



“Home of the Mustangs”



Student Handbook Addendum 2019-2020
Addendum to the Henry County Schools Secondary Student
& Parent Handbook, 2019-2020

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ADMINISTRATIVE TEAM

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COUNSELING DEPARTMENT

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Ola Middle School has included this addendum to provide important information concerning specific rules, policies, and procedures related to the safety and operation of our school. In order for OMS to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in the Henry County Handbook and Ola Middle School's addendum.

Academic Honors

At OMS, we enjoy celebrating the success of our students. Students that earned the designated cumulative weighted average along with no grade less than a 72% (including Connection courses) will be recipients for specific awards. The averages used to identify award recipients will be finalized at the end of the school day on December 13, 2019 and May 8th, 2020. Listed below are the numerous opportunities we have for our students to be recognized for their successes.

Principal's Award: Students that have an average of 97% and higher in all classes.

GOLD Award: Students that have an average between 94% and 96% in all classes.

SILVER Award: Students that have an average between 88% and 93% in all classes.

Mustang Award: Students that have shown the greatest academic improvement based on teacher's discretion.

Awards from other programs will be determined by coaches and sponsors. Students who have earned one of the above mentioned awards for 1st and 2nd Semester will be honored together on May 18th, 2020 at the following times: 6th Grade 6PM, 7th Grade 6:45PM, and 8th Grade at 7:30PM.

Before/After School Guidance

Students are not allowed in the building prior to 7:45am. Students who arrive to school between 7:45am and 8:10am must report to the cafeteria for silent study hall. In study hall, students must have assignments to work on and follow all school policies; Failure to do so will cause study hall privileges to be revoked. Students who arrive between 8:10am and 8:30am must report directly to the gym. If students need to report elsewhere between the above times, they must have a grid signed by the supervising teacher. Students who stay for any after school event must be picked up no later than 30 minutes after the scheduled ending. If the student is not picked up 30 minutes after the event ends OMS staff will be required to call the Department of Family and Child Services.

Dismissal

The transportation declaration form will determine the consistent option for your child to leave the school building during dismissal. Any student that changes their regular mode of transportation must bring a parent note with a phone number included where a parent can be reached to confirm the note. This procedure is referred to as a change of transportation only after it has been verified by school personnel. It is the student's responsibility to bring all change of transportation notes to the front office before 10:00am. Please note: We CANNOT accept any transportation changes over the phone, by fax, or by email. All students must be picked-up in the afternoon no later than 4:20pm.

Bullying

At Ola Middle School, our vision is to promote innovation through (a) student-centered learning environments, (b) engaging and relevant instruction, and (c) creative collaboration between students,

teachers, and the community. The fundamental component to this success is ensuring a safe and orderly school climate that educates students on issues of bullying in all its forms. Students who engage in bullying behavior will be subject to the disciplinary measures outlined in the Henry County Schools' Student & Parent Handbook. **If you or your student believes that a student is being bullied, please report it to a school staff member or administrator immediately.**

Electronic Devices

While cell phones and smart watches are a great way for OMS students to communicate with their parents and peers, they have also become disruptive to the educational process. **OMS does not permit the use of cellular phones or communication devices such as smart watches during school hours.** Students must leave these devices turned off in their lockers upon entering the school in the mornings until dismissal after exiting the school. Telecommunication devices may not be used during transitions, locker breaks, locker rooms, lunch, or restrooms at any time. Any device seen or heard on campus will be confiscated by the OMS staff members. All confiscated items must be picked up by the student at the end of the day and a citation will be issued. When confiscating an electronic device, students are expected to comply with the staff member's request. A student's refusal to comply will result in further disciplinary action outlined in the Henry County Student and Parent Handbook. The School District is not responsible for lost, stolen, or damaged personal belongings such as cell phones and/or electronic devices. *NOTE: Electronic texts, posts, messages and pictures that are sent outside of the school day that ultimately interfere with the educational process during the school day are considered to have a "nexus" between home and school and will result in consequences at school. Problems extending from cell phone usage in school may also result in consequences in addition to the above offense consequences. Students who need to make an urgent phone call may do so, with staff permission, in the Administration Office.*

Citations

At OMS, there are several interventions and strategies in place to assist students who misbehave. We have school-wide citations that will be given for minor infractions within a team. With ALL citations, regardless of the infraction, the parent will be contacted. Please note that some infractions will result in an immediate Office Referral regardless of the student's citation level.

Citation Consequences:

1st Offense – Written Warning. Student/Teacher Conference, Verbal/Two way Parent Contact (Documented)

2nd Offense – Silent Lunch and mandatory parent contact (phone, email, or conference documented)

3rd Offense – Team will conduct a Behavior Reflection conference with parent; student will serve On-Team discipline

4th Offense – Parent contacted; student will serve Off-Team discipline

5th Offense – Citation warrants an Office Referral; parent contacted

6th Offense -- Team will conduct a Behavior Reflection conference with parent; student will serve On-Team discipline

7th Offense -- Parent contacted; student will serve Off-Team discipline

8th Offense – Citation warrants an Office Referral

9th Offense- Parent contacted, student will serve On-Team discipline

10th Offense- Parent contacted, student will serve Off-Team discipline

11th Offense- Parent Contacted, Citation warrants an Office Referral

Co-Curricular/ Extra-curricular Event Attendance

If students are staying after school to attend an extracurricular activity for middle or high school (athletic event, concert, etc.), students must:

- Leave the school campus at the end of the school day; they must go home and return to the event at the start of the event
- Follow the directions of OMS staff
- Follow the rules of the HCSS Student Code of Conduct
- Must be picked up within 15 minutes of the end of the event
- If a student is serving ISS/OSS they are not allowed to participate in after school activities.

Students who do not follow stated guidelines may not be able to attend other after school events and/or be subject to discipline consequences per the HCSS Student Code of Conduct.

Computer Usage/Guidelines for Students

Morning (Before 8:30am in the Gym/Commons)

- Students are allowed to use their computers prior to school starting as long as they are accessing data on the OMS/HCSS BYOT Internet Gateway only! Accessing Personal 3G/4G data plans is against the HCSS Student Code of Conduct and will result in disciplinary consequences/loss of technology privileges.
- Students are allowed to listen to music/books in the morning with the use of ear buds, etc. Students are not allowed to broadcast music/video via speakers.
- No personal phone calls, photography, texting, accessing social media, communication via technology, etc. This is against Henry Conduct School System Student Code of Conduct.
- After 8:30am, ALL headphones/ear buds must be stored and not visible unless requested for instructional use by OMS staff.
- All computers must remain in their cases.
- Computers need to be charged nightly.

During Class

- Teacher Directed Use Only- During class, teachers will indicate the appropriate time for computers to be used for classroom instruction.
- The device must remain on silent while on school campus.

During Dismissal

Students are not allowed to use electronic devices during dismissal. Students must be able to hear afternoon announcements, bus changes etc., to assist in a smooth daily transition home.

COMMONS/LUNCH ROOM PROCEDURES AND EXPECTATIONS

At lunch, students are expected to sit in their assigned area - designated for their specific teacher and team. Students will eat and stay seated for the duration of their lunch period. If students want to leave their seat for eating utensils, additional food, or need a restroom break, they must get permission from their teacher. They are asked to use their "inside" voices and interact with their neighbor in a respectful manner.

- Students will behave in an orderly, reasonable manner. They shall not run, shout, throw anything, crowd into the lunch lines.
- Students will remain respectful to staff or other students.
- Students are responsible for putting all of their waste in the trash cans when being dismissed from their tables. Students are also responsible for picking up any garbage that is on the floor in their area.
- Students shall remain seated while eating.
- All food must be consumed in the Café/Commons. Food or drink may not be consumed during class, in the halls, outside, or in any other location on campus, for exceptions see classroom expectations.

The consequences for violations of the above guidelines for lunchroom behavior may result in lunch detention or other disciplinary actions.

Classroom Expectations

- Students are expected to report to class immediately when being dismissed from their previous class; Students will remain in their class during the first 15 minutes and the last 15 minutes of the class period. Students are required to utilize their Grids as a hall pass to leave the class for any reason. Students found in the halls without a grid, may receive a disciplinary consequence.
- Only clear plastic water bottles, containing water, are allowed at school.
- Book bags will be placed in the lockers during homeroom, and will remain there until the end of the day. Students may not carry any sort of alternate book bag (string totes, sack, plastic bag etc.) throughout the day. Additionally, rolling book bags are prohibited at OMS unless there is a specific medical reason (doctor's note). If a student does not have a locker, homeroom teachers will provide instructions on how to proceed.
- Car riders need to be picked up by 4:20pm each day.
- Blankets are not permitted. All coats must be properly worn.
- Athletes will only be permitted to go to the athletic locker room between 8:30am and 8:45am in the mornings.
- Keep OMS updated with any changes in any phone numbers and addresses so that we can contact you in the event of sickness or emergency during the day.

Conferences

If a student is having difficulty in a class, parents can communicate with teachers by phone, email, or conference. Conferences may be scheduled before and after school or during the grade-level planning period. Teachers will be able to return emails and phone calls before school starts, during their planning periods, or after school. If a student is struggling in many classes, please contact team teachers to schedule a team conference. A team conference can be scheduled before school for all teachers, parents, student, administrator, and counselor. Parents may not drop by teachers' classrooms before or after school unannounced. These times are reserved for teachers to work with students or prepare lessons.

Dress Code

The following is an abbreviated list of specific dress code guidelines to provide local clarification. You may refer to the 2019-2020 Henry County School Student & Parent Handbook for a full list and more detailed explanation. Students must remain in dress code appropriate wear the entire day, in all courses including physical education.

Dress Code Explanation:

- For girls: shorts, skirts, culottes, split skirts, or dresses must be reasonable in length and appropriate for school. **At Ola Middle School, shorts (boys and girls) and skirts should be no shorter than four inches above the knee consistently around the hemline. If an outer layer is transparent the non-transparent under layer must meet this requirement.**
- Pants and jeans with noticeable splits, frays or holes may be worn as long as no skin is showing above the knee.
- If students wear leggings, jeggings (jean style leggings)-**the shirt or dress worn over them MUST be no more than four inches from the knee.**
- Immodest clothing is prohibited. Including, see-through clothing (including lace), bare shoulders, bare midriffs, halters, low cut tops and camisole, or Spaghetti strap tops are prohibited. Tight-fitting clothing, such as spandex or bicycle-type clothing and/or facsimile, can be worn under skirts/dresses, **but the skirts/dresses must be no less than four inches above the knee front and back.**
- **Any undergarment (top or bottom) that is visible must meet dress code if it were worn independently.**
- *All tops must extend to the shoulder—no “muscle” tanks/cut out shirts.*
- Extreme styles of clothing that, in the opinion of the principal or the principal’s designee, would interfere with learning, cause a disruption of the educational environment, or be a health or safety hazard are prohibited. Clothing should be clean, neat, and worn properly. Clothing should not be tight, too loose, too short, or too long and should not have any inappropriate writing, pictures or innuendos.
- No facial piercings, including tongue piercings, allowed.
- Bandanas **will not** be permitted at any time, including spirit or dress up days.

We ask that parents and students review this abbreviated list as well as the dress code policy outlined in the Henry County Schools Student & Parent Handbook. Any questions concerning the dress code should be directed to your grade level administrator.

Spring Semester Exam Exemption

Spring Semester Exam Exemption is a reward for outstanding academic performance. Students may exempt spring semester exam if they meet the following criteria: Students must have an average of 73 or higher by May 18, 2020 in the course **AND** students must *meet one (1) of the following criteria* to be considered for exemption:

- ✓ Score a Level 4 (Distinguished Learner) on the Georgia Milestones in the Content Area they wish to exempt *
- AND**
- ✓ Meet the Lexile score at or above the grade level band to exempt the English Language Arts Final Exam (ELA ONLY)
 - **6th grade: 1070 or above ****
 - **7th grade: 1120 or above ****
 - **8th grade: 1185 or above ****

* All 6th and 7th Grade students are required to participate in the Spring Semester Exams for Science and Social Studies. If preliminary scores from Milestones are not in students who earned a spring semester average of 93 or higher will be able to exempt finals.

** The lexile bands listed above are subject to change due to the Georgia Department of Education requirements.

	Math	ELA	Science	S. Studies
6th Grade	<ul style="list-style-type: none"> ✓ Spring Semester average of 73 or higher by May 18, 2020 in the course ✓ Score a Level 4 (Distinguished Learner) on the Georgia Milestones Mathematics Test 	<ul style="list-style-type: none"> ✓ Spring Semester average of 73 or higher by May 18, 2020 in the course ✓ Score a Level 4 (Distinguished Learner) on the Georgia Milestones ELA Test AND Meet the Lexile score of 1070 or above on the Georgia Milestones ELA 	Cannot Exempt Final Exam	Cannot Exempt Final Exam
7th Grade	<ul style="list-style-type: none"> ✓ Spring Semester average of 73 or higher by May 18, 2020 in the course ✓ Score a Level 4 (Distinguished Learner) on the Georgia Milestones Mathematics Test 	<ul style="list-style-type: none"> ✓ Spring Semester average of 73 or higher by May 18, 2020 in the course ✓ Score a Level 4 (Distinguished Learner) on the Georgia Milestones ELA Test AND Meet the Lexile score of 1120 or above on the Georgia Milestones ELA 	Cannot Exempt Final Exam	Cannot Exempt Final Exam
8th Grade	<ul style="list-style-type: none"> ✓ Spring Semester average of 73 or higher by May 18, 2020 in the course ✓ Score a Level 4 (Distinguished Learner) on the Georgia Milestones Mathematics Test 	<ul style="list-style-type: none"> ✓ Spring Semester average of 73 or higher by May 18, 2020 in the course ✓ Score a Level 4 (Distinguished Learner) on the Georgia Milestones ELA Test AND Meet the Lexile score of 1185 or above on the Georgia Milestones ELA 	<ul style="list-style-type: none"> ✓ Spring Semester average of 73 or higher by May 18, 2020 in the course ✓ Score a Level 4 (Distinguished Learner) on the Georgia Milestones Science Test 	<ul style="list-style-type: none"> ✓ Spring Semester average of 73 or higher by May 18, 2020 in the course ✓ Score a Level 4 (Distinguished Learner) on the Georgia Milestones S. Studies Test

Grade Recovery Policy

Summative Assessments

- Retakes are available up to two weeks after the date of returning the feedback (scores) to the students, retakes are not an option after December 9th, 2019 for 1st Semester and May 11, 2020 of 2nd Semester.
- Open to any student
- Assessment may be in a different format, but will assess the same standards
- Student must complete assigned remediation prior to re-taking the assessment
- At the teachers' discretion, In lieu of re-assessments, the standard score within a unit test may be used to replace previous assessment score for the same standard
- The new score will replace the old score or (the best score will count)
- The recovery excludes the final/end of the semester exam and any performance based task assessments

Missing Work

Homework and Classwork is formative and will be taken as a grade. Students are expected to complete and submit all assignments on time as given. Students will be assigned Morning Makeups or Working Lunches until work is completed. Missing work completed under the Grade Recovery Policy must be completed by the end of the 9-week marking period in which it was assigned. If the work is not completed in the allowed 9-week marking period, the student will not receive credit for the assignment and the assignment will receive a score of zero (0). Grades on assignments completed under the grade recovery will be posted by the end of the 9-week marking period.

GRID

Students are not to be in the halls without grid/hall pass signed by a staff member at any time. Passes will be issued for appropriate reasons only. Students out of class without their grid/hall pass are subject to discipline. In the hallways, students are expected to walk on the third tile to the right, use quiet voices, and keep their hands feet and objects to themselves. Disruptions in the hallway will result in disciplinary action. Students are issued grids by their homeroom teacher. Replacement grids must be purchased from the main office for \$1.00. Students have multiple restroom opportunities throughout the day that do not count as grid usage.

Lunch Guests

At OMS, we welcome you to come to eat lunch with your child. Only the Parent/Guardian of the student or a Grandparent listed on the student's emergency card may bring lunch. Please be prepared to present the front office staff with a valid picture I.D. Due to space limitations, we ask that lunch guests are limited to two per student at one time. Lunches cannot be "dropped off"...if you would like to bring your child an outside lunch, please plan on joining them for lunch. Students will not be called out of class to pick up lunch in the front office. Please follow the guidelines outlined below:

- Enter the front office at your student's lunch time
- Sign in with Front office staff and they will provide you a Visitor's Pass
- Take lunch to your student in the cafeteria
- Eat at the circular tables with your child (for safety and security other Ola students may not join you, nor may you provide lunch to other students).
- At the end of your child's lunch period, please return to the office and sign out

VISITORS

We encourage parents to be involved in their student's education. In order to maintain an orderly environment Ola Middle ask the following:

- All visitors must check in at the main office upon arrival
- Teacher conferences/visits before, during or after instructional time must be pre-scheduled and approved
- Once the visitor establishes the purpose of the visit, they will be directed by OMS staff on how to proceed
- The OMS Visitor's Pass must be visibly displayed at all times
- Visitors will return to the main office at the end of the visit/business
- Visitors may not drop by teachers' classrooms before or after school unannounced; these times are reserved for teachers to work with students or prepare lessons

Ola Middle School reserves the right to add, change, revise, or delete any portion of the 2019-2020 Ola Middle School Handbook Addendum. Parents will be notified about additions, revisions, and deletions via Infinite Campus messenger.

Student Handbook Addendum 2018-2019 ACKNOWLEDGEMENT FORM

Please complete and return within five (5) days of receipt of the Student and Parent Handbook Addendum.

Student & Parent Handbook Addendum

Ola Middle School has included this addendum to provide important information concerning specific rules, policies, and procedures related to the safety and operation of our school. In order for OMS to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in the Henry County Handbook and Ola Middle School's addendum.

Each of the undersigned hereby acknowledges having read and received the Henry County Schools Student and Parent Handbook Addendum for the year set forth. Each parent/guardian named below has also received, read, and discussed the requirements of the Handbook Addendum with his/her child, including but not limited to the code of conduct, disciplinary procedures, dress code, and the requirements of and penalties for violation of Georgia's compulsory attendance law, and each parent/guardian and student named below agree to fully abide by the same.

Print Parent(s)/Guardian(s) Name

Print Student Name

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Signature of Student

Date

School

Grade

Homeroom Teacher/Advisor: _____