



345 South Military Trail, West Palm Beach, FL 33415

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<https://oakstonepbc.org/>

## **Middle and High School Expectations**

2020-2021 School Year

Dear Parents and Students,

We are proud and excited to welcome you to Oakstone Academy's 2020-2021 school year! We look forward to welcoming new students to our ranks, as well as welcoming back the faces of those we have come to know and love. We anticipate that this year will be a rewarding time of growth and progress for each and every student. Our Social Immersion program, which was developed by Dr. Rebecca Morrison, is one in which students of diverse abilities and needs learn side-by-side. It is our goal for all students to be challenged while receiving the support they need to grow and flourish. In this packet you will find: classroom expectations, teacher biographies, morning and snack routine, and our classroom behavior plan. I ask that you read this packet carefully. We will also review routines and expectations in class with students. If you have any questions, please do not hesitate to reach out. We can't wait to begin our learning journey together!

Sincerely,

Ms. Rebecca Davis and the OAPB Middle and High School Team

[rdavis@osapb.org](mailto:rdavis@osapb.org) and [rebecca.davis@ccde.us](mailto:rebecca.davis@ccde.us)

## Daily Routine and Information

### Schedule:

#### Period Time

Period 1  
8:15-9:00

Period 2  
9:05-9:50

Period 3  
9:55-10:40

Period 4  
10:45-11:30

Period 5  
11:35-12:20

Period 6  
12:25-1:10

Period 7  
1:15-2:00

Period 8  
2:05-3:00

### **Punctuality and Attendance:**

Students are encouraged to arrive as early as 8:00am. At 8:16 students are officially tardy. It is important that students arrive on time so that they will not miss any material or instruction. It is also important that students regularly attend school, as they will fall behind if they miss too many days. If a student misses class or instruction due to absence or tardiness, please have them see their teacher(s) for missed classwork, homework, and handouts.

Excused absence notes should be turned in to the student's homeroom (1<sup>st</sup> period) teacher. Only medical and emergency absences may be excused.

Dismissal will be staggered to prevent students from congregating. Middle and high school dismissal will be held from 3:10-3:25pm.

### **Snack & Lunch:**

Once we open physically, each student is responsible for bringing their own snack and lunch. Although we will not have a designated snack period this year, students are encouraged to bring a snack and eat it during the passing time between periods or ask permission to eat quietly during a class. Students have a full 45-minute period for lunch. Those first 15 minutes are a great way to integrate movement based-activities or socialization games. We are only allowed to microwave food for students with a doctor's note.

### **Homework:**

Students should expect to receive regular homework assignments from their teachers. While we generally try to reduce the amount of homework sent home at Oakstone, students will notice that as they move up through middle and high school more homework will be assigned, as well as frequent tests, quizzes, and projects. Students are expected to complete their homework the evening assigned unless another due date is specified. Late or incomplete homework should be accompanied by a note or email from parents or guardians. Please address any concerns in regards to difficulty or amount of work given to the subject's lead teacher.

### **Social Distancing:**

When we return to brick-and-mortar learning, students will be socially-distanced, masks will be required, and hand washing and sanitation will occur frequently throughout the day. Teachers will rotate classrooms rather than students in order to reduce movement. A full COVID safety plan is available on our website.

## Locker Policy:

Due to COVID-19, lockers will not be used this year. Students will have a designated space near their desk to keep all materials and textbooks.

## Grading Scale:

Letter Grade:	Percentage:
A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

High School Only:	
Letter Grade:	GPA Points:
A	4.0
B	3.0
C	2.0
D	1.0
F	0

## Virtual Platform and Expectations:

Due to COVID-19 we plan to begin the school year virtually. Like last year, we will use the Google Classroom platform. We have made significant changes to streamline/organize our Google Classrooms in order to reduce frustration. As far as possible, we strive to make assignments student-friendly and keep the platform organized and easy to navigate.

### Navigating Google Classroom

Always use the [Google Chrome](#) browser.

Make sure your browser is synced to your CCDE Gmail account.

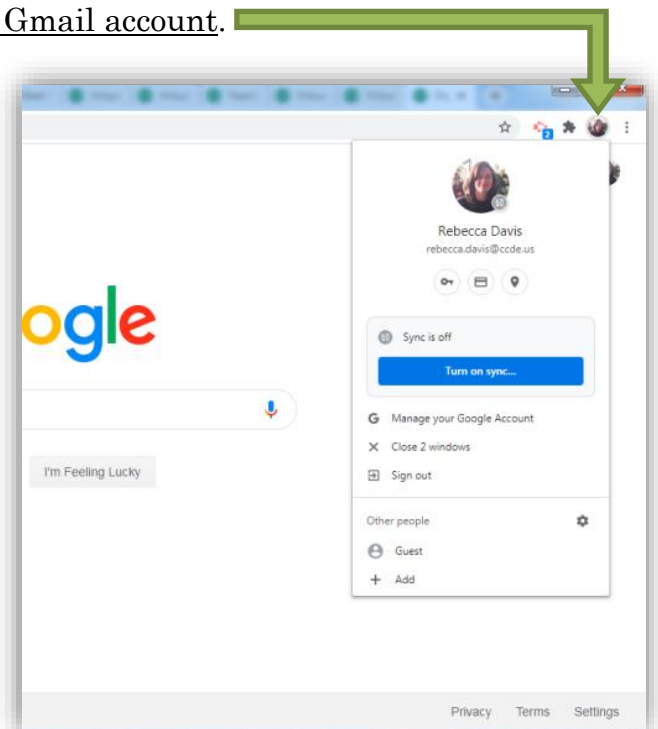
Gmail: <https://mail.google.com/>

Google Classroom: <https://classroom.google.com/>

\*use the Classroom tab to easily find assignments

Google Meet: <https://meet.google.com/>

Google Calendar: <https://calendar.google.com/>



## Guardian Email Summaries

Parents/guardians will receive a weekly or daily email summary, including:

- Missing work
- Upcoming assignments that will be due
- Class activity

## **Study Hall**

This year all students will have a study hall period twice a week (Tuesday/Thursday). This will be a great opportunity for students to work on their assigned reading, homework, projects, or study for an upcoming test or quiz. The period will be led by one of our middle and high school teachers. Although that teacher may not be the one who assigned the work originally, s/he will be available to answer questions, guide students in understanding directions or new concepts, or help students to reach out to the original teacher for clarity if the assignment is unclear or confusing. While we are working virtually, logging in to the Google Classroom/Google Meet session for Study Hall will be optional.

## **Contact Information**

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345 S. Military Trail  
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Señora Conde: [edilia.conde@ccde.us](mailto:edilia.conde@ccde.us)

## Middle/High School Expectations of Behavior

Because we help so many students with different needs and abilities, behavior is very important at Oakstone. When considering behavior, the first thing we ask students to consider is how their words or thoughts might impact others. It helps to remember The Golden Rule, "Treat others the way you would like to be treated." We ask all students to try to keep our school a safe environment for everyone who spends time here. We also expect students to follow these guidelines:

1. Respect everyone's physical, emotional, and intellectual safety  
This means no negative comments about:
  - a. classmate's bodies
  - b. clothing
  - c. actions
  - d. ideas
  - e. opinions
  - f. religious beliefs
  - g. or thoughts
2. Respect personal and classroom property
  - a. Do not touch personal property without asking
  - b. Do not mistreat or purposefully break classroom / school materials
  - c. Do not mistreat or purposefully break classmates' materials or property
  - d. Return any borrowed materials as soon as possible
3. Listen to speakers, either teachers or classmates, with your eyes, ears, and body  
This means:
  - a. Not talking when others are talking
  - b. Actively participating in group activities
  - c. Following along with the teacher when they are instructing
4. Keep your actions school-appropriate
  - a. If your behavior is unexpected, then you are not being school appropriate
  - b. Teachers and students will have discussions about what behaviors are expected and unexpected, both in and out of the classroom
5. Encourage your classmates and help them to be the best they can be by building up their self-esteem.  
Encourage your classmates by:
  - a. Telling them good job and offering positive feedback
  - b. Helping them to succeed at activities they may be struggling with
  - c. Being a good citizen in the classroom
  - d. Leading by a positive example
  - e. Treating others how you would like to be treated
6. Never underestimate what you can do and never put yourselves down
  - a. Always try your hardest, even when you think you can't anymore
  - b. Take pride in your classwork and your classroom
  - c. Never say, "I can't do it!" or "That's too hard!"
  - d. Never be afraid to ask for help when you need it
  - e. Be willing to try new things
  - f. Know that you are a valuable part of our classroom

## Behavior System

Middle and high school teachers will provide an opportunity for class incentives through various group rewards charts. Each teacher will create his or her own reward chart system, which will be displayed in the classroom. Students will be able to vote on an incentive of their choice for each class period and work with their group towards earning their prize through positive behavior and making good choices. All students are praised and encouraged when demonstrating appropriate behavior. Students at the middle and high school level earn rewards on an individual basis either as indicated by a chart or as a student is “caught” doing the right thing.

Rule infractions will be communicated to parents on a daily basis via email or a phone call. We implement natural consequences whenever possible. For instance, students may be asked to sit out from a preferred activity in order to complete a reflection activity.

Serious transgressions will be dealt with on an individual basis and may have a consequence outside of the above system. Parents and guardians will be notified of the incident by a teacher or administrator.

## Parent/Student Middle and High School Expectations Agreement

For the parent/guardian:

I, \_\_\_\_\_, have read and understood the Middle and High School Expectations packet and agree to follow the guidelines put forth by Oakstone Academy and the middle and high school team.

Parent Signature: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

For the student:

I, \_\_\_\_\_, have read and understood the Middle and High School Expectations packet. I agree to follow the guidelines put forth by Oakstone Academy and the middle and high school team.

Student Signature: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Introduce Us to Your Student

Student Name: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Tell us about your student:

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What are your educational goals for your student?

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What are your student's strengths?

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What are your student's weaknesses?

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Do you or your student have any concerns for the upcoming school year?

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