

THE JACKET

2020-2021

STUDENT HANDBOOK



Ms. Tiffany Earvin
Principal

Mr. Travis Miller
Assistant Principal

Mr. Michael Calloway
Assistant Principal

Dean of Students
Ms. Charlette Duncan

Orchard Knob Middle School
500 N. Highland Park Ave.
Chattanooga, TN 37404
(423)493-7797

OKMS Bell Schedule

Standard

| | |
|-------------------------|--|
| Students enter building | 6:45 |
| First Block | 7:15 - 8:15 |
| Second Block | 8:18 - 9:18 |
| Third Block | 9:21 - 10:01 (RTI2) |
| Fourth Block | 10:04 - 11:04 |
| 5th Block (Lunch) | 11:04 - 12:29 |
| | 1st Lunch 11:04-11:29 (6th Grade) |
| | 2nd Lunch 11:34-11:59 (8th Grade) |
| | 3rd Lunch 12:04-12:29 (7th Grade) |
| 6th Block | 12:32-1:12 (RTI2) |
| 7th Block | 1:15-2:15 |

2 Hour Delay (NO RTI BLOCKS)

| | |
|-------------------------|------------------------------|
| Students enter building | 8:45 |
| First Block | 9:15-10:05 |
| Second Block | 10:08-10:58 |
| Fourth Block | 11:02-12:27 |
| | 1st Lunch 11:02-11:27 |
| | 2nd Lunch 11:32-11:57 |
| | 3rd Lunch 12:02-12:27 |
| Fifth Block | 12:31-1:21 |
| Seventh Block | 1:25-2:15 |

Activity/Club (No RTI)

| | |
|-------------------------|--|
| Students enter building | 6:45 |
| First Block | 7:15-8:15 |
| Second Block | 8:20-9:20 |
| Fourth Block | 9:25-10:25 |
| Fifth Block (L) | 10:30 -11:55 |
| | 1st Lunch 10:30-10:55 (6th Grade) |
| | 2nd Lunch 11:00-11:25 (8th Grade) |
| | 3rd Lunch 11:30-11:55 (7th Grade) |
| Seventh Block | 12:00 -1:00 |
| Activity/Club | 1:05 -2:15 |

**HAMILTON COUNTY SCHOOL CALENDAR:
2020-21 Approved by School Board: 5/23/2019**

OPENING DATE – AUGUST 6, 2020

SCHOOL DAYS 180

CLOSING DATE – MAY 28, 2021

1st TERM – 84 DAYS

| | | |
|--------------------------------|---|-------------|
| August 6, Thursday | Administrative In-Service #1 (School-Based) | NO STUDENTS |
| August 7, Friday | Administrative In-Service #2 (School-Based) | |
| | Registration Day for Students (no classes) | |
| August 10, Monday | Administrative In-Service #3 (System-Wide) | NO STUDENTS |
| August 11, Tuesday | Administrative In-Service #4 (School-Based) | NO STUDENTS |
| August 12, Wednesday | First Full Day of School | |
| September 2, Wednesday | Half-Day for Students – Buses will run | |
| September 7, Monday | Labor Day (Paid Holiday #1) | |
| October 9, Friday | End of 1 st Quarter (37 days) | |
| October 12-16 | Fall Break (5 Non-Paid Days) | |
| October 19, Monday | Teacher Professional Development #1 (School-Based) | NO STUDENTS |
| November 11, Wednesday | Half-Day for Students – Buses will run | |
| October 13 – November 24 | Schools choose one extended day (3.5 hours) for Parent-Teacher Conferences (FIRST half [1/2] of Administrative In-Service #6) | |
| October 23, Friday | Report Cards | |
| November 25-27 | Thanksgiving Holiday (1 Non-Paid, Paid Holiday #2 and #3) | |
| December 18, Friday | HALF-DAY FOR STUDENTS – BUSES WILL RUN | |
| | End of 2 nd Quarter (47 days) | |

2nd TERM – 96 DAYS

| | | |
|-------------------------------|--|-------------|
| December 21 – January 1 | Winter Break (10 Paid Days) | |
| January 4, Monday | Teacher Professional Development #2 (School-Based) | NO STUDENTS |
| January 5, Tuesday | Teacher Professional Development #3 (System-Wide) | NO STUDENTS |
| January 6, Wednesday | School Reopens | |
| January 8, Friday | Report Cards | |
| January 18, Monday | Martin Luther King Day (Paid Holiday #4) | |
| January 25 – March 5 | Schools choose one extended day (3.5 hours) for Parent-Teacher Conferences (SECOND half [1/2] of Administrative In-Service #6) | |
| February 3, Wednesday | HALF-DAY FOR STUDENTS – BUSES WILL RUN | |
| February 15, Monday | Presidents' Day (Non-Paid Holiday) | |
| March 12, Friday | End of 3 rd Quarter (48 days) | |
| March 15, Monday | Teacher Professional Development #4 (school-Based) | NO STUDENTS |
| March 19, Friday | Report Cards | |
| April 2, Friday | Spring Holiday (Paid Holiday #5) | |
| April 5-9 | Spring Break (5 Non-Paid Days) | |
| May 27, Thursday | HALF-DAY FOR STUDENTS – BUSES WILL RUN | |
| | Last Day of School – Report Cards - End of 4 th Quarter (48 Days) | |

| | | |
|----------------------|---|-------------|
| May 28, Friday | Administrative In-Service #5 (School-Based) | NO STUDENTS |
|----------------------|---|-------------|

ADMINISTRATIVE IN-SERVICE 2020-21 (6 DAYS) *Students do not attend classes.***

August 6-7 & 10-11, 2020; May 28, 2021

(**The 6th in-service day is an additional half-day added within a six-week window each semester. These extended days are for Parent-Teacher Conferences.)

PAID VACATION – (10 days)

December 21, 2020 – January 1, 2021

TEACHER PROFESSIONAL DEVELOPMENT (4 DAYS) *Students do not attend classes.*

October 19, 2020; January 4-5, 2021; March 15, 2021

PAID HOLIDAYS – (5 days)

September 7, 2020
November 26-27, 2020
January 18, 2021
April 2, 2021

DAYS TO BE COUNTED EACH GRADING PERIOD

| | | | |
|--|----------------------|--------------------|-----|
| 1 st Term | | | |
| 1 st Quarter: 8/12 – 10/9 | Elem. Mid-Term 9/18 | Report Cards 10/23 | 42 |
| 2 nd Quarter: 10/19 – 12/18 | Elem. Mid-Term 11/20 | Report Cards 1/8 | 42 |
| 2 nd Term | | | |
| 3 rd Quarter: 1/4 – 3/12 | Elem. Mid-Term 2/12 | Report Cards 3/19 | 48 |
| 4 th Quarter: 3/15 – 5/27 | Elem. Mid-Term 4/23 | Report Cards 5/27 | 58 |
| | | TOTAL | 180 |

GRADES - AVERAGING

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

- a. 40% Classwork/Homework
- b. 40% Assessments
- c. 20% Final Exam

GRADE SCALE

Letter Number

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

A nine weeks report card will be issued to parents. In addition all parents and students have daily access to Powerschool where you can view grades, attendance and assignments online. We encourage parents to view grades on Powerschool at a minimum of once per week. Please see your homeroom teacher if you need another copy of your password, or a hard copy of progress report. Report cards are sent home with the student.

WITHDRAWALS

If you move or change schools before the end of the school year, your parent or guardian should come to the Main Office and sign the Withdrawal Form. Students must turn in all books and have the teacher list current grades.

LOCKERS

1. The lockers are the property of Orchard Knob Middle School and may be inspected and/or searched at any time.
2. Lockers are assigned to students through the homeroom.
3. Students may only go to lockers at their specified grade level times. No locker use during Phase Two of Re-entry.
4. When assigned a locker, keep lockers locked at all times and never reveal your combination to another person.
5. **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.
6. 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.

1. Possession of a Firearm or an Explosive or Incendiary or Poison Gas device
2. Striking a School Employee or School Resource Officer
3. Unlawfully possessing any controlled substance or drug
4. 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.

CELL PHONES AND ELECTRONIC DEVICES

1. 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.
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 Period
 - 1st Offense:** Taken by school personnel; picked up by parent; If not picked up then phone is held at school for three (3) days.
 - 2nd Offense:** Taken by school and confiscated for five (5) days.
 - 3rd Offense:** Taken by school and confiscated for 10 days.
 - 4th Offense:** Taken by school and confiscated for 20 days.

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

TARDY POLICY

It is imperative that your child is in class every day by 7:15 a.m. and reports to class each period on time to avoid punitive measures and loss of instructional time. It is our mission to serve our students for the full 7.5 hours each day so that we can better prepare them for high school and ultimately, the world of work and post secondary education.

1st Tardy - Warning

2nd Tardy - 1 hour detention

3rd Tardy - 2 hour detention

4th Tardy - 2 hour detention & parent conference

5th Tardy - ISS & parent conference

6th Tardy - 2 days evening school & parent conference before returning to school.

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 collared shirts
- 7th Grade - Solid Gold or yellow polo style collared shirts
- 8th Grade - Solid White or solid gray polo style collared shirts
- All grades - School 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:** Shirts that are too tight, too short to cover midriff, or revealing of cleavage

SLACKS/PANTS

- Only Khaki (light tan) or black chino/dockers style pants, knee-length shorts or knee-length skirts 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 cuts.
- * **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 black, brown (standard belt color), yellow, clear, or white only . No Exceptions.

SHOES/SOCKS

- Athletic or casual dress shoes only
- Only closed-toe shoes are allowed at school
- No inappropriate words or graphic art is allowed on socks
- * **Prohibited:** House shoes, slippers, open-toed shoes, flip-flops, sandals, toe shoes (Skela-Toes, etc.)

OUTERWEAR

- 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 outerwear may be confiscated, but may be picked up by a parent or guardian after school

NEVER ALLOWED

- Clothing or accessories that identify students as belonging to or affiliated with a non-school-sponsored group or any clothing that causes a distraction to the learning environment.

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 7:15 am for remainder of the school day
- * **In matters of opinion, the school administrators' decision will prevail.**

OKMS Expectations

For the Hallway

- There may only be low whispers or silence.
- **Move quickly to the 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 the 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.

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 the 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.

“One Family...One Destiny”