handbook for the Oak Hill Middle School



Oak Hill Middle School, a community of learners, holds firm to the belief that learning is incremental and therefore, all groups of children can learn. Smart is something that you get, not something that you are! 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 to promote effective effort in our community that allows each child to find her/his learning zone – a place where one can be successful and feel good about oneself. With this in mind, children will be able to take realistic and challenging risks that will lead them to further academic and social development. The diagram above expresses these beliefs.

At the Oak Hill Middle School, we:

- Respect ourselves, our peers, adults, and the property we share.
- Avoid blame.
- Do not use putdowns.
- Speak for ourselves.
- Allow one person to speak at a time.
- Are responsible by being active listeners.
- Believe what we are doing at Oak Hill is important, and approach it everyday with the commitment to – F.O.H.G.Y.C.B. (*Find Out How Good You Can Be*)

* General 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. Students may go to their lockers at 7:45 AM. It is best to plan to arrive by 7:45 so as not to be late to the beginning of the day at 8:00 AM. In order to provide adequate teacher supervision, students may not enter the hallways before 7:45 a.m. unless they have a pass from a teacher or an administrator's permission. Early arrivals should wait in the cafeteria until the hallways are open at 7:45. Early morning basketball is open to all interested students at 7:30, entering through the cafeteria. This option is open to students who will play basketball; it is not intended as a place to stand and socialize.

School and Class Tardiness

In order to report an absence, please be sure to call our attendance number at 617-559-9220 and include in your message your child's name, Panther Home, team and date of absence. Please, do not use Oak Hill's main number for this purpose. You may call that number 24 hours a day. Oak Hill's voice mail is also operating twenty-four hours a day.

When students return from an absence, they must bring a note from home, signed by a parent or guardian, giving the reason for the absence.

Please call to report absences to the main office when:

- It is due to a religious holiday,
- An absence will extend beyond a school holiday,
- The absence will be long-term,
- Your child will be out sick.

Tardy to School: The school day begins at 8:00 a.m. Students arriving after 8:00 a.m. should report directly to the main office for a *Late Pass*. They will be marked tardy and given appropriate consequences. A written note from a parent or guardian ***must accompany a request for an excused tardiness***. Repeated tardiness will result in detention, and parents will be notified.

Early Dismissal: Students with early dismissal requests (dental or medical appointments, as examples) must bring a note to the main office before the first class, signed by a parent or guardian that includes the dismissal time. The student will then receive a *Dismissal Pass*. At the designated dismissal time, the student should show his/her teacher the Pass and then report to the Main Office. A parent or guardian must come into the office sign the ***dismissal log*** in order to pick up the student. No student will be released without a parent/guardian's accompaniment.

Personal Messages/Dropping off Items for Students: In an effort to eliminate inconvenient classroom interruptions, Oak Hill uses a "message table system" to inform students of personal messages or items received from parents during the school day. When a parent calls with a message or drops off an item, a note with the child's name must be left on the "message table" outside the office. It is the students' responsibility to check this message table on their way to lunch or between classes, especially if they anticipate receiving a message or item. If a student has not retrieved his/her note or items from the "message table", only then will the office call during extension into the classroom to inform the student of the message or item.

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

School Structure

We employ a schedule which consists of a six (6) day cycle - each day follows another in numerical sequence whether there is a holiday, release day or scheduled no school day - with seven (7) periods a day and a lunch time. On Monday, Wednesday and Thursday periods will be 49 minutes long. On Tuesdays they will be 42 minutes long, on Friday 44 minutes long. Students usually will spend a majority of their day, 5 of the 7 periods, with their *team* and *team* teachers in their *team* area. The other two periods students will be with specialist or multi team teachers (Art, Drama, ELL, Health, Technology Engineering, Music, PEHW, Special Education, World Language) with children from the entire grade.

Teams

6th Grade:

- Three “two-teacher” teams – see **Team Rooms by Grade**
- One “four-teacher” team – see **Team Rooms by Grade**

7th Grade:

- One “four-teacher” team – see **Team Rooms by Grade**
- One “six-teacher” team – see **Team Rooms by Grade**

8th Grade:

- One “four-teacher” team – see **Team Rooms by Grade**
- One “seven-teacher” team – see **Team Rooms by Grade**

Gr. 6-8 Multi-Team Teachers: - see **Rooms by Discipline**

Newton’s Middle School Program of Studies

6th Grade:

Team Subjects	English, Math, Science and History/Social Sciences meet daily
Physical Education	Two periods per six-day cycle, all year
World Languages	Four periods per six-day cycle, all year. With limited exceptions, all students take a World Language all three years.
Multi-Team Rotation	Art, Drama, Music, and Technology/Engineering classes meet two periods per six-day cycle, per quarter. Health meets two periods per cycle for half the year, and two periods per cycle of PE elective half the year.
Extension	Options: Band, Bistro Band, Chorus, and Orchestra, each meet twice per cycle all year. On-Team, Extended Learning, Special Education, and ELL classes meet two to six classes per cycle dependent upon individual student needs.
Community Block	One 30-minute block every Friday, 8:00-8:30

7th Grade

Team Subjects	English, Math, Science and History/Social Sciences meet daily
Physical Education	Two periods per six-day cycle, all year
World Languages	Daily, all year. With limited exceptions, all students take a World Language all three years.
Multi-Team Rotation	Art, Health, Music, and Technology/Engineering classes meet two periods per six-day cycle, for half the year.

Extension	Options: Band, Bistro Band, Chorus, Orchestra, each meet twice per cycle, all year. On-Team, Extended Learning, Special Education, and ELL classes meet two to six classes per cycle dependent upon individual student needs.
Community Block	One 30-minute block every Friday, 8:00-8:30.

8th Grade

Team Subjects	English, Math, Science and History/Social Sciences each day
Physical Education	Two periods per six-day cycle, all year.
World Languages	Daily, all year. With limited exceptions, all students take a World Language all three years.
Multi-Team Rotation	Health, Music, and PE Wellness meet twice per cycle for half the year. Students have Art and Technology/Engineering, for a fourth of the year. There is also the elective of Creative Expression available.
Extension	Options: Band, Bistro Band, Chorus, Orchestra each meet twice per cycle, all year. On-Team, Extended Learning, Special Education, and ELL classes meet two to six classes per cycle dependent upon individual student needs.
Community Block	One 30-minute block every Friday, 8:00-8:30.

Student Behavior

Students are responsible for knowing the rules and expectations outlined below, understanding their importance, and living them out during each day of the school year. Teachers and staff will support the growth and development of all Oak Hill students and, when necessary, provide appropriate reminders and consequences. In the case of any potential consequence, parents will always be notified.

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, the school will assist the student in making up the work. Bus riding privileges may be suspended for violation of school rules on the bus.

Our Expectations for Appropriate Student Behavior

- Maintaining a learning atmosphere in school 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 compassion.
 - **Respect adults** -When an adult speaks with you, please: Stop, Look, and Listen to the adult.
 - **Respect property** - take care of your things, value the belongings of others, and take care of those things and spaces which we share.
 - A student **must identify him/herself** upon the request of any school personnel.
- 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. 10 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. *Students may not leave class during the first ten minutes or the last ten minutes* of each period. 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, parent notification and detention.
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.
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. Oak Hill Middle School **can not** assume responsibility if personal items (such as collector's cards, radios, ipods, cell phones or large sums of money) are lost, damaged, or loaned to other students. **All students are advised to leave these valuables at home.** If valuables are brought into the school, students **should use a lock to secure them in their locker** at all times. Students are responsible for taking care of textbooks and library books. Students are required to pay for any lost or damaged books. Taking pride in our school extends to a personal responsibility for 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 (pocketknife), 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. *Playing with matches, a lighter, 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. **Whenever the fire alarm is sounded, all students must silently evacuate the building in a safe and orderly manner.**
9. *While in school or on school grounds, students may not:*
 - *Copy* or turn in another's work as their own.
 - *Sell any items* in school without the prior approval of the Principal.
 - *Gamble in any manner*, whether or not money is involved.
 - *Persistently ask other students for money.*
 - *Wear hats, hoods, do-rags or visors.*
 - *Use cell phones* unless directed to do so by an adult in an emergency.
 - *Use cell phones or electronic games or devices.* All electronic devices must be turned off when school starts. Such items will be confiscated if used during the school day, to be returned at the end of the day to student or parent. Repeated infractions may result in the student losing the privilege of bringing the device to school or a parent being called to come in to pick up the device.

- **Take ANY food outside** of the cafeteria. All food must be eaten in the cafeteria. Students may have/carry a bottle of water while in classes.
 - **Chew gum at any time.**
 - **Throw snowballs.**
 - **Use skateboards or roller blades** on school grounds. These items must be stored in a locker or in the office during the school day.
 - **Bring and/or use water guns.**
 - **Engage in any illegal activity.**
10. 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 information. They must access only those files that they have created or ones that have been created for their use. Rules and guidelines regarding the operation of school computers will be detailed in the library media center and the computer lab. 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. Additional **suggestions for safe internet** use are available at the Oak Hill website by clicking on the "Parent" tab of the home page.
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 not use an outside voice (yelling), run, or make unsafe choices in the hallways.
 - Must be in an **adult supervised activity** in order to remain in the building after school.
 - Should **maintain and take care** of their own locker:
12. When it comes to **DAILY DRESS**, students should wear **suitable attire** for school. For PE classes, sneakers are the safest footwear. Parents are encouraged to guide their child in defining suitable clothing. Some examples of clothing which should not be worn to school because such items are distracting to other students, or pose a danger to another's health are:
- 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, cigarettes, or other drugs are not suitable.
 - Hats, hoods, do-rags or visors worn in the building.
 - Visible undergarments of students.
 - Low cut tops, see-through shirts, or tops that display open mid-sections or backs.
13. Oak Hill **supports an environment of inclusion for all students**. As a school, we are concerned about the unintentional messages that are conveyed when groups of students wear the same celebratory clothing from weekend events during the week following the event. In order to reinforce practices that promote inclusion and community, we respectfully ask that:
- *Your children refrain from wearing clothing to school that identifies a weekend celebration marked with a student name.*

- *We encourage you to have a conversation with your child about this trend and how it may make others feel if they were not included in the event. Explore the idea of being inclusive and how one can resist the urge to wear the clothing right after the celebration as it make students who aren't included feel left out.*

14. In the event that your child is not ***dressed appropriately***, please know that we will contact you to ask that more suitable clothing be brought to school or we will try to find some athletic clothing for your child to borrow. We appreciate your support in reminding your child of suitable attire expectations.

15. We expect our students who are attending the Oak Hill Middle School to ***behave in a respectful and appropriate manner***, as described above. Sometimes, for a variety of reasons, students do not meet these expectations. If/When this happens, or if "minor infractions" occur, such as testing the limits of the behavior expectations outlined above, such infractions are handled with these ascending consequences:

1. ***Verbal Reminder:*** Teachers should talk to the student privately and warn him/her that inappropriate behavior will lead to a detention.
2. ***Teacher Detention:*** Detention with teacher that day or the next day if parents cannot be notified or if there is a valid scheduling conflict. A note or a call home from the teacher should follow all detentions.
3. ***Ensuing infractions:*** Call home by administrator. Consequences may include, but are not limited to, before or after school detention.

Infractions of a more serious nature will be handled in accordance with the *Newton Public Schools Students' Rights and Responsibilities Handbook*.

Bullying Prevention and Intervention Policy

(School Committee Policy Report, 12/13/10)

The Newton Public Schools is committed to adhering to a policy of non-discrimination based on race, gender, color, religion, sexual orientation, ethnicity/national origin, age, or handicap/disability, in accordance with state and/or federal laws. These policies, as described in the "Right to an Equal Education" section of the Rights and Responsibilities Handbook (page 1), specifically prohibit harassment based upon each of these protected classifications. In addition, Newton Public Schools recognize that bullying, or intimidation on any basis, whether or not it is related to membership in a protected class, has a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying and intimidation for any reason are prohibited in the Newton Public Schools. Their prevention begins with a strong educational program and the establishment of a positive, caring school environment.

Creating a school culture free of harassment and bullying demands that all individuals recognize such behaviors and take action to stop them. Every student in the Newton Public Schools has the potential and the responsibility to affect the school culture positively and is strongly urged to act in accordance with the following guidelines:

- Treat others with courtesy, consideration and respect.
- Tell individuals behaving in a disrespectful manner towards you that you want them to stop.
- Tell individuals behaving in a disrespectful manner towards someone else that you want them to stop.
- Report behavior to a trusted adult.

We understand that members of certain student groups, such as students with disabilities, students who are gay, lesbian, bisexual, or transgender, and homeless students may be more vulnerable to becoming

targets of bullying, harassment, or teasing. The school or district seeks to create a safe supportive environment for vulnerable populations in the school community and provide all students with skills, knowledge, and strategies to prevent or respond to bullying harassment, or teasing.

Whenever the evaluation of the Individualized Education Program team indicated that the child has a disability that affects social skills development or that the child is vulnerable to bullying, harassment or teasing because of the child's disability, the Individualized Education Program shall address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing. (The intent of this policy is to meet the obligations of M.G.L. c.71 sec. 370.)

Definitions

Bullying (including cyber bullying) is the repeated use by one or more students of a written, verbal, or electronic communication, or a physical act or gesture or any combination thereof, directed at a target. Bullying results in the outcomes that:

- Cause physical or emotional harm to the target or damage to his or her property;
- Place the target in reasonable fear of harm to him or herself or of damage to his or her property;
- Create a hostile environment at school for the target;
- Infringe on the rights of the target at school; or
- Materially and substantially disrupt the education process or the orderly operation of a school.

Cyber bullying is bullying through the use of technology or any electronic means, and includes the distribution of electronic communications or the posting of electronic material that may be accessed by one or more persons.

Retaliation is any form of intimidation, reprisal, or harassment against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying can include any form of repeated behavior, either in person or via electronic means, that involves an imbalance of power or strength and a pattern of behavior which interferes with another person's sense of safety, dignity, comfort or productivity in the school environment. Possible **bullying behaviors** may include, but are not limited to, the following:

- Physical intimidation or assault.
- Name calling (verbal/written), teasing, mimicking, slurs, or other derogatory remarks
- Displaying materially and substantially disruptive graffiti, symbols, posters, pictures, cartoons/caricatures, notes, book covers, or designs on clothing.
- Phone calls, and/or electronic communications.
- Touching of a person or person's clothing.
- Words, pranks or actions which provoke feelings or embarrassment, hurt, or intimidation.
- Stalking.
- Threats or threatening gestures, actions, or facial expressions.
- False accusations or rumors.
- Social isolation.

The above behaviors are not necessarily bullying in isolation, but they constitute bullying when they occur in a repeated context and they:

- have the purpose or effect of creating an intimidating, hostile, or offensive school or work environment;
- have the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance; or

- adversely affect an individual's educational opportunities.

Scope of School Authority

The Newton Public Schools System prohibits bullying (including cyber bullying):

- at school and at all school facilities;
- at school-sponsored or school-related functions, whether on or off school grounds;
- on school buses and school bus stops;
- through the use of technology or an electronic device owned, licensed or used by a school; and
- at non-school-related locations and through non-school technology or electronic devices, if the bullying affects the school environment.

For more detailed bullying prevention and intervention procedures relating to the implementation of this policy, refer to the Bullying Prevention and Intervention Procedures posted on the Newton Public Schools website.

(Note: The above policy statement will be incorporated into the Rights and Responsibilities Handbook.)

Reporting Harassment/Bullying

One of the more difficult things for a middle school student to do is to report harassing/bullying 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/bullying, approaching an adult faculty member (teachers, guidance counselors or any member of the adult staff) or one's parents with concerns, 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 and a determination will be made regarding disciplinary action by the school's administration in accordance with Newton Public Schools policies and procedures.

***** There is a REPORT BULLYING NOW link on the Oak Hill Homepage.***

Safe Busing Checklist

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

WAITING FOR THE BUS

- ***Stay out of the street*** while you wait for the bus.
- ***Respect property!*** Avoid running across people's yards, climbing their trees, or going into their garages. Wait at the bus stop.
- People in the area may still be sleeping when you leave for school. ***Please keep down the noise*** in consideration of your neighbors.
- ***Wait for the bus to come to a complete stop*** before boarding.
- ***Never cross in back of the bus*** because children cannot be seen.
- ***Never cross in front of the bus*** when the door is closed unless the driver instructs you to do so.
- 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

- *Avoid pushing and shoving*, as you board the bus
- Go directly to a seat and sit down. **Please refrain from "saving a seat"** or not allowing another person to sit next to you.

THE RIDE

- *Remain seated* at all times.
- *Be respectful of others!* Avoid any physical or verbal mistreatment of others including the bus driver.
- *Be respectful of the bus itself!* It is property that is shared.
- **Keep all body parts inside the bus!**
- *Pets* of any kind **are not allowed** on the bus.
- *Objects may not be thrown inside the bus, or out the windows of the bus.*
- *Do not tamper with the emergency door!* This door is for emergencies only.

GETTING OFF

- *Remain seated when the bus is moving!* 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.
- *Keep away from the side of the bus.* If you must cross the street, cross in front of the bus. Wait for a signal from the driver before you leave the curb. Look both ways before crossing!

*Remember to carry your **bus pass** with you each day. Riding the bus is a privilege that can be taken away if you are not be mindful of your safety, and the safety of those who are riding the bus with you.*
Transportation Office: 617-559-9051

Breakfast and Lunch/Cafeteria Expectations

Breakfast is served in the Cafeteria each morning from 7:30 a.m to 7:48 a.m. There are three lunch shifts each day during the Extension period. Selections of hot and cold lunches are served in the Cafeteria or students may bring their own lunch. The cost of lunch is \$3.60. Snacks are also available for an additional fee. Food service information and menus can be found at <https://newton.sodexomyway.com/>. All students have lunch accounts – they may pay with cash or by charging their account. Parents may deposit funds in their child’s lunch account online at <http://www.myschoolbucks.com/>.

On-Line Application for free and reduced rates for lunch and breakfast is found on the Oak Hill Homepage under “Food Service Information and Menus.” Please fill out the on-line Form (www.schoollunchapp.com).

For LUNCH:

- 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.
- After purchasing food or beverages, students should **remain seated for the duration** of the lunch period.
- **Food may not be taken out of the cafeteria** during or after the assigned lunch period.
- Five minutes before the dismissal from lunch:
 1. Food and snack lines are closed;
 2. All students are expected to clean up tabletops and under tables;
 3. Students are to wait for their table to be dismissed by an adult.

- *Students who are disruptive* in the cafeteria, or who consistently leave their eating area in disarray, may be assigned seats or required to eat their lunch out of the cafeteria and away from their peers.
- Students *should not ask other students for money or food*.

Lockers and Locks

Students are assigned lockers and a combination lock at the beginning of the school year. Students should not share their locker combinations. Students are not to change lockers or remove any article from another student's locker. Students may use only the one locker assigned to them. Each student is responsible for maintaining a neat and clean locker for the entire school year. Lockers should not be defaced in any manner.

Backpacks, bags, and other personal belongings are to be left in lockers during the course of the school day. Students will have the opportunity to access their bags and other books during locker breaks throughout the day.

All cell phones and electronic devices should be stored in a locked locker throughout the day. We strongly discourage students from bringing excess money or valuable items to school.

Lockers and locks are the property of the school, and students should have no expectation of privacy in their lockers. The school reserves the right to search lockers. If students lose their assigned lock, they are responsible for a \$5 replacement fee.

*** Important Information ***

After School & Extra Curricular Activities/ 'EEE'

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

- *Clubs and Intramural Sports* - 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 basketball, chess, flag football, floor hockey, homework center, ski & snowboard, spirit club and ultimate Frisbee. The fee for all school sponsored extra-curricular activities is set at \$60 per student per year not including drama/musical experiences, and \$100 per student per year if the student participates in drama/musical experiences.
- *Interscholastic Sports*- These athletic programs are open to 7th and 8th graders, except cross country and track, which are also open to 6th graders. School teams include girls' and boys' basketball, cross-country, lacrosse, soccer, track and field, boys' football and girls' softball. The season is approximately eight weeks long and consists of up to 12 contests. The user fee is \$160 per sport, with a middle school family cap of \$480.

English Language Learners (ELL)

The goal of the ELL 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. To get more information about the ELL Program at Oak Hill, please contact our ELL Teachers, Leah Travers and Anne Myers at 617-559-9200, or Jody Klein, (*Director of Language Acquisition*) at 617-559-6045.

Parents and students have the right to access information in a language they understand. This includes counseling, program of studies/course catalog, conferences and the translation of student report cards. The ELL program office can help make the arrangements for an interpreter and/or translator at 617-559-6043.

Home or Hospital Instruction/Tutoring

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 more than 14 school days may request home or hospital instruction. To obtain home or hospital instruction, parents must contact their child's counselor and provide the requested written documentation from the student's physician. In addition, the Newton Public Schools policy about tutoring states that a teacher:

- May not tutor a child in their own school for compensation.
- May not tutor a child who may potentially go to their school for compensation.
- Cannot tutor any child who is attending the Newton Public Schools in their classroom for compensation.

Homework Recommendations

1. Students in the sixth grade at Oak Hill Middle School are expected to do an average of one to one and half hours of homework on weeknights. Students in the seventh grade at Oak Hill Middle School are expected to do an average of two hours of homework on weeknights. Students in the eighth grade at Oak Hill Middle School are expected to do two to two and one half-hours of homework on weeknights and weekends. Weekends are to be used for review, long term projects and keeping pace with all assignments.
2. All students are expected to use an assignment notebook to record their assignments.
3. Assignment notebooks and monthly calendars should be used to break down long-term assignments into steps. When students are given a schedule outlining due dates, parents should monitor the completion of each section of the assignment.
4. Students are required to read for one half hour each night.
5. Students should look at each night's assignments and focus first on the ones they have to do in one night. They should determine the necessary time needed for each subject. If students find that the work repeatedly takes more than a total of two hours to complete each night, then parents should send a note to the teacher(s) stating that their child worked two hours and did not have time to complete the work. Guidance will work with students, parents and teachers to develop a plan to address homework issues.
6. Staff will help facilitate student study skills. If time concerns are raised, teachers will ask students to record how long it takes to do each assignment. Discussions will be held with classes on how to manage and complete work in a timely fashion.

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, **Alyssa Arzola, at 617-559-9200 or Maricel Sheets in the Newton METCO Office at 617-559-6132.**

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. Gil Lawrence, Director of Human Resources (617-559-6005) and Karen Shmukler, Assistant Superintendent for Student 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 Gil Lawrence. Those having to do with discrimination because of a disability (Section 504) may be referred to the Assistant Superintendent for Special Education and Student Services.

Out-of-District Policy and Procedures

Out-of-District placements for students who wish to attend a school in Newton other than his/her district school are limited. Such placements are made on a space available basis only. Please call the Assistant Superintendent's Office at 617-559-6115 for information. Students who receive acceptance for Out-of-District placement must remain in the school selected or file for out-of-district placement at the appropriate time. Application window is from January 5 through April 1 of the year preceding the desired registration.

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. Special Education regulations require 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 Student Services Office at 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.

School Closing

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. In addition to using the Skylert (a direct phone contact to families), every effort will be made to contact parents of "No School" announcements to the following radio stations and television channels before 6:00 A.M.:

- WBUR 90.9 FM, WBZ 1030 AM, WILD 1090AM, WRKO 680AM
- WBZ TV56, WBZ TV 4, WCVB TV5, WHDH TV 7

Special Education, 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 a combination thereof, that requires specially designed instruction or related services, in order for a student to make effective progress.

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/guardians and school staff, determine eligibility for services and, if appropriate, develop an Individualized Education Program (IEP). The IEP identifies goals and objectives for the student, accommodations and modifications that the student requires in order to make effective progress. Evaluation and program or placement decisions require the written consent of the student's parent or guardian. Should you have questions or wish for more information, please contact Amy Geer, Assistant Principal for Student Services @ Oak Hill, 617-559-9210.

For additional information: <http://www3.newton.k12.ma.us/student-services>

Policy on Research

Mary Eich, Deputy Superintendent for Teaching and Learning 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 Deputy Superintendent screens all requests for research in the schools.

Private School Application Process

Protocol for Parents:

- All materials should be forwarded to your child's guidance counselor in the Student Services office, room 214, ***one month prior*** to the private school's application deadline.
- Be sure to complete all paperwork ***in advance***: student name, address, and parental signature where needed for the release of records.
- Please forward an 8 ½ x 11 manila envelope, addressed to the private school where your child is applying, along with ***5 first-class stamps***, for ***each*** application submitted.

Protocol for Counselors:

- As needed, the counselor will speak with parents/guardians to discuss the application process.
- The counselor will distribute the recommendation forms to the teachers.
- The teachers will return the completed recommendation forms to the counselor.
- The counselor will compile all materials and send a complete application packet to each school.

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 Elementary and Secondary Education and are available to parents and students through the school. Regulations call for the securing of records and protection of students' privacy.

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. It is especially important that students are present during MCAS testing periods. We urge parents to make every effort to plan their vacation in such a manner as to avoid this problem. **Teachers are not required to provide advance assignments or study aids for a student absent due to an extended trip.** Students missing school due to such trips are expected to be available after school until all work is caught up promptly. Parents must notify the main office if they plan to take their child out of school for any reason.

Visitors

Visitors to the school must report their presence and the purpose of their visit to the main office staff upon entering the building and get a Visitor's badge. There is a Visitor sign in/out log in the main office.

There should not be student visitors to the school when they are on vacation or visiting families of Oak Hill.

Messages from the Health Department and School Nurse

Physicals - All entering sixth grade students (as well as any student new to Newton) 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. A print out of this exam must be given to the nurse prior to the start of the sport.

Medication Policy - The school nurse is responsible for the administration of all medication. 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 to the school 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;
- Non prescription 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:
<http://www.ci.newton.ma.us/health/school>

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. See the following link for a complete list of requirements:
http://mass.gov/dph/cdc/epii/imm/guidelines_sched/ma_school_immunization_requirements.pdf

Guide for When to Keep Your Child Home from School Due to Illness

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 has not 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 goal in the Newton Public Schools, and here at Oak Hill, is to provide effective communication, especially between home and school. Here are some answers to “*frequently asked questions*” (*FAQ’s*) that are useful for all to know:

“How will I learn about my child's academic progress at school?”

Report Cards: Report cards are issued three times a year at the end of each trimester. Achievement grades are reported using the standard letter grades: Excellent (A, A-), Above Average (B+, B, B-) Average (C+, C, C-), Does not meet the standard (D+, D, D-), and Does Not Meet the Standard (F).

Progress Reports: Progress reports (mid term updates, not report cards) are issued two times a year in the middle of each term. They are sent home with all students for all team subjects in the first and second terms. In the third term, they are sent home only with selected students who have dropped one full grade or are in danger of receiving less than a C- for the term, or have made significant improvement.

“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 expectation for middle school students is developing responsibility for one’s own learning, including seeking 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, get a pass to see the teacher during Extension, 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 e-mailing the teacher. Each address can be found on the school’s website, or for the teacher by contacting the office at 617-559-9200 to leave a message.

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

Guidance counselors are assigned to each team and follow students’ 6th to 8th grade. They are available to help with scheduling issues, individual education plans, social and emotional issues, and learning difficulties. The eighth grade counselor also reviews 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 can contact your child's counselor at 617-559-9210, with any concerns.

“What happens when a student violates a behavioral rule?”

In general, teachers deal with minor discipline issues within the classroom. Physical aggression, inappropriate language, disrespectful behavior, harassment, bullying and hallway or cafeteria discipline issues are referred to the assistant principal with a written incident report. Consequences may include detention or suspension with a parent conference scheduled, if necessary. Parents are always contacted about a suspension. Teachers and guidance counselors are informed about suspensions/detentions. For infractions of some basic rules, students may be assigned to lunch or after school detention with the assistant principal. Students will be notified of time and place to serve detention.

“Whom do I contact about problems regarding the bus?”

Problems involving scheduling, routes, or overcrowding should be addressed with a phone call first to Transportation Director, Regina Moody at the Education Center (617-559-9052). If the problem persists, then call one of the Assistant Principals, Jamin Bercau or Fiona Healy, at Oak Hill. The school reinforces appropriate bus behavior. If inappropriate behavior is reported and confirmed, 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.7 of the Panther Handbook.)

“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 contact an assistant principal or the principal.

“What resources are available to deal with community-wide school issues?”

The Oak Hill School Council: This representative parent and teacher group, which meets regularly during each school year, advises the principal on things such as the school improvement plan, school wide

policies, and budget. The dates of this year's meetings will be published in the PTO Newsletter, and posted on the PTO website.

“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 can be addressed to the citywide curriculum coordinators. Below is a list of the district's curriculum coordinators who can be contacted at the Education Center at 100 Walnut Street, Newton.

- Eileen Keane K-12 617-559-6190 Director, Information Technology
- Jenny Craddock K-8 617-559-9090 Science & Technology/Engineering
- Jen Shore K-8 617-559-9090 Mathematics
- Richard King K-8 617-559-9090 Fine Arts – Music
- Allison Levit K-12 617-559-6043 Director, English Language Learning
- Anne Mikulski 6-8 617-559-9090 English Language Arts
- Alison Mulligan 6-8 617-559-9090 World Language
- Dana Bennett K-8 617-559-9090 P. E., Health and Wellness
- Alan Ripp K-8 617-559-9090 History & Social Sciences
- Chris Swerling K-12 617-559-6190 Library Media

Telephone Calls

If you wish to speak with a teacher on the telephone, please call 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, commend or discuss a problem.

- Unless it is an *emergency*, parents are requested to use discretion and **not call school with messages for their child during the school day.**
- Parents are also asked **not to contact their children by cell phone during school hours as we prohibit the use of cell phones during the school day.** In case of emergency, please contact the school office.

Web Sites

Oak Hill Website:

<http://www.newton.k12.ma.us/oakhill>

PTO Website:

<http://www.oakhillpto.org/>

Newton Public Schools Website:

<http://www3.newton.k12.ma.us/>