



**Dear Claremont Families,**

My name is Jonathan Mayer, and this is my fifth year as principal of Claremont Middle School. I am writing this letter in association with our assistant principal, Gary Watson, who has begun his second year at Claremont. We would like to extend a warm welcome to the incoming 6th grade class and express our deepest gratitude for the community support we have received over the past couple of years. For this coming year, we are excited about adding a number of both new and experienced teachers who will be supporting us to increase the rigor of instruction. In addition to having strong academics at Claremont, we are also focusing on the whole child. We want our students to believe that they can be the agents of change: By working hard and having a growth mindset, they can improve academically; by being respectful they can improve friendships; and by advocating for what is right, they can make Claremont and the community around them a better, happier, and healthier place. We are excited to lead our dynamic team and support staff and believe that this will be the best year we have ever had!

**Our School Vision and Mission**

**We prepare** students to leverage their grit to build academic stamina, while building bridges across differences to create positive change

**We explicitly teach** and continuously reinforce rigorous and relevant instruction within a **compassionate, mindful, and safe** environment

**We lead** with learning as the main event, with equity at the center and student voice as the driving force

**We inspire** our students and staff to continuously find ways to work collaboratively, to spark curiosity for learning, and to find the joy in the process

**Student Planner Use:** We at Claremont, in alignment with our vision and mission, are preparing students to leverage their grit to build academic stamina. To help prepare students for success, they will be expected to write in their homework daily and use this to help organize their middle school experience!



# Location and Contact Information

Claremont Middle School is located at 5750 College Avenue in Oakland between Birch Court and Miles Avenue.

Main Office: 510-654-7337

Email: [office@claremontms.org](mailto:office@claremontms.org)

Please complete with your teachers in August!!

Principal:

Assistant Principal:

Dean of 8th grade:

Dean of 7th grade:

Dean of 6th grade:

Community Schools manager:

Academic Counselor:

Restorative Justice Coordinator:

School Secretary:

Attendance Clerk:

To contact any of the above, please type their [firstname.lastname@ousd.org](mailto:firstname.lastname@ousd.org)



## How to Stay Informed

**Telephone Messages:** The school uses an automated “robo-call” system to deliver important messages by telephone to our community. If you are not receiving these messages, contact the school office and let us know which telephone number we should use to keep you informed.

**Claremont Web Site:** Visit the school website at [www.claremontms.org](http://www.claremontms.org) to find teacher/staff contact information, the daily bell schedule, the school calendar and other useful resources.

**Claremont Knightline Email Newsletter:** Subscribe to this free email newsletter to receive updates about school news, events, activities and our wonderful scholars being highlighted for excellence in academics, athletics, and other extracurricular activities. Email [news@claremontms.org](mailto:news@claremontms.org).

# Academics



**Core Classes:** All students will take Math, Science, English, History, and PE. In 6th grade, students get the opportunity to try out computer science and music. In 7th and 8th grade, students get to choose which elective path they want to take.

**Extra support:** If students need to check in with teachers during break, lunch, or afterschool, they are welcome to go directly to their class before they exit the building. Otherwise, students need to pre-arrange with their teacher and get a pass from them in order to re-enter the building once they have exited.

**Growth Mindset:** At our core, the teachers and staff of Claremont believe that your brain is a muscle. We all get better at what we practice. People that read a lot become great readers. People who shoot lots of free throws become good free-throw shooters. People who lift lots of weights become very strong. With this philosophy at the heart of what we do, we want students to use all of their brain and skills to become better readers, mathematicians, scientists, historians, athletes, musicians, artists, and computer scientists. We know that if our students practice the skills related to any discipline that they will improve tremendously and be very successful at Claremont and beyond.

**Homework and Reading:** Individual teachers and grade levels will let you know about the homework policy. It will vary. Please plan on homework assignments each night. In addition, students should be reading a minimum of 30 minutes each night. The published material that students are reading should be at or slightly above their reading level. In order to determine if the reading is at or above reading level, choose a page and scan it. If there are no words that the reader struggles with, the reading may be too easy. If there are more than 2 words that the reader struggles with, the reading may be too hard. If there are one or two words that the reader may struggle with, this is a good choice and will help to improve reading ability. In order to fully understand the reading, students can either look up new words or use context clues to determine new vocabulary.

**Report Cards:** The school year is split up into 6 marking periods. Three marking periods equal a semester. Semester grades stay on your child's transcripts. Student report cards are

distributed six times a year, about a week or so after the marking period ends. You are welcome to log into [parent.ousd.org](http://parent.ousd.org), to see current grades or report cards. Also, the school will send home a report card each marking period with your child.

**Standardized Tests:** Some tests students take are required by the district. Others are state mandated. Students will be expected to take a reading inventory several times a year. Students will also take a math inventory. These tests are both district level. SBAC, the state tests, are administered at the end of the year. All the data from these tests will be used to help support student growth.

**Student Led Conferences:** Advisory teachers will hold Student-Led Conferences twice - once this year for all students, and twice for any students who are not meeting academic grade level expectations. Student-led conferences (SLC) put the spotlight on the most important person, the student; help improve parent/caring adult involvement; and get the student to finally ask the teacher, "How can I improve my work?" SLCs put the students in the director's chair, hold them accountable for their learning, and make them responsible for sharing their learning with their parent/caring adult. This allows them to see that by exercising their growth mindset, they can improve.

**To access grades and other info:** Students can go to [student.ousd.org](http://student.ousd.org). They need to have their firstname.lastname email address and lunch number. Parents, go to [parent.ousd.org](http://parent.ousd.org). This OUSD website allows registered parents and guardians to log in for online access to detailed information about their student's school performance, including current grades, report card grades, assignments, and attendance. To register for an account you will need a valid email address, the home telephone on file for your student, and the verification pass code or VPC, which you can get from the school secretary.

Student username is:

Student lunch number is:

Parent home telephone:

Parent Verification Code:

**To access the homework calendars for all grades:** Go to the Claremont website at [www.claremontms.org](http://www.claremontms.org), and click the "The Claremont Learning Center" link on the right side of the webpage.



## School Expectations

**Attendance:** Attendance is key to student success. Students who attend classes regularly and on time usually achieve better grades and develop valuable lifelong work habits. Claremont has

an attendance team that will work closely with families to support students in getting to school daily and to arrive on time.

**Absences:** In order to report absences please call Ms. Gonzalez at 510-654-7337 ext. 5002. If Ms. Gonzalez is not available, please leave a message with the name of your student, the date of the absence, and the reason for the absences. Please provide a doctor's note if your child is absent more than three consecutive days. Students should bring the doctor's note to Ms. Gonzalez.

**Closed Campus:** Claremont Middle School is a closed campus. All students are required to stay on school grounds during the school day. If a student needs to leave, they need permission from a parent or the parent needs to be present. Then they need to communicate with the office and sign out.

**Contacting your child:** Parents who need to contact their child, please call the main office and our staff will get important messages to them. If necessary, we will pull them out of class so that you are able to speak to them on the phone. PLEASE do not call your child's cell phone during school hours.

**Family Involvement:** At Claremont we value families and the partnership that we create with them. Our experience over many years is that students are most successful when families reach out when they have questions, attend student led conferences, and contact teachers if grades are below family expectations. Additional ways to support your child and the school include volunteering in library or classes, chaperoning field trips, attending events, or joining the PTA.

**Supplies:** Students need to bring supplies to each classes. Teachers will let families know what is needed for individual classes. However, for all classes, students are expected to have 3 sharpened pencils ready to go, 2 pens, the student planner and a backpack to carry all other supplies. If students have trouble getting these supplies, have your child come to the office after school.

**Student Drop Off / Pick Up:** Parents are asked to drop off students and pick them up on Miles Avenue at the Student Gate. Students are expected to enter and leave campus through the Student Gate unless it is a specified early release and the student will leave after signing out in the office.

**Tardy to school:** If your child, for any reason, is tardy to school, they need to stop in the office if it is after 8:45 to get a pass to class. Before 8:45, they will enter through through Miles Gate and report directly to class.

**Visitors:** Parents/caring adults who wish to visit the classrooms must pre-arrange such visits with the teacher. Twenty-four hours' notice is recommended. Student visitors are not permitted.

All visitors must report to the office and obtain a visitor's pass immediately upon entering the building. Parents should call in advance to set up appointments with administrators and counselors to ensure their availability.

## School Policies

### At Claremont Middle School, we are...



**Building**-Students are welcome in the building at 8:25 and will enter through Miles gate. However, students are not allowed in the building without an adult at the following times, since there is no adult officially supervising them. Once they leave the building, they will not be allowed readmittance.

- a. Before school(8:25)-Unless with an adult
- b. During break
- c. At lunch
- d. After school

**Cell Phone Policy:** Cell phones & Electronic devices must be on silent and put away before your child goes through Miles gate.. If you need to reach your child during the school day, you may do so by calling the front office at 510-654-7337. If a cell phone rings, or is visible, your child will be asked to turn it over to an adult.

Step 1: The first time a student violates this policy, the device will be held in the school office until the end of the day. Your child may pick up the phone at the end of the day and parents will be notified.

Step 2: The second time, the device will be held in the main office until the end of the day and a parent or guardian must come and pick up the device from the office. At the time, you and your child will be asked to sign a document stating that the next time your child is using the device on campus that it will remain in the front office for five days.

Step 3: A third violation of this policy means the device will be held in the office for five days. Students will be allowed to pick it up at the end of the fifth day.

Step 4: Further violations will be treated as Step 3.

**Dress Code:** Students shall at all times dress and groom themselves in a manner that is consistent with the Oakland Unified School District's educational goal of providing a safe and secure educational environment. Consistent with the District's goal of providing safe and respectful school communities, students are to dress and conduct themselves in a manner that demonstrates the seriousness appropriate in a learning environment. To further elaborate...

- Shoes must be worn at all times. All shoes need to have a back for safety reasons.
- Wearing of any attire, slogans, initials, colors or jewelry that advocate gang participation, use of drugs, alcohol or vulgarity is prohibited. Clothing should be free of writing, pictures or any other insignia, which are crude, vulgar, profane or sexually suggestive.
- Clothing needs to cover all undergarments.
- Blankets are not a clothing option on campus. Students are free to wear sweatshirts and other warm clothes. Blankets will be confiscated, and will require an adult to pick them up.
- Headgear, hats, hoods, visors and sunglasses are to be removed upon entering the building, unless it is necessary for medical or religious reasons.
- Wave caps, do rags, hairnets, and bandanas are not allowed on campus.
- For more information please see Oakland Unified's Student and Family handbook.

**Food:** We are very excited to offer ALL STUDENTS a free *Grab and Go Breakfast* during snack or hot breakfast (8:00-8:20). Please encourage your child to enjoy this nutritious and free meal!

- All food will be eaten outside or in the cafeteria. Eating in the building may result in disciplinary actions, such as confiscation and contact home.
- Food needs to be disposed of in trash and recycling cans.
- All 6th grade students will be expected to eat in the cafeteria. 7th and 8th grade students will be able to eat food in all outdoor areas or in the cafeteria.
- If your child is not taking advantage of school lunch, please ensure that lunch does not need to be refrigerated or heated up!

**Skateboards/Scooters:** Students are able to walk their skateboards, scooters, etc. to the bin in the yard before school. They can pick it up at the end of the day from the bin.

**Student Office Visits:** All students need to have a pass, or other adult communication with the office, in order to go to the office. Individual students can go to the office in the following ways:

- Before or after school using the front door (students cannot go through the building; they need to exit Miles gate and then use front door)
- During class with a pass from their teacher.
- Hallway passing periods: students will need to get a pass from their NEXT teacher. The teacher has full discretion as to whether and when students are able to go. The office staff will not allow any student in the office without the proper documentation.
- Lunch: students need to check in with one of the supervisory adults, who will radio to the office. The double doors will be locked and students will need to be let in individually.

**Tardy to class policy:** Students are expected to be inside the classroom in their seats when the bell rings. If they are not inside the classroom when the teacher closes the door, they are considered tardy. Students who are tardy will receive a phone call home, and will be notified,

through writing, that they have Work Time Reimbursement (WTR) on Fridays with the assistant principal.

- 1 tardy = 10 minutes, 2 = 20 minutes, 3 = 30 minutes, 4 = 40 minutes, 5=50 minutes 6 = 60 minutes; more than 6 tardies in a week will result in an immediate parent-teacher conference so we can immediately support students to prioritize their academics.

**Sexual Harassment Policy: Claremont Middle School:** Claremont Middle School and the Governing Board of the Oakland Unified School District are committed to maintaining a safe school environment that is free of harassment and discrimination.

**WE HAVE A ZERO TOLERANCE POLICY FOR SEXUAL HARASSMENT**

**What is sexual harassment? Includes but is not limited to:**

- Sexual Violence
- Unwelcome sexual advances
- Unwanted request for sexual favors
- Unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting

**Examples:**

- Unwelcome leering, sexual flirtations, or propositions
- Unwelcome slurs, threats, verbal abuse, derogatory comments, or sexual degrading descriptions
- Graphic verbal comments about an individual's body, unwanted sexual comments or questions, or overly personal conversation or computer generated images of a sexual nature
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominately single-sex class or activity
- Massaging, grabbing, fondling, stroking, or brushing the body
- Touching an individual's body or clothes in a sexual way
- Impeding or blocking an individual's movement or any physical interference with school activities when directed at an individual on the basis of sex or gender expression
- Displaying sexual battery, or sexual coercion
- Sexual violence which is the perpetration of a sexual act on a person without their affirmative consent
- Electronic communications containing comments, words, or images described above

**Consequences of sexual harassment:**

- Suspension
- Expulsion
- In some instances, the case will be forwarded to the police

**If you are aware of or the victim of sexual harassment, please notify an adult immediately.....**