

Oneida Middle School
2017-2018
376 N. Main Street
Oneida, Tennessee 37841
Phone: 423-569-2475 Fax: 423-569-5977
www.oneidaschools.org

On behalf of the faculty, we would like to welcome you to Oneida Middle School for the upcoming school year. We are looking forward to assisting you in fulfilling your educational goals. Oneida Middle School has a history of outstanding academics and extracurricular accomplishments. We expect you to meet the goals which have been set, to carry on tradition, and to make our school a better place. You can benefit from everything OMS has to offer by being present and actively engaged in your course work and extracurricular activities. We are here to make your years at OMS as successful, yet educationally challenging, as possible. We welcome the opportunity to help you proceed through your middle school career.

Sincerely,
Ms. Kelly Posey
Principal

Acknowledgment of Handbook Receipt

I have received a modified copy of the Oneida Middle School Handbook. To view the entire handbook with complete policies, I may do so on the Oneida Middle School webpage. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences.

Name of Student: _____ Date: _____

Signature of Student: _____

Signature of Parent/Guardian: _____

Oneida Middle School Student Handbook

SCHOOL HOURS

School hours are from 8:15 a.m. until 3:15 p.m. each day. Students should NOT arrive earlier than 7:30 a.m. or remain on the campus later than 3:45 p.m. unless they are participating in a supervised school activity. Supervision **WILL NOT** be provided for students who arrive before 7:30 a.m. or remain later than 3:45 p.m. These procedures are designed for the safety and well-being of the student.

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 **within three (3) days**. A total of six 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 six (6) 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 **and no later than three (3) days after returning**.

2. **Death in the immediate 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.

ABSENCES BEYOND SIX (6) DAYS

Students will be allowed to make up class work, regardless of the reason for their absences, up to a maximum of six (6) days in a semester. However, students who exceed six (6) absences in a semester (regardless of reason excused or unexcused) must complete an academic recovery time which will take place after the regular school day during Saturday School and/or Summer School. No make-up work will be assigned or accepted by teachers in whose class the student has missed more than six (6) days, unless the make-up work is completed during the academic recovery time. All academic recovery time must be completed prior to the end of the 9 week grading period; however, students should begin academic recovery time immediately after they have missed more than six (6) school days which are excused or unexcused.

- ½ day absences combine for full day absences
- Three (3) periods missed is a ½ day absence
- Five (5) periods missed is a full day absence

MAKE- UP WORK

All missed class work or tests from an excused absence up to six (6) days per semester 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 full credit will not be given for the assignment. 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.

SATURDAY SCHOOL FOR ACADEMIC RECOVERY TIME

Students who are required to attend Saturday School must attend on the dates assigned. Saturday School will begin at 8:15 A.M. and will end at 11:00 A.M. Conflicts between jobs and

other activities must be resolved in favor of attendance at school. While students are at Saturday School, they will:

- Be on time – Arrive no later than 8:15 a.m.
- Be picked up on time by 11:00 a.m.
- Do the assigned work in such a manner that will satisfy the Saturday School staff, and
- Behave in a manner that is cooperative and respectful.

If there is a legitimate reason to reschedule a Saturday School it MUST be done in advance of the scheduled Saturday School.

FAILURE TO COMPLETE ACADEMIC RECOVERY TIME

- The parent/guardian will receive notification of the non-compliance of the student.
- The student will be assigned two (2) Saturday Schools. Failure to appear for one of the two will result in a court petition for truancy.
 - In Lieu of Truancy Court for failure to complete academic recovery time, parents can attend Family & Parenting Courses through the Oneida Family Resource Center
- The student will receive an incomplete in each class that he/she has exceeded absences in and has failed to complete academic recovery time.

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.

Consequences – Unexcused Tardiness

When a student accumulates six (6) unexcused tardies (signed in/out) in a semester, they will be required to make up the missed time during Saturday School and/or Summer School. Six (6) unexcused tardies will require the student to attend Saturday School for one (1) hour. Each subsequent tardy in a semester will result in an additional hour of Saturday School.

Chronic tardiness can result in an attendance meeting with the attendance supervisor and/or a truancy petition in juvenile court.

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. This hearing is an attempt to avoid a truancy petition in Scott County Juvenile Court System. When students reach **ten (10) unexcused absences**, 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.

ATHLETICS

Oneida Middle School is a member of the Tennessee Middle School Athletic Association (TMSAA). A student who participates in any interscholastic contest must conform to the eligibility requirements of this association.

Students must be present for at least ½ of the school day to participate in practices or games. Any student who is not present for at least ½ of the school day forfeits the right to participate that day. Grades will be closely monitored by the coach and if satisfactory grades are not present the athlete will be subject to disciplinary measures set forth by the coach.

BULLYING

Bullying shall be defined as unwelcomed verbal, written, electronic (cyber) and/or physical conduct directed toward another person that is ongoing and pervasive and takes place on school property and any school-sponsored function. This may include a wide variety of behaviors (BULLYING, CYBER-BULLYING, INTIMIDATION, OR HARASSMENT), with deliberate intent to hurt, embarrass, or humiliate the other person. Students should immediately notify faculty, staff, school counselor, and/or administration about bullying concerns.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board Policy, case law, and Federal and State statutes.

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

CLOSING OF SCHOOL

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure student's safety. It is the parent's/guardian's responsibility to monitor news reports via television and radio stations. They will be notified as soon as possible. A school reach call will also be sent to the phone number(s) listed in Skyward.

CHANGE IN STUDENT INFORMATION

It is imperative that the school office be notified immediately of a change of address, home, work, or mobile telephone number, or emergency information during the academic school year.

CELL PHONES

Students may possess personal communication 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. The principal or his/her designees may grant a student permission to use such a device at his/her discretion.

Unauthorized use of a device will result in confiscation until it may be released to the student's parents or guardian. A student in violation of the OSSD Board Policy 6.312 is subject to disciplinary action.

CAFETERIA

Students may bring their lunch from home or purchase a lunch from the cafeteria. Any 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.

It's the parent/guardian's responsibility to maintain their child's lunch account. Student's may not charge a la carte items such as bottled drinks or ice cream. Any inquiries may be directed to the cafeteria manager at 569-4956.

DISCIPLINE

Oneida Middle School has high expectations of behavior that will provided for an orderly school atmosphere. Our goal is to develop students who are self-disciplined and able to make good judgments about acceptable behavior. Our philosophy is that no student should be allowed to disrupt the learning of another student. Here at OMS we utilize a school wide positive behavior (SWBP) approach. A discipline policy with infractions and consequences can be viewed online. Each staff member of Oneida Middle School accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations. We request your support in helping us maintain appropriate conduct in the school.

This is our... So we will be...	T TOTALLY COMMITTED	R RESPECTFUL	I INVOLVED	B RESPONSIBLE	E EXCELLENT
CLASSROOM	*Be an active learner *Be organized *Challenge yourself & others	*Respect others' views and property *Use school appropriate language & comments *sit quietly & listen while others are speaking	*Focus on the topic *Learn from mistakes *Ask for help	*Be on time *Be prepared *Complete work in a timely manner	*Produce quality work *Strive for perfect attendance *Always give 100%
COMMON AREAS	*Use bathroom between classes *Clean up after yourself *Dress for success	*Respect personal space *Use appropriate volume *Keep hands, feet & lips to yourself	*Be polite & welcoming to everyone *Include others *Take care of your locker	*Use materials/facilities properly *Be good to yourself *Make healthy lifestyle choices	*Take pride in your school *Encourage others to clean up *Return to class promptly & quietly
COMMUTING	*Use bathroom between classes *Gather materials for next class *Enter/exit school safely	*Step aside to let others pass *Avoid interrupting classes *Wait quietly & patiently	*Follow rules of the road *Remember your hall pass *Practice good hall manners	*Move promptly to next event/class *Arrive on time & prepared	*Take initiative-if you see something that needs to be done, do it
CAFETERIA	*Choose a seat promptly *Remain seated *Use sign out sheet	*Follow instructions from all adults the first time *Use appropriate volume *Keep hands & feet to yourself when walking	*Clean up your area & encourage others to do so *Include others *Use proper table manners	*Keep food & utensils to yourself *Wait patiently in both lines *Use proper doors	*Make healthy choices * Use positive words with all adults & students

DRESS CODE

We have set forth expectations for student dress that promote a safe and optimum learning environment. Apparel or appearance, which tends to draw attention to an individual rather than to the learning situation, must be avoided.

The following is a list of infractions concerning students' dress which are considered in violation of the student dress code.

1. See-through clothing.
2. Bare midriff or back.
3. Shorts and miniskirts that are revealing in nature.
4. Alcoholic, drug advertisements, or profanities.
5. Hats, caps, beanies, or toboggans worn inside the building.
6. Tank tops with less than 3-inch shoulders or large arm holes.
7. Clothing that reveals undergarments.
8. Inappropriately ripped and/or torn clothing.
9. Low cut shirts revealing in nature.
10. Sleepwear, pajamas, and/or blankets.

Any student not attired in accordance with the foregoing policy shall be subject to the following consequences:

1. Correct the violation or spend the remainder of the day in in-school suspension.
2. Repeat offenders shall be subject to additional measures that include but are not limited to parent conferences and/or in-school suspensions.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty.

GRADING

Each 9-week grading period students will receive a progress report and a report card. Parents/Guardians are encouraged to monitor grades through Skyward frequently.

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						

Assignment Category Summary per Subject

<u>Reading</u>		<u>Language Arts</u>		<u>Math</u>		<u>Social Studies</u>		<u>Science</u>	
40%	Assignments	15%	Assignments	20%	Assignments	50%	Assignments	55%	Assignments
30%	Test/Projects	15%	Journals	15%	Projects	10%	Projects	45%	Test
30%	Journals	20%	Quizzes	25%	Quizzes	40%	Test		
		25%	Test	30%	Test				
		25%	Essays	10%	Participation				

GUEST TEACHERS

We are fortunate to have guest teachers as substitutes when our regular teachers are absent. A guest teacher deserves the highest courtesy and cooperation from students at all times. Students will receive an automatic referral to administration for any misbehavior.

HEALTH REQUIREMENTS

Immunizations: "No Shots, No School." All students entering for the first time are required to have proof of immunization. Immunizations must be kept current and on a valid Tennessee Immunization form. Exemption from immunizations must be provided to the school by a doctor's statement or letter due to religious reasons.

LOCKERS

Lockers are the property of the Oneida Schools. They will be provided on a first-come basis at a fee of \$5.00. This includes a school issued combination 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 minimal security, and items of value should not be placed in them. School officials reserve the right to inspect lockers at any time.

MEDICATION

Staff members are prohibited from providing or administering any medication, including but not limited Tylenol, Ibuprofen, etc., to any student.

Students needing occasional medications, such as penicillin, etc., for colds, earaches, and sore throats, are to take these medications at home if possible. However, if medication MUST be given at school, it must be personally delivered by the parent and accompanied by a written authorization form a parent/guardian that includes the name of the medication and instructions for its administration (time and dosage). All medications must be in the original bottle/packaging.

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<p>So we will be...</p>	<ul style="list-style-type: none"> *Be an active learner *Be organized *Challenge yourself & others 	<ul style="list-style-type: none"> *Respect others' views and property *Use school appropriate language & comments *sit quietly & listen while others are speaking 	<ul style="list-style-type: none"> *Focus on the topic *Learn from mistakes *Ask for help 	<ul style="list-style-type: none"> *Be on time *Be prepared *Complete work in a timely manner 	<ul style="list-style-type: none"> *Produce quality work *Strive for perfect attendance *Always give 100%
<p>CLASSROOM</p>	<ul style="list-style-type: none"> *Use bathroom between classes *Clean up after yourself *Dress for success 	<ul style="list-style-type: none"> *Respect personal space *Use appropriate volume *Keep hands, feet & lips to yourself 	<ul style="list-style-type: none"> *Be polite & welcoming to everyone *Include others *Take care of your locker 	<ul style="list-style-type: none"> *Use materials/facilities properly *Be good to yourself *Make healthy lifestyle choices 	<ul style="list-style-type: none"> *Take pride in your school *Encourage others to clean up *Return to class promptly & quietly
<p>COMMON AREAS</p>	<ul style="list-style-type: none"> *Use bathroom between classes *Gather materials for next class *Enter/exit school safely 	<ul style="list-style-type: none"> *Step aside to let others pass *Avoid interrupting classes *Wait quietly & patiently 	<ul style="list-style-type: none"> *Follow rules of the road *Remember your hall pass *Practice good hall manners 	<ul style="list-style-type: none"> *Move promptly to next event/class *Arrive on time & prepared 	<ul style="list-style-type: none"> *Take initiative-if you see something that needs to be done, do it
<p>COMMUTING</p>	<ul style="list-style-type: none"> *Choose a seat promptly *Remain seated *Use sign out sheet 	<ul style="list-style-type: none"> *Follow instructions from all adults the first time *Use appropriate volume *Keep hands & feet to yourself when walking 	<ul style="list-style-type: none"> *Clean up your area & encourage others to do so *Include others *Use proper table manners 	<ul style="list-style-type: none"> *Keep food & utensils to yourself *Wait patiently in both lines *Use proper doors 	<ul style="list-style-type: none"> *Make healthy choices * Use positive words with all adults & students
<p>CAFETERIA</p>					

ONEIDA MIDDLE SCHOOL BEHAVIOR DEFINITIONS

Problem Behavior	Definition
Defiance/Non-compliance	Student engages in refusal or failure to follow directions or talks back.
Disrespect	Student delivers socially rude or dismissive messages to adults or students.
Physical Contact	Student engages in non-serious, but inappropriate physical contact. Examples: horseplay, roughhousing, wrestling etc.
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). The action is a short duration.
Fighting	Student is involved in mutual participation in an incident involving physical violence with intent to cause harm for an extended time.
Property Misuse	Student engages in low-intensity misuse of property.
Tardy	Student is late (as defined by the school) to class or is signed in late or signed out early during the school day.
Technology Violation	Student engages in inappropriate (as defined by the school) use of cell phone, music/video players, camera, and/or computer.
Inappropriate Language/ Profanity	Student delivers verbal messages that include swearing, name-calling or use of words in an inappropriate way.
Arson	Student plans and/or participates in malicious burning of property.
Bomb Threat/ False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Bullying	The delivery of direct or technology-based messages directed toward another person with deliberate intent to hurt, embarrass, or humiliate the other person. These actions are ongoing and pervasive.
Harassment	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.
Forgery/Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.
Plagiarism/cheating	Student submits any assignment that involves plagiarism (to steal and pass off the ideas or words of another as one's own) or is copied from another source or student.
Public Display of Affection	Student engages in public inappropriate, consensual verbal and/or physical gestures/contact of an affectionate nature to another student/adult.
Location violation/ Out of Bounds Area	Student is in an area that is outside of school boundaries (as defined by school). Example: in high school areas
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.
Unprepared for class	Student does not have the necessary material to fully participate in the learning activity. Examples: no writing instrument/paper/supplies/book/PE clothes
Inattentive or distraction in class	Student is not engaged fully in the learning activity. Examples: talking/communicating to another student, sleeping

Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Skip class	Student leaves or misses class without permission.
Truancy	Student receives an 'unexcused absence' for ½ day or more.
Use/Possession of Alcohol/Drugs/Tobacco	Student is in possession of or is using alcohol, tobacco, e- cigarettes or illegal drugs/substances/imitations.
Use/Possession of Combustibles	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline etc.).
Use/Possession of Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.

