OLDHAM COUNTY MIDDLE SCHOOL

4305 Brown Blvd
Lagrange, KY 40031

Front Office: (502) 222-1451 Fax: (502) 265-3025
Website: https://ocms.oldham.kyschools.us/

Tim Caldwell- Principal

William Redecker- Associate Principal

Roslyn Manning- Assistant Principal

Kyle Thomas- Director of Counseling

Lydia Martin- Counselor

Natalee Clark- Counselor

Melissa Crouch- Library Media Specialist

Sarah Long- Office Manager

June Bowman- Bookkeeper

Vicki Lowery- Registrar

Amber Waller- Receptionist

Cristen Ohlin- Attendance Clerk

Tracy Simpson- Instructional Coach

Katherine Perraut- GATES Coordinator

School Hours

Oldham County Middle School facilities operate at the following times

School Office	8:00am-3:45pm	Monday-Friday
Instructional Day	8:45am-3:40pm	Monday-Friday
Media Center	8:15am-4:00pm	Monday-Friday
Extracurricular	As Scheduled	

OLDHAM COUNTY
MIDDLE SCHOOL

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, Nature 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.

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 are part of OCMS!

OLDHAM COUNTY
MIDDLE SCHOOL

OCMS VISION

Every student, every day: Valued, Connected, Engaged, Challenged

OCMS MISSION

At OCMS, we will **value** all students by:

- **Connecting** them to caring adults and peers through strong classroom communities and exceptional extracurricular offerings.
- **Engaging** each student through academic discourse, critical thinking, and relevant tasks.
- **Challenging** every student through grade-level rigor, differentiated instruction, and personal growth.

OPERATING HOURS

- Students may start arriving at school at 8:00am and must report to the Gym, Library or Cafeteria until 8:35am
- Car students must enter through OCMS Front Doors (Door 1).
- Bus students will be dropped off at Door 9).
- If not riding the bus home in the afternoon, students should be picked up no later than 4:00 p.m. ***Supervision is not provided after 4:00 p.m.,*** unless staying for an extracurricular activity. All students staying for athletic or extracurricular events must be supervised by a coach or sponsor. Students are not allowed in the building after 4:00 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 and return when doors open for the event. If students are left at school unatteneded, the right to participate in extracurricular activities, *or other privileges*, may be withdrawn.

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 in Infinite Campus. School closings and delays will also be shared via the Oldham County Schools social media pages and on local TV stations.

VISITORS

All visitors must have a photo ID 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 on a late bus will have an opportunity to eat breakfast. Students can choose to buy lunch or bring one from home. Families can put money into the student's My School Bucks account by visiting the district website or downloading the My School Bucks App. Each student will be given an account number at the beginning of the year. Each student must use this number when purchasing something from the cafeteria. Families may apply for Free and Reduced meals through the Oldham County School district website.

Teachers will accompany students to and from the cafeteria in an orderly manner. Students are to remain in their cafeteria seat until their teacher picks them up from the cafeteria. Students may use the restroom during lunch with permission or on the way to or from lunch with teacher permission. Students are supervised during lunch by the administration. Failure to follow the cafeteria rules may result in lunch detention or lunch in the AIM room. Students are responsible for cleaning their area and throwing away all trash. Also, all students will be assigned to a cleaning team 2-3 times per year to wipe cafeteria tables. No food, utensils, straws, etc. should 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. Students are responsible for throwing away all trash and cleaning up after themselves.

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 or special occasions. Food distributed by school staff **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

A = 90-100 (Excellent Progress)

B = 80-89 (Good Progress)

C = 70-79 (Fair Progress)

F= 69 and below

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 try-outs have occurred 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 conduct a grade check through Infinite Campus. 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, 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.

   Students receiving disciplinary referrals may also lose eligibility for part or the entire season. Please refer to the OCMS Student Athletic Expectations for behavioral expectations.

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. 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 (including Related Arts courses) 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 in Core Courses, have no behavioral referrals for the school year, and and no more than 1 Notice of Concern 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 at the time of the final grade check and have no behavior referrals for the school year. The Booster Club sponsors this recognition.

OLDHAM COUNTY
MIDDLE SCHOOL

INSTRUCTIONAL COURSES OFFERED

SIXTH GRADE COURSES

Language Arts
Math 6
Social Studies
Science
Integrated Math 6/7
Pre-Algebra 6
Beginning Band
Choir
Paxton Patterson Lab
Art
Physical Education
Health
Media Arts
Spanish
General Music
Business
Design Thinking

SEVENTH GRADE COURSES

Language Arts
Math 7
Social Studies
Science
Pre-Algebra 7
Algebra I
Business
Band-2nd year
Jazz Band
Design Thinking
Art
Physical Education
Health
Media Arts
Spanish
Choir
Theatre
Solo Vocal &Ensemble
General Music
Paxton Patterson Lab

EIGHTH GRADE COURSES

Language Arts
Science
Pre-Algebra 8
Algebra I
Geometry
Social Studies
Choir
Band-Wind Ensemble
Jazz Band
Design Thinking
Art
Physical Education
Health
Media Arts
Business
Spanish
Solo Vocal & Ensemble
Theatre
General Music
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 counseling office.

Field trips are offered by the teams as enrichment activities. The right to participate in field trips will be based on student behavior and students can lose this privilege based on the discretion of the administration. Parents may be eligible to serve as chaperones for field trips, but must complete a Criminal Records Check in advance.

Field trips are priced as reasonably as possible. Please note that trip fees are generally non-refundable. If a student is unable to attend a field trip due to behavioral reasons, or if a registered participant chooses not to attend, fees already paid will not be refunded.

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. 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.***

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 4:00pm, 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

CHROMEBOOKS/RESOURCES

OCMS Chromebook Policy

Responsibilities & Expectations

Parents/Guardians will:

- sign the Oldham County Schools Equipment Loan Agreement (9064.02F)
- sign the Oldham County Schools Acceptable Use Policy form (9064.01F) during online registration acknowledging the OCS Acceptable Use Policy (AUP) (9064)
- make $30 yearly tech fee payment

Students will:

- use devices in an **appropriate**, **responsible** and **ethical** manner
- report any damage or malfunction to the library staff **immediately**
- have name label (provided by library) applied to top of device at all times
- place Chromebook in assigned school charging cart **AND** connect charging cable at the end of **every school day**
    - Loaner devices will **NOT** be provided for uncharged devices
- sign the Oldham County Schools Equipment Loan Agreement (9064.02F)
- sign and abide by the Oldham County Schools Acceptable Use Policy (9064.01F)
    - Infringement of the AUP includes, but is not limited to the following examples:
        - Downloading inappropriate apps and media on any device

- Deleting school-installed settings from Oldham County device
- Lack of adequate care for Oldham County devices (Chromebook Care section)
- Resetting Oldham County device to factory defaults or placing device in developer mode
- Adjusting setting(s) on someone else's device
- Logging in under a personal Google account on an Oldham County device
- Allowing Oldham County devices to be used by other students inside or outside of school
    - **Devices are to be used by the ASSIGNED USER ONLY**

OCMS will:

- acquire Chromebooks from an approved vendor
- set up Chromebooks for student use with settings/software required by District Tech
- provide technical support for all school-owned devices
- provide internet access and filtering/blocking of inappropriate materials/sites
- provide monitoring software
- facilitate the repair of in-warranty devices
- provide a loaner device to students waiting for a repair to be completed
    - Students must pick up and return loaner device **each day** in the library

Chromebook Care

Guidelines for proper handling, care and use of school-owned equipment will be taught to all students at the beginning of each year and reinforced throughout the year. Abiding by the guidelines is extremely important and will be strictly enforced.

According to the OCS Equipment Loan Agreement, students and families

> *". . . accept full responsibility for the use of a technology device . . . and guarantee proper use and handling of the equipment . . . We accept full responsibility for the care of the equipment when in the possession of student or parent, or when it is located on student/parent's property . . . and accept responsibility for payment of repairs to the equipment for intentionally*

damaging or grossly negligent handling of the equipment, but will not be charged for
any repairs deemed necessary as a result of ordinary wear and tear on the equipment."

Damage beyond ordinary wear and tear due to *student misuse, negligence or intentional damage* may result in disciplinary action and the family will be financially responsible for repairs. When damage to a device occurs, the student will be required to complete a Repair Request form. Damage will be assessed by the STC and/or Technician and the parents will be notified of the damage. The family will be charged a **minimum** of $20 for the repair/replacement parts.

Chromebook Assignments

All OCMS students will borrow a school-owned device

- School-owned devices will **NOT** be allowed to go home with a student unless special permission is obtained from a teacher..
- Students will be **REQUIRED** to place their Chromebook in assigned charging cart at the end of **EVERY SCHOOL DAY**
    - If a student's Chromebook is not charged at the beginning of a day or it was left at home, they will **NOT** have use of a device until theirs is charged or someone brings theirs from home.
- Students will **NOT** be issued a charger with a school-owned device
- In-school technical support will be available
- If damage/malfunction occurs, repair is not guaranteed.
    - See Chromebook Care section above

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. Parent/Guardian permission must have been *granted* before a student is able to access the District-provided account/network for any purpose.

Students are not permitted to use a personal laptop, Chromebook, or other device at school. Students are responsible for having their school-issued Chromebook with them at all times during the school day. School-owned Chromebooks 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 considered primary insurance. If students have health insurance coverage from a private/family provider, that insurance would be considered secondary. 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 trimester, 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, 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 when students return to school each fall. There are enough lockers for all students, and no student is to share a locker.

Do not share your combination with anyone. A second offense may result in your locker usage being taken away.

1. 1st Turn dial to the right for two or more turns and stop on the first number.
2. 2nd Turn dial to the left one complete turn past the first number and stop on the second number.
3. 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 school consequences. A student shall not bring any articles or materials to school that are unnecessary and/or cause any disruptive activity (i.e. trading cards, games, toys, etc.). This includes hand-held video games, electronics, etc.

WEATHER EMERGENCIES

There are specified procedures for both fire and severe weather conditions that will be explained and practiced throughout the year. 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.

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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

During a tornado watch, all outdoor activities may be moved indoors. 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 unless the district makes a decision to change the dismissal time.

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.

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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] and Board Policy 09.123.

REPORTING ABSENCES/TARDIES *(arriving after 8:45 a.m. or leaving before 3:40 p.m.)*:
Report all absences or tardies before 8:45 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 EXCUSE NOTES — HOW THEY WORK

Each student is allotted eight (8) Excused Parent Notes (EPN) per school year. When your child has an absence or tardy, the attendance clerk will automatically enter an Excused Parent Note that day on your behalf, which will count as one of your eight allotted notes. Parents are no longer required to submit a handwritten note for absences or tardies. Parent(s) will still be notified of child's absence via automated system, but the submission of a physical note is no longer required. Unless you are submitting a doctor's note, no action is required on your part. This ensures your child's attendance record is handled promptly and helps prevent unintended truancy filings.

If the absence or tardy was due to a medical reason, you have **five (5) school days** from the date of the absence or tardy to submit a doctor's note to the school office. When a valid doctor's note is received within that window, the absence or tardy will be changed from a parent note to an Excused Doctor Note (EDN), which **does not** count against your eight Excused Parent Notes. Doctor's notes submitted after the five-day window are not likely to be accepted unless extenuating circumstances are present and the principal approves an exception.

Parents are encouraged to monitor their child's attendance record and their remaining Excused Parent Notes throughout the school year. If you have questions about your child's attendance coding, please contact the school office.

- 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 8:45 a.m. or leaving before 3:40 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 = Third letter warning
- 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 or 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 parent who chooses to withdraw their student from OCMS should inform the counseling 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 school nurse or designee 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, does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of ANY group. In addition, the school administration has the responsibility to ensure that student dress does not create a disruption to the learning environment.

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 staff member feels that a student is in violation of the dress code or the student's clothing is substantially disruptive to the education process, the teacher will send the student 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.

POLICY FOR PERSONAL COMMUNICATION DEVICES

PERSONAL COMMUNICATION DEVICES MUST BE TURNED OFF AND STORED IN A BACKPACK OR LOCKER (NOT ON THEIR PERSON) BETWEEN 8:45am-3:40pm. ("Not on their person" means devices should **not** be in a student's clothing, pocket, waistband, hoodie or other area of storage where the device can be seen or accessible.)

Personal Communication devices include, but are not limited to: ***cell phones / tablets / Smart watches / earbuds/ Airpods/ personal gaming devices / cameras /etc.***

Personal communication devices observed on a student's person are considered in use and therefore in violation of the Personal communication device policy.

Personal communication devices are not permitted in school restrooms or locker rooms. No photos or videos should be taken by students during the school day unless authorized by school staff and using a school-issued device.

Consequences for violation of the Personal Communication Devices policy (Per OCBE policy 09.4261)

- **1st Offense**: Student referral, parent phone call, and confiscation of the personal communication or electronic device, which will be returned to the student or student's parent or guardian at the conclusion of the school day.
- **2nd Offense**: Student referral, parent phone call, confiscation of the device requiring parent pick up, and assignment to the next scheduled detention.
- **3rd Offense**: Student referral, parent phone call, confiscation of the device requiring parent pick up, and assignment to a full day of AIM. The student will be placed on a personal communication device behavior plan for a minimum of two weeks.
- **Additional offenses**: Student referral, parent phone call, confiscation of phone with required parent pick up, and assignment of one day at OCATS.

Further offenses can result in student suspension and forfeiture of being allowed to have a device in the school building.

All personal devices confiscated by staff will be documented through Infinite Campus.

Refusal to turn over a device upon request will result in additional consequences.

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.

- **1st Incident**: Warning/Conference/Parent contact*
- **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.

OLDHAM COUNTY
MIDDLE SCHOOL

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 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 (Parent contact)
- 2nd NOC: Verbal Warning/Lunch Detention (Parent contact)
- 3rd NOC: Detention and Office Referral (Phone call home)

Upon the third Notice of Concern, students will receive an office referral indicating the need to meet with one of the principals. In addition to meeting with the principal and discussing why the behavior keeps occurring, the student will be assigned an AM or 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**											

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 and complete the required form and give to the school nurse. (Students should not bring in the medication)

Medication should be 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.

OLDHAM COUNTY
MIDDLE SCHOOL

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. School staff are encouraged to find "healthy" alternatives that align more directly with our mission as a school. Any food that is given should be compliant with school and district policy related to food allergies. This includes, but is not limited to, vending machines and any rewards given during the school day.

Organizations such as PTO, Booster Club and extracurricular clubs may make exceptions to the healthy food policy, but should comply with district regulations and the food allergy policy.

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 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 drinks, sugary drinks, and other drinks that do not have a sealable lid.