

BELL SCHEDULES



THE JACKET

Student Handbook 2016-2017

The student handbook can be found on-line at
<http://www.okms.hcde.org/>

STANDARD BELL SCHEDULE

Students Enter Building.....	6:40
First Block.....	7:15–8:25
Second Block.....	8:25–9:35
Third Block.....	9:40–10:50
Fourth Block.....	10:50–1:00

6 th Lunch	10:55-11:20
7 th Lunch	11:45-12:10
8 th Lunch	12:35-1:00

Fifth Block.....1:05 – 2:15

ACTIVITY BELL SCHEDULE

First Block.....	7:15–8:10
Second Block.....	8:10–9:05
Third Block.....	9:10–10:05
Fourth Block.....	10:05–12:00

6 th Lunch	10:35-11:00
7 th Lunch	11:05-11:30
8 th Lunch	11:35-12:00

Fifth Block.....12:05 – 1:00
 Activity.....1:05 – 2:15

TWO HOUR DELAY BELL SCHEDULE

First Block.....	9:15–10:00
Second Block.....	10:05–10:50
Fourth Block.....	10:55–12:35

6 th Lunch	10:55-11:20
7 th Lunch	11:30-11:55
8 th Lunch	12:10-12:35

Third Block.....12:40–1:25
 Fifth Block.....1:30 – 2:15

Who to Call



Dial (423) 493-####

	NAME	####
Athletics	Eddie McCoy	7793
Attendance	Theresa Russell	7803
Discipline: 6 th Grade	Cheryl McCray	7802
Discipline: 7 th Grade	Rickey Jones	7793
Discipline: 8 th Grade	Carl Knight, Jr.	7793
Enrollment/Withdrawal	Caitlyne Steward	7800
OKMS Website	Carl Knight, Jr.	7793
Exceptional Education	Reshelia Upshaw	7793
CEP/Lunch	JoAnne Percy	7797
Illness (student)	Yolandra Jones	7794
PTSA	Yolanda Johnson	7793
School Counseling:	Caitlyne Steward	7800
School Resource Officer	Carl Young	7790
Student Records	Caitlyne Steward	7800
Yearbook	Kennesia Martin	7793

SUPPORT SERVICES

Administrative Secretary.....	Karen Scott
Athletic Director.....	Eddie McCoy
Counselor.....	Caitlyne Steward
Attendance Secretary.....	Theresa Russell
Bookkeeper.....	Veronica Carter
Cafeteria Manager.....	JoAnne Percy
Custodian.....	Coralee Fearn
Family Partnership Specialist.....	Yolanda Johnson
School Nurse.....	Yolandra Jones
Social Worker.....	Sonya Hermon
School Psychologist.....	Chad Trapp
School Resource Officer.....	Carl Young

Faculty and Staff

Name	Title	Location/Rm
Beaver, Mark	Mathematics 6	302
Bledsoe, Lauren	Social Studies 7	209
Bogges, Rachel	Visual Arts	101
Browning, Stephanie	Mathematics 8	214
Cobb, Meagan	Science 7	210
Dean, Katrina	Educational Assistant	106A
Edwards, Deidre	Science 8	104
Gaier, Melissa	Mathematics 6	308
Grayson, David	Instrumental Music/Band	100
Green, Jacqueline	Educational Assistant	208
Greene, Kelly	English Language Arts 8	102
Gulette, Adam	Spanish	115
Gunn, Vanesha	Mathematics 7	203
Harrison, Daryl	Social Studies 7	204
Hermon, Sonya	Social Worker	108
Holland, Ginger	Exceptional Education 7	201
Johnson, Jasmine	English Language Arts 8	105
Johnson, Yolanda	Family Partnership Specialist	112
Joiner, Adara	Reading 6	309
Jones, Patricia	Numeracy Coach	200
Lewis, Diana	ESOL	211
Martin, Kennesia	Mathematics 8	110
Mason, Clayton	English Language Arts 6	310
McCain, Charlette	Interventionist	305
McCoy, Eddie	STEM	103
McCoy, Serena	CDC	208
Morton, Ana	Physical Education	GYM
Parham, Courtney	CDC	106A
Pardlow, Mae	English Language Arts 7	206
Patterson, Kimberly	Educational Assistant	106A
Powell, Brandy	Educational Assistant	Library
Reeves, Marchelle	Educational Assistant	Library
Retchko, Mary	English Language Arts 7	207
Sanders, Louis	Physical Education	GYM
Seanard, Chris	Mathematics 7	212
Smith, Jessica	Exceptional Education 6	201
Steele, Kimberly	Science 7	202
Stubblefield, Bruce	Social Studies 6	303

Swoope, Anissa	Literacy Coach	200
Trapp, Chad	Psychologist	106B
Upshaw, Rasheila	Exceptional Education 8	201
Ward, Catherine	Reading 6	300
Watt, Vandy	U.S. History 8	114
Williams, Bennett	Science 6	307

School Leadership Team

Principal	Tiffany N. Earvin
Assistant Principal	Carl Knight, Jr.
Assistant Principal Trainee	Rickey Jones
Related Arts	Ana Morton
Literacy	Kelly Greene
Exceptional Education	Rasheila Upshaw
Guidance	Caitlyne Steward
Math/Numeracy	Stephanie Browning
Science	Megan Cobb
Social Studies & 6 th Grade	Bruce Stubblefield
7 th Grade	Vanessa Gunn
8 th Grade	Kennesia Martin

IMPORTANT INFORMATION***** IMPORTANT INFORMATION

GRADES - AVERAGING

The grading formula for each nine-week's grade is as follows:

- 40% Classwork/Homework
- 40% Assessments
- 20% Final Exam

GRADE SCALE

<u>Letter</u>	<u>Number</u>
A	93-100
B	85-92
C	75-84
D	70-74
F	0-69

I = Incomplete (must be removed by the end of the next 9 weeks.)

REPORT CARDS / PROGRESS REPORTS

- Student grades are available for continuous review through Powerschool Portal at <http://powerschool.hcde.org/public/>
- Progress Reports are issued the third and sixth week of each nine week period and can be viewed at the website above.
- Report cards are issued every nine weeks and can be viewed at the website above.

IMPORTANT INFORMATION***** IMPORTANT INFORMATION

SEARCHES

Students and all property (both private and public) on the OKMS campus are subject to search at any time by school administrators. Property includes, but is not limited to: lockers, purses, backpacks, jackets, and containers. The School Resource Officer (SRO) may also search students and their property as provided for by local, state, and federal law.

WITHDRAWALS

Any student withdrawing from OKMS must report to the Guidance Office with their parent or guardian. The student will be given a check-out form which must be signed by all of his/her teachers. All school property, including books, must be returned to the persons who issued them. All fees and fines are to be paid. Students will only be permitted to withdraw after all financial obligations to OKMS are cleared. The completed check-out form is to be returned to the Registrar.

LOITERING AFTER DISMISSAL

- Students not actively engaged in a school sponsored event must be out of the building by 2:20PM.
- Students who remain in the building after 2:20PM, without prior faculty/staff consent, will be assigned a two-hour detention or Saturday School.

LOCKERS

- The lockers are the property of Orchard Knob Middle School and may be inspected and/or searched at any time.
- Lockers are assigned to students through homeroom.
- Students may go to lockers at their specified grade level times.
- Keep lockers locked at all times and never reveal your combination to another person.
- Do not place your belongings in a locker that is not assigned to you or allow anyone not assigned to your locker to use it for any purpose.

- The school is not responsible for lost or stolen items or items left in the locker at the end of the school year.

ZERO TOLERANCE OFFENSES

The following violations occurring on school property, on a school bus, or at a school-sponsored event will result in a suspension of at least one calendar year.

- Possession of a Firearm or an Explosive or Incendiary or Poison Gas device
- Striking a School Employee or School Resource Officer
- Unlawfully possessing any controlled substance or drug
- Transmitting by an electronic device a credible threat to cause bodily injury or death to another student or school employee and the threat causes actual disruptive activity at the school.

FEES, PERMITS AND PAYMENTS TO SCHOOL

- Course fees are generally used to replace consumable materials used by students during the semester or year. Information will be provided through individual courses.
- Personal checks will not be accepted. Cash or money order are the only acceptable forms of payment.
- Exact change is required when paying cash.
- Report Cards will be held at the end of each nine weeks or semester if a student owes for lost textbooks, school uniforms, cafeteria charges, fundraising money/materials, etc. as is provided for by Tennessee State Law.

CELL PHONES AND ELECTRONIC DEVICES

- Any electronic device, including cell phones, that is seen whether being used or not, may be confiscated and held for a minimum of ten school days. Cell phones should be turned off and kept in lockers during the school day.
- Cell phones will be returned only to the parent or guardian at the conclusion of the confiscation period.
- Should a student become disagreeable, uncooperative or belligerent, the device may be confiscated for the school year. Confiscation is in accordance with the TENNESSEE STATE LAW, TCA 49-6-4214.

Cell Phone Confiscation Time Period

1st Offense: 10 School Days

2nd Offense: 20 School Days

3rd Offense: Confiscated until the end of the school year

“If we see it, hear it... you lose it.”

CAFETERIA MEAL PRICES

- Breakfast and hot lunches are served daily. A plate lunch includes meat, two vegetables, bread, and milk. Other food selections are available for purchase.
- ALL students are required to submit the CEP Lunch Form.
- ALL students will receive free lunch and breakfast.

HAMILTON COUNTY SCHOOL CALENDAR: 2016-17

OPENING – AUGUST 4, 2016 SCHOOL DAYS – 180 CLOSING – MAY 26, 2017

1st TERM – 83 DAYS

August 4, Thursday -----Administrative In-Service #1 NO STUDENTS
 August 5, Friday -----Administrative In-Service #2 NO STUDENTS
 August 8, Monday -----Administrative In-Service #3 NO STUDENTS
 Registration Day for Students (no classes)
 August 9, Tuesday -----Administrative In-Service #4 NO STUDENTS
 August 10, Wednesday -----Administrative In-Service #5 NO STUDENTS
 August 11, Thursday -----First Full Day of School for Students
 September 5, Monday -----Labor Day
 October 7, Friday -----Teacher Professional Development #1
 NO STUDENTS End of 1st Quarter (41 Days)
 October 10 – 14 -----Fall Break
 Oct 17 – Nov 30 -----Schools choose one extended day (3.5 hours)
 for Parent-Teacher Conferences
 October 21, Friday -----Report Cards
 November 23 – 25 -----Thanksgiving Holiday
 December 16, Friday -----Last Day of Classes before Winter Holidays
 1/2 Day for students End of 2nd Quarter (42 Days)
 December 19 – December 30, 2016 -----Winter Break

2ND TERM- 97 Days

January 2, Monday -----Teacher Professional Development #2
 NO STUDENTS
 January 3, Tuesday -----Teacher Professional Development #3
 NO STUDENTS
 January 4, Wednesday -----School Reopens
 January 6, Friday -----Report Cards
 January 16, Monday -----Martin Luther King Day
 Jan 30 – March 10 -----Schools choose one extended day (3.5 hours)
 for Parent-Teacher Conferences
 February 20, Monday -----Presidents' Day
 March 17, Friday -----Teacher Professional Development #4
 NO STUDENTS End of 3rd Quarter (53 Days)
 March 20 – 24, Monday-Friday -----Spring Break
 March 31, Friday -----Report Cards
 April 5, Wednesday -----Kindergarten Pre-Registration & Pre-K Applications
 April 14, Friday -----Spring Holiday
 May 25, Thursday -----Half-Day for Students
 May 26, Friday -----Last Day of School – Report Cards End of 4th
 Quarter (44 days)
BUSES WILL NOT RUN ON FRIDAY, MAY 26, 2017

**DAYS TO BE COUNTED EACH GRADING PERIOD
 SECONDARY PROGRESS REPORTS & Report Cards**




1ST Term	Progress Reports	Report Cards
1st Quarter: 08/04- 10/7/16	08/26 and 09/16	10/21
2nd Quarter: 10/17 - 12/16/16	11/04 and 11/22	01/06
2nd Term		
3rd Quarter: 01/02 - 03/17/17	01/27 and 02/17	03/31
4th Quarter: 03/27 - 05/26/17	04/13 and 05/05	05/26

**OKMS 2016 - 2017
 STUDENT DRESS CODE**

STUDENTS MUST BE IN DRESS CODE BEFORE ENTERING THE BUILDING




The OKMS dress code encourages an atmosphere of order, discipline, and safety which is essential to providing quality education. Dress and grooming must be modest, clean, and decent, not seeking to draw attention to the individual, and not distracting from learning. It is the student's and parent's/guardian's responsibility to ensure that students arrive at school in compliance with the dress code.

SHIRTS

-  6th grade- Solid Black polo style collared shirts
-  7th Grade – Solid Gold or yellow polo style collared shirts
-  8th Grade – Solid White polo style collared shirts

- *Shirts must be worn tucked into bottoms
- *Print or logo on shirts restricted to **credit card-size brand name or logo**
- *Prohibited: Shirts that are too tight, too short to cover midriff, or revealing of cleavage

SLACKS/PANTS

-  Only **Khaki (light tan)** pants, knee-length shorts or knee-length skirts may be worn
-  Pants must be worn at waist (no sagging)
-  Slacks/pants to be in good repair; **no** frayed edges, holes, appearance of holes, rips, or tears

- *Prohibited: Nylon wind suits, sweat pants, overalls, jogging pants, jeggings, leggings, tights, pajama pants or garments that do not come down to the knees are not appropriate for school and will not be allowed.

BELTS

Belts must be worn at all times. Belts must be black, brown (standard belt color), yellow, or white only. No Exceptions.

SHOES/SOCKS

Athletic or casual dress shoes only



Only closed-toe shoes are allowed at school



The only sock colors worn at OKMS are black, yellow, and white. No Exceptions.

*Prohibited: House shoes, slippers, open-toed shoes, flip-flops, sandals, toe shoes (Skela-Toes, etc.)

OUTER WEAR

Sweaters worn during the school day must be the same color as the grade level polo color. All other jackets, sweaters, coats, vests, purses/bags, backpacks, etc. must be placed in lockers.



Logos on shirts are restricted to credit card-sized brand name or logo



No hoods to be on the head at any time when in the building



Non-dress-code outer wear may be confiscated, but may be picked up by parent or guardian after school

NEVER ALLOWED

Clothing or accessories that identify student as belonging to or affiliated with a non-school-sponsored group

ACCESSORIES

Prohibited in instructional areas: hats, headwear, sunglasses, do-rags, bandannas, gloves, beads, beaded attire, items displaying illegal/contraband, blankets

- Backpacks to be placed in locker by 7:15am for remainder of school day

*In matters of opinion, the school administrators' decision will prevail.

School Wide Positive Behavior Support (SWPBS)

We are continuing to develop as a school, community and a family. We need parents and guardians to stress the importance of behaving appropriately at all times at school and on the school bus. Our rules are simple...

O - On time and on task

K - Keep words and actions positive

M - Make smart choices

S - Show respect

OKMS Expectations for the Cafeteria

- Walk directly and quietly into the cafeteria and be seated in your assigned area prior to entering service line.
- Quietly talk to the people at your table.
- All food should remain on your tray.
- Treat everyone in cafeteria with respect.
- Be in dress code before entering and remain in dress code while in the cafeteria.
- Be prepared with lunch ID before entering the line.
- Jackets should be removed prior to entering the service line.
- Leave area clean and free from all food and trash.
- Ask permission before leaving your seat.
- Be respectful of others' personal space at all times.
- Follow directions given by any staff member upon first request.

OKMS Expectations for the Restroom

- Students will enter the restroom only at this appropriate times as directed by teacher/adult.
- Use the restroom in a timely manner.
- Return to your designated area immediately after using the restroom.
- Eliminate unnecessary discussions.
- Necessary discussions should only include positive language.
- If you cannot be positive, then be silent.
- Wash your hands.
- Leave the restroom clean by flushing the toilet and throwing your trash into the trash can.
- Keep the restrooms graffiti free.

OKMS Expectations for the Hallway

- There may only be low whispers or silence.
- Move quickly to assigned destination, and maintain appropriate distance from the student in front of or behind you.
- Walk directly to your next classroom.
- Move when instructed by faculty and staff.
- Engage in positive conversation with other students provided it can be done in a whisper.
- Move on the right side of hall to your destination.
- Stay in line with your class.
- Always have permission and a pass to be in the hallway if not accompanied by an adult.
- Refrain from horseplay at all times.
- Keep hands, feet and objects to yourself at all times.
- Respect artwork, posters, displays, advertisements, bulletin boards, etc. on the walls.

OKMS Expectations for the Classroom

- Come to class and remain in proper dress code at all times.
- Come to class prepared to learn with all required materials.
- Move directly to your next class entering quietly and beginning assigned task.
- Follow teachers' directions upon dismissal.
- Follow all class procedures.
- Complete all assignments to the best of your ability.
- Always use kind words.
- Keep hands, feet and objects to yourself.
- Remain in the classroom until dismissed by the teacher.
- Think before you speak or act.
- Ask questions for understanding.
- Be an active participant throughout the entire lesson.
- Respond to adults with an appropriate and respectful tone.
- Follow teacher directives upon first request.
- Use self-control.
- Use school and personal property appropriately.
- Respect yourself, classmates, teachers and property at all times with both your words and actions.