

*Ockerman  
Middle School  
2022-2023*



*Hawks*

**Patrick Ryan, Principal  
Stacey Burns, Assistant Principal  
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**8300 US Hwy 42, Florence, KY 41042  
Phone: 859-282-3240 Fax: 859-282-3242**

**Student Guidelines and Boone County Code of Conduct**

**RETURN THIS PAGE TO YOUR HOMEROOM TEACHER  
THE FIRST DAY OF SCHOOL**

STUDENT:

I have received and read a copy of the Ockerman Middle School Student Guidelines and Boone County Code of Conduct, including the Internet User rules and regulations and I am aware of the information contained therein.

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STUDENT SIGNATURE

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HOMEROOM TEACHER NAME

PARENT:

I have received and read a copy of the Ockerman Middle School Student Guidelines and Boone County Code of Conduct, including the Internet User rules and regulations and I am aware of the information contained therein.

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PARENT/GUARDIAN SIGNATURE

Date returned to Homeroom Teacher \_\_\_\_\_

DATE

## PRINCIPAL'S MESSAGE

Dear Students and Parents:

On behalf of the faculty, staff, and administration, it is my pleasure to welcome you to a new school year at Ockerman Middle School. It is my desire that you and your family will consider Ockerman Middle School to be your school.

We sincerely want you - the student, to enjoy your days at Ockerman Middle School. At the same time, it is important to remember that we are all here for a very important purpose. That purpose is to help prepare each and every student of Ockerman Middle School for a productive role in society, not only during his/her days as a student, but also throughout his/her lifetime.

With this purpose in mind, I have attached the mission and philosophy of Ockerman Middle School for your information.

Again, on behalf of all of us here at Ockerman Middle School, **WELCOME!**

Have a Great Year!

Patrick Ryan, Principal Ockerman Middle School

### MISSION STATEMENT OF OCKERMAN MIDDLE SCHOOL

Our mission at Ockerman Middle School is to develop life-long learners and to inspire every student to achieve his or her potential. Additionally, all people involved in the educational process work together to create a safe and challenging environment in which students make successful transitions.

Furthermore, students are given the opportunity to develop:

- A positive self-image based on success in academic accomplishment and a maturing means of handling social and emotional issues;
- An understanding of their individual responsibilities in the school community and in a democratic society, in general;
- Skills in critical and creative thinking, problem solving, and decision making that aid in communicating their ideas and beliefs clearly, accurately and appropriately;
- An understanding of academic disciplines, technology, the arts, physical wellness, and practical living skills as they relate to the 21st century learner.

### PHILOSOPHY OF OCKERMAN MIDDLE SCHOOL

We recognize that change is a key word during the middle school years. Our educational program must

meet the changing needs of our society, and more specifically, the population in our unique geographical location. We realize also that children of this age change and differ in abilities, capacities, and patterns of growth; therefore, our program must be structured to meet the emotional, intellectual, spiritual, moral, and physical needs of this age group.

Therefore, we believe that every child should be afforded an educational opportunity, regardless of economic, racial, or religious background that will benefit the individual student and the community as a whole.

We believe that students are entitled to the best educational facility and teachers possible. We believe that our teaching should be of the highest degree of excellence with the best methods and techniques available.

We believe in a positive school climate. Students should enjoy being in school and be in regular attendance. While in this atmosphere, student behavior should be of the highest quality and develop independence for life in American society.

Finally, we believe that our school exists to benefit students, and continuous monitoring of student progress contributes to this.

Parental involvement and cooperation are necessary for student achievement and for the school to be effective. Both parents and the school should hold student welfare uppermost and work cooperatively to that end.

### IMPORTANT TELEPHONE NUMBERS

The following offices and services may be reached directly by dialing these phone numbers.

Cafeteria Office	859-282-2362
Fax Number	859-282-3242
Main Office	859-282-3240
Transportation Office	859-334-4497

### PBIS (POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT)

Ockerman Middle School participates in PBIS. This is evidenced in the 3R's: Respect, Responsibility and Doing the Right Thing. All policies and all student actions reflect these values daily. Students may receive 3R cards from a teacher for demonstrating these values.

### STUDENTS ENTERING BUILDING

Students entering the building prior to 7:30 a.m. must enter through the main doors or gym doors and remain in the cafeteria or gym until 7:30 a.m. when

students will be dismissed to go to their lockers and homerooms.

Students are not permitted outside the building before or during school hours. Students leaving the school without permission will be suspended.

#### **ACADEMIC HONESTY STATEMENT**

Students at Ockerman Middle School are expected to do their best on all of their assignments. Likewise, students are expected to be honest and not take credit for work done by someone else. Students should not plagiarize or cheat in any form.

#### **You are guilty of plagiarism if you:**

- Copy word for word from a book or an internet website without properly citing the source
- Insert a graphic (photo, drawing, graph, chart, outline, map, etc.) from a book or an internet website without properly citing the source
- Include specific facts, statistics, or quotations from a book or an internet website without properly citing the source
- Paraphrase from a book or an internet website without properly citing the source
- Imitate the general flow of ideas from a book or an internet website without properly citing the source

#### **You are guilty of cheating if you:**

- Copy or share your homework with another student without your teacher's permission or take credit for work you did not do
- Cheat during a test or quiz (e.g. look at someone else's paper, bring unauthorized "cheat sheets" to class, share your answers with someone else, unauthorized communication with someone else during an assessment, etc.)
- Tell someone what is on a test or quiz
- Do not do your share of a group assignment or project

Consequences for plagiarizing or cheating are left to the teachers' discretion. These consequences may include, but are not limited to, having the student do the assignment over, giving the student no credit for that assignment, contacting the student's parents, etc. Repeated incidents of plagiarism and cheating will be referred to the administration.

#### **BUS TRANSPORTATION**

The Boone County Board of Education provides bus transportation for those students who do not live within walking distance of the school. Students will be assigned to their bus routes and may not change buses unless written approval is obtained from the Boone County Schools Transportation Department. It is extremely important that you stress to your child

the need for proper behavior while on the school buses.

Listed below is the Boone County Board of Education transportation policy, as it relates to the conduct of students while riding the school bus. It is being printed word for word so that you and your child may understand what is expected of him/her as a bus student.

#### **CONDUCT OF PUPILS RIDING THE SCHOOL BUSES**

The privilege of riding a school bus will depend upon students obeying the following rules and procedures in accordance with Boone County Schools Board Policy and 702 KAR 5:090:

1. Students should arrive at the bus stop five minutes prior to the scheduled arrival time for the bus. The driver is not required to wait for students unless a student is observed making an effort to meet the bus.
2. Students who must cross the roadway should cross in front of the bus after the driver signals them that it is safe to do so.
3. Students are to obey the driver promptly.
4. Students are to help the driver keep the bus clean by cleaning their feet before entering the bus and keeping wastepaper and rubbish off the floor and seats.
5. Students are to sit in the seat assigned by the bus driver.
6. Students are not to have matches, lighters or any open flame on the bus. Students participating in having an open flame while riding the bus will be reported to the appropriate authorities and are subject to removal from the bus under 702 KAR 5:080 section 24,3.
7. Students should avoid unnecessary conversations with the bus driver.
8. Students are not to use loud, abusive or profane language while on the bus.
9. Students are not to lean out the bus windows. They must keep their arms, legs, head, and property inside the bus.
10. Students are to enter and leave the bus only after it has come to a complete stop, and the bus driver has signaled the students.
11. Students are only to ride their assigned bus to and from school. Also, students are to board and leave the bus only at their designated bus stop or at the school. Parents are responsible for providing transportation to and from school when their child has a situation resulting in the child's inability to ride their assigned bus.
12. Students are to respect the people they pass while on the bus. They are not to yell or make signs to those the bus passes along the road.

13. Students are not to damage the bus and should report any damage to the bus driver. If they do cause damage, their parents or guardians may be held responsible for restitution.
14. Students are not to interfere with the vision of the driver.
15. Students are not to block the aisle of the bus or transport animals on the bus.
16. At no time shall students be permitted to eat, drink, or use tobacco products while on the bus.
17. Possession/use of electronic communication devices in any manner shall be prohibited. The ride to and from school are considered school hours and the applicable procedures will apply (see page 16). Once a telecommunication device is confiscated, it will be the responsibility of the parent/guardian to collect the device from the Transportation District Supervisor. The District Supervisor will forward a Transportation Discipline Referral to the student's principal communicating the offense.

The bus driver will assist the principal or school administrator in seeing that the above rules and procedures are carried out. If any pupil persists in violating these procedures, the bus driver shall notify the principal. In addition, the principal/school administrator may suspend bus-riding privileges (consistent with Board Policy #06.34) if the pupil continues to disobey the rules and procedures. If this action becomes necessary, the principal shall notify the parents in writing and send a copy of the notice to the superintendent and director of transportation. In all cases, Level I, II, III, and IV violations will follow the student code of conduct.

#### **IMMUNIZATIONS**

In compliance with the laws of the State of Kentucky, each student must have on file a Standard Immunization Form indicating that all immunizations are up to date. Any student who was previously enrolled in Boone County will have a certificate on file. This certificate, however, may now have expired. You will be notified if there is a need to have the certificate updated.

#### **EMERGENCY CONTACTS**

It is important that the school can get in contact with a responsible adult in case of an emergency, etc. If your address or any contact phone numbers change please notify the office, in writing, immediately.

#### **NOTICES**

Periodic notices will be sent home with your child. You will be informed when school is dismissed for any reason. Also, we will be sending various

bulletins to you to be kept on file for your information. Please read all notices completely each time your child brings one home.

#### **LUNCHES**

If you need to apply for Free or Reduced lunch please go to the following website and apply online: <http://www.schoollunchapp.com/>  
The cost for lunches, as well as extras, will be shared with all students and parents at the beginning of school. Costs are subject to change due to economic changes.  
Soft drinks and high energy drinks should not be brought to school as they are unacceptable beverages for breakfast or lunch and do not comply with federal school lunch guidelines.

#### **BUILDING SECURITY**

Parents and visitors are asked to enter the building through the school office. All visitors must secure a visitor's pass at the school office prior to visiting anywhere else in the building. Students should not open any outside door to admit visitors to the school.

#### **MESSAGES**

If students call home, please leave a message!!! It is impossible to foresee the many different situations that develop during the day, and for that reason, you may have the need to call the office and have a message delivered to your child. Please limit those messages to those of a strictly emergency nature so that classes are not unnecessarily disturbed.

#### **CLASSROOM ASSIGNMENTS**

Classroom assignments are usually permanent; however, due to changing enrollment, students may sometimes be moved to other rooms and teachers. These changes will be kept to a minimum and be made as near the beginning of the year as possible.

#### **ATTENDANCE POLICY**

School attendance is mandatory under the laws of Kentucky and the policy of the Boone County Board of Education. Parents of an absent student are to call the Attendance Office at (859) 282-3240 prior to 8:30 a.m. on the day of the absence.

All absences will be unexcused until documentation is provided to the Main Office for the students attendance file per State Law. If a note is not presented within five (5) days upon return to school, the event absence will remain permanently unexcused.

**Excused Events (absences/tardies):** Parents must provide a valid excuse for their child's absence upon

returning to school. Students have five (5) parent notes available to use each semester. Each day missed is considered one (1) parent note. 1 day = 1 parent note. All notes must list the days absent. Any absence over three (3) days requires a doctor's note. A doctor's note must list every day that the child has missed school. If you are over your parent note limit, a doctor's note must be provided to excuse an absence.

Court appearances will be excused absences with a note from the court. A funeral will be an excused absence if documentation from the funeral is provided.

**Check in late:** Students arriving late to school must check in at the Main Office and receive an admit slip to class. Students must provide a note to have the absence excused. For every three (3) unexcused tardies, a detention will be assigned.

**Check out early:** Students leaving school early must be signed out in the Main Office by an approved parent/guardian or emergency contact. ID must be shown at time of pick up. No student will be released without proper identification of parent/guardian or emergency contact. This is for the protection of your child and other students in our building. A note upon returning to school will be required to have the absence excused. This applies even if the parent/guardian is called by the school to pick up the child.

All late check in's and check out's will count against the students attendance. Educational Enhancement, Pre-arranged Family Trips, Armed Forces Day applications must be pre-approved by the principal prior to the trip being taken.

Any student who has three (3) or more unexcused events (absences or tardies) will be considered truant. Any student with six (6) or more unexcused events (absences or tardies) will be referred to the Truancy Officer designated by the Boone County Board of Education. Unexcused absences will not be condoned.

Parents, please make every effort to have your child in attendance and on time daily. Your cooperation will help ensure that your child will receive the best education possible. NO absences will be approved during the testing windows.

### **SCHOOL CALENDAR**

A school calendar is available on the Boone County Schools website. You may wish to post it somewhere

within the home. The calendar is subject to change due to inclement weather, etc.

### **INCLEMENT WEATHER**

School may be called off due to inclement weather. Even though we utilize a phone notification system, Parents should tune to the major radio or television stations from Cincinnati to determine if the Boone County Schools are closed or delayed due to inclement weather.

### **P.T.S.A. - PARENTS, TEACHERS, STUDENTS ASSOCIATION**

Ockerman P.T.S.A. is an organization that is performing a very vital role for our school. The P.T.S.A. will have several meetings during the year and will be sponsoring several activities. You will soon be receiving additional information about the P.T.S.A. Our membership drive will be starting soon. Please plan to join and participate.

### **SCHOOL FEES**

The Boone County Board of Education has established the following fee schedule for the coming school year. The instructional fees are used to partially offset the expense of instructional supplies used in the classroom.

The instructional fee schedule for this school year is \$35.00 for all grades (6th-8th). A Technology Fee of \$15.00 and a Unified Arts Fee of \$5.00, resulting in a **total fee of \$55.00 per student due upon enrollment.**

These fees are due and payable at the beginning of school. Please send in the fees, via cash, check, or money order, payable to Ockerman Middle School.

### **ACCEPTABLE CONDUCT BETWEEN STUDENTS**

Conduct between students while at school should be such that neither students, parents, faculty, nor visitors are offended or embarrassed. Student relationships are a vital part of the growing up process and should be kept on a wholesome level at all times.

### **SALES AND SOLICITATION OF FUNDS**

All sales campaigns shall be approved by the principal for school-sponsored activities. All other sales are prohibited. No product shall be sold or traded during school hours.

### **HALL PASSES**

Students must have an official school pass from their teacher each time they leave the classroom. There is no exception to the rule.

### **FIRST AID ROOM**

The First Aid Room is a service offered to students in case of an accident or illness. Students must have a pass to go to the First Aid Room, or a teacher must accompany them. If it is necessary for the student to go home, the Nurse will call the parent or guardian.

### **REPORT CARDS AND MIDTERM PROGRESS REPORTS**

Report cards will be taken home with students approximately five days after the end of each grading period. The only exception is the final report card. That can be picked up or mailed at the end of the school year.

Boone County Board Policy (08.221) requires that “interim deficiency reports denoting unsatisfactory or failing work shall be provided to parents midway through the grading period.” To comply with this policy, we will provide a progress report for the parent of all students at midterm and will be sent home with the student.

### **INFINITE CAMPUS PARENT PORTAL**

All teachers use an electronic grade book as a record of students’ progress. It should be up to date by the end of the day each Wednesday. Parents will have access to student attendance and grade information through the Parent Portal of Infinite Campus (<http://www.ockerman.ms.groupfusion.net/>) then go to student grades.

### **PROMOTION-RETENTION POLICY**

Students in the sixth, seventh, and eighth grades may be retained if they fail two or more subjects.

### **HONOR ROLL**

The honor roll will be published following each grading period. To attain the honor roll, a student must earn grades equal to a B- or above in all subjects with no grade lower than a B-.

### **TRANSFER OF RECORDS**

Students moving to another school should complete a withdrawal form available in the main office. Records will be forwarded to the new school upon receipt of a school request

### **DETENTION**

Detention will be assigned after school for discipline reasons or for not doing schoolwork. Parents must provide transportation for students given detention.

### **SUSPENSION**

A suspension from school will result in the student being counted as unexcused in attendance. Work missed must be completed immediately upon the student’s return to school. A suspension may affect participation in extra-curricular school activities for the remainder of the school year.

### **FRIDAY SCHOOL**

Friday School is an option by the principals or teachers in lieu of suspension. It is the process that can be used to help the student to avoid suspension days but the principal will decide whether it is appropriate. 2:30 to 5:30 p.m.

### **ADMINISTRATION OF MEDICATION IN SCHOOL**

Board policy prohibits students bringing medication to school; however, it is recognized that at the present time, many children are able to attend regular schools because of the effectiveness of medication in the treatment of chronic disabilities and illness. Ideally, all medication should be given at home, but any student who is required to take prescribed medication during regular school hours shall comply with the following Board policy:

1. Medication shall be brought to school only in the original prescription bottle with the following information: name of student, name of medication, dosage of medication, time, and amount of medication to be given. Do not send more than a week’s supply at a time. A signed consent form shall be provided by the parent.
2. It is the student’s responsibility to comply with the doctor’s order concerning administration of drugs. Upon receipt of the consent form, school personnel will endeavor to assist students when possible.

### **GUIDANCE-COUNSELING**

The guidance program of Ockerman Middle School is an organized group of services for the purpose of assisting students in attaining their maximum potential development and adjustment. Services provided include counseling in the areas of emotional/social, academic, and college/career development. School counselors are also involved in the development of 504 plans, chair ARC meetings for special education, schedule students in classes, facilitate state testing, and develop gifted/talented service plans.

### **MEDIA CENTER**

The Media Center is a valuable asset to the students of OMS. The Media Center contains over 15,000 resources, ranging from books to software. Daily

newspapers and 15 magazine subscriptions round out the resources available to students.

The Media Center is open to students before and after school, as well as during the school day. Students may visit the library individually or as scheduled by their teachers. All 6th grade students receive orientation classes to the resources of the Media Center.

The Library Media Specialist is always available for help in finding materials or using the Media Center. While using the Media Center, students should remember:

- A blue hall pass is required to enter.
- Sign the log book upon entering and leaving.
- Remain quiet, orderly, and respectful of other students.
- No chewing gum or eating is permitted.
- Two books may be checked out for two weeks.
- No checkouts are permitted if any material is overdue.
- Overdue fines are five cents per school day.
- Reimbursement is expected on materials and books damaged or lost.

### SPORTS

Administrative policy on high school activities which might involve middle school students:

Middle School students who want to participate in a high school activity, including but not limited to, varsity sports and band, must participate with the high school district in which they live. The principal or his/her designee is responsible for enforcing this policy.

### MIDDLE SCHOOL STUDENT PARTICIPATION IN ATHLETIC AND/OR EXTRACURRICULAR TEAMS/ACTIVITIES

No Middle School student shall be permitted to participate on athletic and/or extracurricular teams/activities at the High School level if such teams/activities are also available at the Middle School. This policy may be amended upon the joint approval of both the Middle School and High School principals.

### CHANGING CLASSES

At every change of class there are large numbers of pupils going from one room to another. In order to keep the noise and confusion to a minimum, you are asked to walk on the right side of the hall and be especially quiet and courteous. Show respect to your fellow students and make the change as quickly and quietly as possible. The time allotted for changing classes is adequate if not wasted. Students are not to run in the hallways.

Students late to class are to report to the classroom teacher, not to the office. Habitual tardiness on the part of the student will be reported to the office.

### LOCKERS

1. Each student will be assigned one locker.
2. The lockers are provided as a service to the students, but remain the property of the school and are subject to search at any time there is a reason to believe they hold evidence of a violation of school policies or state or federal laws.
3. The assigned locker is the only one to be used by the student.
4. Locks will be provided by the school. If lost or broken the cost to replace a lock is \$6.00.
5. Careful planning and organizing will enable you to get the necessary materials for your classes from your locker.
6. Opening another student's locker is prohibited.
7. Each student is expected to take care of their assigned locker.
8. Students will be responsible for keeping their locker free of graffiti and other markings.
9. Lockers are not to be kicked or hit to open or close since these actions damage the lockers. If you are having difficulties notify your teacher.
10. Locker stickers are provided by the school – no homemade decorations or decorating of lockers is allowed.
11. Keep your locker clean. There will be locker checks and locker cleanups from time to time. **Having the use of a locker is a privilege and this privilege will be taken away if it is misused or abused, or if any of the above rules are violated.** The administration reserves the right to check lockers.

### PERSONAL BELONGINGS

Students are expected to take care of their personal belongings while at school. Money, billfolds, and purses should be with the student at all times. Do not leave money in class or lying on a desk unattended. Students should label any clothing used in physical education classes. No toys, skateboards, or stuffed animals are to be brought to school. Students are to bring only enough money for lunch. Students that have a need to bring a large sum of money to school



are required to leave the money in the office of the principal.

**ELECTRONIC DEVICES**

Please refer to new policy that will be distributed on the first day of school.

**TELEPHONES**

The office telephones are for business calls only. If a student needs to call a parent he/she must use the First Aid Room phone with teacher permission. When a student calls home for any reason and he/she does not get an answer, a message should be left before hanging up so parents know who called and why. Students are not to call parents asking permission to come home. If illness or emergency occurs at school, parents will be notified by the Nurse or principal.

**MAKE-UP WORK**

Make-up work will be given to students who have an excused absence. It is the student’s responsibility to ask for this work upon return to school. If a student is absent for an extended time, please contact the Main Office 859-282-3240.

**HOMEWORK**

Homework is vital to a student’s learning. Repetition and drill are two of the greatest methods in promoting learning. Homework assignments have the approval of the administration so long as prudent judgment has been used by the teacher.

Students who are sick and have to be absent from school may complete work missed upon return to school. Students will have one day to make up work for each day absent. If a student is absent for three consecutive days, homework assignments may be sent home at the request of the parents.

The following procedure must be followed.

1. Call the office the morning of the third day in which the student is absent.
2. Parents must pick up the homework assignments in the office the afternoon of the fourth day the student is absent.

**PROGRESS REPORTS**

Progress Reports may be sent home to parents at any time during the school year. These will be sent when a teacher feels it is necessary to inform a parent how a student is doing in class. Parents are also encouraged to call concerning a student’s work.

**TO AND FROM SCHOOL**

Student’s traveling to and from school, as well as at any school-sponsored activity, are expected to follow

the Ockerman Middle School Code of Student Conduct.

**GRADING SCALE**

The grading scale for the Boone County Board of Education and Ockerman Middle School is as follows:

90 - 100	A	Excellent
80 – 89	B	Above Average
70 - 79	C	Average
0-69	I	Incomplete

(Incomplete work not turned in or made up by the end of the year becomes a grade of F-failing).

**CURRICULUM**

<u>Grade Six</u>	<u>Grade Seven</u>	<u>Grade Eight</u>
Science	Science	Science
Social Studies	Social Studies	Social Studies
Reading	Reading	Reading
Language Arts	Language Arts	Language Arts
Math	Math 7	Pre-Algebra
	Compacted Math 7	Algebra I
Physical Education	Physical Education	Physical Education
Art	Art	Art
Music	Music	Music
Band	Band	Band
		Digital Literacy
		Spanish 1
Math Remediation		
Computers	Computers	Computers
Health	Health	Health
Drama	Drama	Drama

**BOONE COUNTY SCHOOLS  
CODE OF STUDENT CONDUCT AND  
DISCIPLINE**

## **INTRODUCTION**

A committee was formed at the Boone County Board of Education to formulate a Code of Conduct for students and disciplinary measures to be followed if misconduct occurs. The Code of Conduct that was developed by this committee will be distributed to all students who are currently enrolled at Ockerman Middle School and will become part of any new student's orientation so that everyone is aware of the rules, his/her responsibilities, disciplinary procedures, and disciplinary actions.

This Code of Student Conduct is in agreement with the United States Constitution, the Kentucky Constitution, and the policies adopted by the Boone County Board of Education.

## **PHILOSOPHY**

To ensure that an atmosphere conducive to effective learning is maintained in the Boone County Schools, it is necessary to establish a consistent and effective discipline code. The Boone County Board of Education recognizes its responsibility to prepare students for their role as adults in a democratic society. To accomplish this, there should be mutual respect and trust toward each other by students, parents, and school staff. The code of conduct is a vehicle for accomplishing this objective. Effective learning is not possible without an atmosphere of orderliness, respect, and control. This atmosphere can be best maintained by encouraging students to develop self-control and self-discipline. The board of education is entrusted with the mandate to educate all children until graduation or age 21. They are committed to establishing an atmosphere that is most conducive to learning, while making sure all individual rights and responsibilities are guarded.

## **RATIONALE**

Each pupil should have the responsibility to learn in an atmosphere conducive to learning. Discipline is the positive direction of behavior that is guided by an established set of standards of conduct. The Code of Student Conduct and Discipline is based upon reason, judgment, the rights of others, fairness, and consistency. Ideal discipline is the ability to be self-disciplined and self-controlled. Schools, community, parents, and the students share in the responsibility of developing self-discipline. Discipline is necessary in all societies so that everyone is protected from harm and so that people may live together in peace. When self-discipline fails, disciplinary measures outside the individual must be imposed to protect the rights of others.

## **PROCEDURES AND POLICIES**

All students referred to the office by a teacher or other staff member will be accompanied by a discipline notice unless an emergency or circumstance dictates otherwise. The administrator dealing with the student shall send a copy of the same report back to the teacher explaining what disciplinary measures were taken.

A copy of the Code of Student Conduct and Discipline will be given to all students enrolled at Ockerman Middle School and will be part of all new students' orientation. Records of all discipline cases will be placed in a disciplinary file in the office of the principal. Only the cases involving suspension or expulsion will be kept on file at the end of the school year. All others will be discarded.

## **RIGHTS AND RESPONSIBILITIES**

### **STUDENT RIGHTS**

Students in Boone County Schools have the right to:

1. A free public education until they have successfully completed a twelve-year educational program or have reached the age of 21 years;
2. Examine their school records if they have reached the age of 18 years;
3. Participate in school activities and programs, to organize and have memberships without being subject to discrimination on the basis of gender, race, religion, marital status, or disability, as long as this does not disrupt the orderly educational process;
4. Freedom of expression as related to speech, appearance, assembly, association, publication, and petition, as long as this can be exercised without violation of other's rights and does not interfere with the orderly educational process;
5. Procedural due process related to disciplinary actions;
6. Be treated in a fair and equitable manner;
7. Consultation with teachers, counselors, and administrators;
8. Protection of property and physical wellbeing, and from verbal and physical abuse;
9. Be given reasonable and timely notice of all rules, regulations, notices, and penalties to which they may be subject;
10. Receive academic grades based only upon academic performance; and,
11. Make-up work missed from excused absence(s).

### **STUDENT RESPONSIBILITIES**

Students in the Boone County Schools have the responsibility to:

1. Become informed of rules and regulations and be accountable for conduct in consideration of other's rights and property;
2. Dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety;
3. Be present, punctual, and prepared for school and class work;
4. Refrain from any illegal or prohibitive activities, obscenities, libel, or slanderous remarks;
5. Respect the reasonable exercise of authority by school personnel in maintaining discipline in the school;
6. Become actively involved in the educational process in preparation for life;
7. Practice self-control;
8. Care for physical facilities and equipment of the school;
9. Abstain from possession and use of all illegal substances and materials;
10. Exhibit pride in self and school; and,
11. Be truthful and honest in all conduct.
12. Chewing gum permitted at teacher discretion.

#### **PARENT/GUARDIAN RIGHTS**

Parents/guardians of students in the Boone County Schools have the right to:

1. Expect that their children are sent to a valued learning environment;
2. Expect that unacceptable behavior will be dealt with quickly and effectively;
3. Expect effective instruction conducted with minimal interruption;
4. Expect a safe and healthy environment free from harassment and physical harm;
5. Examine personal school records in accordance with FERPA;
6. High academic and accreditation standards;
7. Address questions or grievances to the proper school authority and expect a reply; and,
8. Expect students to be treated in a fair and equitable manner.

#### **PARENT/GUARDIAN RESPONSIBILITY**

Parents/guardians in Boone County Schools have the responsibility to:

1. Instill a respect for education and academic pursuit;
2. Instill a sense of respect for fellow students and school personnel;
3. Become familiar with educational programs, policies, and procedures;
4. Help their children understand disciplinary procedures and the importance of following these procedures;

5. Ensure their children attend school and class regularly; facilitate getting their children to the bus stop on time, arrangement of alternative transportation for their children in the event of denied bus privileges due to disciplinary reasons;
6. Demonstrate respect for school personnel;
7. Ensure that their children complete assignments and establish good work habits;
8. Develop good rapport with their children's teachers; and,
9. Discuss issues needing clarification with school officials.

#### **TEACHER RIGHTS**

Teachers in Boone County Schools have the right to:

1. Be involved in formulation of policies relating to student behavior;
2. Expect that students comply with reasonable directives and assignments;
3. Expect that all assignments be completed;
4. Freedom from verbal abuse and physical harm;
5. The support and cooperation of fellow teachers and administrators;
6. Expect cooperation from parents in dealing with students;
7. Carry out appropriate disciplinary action when behavior is disruptive;
8. Work in a positive learning environment;
9. Take prudent action in emergencies to protect students or property;
10. Expect a safe and orderly environment; and,
11. Use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury.

#### **TEACHER RESPONSIBILITIES**

Teachers in Boone County Schools have the responsibility to:

1. Present subject matter in such a manner as to enhance maximum learning;
2. Evaluate students' progress, inform parents, and recommend retention of students who do not meet requirements;
3. Aid in planning and differentiating instruction for student needs;
4. Maintain high academic standards;
5. Exhibit high standards in actions, speech, personal dress and hygiene;
6. Reward behavior and work of students;
7. Maintain an orderly classroom;
8. Exhibit respect for the individual rights of students and parents;
9. Cooperate with school personnel and parents;
10. Treat each student in a fair and consistent manner;

11. Enforce rules and regulations of the board of education; and,
12. Maintain accurate records.

**PRINCIPAL/ADMINISTRATOR RIGHTS**

Principals in Boone County Schools have the right to:

1. Expect all students, teachers, and other personnel to comply with school policy;
2. The support and respect of students, parents, and teachers in implementing procedures and policies of the board of education;
3. Take necessary action to protect their own person or property or the persons or property of those in their care;
4. Remove any person whose conduct disrupts the educational process;
5. Provide input into procedures, policies, and regulations that relate to the school;
6. Safety from physical harm and verbal abuse; and,
7. May use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury.

**PRINCIPAL/ADMINISTRATOR RESPONSIBILITIES**

Principals in Boone County Schools have the responsibility to:

1. Administer the school in a manner which fosters a proper learning environment;
2. Administer discipline fairly following guidelines in the code of conduct;
3. Exhibit exemplary behavior in action, speech, personal dress and hygiene;
4. Follow board of education policy;
5. Disseminate the code of conduct to school and community;
6. Evaluate and revise the educational program to best meet student needs;
7. Use good judgment and prudence in dealing with problems in the school;
8. Be knowledgeable of regulations from federal, state, and local agencies;
9. Treat all school personnel, parents, and students in a fair and equitable manner; and,
10. Respond to concerns of students, parents, and staff.

**MISCONDUCT – LAW VIOLAITON**

The following thirty incidents are considered law violations. Definitions for these types of acts can be found in the Boone County Schools Code of Conduct Handbook. They would be considered level III or level IV violations. Those violations marked by a \* must be reported to the police.

1. Arson
2. Assault - Aggravated Assault \*
3. Assault - Other Assaults (Simple)
4. Burglary
5. Criminal Homicide
6. Curfew and Loitering Law Violations
7. Disorderly Conduct
8. Driving Under the Influence
9. Drug Abuse Violations
10. Drunkenness
11. Embezzlement
12. Forcible Rape \*
13. Forgery and Counterfeiting
14. Fraud
15. Gambling
16. Larceny - Theft
17. Liquor Laws
18. Motor Vehicle Theft
19. Offenses against Family and Children
20. Prostitution and Commercialized Vice
21. Robbery
22. Runaways
23. Sex Offense (Except Rape and Prostitution)\*
24. Stolen Property
25. Vandalism
26. Weapon-A. Handgun \*
27. Weapon-B. Rifle or Shotgun \*
28. Weapon-C. Other Firearm \*
29. Weapon-D. All Other Weapons \*
30. All Other Offenses (Including kidnapping/Excluding Traffic)

**LOCAL BOARD VIOLATIONS**

General Note:

The following is a list of specific kinds of misconduct and is applicable at all times while the students are on school property and at school-related activities which may or may not be held on school property. These acts of misconduct also apply on the bus while riding to or from school, walking to or from school, or school trips.

31. Dangerous Instruments (carrying/use) is the possession or use of a pistol, rifle, B.B. gun, or any weapon which will expel a projectile by the action of an explosive. Other examples of weapons include, but are not limited to, knives, metallic knuckles, tear gas gun, chemical weapons, or any other device that may be considered as a weapon.
32. Defiance of Authority is any verbal or nonverbal refusal to comply with a lawful directive of a school employee.
33. Disrespect is an act which directs speech or conduct toward a teacher or school personnel when the student knows or should know that the

- act will disrupt or interfere with normal school activities or will undermine the good order and discipline of the school.
34. Forged note is the act of falsely using the name of another person, or falsifying documents or correspondence (absences-excuses) from or to the school.
  35. Leaving School is the leaving of the school building or the school grounds without receiving permission of the principal or assistant principal.
  36. Possession of Beeper means the possession or use of any telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. This includes portable telephones, walkie talkies, pagers, and other devices which can send or receive messages.
  37. Violation of Rules/Friday School is failure to follow the rules for Friday Alternative School.
  38. Skipping School is any unauthorized absence from school. A note from a parent of the child or physician should be furnished for the day/days that the student was absent.
  39. Habitual Tardy is the repeated failure to arrive in the classroom, homeroom, or other instructional area before the tardy bell rings. Three instances of this conduct without an acceptable excuse at the start of the school day shall be interpreted as excessive tardiness, and three instances of being late to classes is considered to be excessive.
  40. Simple Vandalism is the willful or malicious destruction or defacement of any property. Vandalism includes, but is not limited to, breaking windows, writing on walls, destroying restroom fixtures, classroom furniture, or instructional aides.
  41. Cutting Class is the failure to report to a scheduled class or program without first receiving consent of the proper school authority.
  42. Bus Conduct - see conduct of pupils riding the school buses.
  43. Dress Code - see student dress code.
  44. Other Defiance - other acts of misconduct or refusal to comply with a lawful directive of a school employee.
  45. Disruption is any intentional act, behavior, or conduct in the classroom or on the school grounds which disrupts the educational process.
  46. Altercation is the intentional striking or touching of another student or school board employee or attempt to do so against his/her will.
  47. Failure to Attend Detention is the failure to report to detention as directed for a violation of the code of conduct.
  48. Nonattendance to Friday Alternative School. is the failure to report to Friday Alternative School Program as directed for a violation of the Code of Conduct.
  49. Fighting is any physical conflict between two or more students arising from anger or sudden passion.
  50. Inappropriate Sexual Behavior is the attempt of any unlawful act of sexual nature. Indecent exposure of any part of the body is an offense within the meaning of this statute.
  51. Profanity or Vulgarity, written or spoken, is the use of any language, act, expression, or remark which is vulgar and offensive to modesty or decency.
  52. Threat/Intimidation is the intentional, unlawful threat by word or act to do violence to the person or property of another or the doing of any act which creates a well-founded fear within the other person.
  53. Harassment is an intentional or willful maligning of another student.
  54. Tobacco Violations is the use in any manner or the possession in any form or manner of tobacco or tobacco products while in or upon school property.

#### **DRUGS AND OTHER CONTROLLED SUBSTANCES**

**DRUGS PROHIBITED:** No pupil shall possess, use, or sell any controlled drug substance or any substance which “looks like” a controlled substance\*, on or about school property, at any location of a school-sponsored activity, or in route to or from school or a school-sponsored activity. \*\*

**DRUGS DEFINED:** Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes\*\*\* or any other substance which may be added by the Kentucky Department of Human Resources under regulations pursuant to KRS 218A.020. \*\*\*

**PENALTY:** Drug violations may constitute reason for suspension or expulsion. \*\*\*\* In addition, violations may result in notification of legal officials.

**REFERENCES:** \*OAG 82-633 \*\*KRS 160.290 \*\*\*KRS Chapter 218A \*\*\*\*KRS 158.150

#### **ASSURANCES**

This guide of student conduct assures that discipline will be fair and no person will be discriminated against because of his/her race, color, religion, sex, national origin, handicap, or ancestry. Due process will be followed according to Kentucky Revised Statutes and Boone County Board of Education policy.

This appeal procedure for discipline will be as follows:

1. Teacher
2. Assistant Principal
3. Principal
4. Director of Pupil Personnel
5. Superintendent
6. Boone County Board of Education

#### **FLEXIBILITY OF CODE**

The Code of Student Conduct is a guide to administer discipline in a fair and consistent manner, but should allow flexibility for individual cases and extenuating circumstances. It is not and never was intended for this code to be absolute. The teacher and administrator, based upon law and good judgment, can vary from this in unusual or extenuating circumstances. The code in no way takes anything from the administrative discretion of the principal or his/her assistant.

#### **STUDENT DANCES**

Attendance at student dances is a privilege at Ockerman Middle School which is reserved for those students who exhibit good conduct at school. Any student who has been suspended from school as a result of violations of this Code of Conduct is also prohibited from attending all remaining school dances for the school year.

#### **SCHOOL PUBLICITY**

Please be advised that student names and/or pictures may be used for student and/or school promotion purposes in various print, audio-visual, or other means. Examples could include Honor Roll list, competition participants, and activities promoting school events.

#### **INTERNET RULES AND REGULATIONS & COMPUTER NETWORK**

We are pleased to offer students of Ockerman Middle School access to the district computer network and the Internet. To gain access to the Internet, all students and parents must return the acknowledgment form found in the front of this handbook.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world. Families should be warned that some material accessible via the Internet will contain items that are inaccurate, inappropriate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for

collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Ockerman Middle School supports and respects each family's right to decide whether or not to apply for access. Students are responsible for good behavior on school computer networks just as they are in the classroom. Communications on the network are often public in nature. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege - not a right.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users must comply with district standards and must honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals using the network.

Network storage areas will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on the district servers will always be private.

#### **TECHNOLOGY ACCEPTABLE USE POLICY**

Use of networks or computing resources must comply with the rules and policies outlined in the Technology Acceptable Use Policy (TAUP). Violation of the following rules and policies can result in loss of network services including, but not limited to internet, and could eliminate future access or any other consequences as spelled out in the Code of Conduct. This policy may be amended at any time by Ockerman Middle School Based Decision Making Council.

#### **NETWORK AND INTERNET REGULATIONS**

1. Use of the computers, network, internet and email requires a student and parent signature on the front page of the Code of Conduct, acknowledging acceptance of the Technology Acceptable Use Policy (TAUP), be on file with the appropriate school personnel. Network, internet and email accounts will not be activated until the signatures are on file.
2. The use of your account must be in support of education and research and consistent with the educational objectives of the Boone County Schools.

3. You may not use anyone else's password or give your password to any other student.
4. You may not send copy or display offensive text or graphics.
5. You may not use obscene or inappropriate language.
6. Do not harass, insult or attack others via email or other online resource.
7. You may not damage computers, computer systems or computer networks including attempting to bypass or successfully bypassing any security measures implemented to limit access, or for any other reason (Proxy/Surf Control)
8. Do not create or share computer viruses.
9. Do not trespass in or destroy any other's directories, work or files.
10. Do not monopolize resources by such things as running large programs and applications over the network, sending massive amounts of mail to others or using systems resources for games, internet radio or streaming audio/video files for entertainment. You may not use multi-user games on the networks or access online games.
11. Comply with all copyright laws.
12. Using the network for commercial purposes is strictly prohibited as well as accessing chat rooms, blog, forums, instant messenger or similar sites.
13. You may not download, install or alter software on school computers without permission from a teacher, administrator or technology staff member.

#### **EMAIL REGULATIONS**

1. Be polite. Do not write or send abusive messages to others.
2. You may not use electronic mail for communications that are not directly related to instruction or sanctioned school activities.
3. You may not swear, use vulgarities or any other inappropriate language.
4. You may not send or attach documents containing pornographic, obscene, or sexually explicit materials.
5. You may not access, copy or transmit another user's messages without permission.
6. Do not reveal your email or postal address, or phone number or those of other students unless a parent or a teacher has coordinated the communication.
7. You may not send electronic messages using another person's name or account.
8. You may not send electronic messages anonymously.

9. Do not create, send, or participate in any chain email.

By your signature on the front page of the Code of Conduct you acknowledge acceptance of the Technology Acceptable Use Policy.

The Boone County Schools do not discriminate on the basis of race, color, national origin, age, religion, marital status, veteran status, gender, or disability.

#### **SOCIAL MEDIA**

When using social media, students are advised to use it wisely. Students are strongly urged to refrain from posting comments which may be interpreted as libelous, slanderous and/or inflammatory. Using social media which negatively impacts the learning at Ockerman Middle School may result in school or legal disciplinary action.

#### **BACK PACKS AND PURSES**

**Back packs and purses must remain in lockers during the day. Nothing larger than a pencil bag which could easily fit into a binder is permitted to be carried classroom to classroom.**

## **BOYS**

1. Plain pants or jeans, worn belted at the waist.
2. Collared or crew neck shirt, with sleeves, tucked in or below the waistband or belt line.
3. Shoes that cover the feet.

## **GIRLS**

1. Plain pants or jeans worn at the waist. Skirts must be worn at the waist, be knee length without slits.
2. Yoga pants, leggings and “jeggings”, are permitted as long as they cannot be seen through or include any mesh lining.
3. Blouses, shirts or sweaters with sleeves, must be tucked in or below the waist or belt line. Shirts must not be open below the collarbone.
4. Shoes that cover the feet.

Exceptions shall be made for officially sanctioned spirit wear representing Boone County Schools.

## **Implementation Guidelines**

1. Pants should not drag on the ground.
2. Oversized pants or shirts are not permitted.
3. Jeans with holes, tears, rips or frayed above the knee will not be permitted.
4. Sweatpants, breakaway pants, jogging pants, athletic pants are permitted.
5. Pajama pants or shorts are not permitted.
6. Buckles, straps, zippers, clips, chains or other objects shall not be permitted to hang from any article of clothing.
7. Undergarments shall not show at any time.
8. Clothing that displays, suggests or promotes Illegal activities, profanity, violence, controlled substances, alcohol, tobacco, discrimination, gang affiliations or sexually suggestive scenes or slogans is not permitted.
9. Hats, bandannas, sweatbands or hoods shall not be worn in the building.
10. Coats, jackets or other outdoor wear shall not be worn in the building.
11. Flip-flops, sport sandals or shower shoes shall not be worn.
12. Tattoos, body piercing (except earrings) or homemade body art shall not be permitted.

13. Jewelry or ornamentation that is excessive, hazardous, offensive or disruptive to the educational process shall not be permitted.
14. Exceptions to the OMS Dress Code Policy and implementation guidelines may be for special days with prior approval from the administration.

**The school Principal or Assistant/Vice Principal shall be the sole source of interpretation of the school dress code.**

Consequences: Students not complying with the school dress code will be removed from class (unexcused) until proper clothing is obtained. If violations are persistent and/or intentional, the student will face appropriate disciplinary measures as per the Student Code of Conduct including detention, Friday School, and suspension.