



Oneida Middle School

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Kelly Posey, Principal

2016-2017 Handbook

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MISSION STATEMENTS

Oneida Special School District

The Mission of the School District is to produce graduates with unlimited capacity to compete in a superior manner in any challenge they undertake by guaranteeing each individual a customized, all-inclusive learning experience, integrating the unique resources available to us.

Oneida Middle School

Oneida Middle School will be a school where all children are treated fairly in a creative, challenging, and loving environment that is conducive to developing a sound educational foundation and a positive self-image for the students.

Oneida Middle School Oneida Special School District

EXPECTATIONS

Be Respectful

- *Respect yourself and others including students, teachers, administrators, and other adults in the school.
- *Be kind and courteous to everyone you come in contact within school and school functions.

Be Responsible

- * Take responsibility for your actions at school and in extracurricular activities.
- * Attend school regularly and be on time for class and ready to work.

Be Prepared

- * Come to school with all needed supplies.
- * Be ready to learn and work with your classmates and teachers.

Be Cooperative

- * Follow instructions of the faculty, staff, and all other adults in the school building the first time they are given.

WELCOME TO OMS

The administration and faculty of the Oneida Special School District and the Oneida Middle School welcome you to another school year! We look forward to your time in our school. The school is committed to providing you with excellence in education and with meeting the needs of the youth in our community.

Education is the key to so many things. Your school years can be as bright and full as you desire. As we begin the 2016-2017 school year it is a time to become active in academics, sports, the arts, community, and school programs.

Many new and different opportunities are available to you at OMS. As you explore your interests and get involved in school, we hope your years will be exciting and filled with many new experiences.

This handbook will give you information about our school including: an explanation of our programs, the rules of conduct, and the consequences when these rules are not followed. Please discuss these and if you have any questions contact the OMS office. While every rule and consequence is not addressed in the book, students are expected to act in a responsible manner and respect the rights of others.

Your success at OMS will depend upon the development of good study habits, regular attendance, and self-discipline. **THIS IS YOUR SCHOOL!!!!** Let's work together to have a great year!

The Oneida School is a community and the rules of our school are the laws of our community. Each member enjoying the rights of citizenship in the community must also accept the responsibilities of citizenship. The school should be seen as a symbol of opportunity where rights and responsibilities are emphasized equally and where human dignity is protected.

Administrators and teachers have rights and duties. School personnel are required by law to maintain a suitable environment for learning. Administrators have the responsibilities for maintaining the educational program. Therefore, students are expected to conform to the rules and regulations of the school system and to apply themselves to the learning process.

ATHLETICS

The Oneida Middle School is a member of TMSAA (Tennessee Middle School Athletic Association) and abides by their rules and regulations. A copy of those rules can be obtained in the middle school office upon request. With a few exceptions they are identical to TSSAA rules and regulations. An athlete must meet all deadlines and requirements for sign-up, conditioning, and practice in order to participate. **IF THE ATHLETE DOES NOT MEET PRACTICE AND CONDITIONING REQUIREMENTS DISCIPLINARY ACTION INCLUDING SUSPENSION AND/OR REMOVAL FROM THE TEAM MAY BE USED.**

An athlete's position/designation and playing time are decided upon by the coaches and their respective staff members. Playing time and position/designation are at the discretion of the coaching staff and are not up for negotiations.

ATTENDANCE POLICY & PROCEDURES

According to the law (TCA 49-6-30001), every parent or guardian is required to send his/her child to public or private school from age 6 to 17.

ONEIDA BOARD POLICY FOR ATTENDANCE:

Refer to Policy 6.200

Parents, please notify the school when your child is absent by calling 569-2475 by 8:30 each morning. **Students must miss at least 3 days before assignments can be collected.**

ABSENCES

Upon returning to school, the student must present a valid doctor's excuse or written account of the absence signed by his parent or guardian. **A total of five absences per semester, excused or unexcused, are allowed.**

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee.

Absences may be excused for the following reasons:

1. *Personal illness*
 - a. Only five (5) days, whether consecutive or not can be excused by a parent note or doctor's excuse per semester (Semesters will run August – December and January – May); Sign In and Sign Outs are also considered as parent notes. Every day of absences equals one parent note. Notes should include student's name, date(s) of absence(s), reason for absence, signature of parent and a phone number where a parent can be reached.
 - b. **All parent and doctor notes must be presented to the Attendance Office the day the student returns to school.**
2. *Death in the family*
3. *Religious observations*
4. *Extreme weather conditions*
5. *Court appearance or legal mandates*
6. *Verifiable family emergency/ extenuating circumstances or special situations*
7. *School sponsored events*

Absences that do not meet any of the criteria listed above in items 1-7 will be considered unexcused. **An example of an unexcused absence is a family vacation taken during the school year.** Please try to

schedule vacations during summer, fall, Christmas or spring breaks. The criteria listed above in items 1-7 will also apply to tardiness and early dismissals.

Below are listed some things that **ARE NOT** excused by the board policy or state law:

1. Work
2. Shopping or out-of-town
3. Not wanting to attend field trips or school programs
4. Truancy
5. Lack of transportation, loss of driving privileges or missed bus
6. Overslept
7. Suspension
8. Baby-sitting

CLASS PERIODS MISSED

Oneida Middle School Students in grades 6-8, attend five, 55 minute core classes during a school day. Students who are absent for 6 unexcused class periods in nine week period, will be referred to the school district's attendance supervisor by the principal. Oneida Middle School students, who are absent for 9 unexcused class periods may be referred to Scott County Juvenile Truancy Court.

TARDINESS

Tardiness is defined as a child being signed in or signed out and late arrivals to each class period. **Students are expected to be in class at 8:15 a.m. BEFORE the tardy bell rings. In the hall, or at their locker, or entering the building is considered tardy. Student must be in class when the tardy bell rings. Sign outs before 3:10 p.m. are also considered as a tardy.** Chronic tardiness can result in an attendance meeting with the attendance supervisor and the Truancy Board.

Consequences – Unexcused Tardiness

When a student accumulates five (5) unexcused tardies in a semester, they will be required to attend one (1) hour after school session. Each subsequent tardy in a semester will result in an additional hour of after school being scheduled.

TRUANCY

Truancy is defined as an absence for an entire school day, a major portion of the school day, or the major portion of any class, or activity during the school day for which the student is scheduled. Students who are absent five **(5) days** without adequate excuse will receive written notification in the form of a letter of the student's absences. Upon eight **(8) unexcused absences**, a referral will be made to the Attendance Supervisor. The attendance supervisor will then contact the parent(s)/guardian(s) to schedule a meeting with the Truancy Board. This hearing is an attempt to avoid a truancy petition in Scott County Juvenile Court System.

When students reach ten (10) unexcused days of absence, a court petition will be filed with the Scott County Juvenile Court System and the parent/guardian and student will be required to attend court.

BULLYING

Bullying shall be defined as unwelcomed verbal, written, electronic (cyber) and/or physical conduct directed toward another person that is ongoing and pervasive. This many include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying including (but not limited to): Physical, Verbal, Psychological or

Relational, and Cyber bullying. Students should notify faculty, staff, school counselor, and/or administration about bullying concerns.

For more information on the district's Bully Policy 6.304, please refer to the district's Oneida Board of Education webpage.

**When an incident occurs and the appropriate steps have been taken, it will be deemed bullying and the following consequences will occur.

1 st Offense	Teacher Intervention, Verbal Warning, and Disciplinary Officer notified
2 nd Offense	Write Up, In-School Suspension for one (1) day, and parents contacted
3 rd Offense	Write Up, three (3) days of In-School Suspension, and parents contacted.
4 th Offense	Authorities Contacted, Suspension from school for 1 week, Parent Meeting, and Court Petition

BUS TRANSPORTATION

Students are expected to follow specific state, system, and school regulations pertaining to pupil transportation and to display appropriate behavior. All students being transported are under the authority of the bus driver and must obey the driver's requests. Improper behavior on the bus will be reported to the school office for appropriate action. Dependent upon the offense, the first report may be treated as a "warning". Bus violations can result in a warning, assigned seat, bus riding suspension, and out-of-school suspension. At the end of the school day, students that ride a bus must go directly to the cafeteria and remain there until bus pick-up.

The safety and well-being of our students is our top priority at Oneida Schools. If your child will be riding a different bus, going home on the bus with a friend/relative, or being dropped off at a different location than their regular daily drop off location, a BUS PASS must be completed and sent to the school. Students will not be permitted to ride a different bus without a bus pass. If you do not have a pass at home, you may write a note to your child's teacher with the following information: Student Name, Date, Bus Driver or Bus Number (the bus the student will be riding that day), the ADDRESS of the new drop off location, Friend/Relative's name (if the student is riding home with someone) and Parent Phone Number.

For safety and organizational reasons, no changes to students' pick-up arrangements will be permitted after 2:45. If an emergency arises after 2:45 and the student can no longer ride their regular bus home, please contact the office and the student must be picked up at the school.

Students who are waiting for transportation by car from the back of the building will be moved to the cafeteria at 3:30 p.m. if their car ride has not arrived. Students who walk to and from school must leave campus immediately after school has been dismissed. Buses pick-up and drop-off students in the front of the building. Only those students who ride the bus or walk can leave the building by the front doors before 3:30 P.M.

CAFETERIA POLICY

1. The school cafeteria is for the convenience of all students and staff members.

2. The cafeteria is maintained to provide clean & convenient eating place. The table is to be clean prior to leaving the cafeteria.
3. While lunch time is a social time, loud and boisterous behavior will not be tolerated.
4. Students are to get all items from the service line the first time they go through and are to proceed directly to their assigned table/seat after obtaining their meal. Students are to remain seated with their meal. Students are to remain seated with their feet on the floor underneath the table.
5. Students will be dismissed by the supervising personnel at the end of the lunch.
6. All food must be eaten at the table and no food containers can be taken from the cafeteria. The exception is in-school suspension students who will eat in the ISS area.
7. All trays, utensils, and trash must be disposed of in the proper manner.
8. Parents/Guardians must sign-in through the main office to eat lunch with their child. The exception would be special school-sponsored events.

PIN's (Personal Identification Numbers)

Separate accounts are established for each student in the Oneida Special School District. Each student is assigned a Personal Identification Number (PIN) which is used when depositing money on account and/or purchasing a meal, second entrée', milk or a la carte items. Students need to memorize their PIN to access their account. Students may purchase only one federally reimbursable meal breakfast and lunch each day. All other purchases (second meals, ala carte items, extras) will cost more.

PINs are distributed to each student and students will have the same PIN number throughout their entire education. Remember, PINs are confidential.

As the student goes through the breakfast, lunch or ala carte lines he/she takes the food items offered that day. When the student goes to the cashier, the cashier will punch in the student's assigned PIN on a keypad and the computer deducts the cost of the meal from the student's account.

Use of another student's PIN

Students are not allowed to share, borrow or use another student's PIN. Disciplinary action may result from such behavior.

Every student has their own Personal Identification Number (PIN). Sharing PIN's is strongly discouraged and not allowed by Nutrition Services as we will not reimburse unauthorized purchases when a student shares their PIN.

Student meal accounts are similar to a bank account. They should be monitored carefully and frequently. You can monitor and view the activity on your child's account by registering at www.myschoolbucks.com.

What to do if you suspect someone else is using your student's PIN

Contact the cashier immediately. A new PIN will be issued and steps taken to track any further use of the old PIN. Attempts by another student to use the old PIN may result in disciplinary action, including paying restitution. Note that restitution is the only method for recouping unauthorized charges.

Breakfast, lunch, or snack *brought from the home* by the student is allowed if the food is for the student's own consumption. *Foods brought in by anyone other than the student should not be readily identified as anything other than a meal or snack prepared at home.* **The introduction of any food** by a student or parent that will be shared with other students is not allowed. The student's wellness policy approved and accepted by OSSD has a nutrition section which states that we will abide by the USDA FEDERAL regulation stating that we will not allow competitive foods in the cafeteria during lunch times. All Oneida Schools are participating in the school nutrition program. Oneida Schools will adopt the State Board of Education Chapter 0520-1-6 Child Nutrition Program Guidelines. In all schools, fresh fruits and vegetables *may* be sold in the school until **one (1) hour before** the lunch period begins and **one (1) hour after** the last lunch period. In grades 6-8 beverages outlined in **0520-1-6-.04 (3) (a)** can also be offered for sale at this same time. One (1) hour after last lunch period is over, the compliant TN Competitive Foods may be offered for sale in grades 6-8. All cafeterias must adhere to the same competitive food rule guidelines (for nutritional values not time constraints) as the school at large

In relation to your cafeteria account, the cafeteria has its own cashiers and manager who is responsible for the collection of lunch cost and debt. **It is the parent/guardian's responsibility to ensure to maintain their child's lunch account.** Any inquires may be directed to the cafeteria manager at 569-4956 or district cafeteria manager at 569-8912. Students on free/reduced lunch **may not** charge any extra items to their lunch account.

CELL PHONES

OSSD Board Policy 6.312

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses or personal carry-alls. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion. Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action.

Oneida Middle School Policy

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses, or personal carry-alls. **Upon entering a teacher's classroom the device must be placed in the cell phone caddy. It CANNOT be kept in the pocket of pants, coats, etc.** During the school day (defined as being from the time a student arrives on campus each morning until school is dismissed for the day), these devices also must be turned off and may not be used by students. Not only are these devices a potential distraction to the classroom learning environment and potentially disruptive to the school climate, but the technology available makes it possible for students to photograph and send copies of tests to other students, and otherwise compromise the integrity of our teachers' assessments and grading of student learning. At OMS the policy has been expanded to include iPods, iPads, smart watches, MP3 players, personal laptop computers, etc. because so many telecommunication devices combine these features with those of a cell phone.

There is no reason that a student should need to use a cell phone during the regular school day. In any instance requiring an emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone.

The only reasons for school personnel to ask a student to surrender a cell phone, etc. would be:

1. if the cell phone rang or vibrated (which would mean that the phone was turned on, and in violation of the policy), or
2. if school personnel saw the cell phone, etc. (which would mean that the device was visible or on the student's person, and in violation of the policy).

If a student is found to be in violation of the Cell Phone Policy, the device (cell phone, etc.) will be confiscated by school personnel. Refusal by a student to surrender the device is not an option. Cell phones, etc. confiscated as a result of a **first violation** will be returned only to a parent/guardian at the end of the school day. The **second violation** will result in the confiscation of the device for three (3) calendar days and will be returned only to the parent/guardian. The **third violation** will result in the confiscation of the device for seven (7) calendar days and will be returned only to the parent/guardian. Devices confiscated as a result of **further violations** will result in an unruly court petition for repeated violations of the school policy and the student will no longer be able to possess a device on school property. These consequences will be enforced regardless of contracts, monthly payments, difficulty of circumstances, etc. and will be returned only to a parent/guardian

Student Refusal to Surrender a Device:

Level 1: If a student is found to be in violation of the Cell Phone Policy, he/she will be asked by school personnel to surrender the device. If he/she does so, and it's the **first offense**, the device will be returned to a parent/guardian at the end of the school day. If it is the **second violation**, the device will be kept by the school for three (3) calendar days and will be returned to only the parent/guardian. The **third violation** will result in the confiscation of the device for seven (7) calendar days and will be returned only to the parent/guardian. Devices confiscated as a result of **further violations** will result in an unruly court petition for repeated violations of the school policy and the student will no longer be able to possess a device on school property. These consequences will be enforced regardless of contracts, monthly payments, difficulty of circumstances, etc. and will be returned only to a parent/guardian.

Level 2: If the student refuses to surrender the device immediately, a campus supervisor or an administrator will be called to assist, and the student will be taken to the office of an administrator. The administrator will attempt to convince the student to surrender the device. If a student does so, the device will be returned to a parent/guardian after a period of 7 days. As a result of refusing to surrender the device immediately, the student will serve 3 days of In-School Suspension and will lose his/her cell phone privileges for the remainder of the school year.

Level 3: If a student refuses to surrender the device to the administrator, an attempt will be made to contact a parent/guardian to obtain assistance in convincing the student to surrender the device. If the student does so, the device will be returned to the parent/guardian after a period of 14 days. As a result, of having to call a parent to bring about compliance with the administrator's request, the student will serve 5 days of In-School Suspension and will lose his/her cell phone privileges for the remainder of the year.

Level 4a: If the student still refuses to surrender the device after parent intervention, he/she will be suspended from school pending an expulsion hearing with the discipline committee. Recommendation for an expulsion hearing also carries loss of cell phone privileges for the year, loss of the device for the remainder of the year, and an unruly court petition in juvenile court.

Level 4b: If the administrator is unable to contact a parent/guardian, the student will be suspended from school pending an expulsion hearing with the discipline committee and taken to In-School Suspension for the remainder of the school day. Recommendation for an expulsion hearing also carries loss of cell phone privileges for the year, loss of the device for the remainder of the year, and an unruly court petition in juvenile court.

Any illegal use, as stated in the laws of the State of Tennessee, of a cell phone/communication device will result in a court petition.

CHANGE OF ADDRESS

Any change in student's address or phone number must be reported to the school office as promptly as possible. The correct information enables the school to send all mail to the proper address and to contact the home when necessary. If the parent/guardian is not in the home during normal school hours, an alternate number (work, neighbor, relative, etc.) should be recorded with the school office. With the addition of the "REACH" Program is a very important that we always have a current phone number.

COMPUTER USAGES POLICY

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet or the System network, you must notify a system administrator or the Technology Coordinator. Do not demonstrate the problem to other users. ****Do not use another individual's account without written permission from that person. Attempts to log on the Internet as a system administrator will result in cancellation of user privilege. **Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.**

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses. Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted mail.

Automatic notification will be made to the parent or guardian of any infraction. Any user violating these provisions, applicable state and federal laws or posted classroom and district rules, is subject to loss of network privileges and any other applicable school disciplinary options, including criminal prosecution. School and district administrator will make the final determination as to what constitutes unacceptable use and their decision is final.

The Oneida Special School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your error of omission. Use of any information obtained via the

Internet is at your own risk. The Oneida Special School District specifically denies any responsibility for the accuracy or quality of information obtained.

COORDINATED SCHOOL HEALTH

Mrs. Melinda McCartt is the district's Health Coordinator and can be reached at (423)569-8912. Mrs. McCartt currently assists the district in our Nutrition and Wellness Program. She coordinates our yearly school health screenings in which all students are screened for height, weight, and BMI. Mrs. McCartt has developed a system wide safety plan as well as a suicide plan.

The mental and emotional health of all our students and employees within the Oneida Special School District, are of the utmost priority. The Oneida Special School District follows the suicide postvention plans and guidelines for schools recommended by Tennessee Suicide Prevention Network and the CDC. These postvention guidelines and procedures are listed in The Oneida Special School District's ALL HAZARDS PLAN that is approved by SAVE ACT, Tennessee Department of Education and Homeland Security.

DEADLINES AND RESPONSIBILITY

Oneida Middle School teachers, faculty, and staff have the authority and responsibility to impose deadlines for submission of work, notes, permission slips, money etc. One of our school goals related to teaching student responsibility, and suffering the natural consequences of failure to meet reasonable deadlines is the primary manner in which we learn this skill. Please do not expect school administration or teachers to extend or ignore a deadline.

DISCIPLINE PROCEDURES

Middle school students are expected to behave in a manner that will reflect favorably on themselves and their school. Interfering with the operation of the school at any time is a legal offense. Each teacher will develop an assertive discipline plan for each classroom. He/she will list the rules and consequences. Each student is expected to abide by these disciplinary rules. As a last resort, students will be sent to the principal. Any disciplinary procedure will follow guidelines developed by the Board of Education and the OMS Staff.

DISCIPLINE POLICIES

ALCOHOL AND DRUGS

Once caught, NO PARTICIPATION, in any school-sponsored extra-curricular activities after school hours (3:15 P.M.) for the remainder of the school year will be allowed.

Per OSSD Board Policy, #JCBD:

Students will not possess, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Students will not market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials. A student who unlawfully possesses any narcotic, stimulant, prescription drug or other controlled substance shall be subject to suspension for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis.

CHEATING (INCLUDING Plagiarism) – Any student caught cheating or plagiarizing will receive a (0) zero for the assignment and be referred to administration for further punishment if cheating/plagiarism is a repeated offense. This will be for both the student that is copying another students and the student that gives their work to another student. In cases of plagiarism a student is cautioned not to turn in another's work as their own. This includes information and data that would be downloaded from the internet.

LOSS OF SCHOOL TRIPS

Any student that violates any Level 4 item or accumulates a total of at least 6 POINTS will be eliminated from all off-campus privileges for the remainder of the year.

Level 2 = 2 points

Level 3 = 3 points

As an obvious examples, a student with one (1) Level 3 offense and one (1) Level 2 offense would have a total of 5 points; with the next Level 2 or Level 3 offense that student would be eliminated from off-campus trips.

Any student that has missed an excessive number of days must make those days up prior to being allowed to go on any school sponsored trips. If the entire grade level is going on a field trip, the student(s) not going may use that day as a make-up day for attendance.

Any school-sponsored trip that would result in a student missing class time will require a "Permission to Miss Class" form to be signed by all the student's teachers. **If a student has missing or poor work a teacher may choose not to give a student permission to miss class.**

MISBEHAVIOR LEVELS

Level 1 = 1 point

Minor misbehaviors on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

General procedural and behavioral infractions including but not limited to the following:

- Non-defiant failure to do assignments or follow directions
- Unprepared for class and/or not paying attention in class
- Working on assignments for another class, Writing and/or passing notes
- Talking in class, Sleeping in class, Unruly in class,
- Other behaviors of this type as defined by school personnel
- Horseplay / Wrestling / Roughhousing
- Vulgar or inappropriate language or gestures

****NOTE – Repeated Level 1 offenses will be moved to Level 2****

Disciplinary Procedure:

- Immediate intervention by the staff member
- Determine offense and its severity
- Employ appropriate disciplinary option
- Report the offense and disciplinary action to the office
- Offense and disciplinary action taken is recorded in students behavior log

Disciplinary Options:

- Verbal reprimand, special assignment, restricting activities, community service, counseling, withdrawal of privileges, strict supervised study, loss of break, other

When a Level 1 offense is repeated and disrupts the classroom a written notice will be sent to the office.

- | | |
|-------------------------|---|
| 1 st Offense | Classroom Teacher Intervention and Documentation |
| 2 nd Offense | Classroom Teacher Intervention and Documentation |
| 3 rd Offense | One (1) day of ISS and Parent will be called |
| 4 th Offense | Two (2) days of ISS and Meeting with the Discipline Committee |

Level 2 = 2 points

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety; of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Continuation of unmodified Level 1 behavior guidelines

- Use of notes or excuses with a forged signature
- Computer Misuse
- Disruptive behavior in an assembly or classroom
- Rudeness – Disrespectful Behavior
- Improper hall or cafeteria conduct
- Other behaviors of this type as defined by school personnel

***If deemed as bullying the disciplinary procedures will default to “Bullying Interventions”=Level 3**

Disciplinary Procedures:

- Student is referred to principal for appropriate disciplinary action.
- Principal takes appropriate disciplinary action and notifies teacher of action taken
- Offense and disciplinary action taken is recorded in students behavior log

Disciplinary Options:

- Verbal reprimand, loss of break, In-school suspension (ISS), out of school suspension (not over 10 days), community service, other

- | | |
|-------------------------|---|
| 1 st Offense | One (1) day of ISS and disciplinary write up |
| 2 nd Offense | Two (2) days of ISS and disciplinary write up |
| 3 rd Offense | Three (3) days of ISS, disciplinary write up, and Meeting with Discipline Committee |

Level 3= 3 points

Acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school

Continuation of unmodified Level 1 and 2 behavior guidelines

- Stealing
- Threats to others/Bullying/Cyberbullying
- Fighting
- *Harassment (sexual, racial, ethnic, religious, or hazing)
- Misconduct during break, ISS, or Saturday School
- Misconduct on any school sponsored off campus activity
- Vandalism (minor)
- Willful and/or Persistent disruptive behavior
- Possession or transfer of inappropriate items or material
- Other behaviors of this type as defined by school personnel
- Indecent Exposure

***If deemed as bullying the disciplinary procedures will default to “Bullying Interventions”**

Discipline Procedures:

- Student is referred to principal for appropriate disciplinary action
- Principal takes appropriate disciplinary action and notifies teacher of action taken
- Offense and disciplinary action taken is recorded in students behavior log

Disciplinary Options:

- Loss of break, In-school suspension (ISS), community service, out of school suspension (not over 10 days), out of school suspension (long term), restitution for lost damaged or stolen property, elimination from all off campus school activities, other

- | | |
|-------------------------|---|
| 1 st Offense | Two (2) days ISS, disciplinary write up, and Parents called to come in for a meeting with Principal/Assistant Principal |
| 2 nd Offense | Three (3) days ISS, disciplinary write up & Parent Meeting with Principal/Assistant Principal |

3rd Offense Five (5) days ISS, disciplinary write up, and meeting with the Discipline Committee

Level 4 = elimination from all off-campus privileges for the remainder of the year

Acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions, which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and action by the board.

Unmodified Level 1, 2, and 3 behavior

Vandalism
Possession / Use / Transfer of dangerous weapons *
Bomb threat
Possession / Use / Transfer of unauthorized substances such as tobacco*
Extortion
Fighting
Battery *
Fighting with weapons *
Threat of violent action
Death threat
Other behaviors of this type as defined by school personnel

Discipline Procedures:

Student is referred to principal for appropriate disciplinary action
Principal takes appropriate disciplinary action and notifies teacher of action taken
Offense and disciplinary action taken is recorded in students behavior log

Disciplinary Options:

ISS, out of school suspension, restitution for lost damaged or stolen property, file charges against student as an unruly child, file criminal charges against the student, elimination from all off campus school activities, other
*Suspension for a period of not less than one (1) calendar year subject to modification by the director of schools on a case-by-case basis.

1st Offense Immediate Out of School Suspension, Repayment for Vandalism or Injury Cost, Court Petition, and Discipline Committee Hearing with possibility of permanent expulsion
2nd Offense Immediate Out of School Suspension, Repayment for Vandalism or Harm, Court Petition, and Discipline Committee Hearing with permanent expulsion

DRESS CODE

Students shall dress and groom themselves in a clean and modest manner so as not to distract or interfere with the operation of the school. A modest manner includes the complete covering of the midriff and chest area; i.e. no cleavage is to be exposed. Following are some specific dress code rules. OMS reserves the right to modify the dress code at any time. In matters of opinion, the judgment of teachers and the principal will prevail.

- All students must wear footwear. (No house shoes due to safety issues.)
- Top-wearing apparel must overlap bottom-wearing apparel at all times, whether the student is standing, sitting, in motion, or at rest. If the arms are placed in a vertical position — i.e., arms are raised above the head — the top apparel must still overlap the bottom apparel. No bare skin is to be exposed.
- No muscle shirts, halters, tank tops, spaghetti straps or other tops that display undergarments or midriffs will be permitted. The entire shoulder must be covered. The bottom of the arm opening cannot expose any bare skin. **No cleavage should be exposed.**
If the shirt is sheer, lace, or see through, the undershirt must cover bra straps and cami straps.
- Leggings, jeggings, tights or yoga pants will be permitted as outer wear **ONLY** if top apparel covers the bottom area both front and back.

- All clothing with alcohol, drugs, tobacco products, sexually and/or racially suggestive symbols, and/or words are not permitted. No garments may be worn that display vulgarities or suggest the use of firearms or violence or those that are offensive to any government agency.
- Shorts, skirts, skorts, dresses — Due to the revealing nature of the skirts/dresses/shorts, our policy is that the bottom of the hemline be longer than the finger tips when the arms are positioned straight down at the student's side.
- Holes in jeans and pants will only be permitted below the fingertips as it applies to shorts/skirts/dresses and if they do not show excessive skin.
- Waistbands of all pants, jeans, shorts, etc., must be at the waist so that no undergarments are visible. Belts or suspenders are required if pants, jeans, shorts, etc., are too big. Garments that are excessively loose fitting will not be permitted due to safety issues.
- No headgear of any kind is to be worn inside the building. This includes the hallways and the gym. Hats worn inside the building will be confiscated by the faculty and staff and turned in to the school office.
- Accessories and/or jewelry that might place students in danger of being injured and/or disrupts the learning process are prohibited. Such items include but are not limited to any ring or other adornment worn as a result of body piercing that can cause potential harm, chains, wallet chains, long key straps, etc., and students will be asked to remove them.
- Dress code rules apply for all school functions including physical education during regular school hours. The only applicable exceptions are: Prom or other formal event. Male and female students will be allowed to attend in appropriate formal attire.

Following are the consequences should a student decide to violate the dress code:

- **1st offense:** Should a student make the choice to not follow the dress code, he/she will contact the parent for school appropriate clothing or the student will be sent home and the absence deemed as unexcused. The student will be permitted to return to the classroom setting once appropriate clothing is worn.
- **2nd offense:** Should a student make the choice to not follow the dress code again, he/she will contact the parent for school appropriate clothing or the student will be sent home and the absence deemed as unexcused. The student will also be assigned One (1) day of ISS.
- **3rd offense:** Should a student make the choice to not follow the dress code again, he/she will contact the parent for school appropriate clothing or the student will be sent home and the absence deemed as unexcused. The student will also be assigned two (2) Saturday Schools.

***Any additional dress code violations will result in being referred to the Discipline Committee for potential referral for a Court Petition.

In matters of opinion, the judgment of teachers and the principal will prevail. Students breaking the dress code are subject to consequences as prescribed by the principal and discipline committee which could include after-school referrals, community service, and counseling.

DUE PROCESS

All students shall be treated with fairness. Before school authorities shall administer disciplinary measures, inquiry shall be made to determine the truth. The nature of an inquiry will vary in degree with the seriousness of the offense and the consequences thereof.

For minor offenses the classroom teacher typically administers consequences; no formal procedure is required. An inquiry into the incident to insure that the offender is accurately identified, that he/she understands the nature of the offense, and that he/she was on notice to the consequences of the offense shall be the procedure for minor offenses. In case of severe offenses where there is the possibility of suspension, the student shall be advised of the nature of the misconduct, questioned about it, and allowed to give an explanation.

In the event the principal determines that the offense is of such a nature that would warrant removal from school, he/she shall refer the case to the Board of Education, which shall hold a hearing at the earliest practical time.

EMERGENCY DRILLS

The goal of an emergency drill is to get every student to the safest place in a calm, quick, and orderly manner. An emergency drill may be called at any time over the public address system. At the beginning of the school year, teacher will conduct training sessions on the different emergency drills. Students will be instructed where to go, how to get there, and what to do in an event of an emergency.

ENROLLMENT

Any student may enroll in the Oneida Special School District within the first five (5) school days. After the five (5) day window, students will only be allowed to enroll if they have made a physical move inside the district boundaries. Special circumstances may only be approved by the director of schools.

FINANCIAL OBLIGATIONS

Any student who owes any school-related debt will be restricted during breaks until the obligation(s) has been met beginning the day following the distribution of grade cards. Debts can include: lost books, cafeteria debts, library book fines, over-due library books, pictures, athletic equipment, band materials, and any financial obligation. End-of-year grade cards will be held until the obligation(s) is met.

GRADING AND REPORTING

Students will receive grade cards each 9-weeks grading period. These reports should be reviewed by the student then taken home for parental review. Grades are recorded in numerical form.

Equivalent letter values are:

A+ 100	B+ 92	C+ 84	D+ 74
A 99-94	B 91-86	C 83-76	D 73-71
A- 93	B- 85	C- 75	D- 70
F 69-0			

LIBRARY

The library will be open during regular school hours. Most of the materials in the library circulate for a specific period of time. You will be notified of the length of time when you check the materials

from the library. It is essential that all materials be returned on time for the benefit of everyone who uses the library. Any lost or damaged materials must be replaced at the expense of the borrower.

LOCKERS

Lockers are the property of the Oneida Schools. They will be provided on a first-come/first serve basis at a cost of \$5.00 for a school issued lock. **NO OUTSIDE LOCKS WILL BE PERMITTED.** Students may go to their lockers after the bell rings in the morning, between classes, and after school. Lockers offer minimum security, and items of value should not be placed in them. Lockers are to be neat and clean, with no posters, stickers, etc. on the outside of locker. No food of any kind, including soft drinks, can be left in the lockers overnight. Lockers will be periodically checked and any food items will be discarded. Students leaving food items in their lockers will be subject to “loss of locker privileges”. **School officials reserve the right to inspect lockers or any other storage area provided by the school at any time.**

LOST BOOKS

In the event a textbook or library book is lost, it will be the responsibility of the student or his/her parent/guardian to locate and return the book or pay for it before another book will be issued. Grade cards will be held at the end of the school year until lost books have been cleared.

MAKE- UP WORK – EXCUSED ABSENCE

All missed class work or tests from an excused absence may be made up provided the student makes the request immediately upon returning to school and provided class time is not taken from other students. You may call the school office to make arrangements to pick-up books and assignments when a student has been or will be absent **three (3) or more days**. Please do not call and request work unless your child is/will be absent **THREE** days or more! **Please allow 24 hours for teachers to compile work for pick-up.** It is better for your child to talk to his/her teachers and get their assignments.

A student will be allowed an equal number of days to the absences to bring in make-up work. If work has not been turned in to their teacher in a timely manner, the highest score that will be allowed is an 80%. When make-up work is collected and sent home the student is to bring the work in the day they return to school. If that work is not brought back on the day they return to school it will not be accepted. Work for an excused absence that is turned in to the teacher in a timely manner will receive full credit for the work.

MAKE- UP WORK – UNEXCUSED ABSENCE

Class work from unexcused absences can be made up on the student’s time. Students will not receive full credit for unexcused work that has been made up. The highest score that will be allowed is an 80%. Exams and tests from unexcused absences will be given at each teacher’s discretion during the school day. Homework handed in late will be considered unexcused and 10 points will be deducted each day for three (3) days. After three (3) days the late work does not have to be accepted by the teacher.

MEDICINES

If under exceptional circumstance a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will assist in self-administration of the medication if the student is competent to self-administer medication with assistance. The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e. students with asthma). An affidavit from the physician is required in order for a student to retain any type of medication on school grounds. All medication should be in a container that bears the student's name and instruction for administering the medication. Medication will be kept in a locked cabinet and students will initial a "Medication Log" when the medication is administered. A parent or guardian must complete the OSSD "Prescription/ Non-Prescription Medication Administration Form" before any medication can be administered. Medications not picked-up by parents at the end of the school year will be disposed of by the school nurse.

PARENT COMMUNICATION

The communication between parents and school is an essential component of the partnership necessary for the education of the student. Both parent and school should make contact with the other on a regular basis as a means of ensuring continued progress and as a deterrent to possible problems in work quality, lack of effort, conduct issues, etc. All teachers have school counseling referral forms that they may use to document and communicate to the counselor existing or potential problems for this particular student. The need for a conference at school sometimes presents itself. Teachers will be asked to make time available during their planning period for those conferences, or if need be, before or after school. The school counselor will also participate in those conferences.

Oneida Middle School teachers use a variety of methods to keep parents up-to-date on their student's programs include: Skyward Portal, Remind 101, agenda books, phone calls, emails, conferences, etc. Each teacher sends home a letter at the beginning of the year to inform parents of the method(s) that will be used. The Skyward Parent Portal is a service provided to parents so they may check their student's grades at anytime via internet access. Additional information regarding Skyward can be obtained from the teachers and/or school office.

PERSONAL RELATIONSHIPS

The Oneida Special School District holds the firm opinion that school is not the appropriate place for displays of affections (i.e., hand holding, hugging, kissing, etc.) between students. Such displays are in poor taste; they do not reflect proper respect for the individuals involved. Parental conferences may be scheduled and disciplinary responses directed at those student who do not cooperate with this policy.

TOWARD SCHOOL STAFF. Students are expected to obey instructions from any school employee who is in the performance of his/her duty and to address all adult staff members with respectful words and tone. Students are responsible to all teachers at all times.

TOWARD FELLOW STUDENTS. Each student is expected to show respect for the rights and feelings of his/her fellow students. Courteous treatment is encouraged by all students. Pushing, shoving, and other types of behavior are not acceptable and will be considered 'Disrespectful Behavior.'

TOWARD OFFICIAL VISITORS. Official visitors (observers, speakers, or entertainers) are considered to be honored guests and will be treated with courtesy and respect.

PROGRESS REPORTS

The middle school has three types of progress reports. After the fourth week of each grading period a “Progress Report” will be completed by all teachers and sent home with the student. At the end of 9 weeks a Grade Card will be sent home. The actual dates for these Progress Reports have already been set. Please check the calendar on the school’s web page and mark your calendar. Parents should review these reports and contact the school to schedule a “Parent/Teacher Conference” or to address any concerns. Initial contact should be made with the teacher. However, it is important to note that parents do have access to our Skyward management system and they can check their student’s progress daily by logging in to their own accounts via the internet. Parents should provide an email upon yearly registration to allow for the proper communication and access to log-in information. Access codes will be given to parents to allow them to check on progress daily.

SIGNING-IN AND SIGNING-OUT

Students are required to “sign-in” in the Middle School Office if they do not arrive before the 8:15 A.M. bell. In order to make-up missed work because of a late sign-in, students must meet the criteria for an excused absence. Students can sign themselves in; therefore, parents do not have to come to the office. The tardy will be considered excused only if there is a doctor’s excuse or parents have written a note. This note would be considered a one of the “Parent Notes” allowed and must be for a reason that would create an excused absence.

Any student leaving school before the regular dismissal time of 3:10 P.M. must be signed-out in the Middle School Office. Students cannot sign themselves out, therefore it is required that a parent, legal guardian, or their designee must sign-out the student in person. The person signing-out a student must be of legal age. Permission Slips for Signing-Out Students is a part of the registration process and is kept on file in the office.

TELEPHONE POLICY

Telephones are for school business only. In case of illness of a student, the student will need to obtain permission from the classroom teacher to use the office telephone. The student will be asked the nature of the emergency. The classroom teacher can give his/her permission for telephone use by granting the student a telephone pass. If the student is ill, the school nurse may be called to see the student. Students should not use their cell phone to contact parents when they are ill unless they have permission from the office staff.

***Transportation arrangements, permission to stay after school, and other situations that may necessitate a call home should be made prior to coming to school. Although we will assist in any way we possibly can, **we will not take messages for your child.** Our goal is to ensure that the instructional process continues with as few interruptions as possible.

For safety and organizational reasons, no changes to students’ pick-up arrangements will be permitted after 2:45. If an emergency arises after 2:45 and the student can no longer ride their regular bus home, please contact the office and the student must be picked up at the school.

VISITORS

Oneida Middle School is a “closed campus.” Visitors are permitted for official reasons only. Visitors must register in the main office immediately upon entering the building. Parents are welcome to visit but must sign-in in the office. It is best to call for an appointment with the administrator, teacher, or counselor with whom you want to meet. The time immediately preceding the 8:15 a.m. bell is part of the teacher’s planning time and parents should only meet with teachers during that time if it was scheduled in advance.

“ZAP” PROGRAM

This program will also be used as mandatory study session time to make up any work or time missed in class due to unexcused absences or tardies.

The ZAP program is NOT optional!

Any student who comes to class without an assignment (this means at least 80% attempted) will be required to attend Saturday School. The assignment will be scored and a 20% reduction will be applied because the assignment is late. This applies to any work that does not make it to the classroom (lost, left at home, etc.) This will be the only opportunity to remove ZEROS.

Students will only be permitted **five (5) total ZAP’s per semester**. This is not per class, but per semester. After five (5) ZAP’s, the student will receive zeros for any assignment the student comes to class.

Each semester students begin with a “Clean Slate”.

Saturday School referrals can, at the teacher’s discretion, be given to help a student improve their classroom performance.

NO-Show for ZAP: TWO (2) ZAP’ will be issued. No show for one of the two (2) ZAP’s will result in a court petition for delinquency. Exceptions MUST be cleared with Mrs. Posey.

The purpose of the ZAP Program is to help us help each student reach his or her potential. Anything below their best effort will not be permitted. Let’s support our kids & let them know that their achievement and success is our #1 goal. The teachers must see their attempt in order to know where to help!!!

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Decisions made by school personnel that students believe are unfair or violate Board policy or individual school rules may be appealed to the school principal. To appeal, students/parents/guardians will contact the principal's office and complete a grievance complaint from which can be downloaded from the school website. The appeal will usually be decided confidentially and promptly, preferable within ten (10) school days.

If the principal does not make a decision within five (5) school days following the date of the complaint, students or parents may appeal at that time by contacting the Director of Schools. The information provided should include the student's name, the school and description of the problem. An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and the principal.

Discrimination/Harassment Grievance Procedures

Any student who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaints manager. The complaint should include the following information:

Identify of the alleged victim and person accused; Location, date, time and circumstances surrounding the alleged incident; Description of what happened; Identify of witnesses; and any other evidence available.

Within twenty-four hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the Director of Schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The Director of Schools shall the keep the Board informed of all complaints.

If the complainant is not in agreement with the findings, an appeal may be made within five (5) work days to the Director of Schools. The Director of Schools will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the Director of Schools' findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the Director of schools and may support, amend or overturn the actions based upon review and report their decision in writing to the complainant.

It is the Tennessee Department of Education's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (over 40), sex, pregnancy, religion, creed, disability or any other category protected by state and/or federal law. If you feel your rights have been violated please contact:

Lesley D. Farmer, Esq., Director, Office for Civil Rights || Tennessee Department of Education || 710 James Robertson Parkway, 6th Floor || Nashville, Tennessee 37243-0383 || Tel. 615-253-1550

EQUAL EDUCATION OPPORTUNITY

It is the policy of the Oneida Special School District not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or its employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Inquiries regarding compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to the Special Education Supervisor of the Oneida Special School District, 195 N. Bank St., P. O. Box 4819, Oneida, Tennessee 37841 or to the Office for Civil Rights, U.S. Department of Education, Washington, D. C.

ASBESTOS MANAGEMENT PLAN

The Oneida Special School District's Asbestos Management Plan is located at the Oneida Board of Education at 195 North Bank Street, Oneida, TN 37841. The Management Plan can be viewed Monday through Friday from 8:30 a.m -3:30 p.m. for by appointment. Please contact Dr. Jeanny Hatfield for assistance at 423-569-8912.

HANDBOOK ACKNOWLEDGMENT

We ask that you sign this form to acknowledge that you are informed about our school's rules and procedures as presented in the OMS Handbook which is located on our school website.

These policies are consistent with the policies approved by the Oneida Special School District Board. A complete copy of the School Board polices can be found on the Oneida Special School District official website as follows: www.oneidaschools.org.

Upon request a hard copy of the handbook can be provided.

If you have any questions, please contact one of the school administrators.

Parent/Guardian Signature

Date

Student Signature

Date

**Please sign and return this handbook
acknowledgement to the
Oneida Middle School Office.**

Parent/Student Handbook Oneida Special School District 2016-2017

“The mission of the Oneida Special School District is to develop independent thinkers and problem solvers for life.”

Board of Education

Dr. Nancy Williamson
Chairman

Dr. Danny Cross
Vice Chairman

Mrs. Dorothy Watson
Secretary Treasurer

Mr. Mark Matthews
Board Member

Mr. Brom Shoemaker
Board Member



Dr. Jeanny Hatfield
Director of Schools

Zacch Brown
Supervisor of Instruction

Kim Burress
Special Education Supervisor

Lori Marcum
Technology Coordinator

Melinda McCartt
Coordinated School Health

**195 North Bank Street
Oneida, TN 37841
Phone: 423-569-8912
Fax: 423-569-2201**

Web Site: www.oneidaschools.org

A Message from Our Central Office

Welcome! Our schools have approximately 1400 students from pre-kindergarten through twelfth grade. We are proud to have an outstanding staff, high achieving students, and supportive parents. Visitors are always welcome at our school. For many, many years students at Oneida have found challenging and enriching educational experiences that enable them to become confident, lifelong learners. Each classroom is equipped with an integrated technology system, which links our students to the global information network. Our staff is committed to providing a learning environment that encourages cooperation, enjoyment and discovery. We want our students to become educated, responsible citizens who always show respect for others and possess a positive attitude. We offer our parents and students a dedicated and gifted staff of enthusiastic, energetic professionals who focus on the needs of individual students in a well-planned and organized setting. We believe that students achieve greater success when teachers, parents and the community work together. Our school stakeholders are very active and strongly support the educational program. They provide volunteers and fund many extra items for our school.

Two of our major responsibilities are to ensure the safety of our students and staff, and to establish a climate of high expectations for student success. With our processes of continuous improvement, changes always come. We will continue to maintain the focus on our child friendly traditions and to guarantee a quality education for all Oneida students.

The pages of the handbook are filled with important information regarding school policies and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered, please call the school offices at 423-569-8340 (Oneida Elementary), 423-569-2468 (Oneida Middle School), and 423-569-8818 (Oneida High School).

Please note the signature pages of the handbook require your signature to indicate that you and your child have read and understand the content herein. Please return the signature page to your child's teacher as soon as possible. Please note: All federal laws are posted at www.oneidaschools.org

Thank you for your support,
Dr. Jeanny Hatfield
Director of Schools
423-569-8912 ext. 226

Oneida Special School District CALENDAR 2016-2017

August 3 Abbreviated Day/Freshman Orientation

August 4 and 5 Staff Development

August 8 First Full Day of School

August 26 Administrative Day - Fair Day

Sept 5 Labor Day

Sept 7 Early Dismissal 1:00 (All Students dismissed at 1:00 p.m.)

October 5 Early Dismissal 1:00 (All Students dismissed at 1:00 p.m.)

October 10 - 14 Fall Break

October 14 Early Dismissal 1:00 (All Students dismissed at 1:00 p.m.)

November 4 Early Dismissal 1:00 (All Students dismissed at 1:00 p.m.)

November 11 Veterans Day

November 23-25 Thanksgiving Holiday

December 7 Early Dismissal 1:00 (All Students dismissed at 1:00 p.m.)

December 16 Abbreviated Day

December 21-30 Christmas Holidays

January 2-3 Christmas Holiday

January 11 Early Dismissal 1:00 (All Students dismissed at 1:00 p.m.)

January 16 MLK Day

February 1 Early Dismissal 1:00 (All Students dismissed at 1:00 p.m.)

February 20 Presidents Day

March 1 Early Dismissal 1:00 (All Students dismissed at 1:00 p.m.)

April 3-7 Spring Break

April 14 Good Friday

May 3 Early Dismissal 1:00 (All Students dismissed at 1:00 p.m.)

May 24 and 25 Administrative Day

May 26 Abbreviated Day

May 27 Graduation

Oneida Special School District Family/Community Engagement Plan 2016-2017

To ensure that parents have an adequate opportunity to participate in the planning, designing, and implementing of the Title I program, the staff shall:

1. Convene an annual meeting, to which all parents are invited and encouraged to attend, to inform parents about Title I.
 - Grade level Parent Night Meetings are held in August of each school year.
2. Offer a flexible number of meetings.
 - Meetings are offered throughout the school day as well as before and after school.
 - Parents are able to request meetings during the school day as well as before and after school.
 - Planned Parent-Teacher Conferences are held 2 times each year.
3. Involve parents in an organized, ongoing, and timely way in the planning and improvement of the Title I program and school level parent involvement plan.
 - Meetings are held throughout the school year.
 - Information is shared through newsletters, parent link, school website, emails, school reach, skyward, scrolling TV screens, and marquee announcements.
 - Parent surveys are conducted each year.
 - A Home School Compact is signed each year.
4. Provide parents with:

Timely information about the program

- Information is given to parents annually during the Parent Night Meetings and throughout the school year.
- School newsletters, parent announcements, and Class Friday Notes are used to inform parents of all activities and programs taking place at the school.
- School Reach calls are made to inform parents of activities and programs.
- Parent notes about the Reading Intervention Program are sent to parents..
- Parent input is included in the TSIPP and used for evaluation purposes.

School Performance

- School performance is discussed at annual Parent Night Meetings as well as other meetings.
- The school newsletters explain our performance.
- Media articles notify the public of our performance.

Individual Assessment

- Individual TCAP results are sent home with each student as soon as released by the State.
- A description of what the scores mean is sent to parents.
- Report cards are sent home every nine weeks.
- Progress Reports and RTI reports are sent home every four and a half weeks.
- A link to state standards is posted on the website.
- Planned parent-teacher conferences are held twice per year.
- Parent-teacher conferences are held on request.
- S-Team meetings are held when necessary or at parent's request.

Opportunities for regular meetings to make suggestions, share experiences, and participate in decisions relating to the education of their children.

- Each school holds parent meeting nights in August.
- Planned parent-teacher conferences are held two times per year.

- Parent or teacher requested conferences are held as needed.
- S-Team and IEP meetings are held as needed.
- Principal Meetings are held upon request.

Timely responses to parents' suggestions

- Responses to parents are done through email, teacher notes, or phone calls. Principal requests teachers respond within 24 hours or sooner.
 - We have secretaries in the office to take notes which will allow parents to leave messages during instructional times so that teachers can make return calls.
5. Discuss with parents the school-parent compact that outlines how parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.
 - This information is sent home in registration packet.
 - It is explained to parents of new students during enrollment process.
 - The information is reviewed at Parent Night meetings and principal's Night In meetings as a reminder of the school and parents working together in order for students to be successful.
 - Parent-teacher conferences are used to discuss this information.
 - Stakeholders are always welcome at the school with visitor's pass.
 6. Provide parent-teacher conferences a minimum of two times per school year.
 - School-wide conferences are held two times per year.
 - Parents and/or teachers can request a conference at any time.
 - S-Team and IEP meetings are held as needed.
 7. Provide frequent reports to parents on their child's progress.
 - Report cards are sent home every nine weeks.
 - Progress Reports and RTI progress reports are sent home every four and a half weeks.
 - Planned parent-teacher conferences are held two times per year.
 - Parent-teacher conferences are held on request.
 - S-Team meetings are held as necessary.
 - Phone calls, emails, and notes are used on a daily basis.
 8. Provide to parents reasonable access to staff and opportunities to volunteer and participate in their child's class and to observe other classroom activities.
 - Parent volunteer opportunities are discussed at parent night meetings in August.
 - Parent Volunteer Forms are included in all registration packets.
 - Safe Drop off/Pick up Procedures were developed and is maintained by staff.
 - Parent volunteers help with fundraisers.
 - Parent chaperones participate in field trips.
 - The school has an email system for communication between parents and teachers.
 - The Oneida Special School District has an open door policy for parents.
 9. As requested, provide parents with assistance in understanding such areas as National Education Goals, state content standards, state and local assessments, and how to monitor a child's progress.
 - Letters are sent in registration packets telling parents how to find school and program information.
 - Parent meetings are held each year.
 - Students are given school folders with information for use throughout the school year.
 - A description of what the TCAP scores mean is sent to parents.
 - A link to state standards is posted on the website.

10. Provide help to parents in working with educators to improve the performance of their children.
 - School newsletters provide a variety of parent tips.
 - Classroom weekly Friday notes provide information for parents.
 - Home School Connection letters are sent to parents.
 - Phone calls, emails, and notes are sent to individual parents.
 - Tutoring is made available before and after school with parent contact.
 - Parent Services link is available on the school website.
11. Provide help to parents in learning how to participate in decisions relating to the education of their children.
 - Teachers and administrators discuss the benefit of parental involvement in their child's school success and encourage them to be involved. This takes place during conferences, parent meetings, Principal's Night In and grade level parent nights.
 - Teachers and administrators provide information through newsletters, meetings, and emails, notes, or phone calls.
12. Provide materials and training for parents.
 - Directors Newsletter
 - Parent meetings on literacy and technology for students are offered.
 - Student folders and planners with school information are available to all students and parents.
 - Letters are sent home telling parents how to find information.
 - Newsletters with parent tips are sent home.
 - Home School Connection newsletters are sent home.
 - Contact with the school counselor is available when necessary and especially during tragedies to help parents and students cope. The school counselor has resources to share with parents including programs on DVDs, CDs, and books.
13. Coordinate and integrate parent involvement programs and activities with preschools, and other programs.
 - Kindergarten and Pre-K meet and greet are held each spring.
 - Kindergarten/Kinderstart teachers' talk to Pre-K teachers and transition plan is implemented for Pre-K students. Each pre-K student visits both Kinderstart and kindergarten classrooms to assist with the transition to the next grade.
 - Pre-K classes go on field trips so parents can network.
14. Ensure, to the extent possible, that information regarding school and parent programs, meetings, and other activities is sent in a language parents can understand.
 - Registration and informational texts are available in other languages.
 - The ESL teacher makes phone calls about grade cards and other topics when necessary.
15. Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in a language such parents understand.
 - Translators are provided when needed.
 - A Beginning of Year Parent Meeting (ESL) is held with parents.
 - All ESL parents are informed at the end of each grading period, of their child's progress.
16. Educate teachers and all other staff to communicate with parents as equal partners and build ties between parents and the school.
 - School-parent compacts are used.
 - Faculty meetings and grade level meetings are held regularly to discuss positive parent involvement opportunities.
 - Professional development on understanding poverty and its effect on education is included in staff development.

*If you have questions or concerns about the Oneida Special School District Family Community Engagement Plan, please feel free to call
- Zacch Brown, Supervisor of Instructional Services, at 423-569-8912 ext 241
or email him at zbrown@oneidaschools.org

PARENT/STUDENT SIGNATURE PAGE

Signature of Student: _____

Date: _____

Student's Name (Print): _____

Signature of Parent: _____

Date: _____

Parent's Name (Print): _____

School:
