



OLDHAM COUNTY MIDDLE SCHOOL

4305 Brown Blvd

Lagrange, KY 40031

Website: <https://www.oldham.kyschools.us/13/home>

Phone: 502-222-1451

WELCOME TO OCMS

The faculty and staff would like to welcome all students to Oldham County Middle School. Oldham County Middle School, opened in September 1973, is located in Buckner, Kentucky. The school colors are blue and white and the school mascot is the “Colonel.”

Oldham County Middle School is structured on a six-period day with an additional morning block of time for Family Time. OCMS offers a wide variety of activities for its students, not only through classes, but also through extracurricular activities. Our athletic program is composed of 12 interscholastic sports including girls’ and boys’ basketball, football, track, cross country, volleyball, soccer, tennis, wrestling, golf, dance and cheerleading. Students may also explore a wide variety of interests through activities like yearbook, choir, band, FCA, drama, KYA, KUNA, chess, art club, and Beta Club.

This handbook is divided into two sections. The first half of the book is specific school information that pertains to OCMS only. The second half of the book is specific district policies regarding the safe and orderly operations of each school in Oldham County. **Please read the entire book carefully to ensure you are aware of all rules and procedures that apply to a student.** (Disclaimer: Policies in this book were written prior to summer before the current school year. We reserve the right to make changes to this handbook over the summer that may not be reflected in this handbook based on changes that come from our school committees, district office and/or school board.) **Parents and students will be notified of changes during the first week of school.**

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We hope that each parent and student will feel part of the OCMS community and will contribute to its success. All of you are now a part of the successful tradition that has been established here. We are hopeful that through your effort and cooperation with us, the years spent at OCMS can become some of the most meaningful, successful, and enlightening of your life. We are here to help you in any way possible, so do not hesitate to call upon us for assistance. We are so excited you're at OCMS!

Tim Caldwell

Joe Percefull

William Redecker

Principal

Associate Principal

Associate Principal

I General Information

OLDHAM COUNTY MIDDLE SCHOOL

MISSION STATEMENT

The faculty and staff of Oldham County Middle School are dedicated to providing all students a quality education by promoting high academic expectations in a safe, student-centered environment that emphasizes respect and responsibility.

OPERATING HOURS

Students may start arriving at school at 8:15 a.m. and must report to the Gym, Library or Cafeteria. Our flexible period (Family Time) starts at 9:00 a.m, students will be dismissed from their morning locations to first period at 8:50 a.m. OCMS operates on a 6-period schedule. If not riding the bus home in the afternoon, students should be picked up no later than 4:15 p.m. unless staying for an extracurricular activity. School is dismissed for all bus riders at 3:55 p.m. All students staying for athletic or extracurricular events must be with a coach or sponsor. Students are not allowed in the building after 4:15 p.m. unless they are an active participant in a sport or extracurricular event, or waiting for a late bus. Students are prohibited from remaining at school for an event that will happen in the evening. They must leave the facility and return for the event.

Supervision is not provided after 4:15 p.m. When students are picked up late, the right to participate in extracurricular activities may be withdrawn. Our office is open from 8:15 a.m. to 4:15 p.m; voice mail will be available when the phones are closed. Bus concerns may be addressed by calling 222-9337.

CANCELLATIONS

In case of severe weather (e.g. snow, ice, low temperatures, etc.), the official announcement for school closing will come through Infinite Campus phone calls, email and text message. Please ensure that your contact information is updated on Infinite Campus. School closings and delays will also be shared via the Oldham County Schools social media pages.

VISITORS

All visitors must have a photo ID (which you will be asked to leave at the front desk) when you check in and will receive a nametag. Visitors must also check out when leaving the building. Visitors who have made previous arrangements to meet with a teacher or staff member will be escorted from the office to an appropriate meeting place. Visitors who arrive without previous arrangements may be asked to wait or schedule an appropriate meeting time. Students may not have visitors except in case of an emergency. In such cases, the student will be called from class to the office where the student and visitor may meet. Students are not allowed to have visitors (for example, out-of-town guests or brothers and sisters) accompany them to school or eat lunch in the cafeteria.

FOOD SERVICE/POLICY

Breakfast is served each morning in the cafeteria between 8:15 a.m and 9:00 a.m. Students who arrive late to school or arrive on a late bus will still be able to grab breakfast on the way to class. Students can choose to buy lunch or bring one from home. Students are offered the option of purchasing lunch by the week on Monday or paying for the lunch on a daily basis. Each student will be given an account number at the beginning of the year. Each student must recite this number every time s/he buys lunch.

All students will accompany their teachers to and from the cafeteria in an orderly manner. Students are to remain in the assigned seating area until the teacher comes over and dismisses them to return to class. A time for using the restroom will be provided by your teachers while **GOING TO** the cafeteria. Cafeteria monitors are in charge of students during lunch. Failure to follow the cafeteria rules may result in lunch detention or lunch in the AIM room. Each class is responsible for cleaning the area around its tables. All trash should be deposited in the wastebaskets. No food, utensils, straws, etc. can be taken from the cafeteria. To avoid spills when going through the food lines, students should hold their plates over the container from which they are getting food.

Students may use the vending machines after the end of the school day. Food items must be eaten in the vending area only and not in the halls or classrooms.

As per OCBE policy, food products sent to school for assemblies, parties, etc. must be of the “store bought” variety, in original packaging with ingredients clearly marked. In classrooms having students with identified allergies, only foods without the offending food ingredient may be brought in for parties, special occasions or any time that the food is intended for consumption by others instead of or in addition to their own child. Food or candy distributed by school staff in the classroom must not contain tree nuts, peanuts or peanut oil.

PARENTS’ RIGHT TO KNOW

We are extremely proud of the expertise and experience of our staff. OCS consistently has high percentages of teachers who meet the federal government's Highly Qualified Teacher requirements and who hold National Board Teacher Certification. We respect parents' right to know about the qualifications of their children's teacher and welcome inquiries about teacher credentials.

For additional information, please contact

Richard Graviss, OCS Director of Personnel(502) 241-3500

Padres y apoderados tienen derecho a conocer las cualificaciones y credenciales de los profesores de nuestra escuela. Si usted desea mayor información sobre los profesores de su hijo, por favor contacte a Richard Graviss, director de personal. Teléfono 502-241-3500.

GRADING SYSTEM

ACADEMIC	CONDUCT	EFFORT (Academic subjects only)
A = 90-100 (Excellent Progress)	E = Excellent	E=Excellent
B = 80-89 (Good Progress)	S = Satisfactory	S=Satisfactory
C = 70-79 (Fair Progress)	N = Need improvement	N=Need improvement
F= 69 and below	U = Unsatisfactory	U=Unsatisfactory

ATHLETIC ELIGIBILITY

At the beginning of the school year, all students officially enrolled at Oldham County Middle School are eligible to participate in extracurricular activities.

In order to maintain their eligibility, students must meet the following academic requirements:

1. Teachers will be given a weekly list of athletes competing in “in-season” sports from the Athletic Director or an AD designee. A sport will be considered “in-season” if a team has been chosen and practices have begun. The first grade check of the school year will take place at the beginning of the 3rd week of school. The AD will run an Infinite Campus Report of who is failing. If a student is failing one class, the AD will work with the AIM coordinator to assign detention for remediation. If they are failing more than one class, at the AD’s discretion, they will be ineligible to play until they are passing. Teachers will indicate conduct/effort/grades on the report generated by the Athletic Director. The report will be a simple checklist if the student is eligible due to whether they are actively working and giving their best effort or not. If a student is currently not meeting proficiency at 70% as indicated by an F or displaying a “U” in conduct or effort, the student is ineligible for that week of competition. Students receiving an “N” for conduct or effort are eligible for play at the coaches discretion.
2. There will be NO mid-week grade checks to facilitate eligibility. The suspension is for a week. If it is determined the student is ineligible due to proficiency OR effort and conduct to play, then during this suspension, the player is still eligible to practice with the team, however, they may NOT dress for competition, although they can attend.
 - a. Eligibility Appeal: Students who have been deemed ineligible due to failing grades, but have completed graded work not credited to their overall grade that would make them passing, may complete an Eligibility Appeals Form and return it to the AD. The form is picked up from the AD and is completed by the student and teacher of the class in question. Upon receipt of the fully completed form indicating that the teacher agrees with the appeal and that outstanding work will make the student eligible, the AD has discretion to return the student to full eligibility for that week.
3. Grades for all classes will be used to determine eligibility.
4. Middle school students participating at the high school level will be declared

- eligible/ineligible based on the middle school policy.
- Attendance at practices and competitions during school vacations may be a requirement for team membership.

ATTENDANCE AND ACADEMIC ACHIEVEMENT

Perfect Attendance

The guidelines for awarding “Perfect Attendance” will be the following: A student may utilize up to a total of three (3) excused tardy or absent events that do not exceed 50% of any one school day. Students who are absent from school but are counted as “present” for ADA purposes under Kentucky Revised Statutes or regulations shall be deemed “present” for purposes of calculating Perfect Attendance. Students with perfect attendance for all three of their middle school years will receive a plaque from the Board of Education at the 8th Grade Awards Ceremony.

Beta Club

To be eligible for the Beta Club, students must earn and maintain a cumulative 3.75 grade point average, have no behavioral referrals for the school year, and have received no U’s or N’s for conduct or effort at any point during the school year.

Colonel Club

To be a member of the Colonel Club a student must be a member of an athletic team, have all A’s or B’s at the midpoint of the last quarter with no behavior referrals for the school year, and no U’s or N’s for Conduct or Effort at any point during the school year. The Booster Club sponsors this recognition.

INSTRUCTIONAL COURSES OFFERED (as of July 21, 2023)

SIXTH GRADE COURSES

Language Arts	Art
Math 6	Physical Education
Social Studies	Health
Science	Media & Communications
Integrated Math 6/7	Spanish
Pre Algebra 6	Chinese
Band	Careers
Choir	

SEVENTH GRADE COURSES

Language Arts	Art
Math 7	Physical Education
Social Studies	Health
Science	Media & Communications
Pre-Algebra 7	Careers
Algebra I	Girls Choir
Chinese	Boys Choir
Spanish	Theatre
Band	Solo Ensemble
Jazz Band	Solo Vocal

EIGHTH GRADE COURSES

Language Arts	Art
Science	Physical Education
Pre-Algebra 8	Health
Algebra I	Media & Communications
Geometry	Careers
Social Studies	Spanish 1
Chinese	Girls Choir
Boys Choir	Solo Vocal
Band	Solo Ensemble
Jazz Band	

OCMS offers differentiated programming for students, including: Gifted and Talented Services, Intervention classes, and a comprehensive Special Education program. Information on any of these services can be obtained through the counselor's office.

Field trips are offered by the teams as enrichment activities. The right to participate in field trips will be based on student behavior both during school and at extracurricular activities and is subject to having valid health or accident insurance. Parents are eligible to serve as chaperones for field trips, but must complete a Criminal Records Check in advance.

GRADING

Oldham County Middle School is organized with three trimesters. Core content class grades are based on a rolling average (meaning that the average builds over the course of the year. There will be a grade report sent out upon the completion of each trimester to update progress. Some of our Related Arts classes are only one trimester long; those grades will be final at the conclusion of the course. The grade sheet contains not only academic, conduct, and effort grades, but also attendance records and teachers' comments. Parents are encouraged to track their child's academic progress using the Parent Portal through Infinite Campus which will enable them to access their child's grades in all their scheduled classes. **Eighth grade students must pass all academic subjects and meet other criteria in order to participate in the 8th grade Awards celebration.**

Grading Expectations at Oldham County Middle School

Academic grades will be based on progress toward and mastery of aligned concepts and knowledge. OCMS operates on a rolling grading system meaning students are given a final grade at the end of the school year. Progress reports with grades will be sent to families at the conclusion of each trimester, these grades are a snapshot in time of where each student's grade is at a point in the school year.

Oldham County Middle School's academic grades are based on a weighted scale of assessments holding at least 80% weight of the overall academic grade. The other 20% will be based on other categories of work as determined by the teacher (i.e. classwork, homework, participation).

OCMS Professional Learning Communities (PLCs) will operate as a team and coordinate with each other to ensure that their grade books have the same categories. Students in each core class (7th grade Science for example) will be assessed using the same criteria and system for all summative assessments.

Students will be given multiple opportunities to learn and show mastery of concepts and knowledge. See section below for more information on Late Work.

- If a student did not attempt an assignment, an “M” will be placed in the grade book indicating the assignment is missing and has not been attempted. The “M” will calculate a 50% for that assignment.
- If a student attempts an assignment, but not to the level of receiving a grade, an “I” will be placed in the grade book indicating that the teacher will “Intervene” with the student. An “I” will calculate a 60% for that assignment.
- Students will have multiple opportunities to demonstrate mastery of the standards by redoing assessments. The grade the student earns on the additional attempt will replace the previous score.

A 60% will be the lowest recorded percentage possible (except when work is missing), even when a student has not mastered a specific assignment or concept.

Student academic and/or effort grades will be posted/updated on Infinite Campus at least once per week.

Late Work

All work not turned in by the original due date must be turned in by the end of each trimester in order for students to receive full credit for that assignment. If an assignment is not turned in by the end of the quarter, the grade will stay at 50% in the gradebook for the remainder of the school year.

If an assignment is given prior to the end of the trimester and the due date is after the trimester ends, students will be given an appropriate amount of time to make up the assignment.

While students are unable to change that specific assignment grade after the deadline, teachers will continue to work with students to master standards that were not previously learned due to the lack of work completion.

Cheating Policy

The first offense is conversation between student and teacher. The conversation is captured as an IC comment and the student is able to redo the assignment.

The second offense is a Notice of Concern and a contact home for repetitive behavior. The grade is marked missing until the assignment is completed and is flagged with an IC comment .

The third offense is an office referral. Contact is made with the family, and the student must redo the assignment. The grade is marked missing until the assignment is completed and is captured with an IC comment.

THE MEDIA CENTER/TECHNOLOGY

The Oldham County Middle School Media Center opens at 8:15 a.m. There are 15 computers in the Media Center which students may use for *academic purposes*. The Media Center closes at 4:10pm, Monday through Friday.

During the school day any student entering the Media Center, when not accompanied by a teacher, must have a library pass. Upon entering the Media Center, the student should place the pass in the basket on the circulation desk and communicate the purpose of their visit with the Media Center staff.

The Media Center has an alarm system that serves as a reminder to check out library materials before leaving the library. If the system sounds upon leaving the library, the student(s) should find a member of the Media Center staff to check out all library materials.

Books may be checked out for ten school days. At the end of that period, books may be renewed for an additional 10 days. Unless deemed necessary, a student may have no more than two books checked out at a time. Students with an overdue book(s) may not check out another book until overdue materials have been returned.

Students are responsible for books checked out in their name, including any damage done to a book. DO NOT LEND MATERIALS TO OTHER STUDENTS. A replacement fee will be charged for lost or damaged materials.

Videos shown for educational purposes may be "G" without parental permission or "PG" with permission.

It is important to abide by Section 9064- OCSNET Student Acceptable Use Board Policy. During Infinite Campus Online Registration, each student's parent/guardian is required to read the policy and grant or not grant permission for their child to use the District-provided email/Google account and school computers/devices for school work. Parental/Guardian permission must have been *granted* before a student is able to access the District-provided account/network for any purpose. **No student has permission to be on the Internet (including student email) without teacher permission and supervision.** Students are not to use their personal home connection to the Internet at school.

STUDENT ACCIDENT INSURANCE

Student accident insurance is secondary insurance. Whenever a student has other health insurance of any kind, such insurance is the primary insurance. The Oldham County Board of Education requires insurance in order for students to participate in any school field trip. For more information on student accident insurance, please contact the OCMS front office.

LOST AND FOUND

Any lost articles that have been turned in may be picked up in the office or AIM (102) room after proper identification. If you find articles in or around the building, please turn them in to the office. At the end of each semester, unclaimed articles may be donated to a local charity.

RESTRICTED AREAS/LOITERING

Students are not allowed off campus, which includes walking to the high school or surrounding businesses (i.e. Subway), unless directly supervised by the school staff or a note from the parent authorizing permission. The outside areas around the school are strictly off-limits to all students unless directly supervised by a staff member.

Public displays of affection (i.e. hand holding, kissing, hugging, etc.) are not permitted.

LOCKERS

Locker assignments will be made on back to school night or by the team leader. There are enough lockers for all students, and **no** student is to share a locker. **Do not tell your combination to anyone. A second offense may result in your locker usage being taken away.**

- 1st Turn dial to the right for two or more turns and stop on the first number.
- 2nd Turn dial to the left one complete turn past the first number and stop on the second number.
- 3rd Turn dial to the right to the last number and lift up on the locker latch.

Lockers are the property of Oldham County School District, and can be opened/searched by the school administration at any time.

Students are **not to write, draw, place decals or any other material inside or outside their lockers.** Magnetized mirrors are allowed, but tape should never be used on or in your locker. The defacing of school property is considered a very serious offense, and any student responsible for damage to lockers will be fined appropriately and will possibly face additional punishment. A student shall not bring any articles or materials to school that are of a non-school nature and/or cause any disruptive activity (i.e. trading cards, games, toys, etc.). **See also Section 9076-Possession of Electronic Communication Devices in the Board Policy Section of this handbook.** This includes the use/possession of "cell-phones".

WEATHER EMERGENCIES

There are specified procedures for both fire and severe weather conditions that will be explained by each classroom teacher. Because existing procedures and safe areas are different for each classroom, the student should check with each teacher for the specific directions concerning that room.

Tornado safety plans and procedures have been established for the Oldham County School System. Each school is equipped with a weather radio receiver, which immediately informs the administration of any severe weather information. The following are the procedures that will be used in the event of a tornado watch or warning:

TORNADO WATCH--All activities outside on campus areas will cease. Staff members will be assigned to direct and supervise the students who are in these areas and throughout the entire school facility during the watch. School personnel will monitor local weather. All other learning activities will continue throughout the day unless a warning is issued. During a watch, the students will be dismissed from school at the regularly designated time, and the buses will follow their customary afternoon schedules. If a decision is made by the superintendent to dismiss the students prior to their usual time, the afternoon bus schedule will be utilized.

TORNADO WARNING--Oldham County Middle School has been inspected, and tornado shelter areas have been designated. Severe weather drills will be held to ensure that the students and the staff know the correct procedures to follow if and when a warning is issued. If a tornado warning is issued, the staff and the students will report to the designated areas immediately and remain there until they are instructed to do otherwise. Although it is the prerogative of the parent to sign his/her child out of school during a warning, we suggest you consider carefully the risk to yourself and your child during the act of transporting at this warning time. School buses will not be operated if a tornado warning has been issued for our area until the drivers have been advised that it is safe to do so. At that time the students will be returned to their destinations by bus following the daily route.

CHROMEBOOKS/RESOURCES

Students will be assigned a Chromebook as a means of accessing instruction while at OCMS. Students and parents will be required to sign a form indicating their understanding of personal liability for the device and its condition. The signees will be held responsible for any damage to or loss of Chromebooks up to and including replacement.

Students will also be required to sign and adhere to the Oldham County School Districts Acceptable Use Policy indicating their full understanding of the policy as well as agreeing to follow the stated policy. Any violation of the Acceptable Use Policy may result in forfeiture of the device and its use.

II ATTENDANCE INFORMATION

ABSENCE PROCEDURES

Research indicates that one of the key ingredients of successful students is regular attendance at school. Absences can have a negative effect on a student's performance, and many times the work missed cannot be duplicated due to the nature and extent of the instruction provided. This policy is not intended to be punitive, but to stress the importance of regular attendance.

Students who are absent from school should have their parents call the school (222-1451) **BEFORE** 9:30 AM on the day of the absence. The school reserves the right to verify any absence and to call the parent/guardian at home or work if the parent/guardian has not notified the school of the absence. High school visits will not be considered for approval as Educational Enhancement Opportunities. Parent notes will be required to excuse absence.

According to Board Policy #9010.01, a student may accumulate a total of ***eight*** full day absences per year. Physician's authorization or other credible proof will be required for each subsequent absence beyond the eight-day limit. Depending upon the time and location of the appointment, a physician's note will not automatically excuse the student from school for an entire day. The Board does not accept blanket notes for absences.

Upon returning to school after an absence, students **MUST** present to the attendance clerk in the front office with a written note signed by a parent, guardian or physician explaining the nature and dates of the absence. This written explanation is required regardless of phone contact. The student must check in with the attendance clerk in the front office (between 8:30 a.m. & 8:55 a.m.) in order to receive an admittance slip.

Students who are not present in their first class at 9:00am are automatically marked with an unexcused absence. Absences will be considered "excused" if the note indicates illness of the student, death in the family, 4-H, family trip, or other absence covered by state statutes. Family trips are strongly discouraged during the school year. If parents plan a family trip necessitating the absence of students from school, written notification **MUST** be sent to the attendance clerk **at least five days prior** to the trip. If the absence is for an unexcused reason or if the student fails to bring a parent/physician note, a pink unexcused admission slip will be issued. The student will have 5 days to bring in an acceptable note to change the absence to the excused category. If a note is not turned in by the end of the 5th day, the absence will remain permanently unexcused. Assignments missed due to an absence may be made up for full credit. Any student who cuts school or a class will make up the missed time in Saturday detentions.

If a student is absent on the last school day before or the day after October break, Thanksgiving break, Winter break, Spring break, while the student's class(es) are on a field trip, the Thursday before the Kentucky Derby, or absent on any day during which students are taking state assessment tests, the

student must provide a physician's statement or other credible proof to excuse the absence. This proof is required regardless of the total number of absences the student has accumulated.

After eight days have been accumulated during the year, any additional absence MUST be supported by a physician's statement indicating the student was under his/her care. The principal has the authority to consider waivers based on extenuating circumstances.

Any time an absence occurs, STUDENTS ARE RESPONSIBLE FOR CLASS WORK MISSED AND MUST ASK FOR THE ASSIGNMENTS WHEN THEY RETURN TO SCHOOL.

If a student accumulates (3) unexcused events (absences or tardies), he/she will be reported to the DPP (Department of Pupil Personnel) for truancy. A letter will be sent from the DPP notifying the parents of a student who has accumulated six unexcused absences that the student is a habitual truant. A meeting may then be held at the school with the committee, student, and student's parent to outline the next steps of the program or a letter will come from Oldham County's family court for truancy.

TARDY TO SCHOOL

If students are late to school, they must check in with the office and get an admittance slip before being admitted to class. Students tardy to school will be dealt with in the following manner:

- 1st Unexcused tardy of the trimester--warning
- 2nd Unexcused tardy of the trimester – warning
- 3rd Unexcused tardy of the trimester – notice sent to parents by the office
- Additional Unexcused tardies--P.M. detention will be assigned and a referral made to the DPP.

If students are tardy due to illness more than 4 times in a 12 week term, a doctor's note will be required to excuse future tardiness for the same reason. If students are late due to a doctor or dentist appointment, they should bring a note from them for an excused tardy.

TARDY TO CLASS

Students are considered tardy to class whenever they are not in their room when the tardy bell starts ringing. No student is to be admitted late to any class unless prearranged with the classroom teacher. A teacher who detains a student is responsible for giving written notification to the student's next class instructor. Students tardy to any class will be dealt with according to the following policy.

- 1st Unexcused tardy of the quarter--warning by teacher/referred to office
- 2nd Unexcused tardy of the quarter--notice sent to parents/warning by office
- 3rd Unexcused tardy of the quarter—30 minutes of a.m. detention/note home to parents
- 4th Unexcused tardy of the quarter—1 hour of PM detention assigned /note home to parents
- 5th Unexcused tardy of the quarter—assigned to Saturday Detention (2hrs – 10:00am-12:00pm)
- 6th Unexcused tardy of the quarter—assigned to Saturday Detention (2hrs – 10:00am-12:00pm / Restriction from After School Activities for 9 weeks.

After School Detention Policy

OCMS utilizes the "Opt-Out" policy in regards to students being assigned for after school detention. When a child has been assigned after school detention for any reason (tardy to class, behavior, etc.) a communication will be made to the parent or guardian well in advance of the assigned date. On the appropriate date the child will be expected to stay after school for detention unless **the parent or guardian** contacts the AIM coordinator at school no less than 24 hours in advance of the assigned date. Students may not ask to be excused from an assigned detention date. Requests for rescheduling of detention dates will be at the discretion of the school administrative staff or their designee and may not be automatically approved. Reschedules will be considered on a case-by-case basis. Students failing to attend a scheduled detention date may be assigned additional detention time, assigned Saturday detention, or referred to OCATS for defiance of authority.

EARLY DISMISSAL

Any time students have an early dismissal, parents **must** come to the office to sign out students. When parents arrive, students will be called from class. Students will not be allowed to wait in the office for a parent's arrival unless it is an emergency.

If an adult other than the parent is to pick up a student, the custodial parent **must** send written notification identifying the person, the reason for the dismissal, and the time of the dismissal. The school may require identification of any person who comes to get a student, and the school reserves the right to refuse to release a student to anyone other than to the custodial parent. On the day of an early dismissal, the student should notify the teachers of this dismissal and obtain assignments for the next day.

WITHDRAWAL FROM OCMS

A student who will be withdrawing from OCMS should inform the guidance office and teachers at least one week in advance if possible. On the last day of attendance the student should pick up a withdrawal form from a counselor and take that form to each of his/her teachers and the librarian. After checking with each individual teacher, the form should be returned to the counselor's office.

ILLNESS DURING SCHOOL HOURS

Students who become ill at school will be sent to the school nurse. The office staff will then determine whether or not the student should be sent home. **STUDENTS SHOULD NOT CALL HOME ON THEIR OWN.** The office will contact parent/guardian/custodian to confirm dismissal arrangements if someone other than the parent/legal guardian will pick the student up from school.

III SCHOOL POLICIES AND DISCIPLINE

DRESS CODE

Oldham County Middle School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive and diverse. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, student attire does not contribute to a hostile or intimidating atmosphere for any student, and dress code enforcement does not reinforce or increase marginalization or oppression of ANY group.

The following are the guidelines for school attire:

No headwear (hats, doo rags, hoodies, or bandanas) – except required religious/cultural headwear. Unique situations may require the wearing of headwear. Administrators will approve situations on an individual basis.

No sleeveless tops (This includes cut off t-shirts and sports jerseys). Students are able to wear professional jerseys but must have a sleeved shirt underneath.

No short shirts that expose the midriff, belly or back or show cleavage. Undergarments should not be exposed at any time.

No clothing that promotes drugs, cigarettes/vapes, gangs, alcohol, violence or vulgarity.

No items of underwear may be worn as outerwear at any time. Shorts must be visible at all times. Volleyball or biker-like shorts are not permitted.

OCMS reserves the right to modify the dress code to meet the special needs of students for religious, cultural, or approved medical reasons.

If a teacher feels that a clothing style is in violation of the dress code or substantially disruptive to the education process, the teacher will send them to the office so the student can call the parents for a change of clothing. The student will remain in the office (or be placed in our AIM room) until a change of clothing is supplied by the parent or the clothing is altered to suit the day. **The right to wear particular types of clothing may be taken away from students who violate the dress policy.** Our dress code is based upon common sense and reason. The OCMS Administration will also make determinations on dress code at their discretion if clothing, jewelry or other attire is distracting to learning or creates a safety concern. If you are in doubt concerning what may or may not be worn to school, ask your teacher, your counselor, or your principal. They will be glad to help.

ELECTRONIC DEVICE POLICY

ELECTRONIC DEVICES MUST BE TURNED OFF AND STORED BETWEEN 9:00-4:00. Phones observed in a student's hand are considered in use and subject to electronic device policy. **No photos or videos should be taken during the school day.** Electronic devices could include, but are not limited to (cell phones / tablets / mp3 players / personal gaming devices / cameras /etc.)

The following are the OCMS guidelines/restrictions for electronic devices. These guidelines/restrictions are broken into levels of severity and consequences.

LEVEL 1: Failure to turn off or put away before 9:00 am bell. "Put away" indicates a locker, backpack or in a student's pocket. It is permissible for students to keep their devices on their person but they should remain in their pocket during school hours.

- These violations will be handled by each individual staff member.
 - Consequences will be forfeiture for class period or the day (will need to turn into grade level administrator) depending on severity of situation.
 - Repeated violations may require a Notice of Concern for repeated behavior violations.

LEVEL 2: Use of electronic devices at school after 9:00. This includes (i.e. classroom, hallway, cafeteria, gym, media center, restroom, etc.) If referred by the teacher – electronic devices must be accompanied by a referral form.

- These violations will be handled by grade level administrators
 - Consequences are forfeiture of electronic devices requiring parent pick-up, forfeiture of electronic devices for an extended period of time at school or possible loss of privilege.
 - Repeated violations may be seen as insubordination/failure to follow directions and these behavior consequences may include school discipline procedures (i.e. AM/PM detention, Saturday School, OCATS, Suspension)

LEVEL 3: Use of electronic devices at school for inappropriate purposes. This includes use of electronic device by student in any area of the building or school grounds for inappropriate reasons (i.e. bullying, threatening texts/posts, pornography, taking pictures or videos during school without permission, etc.) **School policy prohibits students from recording video within the school building on personal devices. Also students are prohibited from placing any recording, taken during the school day, on social networking sites.**

- These violations will be handled by grade level administrators

- Consequences will be forfeiture of electronic device requiring parent pick-up and/or forfeiture of electronic device for an extended period of time at school or loss of privileges.
- Consequences include the above and are subject to additional appropriate behavior consequences that will include school discipline procedures (i.e. AM/PM detention, Saturday School, OCATS, Suspension, and involvement with School Resource Officer)
- In the event that a phone is used in a situation that involves criminal activity. The student's phone may be retained and potentially given to OCPD.

All personal devices confiscated by staff will be documented through the OCMS Personal Electronic Device Tracker Sheet. The policy is handled as follows for repeated offenses:

- 1st Offense: Device is confiscated and will be returned at the end of the school day
- 2nd Offense: Device is confiscated, parent notified by email and phone returned at the end of the school day
- 3rd Offense: Device is confiscated and must be picked up by a parent.

Bullying/Harassment

Bullying and harassment are considered serious offenses at OCMS. Along with following district and state guidelines, OCMS may enforce the following disciplinary steps for each incident involving the same student. Per KRS 158.148, "bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated...that occurs on school premises, on school-sponsored transportation, or at a school event or disrupts the educational process.

- **1st Incident:** Warning/Conference*
- **2nd Incident:** Disciplinary referral, Detention, Lunch detention, Restrictions (hall, dance, after school activities, team activity), Parent contact*
- **3rd Incident:** Disciplinary referral, Detention, Restrictions (hall, dance, after school activities, team activity), Parent conference, In school suspension, OCATS, Out of school suspension, Mental Health Consultant contact, School Resource Officer (SRO) contact*
- **4th Incident:** Disciplinary referral, Parent conference, In school suspension, OCATS, Out of school suspension, Mental Health Consultant contact, School Resource Officer (SRO) contact*

***These dispositions will be dependent upon the severity of each incident, the time frame of each incident and the circumstances surrounding each situation.**

SOLICITATION

Students at OCMS are not to engage in any type of trading, buying, or selling of articles to one another on school property unless they have the permission of one of the principals.

DISCIPLINE POLICY CONSEQUENCES

Discipline concerns that result in consequences at OCMS are governed by the OCMS Behavior Matrix (shown below) which is aligned with the OCS Discipline Matrix and guidelines. The process through which staff members should provide a stated consequence is governed by the Behavior Flow Chart (shown below). The general process and guidelines for discipline are outlined in the behavior matrix regarding consequences for specified actions based upon severity and number of occurrences.

OCMS utilizes a behavior system that comprises two levels of severity. If a student engages in a behavior that is deemed “teacher managed” according to the Behavior Flow Chart, the teacher, at their discretion, may provide the student with a Notice of Concern (NOC). The Notice of Concern alerts the student in person and parent, through an email for the first Notice of Concern and a call for subsequent Notices of Concern, that the student has engaged in behavior that is deemed inappropriate and does not meet the expectations of students at OCMS. The Notice of Concern is documentation of the student behavior and can result in a lunch detention. If students continue to engage in behavior that does not meet expectations, they may receive other Notices of Concern which result in the following consequences:

1st NOC: Verbal Warning/Lunch Detention (email home unless lunch detention is assigned)

2nd NOC: Verbal Warning/Lunch Detention (Phone call home)

3rd NOC: Detention and Office Referral (Phone call home)

Upon the third Notice of Concern, students will receive an office referral indicating the need for more stringent behavioral interventions. If the student receives three additional Notices of Concern, the student will receive an office referral and a PM detention.

The second level of the behavior system is the office referral. An office referral is given to a student when their behavior or activity that they have engaged in is deemed “office managed” according to the Behavior Flow Chart. At this juncture, the student will be speaking directly to an administrator regarding the incident as well as having a parent contact made. The consequence for the concern will be dictated by the OCMS Behavior Matrix. Office referrals can also impact a student's ability to participate in extracurricular activities, field trips, or other student centered celebrations. Students who reach a third referral will begin the Tier II intervention process for behavior.

Oldham County Middle School Behavior Matrix

The purpose of the Oldham County Middle School Behavior Matrix is to create clarity and consistency with how discipline events will be resolved. This document will serve as clear communication of consequences to students and parents while helping teachers and administrators to maintain consistency for students.

	Verbal warning to student & parent contact (Notice of Concern / Possible Lunch Detention)	Parent Contact	Restorative Practice - See Below	Admin/Teacher mediation w/o parents present	Classroom Removal	AMP/PM or Lunch Detention	Loss of Privilege	Saturday School	Teacher and/or Admin conference with parents, may include behavior contract	AIM, OCATS; Parent meeting w/ admin	Out-of-School Suspension; Parent Meeting with Admin
Who can administer consequence?	All Staff	All Staff	Admin, Counselors, or Teacher w/ Admin support	Teacher or Admin	Admin	Admin	Admin	Admin	Teacher or Admin	Admin	Admin

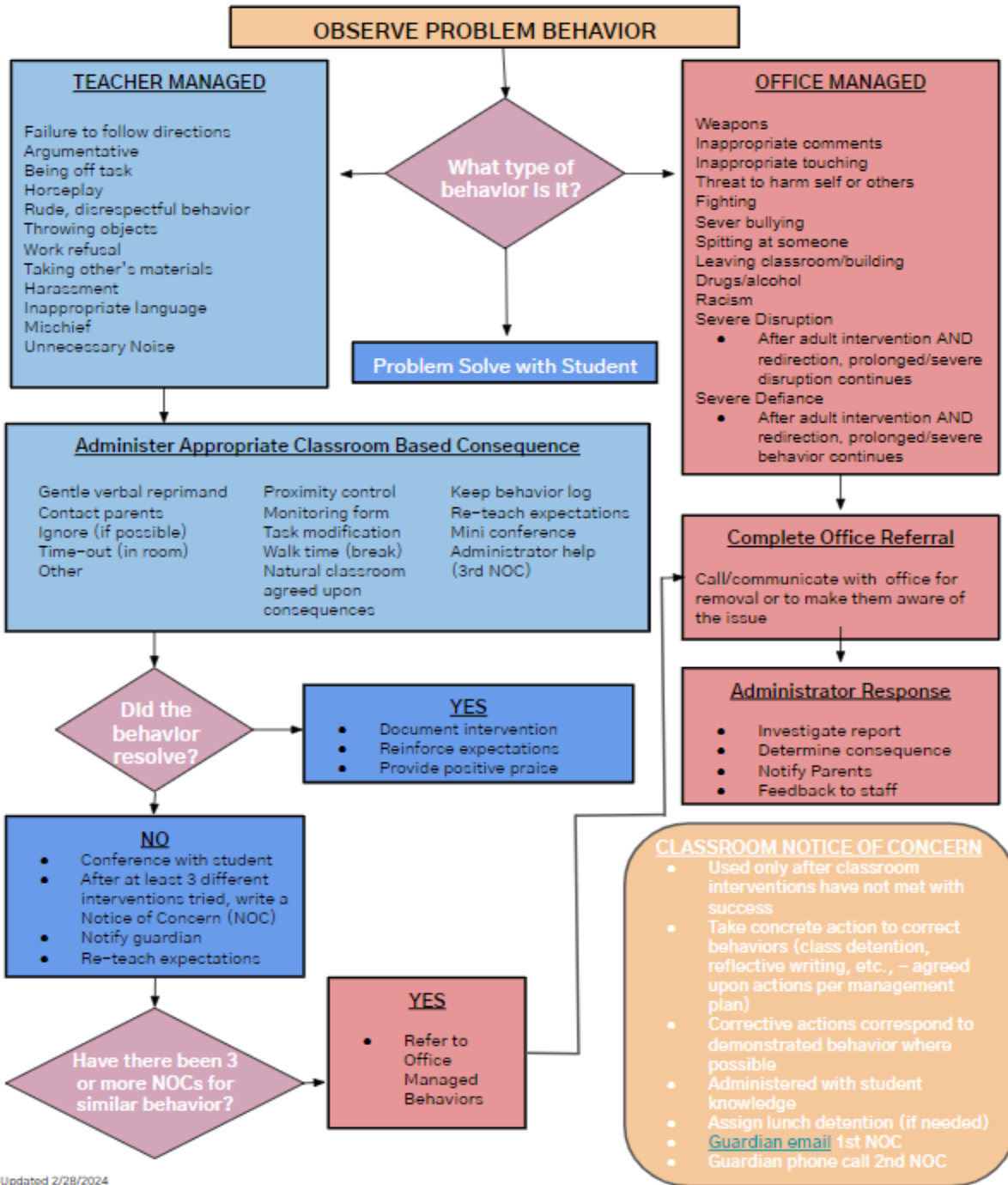
BASIC EXPECTATIONS VIOLATION (Notice of Concern or Referral Flow Chart)

Basic expectations violations are handled with a Notice of Concern (written by any staff member at OCMS). When a student receives their third Notice of Concern, a disciplinary referral is written and turned in to the OCMS Administration. Students will receive a referral and a consequence for every third Notice of Concern.

Notice of Concern - 1st Referral = AM detention, 2nd Referral = PM detention, 3rd Referral = Saturday School, 4th+ Referral = AIM/OCATS

Failure to follow directions (Off-Task, Mischief)	1st, 2nd, 3rd offense	Phone Call Home or VM and email	If Needed	If Needed	If Needed	*	*	*	*	*	*
Disruptive behavior / Taking others materials / PDA	1st, 2nd, 3rd offense	Phone Call Home or VM and email	If Needed	If Needed	If Needed	*	*	*	*	*	*
Horseplay	1st, 2nd, 3rd offense	Phone Call Home or VM and email	If Needed	If Needed	If Needed	*	*	*	*	*	*
Rude/Disrespectful behavior (Argumentative)	1st, 2nd, 3rd offense	Phone Call Home or VM and email	If Needed	If Needed	If Needed	*	*	*	*	*	*
Work Refusal	1st, 2nd, 3rd offense	Phone Call Home or VM and email	If Needed	If Needed	If Needed	*	*	*	*	*	*
Inappropriate Language	1st, 2nd, 3rd offense	Phone Call Home or VM and email	If Needed	If Needed	If Needed	*	*	*	*	*	*
Harrassment / Bullying	1st, 2nd, 3rd offense	Phone Call Home or VM and email	If Needed	If Needed	If Needed	*	*	*	*	*	*
Dress Code		Phone Call Home or VM and email	1st - Correct the dress code issue and return to class			Any offense past 1st		For repeated violations			
Cell Phone		Phone call home on 2nd, 3rd, 4th offense					1st - Staff collects phone, admin returns at end of day. 2nd - Phone is collected, admin returns phone at end of day. 3rd - Phone is collected, parents pick phone up at the end of day. 4th - Individual plan with family				
Tardy to Class		2nd Offense				3 - Lunch 4 - AM 5 - PM		6th offense (team travel)			
Skipping Class		1st Offense				2nd + Offense		2nd + offense (can include team travel)	If Needed	If Needed	If Needed

LEARNING ENVIRONMENT VIOLATIONS											
Disrespectful Behavior to student/adult			Restorative conference b/t students/adults if needed								
		All offenses	If Needed		If Needed	*	*	*	*	*	*
Theft		All Offenses	If Needed		*	*	*	*	*	*	*
Refusal Behaviors		If unable to redirect student	If Needed	*	*	*	*	*	*	*	*
Cheating / Plagiarism	1st Offense: Conversation between student and teacher. Conversation is captured as an IC comment and the student is able to redo the assignment. 2nd Offense: A Notice of Concern is given to the student and contact made with home for the repeated behavior. Grade is marked missing until the assignment is completed and is captured with an IC comment. 3rd Offense: Office Referral, contact is made with family and the student must redo the assignment. Grade is marked missing until the assignment is completed and is captured with an IC comment.										
Major Behavior Violations - All major behavior violations are referred to OCPD for potential law violations. (OCBE Referral Report)											
Vaping/Tobacco (possession/use)											
Severe Bullying											
Sexual Harrasement											
Fighting											
Drugs or Alcohol, under the influence or in possession											
Weapons / Threat of Violence											
Destruction of Property											
Violation of District Acceptable Use Policy											
<p>These violations are all examples of major behavior violations. Students will receive a referral (OCBE Disciplinary Incident report) for any of these violations. OCMS administration will follow the OCBE District Behavior Violations & Consequence Policy Matrix.</p> <p>The OCMS Behavior Matrix was created in accordance with the OCS Behavior Violations and Consequences Policy.</p>											



Updated 2/28/2024

GUM

Any misuse of gum will be handled as a disciplinary matter by teachers. (i.e.; putting gum in other student's hair, placing gum in places it does not belong, causing disruptions to the class, etc.) These matters will be referred to the grade level principal for disciplinary action.

DRINKS

Energy drinks are not allowed at Oldham County Middle School. This includes bringing them in with their lunch. Also, students may not bring any drink into the building that was purchased outside of OCMS unless it is included in their lunch (soda, water, juice, etc.). Students are restricted from having open drinks in the hallways. They need to drink them in the vending area or in the cafeteria. Also, no open drink containers are allowed outside of the cafeteria. This includes the gym (mornings), hallways, bathrooms, etc. Students are permitted to have water with them during the day as long as they are in a container with a lid.

Allowed: Water with a no spill lid.

Not Allowed: Drinks with a straw (Starbucks, Thorntons, etc.), energy drinks, soft drink cans that can't close.

HALL PASSES

HALL PASSES--Students are not permitted in the halls during class periods unless they are with a teacher or have the appropriate **hall pass** from an authorized staff member. Hall passes will be attached to a lanyard and have appropriate color to denote hallway from where the student originated. **Verbal permission or other forms or passes are not sufficient for students to be in the hall and may result in a Notice of Concern.**

BUS NOTES

Due to limited seating on buses as well as limited routing options, bus notes for students to ride a different bus than is assigned will not be accepted for the 23-24 school year.

PRESCRIPTION/MEDICATION POLICY

If a student is required to take medication (prescription and/or non-prescription) during school hours, the following procedures are to be followed:

1. **Parent/Guardian/Custodian** must bring the medication to school (**Students may not bring in medication**) in the original container which must have the prescription label attached or have a written statement from the child's attending physician giving complete details for the administration of the medication. Persons other than the parent/legal guardian may not deliver or administer medication.

If non-prescription medication is to be administered, the parent/guardian/custodian must bring the unopened medication to school with written instructions for administering. The office staff will contact the parent/guardian/custodian prior to administering non-prescription medication.

2. An authorization form must be on file in the school office. (9020.01)
3. All medication will be given, monitored, and logged by designated school personnel in the school office at the appropriate time. (9020.02)
4. Parents must pick up unused medication. No medication will be allowed on buses.

Medication is primarily the responsibility of the Parent/Guardian/Custodian and, if at all possible, should be administered before the child leaves for school or after the child returns home in the afternoon. (See AR 9020.01.)

Healthy Food Policy

OCMS is committed to creating a learning environment that encompasses the whole child. Academics as well as mental, physical, and emotional wellness are foremost in our minds. In support of these thoughts, OCMS prohibits the use of candy, full-sugar soft-drinks, and other “non-healthy” rewards for students in the classroom. Each teacher is encouraged to find “healthy” alternatives that align more directly with our mission as a school and subject to current policy in regard to food allergies. This includes, but is not limited to, vending machines and any rewards given during the school day. Other organizations such as PTSA, Booster Club and the school cafeteria may make their own decisions but are strongly encouraged to follow suit. In addition, we ask that parents refrain from sending candy, cookies, cake, cupcakes or other similar items to school for celebrations or activities. By OCBE policy, any item sent to school for student consumption must be in the original packaging with the ingredients clearly listed and are subject to guidelines regarding food allergies. Please refer to our drink policy for more information on the drinks allowed at OCMS.