

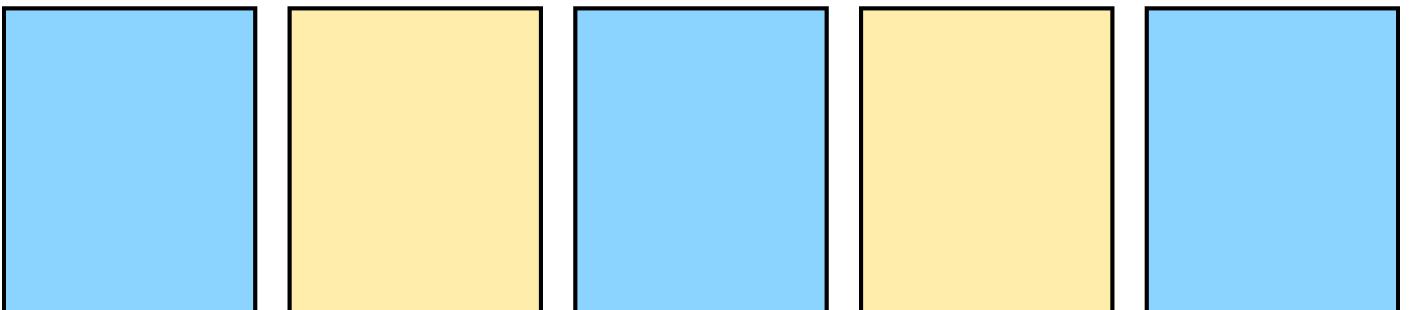
# STUDENT PLANNER

Q U A R T E R 1 & 2

2024

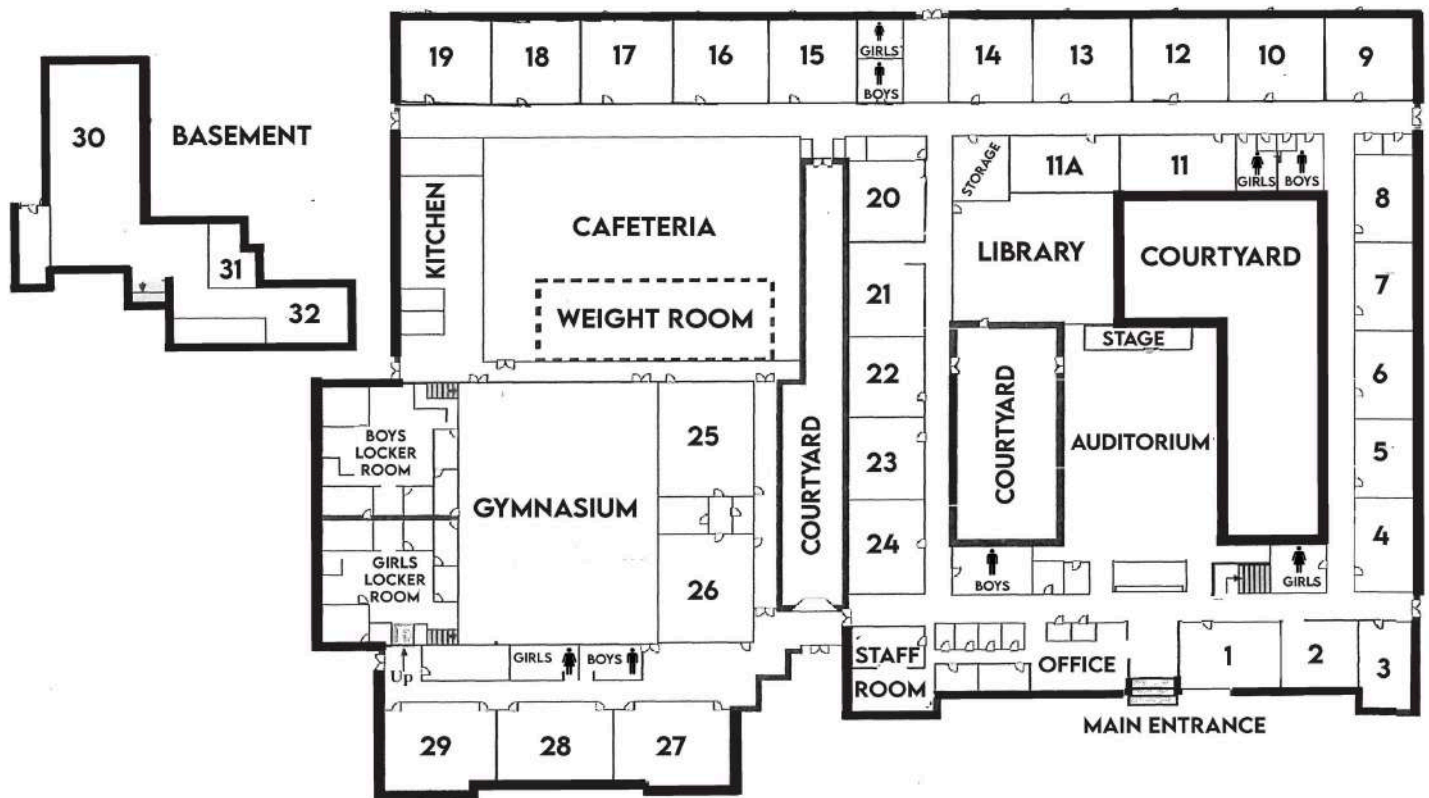
2025

**ALICE OTT** MIDDLE SCHOOL



# ALICE OTT MIDDLE SCHOOL

**12500 SE Ramona St | Portland, OR 97236 | 503-256-6510**



**“Alice Ott is a school community that is building tomorrow’s citizens, creating leaders, and encouraging the pursuit of dreams by having high expectations for each and every student.”**

## A O M S B A S I C S

- **School Colors: Blue & Gold**
- **School Mascot: Husky**
- **School-Wide Expectations:**
  - **Pursue Excellence by**
  - **Acting Respectfully**
  - **Working Responsibly**
  - **Staying Safe**

## F I N D U S O N L I N E



# QUARTER 1 SCHEDULE

A D A Y	PERIOD	CLASS		TEACHER	ROOM
	Advisory				
	1st				
	2nd				
	3rd				
	4th				
	LUNCH (circle one)	1ST Before 3rd period	2ND During 3rd period	3RD After 3rd period	

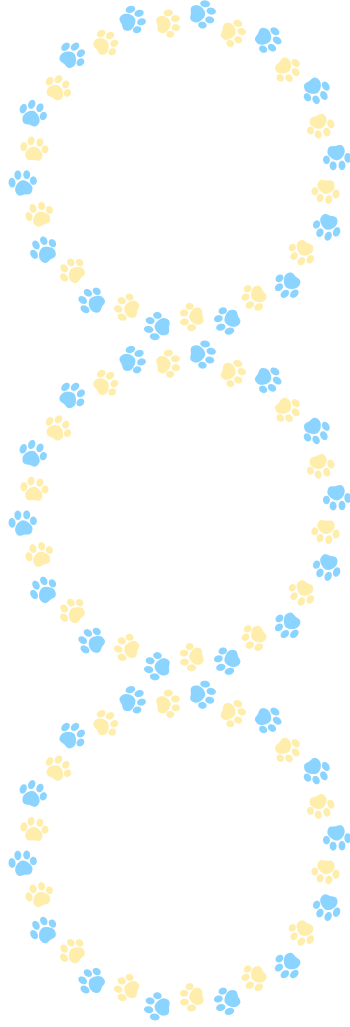
B D A Y	PERIOD	CLASS		TEACHER	ROOM
	Advisory				
	5th				
	6th				
	7th				
	8th				
	LUNCH (circle one)	1ST Before 7th period	2ND During 7th period	3RD After 7th period	

# QUARTER 2 SCHEDULE

A D A Y	PERIOD	CLASS		TEACHER	ROOM
	Advisory				
	1st				
	2nd				
	3rd				
	4th				
	LUNCH (circle one)	1ST Before 3rd period	2ND During 3rd period	3RD After 3rd period	

B D A Y	PERIOD	CLASS		TEACHER	ROOM
	Advisory				
	5th				
	6th				
	7th				
	8th				
	LUNCH (circle one)	1ST Before 7th period	2ND During 7th period	3RD After 7th period	

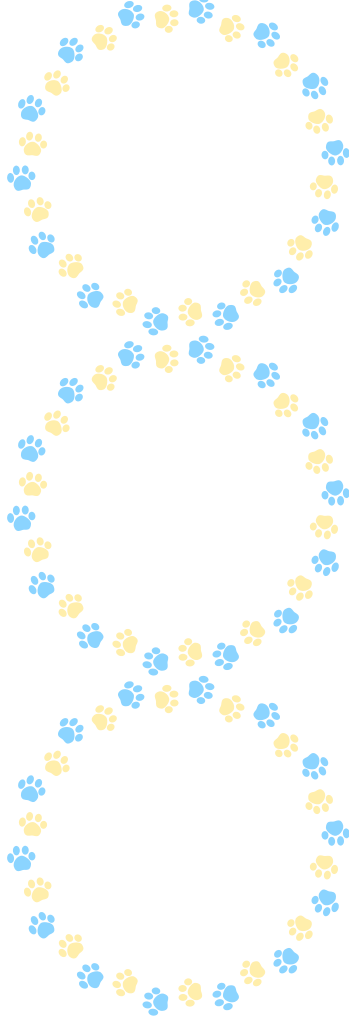
# PLANNER **STICKER** SHEET



**NAME:** \_\_\_\_\_

**ADVISORY:** \_\_\_\_\_

# PLANNER **STICKER** SHEET

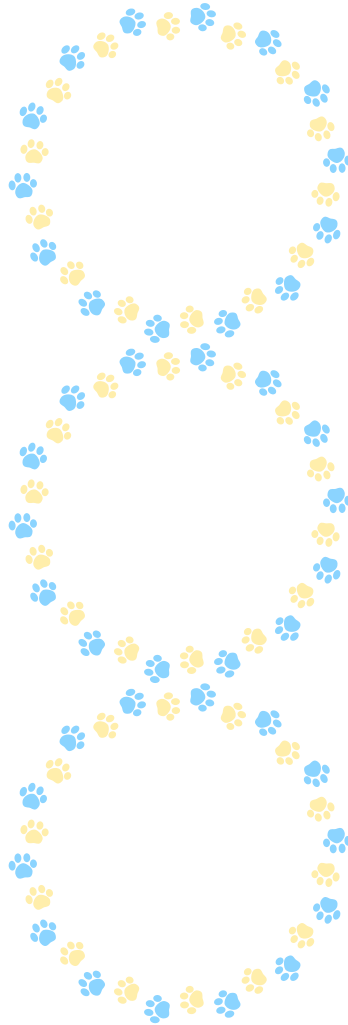


**NAME:** \_\_\_\_\_

**ADVISORY:** \_\_\_\_\_



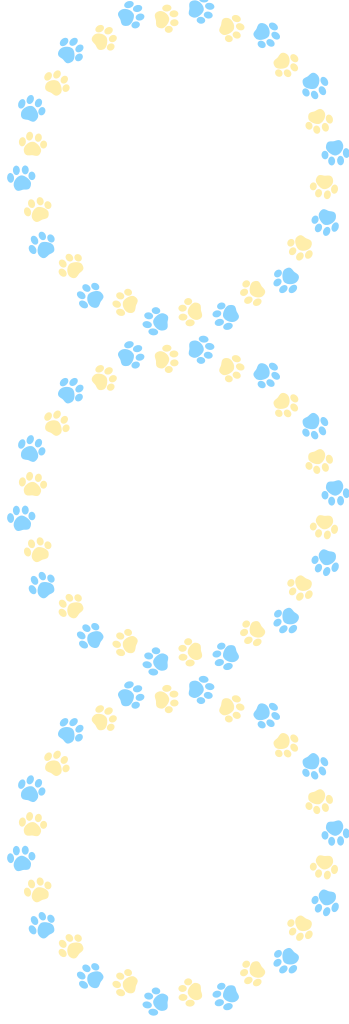
# PLANNER **STICKER** SHEET



**NAME:** \_\_\_\_\_

**ADVISORY:** \_\_\_\_\_

# PLANNER **STICKER** SHEET



**NAME:** \_\_\_\_\_

**ADVISORY:** \_\_\_\_\_





# REGULAR BELL SCHEDULE

A DAY: PERIODS 1-4

B DAY: PERIODS 5-8

<b><u>ADVISORY</u></b> <b>8:20-8:40</b>		
<b><u>PERIOD 1/5</u></b> <b>8:43-10:06</b>		
<b><u>PERIOD 2/6</u></b> <b>10:09-11:32</b>		
<b><u>1ST LUNCH</u></b> <b>11:32-12:07</b>	<b><u>PERIOD 3/7</u></b> <b>12:10-1:33</b>	
<b><u>PERIOD 3/7</u></b> <b>11:35-12:10</b>	<b><u>2ND LUNCH</u></b> <b>12:10-12:45</b>	<b><u>PERIOD 3/7</u></b> <b>12:48-1:33</b>
<b><u>PERIOD 3/7</u></b> <b>11:35-12:58</b>		<b><u>3RD LUNCH</u></b> <b>12:58-1:33</b>
<b><u>PERIOD 4/8</u></b> <b>1:36-3:00</b>		

# LATE ARRIVAL SCHEDULE

A DAY: PERIODS 1-4

B DAY: PERIODS 5-8

<b><u>ADVISORY</u></b> <b>9:40-10:00</b>		
<b><u>PERIOD 1/5</u></b> <b>10:03-11:05</b>		
<b><u>PERIOD 2/6</u></b> <b>11:08-12:10</b>		
<b><u>1ST LUNCH</u></b> <b>12:10-12:45</b>	<b><u>PERIOD 3/7</u></b> <b>12:48-1:55</b>	
<b><u>PERIOD 3/7</u></b> <b>12:13-12:45</b>	<b><u>2ND LUNCH</u></b> <b>12:45-1:20</b>	<b><u>PERIOD 3/7</u></b> <b>1:23-1:55</b>
<b><u>PERIOD 3/7</u></b> <b>12:13-1:20</b>		<b><u>3RD LUNCH</u></b> <b>1:20-1:55</b>
<b><u>PERIOD 4/8</u></b> <b>1:58-3:00</b>		

# EXTENDED ADVISORY SCHEDULE

A DAY: PERIODS 1-4

B DAY: PERIODS 5-8

<b><u>ADVISORY</u></b> <b>8:20-9:00</b>		
<b><u>PERIOD 1/5</u></b> <b>9:03-10:21</b>		
<b><u>PERIOD 2/6</u></b> <b>10:24-11:42</b>		
<b><u>1ST LUNCH</u></b> <b>11:42-12:17</b>	<b><u>PERIOD 3/7</u></b> <b>12:20-1:38</b>	
<b><u>PERIOD 3/7</u></b> <b>11:45-12:23</b>	<b><u>2ND LUNCH</u></b> <b>12:23-12:58</b>	<b><u>PERIOD 3/7</u></b> <b>1:01-1:38</b>
<b><u>PERIOD 3/7</u></b> <b>11:45-1:03</b>		<b><u>3RD LUNCH</u></b> <b>1:03-1:38</b>
<b><u>PERIOD 4/8</u></b> <b>1:41-3:00</b>		

# EXT. ADVISORY & PBIS CELEBRATION

A DAY: PERIODS 1-4

B DAY: PERIODS 5-8

<b><u>ADVISORY</u></b> <b>8:20-9:00</b>	
<b><u>PERIOD 1/5</u></b> <b>9:03-10:09</b>	
<b><u>PERIOD 2/6</u></b> <b>10:12-11:18</b>	
<b><u>1ST LUNCH</u></b> <b>11:18-11:53</b> (6th Grade Electives)	<b><u>PERIOD 3/7</u></b> <b>11:56-1:03</b>
<b><u>PERIOD 3/7</u></b> <b>11:21-12:28</b>	<b><u>3RD LUNCH</u></b> <b>12:28-1:03</b> (6th Grade P.E./Health)
<b><u>PERIOD 4/8</u></b> <b>1:06-2:12</b>	
<b><u>ADVISORY/ACTIVITY</u></b> <b>2:15-3:00</b>	

# 1:00PM DISMISSAL - CONFERENCES SCHEDULE

A DAY: PERIODS 1-4

B DAY: PERIODS 5-8

<b><u>ADVISORY</u></b> <b>9:40-10:00</b>	
<b><u>PERIOD 1/5</u></b> <b>10:03-10:36</b>	
<b><u>PERIOD 2/6</u></b> <b>10:39-11:12</b>	
<b><u>1ST LUNCH</u></b> <b>11:12-11:47</b> (6th Grade Electives)	<b><u>PERIOD 3/7</u></b> <b>11:50-12:25</b>
<b><u>PERIOD 3/7</u></b> <b>11:15-11:50</b>	<b><u>3RD LUNCH</u></b> <b>11:50-12:25</b> (6th Grade P.E./ Health)
<b><u>PERIOD 4/8</u></b> <b>12:28-1:00</b>	

# ACADEMICS

## GRADING POLICY & REPORT CARDS

The grading policy is a vital part of the school program. Grading provides a means of determining a student's progress during the school year and a final evaluation of the skills and knowledge displayed in a given class. Showing fairness to all students is of prime importance in grading. The student must be aware of each teacher's method of grading at the beginning of each course or when the student enters the course. The cumulative grade will be available as the student progresses through each quarterly grading period.

The letter grade is the percentage of the earned points in relation to the possible points available through the quarter. The standard grading policy is:

- A = Excellent (90-100%)
- B = Above average (80-89%)
- C = Average (70-79%)
- D = Below average (60-69%)
- F = Unsatisfactory (59% and below)

Parents are encouraged to use Parent Vue, an internet based reporting system in which parents have access to the teacher's grade book to view their own student's assignments and grades.

## ADVISORY

Each student at Alice Ott Middle School is assigned an advisory teacher who will monitor their progress. Students will meet each morning with their advisory teacher, giving them the chance to get to know them. Advisory class is graded as follows:

- P = Pass (80% and above attendance)
- N = Not passing (below 80% attendance)

## CONFERENCES

Fall conferences provide an overview of our programs and is a chance for you to meet all of your students teachers. It provides the opportunity to talk about your student's academic progress and ask questions about the year. Spring conferences will be a review of progress made thus far in the school year. Information will be sent out regarding both fall and spring conferences.

## WEB: "WHERE EVERYONE BELONGS"

WEB is a middle school orientation and transition program that welcomes 6th graders into Alice Ott. Built on the belief that students can help students succeed, the program trains 8th graders to be mentors. They guide 6th graders to discover what it takes to be successful during the transition to middle school and help facilitate their success.

WEB Leaders are chosen through an application process at the end of their 7th grade year. Students must be in good academic standing, with little to no behavior referrals.

# ATHLETICS

## ELIGIBILITY & PARTICIPATION

All student athletes are to abide by the AOMS policies and student handbook expectations. Here at AOMS, we have clear expectations around academics, behavior and sportsmanship. Student-athletes who violate any of the previous-mentioned expectations may be disqualified from school sports. School administration and coaches will determine the appropriate discipline. Specific eligibility requirements will be given to students and parents each season.

No student will be allowed to participate in any athletic practice unless the following criteria have been met:

- Registration completed
- Physical examination clearance
- Insurance verification
- Sports fee (if applicable)

## ATTENDANCE

Alice Ott, along with the State of Oregon, is actively monitoring student attendance and chronic absenteeism. Research shows students who are chronically absent have a lower probability of graduating from high school than students who regularly attend.

Oregon State Law states that all children between the ages of 7 and 18 years of age must attend school regularly until grade 12 has been completed. The law also states that the only acceptable reasons for absence from school are illness, family emergency, or observance of a religious holiday.

Regular attendance is even more important with our block schedule, since classes meet every other day for an extended time. Students who are absent miss what amounts to two class periods of a traditional 8 period day schedule. Any student who ends the year with less than 90% attendance (whether or not absences are excused or unexcused) will not be able to participate in our end-of-year activities.

The staff at Alice Ott has a strong commitment to improving and maintaining excellent student attendance. We encourage parents to share this commitment by insisting your child, unless ill, attends school.

## TARDIES

Any student not in class when the 8:20AM bell rings must check in at the office.

Students without an excused tardy may be assigned disciplinary action beginning with the first unexcused tardy.

For all other classes during the day, a student is considered tardy when they are not in the room/assigned seat by the time the bell is finished ringing. An excused tardy requires a hall pass from a staff member. If a student receives 3 unexcused tardies in any class, they will receive lunch detention. Each subsequent tardy will result in further disciplinary action.

# GENERAL INFORMATION

## BICYCLE RACKS

Students who ride bikes, skateboards or scooters need to walk (bikes) or carry (scooters, skateboards) them when they arrive on school grounds. Bikes need to be locked up in the racks along the side of the building, and scooters or skateboards need to be kept in lockers. Students who ride their bikes, scooters or skateboards on school grounds may have them confiscated. Helmets are required under state law for bicycle riders.

## BUS PROCEDURES

All buses are loaded and unloaded in the bus loading area at the front of the school. Students should ride the same bus in the morning and afternoon unless directed otherwise. Students cannot ride another bus unless they provide a note from their caregiver and receive a bus pass from the office. Bus drivers have complete responsibility for student safety and welfare. When waiting for buses in the morning, stay out of the street and keep off private property.

**ANY STUDENT WHO CANNOT FOLLOW THE BUS SAFETY RULES (OAR 581-53-010), which are posted in each bus, will have the privilege of riding the bus terminated for a length of time determined by the principal or vice principal. Transportation to and from school during the time a student's bus privilege is suspended will be the responsibility of the student/caregiver.**

## CAFETERIA GUIDELINES

Students are expected to respect the rights of others while eating in the cafeteria. In order to maintain an atmosphere conducive to eating students are asked to:

- Wait patiently in line - no pushing or shoving or "cuts."
- Be seated at all times when eating and take no food out of the cafeteria area.
- Clean off the table completely when through, return the tray and silverware to the dish washing counter, and deposit all milk cartons and papers in the receptacles provided.

A student who violates any cafeteria rules may be assigned a time out and lunchroom cleanup duty or may be subject to more serious disciplinary actions.

## CANDY / GUM / ENERGY DRINKS

Candy is allowed in the cafeteria at lunch time. The wrappers are to be disposed of in the proper containers. Gum and energy drinks are not allowed at school.

## CLOSURES / DELAYED OPENING

The District may close the school or open late due to inclement weather. If a two-hour delay is announced, school will begin at 10:20AM. Buses will run regular routes but will pick up students two hours later than usual. In the event of a delayed opening, school will be dismissed at the regular time (3:00PM). School closures/delays are announced between 6:00AM and 7:30AM on ParentSquare and all major Portland area tv/radio stations. Please do not call the school.



## DIRECTORY INFORMATION

Information about students cannot be released unless schools have caregiver's consent. However, information defined as directory information may be given to a newspaper reporter covering a school event, the Parent Teacher Organization or some other agency if the school principal is sure release of such information is in the best interest of students and if the parent has no objection. Caregivers or eligible students can refuse to let any of this information be designated as directory information.

Directory information includes:

- The student's name, date and place of birth
- Participation in officially recognized activities and sports
- Weights and heights of members of athletic teams
- Dates of school attendance
- Awards received
- The most recent previous educational agency or institution the student has attended

If you object to the release of any or all of the items listed under directory information, please notify the principal in writing. Your letter will be attached to your student's records and will prevent any release of information about your student. This must be done within one week following enrollment of the student and annually thereafter.

**NOTE:** District policy prohibits schools from releasing the names of students to any individual, business or agency for solicitation purposes. However, federal law requires that military recruiters can access the names, addresses and telephone listings for secondary students. Caregivers or eligible students may request that such information not be released for their student without written consent. District policy also prohibits school or district endorsement of products or services. Anyone who has questions about the student record policy can call the school principal or the district office, 503-252-2900.

## FINES

Students may be assessed fines for damaged or lost textbooks, library books, P.E. locks, or failing to return athletic or music uniforms. Students who do not pay fines may not be eligible to participate in reward days or end of the year activities.

## HALL PASSES

Students should have a hall pass to be in the halls during class periods. The only exception is if they are with a staff member.

## ID CARDS

Student ID cards are issued on picture day. There is a \$5 replacement fee for lost cards.

## INTERNET & COMPUTER USE

Students are required to turn in a signed caregiver permission slip prior to accessing the internet. Unauthorized or inappropriate use of the internet or computer/Chromebook will result in a consequence and a loss of access to the internet and computer for a given period of time.

## LEAVING CAMPUS

**Alice Ott's closed campus policy means a student is not allowed to leave the school grounds without first signing out in the office. Students must present a note from home or a verbal authorization from a caregiver, the nurse, or an administrator in order to check out and leave the school grounds. A caregiver must come in the office and sign a student out.**

## LOST & FOUND

**The lost & found is located in the cafeteria. The school will keep lost items for only one semester. If lost items are not claimed by that time, they will be given to a nonprofit agency.**

## LUNCH & BREAKFAST

**Both breakfast and lunch will be provided free of charge to all of our students. Breakfast is available from 8:00-8:20AM.**

## PERMANENT MARKERS

**Students are not allowed to bring permanent markers to school. This includes "Sharpie" brand markers. If they are required on an in-class assignment, they will be provided.**

## PHONES & ELECTRONIC DEVICES

**The school phone is only to be used in the event of an emergency. If a student needs to call their caregiver (by cell or office phone), they must first check in to the office for permission.**

**Cell phones and electronic devices must remain turned off during the school day. If a phone/device is taken away from a student, it is turned into the office. On the first offense, the phone/device is returned at the end of the day. On the second offense, the caregiver must pick it up. On subsequent offenses, further administrative action will be taken.**

## PLANNER

**Each student will be issued a daily planner on the first day of school. The student is required to bring it to every class except P.E. All assignments including due dates and school activities should be written in the planner. Replacement planners can be bought in the office for \$2.00.**

## SALES / DISTRIBUTION

**Alice Ott Middle School is not an open market. Students may not bring items to school to sell or trade. Personal items should not be brought to school with the intent to sell or trade.**

## SIGNING IN / OUT

**A student who leaves school during the school day for any reason must sign out in the office before leaving, otherwise the absence will be classified as truancy. If you arrive late to school for any reason, sign in through the office.**

## SPECIAL EDUCATION

**The David Douglas Special Education program is established to make available a free, appropriate education for all identified students with disabilities in kindergarten through grade 12 residing in the David Douglas School District. Early intervention services are available for students with disabilities who are preschool age. An identified student with disabilities may receive education services until age 21.**

## STUDENT RECORDS

**Parents and eligible students have the right to:**

- **Inspect and review the student's education records.**
- **Request the amendment of the student's education records if it is believed they are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.**
- **Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent (e.g., to law enforcement agencies, child protective services, or health care professionals, if the disclosure would protect the health and safety of the student or other individuals).**
- **File a complaint with the United States Department of Education concerning alleged failures by the district to comply with the requirements of the Family Educational Rights and Privacy Act (OAR 581-21-410, 34 CFR § 99.64).**
- **Obtain a copy of District Policy regarding student records. Copies of District Student Records Policy are located in all schools. Please contact the school secretary or Principal.**
- **The district forwards education records requested under OAR 581-021-0250(1)(m) and (p) within 10 days of receiving the request.**

## TEXTBOOKS

**Each student will be issued all necessary textbooks in class. It is expected that each student properly maintain these textbooks and return them to the appropriate teacher at the end of each school year or when the student transfers to another school. When textbooks are returned, they are inspected for damage and appropriate fines are given for damaged items. If a textbook is not returned, the student will be charged for the replacement cost of the item. If the item is found, the fine will be returned.**

## VISITORS & VOLUNTEERS

**All visitors must check in at the office. Caregivers who want to attend field trips or assist in classrooms must fill out a volunteer packet and be cleared by the district before volunteering. Students are not permitted to bring youth visitors to school as it interferes with the educational process and may present an insurance liability.**

## YEAR-END CHECKOUT

**All fines, library books, textbooks, and athletic equipment must be turned in or paid for before you can attend end of school activities.**

# AWARDS

- **Academic All-Stars (quarterly):** These awards are presented at the end of each quarter for students who earn a 3.5-4.0 GPA and no negative report card comments.
- **Alice E. Ott (year-end):** This award is given to an 8th grader who carries on the legacy of the teacher, principal, and superintendent for whom our school is named. The student must have a positive attitude/behavior, respect others, give service to the community, maintain grades to ability level, and be highly regarded by staff and students.
- **Attendance awards (year-end):** Perfect Attendance is given to students who are in school every day and on time to each class. Exemplary Attendance is given to students who miss no more than one day of school and have no more than one tardy.
- **Mike Straw (year-end):** This award is given to two 8th graders who show outstanding athletic ability. They must display sportsmanship and leadership qualities in their sport(s) and at school.
- **Student of the Month (monthly):** Student of the Month assemblies will recognize nominated students who display the character trait of the month.

# COUNSELING

The counselors' mission is to provide a safe and supportive environment for all students regardless of individual differences. They strive to make individual connections with each student. Students have access to support and learning in the areas of academic, career and personal/social growth. Their ultimate goal is for students to make self-directed, realistic and responsible decisions, and to be successful contributors to society.

Alice Ott has two counselors available to work with parents and students in the following ways:

- Help students and parents plan an appropriate schedule of classes
- Be available to students with problems and seek out those needing help
- Assist in preparing students to transition to the next grade level
- Confer with parents to help identify, recognize and work through student problems
- Assist in identifying/placing students with special needs
- Supervise the registration and orientation of all students
- Provide resource material and referral information in regards to students' social and emotional needs

Students may make appointments to see the counselor by filling out an appointment slip located in the office. This should be done before school, during passing periods, lunch or after school. A student may see the counselor immediately in the case of an emergency.

Caregivers may contact the counseling office any time they have questions or concerns regarding their student's educational welfare.

# STUDENT HEALTH SERVICES

To support students' health, safety, and academic success our district provides school health services in partnership with the Multnomah Education Service District (MESD). To provide for your student's special medical or mental health needs it is important to promptly tell the school and school nurse:

- About new and changing health problems that can cause learning or safety problems.
- If your student is undergoing treatments that affect their immune system.
- When your student has a health condition need that requires specialized care at school.

## C O N T A G I O U S   C O N D I T I O N S

To decrease the spread of contagious conditions in schools:

- Tell the school if your child has a contagious disease such as chicken pox or pertussis (whooping cough).
- Do not send your child to school with a rash, fever, diarrhea or vomiting, and keep home 24 hours after symptoms subside.
- To protect the health of students or other persons, certain diseases are reportable to the health department per law (OAR 333-18-000.) At such times, records and information may be disclosed to public health officials.

## E M E R G E N C Y   I N F O R M A T I O N

The school must have a way to reach you in an emergency. Tell the school immediately about changes in work and home addresses and phone numbers for both you and emergency contact persons. It is helpful if phones are set up with a mailbox for messages.

## H E A D   L I C E

Students with live lice or nits will not be excluded from school and will be allowed to remain for the rest of the school day. Lice treatment information will be sent home with those who have either nits or lice. Please review the school district policy for clarification. All students may return to school after treatment has begun, and may be rechecked for live lice. Current evidence does not support classroom or school-wide screening as a measure for decreasing the incidence of head lice among school age children; such practices can deny students their right to privacy and to educational time.

## H E A L T H   I N F O R M A T I O N

Health information may be shared with school personnel when information about your student's health is necessary to care for and respond to their needs. In some cases, this information may be needed to develop an individualized education plan that appropriately considers the health needs of your student. When you do not authorize release of health information, it may limit the type of care your student is able to receive. By allowing release of your student's health information, you will ensure that they will receive needed emergency health care should the need arise.

## IMMUNIZATIONS & OREGON LAW

To protect all children, every student must have a current school immunization record or an exemption at school. Students not in compliance with immunization requirements may not attend school and will be excluded on state mandated exclusion days (usually the third Wednesday in February). It is important to keep your student's school immunization record up-to-date.

### SCHOOL NURSE

The School Nurse is a registered nurse (RN) and is a key person for keeping students safe and well. No appointments or special permission are needed for students to see the nurse. Students must follow the school's rules about having passes to go to the nurse. The hours of the school's nurse may vary. If the nurse is not available, staff trained in first aid can help children who become sick or injured at school.

The nurse will get necessary information to assist students with special medical and mental health needs at school. The nurse may use this information to train school staff how to help your student at school. In order to obtain this information, the nurse may:

- Request you sign a release of information form to discuss your student's health needs with school staff and health care professionals
- Look at health records
- Check out a body area (examples: listen to the heart, feel the skin, look in the ears)

### HEALTH ASSISTANT

In addition to the School Nurse, there is School Health Assistant on site to assist students. The School Health Assistant is not a nurse, but will provide basic first aid, administer medication, process immunization records, assist with screenings, and provide delegated health care.

### MEDICATION

Only medication that is necessary to be given during the school day will be kept at school. Ask your medical provider if your student's medication can be given outside school hours. By Oregon law, if medication must be given at school, you must:

- Fill out the appropriate forms. Any change to the medication will require the caregiver to update the medication form at the time of the change.
- Make sure prescription and/or over the counter medication is in its original container (ask the pharmacist for an extra bottle for school when getting prescriptions).
- Deliver the medication to school. Students may not keep medications with them unless they are age-appropriate for the responsibility, have been identified as a self-manager, have written caregiver permission, and are cleared by the principal to do so.
- Make sure the school has an adequate supply of all medications required by your student.
- Pick up medication no longer needed at school. Medication not picked up by the end of the school year will be destroyed.

# POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS

## OVERVIEW

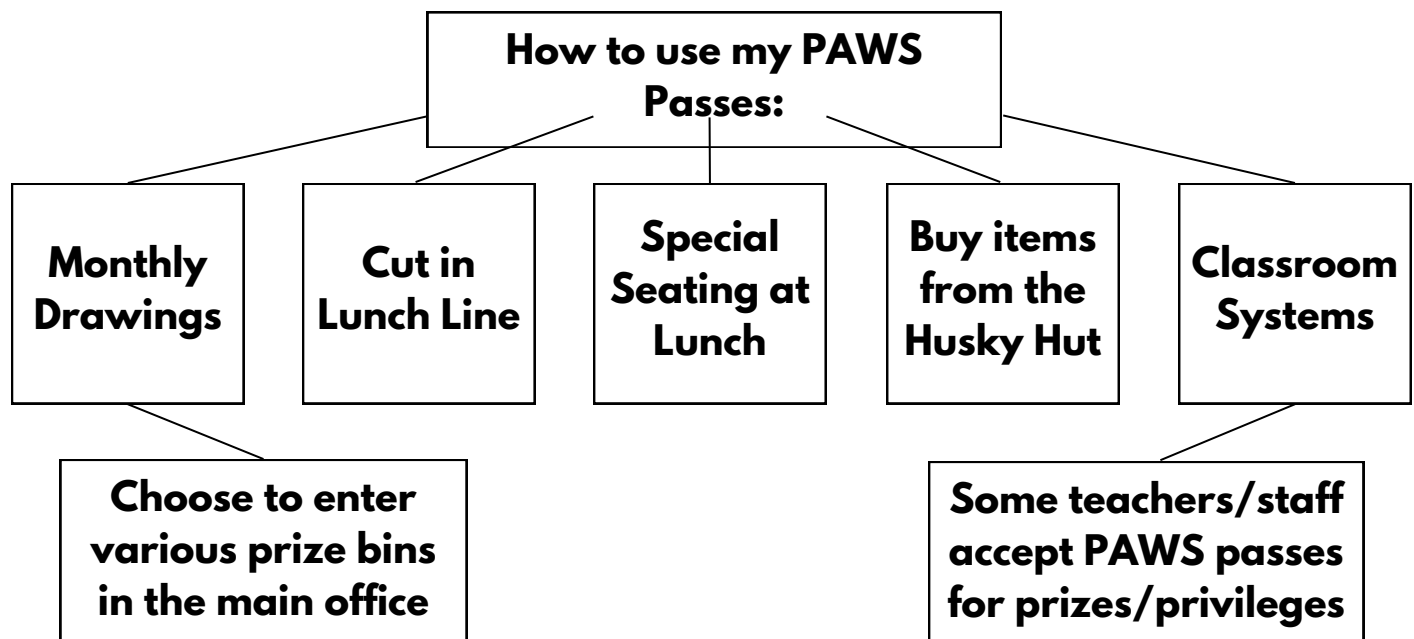
The main focus of PBIS is to provide a clear system for all expected behaviors at Alice Ott Middle School. The system places an emphasis on clear and consistent expectations, positive reinforcement and follow through from all staff to ensure success for all students. Three school-wide, clearly defined behavioral expectations were developed and can be easily remembered using our AOMS acronym of PAWS:

Purse Excellence by Acting Respectfully, Working Responsibly and Staying Safe  
These expectations are broad categories and the matrix that follows in the next section shows the breakdown of location-specific expected behaviors within these 3 categories. AOMS spends the first few weeks of school explicitly teaching expectations to all students in all locations. We review expectations on an ongoing basis throughout the school year, as well as posting visual reminders in designated areas to reinforce lessons taught in learning spaces.

## POSITIVE REINFORCEMENT

This component of PBIS is a school-wide system to reward students displaying expected behaviors. The following list are ways AOMS staff recognizes students for their positive behaviors.

- **PAWS Passes:** When students are observed by a staff member following AOMS expectations, they are immediately rewarded with a form that identifies the student, the staff member and the expectation that was displayed. See the following section to understand how students can redeem PAWS Passes.




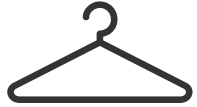
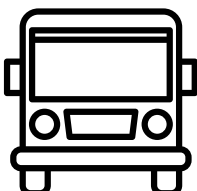
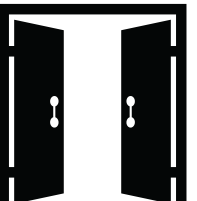
- **Husky Hut: AOMS has a student store! The mobile store will be present at some lunches, events like Parent-Teacher Conferences and available to students before/after school. The Husky Hut offers stickers, Smencils, fidgets, games, water bottles and more! The only currency accepted at the Husky Hut are PAWS Passes.**
- **Shout Outs: When students are observed by a staff member demonstrating exceptional citizenship, the staff member can write a shout out for the student. It is a way to publicly recognize and reinforce positive behaviors. Shout Outs are read on the morning announcements, mailed home to caregivers and the student is also awarded a “Shout Out” Sticker.**
- **Planner Stickers: Students are awarded stickers throughout the year to be placed on their Planner Sticker Sheet. Stickers can be earned monthly for perfect attendance and zero tardies. At the end of each quarter, students can earn stickers for achievements in attendance, grade point average and no technology violations. Students also receive stickers for participation in sports, activities, spirit days/weeks and special events. Caregivers can also help their students earn stickers by attending Conferences, Back-to-School Night, other school events and responding to the weekly Husky Headlines question.**
- **Planner Sticker Sheets: When students earn a sticker, they stick it on their planner sticker sheet. When all nine spaces are filled, students turn in their planner sticker sheets to the main office. At the assembly that follows each grading period, planner sticker sheets are drawn for prizes.**
- **Character Trait/Student of the Month: Each teacher selects a Student of the Month who exemplifies the monthly character trait. Students are recognized at monthly assemblies along with a certificate and VIP seating at the assembly. Students of the Month also earn a Planner Sticker for their accomplishment.**
- **PBIS Celebrations: Students are invited to participate in reward celebrations at the end of each quarter. During these celebrations, students get to participate in chosen activities and enjoy a treat. Students must meet the following criteria during the quarter in order to participate in the celebration: 1) Two or fewer BIRFs, 2) Zero suspensions, 3) Attendance rate of 85% or higher. \*\*There will be special recognition for students who meet these criteria AND earn grades of only A's, B's and C's.\*\***




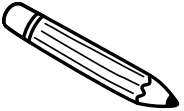

## BEHAVIOR


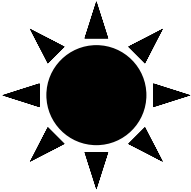



**Students who are not meeting AOMS expectations can be written a minor or major referral. These documents are now known as Behavior Incident Response Forms (BIRFs). Repeated minors can turn into a major BIRF. In some cases, students may earn a major BIRF with no warning if their behavior is a major infraction of the expectations. Along with this documentation, students may earn disciplinary action. Examples of disciplinary action for minors and majors include, but are not limited to, parent phone call, surface discussion with administrator/leadership team member, written or verbal apology, restorative conversation with staff/student impacted, lunch detention, loss of privilege, restitution, parent meeting, after-school detention, in-school suspension, out-of-school suspension or expulsion.**



# AOMS SCHOOL-WIDE BEHAVIOR EXPECTATIONS

Pursuing EXCELLENCE by..	ACTING RESPECTFULLY	WORKING RESPONSIBLY	STAYING SAFE
<b>School-Wide</b> 	<ul style="list-style-type: none"> <li>• Treat others the way you want to be treated.</li> <li>• Respect all cultures, ethnicities, genders, identities, and beliefs.</li> <li>• Use inside voices.</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time.</li> <li>• Come to school prepared for learning.</li> <li>• Clean up after yourself.</li> <li>• Own your own behavior.</li> <li>• Take care of school equipment and property.</li> <li>• Be where you are supposed to be.</li> </ul>	<ul style="list-style-type: none"> <li>• Cell phones need to remain off and in your locker.</li> <li>• Keep a safe distance between you and others.</li> <li>• Keep hands and feet to yourself.</li> <li>• Walking at all times.</li> </ul>
<b>Dress Code</b> 	<ul style="list-style-type: none"> <li>• Please follow dress code expectations.</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid wearing clothing with bad words or graphics with drugs and alcohol.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow class expectations for appropriate dress.</li> <li>• Avoid wearing safety pins, pocket chains, and spikes.</li> </ul>
<b>Bus</b> 	<ul style="list-style-type: none"> <li>• Follow adult directions.</li> <li>• Have appropriate conversations and use courteous language.</li> <li>• Use a quiet voice.</li> <li>• Say “thank you” to your bus driver as you are exiting the bus.</li> </ul>	<ul style="list-style-type: none"> <li>• Remember to keep food and drinks in your backpack.</li> <li>• Keep the bus clean.</li> <li>• Be a positive leader on the bus.</li> </ul>	<ul style="list-style-type: none"> <li>• Face forward.</li> <li>• Keep hands and feet to yourself.</li> <li>• Stay seated.</li> <li>• Avoid putting backpacks or instruments in the main aisle.</li> </ul>
<b>Morning Arrival</b> 	<ul style="list-style-type: none"> <li>• Enter quietly.</li> <li>• Phones and ear buds away.</li> </ul>	<ul style="list-style-type: none"> <li>• Go straight to the cafeteria if you are eating breakfast.</li> <li>• Go to the gym for free time until the 8:15AM bell rings.</li> <li>• Be on time.</li> </ul>	<ul style="list-style-type: none"> <li>• Use sidewalks and crosswalks.</li> <li>• Walk bikes and skateboards on school grounds.</li> <li>• Make sure to lock bikes to the bike rack.</li> </ul>

<p><b>Hallway</b></p> 	<ul style="list-style-type: none"> <li>• Use indoor voices during passing time</li> <li>• Use polite language.</li> <li>• Positively acknowledge those who address you.</li> </ul>	<ul style="list-style-type: none"> <li>• Move to class on time.</li> <li>• Use inside voices.</li> <li>• Stay in designated areas.</li> <li>• Keep the hallways clean and food free.</li> <li>• Make sure you have your hall pass.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on the right side of the hallway.</li> <li>• Open doors slowly.</li> <li>• Keep hands and feet to yourself.</li> </ul>
<p><b>Office</b></p> 	<ul style="list-style-type: none"> <li>• Wait patiently and quietly for your turn.</li> <li>• Use polite words and an inside voice.</li> <li>• Honor the privacy of others.</li> </ul>	<ul style="list-style-type: none"> <li>• Use designated office hours.</li> <li>• Ask permission to go to the office.</li> <li>• Schedule appointments to see counselors.</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of emergency situations and stay clear of responding adults.</li> <li>• Follow office staff directions.</li> </ul>
<p><b>Library</b></p> 	<ul style="list-style-type: none"> <li>• Enter the library orderly and quietly.</li> <li>• Treat books and computers with care.</li> <li>• Pay attention to any speaker.</li> <li>• Ask politely before you use a computer.</li> <li>• Wait your turn.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow proper library procedures.</li> <li>• Bring your ID card or ID number with you to the library.</li> <li>• Come with your planner signed by a staff member.</li> <li>• Leave computer settings as you found them.</li> <li>• Be efficient with your time.</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and leave the library quietly.</li> <li>• Push chairs in when leaving tables and computers.</li> <li>• Be aware of your surroundings; watch for cords, laptops, etc.</li> </ul>
<p><b>Learning Areas</b></p> 	<ul style="list-style-type: none"> <li>• Enter the room orderly and quietly.</li> <li>• Patiently wait your turn.</li> <li>• Follow expectations for the designated area.</li> </ul>	<ul style="list-style-type: none"> <li>• Be on task.</li> <li>• Do your own work.</li> <li>• Own your own behavior.</li> <li>• Wait quietly until dismissed.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all.</li> <li>• Clean up after yourself.</li> <li>• Be aware of your surroundings.</li> </ul>
<p><b>Restroom</b></p> 	<ul style="list-style-type: none"> <li>• Let others have privacy.</li> <li>• Return promptly to class.</li> <li>• Phones are not permitted.</li> <li>• Make sure you have your hall pass with you.</li> </ul>	<ul style="list-style-type: none"> <li>• Use supplies appropriately.</li> <li>• Go to the closest bathroom.</li> <li>• Keep walls, stalls and floors clean.</li> <li>• Place trash in the garbage can.</li> <li>• Use passing time to use the restroom.</li> </ul>	<ul style="list-style-type: none"> <li>• Practice personal hygiene.</li> <li>• Report problems promptly to an adult.</li> <li>• Wash or sanitize hands thoroughly.</li> </ul>

<p><b>Cafeteria</b></p> 	<ul style="list-style-type: none"> <li>• 6th graders sit at assigned table for your Advisory.</li> <li>• Keep your area trash free.</li> <li>• Use inside voices and appropriate language.</li> <li>• Actively listen to announcements.</li> </ul>	<ul style="list-style-type: none"> <li>• Recycle.</li> <li>• Keep food and drink in the cafeteria.</li> <li>• Encourage others to follow the rules.</li> <li>• Use proper meal time etiquette.</li> </ul>	<ul style="list-style-type: none"> <li>• Finish food and drink before going to recess.</li> </ul>
<p><b>Outside Recess</b></p> 	<ul style="list-style-type: none"> <li>• Respect classes in session.</li> <li>• Use respectful voices on the track.</li> <li>• Cell phone needs to be in your locker.</li> <li>• Return to class promptly when the bell rings.</li> </ul>	<ul style="list-style-type: none"> <li>• Pursue positive social activities.</li> <li>• Use polite language.</li> </ul>	<ul style="list-style-type: none"> <li>• Finish your food in the cafeteria.</li> <li>• Keep hands and feet to yourself.</li> <li>• Use equipment properly.</li> <li>• Keep hands and feet to yourself.</li> </ul>
<p><b>After School Activities</b></p> 	<ul style="list-style-type: none"> <li>• Follow the rules of the activity.</li> <li>• Display good sportsmanship.</li> <li>• Be on time.</li> <li>• Represent AOMS with pride.</li> </ul>	<ul style="list-style-type: none"> <li>• For sports, make sure to have a current physical.</li> <li>• Have required gear.</li> <li>• Attend consistently.</li> <li>• Be a good citizen.</li> <li>• Be an active participant.</li> <li>• Stay committed.</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment properly.</li> <li>• Be cleared to participate.</li> <li>• Keep hands and feet to yourself.</li> <li>• Use an inside voice.</li> </ul>
<p><b>Emergency Drills</b></p> 	<ul style="list-style-type: none"> <li>• Follow instructions from the adult in the room.</li> <li>• Stay quiet.</li> <li>• Act as if emergency drills are real.</li> </ul>	<ul style="list-style-type: none"> <li>• Leave your materials behind.</li> <li>• Stay with your designated teacher.</li> <li>• Know your exit plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and respond to directions.</li> <li>• If you are in the hallway go to the closest classroom.</li> <li>• If you're outside, find your advisory teacher for emergency drills.</li> </ul>
<p><b>Assemblies, Celebrations &amp; Special Events</b></p> 	<ul style="list-style-type: none"> <li>• Applaud at appropriate times.</li> <li>• Actively pay attention.</li> <li>• Be positive to presenters with attitude and feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in designated areas.</li> <li>• Bring only the necessary items.</li> </ul>	<ul style="list-style-type: none"> <li>• Move quietly with traffic.</li> <li>• Look for an adult to guide you to the correct spot.</li> <li>• Listen for exit instructions.</li> <li>• Keep hands and feet to yourself.</li> </ul>



# CHARACTER TRAIT OF THE MONTH

P

URSUING **EXCELLENCE**  
**BY...**

A

CTING **RESPECTFULLY**

W

ORKING **RESPONSIBLY**

S

TAYING **SAFE**



# SEPTEMBER 2024

MON	TUES	WED	THURS	FRI
2  Labor Day	3  Teacher Work Day	4  8th Grade Only	5  7th Grade Only	6  6th Grade Only
9 A  Extended Advisory Schedule	10 B  Extended Advisory Schedule	11 A Late Start	12 B  Back to School Night 6-7:15PM	13 A
16 B	17 A	18 B Late Start	19 A  Picture Day	20 B  Picture Day
23 A	24 B	25 A Late Start	26 B	27 A  PBIS Assembly (Extended Advisory Schedule)
30 B				

	MONDAY	TUESDAY	WEDNESDAY
Advisory			
Period 1/5			
Period 2/6			
Period 3/7			
Period 4/8			

	THURSDAY	FRIDAY	NOTES
Advisory			
Period 1/5			
Period 2/6			
Period 3/7			
Period 4/8			

	MONDAY	TUESDAY	WEDNESDAY
Advisory			
Period 1/5			
Period 2/6			
Period 3/7			
Period 4/8			



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Advisory			
Period 1/5			
Period 2/6			
Period 3/7			
Period 4/8			

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	MONDAY	TUESDAY	WEDNESDAY
Advisory			
Period 1/5			
Period 2/6			
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# CHARACTER TRAIT OF THE MONTH

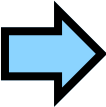
# RESPECT

**RESPECT YOURSELF**  
**AND OTHERS WILL RESPECT**  
**YOU**

WHAT WILL YOU DO TO SHOW  
**RESPECT THIS MONTH?**



# OCTOBER 2024

MON	TUES	WED	THURS	FRI
	1A	2B Late Start	3A	4 NO SCHOOL Parent Communication
7B	8A Popcorn @ Lunch for Sept. Perfect Attendance	9B Late Start Advisory Council	10A Extended Advisory Schedule	11 NO SCHOOL Professional Development
14B	15A	16B Late Start	17A	18B
21A	22B	23A Late Start	24B	25A PBIS Assembly (Extended Advisory Schedule)
28B Spirit Week 	29A	30B Late Start	31A	

	MONDAY	TUESDAY	WEDNESDAY
Advisory			
Period 1/5			
Period 2/6			
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Period 2/6			
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# CHARACTER TRAIT OF THE MONTH

## RESPONSIBILITY

**RESPONSIBLE PEOPLE KNOW  
HOW TO WORK HARD AND  
GET THEIR JOBS DONE  
WITHOUT BEING SUPERVISED**

WHAT WILL YOU DO TO SHOW  
**RESPONSIBILITY** THIS MONTH?



# NOVEMBER 2024

MON	TUES	WED	THURS	FRI
				1 <sup>B</sup>
4 <sup>A</sup> Picture Retake Day	5 <sup>B</sup>	6 <sup>A</sup> Late Start	7 <sup>B</sup> Extended Advisory End of Quarter 1	8 NO SCHOOL Teacher Work Day
11 NO SCHOOL Veterans Day	12 <sup>A</sup> Popcorn @ Lunch for Oct. Perfect Attendance	13 <sup>B</sup> Late Start Advisory Council 1:00PM Dismissal Conferences	14 NO SCHOOL Conferences	15 NO SCHOOL
18 <sup>A</sup>	19 <sup>B</sup>	20 <sup>A</sup> Late Start	21 <sup>B</sup>	22 <sup>A</sup> PBIS Assembly & Quarter 1 Celebration
25 <sup>B</sup>	26 <sup>A</sup>	27 NO SCHOOL Professional Development	28 NO SCHOOL Thanksgiving	29 NO SCHOOL

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	MONDAY	TUESDAY	WEDNESDAY
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Period 2/6			
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	MONDAY	TUESDAY	WEDNESDAY
Advisory			
Period 1/5			
Period 2/6			
Period 3/7			
Period 4/8			



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# CHARACTER TRAIT OF THE MONTH

# SAFETY

**SAFE STUDENTS  
DISCOURAGE UNSAFE  
BEHAVIOR. DON'T BE A  
BYSTANDER**

WHAT WILL YOU DO TO BE  
**SAFE** THIS MONTH?



# DECEMBER 2024

MON	TUES	WED	THURS	FRI
2 <sup>B</sup>	3 <sup>A</sup> <b>Band Concert</b> (5th, Adv. & Jazz) @ 7:00PM	4 <sup>B</sup> Late Start	5 <sup>A</sup>	6 <sup>B</sup>
9 <sup>A</sup>	10 <sup>B</sup> Popcorn @ Lunch for Nov. Perfect Attendance	11 <sup>A</sup> Late Start Advisory Council	12 <sup>B</sup> <b>Choir Concert</b> @ 7:00PM	13 <sup>A</sup>
16 <sup>B</sup>	17 <sup>A</sup> <b>Orchestra Concert</b> (5th & 7/8 Adv.) @ 7:00PM	18 <sup>B</sup> Late Start	19 <sup>A</sup> <b>PBIS Assembly</b> (Extended Advisory Schedule)	20 <b>NO SCHOOL</b> Parent Communication
23 <b>NO SCHOOL</b> Winter Break	24 <b>NO SCHOOL</b> Winter Break	25 <b>NO SCHOOL</b> Winter Break	26 <b>NO SCHOOL</b> Winter Break	27 <b>NO SCHOOL</b> Winter Break
30 <b>NO SCHOOL</b> Winter Break	31 <b>NO SCHOOL</b> Winter Break			

	MONDAY	TUESDAY	WEDNESDAY
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	THURSDAY	FRIDAY	NOTES
Advisory			
Period 1/5			
Period 2/6			
Period 3/7			
Period 4/8			



# CHARACTER TRAIT OF THE MONTH

## COMPASSION

**COMPASSIONATE PEOPLE  
CARE ABOUT OTHERS, TREAT  
THEM WITH KINDNESS AND  
FEEL A STRONG DESIRE TO  
HELP PEOPLE IN NEED.**

WHAT WILL YOU DO TO SHOW  
**COMPASSION** THIS MONTH?



# JANUARY 2025

MON	TUES	WED	THURS	FRI
		1 <b>NO SCHOOL</b> Winter Break	2 <b>NO SCHOOL</b> Winter Break	3 <b>NO SCHOOL</b> Winter Break
6 <sup>B</sup>	7 <sup>A</sup>	8 <sup>B</sup> Late Start Advisory Council	9 <sup>A</sup>	10 <sup>B</sup> <b>Extended Advisory Schedule</b>
13 <sup>A</sup>	14 <sup>B</sup> <b>Popcorn @ Lunch for Dec. Perfect Attendance</b>	15 <sup>A</sup> Late Start	16 <sup>B</sup>	17 <sup>A</sup>
20 <b>NO SCHOOL</b> Martin Luther King, Jr. Day	21 <sup>B</sup>	22 <sup>A</sup> Late Start	23 <sup>B</sup>	24 <sup>A</sup>
27 <sup>B</sup>	28 <sup>A</sup>	29 <sup>B</sup> Late Start	30 <sup>A</sup> End of Quarter 2 <b>PBIS Assembly</b> (Ext. Advisory Schedule)	31 <b>NO SCHOOL</b> Teacher Work Day

	MONDAY	TUESDAY	WEDNESDAY
Advisory			
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	MONDAY	TUESDAY	WEDNESDAY
Advisory			
Period 1/5			
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Period 3/7			
Period 4/8			

	THURSDAY	FRIDAY	NOTES
Advisory			
Period 1/5			
Period 2/6			
Period 3/7			
Period 4/8			

# QUARTER 3 & 4

## SNAPSHOT

### FEBRUARY

- 2/13: Extended Advisory & Q2 PBIS Celebration
- 2/13: Band Concert
- 2/14: NO SCHOOL
- 2/17: NO SCHOOL
- 2/20: Orchestra Concert
- 2/28: PBIS Assembly

### MARCH

- 3/13: Choir Concert
- 3/14: NO SCHOOL
- 3/21: PBIS Assembly
- 3/24-3/28: Spring Break

### APRIL

- 4/10: Extended Advisory
- 4/10: End of Quarter 3
- 4/11: NO SCHOOL
- 4/16: 1PM Dismissal
- 4/16: Conferences 4PM-8PM
- 4/17: NO SCHOOL, Conferences
- 4/18: NO SCHOOL
- 4/25: PBIS Assembly & Q3 Celebration

### MAY

- 5/2: NO SCHOOL
- 5/9: Extended Advisory
- 5/13: Band Concert
- 5/15: Orchestra Concert
- 5/20: Band Concert
- 5/22: Orchestra Concert
- 5/26: NO SCHOOL
- 5/30: PBIS Assembly

### JUNE

- 6/3: Concert Choir
- 6/11: Fun Day!
- 6/12: Last Day, 10:15AM Dismissal

