OLDHAM COUNTY MIDDLE SCHOOL

2025-2026 Student Handbook

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.

OLDHAM COUNTY MIDDLE SCHOOL

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!

Principal - Tim Caldwell

Associate Principal/Athletic Director - William Redecker

Assistant Principal - Roslyn Manning

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 4:00 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 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.

   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. he 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.

5. 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

SIXTH GRADE COURSES

Language Arts
Math 6
Social Studies
Science
Integrated Math 6/7
Pre-Algebra 6
Beg Band
Choir

Art
Physical Education
Health
Media & Communications
Spanish
General Music
Careers
Business

Design Thinking

Paxton Patterson Lab

SEVENTH GRADE COURSES

Language Arts
Math 7
Social Studies
Science
Pre-Algebra 7
Algebra I
Spanish
Band-2nd year
Jazz Band

Art
Physical Education
Health
Media & Communications
Careers
Choir
Theatre
Solo Vocal &Ensemble
General Music

Business

Design Thinking

Paxton Patterson Lab

EIGHTH GRADE COURSES

Language Arts
Science
Pre-Algebra 8
Algebra I
Geometry
Social Studies
Choir
Band-Wind Ensemble
Jazz Band

Art
Physical Education
Health
Media & Communications
Careers
Spanish 1
Solo Vocal & Ensemble
Theatre
General Music

Business

Design Thinking

Paxton Patterson Lab

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. ***If students are not passing their current courses, they may not be eligible to participate in end of year activities, including 8th grade promotion.***

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. Grades at the end of the 1st and 2nd trimesters are a snapshot in time of where each student's grade is at a point in the school year.

Oldham County Middle School's grades are broken into two categories: 1) Assessment and 2) Classwork/Participation. 80% of a student's grade will be based on assessments that show mastery of a specific content's standards. This can include, but is not limited to tests, projects, essays, exit tickets, etc. The other 20% of a student's grade will be based on classwork and participation. All NTI assignments will fall into the 20% classwork and participation category.

Students in each core class (7th grade Science for example) will be assessed using the same criteria and system.

Students will be given multiple opportunities to learn and show mastery of concepts and knowledge.

If a student did not attempt an assignment in either the 80% Assessment or the 20% Classwork/Participation category, an "M" for missing 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 in the Assessment category and a 0% in the Classwork/Participation category.

- The minimum grade a student will receive in the assessment category when a good faith effort is made is 60%.
- Students will have the opportunity to redo an assignment in the Assessment category. Teachers may require students to participate in remediation and/or other forms of re-learning prior to the student earning this opportunity. The grade the student earns on the additional attempt will replace the previous score.

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

Student grades should be posted/updated on Infinite Campus at least once per week.

Late Work

If a student is absent, they have a calendar week from the day they return to school to turn in any missing assignments or work for full credit. Late work (not due to an excused absence) may be turned in for up to a week past the assignment's original due date for a total of 10% off the original grade. If an assignment is not turned in by the end of the week, it will be recorded as an M in the gradebook. Students will be checking their grades weekly; it is their responsibility to make sure their grades are up to date.

Cheating Policy

Cheating or plagiarism is defined as turning in any assignment that is not representative of your own work or using, giving, or receiving unauthorized help or aid on assignment.

The first offense is a conversation between the student and teacher. The student will receive a NOC (Notice of Concern) and the parent/guardian will be notified. The student is able to redo the assignment. The assignment is marked as missing in IC until the assignment is completed within a week of the original due date.

The second offense is a 2nd NOC and parent/guardian will be notified. The assignment is marked as missing in IC until the assignment is completed within a week of the original due date for a 10% penalty.

The third offense is an office referral. The parent/guardian will be notified, and the student must redo the assignment in AM or PM detention. The grade is marked missing until the assignment is completed with a maximum grade of 80%.

THE MEDIA CENTER

The Oldham County Middle School Media Center is open from 8:15am to 4:10pm, Monday through Friday. During that time, students are welcome to use the library for checking books in and out, quiet independent/group work, project work or taking a test. When a student enters during school hours and is not accompanied by a teacher, they must have a library pass. Passes may be placed in the basket on the circulation desk and students shall communicate the purpose of their visit with the Media Center staff.

Students may check out books for a period of ten school days, with the option to renew for an additional ten 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 or renewed

Each student is responsible for items checked out in their name. Please do not lend materials to others. In the event of lost or damaged materials, a replacement fee will be applied.

Students may have water in a closed container. Food is not permitted in the library

TECHNOLOGY

During Infinite Campus Online Registration, each student's parent/guardian is required to read the Acceptable Use Policy and grant or not grant permission for their child to use the District-provided email/Google account and school-owned Chromebook 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.

Students may use a personal Chromebook or a school-owned Chromebook. In either case, students are responsible for having their Chromebook with them at all times during the school day. Personal devices will be charged at home and school-owned devices will be placed in a charging cart at the end of each day for overnight charging.

Devices do NOT go home unless express permission is obtained from a teacher.

If a device is misplaced or left at home, the library staff will lock the device. A loaner will not be provided.

If a device is malfunctioning or broken, the student will report the issue to the library staff immediately and complete the damage report. A loaner will be provided until the damaged device is repaired/replaced.

No student has permission to be on the Internet (including student email) without teacher permission and supervision.

Use of Chromebooks for non-educational games is not permitted.

The use of personal hotspots to connect to the Internet at school is not permitted..

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.

1. 1stTurn dial to the right for two or more turns and stop on the first number.
2. 2ndTurn dial to the left one complete turn past the first number and stop on the second number.
3. 3rdTurn 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.). 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.

OCMS ATTENDANCE POLICY

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125.[1]

REPORTING ABSENCES/TARDIES *(arriving after 9:00 a.m. or leaving before 3:55 p.m.)*:
Report all absences or tardies before 9:00 a.m. by calling the school office at 502-222-1451 **OR** send an email to ocmsattendance@oldham.kyschools.us. 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.

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

Parent and Doctor's Notes:

- Parent/Guardians have **eight (8) Parent Notes** to use for the entire school year and unlimited Doctor/Physician Notes. Blanket notes for absences will not be accepted. Once all eight (8) parent notes have been used, only doctor's notes will be accepted to excuse additional absences or tardies.
- Any absence or tardy *(arriving after 9:00 a.m. or leaving before 3:55 p.m.)* from school must be accompanied by a Parent Note or Doctor Note **within five (5) days**.
- Notes can be turned in at the office front desk or emailed to **ocmsattendance@oldham.kyschools.us**.
- Signing the Enter/Exit sheets in the office to check in/out your student will automatically count as a parent note, unless a doctor's note is submitted.
- No note = the absence or tardy remains unexcused.
- **State Testing Days:** Doctor's notes ONLY will be accepted to excuse absences/tardies on state mandated testing days.

Unexcused Events (absences and tardies):

Both full day absences and tardies *(arriving after 9:00 a.m. or leaving before 3:55 p.m.)* qualify as "events"

- Three (3) unexcused events = First letter warning
- Six (6) unexcused events = Second letter warning
- Nine (9) or more unexcused events = Truancy Referral
- Fifteen (15) or more unexcused events = Truancy and OCBE reports it to the county attorney for appropriate court intervention under KRS 610.030(6) law.
- *Work may be made up for unexcused absences at the discretion of the administrators involved.*

TRUANCY DEFINED:

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three days (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

A student who has been reported as a truant two (2) or more times is a habitual truant.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

EXCUSED ABSENCES/TARDIES:

An excused absence/tardy with documentation such as parent/guardian note *(up to eight [8] times per year)*, physician note, or documentation for the following, is one for which work may be made up. ***Please refer to the grading policy for make-up work guidelines.***

1. Illness of the pupil, including mental or behavioral health as excused by the parent/guardian (up to eight [8] times per year) or excused by a physician's statement or statement by other medical professional;
2. Death or severe illness in the pupil's family;
3. Religious holidays and practices;
4. One (1) day for attendance at the Kentucky State Fair;
5. Documented military leave;
6. One (1) day prior to departure of parent/guardian called to active military duty;
7. One (1) day upon the return of parent/guardian from active military duty;
8. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave;
9. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces;
10. Students participating in any of the page programs of the General Assembly;[2] or
11. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

EDUCATIONAL ENHANCEMENT OPPORTUNITY:

High school visits do not qualify for Educational Enhancement Opportunities. A parent note can be used for a high school visit.

Educational Enhancement Opportunity Request Forms MUST be submitted to the school Principal at least five (5) school days prior to the opportunity date requested. Students shall be granted an excused absence for up to ten (10) school days to pursue an Educational Enhancement Opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State of District testing periods shall not be granted. The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up missing school work. Please refer to the grading policy for make-up work guidelines.

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.

The office or student will contact parent/guardian/custodian to confirm dismissal arrangements if someone other than the parent/legal guardian will pick the student up from school.

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 (NOT ON THEIR PERSON) BETWEEN 9:00-4:00.

Phones observed in a student's possession 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 / Apple watches / 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 or backpack. Phones are not to be on a student's person. .

- 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.
- Office referral required per district policy.

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). he 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

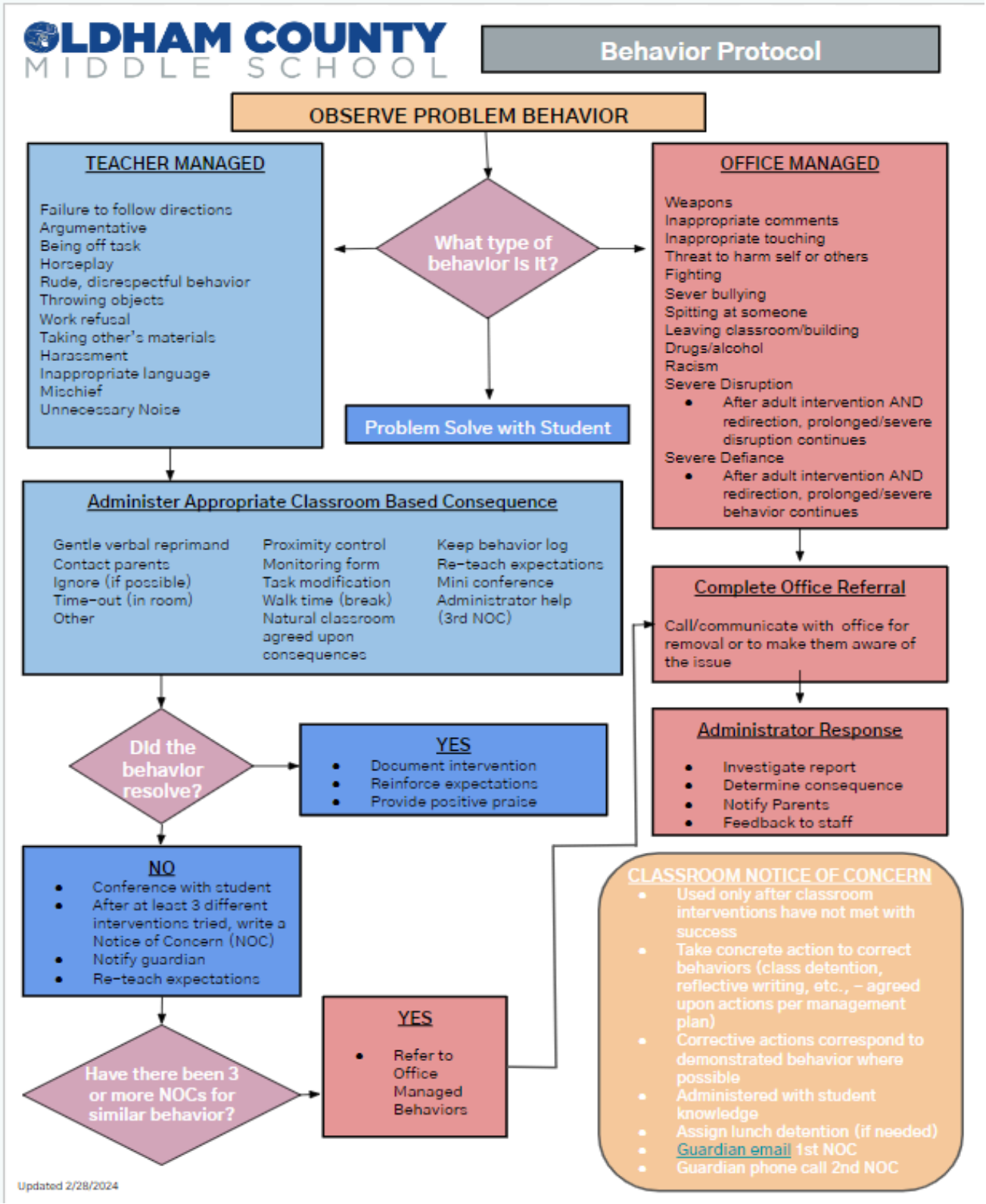
Flow Chart. At this juncture, the student will be speaking directly to an administrator regarding the incident as well as having a parent contact made. The consequence for the concern will be dictated by the OCMS Behavior Matrix. Office referrals can also impact a student's ability to participate in 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	AM/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		All offenses	Restorative conference b/t students/adults 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)		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.									
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											
The OCMS Behavior Matrix was created in accordance with the OCS Behavior Violations and Consquences Policy.											


OLDHAM COUNTY MIDDLE SCHOOL
Behavior Protocol
OBSERVE PROBLEM BEHAVIOR
What type of behavior is it?
TEACHER MANAGED
Failure to follow directions
Argumentative
Being off task
Horseplay
Rude, disrespectful behavior
Throwing objects
Work refusal
Taking other's materials
Harassment
Inappropriate language
Mischief
Unnecessary Noise
Problem Solve with Student
OFFICE MANAGED
Weapons
Inappropriate comments
Inappropriate touching
Threat to harm self or others
Fighting
Sever bullying
Spitting at someone
Leaving classroom/building
Drugs/alcohol
Racism
Severe Disruption
After adult intervention AND redirection, prolonged/severe disruption continues
Severe Defiance
After adult intervention AND redirection, prolonged/severe behavior continues
Administer Appropriate Classroom Based Consequence
Gentle verbal reprimand
Contact parents
Ignore (if possible)
Time-out (in room)
Other
Proximity control
Monitoring form
Task modification
Walk time (break)
Natural classroom agreed upon consequences
Keep behavior log
Re-teach expectations
Mini conference
Administrator help (3rd NOC)
Complete Office Referral
Call/communicate with office for removal or to make them aware of the issue
Administrator Response
Investigate report
Determine consequence
Notify Parents
Feedback to staff
Did the behavior resolve?
YES
Document intervention
Reinforce expectations
Provide positive praise
NO
Conference with student
After at least 3 different interventions tried, write a Notice of Concern (NOC)
Notify guardian
Re-teach expectations
Have there been 3 or more NOCs for similar behavior?
YES
Refer to Office Managed Behaviors
CLASSROOM NOTICE OF CONCERN
Used only after classroom interventions have not met with success
Take concrete action to correct behaviors (class detention, reflective writing, etc., – agreed upon actions per management plan)
Corrective actions correspond to demonstrated behavior where possible
Administered with student knowledge
Assign lunch detention (if needed)
Guardian email 1st NOC
Guardian phone call 2nd NOC
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.

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.

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 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:

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.

An authorization form must be on file in the school office.

All medication will be given, monitored, and logged by designated school personnel in the school office at the appropriate time.

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.

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.

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. 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.

DRINKS

Energy drinks are not allowed at Oldham County Middle School. This includes bringing them in with their lunch. 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.