



Dear OCEAA Student,

Welcome to our *La Secundaria @ OCEAA* family! We know that you have a choice of schools, and we are excited that you have chosen to work with us as you prepare for high school, college, and future careers. The term *Secundaria* is borrowed from Mexico, where students your age participate in a specialized secondary program that prepares them for high school. Spanish is a valued language at OCEAA and we believe that the combination of OCEAA and *Secundaria* is a great way to combine elements of English and Spanish and create a unique identity.

Everything we do, we do because we want to see you succeed as bilingual citizens and make a positive impact on your family, your community, your nation or your world. Here's a brief statement of what we stand for:

Our Mission

La Secundaria's team nurtures students to become
problem solvers,
team players,
effective communicators, and
global citizens
in their journey to become college and career ready.

We are combining great curriculum and teaching so you can have a learning experience that challenges you to grow more than you thought you could. We are going to hold you to high standards and push you to be your best self but, ultimately, you will have to demonstrate that you can succeed in high school and beyond.

We wrote this guide to show you the learning conditions we need so you can feel safe, supported and able to do your best work. Everything in this guide is written specifically for *La Secundaria* students and goes with all of the policies in **OCEAA's 2017-18** Family Handbook. So, read this guide carefully. We have two short years with you before you go to high school and we want to make the most of every minute.

The path to high school, college and career starts with you. Let's make it happen, together!

Sincerely,

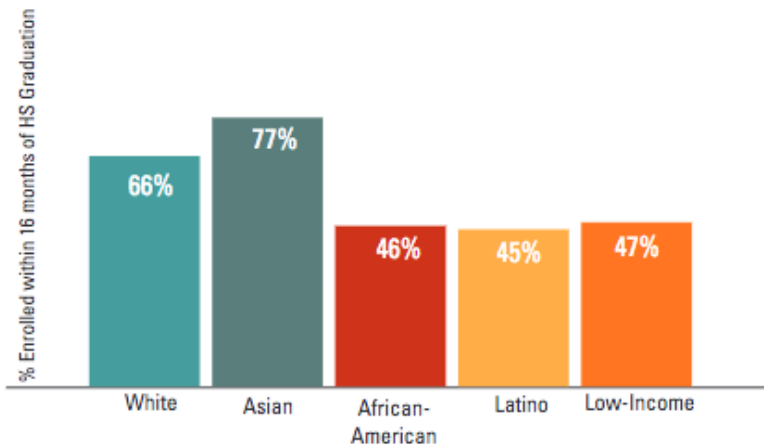
Kristin Collins, School Director

I. Your Choice

We believe a small school in which teachers know their students well will positively impact your future. You have enrolled in *La Secundaria* by choice and are expected to get to know yourself as a learner and take an active role in your social and academic development. We will help you set and achieve important goals for future success, including college and career readiness.

La Secundaria years are critical for preparing you to enter high school, college and a career. According to a recent study conducted by The Education Trust, “Low-income students and students of color drop out earlier and more frequently. When compared with their white, Asian, and more advantaged peers seventh and eighth grade dropout rates are between 40 to 70 percent higher for Latino, African-American, and low-income students.” The graph below shows how early drop out rates affect the percentage of Latino, African-American, and low-income students attending college. According to the numbers, about half of the students in your class will not go to college; we want you to beat the odds!

FIGURE 1: Estimated college-going rates for California's 2006 ninth graders (class of 2010)



Source: Education Trust West analysis of California Department of Education data.

Our Goal

100% of *La Secundaria* students exit ready for success in a college-prep high school program.

At the end of this handbook, you will find a Commitment to Excellence page in which you, your parents and your teachers make clear what they can expect from each other on a daily basis.

We hope you will choose to make the commitment to strive for excellence!

II. Your Program and Schedule

La Secundaria students will work closely with a team of teachers who are specialists in their content areas - this is a big step up from the two-teacher teams you had in elementary grades! Each teacher is a specialist in his/her subject area and can expand your knowledge exponentially. The academic courses you take will depend on whether you are enrolled on the English Only or Dual Immersion Program.

6 th Grade Dual Language Immersion Program Courses	
<ul style="list-style-type: none"> • Math – <i>taught in Spanish</i> • English Language Arts • Spanish Language Arts or Spanish for Native Speakers – <i>taught in Spanish</i> • Social Studies – <i>taught in Spanish</i> • Science (NGSS Integrated Science) • PE, Music, Technology/Media Arts 	
7 th Grade English Only Program Courses	7 th Grade Dual Immersion Program Courses
<ul style="list-style-type: none"> • Math • English Language Arts • English Composition • World History • Science 7 (NGSS Integrated Science) • PE & Art Elective 	<ul style="list-style-type: none"> • Math – <i>taught in Spanish</i> • English Language Arts • Spanish 1/2 – <i>taught in Spanish</i> • World History • Science (NGSS Integrated Science) • PE & Art Elective
8 th Grade English Only Program Courses	8 th Grade Dual Immersion Program Courses
<ul style="list-style-type: none"> • Math • English Language Arts • English Composition • American History • Science (NGSS Integrated Science) • PE & Art Elective 	<ul style="list-style-type: none"> • Math – <i>taught in Spanish</i> • English Language Arts • Advanced Spanish – <i>taught in Spanish</i> • American History • Science (NGSS Integrated Science) • PE, Art Elective

Your academic courses are scheduled in 80 minute blocks on an A/B rotation. Some classes meet every day, some meet every other day, and some meet every other week. A/B Block scheduling is used so that:

- Teachers see fewer students during the day, giving you more time for individualized instruction.
- More hands on labs, projects and cooperative learning activities can be completed in one class period.
- Students have more time for reflection and less information to process over the course of a school day.

In addition to taking 6 academic courses, you will have PE, arts, Sustained Silent Reading and a “Crew” period that is dedicated to building a strong community of learners.

La Secundaria Bell Schedules

Regular Schedule – Mon-Tues-Thurs-Fri

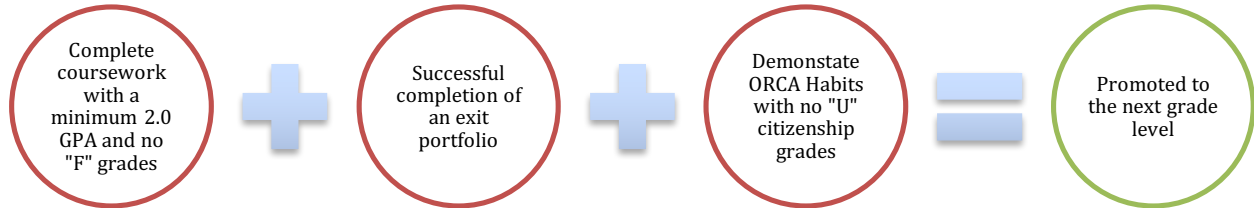
	A Day/Week	B Day/Week
8:10-8:30	Sustained Silent Reading (SSR)	Sustained Silent Reading (SSR)
8:30-9:50	Block 1	Block 4
9:50-10:05	Recess	Recess
10:05-11:25	Block 2	Block 5
11:25-12:45	Block 3	Block 6
12:45-1:10	6 th Lunch / 7 th & 8 th Recess	6 th Lunch / 7 th & 8 th Recess
1:10-1:35	6 th Recess / 7 th & 8 th Lunch	6 th Recess / 7 th & 8 th Lunch
1:35-2:00	Crew	Crew
2:00-3:10	PE, Arts, Intervention	PE, Arts, Intervention

Modified Schedule – Wednesdays

	A Day/Week	B Day/Week
8:10-8:30	Sustained Silent Reading (SSR)	Sustained Silent Reading (SSR)
8:30-9:50	Block 1	Block 4
9:50-10:05	Recess	Recess
10:05-11:25	Block 2	Block 5
11:25-12:45	Block 3	Block 6
12:45-1:10	6 th Lunch / 7 th & 8 th Recess	6 th Lunch / 7 th & 8 th Recess
1:10-1:40	6 th Recess / 7 th & 8 th Lunch	6 th Recess / 7 th & 8 th Lunch

III. Your Promotion Policy and Grading Policy

You must meet requirements in academics and citizenship to be promoted to the next grade level. Only when you have completed all requirements are you eligible to receive a “Certificate of Promotion” and participate in promotion activities.



Standards-Based Grading

At *La Secundaria*, you learn that your hard work pays off through our standards-based grading (SBG) system. SBG is a system of grading based on your demonstrated level of proficiency in essential course content and skills. Rather than earning points for completing an assignment on time, you must demonstrate proficiency on all major assessments, including essays, projects, exams and presentations. If you fail to meet minimum standards of performance, we will continue to support you until you “get it.”

Portfolio

Throughout the year, you will work with your teachers to identify work that you are proud of and that shows mastery of essential grade level standards. These selected assignments/assessments will be kept in a portfolio that will be presented to parents at conferences and will also be presented to the OCEAA community at the end of the year as evidence you are ready to be promoted to the next grade.

Incomplete or Failing Assessments

Your job is to show you have reached a satisfactory level of proficiency on your major assessments. If you miss an assessment due to absence, you must arrange a make-up opportunity with your teacher as soon as you return. If your performance on an assessment is not yet satisfactory, you must make a study plan with your teacher and schedule a re-take date as soon as possible. Students who do not re-take assessments with in a 2-week period will be given an ODR.

Extra Credit

Extra credit will not be provided; you are expected to master the essential course content and skills as demonstrated on your assessments.

Late and Incomplete Work

The consequence for late work is attending detention and completing the work. Failure to detention will result in additional disciplinary consequences.

Grading Periods

There are four quarters per year; each quarter is approximately 9 weeks long. Report cards for quarters 1 and 3 are progress reports; report cards for quarters 2 and 4 are final grade reports.

Academic Grading Scale and Grade Point Average (GPA)

La Secundaria students are required to maintain a 2.0 GPA at all times. To find your GPA, add up the points for each class grade on a report card; divide that amount by the total number of grades, and you will get your GPA.

90%-100%	A = 4 points
80%-89%	B = 3 points
70%-79%	C = 2 points
60%-69%	D = 1 point
0%-59%	F = 0 points

Example: Your report card has 2 As, 3 Bs, and 1 C = $(4 \times 2) + (3 \times 3) + (2 \times 1) = 8 + 9 + 2 = 19$
19 divided by 6 grades = 3.17 GPA.

Citizenship Grades

Students will receive a grade for each ORCA citizenship category as follows:

- Excellent = No MDRs/ODRs in related category, classroom leader that exceeds expectations
- Satisfactory = 1 or 2 MDRs and no ODRs in related category, cooperative student that meet expectations
- Needs Improvement = 2 or more MDRs and/or 1 ODR in related category, capable of satisfactory behavior but not yet consistently meeting expectations
- Unsatisfactory = 2 or more MDRs and 2 or more ODRs in related category, frequent poor choices negatively affect learning of self and others

IV. Your Code of Conduct: An ORCA Learning Environment

In order for you and all your classmates to grow academically, you will need to put into practice a set of habits that show you take learning as seriously as we do. These habits are designed to make sure you:

- are able to access and engage in a high-quality, standards-based curriculum.
- are valued as an individual and are supported to take ownership of your own behaviors.
- value and maximize instructional time so you learn at levels that ensure current and future success.
- develop the mindsets and behaviors that will allow you to be successful in high school, college and beyond.

The ORCA letters define your code of conduct in class.

O

• **Growth Oriented**

enter with a positive attitude • make an effort • learn from your mistakes
embrace feedback • set goals and strive to achieve them • take academic risks

R

• **Respectful**

follow norms • use kind words • protect others' personal space and belongings
honor differences • be attentive and courteous • take pride in your work
hold yourself and others accountable

C

• **Collaborative**

follow protocols • share, analyze and critique ideas • create community
be a leader • take collective responsibility for a quality learning environment

A

• **Active**

take initiative • participate in lessons and transitions with purpose • be a problem solver
organize space and materials for learning • persevere when challenged • become independent

Note: The elementary ORCA expectations are still in effect in all school locations – Organized, Respectful, Careful, and Accepting Responsibility.

V. Enforcing the Code of Conduct

ORCA behaviors are expected of all staff and of all students in all school locations. *La Secundaria* teachers are responsible for creating a learning environment for you that focuses on giving frequent positive feedback so that you will always know exactly what is expected of you. Routines and expectations will be modeled and taught so that all students can master them. Positive feedback in the form of daily praise and Class Dojo points, weekly/monthly privileges and assembly recognitions are meant to support you in choosing to give your best effort every day.

When you choose to interfere with your learning or the learning of others, we will immediately intervene to get you back on track and return your conduct to focus on learning. *It is up to all OCEAA staff members to decide which consequences are realistic, respectful and relevant to the choice you are making*, and may include: verbal reminder or redirection, private conference, seat change, time out, loss of privilege, written reflection, apology, detention, time out, parent phone call, etc. All teachers will assign you after school tutoring or detention for missing work, as described later.

Minor Discipline Reports (MDRs) – An MDR will be given when it is time to communicate to a parent or guardian that your behavior choices are interfering with your learning and you are having difficulty making better choices on your own. MDRs must be signed and returned to the assigning teacher, or viewed by a parent through Class Dojo or email. 3 MDRs for any behavior will result in a mandatory Wednesday detention. 3 MDRs for the same problem is considered chronic misbehavior will result in an ODR.

- Mandatory Wednesday Detention is assigned when a student receives an MDR for 3 missing assignments, or accumulates 3 MDRs for any reason. These detentions are staffed by the School Director, PBIS Counselor, or other designated staff who is trained to facilitate self-reflection and community service activities.

Office Discipline Referrals (ODRs) – When your behavior choice creates a major interruption to learning, you will be sent to the office with an ODR, and consequences will be assigned by the School Director, PBIS Counselor, or other administrator. 3 ODRs of any kind will require a parent conference and suspension.

Consequences for Late or Incomplete Work

Classwork and homework are assigned for students to prepare for upcoming instruction and practice important skills that prepare them for standards-based assessments.

La Secundaria teachers commit to assigning work that is:

- Relevant: the assignments are connected to meaningful skills and concepts
- Do-able:
 - students will be prepared to complete the assignment
 - directions will be clear
 - the length of the assignment will be reasonable relative to the due date
 - complex assignments will be broken down into smaller chunks

- Timely: the assigned work will be what students need at that moment to prepare them for upcoming lessons and assessments
- Tracked: homework assignments will be immediately stamped as complete or incomplete at the beginning of class on the due date; parents will be contacted ASAP if assignments are incomplete. Your completion or understanding of classwork will be checked by the end of class.

Students commit to:

- Writing assignments in your agenda (Active)
- Making a best effort to attempt and complete all assignments (Growth Oriented)
- Following requirements for neatness and presentation (Respectful)
- Contacting the teacher by phone, email or Class Dojo if clarification about the assignment is needed (Active)
- Bringing completed homework to class on the due date (Active)
- Keeping class stamp charts in your binder (Active)
- Using available resources to make up work when absent (Active)

Parents commit to:

- Checking your student's homework, agenda and PowerSchool
- Providing a place for your student to read, study and complete homework
- Contacting the teacher by email or Class Dojo if clarification about the assignment is needed
- Ensuring your student attends mandatory tutoring and detention a priority when assigned

Incentives and consequences for completing your work:

- Students who have 100% homework completion each month will earn a privilege pass
- Students who do not complete classwork or homework will be assigned mandatory tutoring or detention to make up the work.
- Students who do not have homework complete and ready to be stamped at the time the assignment is due, or whose quality of work is unacceptable, will be assigned detention to make up the work.
- When 3 homework assignments for any class are not stamped complete, students are assigned mandatory detention on Wednesdays from 1:45-3:15 and a Minor Discipline Referral (MDR) will be sent home
- After 3 MDRs for incomplete assignments are earned, the student receives an Office Discipline Referral (ODR) for administrative follow-up

VI. Other Important Information

Your Dress Code

In order to ensure a safe, professional learning environment for everyone and prepare you for Future careers, *La Secundaria* teachers will strictly enforce the OCEAA dress code. The dress code is in effect anytime you are in the school building and outside of the school building. For a full description of the OCEAA Dress Code see the Family Handbook. Hats worn in the building will be confiscated.

Grab and Go Breakfast

Grab and Go Breakfast is designed to ensure no student starts the day hungry. If you are bringing a bag breakfast to class, you are expected to sit down and start reading immediately upon entering, and eat quickly and quietly. Your teacher may restrict your eating breakfast in class if your behavior interferes with your or your classmates' ability to begin reading.

Tardy to School

You are expected to arrive at OCEAA in time to be in the assigned seat of your first class by 8:10. If you are arriving to school at 8:20 or later, you must stop at the front office and get a tardy pass to enter class and a parent will be notified by the front desk; 3 school tardies = an MDR.

Tardy to Class

If you are tardy to a class after first period (not in your assigned seat when the signal is given), you will be given a consequence; 3 class tardies = an MDR.

Hall Passes

You are expected to be in your scheduled class unless you have a hall pass that makes it clear where you are going to or coming from. You may not be out of class without permission of the teacher or staff member responsible for you at the time.

Supervision of Students

Students are not to be in the building or on the school grounds after the regular school day unless under the direct supervision of a school staff member. Students who have permission to walk home stickers must walk to their home destination without delay after dismissal.

Cell Phones and Electronic Devices

All cell phones and mp3 players must be turned off, out of sight and placed in backpack (not in pockets) during school hours and when on-campus. Parents may contact and relay messages to students by calling the school. Once students have left the school campus and Valet Zone, they may turn on and use their cell phones. A teacher may give permission for electronics use as a reward or for learning, in which case students must take the devices out and put them away as directed. Cell phones and electronic devices made visible at any time without permission will be confiscated and an MDR issued; the confiscated device will be turned into the front office for parents to pick-up. For more about the acceptable use of technology see the Family Handbook.

Technology Use

We have worked hard to create a 1:1 device program in *La Secundaria* so that you can leverage the power of technology to make academic and artistic progress. Failure to follow any technology policies outlined in the Family Handbook, or rules and procedures created by teachers to ensure safe and secure technology use will result in immediate consequences, including the potential loss of access to technology use at school.

Parent Compact & Handbook Acknowledgement

For all students, a school-parent compact must be filled out that outlines how parents, teachers, and students share the responsibility for improved student academic achievement, and the means by which the school and parents will build and develop a partnership to help children achieve the state’s high standards.

Teachers’ Commitment

Signed:

La Secundaria @ OCEAA teachers fully commit to supporting student success in the following ways:

- We will arrive at OCEAA every day by 7:50 am.
- We will provide tutoring before after school for students who need it.
- We will keep parents informed about progress through Class Dojo, agenda notes, emails and/or calls home.
- We will always teach in the best way we know how and we will do whatever it takes for our students to learn.
- We will always record grades in PowerSchool and return work within 1 week of it being checked or turned in.
- We will always make ourselves available to students and parents, and address any concerns they might have.
- We will always protect the safety, interests, and rights of all individuals in the classroom.

Parents’/Guardians’ Commitment

Signed:

We fully commit to *La Secundaria @ OCEAA* in the following ways:

- We will make sure our child arrives at OCEAA by 8:00 am (Monday-Friday).
- We will make arrangements so our child can remain at OCEAA until 4:00 pm on Monday, Tuesday or Thursday for tutoring as needed, or until 3:15 on Wednesdays for mandatory detentions.
- We will always help our child in the best way we know how and we will do whatever it takes for him/her to learn. This also means that we will check our child’s homework and agenda every night, let him/her contact the teacher if there is a problem with the homework, and monitor grades on PowerSchool.
- We will always make ourselves available to our children and the school, and address any concerns they might have. This also means that if our child is going to miss school, we will notify the teacher as soon as possible, and we will carefully read any and all papers that the school sends home to us.
- We will make sure our child follows the OCEAA dress code.
- We understand that our child must follow the *La Secundaria @ OCEAA* code of conduct so as to protect the safety, interests, and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.

Student’s Commitment

Signed:

I fully commit to *La Secundaria @ OCEAA* in the following ways:

- I will be seated and ready to read in my first period by 8:10.
- I will remain at OCEAA until 4:00 pm as directed for tutoring, or until 3:15 for mandatory detentions.
- I will always work, think, and behave in the best way I know how, and I will do whatever it takes for my fellow students and I to learn. This also means that I will complete all my homework every night, contact my teachers if I have a problem with the homework or a problem with coming to school, and raise my hand and ask questions in class if I do not understand something.
- I will always make myself available to parents and teachers, and address any concerns they might have.
- I will follow the OCEAA dress code.
- I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all of my fellow ORCAs and give everyone my respect.
- I am responsible for my own behavior, and I will follow the directions of OCEAA staff. If I make a mistake, I will tell the truth, accept responsibility for my actions and learn from the experience.