

Student/Parent Handbook 2019-2020



**2250 N. Ocoee Street
Cleveland, TN, 37311
(423) 476-0630 (Phone)
(423) 476-0485 (Fax)**

WELCOME

Welcome to Ocoee Middle School! We are excited that you are a part of our Colt family! We are committed to fostering a safe and secure environment where students build lifelong relationships and maximize their potential. Our learning environment will be student-centered with high behavioral and academic expectations. Students will be encouraged to capitalize on gifts and abilities both in and out of the classroom. Our tremendous staff, facilities, and culture will allow our students to reach their full potential.

As we begin our school year together, let's remember to adopt our **OMS START**: **Strive** for excellence, **Touch** lives through service, **Act** with integrity and self-control; **Respect** myself and others, and **Take** responsibility for my actions.

We are honored to partner with our parents, students, and community members to provide a world-class middle school education. Together, we will make this a wonderful 2019-2020 school year.

Please use this handbook as your daily guide for procedures, rules, and other important information.

Sincerely,

Corey Limburg, Principal

IMPORTANT PARENT INFORMATION

Rising 7th graders must have the TDAP and Chicken Pox booster shots before starting school.

- Students will not receive a schedule if shots are not up-to date.
- Students can acquire a schedule by showing an appointment card for the boosters.
- Shot records will be reviewed at the end of the second week of school, and any student who has not followed through on getting the shots will not be allowed to attend school. All absences due to this will be

TIPS

TIPS is an innovative platform of web-based tools designed to empower students, parents, teachers and staff to confidentially and anonymously report bullying or other potentially harmful student safety concerns such as weapons, drug/alcohol use, gangs, harassment or intimidation, vandalism, physical/sexual assaults, threats of violence, suicide risk, abuse, etc. **TIPS** provides a central and secure system for school personnel and the School Resource Officer to proactively investigate the concern, objectively assess the situation, track and document all actions taken and monitor students with ongoing follow-ups and reminders. You can find the **TIPS** reporting button on the Bradley County School's web site and on the Ocoee Middle School's website.

OCOEE MIDDLE SCHOOL ATTENDANCE MISSION STATEMENT

Ocoee Middle School is committed to promoting outstanding school attendance among its student body. Ocoee Middle

considered unexcused and may result in a campus court assignment.

Students attending OMS who are zoned for another school will be evaluated annually. If there are any issues involving academic performance, attendance, and/or discipline, students may lose their privilege of attending OMS.

Parents may schedule a teacher conference at any time during the year by calling the Guidance Office at 476-0630.

Drop-in teacher/parent conferences will be scheduled in the fall and spring semesters.

Parents will be receiving an OMS Principal's Newsletter several times during the year to keep them informed of activities and events at the school.

Parents can check school website, oms.bradleyschools.org, daily for important announcements.

Parents are encouraged to join the PTO, Athletic Boosters, Choir Boosters and/or Band Boosters. You can also become involved as a Parent Volunteer. If you are interested, watch for announcements or call the school office for more information.

Parents and students are encouraged to make after school plans prior to the student's departure in the morning so that the student and class will not have to be interrupted during the school day.

Parents transporting students to and from school should drop off and pick up students in the designated locations on campus. Local businesses have said not to use their property for picking up or dropping off students.

No students are to leave campus during afternoon dismissal without a walking pass. Students who live within walking distance of OMS or who have a parent who works within walking distance will be issued a walking pass.

Students should be picked up no later than 15 minutes after school is dismissed each afternoon. Students can be charged with a tardy and disciplinary action can be taken for repeat offenses.

believes that promoting excellent student attendance is a fundamental principle in fostering a student's desire to become a life-long learner, as well as a responsible citizen. It is with these concepts in mind, as well as the laws and regulations of the state of Tennessee and the Bradley County Board of Education, that our policies and procedures are established and maintained.

Bradley County Schools Truancy Plan

Posted at www.bradleyschools.org under Departments > Attendance

First Day of school: Each student will be given a student handbook that will include Attendance Policy information, a description of the Truancy Plan, Attendance Procedures, and the link to find the full documents.

Truancy Violations: Tier 1: (Completed at the individual schools)

Violation: 3 unexcused absences **Consequences:**

1. Letter sent out notifying parents of absences and scheduling a conference.

2. Contract signed by student, parent and school officials, which outlines specific attendance expectations for the child.

3. Case will be reviewed with family and school officials 30 days after contract is signed. If further unexcused absences occur the family will move to Tier 2.

4. If no further unexcused absences occur the family and school officials shall meet at 80 days from the date of the contract being signed to review the attendance policy.

Tier 2: (Completed at the individual schools) **Violation:** Further unexcused absences after initial contract (Tier 1) is signed:

Consequences:

1. School Truancy Team to conduct individual assessment of child's absences to determine reason for the absences.

2. Possible referral to counseling or other services as deemed necessary by the above assessment.

3. Family and student must follow conditions set forth in the original contract.

Tier 3: (Completed at the individual schools)

Violation: Further unexcused absences after the School Truancy Team Conference. (Tier 2)

Consequences:

1. Campus Court will review case with family and make the appropriate referrals for services. Also, failure to cooperate, the case will proceed to Juvenile Court.

Posted at www.bradleyschools.org under Departments > Attendance Page

ATTENDANCE POLICIES (Overview)

Ocoee Middle School maintains the following guidelines in regards to student body attendance:

Students have (3) days per semester that can be excused with a parent note.

(5) unexcused check-ins or check-outs **or** combination of these **will** constitute an unexcused absence.

(5) excused check-ins or check outs **or** combination of these **will** institute a meeting with the Principal or Designee to create an attendance plan. This plan could cause new check-ins/check-outs to be converted to an unexcused absence.

Students do not receive a limit on the number of doctor's notes that may be used. Students are strongly urged to use doctor's notes in order to preserve parent notes for emergencies.

Students who are involved in approved school related activities that require them to miss school time will not be counted as absent from school.

In order to be counted as present for the day students must be present for three (3) hours and sixteen (16) minutes of the school day. Students who do not meet this requirement either through early dismissal or late check in will be given a full day absence on their attendance report.

ATTENDANCE PROCEDURES

In an effort to foster the growth of student responsibility, Ocoee Middle requires all students, upon their return to school, to provide a written notice of absence which explains to the Attendance Director the parameters of their absence (doctor's note - sick, funeral, parent note – out of town, etc.). It is the responsibility of the parent/student to make certain each absence note is provided to either the attendance department or the main office the morning of the student's return to school.

Students at Ocoee Middle School will follow the following procedures in regards to any attendance issue:

Any student who has missed any amount of school (check-in late, check-out early, all day absence) should report to the main office upon their arrival back to school in order to turn in their notice of absence (Parent note, Doctor note, etc.).

Students **may not** check out during the last 15 minutes of their school day.

For the safety of all students, the person checking a student out must present proper identification at the time of student check-out. There are no exemptions from this policy. All checkouts must be made through the front office, and in person. Please remember that during busy times, it may take several minutes for the check-out process.

Calls to the office to notify of a student's absence for that day is not necessary. Parents who call in to explain an absence must also provide written notice for the excuse when the student returns to school. Written notices are required for each absence and will be kept on file in the attendance office for the school year.

Students are required to obtain all makeup work from their teachers when they return to school after an absence. Any student who does not obtain their makeup work promptly may be limited in the opportunity they have to obtain their missed work.

- Parents may fax in any notice of absence (parent note, doctor note, etc.) at any time. 476-0588 – Ocoee Middle School fax number. Please make sure all notes include the student's name, date of excused absence, and any other information deemed necessary.
- Doctor's notes that have been altered (written over, marked out, white-out, etc.) will not be accepted. Please ask for a clean note from the Doctor's office.

ATTENDANCE GUIDELINES

Limited access to medical care – In circumstances that involve students who have limited access to medical care, please be

advised that students who are checked out of school by our school nurse will be considered excused by a doctor's note. Our nurse will make a determination if a student is able to attend school or may be excused to be checked-out for the day. Please consider this option when considering whether or not to hold a student out for the day.

Local Board Policies for Excused Absences – Our local Board of Education, along with the State Board of Education, has also determined other absences that are considered excused forms of absences. The absences are described in the Bradley County Board of Education Policy Manual.

TARDY TO CLASS - Tardy to class is a disciplinary issue. Students are expected and required to be in class on time. Classroom teachers may impose discipline for being tardy, including an office referral for repeat offenders.

PERSONAL TRIPS - Students who schedule extended personal/family trips will be required to check with the Attendance Director in regards to the number of parent note days remaining before having a planned extended absence. All absences from school (including personal trips) not covered by a doctor's note or other Board approved allowances will be counted toward the student's total unexcused absences. Any absence(s) above the allowable number of parent notes will count as an unexcused absence.

Students should make arrangements with their teachers to gather any work that will be missed by this extended absence.

MAKE-UP WORK

Ocoee Middle School believes students should have every opportunity to recover academic assignments that have been missed due to school absences. Students will need to work with the classroom teacher to develop a time-frame for making up missed assignments. It is the responsibility of the student and parent to make arrangements for missed assignments. Students who may be out five or more days (per doctor's notice) may request work through the guidance office.

ONE CALL NOW AUTOMATED CALLING

In order to foster better communication and to provide parents with up to date information on the attendance of their child, Ocoee Middle School employs the use of the One Call Now Automated Phone Service. This service provides parents with information concerning their child's attendance. Parents receiving One Call Now calls to notify of a student's absence are not required to call the school back.

Promotion/Retention Policy

All students must successfully complete 4 credits to earn promotion to the next grade. One of these 4 credits must be either math or English.

In order to support students academically, OMS will require any student who receives an I on their report card to recover this incomplete grade by attending I Lab. Each student will receive notification and specific instructions on when and where to report for grade recovery. When the student has successfully completed I Lab, the I will be replaced with a 75 on the report card.

If an I is not recovered, the student will receive a 60 on their report card.

GRADING SYSTEM

93 – 100	=	A
85 – 92	=	B
75 – 84	=	C
70 – 74	=	D
Below 70	=	F

ACADEMIC HONORS

At Ocoee Middle, we are proud of our outstanding academic tradition. We promote this tradition by listing the GOLD HONOR ROLL each nine weeks for students with A's in each subject. Students listed on the SILVER HONOR ROLL have an overall A average with no grade below a B. This group of students will receive special rewards each grading period for this achievement.

Honors Award Program - Students interested in achieving recognition on Honors Night need to set this as a goal at the beginning of the school year.

- To be a Gold Scholar, the student must have an A (93 or above) in each subject each grading period.
- To be a Silver Scholar, the student must have an overall average of 93 or above for the year, with no grade below a B in any grading period.

The average of the student is taken from the first 3 grading periods.

The average in each subject must be earned by the student; teachers are not to give extra credit after the 3rd nine weeks grades are averaged.

Students may be excluded from the honors program based on disciplinary reasons at the discretion of the administration.

Colt Corral Club - an honors club for 8th grade students who make an A in each subject (straight A's).

- Student must maintain 95% yearly attendance.
- Student must take at least one honors class.
- Student must have no out of school suspensions.
- Student must earn at least 10 hours of school/community service.
- Student must be involved in leadership activities: clubs, sports, or fine arts programs (band, choir, or drama).
- Student must exhibit good character in both the school community and community at large.
- Other perks will be given throughout the year.
- To become a member, show your report card at the end of the first grading period to a designated staff member. Students are members as long as an A is maintained in each subject.

HALL PASSES

Students who are outside their class after the tardy bell are expected to have a hall pass.

PROCEDURE FOR INJURY AND ILLNESS

A registered nurse is stationed on campus to assist students for the following reasons:

- Becomes ill or injured at school
- **MUST** take medication at school
- Has a medical problem that pertains to school hours
-

The school nurse does not diagnose illnesses or injuries. **She will work closely with parents/guardians to determine when a student needs to be checked out due to illness/injury arising at school. Therefore, students should not use cell phones to communicate illness or injury to parent.**

Parents/guardians should have injuries and illnesses that occur after school hours or at home treated by their private medical doctor. If your child has a special medical problem of which the school needs to be aware, please call and make an appointment with the School Nurse.

Hall Passes to Nurse - Students must have their Agenda before they can go see the nurse. No one is to come to the nurse's office between classes without a signed Agenda, unless it is an emergency.

Checking Out Through the Nurse's Office - All students wanting to check out because of an illness or injury must check out through the nurse's office. **Students are not to check out by using a cell phone or office telephone.** Students will not be allowed to check out during homeroom or the first or last class period of the day, unless it is an emergency. The nurse is only allowed to call a legal parent/guardian to pick up a student. Written consent must be on file in the main office if another person can be called.

MEDICATION POLICY

The following is in accordance with the State of Tennessee and the Bradley County Board of Education, and are the procedures for the transportation and administration of medication.

- Medication shall be administered only when the student's health requires that it be given during school hours.
- It is the parent/guardian's responsibility to bring this medication to school and remove any unused medication when treatment is complete. Students are not permitted to transport medication to and from school.
- All prescription medication must be brought to school in the original container. The pharmacy label must include: name of student, prescription number, name of medication, and dosage, administration route or other directions, date, licensed prescriber's name, pharmacy name, address and phone number.
- All non-prescription medication must be brought to school in the original manufacturer's labeled container with the ingredients listed and the child's name affixed to the container.
- No more than one month's supply of any medication should be brought to school.
- If a student will be using an inhaler at school, a parent/guardian must fill out an authorization form.
- If the parent/guardian cannot be present to administer the medication to their child, an

- authorization form must be filled out giving the school nurse permission to administer the medication.
- All authorization forms must be updated at the beginning of the current school year.
- Students who bring cough drops must have a note from parents and be able to produce it upon request.

LOCKERS

All books must be in lockers. Books found out of lockers will be taken for lost books. Students **WILL NOT** be permitted to share lockers. For their own protection, students are asked **NOT** to share locker combinations with others. Lockers are property of the school system and no rights of privacy exist for the locker or its contents.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks for each class are furnished by the Bradley County Board of Education. The teacher is responsible to see that all books are returned at the end of the school year. Once a textbook or library book is issued to a student, it will be the sole responsibility of that student. The student will be responsible for payment of lost, stolen or damaged books.

INTERNET USE

The Bradley County Board of Education supports the right of staff and students to have reasonable access to various information formats. Students will be given appropriate instruction in internet safety as part of any instruction utilizing computer resources.

TELEPHONE

No student will be allowed to use the office telephones unless there is an emergency. Arrangements for going home with friends, car riders, staying late or other similar situations should be made before leaving home.

Bradley County Schools

Procedures for Addressing Student Use of CELL PHONES (Secondary Schools)

In reference to Bradley County BOE Policy 6.312 – Use of Personal Communication and Electronic Devices

- The goals of the following procedures are to:
- **affirm the importance of cell phone possession for personal and academic reasons,**
- **outline cell phone restrictions that will guarantee academic integrity,**
- **standardize school responses to misuse of cell phones, and**
- **encourage academic use of cell phones within the classroom.**

The following cell phone procedures were implemented in the 2010-2011 school year:

- Students are prohibited from using cell phones during school hours.

- Students may only use their cell phones prior to the bell to begin school and after the bell to dismiss school.
- Once homeroom or the first official class has begun, cell phones must be out of sight and in the OFF mode. Teachers may require their students to place cell phones on the corner of the desk in the OFF mode if conducive to the classroom environment/configuration.
- Teachers are encouraged to explore and learn innovative ways to use cell phones as technology tools to enhance the teaching and learning experience in the classroom.

Violation of the procedures as outlined above will result in the following action:

- 1st Offense: Confiscation of the cell phone by the administrator, teacher, or other school employee. Only the parent/guardian may pick up the cell phone at the end of the school day.
- 2nd Offense: Retention of the cell phone for thirty (30) calendar days OR a \$30.00 fine to be paid by the parent/guardian. (*Money obtained from fines will be used for the betterment of the entire student body or facility maintenance.*)
- At the end of the thirty-day retention or payment of the optional fine, a parent or guardian must pick up the phone. (*Students will not be allowed to pick up their phones.*)
- Additional Offenses: Retention of the cell phone for thirty (30) calendar days.
- At the end of the thirty-day retention, a parent or guardian must pick up the phone. (*Students will not be allowed to pick up their phones.*)

These disciplinary steps will not be necessary when students use their cell phones (and other electronic devices) in accordance with this policy.

Sexting, the electronic transmission or “reception and retention” of pornographic pictures, if found on a device in the possession of a student on school property or at a school-related event, will result in a thorough investigation by school administration and the School Resource Officer. Appropriate discipline will be assigned to all parties. Sexting events that occur off campus are subject to review by school officials to determine whether or not bullying or harassment is involved.

Bradley County Schools will not be responsible for the loss, damage, or theft of cell phones or other communication and electronic devices.

VISITORS

Visitors are not allowed on campus unless they have been given permission from the main office. Students should not encourage visitors to visit during any part of the school day. Parents desiring to meet with a teacher should call or report to the office and schedule a conference. Approved visitors will be issued an official visitor pass from the office.

GUIDANCE SERVICES

Guidance Services include:

- Personal/social counseling
- Academic counseling
- Educational planning
- Career exploration and/or planning

Appointments can be made by coming by the Guidance Department before homeroom, between classes, or after school. If a counselor is not available, leave your name with the Guidance Secretary. Students are to come by the Guidance Department between classes **ONLY** if they can do so without being late to their next class. Students who have appointments will be given an appointment slip by one of the counselors. The student must check with the teacher during whose class the appointment falls and have the appointment slip signed.

SCHEDULE CHANGES

No schedule changes will be made after the first three weeks of school without administrative approval. If you wish to have a change in your schedule, you should notify the teacher of the class from which you wish to be changed. All schedule changes are made through the Guidance Department.

DANCE GUIDELINES

NOTICE: Students who have been assigned In-School Suspension, Out of School Suspension, or have been referred to Campus Court will not be allowed to attend dances during the semester of the violation.

Only students currently attending OMS will be allowed to attend dances.

Dance tickets must be purchased **before** the night of the dance.

Students must arrive within the first 30 minutes of the dance or they will not be admitted.

Ticket must be presented at the door in order to enter.

After the dance begins, students will not be allowed to leave until the dance ends unless accompanied by a parent.

Any student causing a disturbance will be asked to call a parent and leave.

Students may not attend if they are absent on the day of a dance.

Inappropriate behavior (lewd dancing, noncompliance of OMS rules, etc.) will result in student being dismissed from the dance.

Students should be picked up within 30 minutes of dance dismissal.

EXTRA-CURRICULAR ACTIVITIES

In the absence of additional complicating circumstances, a student participating in an extra-curricular activity shall have made a passing grade the preceding semester in at least five unit subjects.

- Student Council
- National Junior Beta Club
- Art Club
- Fellowship of Christian Athletes
- Academic Competition

- Creative Writing
- 4-H Club
- Jazz Band
- Girls' Choir
- Advanced Choir
- Drama Club
- Dance Team
- Pep Club
- Chess Club
- Athletic activities (See Policies Below)
 - *Baseball (6,7,8) *Golf (6,7,8)
 - *Basketball (6,7,8) *Soccer (6,7,8)
 - *Cheerleading (6,7,8) *Tennis (6,7,8)
 - *Cross Country (6,7,8) *Track and Field (6,7,8)
 - *Football (6,7,8) *Volleyball (6,7,8)
 - *Girls Softball (6,7,8) *Wrestling (6,7,8)

OMS is a member of the TSSAA. We, therefore, will follow all rules and regulations associated with the grade that is registered with this organization.

General Athletic Policies

Athletes cannot make 3 or more I's in a nine-week grading period. In the event of this happening, that student is immediately suspended from that team until grades can be checked at mid-term. If grades are passing in 4 out of 6 subjects and the student athlete has continued to attend all practices, he or she can be reinstated to the team. The coach must show documentation to administration before play is resumed.

Athletes must maintain good behavior in the classroom as well as in school. Two office referrals in six weeks for unreasonable conduct will result in their immediate termination from their team. The only exception is the tardy referral.

All athletes must have physicals and be cleared by a doctor before they can play any sports at OMS. We will offer free physicals in the summer for all athletes participating in any sport. This notice will be posted in the local newspaper and/or on local radio stations.

All other eligibility questions will refer back to the rules governing TSSAA Junior Division guidelines.

DRESS CODE

The dress code standards for Ocoee Middle School are provided in order to ensure a safe and secure environment for all students and to enhance the educational focus of the school. Students are expected to adhere to the dress code standards at all times. If a student refuses to comply with the dress code standards, disciplinary action may be taken.

The following standards must be met in order to satisfy dress code requirements:

- All tops must cover the abdomen, back, shoulders, and cleavage at all times.
- Tops must have a minimum three-inch sleeve and cannot advertise, advocate, or display alcoholic beverages, tobacco products, illegal substances,

profanity, sexual innuendos, or racially, politically, or religiously inflammatory language.

- Any tops which depict another secondary school will not be allowed.
- Bottoms must approach the knee.
- Any holes, rips, or tears which show skin in jeans or other acceptable bottoms must be below the knee.
- Athletic pants, athletic shorts, sweatpants, sleepwear, and loungewear do not meet dress code standards and are not allowed.
- Skin tight items such as leggings, tights, or yoga pants may only be worn beneath appropriate length bottom wear or dresses that are approaching knee length.
- All headwear must be removed upon entering the building. This includes all hats and hoods.
- Unacceptable items include, but are not limited to items with a low neckline and items with see-through material.
- Sagging, bagging, flagging, or any other sign of gang identification or paraphernalia is not acceptable (this includes gothic dress).
- Visible body piercings other than in the ear are prohibited.
- Any items worn by a student that can be considered a disruption to the learning environment may be asked to be changed or removed by OMS staff.

In matters of opinion, the judgment of the Ocoee Middle School administration will prevail.

CAFETERIA PROCEDURE

Each student will be assigned a time to eat and a designated zone for seating. All seating zones will follow the procedures listed below:

- Upon arrival, enter the line of your choice.
- Move quickly through the line and purchase your lunch. We have a computer system and each student will have an account. Money can be deposited into your account or you may pay cash as you go through the line.
- Upon exiting the line, you are to move to your designated zone and sit at the next seat available.
- When completing your meal, await the request of the cafeteria duty teacher to take trays to the wash room.
- Students are not to take food or drink from the cafeteria.
- Return to your seat until you are dismissed.
- Remember that the cafeteria duty teacher is in charge at all times.
- **Food and drinks from outside restaurants are not to be brought to the cafeteria.**
- You must purchase a lunch or bring one from home in order to purchase snacks.
- Snacks are not to be bought by students for others.

LUNCH PRICES FOR 2019 - 2020

	Lunch	Breakfast
Grades K-5	\$2.50	\$1.50
Grades 6-12	\$2.75	\$1.50
Faculty/Staff	\$3.50	\$1.75
Visitors	\$4.00	\$2.25

Note: Students will be allowed three charges. After the third charge, students will receive an alternate lunch until charges have been paid.

BUS CONDUCT

It is the goal of the Bradley County Schools to make bus transportation safe and comfortable. Students should give the bus driver equal respect given to a classroom teacher. Any student, whose behavior puts the safety of others in jeopardy or consistently violates transportation policies, may be suspended from riding the bus. All general school rules apply to bus transportation and the following rules should be followed:

- Be on time at the designated bus stop.
- Always keep hands and feet inside the bus.
- Refrain from loud talking and excessive noise.
- Refrain from asking driver to stop at places other than designated stops.
- Remain in your seat while the bus is in motion.
- Bring a signed note from your parent/guardian if you wish to change your normal routine of transportation. Approval must be made by the school administration.
- Bus drivers should be given the same respect for authority on their bus as a classroom teacher receives in class.

BEFORE SCHOOL PROCEDURES

Supervision is provided at 7:30 a.m. and parents should not leave students prior to this time. All students arriving at OMS before 8:05 will be supervised in the cafeteria (breakfast eaters) and the gym (all other students). **Car riders are to be dropped off and picked up from the sides of the school since the front driveway is for buses ONLY! We prefer breakfast eaters be dropped off on the South end of the building.**

STUDENTS ARE TO REPORT TO:

Cafeteria

- Breakfast is available from 7:30-8:00 and eaters are to dine before moving to their assigned section.
- Students will be dismissed to homeroom and/or class by cafeteria supervisor.

or

Gym

- Students should sit in designated zones.
- Students will be dismissed to homeroom and/or class by gym supervisor.
- **NO STUDENT IS TO BE IN THE HALL BEFORE THEIR DISMISSAL TIME WITHOUT A TEACHER'S NOTE OR HALL PASS.**

AFTER SCHOOL PROCEDURES

In the afternoon, all bus riders are to report to the gym immediately after school. Car riders should report immediately to their designated pick-up area. Any student arriving late to any of these locations without a pass will be recorded as tardy and is subject to discipline for repeated offenses.

While waiting on the buses or parents/guardians in the afternoon, students are not to leave campus and then return. Students will be cited for leaving school at anytime without permission and will be subject to a Juvenile Court Citation.

All students have 10 minutes after their afternoon bell to clear the halls.

Students are not permitted to have soft drinks while awaiting buses and/or cars.

OCOEE MIDDLE SCHOOL DISCIPLINE PROGRAM

The discipline program at OMS is based upon the position that good order and discipline must accompany the learning process. It is the legal responsibility of all school personnel to conduct classes and all other activities in a manner preventing disruptions to the learning experience. Therefore, parents/guardians and students are to accept the fact that teachers will be in control of the classroom. Rules, seating, and conduct will be determined according to the teacher's and team's educational methods. Students are expected to comply with the teacher's rules.

What is RTI²-B:

RTI²-B (Response to Instruction & Intervention for Behavior) is a Multi-Tiered System of Supports that addresses social & behavioral needs of all students across school settings. Based on the three school wide Ocoee behaviors - **Be Safe, Be Respectful, & Be Responsible** - RTI²-B outlines behavioral expectations in the following school settings: cafeteria, technology, halls, arrival/departure, classroom, restroom, gym/PE, bus, assemblies/special events.

Purpose:

Ocoee's RTI²-B plan is focused on teaching, modeling, & acknowledging the following Ocoee traits:

1. **Be Safe**
2. **Be Respectful**
3. **Be Responsible**

GENERAL SCHOOL RULES

The plan for discipline at OMS involves student behavior in the classroom and school in general. The plan for the classroom is as follows:

- Be prompt and prepared for class **every day**.
- Bring textbooks, pencils, paper, and a **POSITIVE ATTITUDE**.
- Be attentive and stay on task regardless of what others are doing. Focus your attention upon your teacher.

Remain in your seat; do not write personal notes or daydream.

- Be respectful and behave as ladies and gentlemen. Use good manners. Display daily appreciation and respect for your teachers and fellow students. Remember the Golden Rule:

**DO UNTO OTHERS AS YOU WOULD
HAVE THEM DO UNTO YOU.**

- Be cooperative rather than argumentative. Obey the teacher's first request. Arguing with a teacher only builds small problems into great ones. Talk with teachers privately and calmly if you feel you have a concern.
- Be prepared to stay in class. Hall passes will be given by teachers at their discretion. Trips to the restroom, locker, water fountain, and nurse will be limited to emergency situations.
- Complete all assignments promptly. This includes work missed due to excused absences. Most students don't fail, they just fail to try.

The school expects students to do the following:

- No student should leave school grounds upon exiting their car or bus. The parking lots are off limits without teacher approval.
- Novelty items are not permitted on campus. These include but are not limited to radios, stuffed toys, tape/CD players, iPods, Mp3 players, cameras, skateboards, tech decks, computer games, laser pointers, etc.
- No buying, selling, or trading of items at school is allowed unless it is an official school fund drive.
- Public displays of affection will not be permitted on campus.
- Only emergency calls will be communicated to students during the day. Parents should refrain from calling unless absolutely necessary. Use private time for communication about rides, lunch money, etc.

DISCIPLINARY ACTIONS

The administration will utilize several approaches to discipline here at OMS. The methods available include writing assignments, detention, corporal punishment, class suspension, Saturday school, suspension, juvenile court citations, and campus court. Each of these options will be used at the judgment of the administration and faculty and are endorsed by the laws of the State of Tennessee and the Bradley County Board of Education.

Detention - Students will be assigned detention to be served in the detention hall before and/or after school. A teacher will supervise a time of isolated study. Students are to bring their work and sit silently for the entire detention period. Multiple detentions may be assigned according to misbehavior.

Work Detail - Assignment of Work Detail will be made by the administration. The principal or assistant principal places students for failure to abide by the rules of conduct or for attendance related reasons. Students and parents will be informed in writing of the assignment, the dates, times and expected student behavior. Parents will provide transportation. Students will remain in Saturday School from 8:00 – 11:00 am.

In-School Suspension - Assignment to ISS will be made by the administration. The principal or assistant principal places students for failure to abide by school rules of conduct. Parents will be notified by phone and/or a copy of the behavior referral will be sent home with student.

Juvenile Citation Program - In partnership with the Juvenile Court, OMS participates in the Juvenile Citation Program. On campus disciplinary violations including, but not limited to, truancy; unauthorized absence from class; leaving campus without permission; and use or possession of tobacco products may result in the use of the Juvenile Citation.

1st Violation—Citation Warning + One Day of Saturday School/Work Detail

2nd Violation— Juvenile Citation (\$50 fine)

3rd Violation—Juvenile Citation + Suspension

Any additional offenses will be handled through the School Resource Officer.

Campus Court Program - In partnership with the Juvenile Court, OMS will establish a service of Campus Court Hearings. A legal referee will be appointed by the Juvenile Judge empowered with all authority to determine appropriate measures to punish and rehabilitate students. Charge of Truancy excessive absences or tardiness will result in the order to attend Juvenile Campus Court. Parents are required to attend. Most sessions occur from 9:00-12:00 on a given school day.

Out-of-School Suspension - According to state law, students may be suspended for the following reasons:

- Attendance related absenteeism
- Immoral, disrespectful
- Violence, threatened violence
- Fighting among students
- Willful damage to property
- Possession or use of alcoholic beverages
- Possession or use of drugs
- Theft, extortion, gambling
- Possession or use of tobacco
- Possession or use of firearms
- Possession or use of dangerous weapons
- Immunization related
- Conduct prejudicial to good order

DISCIPLINE POLICIES

Alcohol/Drugs

(Bradley County Board Policy)

No student shall use, possess, give, exchange, transfer or be under the influence of any narcotic drugs, amphetamine, barbiturate, hallucinogenic drug, marijuana, alcoholic beverage, intoxicant of any kind or fake drug. Intoxication from abuse of prescription drugs shall be considered a violation as well. (from Tennessee Code Annotated)

Any violation of the drug/alcohol policy which occurs on school property during and immediately before or after school hours; or on school property when school is being used by club or group; or on school property such as school buses or other transportation; or at any school sponsored function on or off campus shall result in the following consequences. Students who say they found a substance or are holding it for someone else have absolutely no excuse. If you find a substance or

someone gives it to you to “keep” for them, take it immediately to the office or to your teacher. Violation of this policy will result in application of the zero tolerance policy (a 365 calendar day suspension from date of offense).

Students who bring or unlawfully possess a drug or a dangerous weapon onto a school bus, onto school property or to any school event or activity. 39-17-422 T.C.A.

Any student who while on a school bus, or school property or while attending any school event or activity:

- (A) unlawfully possesses a drug or dangerous weapon; or
- (B) commits battery on a teacher, or other employee of the school.

Possession of Weapon and Dangerous Instrument
(Bradley County Board Policy JCBF)

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or grounds at any time or in school vehicles and/or buses, off the school grounds at a school sponsored activity, function or event. Students are further forbidden to use instruments or substances such as chemicals, pencils, scissors, razors, compasses or chains when used or attempted to use in a manner making these items dangerous and harmful.

Violation of this policy shall result in suspension to the custody of parents/guardians with the duration of the suspension to last for 365 days (1 year).

Possession of Tobacco
(Bradley County Board Policy JCBC)

Students enrolled in OMS shall not possess, smoke, use or consume tobacco or tobacco products(This includes e-cigs and Vapes) at any time while on school premises or in any school provided vehicle or while participating in any school sponsored activity regardless of location.

Violations will result in assignment to the Juvenile Court Citation Program.

Violence/Fighting - Ocoee Middle School does not tolerate fighting and/or violent physical or verbal behavior. Students are expected to respect themselves, fellow students, all faculty, staff and administration. There is no place allowed in our school community for verbal or physical violence and assaults. When a student places his or her hands on another student, a violation of their personal space begins. The degree to which this violence occurs will determine the student’s assigned discipline. Students engaging in verbal threats and profanities to one another will receive punishment ranging from detention to Saturday School assignment. Physical attacks toward another student may result in an immediate suspension.

Searches and Interrogations
(Bradley County Board Policy JCAB)

**FOR THE SAFETY OF EVERYONE, ALL AREAS OF
THE OCOEE MIDDLE SCHOOL CAMPUS ARE
SUBJECT TO ELECTRONIC SURVEILLANCE.**

Students may be questioned by teachers or principals about any matters pertaining to the operation of school and the enforcement of its rules. For actions for which a student is

accused of having committed in the school during school hours and on school property, the administration may interrogate the student without parents present and without giving the student constitutional warning. Any principal, or his designee, having reasonable cause for a search, may search any student, place or thing on school property. This may occur during an organized school activity, on or off campus, including buses. Students may be subject to physical searches because of information received concerning a violation of school policy.

**BRADLEY COUNTY SCHOOLS NONDISCRIMINATION
POLICY**

It is the policy of the Bradley County School System not to discriminate on the basis of race, color, religion, sex, national origin, age, marital status or disability in its educational programs, activities or employment practices as required by Title VI of the Civil Rights Act of 1964. Title IX of the Educational Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 and the Age Discrimination Act of 1975.

It is also the policy of this district that curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life-styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum diversity found in our county and an awareness of the rights, duties and responsibilities of each individual as members of a pluralistic society. Inquires regarding compliance with these requirements may be directed to the Section 504, Title VI, Title IX and ADA Coordinators of the Bradley County School System at 476-0620 or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Discrimination/Harassment Policy - Student discrimination/harassment will not be tolerated.

Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

- Unreasonably interferes with the student’s work or educational opportunities; or
- Creates an intimidating, hostile or offensive learning environment.

**PROCEDURE FOR STUDENT
WITHDRAWALS/TRANSFERS**

Normal procedure on the student’s last day at OMS:

- Students and a parent/guardian must go to guidance before the school day begins to obtain a withdrawal form.
- Student should take withdrawal form to each class throughout the day. When books are returned and accounts are clear (including cafeteria & library) the teacher will initial and give withdrawal grade.
- The student will bring the withdrawal form back to guidance during the last period of the day. The student will be given a copy of the withdrawal form providing all books are returned and accounts are clear.

This procedure permits students to enroll elsewhere with transfer grades.

**TRANSFER OPTION FOR STUDENT VICTIMIZED BY
VIOLENT CRIME AT SCHOOL**

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is a victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided and opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting the appropriate grade-level supervisor.

Mrs .Renee Diamond-Supervisor of Elementary Instruction,
(423) 476-0620

Mr. Todd Shoemaker -Supervisor of Secondary Instruction,
(423) 476-0620

End-of-Year Field Trips

Students may become ineligible for the trip for one or more of the following reasons:

- 2nd semester Saturday work detail
- 2nd semester in-school suspension
- 2nd semester out-of-school suspension
- Campus Court referral
- Unrecovered Incompletes



Growing Students – Building Futures

At Ocoee Middle School, we are committed to the highest levels of teaching and learning where...

Students:

- Are secure and cared for by teachers, staff, peers and administrators
- Are actively engaged and held accountable for their own academic success
- Are responsible for their role in creating a positive school culture

Teachers:

- Strive to meet the academic as well as non academic needs of the whole child
- Utilize technology and other resources efficiently to improve instruction
- Are consistent in implementing school procedures and policies

Parents:

- Feel welcome in the school
- Share responsibility for their student's academic success
- Have pride and confidence in their student's experience at OMS

The School Organization:

- Nurtures a challenging, positive, and highly engaging culture within the building
- Provides clear and appropriate policies, expectations, procedures, and consequences
- Provides engaging learning opportunities to meet the needs of each student

