

THE JACKET

STUDENT HANDBOOK

2022-2023



Ms. A. Alexander
Principal

Mrs. J. Brownlee
Assistant Principal

Mr. M. Calloway
Assistant Principal

Mrs. CS Duncan
Dean of Students

Orchard Knob Middle School
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One Family...One Destiny!

HAMILTON COUNTY SCHOOL CALENDAR

2022-2023 (Approved by School Board: March 17, 2022)

OPENING DATE – AUGUST 10, 2022

SCHOOL DAYS 180

CLOSING DATE – MAY 25, 2023

1st TERM – 84 DAYS

August 4, Thursday	Administrative In-Service #1 (School-Based)	NO STUDENTS
August 5, Friday	Administrative In-Service #2 (School-Based)	
	Registration Day for Students (no classes)	
August 8, Monday	Administrative In-Service #3 (System-Wide)	NO STUDENTS
August 9, Tuesday	Administrative In-Service #4 (School-Based)	NO STUDENTS
August 10, Thursday	First Full Day of School	
September 5, Monday	Labor Day (Paid Holiday #1)	
September 7, Friday	HALF-DAY FOR STUDENTS/HALF-DAY TEACHERS' PLANNING	BUSES WILL RUN
October 7, Friday	End of 1st Quarter (42 days)	
October 10 – 14	Fall Break (5 Non-Paid Days)	
October 17, Monday	Teacher Professional Development #1 (School-Based)	NO STUDENTS
October 21, Friday	Report Cards	
October 24 – November 18	Schools choose one extended day (3.5 hours) for Parent-Teacher Conferences (FIRST half [1/2] of Administrative In-Service #6)	
November 9, Wednesday	HALF-DAY FOR STUDENTS/HALF-DAY TEACHERS PLANNING	BUSES WILL RUN
November 23-25	Thanksgiving Holiday (3 Non-Paid, Paid Holiday #2 and #3)	
December 16, Friday	End of 2nd Quarter (42 days)	

2nd TERM – 96 DAYS

December 19 – December 30	Winter Break (10 Paid Days)	
January 2, Monday	Teacher Professional Development #2 (School-Based)	NO STUDENTS
January 3, Tuesday	Teacher Professional Development #3 (System-Wide)	NO STUDENTS
January 4, Wednesday	School Reopens	
January 6, Friday	Report Cards	
January 16, Monday	Martin Luther King, Jr. Day (Paid Holiday #4)	
January 23 – March 3	Schools choose one extended day (3.5 hours) for Parent-Teacher Conferences (SECOND half [1/2] of Administrative In-Service #6)	
February 1, Wednesday	HALF-DAY FOR STUDENTS/HALF-DAY TEACHERS' PLANNING	BUSES WILL RUN
February 20, Monday	Presidents' Day (Non-Paid Holiday)	
March 10, Friday	End of 3rd Quarter (48 days)	
March 13, Monday	Teacher Professional Development #4 (School-Based)	NO STUDENTS
March 17, Friday	Report Cards	
April 3-6	Spring Break (4 Non-Paid Days)	
April 7, Friday	Spring Holiday (Paid Holiday #5)	
May 24, Wednesday	Last Day of School-Report Cards – End of 4th Quarter (48 Days)	
May 25, Thursday	Administrative In-Service #5 (School-Based)	NO STUDENTS

OKMS Bell Schedule

2022-2023

Standard (A and B days are rolling)

Students enter building	6:45a
1 st Block A Day/5 th Block B Day	7:15a - 8:39a
2 nd Block A Day/6 th Block B Day	8:44a - 10:08a
3 rd Block A Day/7 th Block B Day	10:13a – 12:16p
1st Lunch	10:26a – 10:56a (6th Grade)
2nd Lunch	11:06a – 11:36a (8th Grade)
3rd Lunch	11:46a - 12:16p (7th Grade)
The Nest	12:21p – 12:46p
4 th Block A Day/8 th Block B Day	12:46p – 2:15p

2-hour Delay (A or B schedule to TBD)

Students enter building	8:45a
1 st Block/5 th Block	9:15a - 10:15a
2 nd Block/6 th Block	10:20a - 11:20a
3 rd Block/7 th Block	11:25a - 12:45p
1st Lunch	11:25a - 11:50a (6th Grade)
2nd Lunch	11:55a - 12:20p (8th Grade)
3rd Lunch	12:25p - 12:50p (7th Grade)
The Nest	12:55p – 1:15p
4 th Block/8 th Block	1:15p - 2:15p

Activity Schedule

Students enter building	6:45a
1 st Block A Day/5 th Block B Day	7:15a - 8:25a
2 nd Block A Day/6 th Block B Day	8:30a - 9:40a
3 rd Block A Day/7 th Block B Day	9:45a – 11:25a
1st Lunch	9:45a - 10:15a (6th Grade)
2nd Lunch	10:20a - 10:50a (8th Grade)
3rd Lunch	10:55a - 11:25a (7th Grade)
The Nest	11:30a – 11:55a
4 th Block A Day/8 th Block B Day	11:55a – 1:05p
Activity	1:15p - 2:15p

GRADES

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

- a. 40% Daily Classwork/Homework (no more than 10%)
- b. 40% Performance and/or Assessments Tasks
- c. 20% Exams

GRADING SCALE (HCS grading page has the following percent scale)

<u>Letter Grade</u>	<u>Percent Scale</u>
A	90-100
B	80-89
C	70-79
D	60-69
F	59

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.

1. Possession of a Firearm, Explosive or Incendiary, or Poison Gas device
2. Striking a School Employee or School Resource Officer
3. Unlawfully possessing any controlled substance or drug

CELL PHONES AND ELECTRONIC DEVICES

1. Cell phones should be turned off/silent during the school day. Any electronic device, including cell phones, that is seen whether being used or not, will be confiscated and turned in to the Welcome Center (Ms. Scott).
2. 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.
3. Cell Phone Confiscation Time Periods:
 - 1st Offense: If a parent is unable to pick up the phone, school holds for three days
 - 2nd Offense: Refer to [COAB](#)
 - 3rd Offense: Refer to [COAB](#)
 - 4th - 10th Offense: Refer to [COAB](#)

"If we see it, hear it... you lose it."

TARDY POLICY

It is imperative that your child is at school everyday by 7:00am to hear important announcements and report to 1st block on time. Students must report timely to each block to avoid loss of instructional time. It is our mission to serve our students for the full 7.5 hours each day so that we may better prepare them for high school, college and/or career.

1st Tardy - Warning/Parent Phone Call for support

2nd Tardy - Parent Phone Call for support

3rd Tardy - 30-minute detention (Parent Phone Call for approval)

4th Tardy - 1-hour detention (Parent Phone Call for approval)

5th Tardy - Referral to grade level administrator

STUDENT DRESS CODE - MUST BE IN DRESS CODE ONCE IN 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 collared shirts or approved OKMS T-Shirt
- 7th Grade – Solid Gold/Yellow polo style collared shirts or approved OKMS T-Shirt
- 8th Grade – Solid White/Gray polo style collared shirts or approved OKMS T-Shirt
- * Shirts must be worn tucked into bottoms
- * Print or logo on shirts restricted to credit card-size brand name or logo
- * **Prohibited:** Hoodies, shirts that are too tight, too short to cover midriff, or revealing of cleavage

SLACKS/PANTS

- Khaki or black chino/dockers style pants (no denim), knee-length shorts may be worn
- Pants must be worn at the waist (no sagging)
- Slacks/pants to be in good repair; no frayed edges, holes, appearance of holes, rips, or tears
- * **Prohibited:** Dresses, skirts, jeans, nylon wind suits, sweat pants, overalls, jogging pants, jeggings, leggings, tights, pajama pants, etc

BELTS/HEADBANDS

- Belts must be black, brown (standard belt color), yellow, clear, or white only
- Headbands must be black, brown, yellow, clear, or white, elastic, and solid in color

SHOES/SOCKS

- Athletic or casual dress shoes only
- Only closed-toe shoes and shoes with a strap around the ankle are allowed at school
- The only sock colors worn at OKMS are black, yellow, and white. **No Exceptions**
- * **Prohibited:** Crocs, Skele-Toes, houseshoes, slippers, open-toed shoes, flip-flops, sandals, slides, etc.

OUTERWEAR

- Sweaters worn during the school day must be the same color as the grade level polo color. All other jackets, sweaters, hoodies, coats, vests, purses/bags, backpacks, etc. must be placed in lockers
- Logos on shirts are restricted to credit card-sized brand name or logo
- **Prohibited:** No hoods are to be on the head at any time when in the building; No hoodies are allowed to be worn.
- Non-dress-code outerwear may be confiscated and returned at the end of the school day

ACCESSORIES

- **Prohibited:** hats, headwear, hoodies, bonnets, scarves/bandannas, sunglasses, do-rags, gloves, beads, beaded attire, items displaying illegal/contraband, and blankets

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

NEVER ALLOWED

- Clothing or accessories that identify students belonging to or affiliated with a non school-sponsored group, display contraband, or any attire/accessory that causes a distraction to the learning environment.



OKMS Expectations

On Time & On Task

Know Our Values

Move with Purpose

Show Respect

Hallway

- Move on the right side of the hall to your destination
- Move quietly and orderly through the halls to your assigned destination
- Maintain appropriate distance from the student in front of or behind you
- Engage in positive conversation with peers
- Refrain from horseplay at all times
- Always have permission **and** a hall pass to be in the hallway, if not accompanied by an adult
- Keep hands, feet, and objects to yourself at all times
- Respect artwork, posters, displays, advertisements, bulletin boards, etc. on the walls

Classroom

- Report to class in a timely manner and remain in dress code at all times
- Report to class prepared to learn with all required materials
- Follow all classroom procedures and teachers' directives upon first request
- Use school property appropriately
- Respect yourself, peers, faculty/staff, and property at all times with both your words and actions
- Ask questions for understanding
- Be an active participant throughout the entire lesson
- Complete all assignments to the best of your ability
- Think before you speak or act
- Respond to adults with an appropriate and respectful tone
- Keep hands, feet, and objects to yourself
- Remain in the classroom until dismissed by the teacher

