

Oakland Middle School



2018 – 2019 STUDENT HANDBOOK

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Page Break

The vision of OMS is to create a safe and secure environment that empowers all students to learn at high levels by providing the necessary support to be a successful, confident, problem-solving individual.

Charger Expectations

In order to maintain a safe and efficient learning environment, we expect our students to conduct themselves in a manner that is both respectful to others and themselves. Our students represent Oakland Middle School; therefore, all Oakland Chargers will:

1. Show respect to property, persons, and oneself.
2. Follow the directions of all School Officials.
3. Refrain from unnecessary physical contact with other students.

Students that choose not to meet these expectations and/or the guidelines from the Student Handbook and Code of Behavior and Discipline will receive consequences.

OMS DISCIPLINE PLAN

3 Tier Discipline

Tier I – Teacher Tier

Warning

Educational Assignment

Early Morning School

9th Period

Dean Referral

Tier II – Dean Tier

R1 – 100 minutes of restriction

R2 – 200 minutes of restriction

R3 – 300 minutes of restriction

Saturday School

Administrative Referral

Tier III – Administrative Tier

Out of School Suspension and/or Community Service

*** Administration reserves the right to assign OSS, or remand based on severity of the infractions.

These steps will ensure parents are kept informed of their student's behavior while at OMS. Please contact your child's teacher by email or phone if you have any questions about his or her behavior and/or progress in class. A teacher MUST respond to a parent within 48 hours of parent contact.

Students' Rights and Responsibilities and Due Process

A student has full rights and citizenship as defined by the Constitution of the United States and assumes the responsibility to take positive actions relative to the Constitution, the laws of the State of Tennessee and policies, rules and regulations of the Rutherford County Board of Education, and Oakland Middle School.

Due process will include appropriate hearing and reviews in all cases; the rights of individuals will be ensured and protected.

Code of Conduct and RCS Discipline Procedures

Students are expected to conduct themselves according to the policy/procedures outlined in the Rutherford County Schools Student Code of Conduct. In accordance with Discipline Procedures of the Rutherford County School System, dispositions are outlined below. Disciplinary action will include appropriate hearings and reviews, and, in all cases, the rights of the individuals will be ensured and protected.

1. Expulsion (Zero tolerance) - Removal of a student from the school system for an extended period of time or permanently by Board of Education action.
2. Suspension –
 - a. Removal of the student from the campus and exclusion from all schoolsponsored activities during suspension by the Administration or the Board of Education.
3. Restriction - A requirement that the student complete an assigned number of minutes depending on the step the student is currently on. R1 100 min., R2 200 min, R3 300 min. These minutes must be done before school (EMS), After school (3:00 – 4:00), During R&E and/or Lunch

Suspension Restrictions

A student assigned OSS will not be able to practice, participate, or attend any extracurricular school activity or athletic event during the period of time the student is suspended. The suspension will end at 3:00 p.m. on the last day of the student's suspension.

Vandalism and Property Damages

(School Board Policy 5-6)

Students who destroy or vandalize school property will be required to pay for loss or damages. Suspension or expulsion may result from the willful destruction of school property. Accidental damage to school property should be reported to a teacher or to office personnel immediately.

Dress Code

The Oakland Middle School dress code has been devised with the idea of promoting a positive learning atmosphere and wholesome attitude for each student and the school community. Any dress or hairstyle that is considered contrary to good hygiene, disruptive in appearance, or detrimental to the educational environment or the public image of the school will not be permitted. The administration has the right to determine if attire or appearance is inappropriate for school. Students should follow these guidelines:

1. Any dress considered too revealing. No skin should be visible between shirts and pants while sitting or extending hands overhead. See-through materials, bare midriffs, open backs, low-cut tops, tube tops, tank tops, halter-tops, mesh or sleeveless shirts are not permitted.
2. Undergarments must be covered at all times.
3. Shoes must be worn at all times. (No house shoes).

4. Hats and sunglasses are prohibited in the building.
5. Shorts and skirts must be as long as or longer than the tip of the longest finger all the way around the body when the student's arms are by the side of the body. Pajamas or boxer shorts as shorts are not permitted. Holes in clothing above the knees are to be covered completely with leggings or patches.
6. Clothing, accessories, or any items that advertises substances which are illegal for teenagers (drugs, alcohol, tobacco products, etc.) or which are otherwise inappropriate (profanity, sex, obscenities, violence, gang related, etc.) are not to be worn or brought to school.
7. Hair picks, stocking caps, hair curlers, and other head coverings may not be worn in school. Hoodies may be worn, but hood must stay down at all times.
8. Clothing must be size appropriate. Sagging is not allowed. Pants must be worn at the waist. All belts, buttons, and fasteners must be fastened at all times.

Electronic Devices

Students are permitted to use cell phones and other outside electronic device during school hours for education purposes with teacher or administration approval. OMS is not responsible for lost, stolen, or damaged electronic devices.

Assemblies/Athletic Events

The following guidelines apply for assemblies and/or athletic events:

1. All school rules apply at all school sponsored events.
2. A student who fails to act appropriately will be asked to leave and will not be admitted to future events.
3. Loitering in the lobby, restrooms, or doorways is not allowed.
4. The appearance of someone on stage or at the microphone is the automatic signal for the audience to become silent.
5. Students are expected to enter the auditorium or gymnasium in a quiet, orderly manner.
6. Students are expected to be respectful and courteous at all times.
7. Students are expected to make transportation arrangements for after school activities before the activity. Students without rides after games will not be permitted to attend future events.

Field Trips

All school rules apply.

Permission slips and money for field trips must be turned in by the assigned deadline. Students will not be allowed to call home for permission to go on a field trip.

Students with more than five unexcused absences in any nine-week period will be ineligible OSS in a given semester prohibits field trip participation.

Misbehavior on a field trip will be dealt with as it warrants, and the student may be prohibited from further field trips.

Academic Affairs

Grading Policy

The grading system for subject-area grades is expressed by numerical value. The numerical values are equivalent to the following letter grade:

- o 93-100 A o 85-92 B o 75-84 C o 70-74 D
- o Below 70 F

Oakland Middle School Grading Policy

Students will receive a Standards Based Grade for each standard taught. The standards based grade is equivalent to the following interpretation:

- 1 – below
- 2 – approaching
- 3 – on track
- 4 – mastered

At the time of progress reports and report cards the standards based grades will average out to a grade equivalent to the grading policy for Rutherford County schools and each student will receive a numerical grade in alignment with the letter grades above.

No assessment score below a 50 will be placed in the gradebook as this demonstrates the student has not mastered this standard. Assessments may be retaken after a student has spent time with the teacher in remediation or re-teaching and all practice for that assessment has been completed. The higher of the scores will be kept in the gradebook.

Practice assignments must be completed before a student may retake an assessment – the practice is preparation for the assessment so it is necessary to determine where a student needs to focus.

Report Cards and Progress Reports

Report cards are distributed at the end of each 9-week grading period. Progress Reports will be distributed at the mid-way point of each grading period.

Parent/Teacher Conferences

Two school-wide parent/teacher conferences are scheduled this year: October 18th and March 21st. Additional conferences are available by appointment. Teachers may not leave their class during class time to confer with parents. Therefore, 24-hour notice is necessary to schedule a conference and the conference must be held during the teacher's planning period.

Parent Portal

Parents and students should be able to view grades using the Student Portal. Passwords will be assigned at the beginning of the year.

Make-up Work

A student who has been absent is responsible for all assignments during his absence. Assignments may be made up within five days of returning to school.

Textbooks

Textbooks are loaned to students for their use during the school year. A student will be required to pay for a textbook that is lost, stolen, or damaged before another one can be loaned. Upon presentation of the lost book, a refund will be given. Textbooks are the property of the Rutherford County Board of Education and will be returned at the end of the school year, completion of the course, or withdrawal from school. Withholding of all grade reports, certificates of progress, or transcripts will occur until restitution is made.

Computer Use

Students and parents will be required to sign an Acceptable Use Policy. Disciplinary action will be taken for inappropriate use of any school technology which could include removal of computer privileges.

Student Recognition

Students will be recognized at Oakland Middle School in a variety of ways including:

- **Perfect Attendance:** Student must have been present the major portion of each school day and must not accumulate the equivalent of a full day absent due to tardies or early checkouts.
- **Chargers with Character:** A student must have excellent conduct, acceptable attendance, do all assigned homework, have a great attitude and show school spirit. Two boys and two girls will be chosen from each grade every month of the school calendar year. Students will be featured on the morning announcements and treated to a special breakfast or lunch.
- **Renaissance:** Students are recognized and rewarded for academic performance.
- **Academic Awards:** Based on academic criteria. Ceremony is in May.

School Hours and Transportation

The school hours are from 8:00 am until 3:00 pm. The doors will not open until 7:20 am for students to enter the building. Students dropped off before 7:20 am will be unsupervised. Car riders should be picked up by 3:40. Students will not be dismissed early after 2:45pm.

Bus Regulations

Riding the school bus is a privilege. Improper conduct on the bus will result in the privilege being denied. The bus is an extension of the school and the same conduct is expected on the bus as at school. Students who ride the bus are to report directly to their grade level holding area or cafeteria (if eating breakfast) upon arrival at school. Students report directly to the bus when dismissed at the end of the day.

Car Riders/Walkers/Bicycle Riders

Car riders/walkers are to enter and exit through the front of the building. Car riders/walkers are to report to their grade level holding area or cafeteria (if eating breakfast) immediately upon arrival to school. Bicycles are to be locked in the bicycle rack at the gym entrance. Students who chain their bicycle to trees, signs, etc. are subject to having their locks cut and bicycle confiscated. Walkers and bicycle riders are to leave school grounds immediately after they are dismissed. Students are not permitted to loiter on school property. Car riders will wait in their designated areas. All car riders should be picked up by 3:40. Once students leave school for the day, they will not be permitted to return to school unless they have specific school related business.

Morning Designations for Students

- 8th graders will report to the main hallway
- 7th graders will report to the auditorium
- 6th graders will report to the cafeteria

Transportation Changes

- o All transportation changes need to be made before 2:00pm.
- o A student must bring a note from his parent/guardian anytime a transportation change is necessary. All bus transportation changes/requests must be verified and processed through the office and approved by administration.

AM Car Rider Drop-off (Please refer to page 14)

1. All car riders are to be dropped off in the front of the building ONLY.
2. Both car rider lanes are open during morning drop off.
3. Drivers should not pull through the parking lot to drop off their student. This area is for parking only.
4. Please park if you feel your child needs extra time to get out projects or special materials.
5. Please give yourself plenty of time to get your student to school. Our heaviest time is ten minutes before school.
6. Students should not be dropped off in the back of the building or on the side of the building.

7. Our parking and drop off procedure is dependent upon everyone being a courteous driver. Help us keep all students safe.

PM Pick Up (Please refer to page 14)

1. All car riders are to be picked up in the front of the building ONLY.
2. BOTH lanes are open for pick up
3. Students should wait for whistle from the supervision before getting into their car.
4. All car riders must be picked up by 3:40pm.
5. Our parking and drop off procedure is dependent upon everyone being a courteous driver. Help us keep all students safe.

Operations

Deliveries

We do not accept deliveries for students. Items such as flowers, balloons, etc. will not be accepted from parents or delivery services and cannot be in students' possession during school hours.

Fundraisers

Students are only allowed to fundraise for school organizations during the school day. Selling for out-of-school groups such as churches, clubs, or personal sales will not be permitted.

Guidance Services

Counseling services are available to students at Oakland Middle School through the Guidance Office. A student must complete a guidance request before going to guidance. Only in the case of an emergency will a student be permitted into guidance without first requesting an appointment. Parents may also make appointments to meet with the counselor to discuss their child's records, progress, etc.

Hall Passes

Each teacher has a hall pass for their classroom that is color coded for a hallway. Students will not be permitted into the hallway without this pass. This pass is for the restroom only and students will be allotted five restroom passes per quarter.

Cafeteria

Breakfast will be served until 7:50 a.m. Students must bring their lunch or purchase a school lunch before they will be allowed to purchase ala carte items. Only one charge is permitted until that charge has been paid. The 2019/20 school lunch prices will be set at \$2.75 for Elementary, \$3.00 for Middle and High School, \$3.50 for Teachers, and \$3.75 for Visitors.

The cafeteria management and your fellow students will appreciate your cooperation in the following areas:

Lunch Procedures

1. Students are permitted to sit where they like for lunch.
2. Once all students are seated cafeteria supervision will dismiss, by table, students to get a lunch.
3. Students will also be dismissed by table to report to their next class after all tables and trash have been cleaned up and thrown away. Library

The Library is open throughout the day. Students must have a note signed by a teacher in order to visit the Library. Students may checkout up to two books at a time. Five cents a day will be charged for overdue books and no checkouts will be allowed until all debts are paid. If books are damaged or lost, a fine for the cost to replace the book(s) will be assessed.

Lockers and Locks

Hall lockers are available for student use and will be assigned by first period teachers. Students are responsible for keeping their lockers clean. Students may bring locks from home, if the student and parent understand that if the key is lost the school retains the right to cut off the lock. Students are cautioned about giving their combinations to other students. All students are cautioned not to keep money or valuables in their lockers. OMS is not responsible for any items lost or stolen that were allegedly stored in lockers. Damage to lockers caused by misuse will be charged to the student. Student lockers are school property, and school officials reserve the right to open and inspect any school locker at any time.

Medications

School officials will not routinely dispense medication to students except in unique situations in which a child's health is dependent upon emergency medical aid. If under exceptional circumstances a child is required to take oral medication during school, the parent/guardian must turn in Permission for Administration of Prescription or Non-Prescription Medication form. A parent must bring the medication to the office in the original container. All medication must be checked in to the Nurse's Office.

Parent of Chargers (POC)

The POC maintains a list of volunteer parents and will contact parents regarding volunteer opportunities throughout the year. Some opportunities for parent involvement at Oakland Middle include fundraising events, Spring Fling, field day, field trip chaperone, and dance chaperones.

School Insurance

School insurance is available to all students. Information will be given to each student at the beginning of the year. Participation in this program is optional. Students taking part in athletics must have insurance.

School Resource Officer

The School Resource Officer is available to provide law enforcement services, law-related counseling, and to provide law-related classroom instruction to students at Oakland Middle School. Students are encouraged to contact the SRO anytime they are aware of any potentially

serious or criminal activities. Students are to use the school guidance counselors and STARS counselor for counseling situations that are not law related.

Student Affairs

After School Activities

A variety of sporting events, dances, and activities are scheduled by the school each year. A schedule of events will be available on the school's website. All school rules are in effect at these functions.

Oakland Middle School Sports

Archery
Baseball
Boys Basketball
Girls Basketball
Bowling
Cheerleading
Cross Country
Dance
Disc Golf
Football
Golf
Boys Soccer
Girls Soccer
Softball
Swim Team
Tennis
Track
Volleyball

Oakland Middle School Club

Anime Club

BETA

Chargers with Character

Drama

Environmental

Fellowship of Christian Athletes

Page Turners Book Club

Student Council / Renaissance

Journalism

Yearbook

*please see OMS webpage for a list of contact information for each sport and/or club