



# **2014 - 2015 Academic Year Student-Parent Handbook**

2845 64<sup>th</sup> Avenue  
Oakland, California 94605  
P. (510) 729-7736  
F. (510) 729-7739  
[www.frickmiddleschool.org](http://www.frickmiddleschool.org)

# A WELCOME LETTER FROM THE PRINCIPAL

Frick Family:

I want to welcome everyone to the 2014-2015 school year at Frick Middle School. We want to see every student come to school ready to learn. That means coming to school willing to be engaged and challenged as we make the transition to common core. At the end of each day I expect you to learn something.

Parents, you are a valuable member of the team responsibility for educating your child. Only when parents, teachers, students, staff, and administration work as a team can we make true moves forward. We welcome and want your input on what learning looks like. We know that you have valuable insights to offer and we need to hear them. This year parents will be supporting administration in conducting classroom instructional rounds to offer immediate feedback on the learning that your child is receiving.

If you have any questions, or would like to schedule an appointment to ensure the academic success of your student(s), please feel free to contact our school. I am looking forward to meeting each of you during the coming year.

Best wishes for a successful school year!

Sincerely,

A handwritten signature in black ink that reads "Jeffrey Taylor". The signature is written in a cursive style with a large, stylized initial "J".

Jeffrey Taylor  
Principal

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# STAFF

## Administration

Taylor, Jeffrey – Principal  
Tapia, Gabriela – Assistant Principal

## Office & School Based Health Center & Support Staff

Faison-Burns, Ozella – School Nurse	Lollie, Jaymie – Community School Manger
Hawkins, Yolanda– Mental Health Therapist (EBAC)	Peters, Rudolph – AB825 Outreach Consultant
Hernandez, Jose – Health Advocate/Academic Case Manager	Leon, Mayra – Assistant Attendance Clerk Updite, Rita - Receptionist

## School Site Security Officers

Franklin, Eddie | Simon, Jackie

## Custodial Staff

Barner, Sylvia  
Lovato, Geraldine  
Calvin-Epps, Marcus

## After School Staff

Parks, Ocie – Program Coordinator  
Carpenter, David – Assistant Coordinator

## Teachers & Instructional Aides

Anderson, Christina	Gray, Sharon	Massad, Rachel
Davis, Barbara	Gutierrez, Nora	Morgan, Shirley
Douglas, Debora	Kenney, Robert	Okunmwendia, Nosa
Hourigan, Jane	Le, Tiffany	Slaughter, Dewanna
Hurab, Nora	Mack, Tyjun	Tate, Bernice
	Marconi, Ian	Varela, Elsa

# MINIMUM DAYS

Every Wednesday is a minimum day with a 1:00 PM dismissal time.

In addition to every Wednesday we also have minimum days on the following days:

- Thursday, October 9, 2014 – End of the Marking Period
- Thursday, October 16, 2014 – Parent/Teacher Conference Day
- Friday, November 21, 2014 – End of the Marking Period & Preceding Thanksgiving Break
- Thursday, December 4, 2014 – Parent/Teacher Conference Day
- Friday, December 19, 2014 – Preceding Winter Break
- Friday, January 23, 2015 – End of the Marking Period/Semester 1
- Thursday, January 29, 2015 – Parent/Teacher Conference Day
- Friday, March 6, 2015 – End of the Marking Period
- Thursday, March 12, 2015 – Parent/Teacher Conference Day
- Friday, April 3, 2015 – Preceding Spring Recess
- Friday, April 24, 2015 – End of the Marking Period
- Tuesday, April 28, 2015 – State Testing
- Thursday, April 30, 2015 – State Testing & Parent/Teacher Conference Day
- Tuesday, May 5, 2015 – State Testing
- Thursday, May 7, 2015 – State Testing
- Friday, May 9, 2015 – State Testing
- Thursday, May 21, 2015 – Preceding Memorial Day Weekend
- Monday, June 8, 2015 – Thursday, June 11, 2015 (Entire last week of school year)

# EMERGENCY DRILLS

Emergency drills will be held on the following dates and times this school year:

## **Fire and Earthquake Drill Schedule**

- September 9/25/2014 @ 9:40 AM
- November 11/6/2014 @ 1:15 PM
- January 1/22/2015 @ 9:40 AM
- April 4/16/2015 @ 1:15 PM

## **Lockdown Drill Schedule**

- Fall 10/1/2014 @ 9:40 AM
  - Spring 3/12/2015 @ 1:15 PM
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# BELL SCHEDULE

## Frick Middle School Bell Schedule 2014-2015

Monday, Tuesday, Thursday & Friday

Wednesday & Minimum Days

<b>Advisory</b>	<b>8:25</b>	<b>8:45</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>First</b>	<b>8:50</b>	<b>9:45</b>	<b>First</b>	<b>8:25</b>	<b>9:00</b>
<b>Second</b>	<b>9:50</b>	<b>10:45</b>	<b>Second</b>	<b>9:05</b>	<b>9:40</b>
<b>Third</b>	<b>10:50</b>	<b>11:45</b>	<b>Third</b>	<b>9:45</b>	<b>10:20</b>
<b>Lunch (6<sup>th</sup>)</b>	<b>11:45</b>	<b>12:15</b>	<b>Lunch (6<sup>th</sup>)</b>	<b>10:25</b>	<b>10:55</b>
<b>Fourth (7<sup>th</sup> &amp; 8<sup>th</sup>)</b>	<b>11:50</b>	<b>12:45</b>	<b>Fourth (7<sup>th</sup> &amp; 8<sup>th</sup>)</b>	<b>10:25</b>	<b>11:00</b>
<b>Fourth (6<sup>th</sup>)</b>	<b>12:20</b>	<b>1:15</b>	<b>Fourth (6<sup>th</sup>)</b>	<b>11:00</b>	<b>11:35</b>
<b>Lunch (7<sup>th</sup> &amp; 8<sup>th</sup>)</b>	<b>12:45</b>	<b>1:15</b>	<b>Lunch (7<sup>th</sup> &amp; 8<sup>th</sup>)</b>	<b>11:05</b>	<b>11:35</b>
<b>Fifth</b>	<b>1:20</b>	<b>2:15</b>	<b>Fifth</b>	<b>11:40</b>	<b>12:15</b>
<b>Sixth</b>	<b>2:20</b>	<b>3:15</b>	<b>Sixth</b>	<b>12:20</b>	<b>1:00</b>
<b>Extended Day Program</b>					
<b>Supper</b>	<b>3:15</b>	<b>3:35</b>	<b>Academic Block</b>	<b>1:00</b>	<b>2:00</b>
<b>Academic Block</b>	<b>3:35</b>	<b>4:35</b>	<b>Supper</b>	<b>2:00</b>	<b>2:30</b>
<b>Enrichment Block</b>	<b>4:35</b>	<b>5:45</b>	<b>Enrichment Block 1</b>	<b>2:30</b>	<b>4:30</b>
<b>Snack</b>	<b>5:45</b>	<b>6:00</b>	<b>Snack</b>	<b>4:30</b>	<b>4:45</b>
<b>Dismissal</b>	<b>6:00</b>		<b>Enrichment Block 2</b>	<b>4:45</b>	<b>6:00</b>
			<b>Dismissal</b>	<b>6:00</b>	

# POLICIES & REGULATIONS

In order to provide a safe and positive school climate, all students are expected to follow these rules:

1. Be respectful and follow the directions of all adults at Frick Middle School. If you feel you have been treated unfairly, see an administrator at an appropriate time (not during class). Demonstrate the aptitude, attitude, and skills needed to lead responsible, fulfilling, and respectful lives.
2. No food, drinks, or gum allowed in the hallways or classrooms.
3. When walking in the hallway and on the stairs, all students should walk on the right side. No running or yelling in the hallways or stairs. No horseplay will be tolerated at all, especially during lunch.
4. No loitering is permitted after school or during a school dance.
5. Use lockers before school, between 8:25-8:30 a.m., before and after assigned lunch period, and after school. You may not use your lockers during passing/break time. Only use the locker assigned to you. Do not share your combination with other students.
6. Resolve conflicts in non-violent ways; fighting will result in suspension. Do not instigate conflicts; this will also result in suspension
7. No cursing, teasing, use of the "N" word, the word "faggot" or any foul or inappropriate language.
8. No inappropriate touching, grabbing, verbal statements, written statements, elicited drawings or sexual advances.
9. No dating violence, including the intentional use of physical, sexual, verbal, emotional or technological abuse by a person to harm, threaten, intimidate or control another person in a relationship of a romantic or intimate nature, regardless of whether that relationship is continuing or has concluded or the number of interactions between the individuals involved.
- 10. Dress Code:**
  - a. Hats, scarves, wave caps, or any other kind of headgear, sunglasses, or gloves are not allowed indoors. No plain black "hoodies". No white t-shirts.**
  - b. Gold teeth or "grills", sagging pants, obscene or inappropriate t-shirts, gang colors or jewelry that advocate gang participation, short shorts, short skirts, translucent clothing, tight clothing, underwear worn as outerwear, bare-midriff or cut-off shirts are forbidden.**
  - c. No cuts or slits in pants are allowed.**
  - d. Pajamas are not considered acceptable attire and are not permitted.**
  - e. Shoes or sandals must be worn at all times. House shoes are not allowed.**
    - A student who is dressed inappropriately will be asked to return home to dress in acceptable school attire.**
    - A student who continues to dress inappropriately will be subject to suspension.**
11. Electronic Devices:
  - a. Use of electronic devices is not permitted during school hours. These items include, but are not limited to, cellular phones, MP3 players, electronic games, radios, CD players, etc.

- b. If an electronic device is brought to school, it is done at the risk of the owner. Frick Middle School will not assume responsibility for such items and will not replace any lost or stolen electronic device.
- c. If a student violates this rule, the device(s) will be confiscated and will be returned at the discretion of the teacher/administrator.
- d. If a student violates this rule and the violation involves behavior that can be classified as dating violence, the device(s) will be confiscated and the teacher/administrator will contact the student's parent/caregiver to inform them of the violation. The device will be returned at the discretion of the teacher/administrator.
- e. The headphones or earpiece to an electronic device should not be visible.

12. Bicycles:

- a. Students may bring bicycles to school. All bicycles must be parked in the stalls in front of the breezeway and secured with a personal lock. No bicycles will be stored in any offices.
- b. You must not ride your bicycle on the school grounds.
- c. Bicycles are not to be accessed during the school day unless the student is being sent home early.
- d. If a bicycle is brought to school, it is done at the risk of the owner. Frick Middle School will not assume responsibility for such items and will not replace any lost or stolen bicycles.

13. Follow the rules as set in each of your classrooms.

Failure to follow school and district rules can result in disciplinary action that might include detention, suspension, or referral to the school district for expulsion.

# DISCIPLINE PROCESS

Student expectations around behavior are high. We expect students to abide by school site and classroom rules while on campus. Students will face consequences for minor and major infractions.

## Minor Infractions Examples:

- Failure to bring required materials
- Failure to follow directions the first time they are given
- Disruptive (inappropriately loud)
- Profanity (cursing)
- Out of seat without permission
- Throwing objects
- Not on task
- Put-downs or teasing
- Eating or drinking
- Refusal to take off hat or hood

## Progressive Discipline for Minor Infractions:

- Warning
- Student-Teacher Conference
- Call home
- Detention
- Referral to Administrator
  - Any student sent out on referral will NOT be allowed back into classroom until an administrator clears the referral.

## Major Infraction Examples:

- Physical Fighting
- Bullying, Threatening, Harassment
- Under the Influence of drugs or alcohol
- Drug possession
- Weapon Possession
- Stealing
- Threats / Assault toward staff
- Extreme disrespect toward staff
- Failure to give over cell phone
- Refusal to complete work

## Discipline for Major Infractions:

- Students who commit a major infraction will be referred to an administrator immediately
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# ATTENDANCE

Daily attendance is expected. When your student is absent in middle school you must to provide them with a parent note. The attendance note should have the today's date, student's name, the dates of the absence(s), why your student was absent, parent/guardian name and phone number. You can write the note in English or Spanish.

Here is an example:

September 26, 2015
To Whom It May Concern:
Please excuse Stacey Jones from school yesterday Monday, September 25, 2015. She had a dentist appointment.
Thank you.
Rebecca Jones 729-7736

All attendance notes are brought to the attendance office the first day a student returns, they will give your student a pink slip to give to their teachers. Students give the pink slip to their teachers at the beginning of each class for them to sign and then ask for it back once they sign it. At the end of the day students turn it in back in to the attendance office.

**Remember a note is required for EVERY absence.** If a student has three or more absences that are unexcused (meaning that we didn't receive a note) then the school district will send a truancy letter to your home and you could later have to meet with a school site representative. Students with five or more unexcused absences are habitually truant.

If your student must leave early please provide them with a note that gives the same information as above along with the time that they must leave. They need to bring this note to the attendance office in the morning when they arrive at school in order to get a permit to leave for the appropriate time. Your student will then wait for you in the attendance office unless otherwise indicated.

# PROMOTION REQUIREMENTS

Students eligible to be promoted to the next grade level at the end of the year have met the following academic standards:

- 2.00 Academic GPA as well as a 2.00 Total GPA.
  - Final promotion eligibility is calculated by averaging the Semester 1 and Semester 2 GPAs for both academic and total GPA.
- Completion of 8<sup>th</sup> grade project.

Being able to participate in the promotion ceremony is a privilege and not a right, and all students participate at the discretion of school site administration. Students must wear only a white top (shirt or blouse) and black bottoms (pants or skirt) to the promotion ceremony.

## STUDENT SERVICES

Frick Middle School offers a host of programs and services aimed at supported the needs of students to remove barriers to their academic and general success. All services are free of charge:

### Academic Support:

- We have a thriving extended day school program that provides both academic and enrichment programming daily until 6:00 PM.
- Americorps volunteers provide school day and after school support to students in need addition support in ELA and/or math.

### Behavioral Health:

- The East Bay Agency for Children (EBAC) has partnered with Frick Middle School to provide 2 fulltime mental health therapist providing therapy to students here on site. These therapists diligently work to support students in creating plans for overcoming what they are struggling with so that they can reach their personal and academic goals.
- ASPIRE provides drug & alcohol therapy for students who may be users themselves or who may be dealing with the negative affects of drug and alcohol use from a family member.

### Physical Health:

- The Frick Health Center works to increase well-being and to create positive community change through connecting students, staff, and families to high-quality, culturally competent, and supportive youth development, mental health, medical, and dental services. All services through the health center are free of charge and confidential, please call (510) 639-3507 for an appointment. The Frick School Based Health Center is run by the East Bay Agency for Children in partnership with Native American Health Center, Alameda County Health Care Services, and Oakland Unified School District.
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