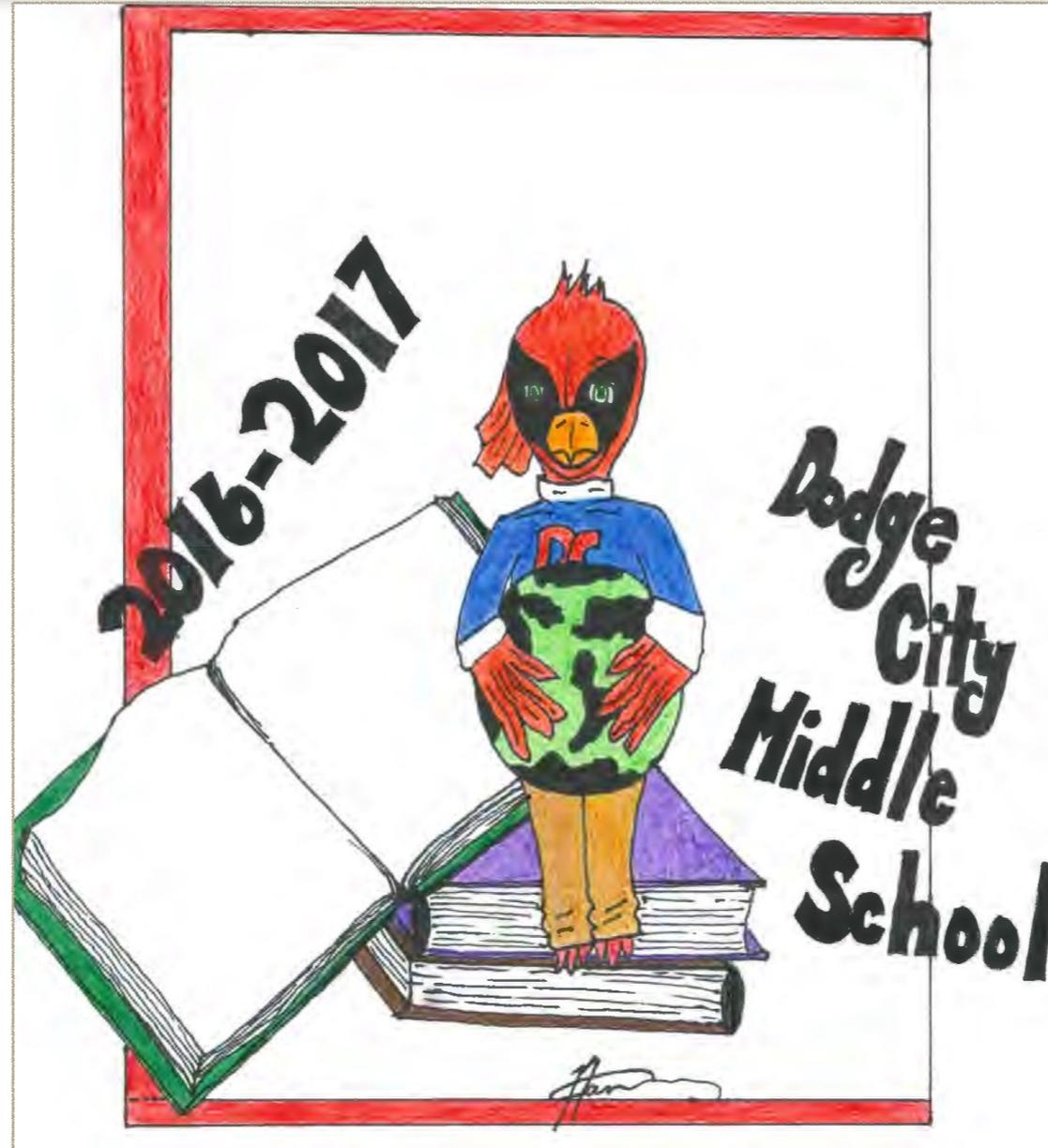


USD 443 DODGE CITY PUBLIC SCHOOLS

Middle School Student Handbook

MIDDLE SCHOOL STUDENT-PARENT HANDBOOK GRADES 6-7-8 2016 2017



Student Cover Art by Nallely Huizar

GROWING STRONGER TOGETHER

Chapter 1

MIDDLE SCHOOL HANDBOOK

ACKNOWLEDGEMENT

Middle School welcomes all students and trust they will always be conscious of established traditions and requirements. This school will be whatever students make it. Positive student spirit will make it outstanding.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope students will participate in our various activities and thus find those things within our school that will prepare them to live a better life and finally take their place in this complex society. Remember, a student's success in this school will be directly proportional to their efforts.



Middle Level Philosophy

The Dodge City School District subscribes to a philosophy that the unique needs of students in grades six through eight can best be met in a middle school setting that provides a student-centered program and recognizes that the students of this age are undergoing greater physiological, psychological and social re-orientation than at any other period in their lives.

The overall purpose of Middle School will be to meet the educational, developmental, and social needs that emerge in this transitional period. Our middle school program provides a supportive and flexible environment so students will have opportunities to develop skills and explore a variety of learning experiences while making the transition from elementary to high school. In keeping with this philosophy, Middle school will establish and provide:

- A core curriculum of reading, language arts, math, science and social studies.
- Exploratory programs and activities in all areas of the curriculum to help students discover and extend their interests and abilities.
- An extensive advisory and counseling program.
- A supportive environment for the physical and social development of every student.

- A positive climate that fosters self-esteem, self-discipline and student responsibility.
- Knowledgeable educators who are committed to the middle school design.
- An ongoing program of training and professional skills that are based on the characteristics and needs of the adolescent.
- Close contact and communication between parents and school.
- A challenging curriculum and pace of learning to meet individual levels and understanding.
- Opportunities for intervention and acceleration when needs are identified.

USD 443 does not discriminate on the basis of race, color, national origin, sex, age, religion, military status, primary language, and/or disability. This non-discrimination policy applies to admission, employment, programs, activities, and providing equal access to Boy Scouts and other designated youth groups. A lack of English language skills will not be a barrier to admission and participation in the Career and Technical (vocational) and/or other educational programs of the school.

SECTION 1



ACADEMICS

Grade Cards

Grade Cards will be distributed at the end of each nine weeks. A mid-term progress report will be sent/mailed home each quarter. Parents are urged to communicate with teachers and counselors regarding their student's progress. Parents may do this by calling the school and asking for the desired teacher or one of our counselors. Students who need additional help outside of class time should make arrangements with the appropriate teacher.

Grading Scale

- A+ (100 - 97.50)
- A (97.49 - 92.50)
- A- (92.49 - 89.50)
- B+ (89.49 - 87.50)
- B (87.49 - 82.50)
- B- (82.49 - 79.50)
- C+(79.49 - 77.50)

- C (77.49 - 72.50)
- C- (72.49 - 69.50)
- D+(69.49 - 67.50)
- D (67.49 - 62.50)
- D- (62.49 - 59.50)
- F (59.49 - 00.00)

Plagiarism and Cheating

Students and parents need to be aware of the importance of academic honesty at Middle School. Academic honesty means not cheating, plagiarizing or using information unethically in any way. Cheating (including plagiarism of print or electronic material) is considered the equivalent of stealing; and therefore, it requires disciplinary action by the classroom teacher. Actions that will be taken are:

- Timely notification of student
- Timely notification to parent/guardian

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- Notification to administration

Further actions which may be taken include, but are not limited to:

- Designation of "F" or zero on assignment/quiz/test/exam
- The opportunity to make up an assignment or re-take a quiz, test, or exam is at the discretion of the classroom teacher.

Plagiarism includes:

- Submitting someone else's work as your own, including that of tutors, friends, parents or siblings or paraphrasing without giving credit to the source.
- Turning in purchased papers or papers from the Internet written by someone else.
- Helping others plagiarize by giving them your work, even if you don't think it will be copied.
- Using someone else's idea without giving credit to the original source.

Note: You can use other people's ideas and even paraphrase or quote their words, but you **MUST** give them credit. Use phrases such as "According to...", and "In the book..." and cite **ALL** of the sources you got information from in a bibliography.

Cheating includes:

- Copying assignments that are turned in as original work.

- Trading assignments with other students, even if you don't think they will be copied.
- Using unauthorized notes or technology, such as bringing notes into a test or using a computer program to translate an assignment and turning it in as your own.
- Sharing answers before, during or after quizzes or tests. Students must be responsible for their own papers and make sure others cannot copy their work.

How to avoid plagiarism and cheating:

1. Plan ahead. Rushing to get your work done the night before a big project is due may make it more tempting to cheat or plagiarize.
2. Be sure you understand the assignments. Don't always rely on your friends for information about what is required.
3. Don't read someone else's paper or homework before you do your own work. If you get any ideas from them, you would have to cite that person as a source.
4. Make sure to **ALWAYS** cite your sources. This means saying where you got the information you are using.

SECTION 2



ACTIVITIES

Student Council

The purpose of the Student Council shall be to:

1. Strive for good citizenship.
2. Strive for academic excellence.
3. Respect all individuals in the school and community.
4. Involve all students in sharing ideas to make our school the best it can be.
5. Help all students work together in our school.
6. Give all students practice in democracy in action.
7. Help other citizens and groups in our community.

Student Council Membership:

All Students in grades six, seven and eight shall have the opportunity to be elected to office, to vote and to offer ideas for Student Council consideration.

The members of the Student Council shall be team representatives elected by their peers in Social Studies classes. The following qualifications are referenced in the constitution:

Student Council Term of Office:

The term of office will be the school year for which the Representative was elected. A Representative may be placed on probation for a period of six weeks when:

1. The initial eligibility requirements have not been maintained.
2. Other unacceptable behavior has occurred as determined by the Student Council Sponsor or Principal.

Student Council Qualifications:

Any student who wishes to be a member of the Student Council shall:

1. Have a GPA of 2.25 with no grade lower than “C” in any class for each grade reporting period.

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2. Exhibit exemplary behavior determined by review of severity and/or number of “conducts” received. Exemplary behavior includes:
 - a) Having no school suspension or discipline referrals on file in the office.
 - b) Receiving fewer than two “N’s” recorded on report cards.
 - c) Receiving no “U’s” recorded on the report cards.
 3. Be punctual in school attendance, class attendance and Student Council meeting attendance.
 4. Abide by the school’s uniform policy at all times.

Student Council Meetings:

Meetings will be held twice a month and shall be governed by Robert’s Rules of Order.

Interscholastic Activities

Students in grades 7-8 may participate in a variety of activities under the sponsorship of the Kansas State Activities Association. In order to maintain eligibility for participation, students must have passed five (5) subjects in the previous semester. The student must have on file a current KSHSAA physical and an Insurance/Assumption of Risk Form signed by both parent and student.

Students must meet KSHSAA age requirements for their particular grade. Activities available to grade 7-8 girls are volley-

ball, cross country, cheerleading, basketball, track and soccer. Seventh and eighth grade girls may also participate in drill team. Grade 7-8 boys may participate in football, cross country, basketball, wrestling, track and soccer. Every student participating in an interscholastic sport needs to attend all scheduled classes on the day of the contest. If it is necessary for the team to leave before the class day is completed; students are expected to have attended all classes scheduled before departure time. If a student is absent due to illness on the day of a scheduled contest, he/she shall not be allowed to participate.

An individual coach may choose a more detailed plan for participation and eligibility. Any such plan must receive approval by school administration prior to the season and be clearly communicated, in writing, to the participants and their parents/guardians.

Student Expectations

Middle School students are encouraged to participate in as many extra-curricular activities as possible. When students are not actively participating in an activity, or competition, they are encouraged to attend middle school activities to support their fellow classmates. School pride is exhibited when students show up to cheer for the home team. The expectations are for students to be in school uniform (or Spirit Club shirt) when attending an activity.

Students who are not in good standing will not be allowed to attend these activities. If a student is removed from a contest, they may be suspended indefinitely from all future middle school events. [Those students who have been declared ineligible according to the weekly eligibility report will not be allowed to attend any activities, both participants and non-participants.] School spirit is a positive expression of school pride and support for our student-athletes, and is the expectation at Middle School.

Student Insurance Program

Information about low-cost student insurance, including Kan-Care, is available annually at enrollment or anytime during the school year by contacting the school or district office.

Parents are responsible for obtaining accident, health, athletic, hospital and other insurance coverage for their student(s). Expenses not covered by such policies are the responsibility of the parents. The school district is not responsible for accidents, injuries or personal property loss that occurs to students at school, on school property or at school sponsored event.

ADVISORY - HOME ROOM

The advisory periods focuses on activities that will assist in developing a caring relationship between students and a significant adult. In addition to the caring environment and the relationship, students will have opportunities to discuss issues

and concerns pertaining to their particular needs in the areas of academics and peer relationships. The advisory periods will give assistance and direction as students face the daily tasks of making difficult and numerous decisions.

- Teachers monitor student academic progress and check organization.
- On some days students have time for enrichment activities and career exploration.

Three Ring Zipper Binders

Our advisory program is the first period of the day. This allows time for advisory teachers to ensure that students are well prepared for the day by checking their three ring subject binder for all completed homework assignments and daily agenda. With this practice in place, every student will be required to take their three ring zipper binder to every class.

The three ring zipper binder will contain three whole punch subject folders for each class, a pencil pocket holder, paper and the student agenda. The student agenda will be provided by the school. Binder can be purchased at local stores that carry school supplies.

SECTION 3



ATTENDANCE

Attendance Policy

The youth of Dodge City are our most precious resource. It is important that we as parents and educators work together to ensure our young people receive the quality education they deserve. A solid foundation needs to be established for their future by attending school and arriving on time. Students who are truant lose valuable instruction time and opportunities for learning critical academic skills.

According to state statute, any child under the age of 18 is required to attend school. If a child is absent three days in a row, five days in a semester or seven days in a year, that child may be referred to the truant officer of Dodge City Public Schools or Project D.I.V.E.R.T. (Discovery Intervention Value in Education Relating to Truant). This is a diversion program used as an intervention step prior to a formal court hearing before the magistrate judge.

When a student has been absent from school a total of ten days, excused/unexcused, gone or ill, a letter will be sent to make parents aware of their child's absences. Future absences for illness will only be excused with a doctor's note regarding the nature of the illness. Without such a note, absences will be documented as unexcused.

School Related Absences

School related absences are not recorded as absences. When these types of absences occur, students are responsible for getting class work done.

Excused Absences

Excused absences from school are those where the student had:

1. An illness, accident, or went to see a doctor or dentist. In the event of prolonged or frequent absences due to illness, the school will have the right to request a physician's verification of such illness before considering such absences as

excused. (Students are encouraged to make doctor or dental appointments after school hours whenever possible.)

2. Professional appointments for medical or legal reasons which cannot be scheduled outside the regular school day.
3. Serious personal or family problems.
4. Funerals
5. Special religious reasons.
6. Other special or unusual circumstances for which prior approval has been obtained from the school administrator.

When a student is absent from school, a parent should call the school office that morning. If that is not possible, a written excuse should be brought from home to the Attendance Office when the student returns to school. The student must bring this note in on his/her own time before school. A letter will be sent home after a student has missed ten days of school as a reminder of the importance of school attendance.

Perfect Attendance Criteria

Perfect attendance is designed to honor those elite students who have achieved perfect attendance standings according to the following criterion:

1. No more than 99% of a day accumulated doctor/parental excused absences. (1 Class Period during a School Year)
2. No unexcused or excused full-day absence.

3. A student cannot have three or more unexcused tardies (Only parental and excused tardies will not affect a student's perfect attendance.)
4. Students that enroll or withdraw during the school year do not qualify.
5. School sanctioned trips and other school-approved field trips, pre-approved by the Board will not disqualify a student from perfect attendance.
6. Perfect attendance is based on a yearly basis.

To achieve perfect attendance, there must be a joint effort between parents and the school to ensure accuracy of attendance records.

TRUANCY

"A truant student is any student who is absent from class or classes without parental or school permission or leaves the school property without permission."

Any absence that is not excused by a parent note or phone call within three (3) days after a student returns is considered to be truancy.

Truancy is defined by State Law to be unexcused absences for three consecutive days, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first.

The building principal is authorized to report students who are inexcusably absent to the appropriate authorities such as SRS or the county or district attorney.

Leaving School During the School Day

The following procedures should be used by students who need to check out during the school day:

1. Bring a written note from a parent to the office before going to class. A request to leave class will be issued by the attendance secretary.
2. In an emergency, students must come to the office to make arrangements.
3. Students who become ill need to see the school nurse before checking out through the office. If the nurse is not in, they should come to the front office.
4. Once students arrive at school, they should not leave without parental permission (must be verified by the office) and before checking out with the office. Failure to check out with the office could result in an unexcused absence.
5. When students return to school during the school day, they must check back in with the office before returning to class.
6. Middle School has a closed lunch period. Students will not be allowed to leave school to eat lunch. Such an activity will result in an unexcused absence. (No “Delivery Food”)

SECTION 4



AWARDS

The Award for Academic Excellence

Recognition plays an important role in developing a positive image within our students. A positive self-image will generate a positive attitude, and that will, in turn, contribute to the creation of a healthier learning environment for the entire school. The award was initiated by the Student Handbook Committee composed of teachers, parents and an administrator in order to address one of the established goals of the Student Handbook Committee. This goal was to provide opportunity for recognition of excellent student achievement.

The student's GPA will be calculated each nine-week period. Recognition is earned as soon as he/she has achieved the required GPA in any two of the first three nine-week periods; the two nine-week periods do not have to be consecutive. A student may earn this award only once during each year.

The first year of recognition, the student will receive an academic award of achievement. Shirts that are given can be worn on any school day as long as the student maintains the

standards set forth in this policy. Each year thereafter, a new shirt will be awarded as well as a medal. Presentation of the award is held at the completion of the semester.

The Award will be awarded to students in grades six, seven and eight who meet the following qualifications:

- Grade Point Average 3.6 - 4.0 in two out of three nine-week periods
- No "U" for conduct on the report card each nine weeks
- No "N" on the report card each nine weeks
- No more than two tardies per nine-week period
- 95% attendance rate
- No discipline referrals or in or out of school suspension

SECTION 5



BULLYING

Bullying is prohibited in USD #443. Bullying means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyber bullying. "Cyber bullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant

messaging, text messages, blogs, mobile phones, pagers, on-line games and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD #443 will not tolerate these actions by students or staff.

For the purposes of this policy, bullying, in general includes any intentional written, electronic, verbal, or physical act, when such act:

1. Physically harms a student, school employee or patron, or damages the student's, school employee's, or patron's property; or
2. Has the effect of substantially interfering with a student's education; or
3. Is severe, persistent, or pervasive, creating an intimidating or threatening environment; or

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4. Has the effect of substantially disrupting the orderly operation of the classroom or school.

Harassment, intimidation or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, electronic, oral or physical actions. (JDDC-R Bullying)

Any act of bullying by either an individual student or group of students is prohibited on or while using school property, in a school vehicle or at school-sponsored functions. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members who engage in similar behaviors.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited.

A person who willingly allows or actively engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school district may take into account the following factors: the ages of the parties involved; the developmental and maturity levels, special educa-

tion needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student and staff bullying are found in the appropriate handbooks. Offenses over time may result in discipline up to and including suspension and/or expulsion. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

BULLY PREVENTION PROGRAM

Bully Prevention Program is designed to teach students about bullying as well as strategies to deal with bullying. A major focus of the program is convincing students to stand up for each other, to let everyone know that bullying will not be tolerated by anyone. Students are either part of the solution or part of the problem. It's time to make a choice. Students are encouraged to report bullying incidents either to a "Safe Person" or to a counselor.

Sexual Harassment

District employees shall not sexually harass, or knowingly permit sexual harassment of a student by another employee, student, non-employee or non-student on school premises or at school sponsored activities. Neither shall a student sexually harass another student or students or an adult. Any student who believes he or she has been subjected to sexual harassment should immediately discuss the problem with his/her principal, or another certified staff member.

SECTION 6



BUS TRANSPORTATION

Bus service is available for students who live more than 2.5 miles from Middle School. Students are expected to comply with the policies set forth in this planner as well as the Student School Bus Handbook students will receive prior to receiving transportation. Discipline procedures will be enforced when a student fails to comply with these rules. Information regarding schedules and bus times is available through the Transportations Department at 620-227-1613.

Expectations for students riding the bus and waiting at bus stops:

1. Follow the directions of the driver the first time given, without argument.
2. Arrive at the bus stop 5 minutes before their scheduled time.
3. Be respectful to all and use no profane language or obscene gestures.
4. Cross the roadway in front of the bus only after the bus has come to a complete stop and upon the direction from the bus driver.
5. Go directly to their assigned seat upon entering the bus and shall remain seated until otherwise directed by the driver.
6. Remain seated facing forward to keep the aisles and exits clear at all times.
7. Sit and talk quietly only with the person they are seated with and respect the rights and safety of others.
8. Do not throw or pass objects while on the bus. This includes in or out of the windows.
9. Carry only objects that can be held on their lap and can be no higher than seat level.
10. Do not carry or use any tobacco products, alcohol, drugs or any other controlled substance on the bus.
11. Do not eat, chew gum or drink on the bus. The **ONLY** exception is if the temperature for the day is forecast to be

over 90 degrees and then only water in a plastic container with a lid will be allowed on the bus.

12. Do not carry hazardous materials, nuisance items such as personal electronic devices, toys, flashlights, mirrors or animals on the bus. School bags with wheels must be carried on and around the bus.
13. Do not leave or board the bus at locations other than their assigned stops at home, the sitter or their assigned school.
14. Keep all body parts inside the bus at all times. (No hands, feet, heads, etc. are to be extended from any bus window or door)
15. Remain in proper uniform while riding the bus.
16. Windows will be opened only half-way for the safety of all passengers.
17. No glass containers of ANY kind are allowed on the bus.

Transportation Violation Consequences

- First Written Referral – Warning (minimum)
- Second Written Referral – Three (3) days bus suspension (minimum)
- Third Written Referral – Bus suspension of at least two weeks, up to the rest of the school year
- Any and all steps may be excluded depending upon the severity of the infraction.

DRUG-FREE SCHOOLS

BOE Policy JDDA Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited.

This policy is required by the 1989 amendments to the Drug-Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Drug Policy

USD 443 guidelines will be followed for violations of the established Drug Policy while on USD 443 property or while at a USD 443 sponsored activity (participant or spectator). Possession, sale, use, distribution, or being under the influence of the following substances/materials is strictly prohibited:

- All tobacco and related products
- Alcohol and cereal malt beverages
- Illegal substances

- Controlled substances
- Aromatic hydrocarbons and related substances and other inhalants
- Prescription medications used illegally
- Over-the-counter medications used illegally
- Materials designed to simulate any of the previously mentioned substances
- Drug paraphernalia - item(s) needed for the use of a drug substance (alcohol, drugs, tobacco, or controlled substances)
- The willful use of a substance that is either harmful to the body (including brain) or to the mind

Substance abuse may lead to physical or psychological dependence on the substance, or other harmful usage. If a student has a substance abuse problem, school personnel will assist the student to obtain assistance through counseling and outside agencies.

Drug Rehabilitation and Due Process

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages at school or on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to long term suspension or expulsion through the hearing procedure. Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for each program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory. The staff and administration are concerned about any use and abuse of chemicals among teenagers. It is our intent to make every effort to seek positive solutions to these harmful situations through prevention first. Should this fail, we then would like to work in a cooperative manner via the following contract in assisting students and families in correcting problems related to this area.

Middle School Alcoholic Beverages and Controlled Substances Probation Contract

Due to _____'s recent direct involvement with drugs or alcohol, certain requirements must be met in order for him/her to remain at Middle School. Should any of the terms be violated, long-term suspension, expulsion or placement in an alternative program will occur.

- (1) The student will have no drug or alcohol referrals.
- (2) The student will not be in possession of or under the influence of any drug or alcohol during school hours, on school premises, or any school activity.
- (3) The student will abide by all school rules and regulations contained in the Middle School Student Handbook.

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- (4) The student will have no unexcused absences. A doctor's note will be required after 3 consecutive days or 5 total excused absences.
 - (5) The student will obey the rules and regulations of his/her parent(s)/guardian(s).
 - (6) If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. A list of available programs along with names and addresses of contact persons for each program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

SECTION 8



EMERGENCY SAFETY INTERVENTIONS

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality;

or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;

- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
- Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
- Any device used by law enforcement officers to carry out law enforcement duties; or
- Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

Seclusion Restrictions

A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file. When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the

use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall notify the parent, or if a parent cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, in-

cluding contact information for Families Together and the Disability Rights Center of Kansas.

Upon the first occurrence of an incident involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Three (3) Incidents of ESI for Same Student

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student who has not had three ESI incidents in a school year.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the ESI.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

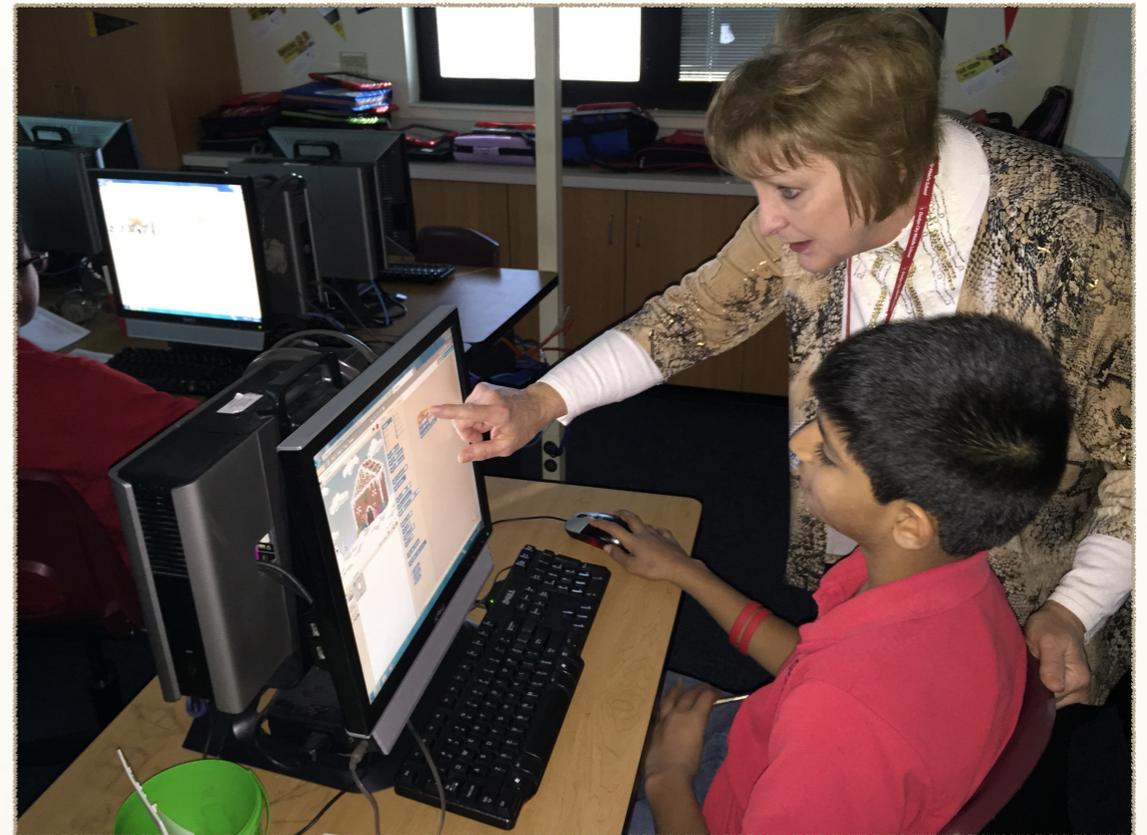
DAMAGES TO SCHOOL PROPERTY

FINES FOR DAMAGES TO SCHOOL PROPERTY

Students will be held accountable to pay fines for: lost library books, damage to school property (including furniture, materials, facilities, textbooks, etc.) and defacing any school property (marking, tagging, scratching, painting or spraying).

Restitution

Students who purposefully or intentionally damage or deface school or personal property may be required to pay restitution costs or perform school service.



GANG ACTIVITY

BOE Policy JHCAA: Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited. The superintendent shall establish procedures and regulations for disciplinary action to be taken against any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities. District staff may be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activities.

A. **Definition:** For the purposes of this policy, a "gang" is any group of 2 or more persons whose purposes include the encouragement, support, or commission of illegal acts or acts in violation of disciplinary rules of the Dodge City Public Schools.

B. **Prohibitions:** No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidence or reflect membership in or affiliation with any gang;
2. engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gangs;
3. Engage in any act, in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - (c) solicit membership in or affiliation with any gang;
 - (d) solicit any person to pay for "protection", or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
 - (e) paint, write, or otherwise inscribe gang-related graffiti, messages, symbols, or signs on school property;
 - (f) engage in violence, extortion, or any other illegal act or other violation of school policy;

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- (g) solicit any person to engage in physical violence against any other person;

C. Violations of Policy: Students who violate this policy shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

Procedures for violation of this policy are as follows:

1. Students will be sent to the principal and/or designee when a staff member or contract person has reasonable, individualized suspicion that a student is in violation of this policy.
2. Upon determined policy violations, the principal/designee will make a reasonable effort to notify the student's parent/guardian as soon thereafter as possible.
3. First Violation:
 - a) Formal warning that next gang-related offense will result in out-of-school suspension
 - b) Report made to local law enforcement agencies about the behavior
 - c) Mandatory Gang Education and Training for parent(s) and student
4. Second Violation:
 - a) 3 - 5 days suspension from school
 - b) Report made to local law enforcement agencies about the behavior

- c) Gang contract (see below)
 - d) Mandatory Gang Education and Training for parent(s) and student
- Failure to attend training could result in home visit by DCPD Gang Detail
5. Third Violation:
 - f) 10 days out-of-school suspension
 - g) Report made to local law enforcement agencies about the behavior
 - h) Long-term suspension hearing

Middle School Gang Contract

Student's Name: _____ Grade: _____

DOB: _____ Due to your child's recent direct involvement in gang-related activities or behaviors, certain requirements must be met in order for him/her to remain at Middle School. Should any of the terms be violated, consequences may result in short or long-term suspension, expulsion or placement in an alternative program with the consequences increasing with each incident. In an effort to maintain a safe and orderly environment, we are eliminating gang influence at Middle School.

- 1) The student will have no referrals for gang-related activity, fighting, threats, intimidation, weapons, inciting to fight, and physical violence during school hours, on school premises, or during any school activity.

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- 2) The student will abide by all school rules and regulations contained in the Middle School Student Handbook.
 - 3) The student will have no unexcused absences. A doctor's note will be required for absences of 3 consecutive school days, or 5 school days in any semester, or seven school days in any school year, whichever occurs first.
 - 4) The student will obey the rules and regulations of his/her parent(s)/guardian(s).
 - 5) The student and parent(s)/guardian(s) will attend the mandatory Gang Education and Training at Middle School.

GRIEVANCE PROCEDURES

Grievance Procedure

USD 443 has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging noncompliance with Section 504 of the Rehabilitation Act of 1973 in any program or activity administered by the District. The following have been designated as Section 504 Coordinators:

Title VI, Age Discrimination Act, Section 504 or other pertaining to Employment: Executive Director of Human Resources, 1000 2nd Avenue, Dodge City Kansas 67801 (620) 371-1004.

American Disabilities Act, Section 504 or other pertaining to facilities: Executive Director of Business & Operations, 1000 2nd Avenue, Dodge City Kansas 67801 (620) 371-1001.

Title IX, Section 504 or other pertaining to students: Assistant Superintendents of Elementary or Secondary Education, 308 W. Frontview, Dodge City, Kansas 67801, (620) 227-1763.

Any person who believes he or she has been subjected to discrimination on the basis of disability in a program or activity administered by USD 443 may file a grievance under this procedure. Retaliation against a person who files a complaint of discrimination on the basis of disability pursuant to the grievance procedure, or persons who participate in related proceedings, is prohibited.

Procedure:

- Grievances must be submitted to the appropriate Section 504 Coordinator within 30 calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. A complaint form is available.

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- The Section 504 Coordinator (or his/her designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the USD 443 relating to such grievances. The Section 504 Coordinator shall maintain the confidentiality of the person who files a complaint.
 - The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
 - The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114, (816) 268-0550.



MISCELLANEOUS

Animals and Plants in School

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Under no circumstances are animals to be transported on school buses. If a staff member or student has been bitten by an animal, the incident must be reported immediately to the school office or the nurse by the supervising teacher.

Bicycles

Students who ride bicycles to school should park them in the racks at the east entrance of the school building. Students are advised to use locks on their bicycles. Students should stay away from the bicycle rack during the school day. No one but the owner should remove a bicycle from its proper place. Skateboards and other wheeled devices should be checked in to the office upon arrival to school.

Book Bags

Book bags, purses, and other bags such as plastic shopping bags are not allowed in classrooms. Drawstring bags may be used for P.E. clothes and carried to and from P. E. classes only.

Internet Access

Access to and use of the Internet and other on-line services must reflect district and building expectations for proper, legal, and ethical use. A “Parent/Student Agreement” is to be signed by the parents/guardians, the student, and a representative of the district/school at the beginning of each school. The agreement will be filed with the Connect teachers. User agreement loss of privileges will be determined by administration. Privileges may be reinstated upon parent conference.

Lockers

Students will use only the lockers to which they are assigned. Lockers are for storing outerwear and school materials only. The school is not responsible for lost or stolen property. Students will keep their lockers closed and locked when not in use and not give the combination to any other students. If the locker does not operate properly, students will report it to a Home base Advisory teacher or a principal. Students will not misuse their locker or tamper with another locker.

- Outside locks will not be permitted.
- Lockers should be kept clean and free of all writing and hard to remove items, such as stickers, tape, etc.
- Students are not to have food, candy or drinks of any kind in their lockers/cubbies unless it is their school sack lunch.
- Lockers remain property of the school district and may be searched with administration approval if there is just cause. Lockers may be searched on a random basis as determined by school administration to check for any contraband.
- Middle School is not responsible for lost or stolen items.

Visiting Students

Students who are not enrolled at Middle School will be denied visitation privileges.

SCHOOL NUTRITION

SCHOOL NUTRITION PROCEDURES

Middle School offers nutritious meals every school day. These meals prepare children to learn and do their best at school. The meals available and the prices are:

Full Price Breakfast Fees:

Student Breakfast Fee: \$1.70

Adult Fee: \$2.40

Full Price Lunch Fees

Student Lunch Fee: \$2.45

Adult Fee: \$3.60

*Milk is 50 cents extra for adult lunch and breakfast (Meal Prices Subject to Change)

Money may be deposited into students' accounts before school in the cafeteria. Students who do not deposit money into their account need to bring money each day and pay as they go through the lunch line. No lunch money is handled in the school office.

Middle School students will be verbally reminded when their accounts fall to \$6.00 and below. Students are allowed three meal charges. When a student reaches the three meal charge limit, graham crackers, milk and juice will be given for breakfast, a peanut butter/jelly sandwich, milk and an apple are given for lunch. No charges will be allowed after the first week in May.

All families are encouraged to complete an application for the Child Nutrition Program Benefits. A current application is required each year. Families will be notified of their benefits within 10 days of the application being received in the Nutrition Office. One application is needed per household and all information is kept confidential. Until the household has been notified of their benefits, parents are responsible for paying full price for their student's meals.

All school cafeterias are inspected yearly by the Kansas Department of Health and Environment. The cafeterias follow the guidelines set forth by the KDHE pertaining to safety

and sanitation. Nutrition employees, students and paying patrons are the only persons allowed access to the serving lines.

The Middle School is registered as an OFFER-VS-SERVE program with the Kansas State Child Nutrition & Wellness department. This allows students to choose at least three or all five meal components that are offered daily. A hot lunch or peanut butter and jelly sandwich are offered daily. A second entrée is available for all students for an additional cost. Ala carte items, which comply with the District Wellness Policy, are available and may be purchased by all students with cash only.

Parents are welcome to eat with their student(s). Prior arrangements should be made by calling the school lunchroom before 9:00 a.m. (620)227-1637.

Further information about the program is available by contacting the CHILD NUTRITION OFFICE at 1000 Second Avenue. The telephone number is 227-1630.

DIETARY INFORMATION

Federal regulations require the school Nutrition Program receive written instructions from an appropriate medical authority before the school can modify a student's meals. A recognized medical authority must complete one of the following forms to document a student's current special dietary needs.

Medical Statement for Student with Special Dietary Needs Due to Disability

If the student has a disability that affects his/her diet; a licensed physician must complete this form.

Medical Statement for Student with Special Dietary Needs Due to Food Allergy or Intolerance

If the student has a food allergy or intolerance, a physician or other recognized medical authority (i.e. physician's assistant or nurse practitioner) must complete this form. The appropriate medical statements may be obtained in the school's Nutrition Department or the District Nutrition Office. These forms must be updated yearly.

For some students, special diet orders are temporary. When there is no longer a need for special dietary needs, a Discontinuation of Special Diet form must be completed by the physician or recognized medical authority. This form can also be obtained in the School's Nutrition Office or the district Nutrition Office.

LUNCH LINE/LUNCH AREA EXPECTATIONS

Middle School has a "closed lunch period". A hot lunch or sandwich is available. In the lunch line or lunch area, students at Middle School are asked to make meal periods peaceful and orderly by:

- Treating everyone with respect and consideration
- Waiting turn in the line (no cutting)
- Keeping the aisles between the tables clear
- Only eating or drinking while sitting down at a lunch table or bench
- Not having food, drink or candy outside the cafeteria
- Cleaning up area after eating and putting trash in the trash-cans
- Avoiding rowdy or boisterous behavior
- Not ordering "delivery" food
- Following the instructions of the adult supervisors in the lunch area
- Keeping hands, feet and other belongings to themselves
- Not throwing food or other items in lunch area
- Not bringing soft drink



PROMOTION POLICY

The Middle School Retention Policy supports Board Policy JFB. Students in grades six through eight must be promoted to the next higher grade when they demonstrate mastery of the board-approved learning objectives for all courses. The Student Intervention Team which will consist of core team members, SIT coordinator, counselor, and principal will review all students exhibiting unsatisfactory performance or who are experiencing changes in performance. At this time, the team will review multiple sources of evidence and provide necessary assistance and intervention(s). The team must notify the parents in a timely manner and require parent approval for assistance and interventions to be put in place for the student.

The team will meet nine weeks prior to the end of each school year to recommend placement of students who do not meet promotion criteria despite interventions set previously. Parents will be notified of the results of the principal's recommendation for placement. If the principal recommends a student for retention in the present grade level, such student will

not be promoted. A copy of such action will be included in the permanent record of the student.

The final decision to promote or retain shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel. (Board Policy JFP)



SECTION 15



SAFETY

Crisis Planning

District level and building level crisis plans are developed to provide for an organized, planned response to crises. Crisis situations are inevitable; thoughtful rational crisis management is the only defense.

Fire/Emergency Drills

Fire and emergency drills will be held monthly. Map and evacuation instructions are posted in each classroom.

Fire Alarms

Middle School is equipped with a fire alarm system and smoke detectors for everyone's safety and security. Students tampering with any part of the fire/security/smoke systems will be subject to suspension/referral by the school administration and consequences by the AISD Police and Dodge City Fire Dept.

Weather Emergencies

Should weather emergency situations occur, Dodge City administrators and staff members will use their best judgment for the safety of everyone. In the event that severe weather conditions prevent the opening of school, parents and students should listen to announcements via local radio and television.

USD 443 Policy on Weapons

USD 443 policy JCDBB, Weapons states: A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

- Weapons and Destructive Devices – As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:
 - any item being used as a weapon or destructive device;

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- ▶ any facsimile of a weapon; any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
 - ▶ the frame or receiver of any weapon described in the preceding example;
 - ▶ any firearm muffler or firearm silencer;
 - ▶ any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than $\frac{1}{4}$ ounce, mine or similar device;
 - ▶ any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than $\frac{1}{2}$ inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
 - ▶ any bludgeon, sand club, metal knuckles or throwing star; any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust movement.



SERVICES

SCHEDULE CHANGE POLICY

"Change of mind" schedule changes will not be honored after enrollment. Only scheduling errors will be addressed until one week after enrollment. If necessary, students' schedules and/or teams will be changed to achieve balanced numbers in classes. If possible, all schedule changes will be completed by the end of the third week and students will be in their classes for the year.

SERVICES

Counselors

School counselors focus on the emotional, social, and educational development of students. School counselors assist in meeting special needs of students, promote a positive school atmosphere, provide programs for parents, counsel individual students, meet with small groups, consult with teachers, confer with parents, and help in a crisis.

Counselors are available to assist in making the school experience valuable and rewarding. If individuals need help with a problem, either school related or personal, they are encouraged to talk to one of the counselors.

Health Services

During the school year, the Middle School nurse conducts screenings for vision and hearing.

Immunizations

The Kansas Immunization Law (effective July 1981) requires that students must have received immunizations for diphtheria, pertussis, tetanus, polio, rubella, mumps, measles, hepatitis B, and varicella (chicken pox). If the student has a history of varicella disease, verification must be documented by a licensed physician. Booster shots required by the Secretary of the Department of Health and Environment are also required. Students who fail to provide the documentation required by law may be excluded from school by the superintendent.

dent or his designated representative until statutory requirements are satisfied. The school nurse can provide further information and exceptions to this policy.

Lost and Found

Students who find lost articles are asked to take them to the office where the owner can claim them. Lost P.E. uniforms are to be turned in to the P.E. department.

Medications

The medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order stating the name of the medication, the prescribed dosage, the time the medication is to be administered, and the length of time for which the medication is to be taken. All medication is to be brought to the school in its original container, appropriately labeled by the pharmacy or physician, stating the name of the medication, the dosage and the time to be administered. The parent or guardian must sign a waiver understanding the school personnel administering the medication shall not be liable for damages as a result of an adverse reaction suffered by the student because of administering such medication. It is suggested that medication be administered outside of the school day whenever possible. Medications are not provided for students.

Telephones

Permission is required to use the office phone and students are reminded that use will be granted only in emergencies. (Prior arrangements need to be made for rides home after school.) Students must have a signed agenda from their teacher to use the office phone during the school day. The student must sign the phone log before making the call.

Students are not to assume use of the office phone without the permission of a member of the office staff. Classroom telephones are for staff use only.

STUDENT IMPROVEMENT TEAM

STUDENT IMPROVEMENT TEAM (SIT) PROCESS

(SIT) approach is a comprehensive systemic process that connects students, in all grade levels, with developmentally and educationally appropriate services to help them achieve their greatest academic, social, and personal well-being. The Student Improvement Team process brings together different systems, organizations and resources to maximize youth academic performance and resiliency.

The (SIT) process is designed to assist all students. It does not limit services to students who have been identified as "at-risk." While students who are referred may have shared or demonstrated certain risk indicators, the primary purpose for the referral is the observed behavior – not the fact that a student may or may not be considered "at-risk".

SIT REFERRAL PROCESS

Students can access the process in three different ways: (1) they can be referred by a teacher, staff person, parent, or community member; (2) they can refer themselves to the process; and/or (3) they can be referred by an administrator if they violate the student code of conduct and are referred as part of a disciplinary action. Parents access the process in two ways: (1) they can refer their child if they have concerns; and/or (2) they can be requested to provide the team with additional information and support in the intervention of their child. School staff accesses the process by making a request for assistance to the team, completing the Request for Information forms, providing any additional needed information regarding a student, and by communicating with the team. Community members and other concerned persons can access the process by completing a Request for Assistance form and submitting it to the team upon request from the team for additional support.

SIT REQUEST FOR ASSISTANCE

Requests for assistance may be necessary when a student is displaying significant academic or behavioral problems. Students can be encouraged to self-refer. Certain other behaviors may also raise red flags to indicate a request for assistance is appropriate. Those making requests do not need to know what is going on with the student; they simply act as concerned advocates. Requests for assistance are open to anyone, for any reason, and are never judged.

Requests for assistance are made by completing a Request for Assistance form. Request for Assistance forms will be made available to teachers and support staff in the office and in identified locations throughout the school. Persons outside of the school can also make a request following the same process or by contacting the Team Leader or the school counselor.

Requests for assistance are made out of concern for a student and on observed behavior and academic performance indicators, not on accusations. The Request for Assistance forms will clarify if a pattern or trend in behavior or academic performance is consistent with the request. Communication with student(s) to promote an understanding of the process will also assist in minimizing a student's negative response.

Transfer Request

Students desiring transfer to a different middle school must file transfer request with the Superintendent of Schools. Transfers will only be approved for extreme and extenuating circumstances. KSHSAA eligibility (residence) requirements will apply to transfer students. Board Policy References: IIBGB, JBCA & JQKA

SEARCH & SUSPENSION

STUDENT SEARCH

A search of a student's person and property is authorized if school officials have reasonable suspect that a student has violated or is violating school or district policy. Lockers are the property of the school district and may be searched by administration or designated school personnel if there is reasonable suspicion. Searches may include K-9s for sniffing lockers. During a search, the students will be held responsible for anything deemed inappropriate or unsafe for the school setting.

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal shall attempt to call the student's parent/s and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action

and/or seek assistance from law enforcement. (JCAB & JCAC)

SUSPENSION AND EXPULSION

Students who have violated the disciplinary policies of Middle School may be placed on short-term suspension.

Repeated or serious misbehavior may result in Long-Term Suspension or Expulsion. Students who are suspended or expelled out-of-school are not permitted on any school property, nor may they participate in any school-sponsored activity during the suspension. Middle School administration may place habitual or serious offenders on probation following Out-of-School Suspension (OSS). Should a student fail to modify poor behavior after being placed on probation, the student may face long-term suspension. If a Long-Term Suspension Hearing is held, all provisions of K.S.A. 72-8901 and Board of Education policy JDD will be followed.

UNIFORM POLICY

The USD 443 middle schools have adopted a uniform dress policy. Students are expected to wear approved clothing while attending school or school related functions and while riding in school provided transportation. The uniform dress policy does not apply for Saturday events and weekday activities starting after 6:00 p.m. Participants in extracurricular activities are expected to wear their school uniform on days of activities or as required by the coach.



Chapter 2

DCMS STUDENT HANDBOOK

OUR MISSION STATEMENT: To provide a very specialized school that understands the physical, intellectual, ethical, psychological and emotional development of the young adolescent and addresses those needs through a carefully planned school structure.

STUDENT BELIEF: Students at Middle School are promoters of good character and strive for the highest awards academically that can be individually achieved.

VISION STATEMENT: Dodge City Middle School will foster a culture with independent learning where students can achieve their full potential in academics, personal, physical and moral development to be successful in the 21st Century.



SECTION 1



ACTIVITIES MEMBERSHIP

ACTIVITIES

Activities/Membership Behavior Policy

Various methods are used to report unsatisfactory or undesirable student conduct: disciplinary notices, home reports, phone calls to parents, letters and N's and U's on report cards. If a student's conduct is unsatisfactory or undesirable, that student cannot hold offices nor maintain membership in the following organizations:

National Junior Honor Society

The purposes of NJHS as found in the NHS and NJHS constitutions:

- To create enthusiasm for Scholarship
- To stimulate a desire to render Service
- To promote Leadership
- To develop Character
- To encourage Citizenship

Middle School strives to fulfill each of these purposes.

Requirements for new & returning members of NJHS at Middle School:

1. Must complete 5 hours of Community Service and turn in Community Service Verification Form by the January deadline
2. Must have a 3.6 GPA from the previous semester that includes all regular level and enriched classes with no grades lower than a "C"
3. Members must demonstrate satisfactory conduct. Satisfactory conduct for the school year is defined as:
 - a. Having no school suspension nor discipline referrals on file in the office,
 - b. Receiving fewer than two "N's" recorded on report cards,
 - c. Receiving no "U's" recorded on the report cards.
4. Must consistently show exemplary behavior on campus and be a positive role model for other Dodge City students
5. Notification letter will be sent out to qualifying students.

An appeal must be made within seven school days after the designated notification date of membership.

For all members (new or returning):

1. Once a membership is attained, members must continue to maintain grades and conduct standards laid out in the NJHS constitution in order to retain membership in the organization.
2. A member is placed on probation for a maximum of one semester for failing to meet grade or conduct standards before being dismissed from the organization.
3. Being a member of Middle School NJHS DOES NOT mean you will be granted membership into NHS at DCHS.
4. Once a member is dismissed from the organization, membership may not be regained at Middle School.

Throughout the year the NJHS will hold meetings (dates are announced on the morning announcements, in the newsletter and posted on the website). If you have further questions, please contact the sponsor.

SECTION 2



ASSEMBLIES & AWARDS

ASSEMBLIES

At Dodge City Middle School, students show their consideration for the speaker or performer by giving their undivided attention. Students who talk and display rude behavior will be assigned to a study hall during future assemblies.

AWARDS

The student awards are designed to help Dodge City Middle School promote and achieve excellence in academics, attitude, activities, and action. Students who meet the criteria are awarded a sticker signifying the level they have achieved. This program will start the first day of class with the first stickers being issued after the first nine weeks. Students will have to meet all the requirements during the first nine weeks to obtain a sticker. Stickers will be reissued after each grading period.

Privileges, including incentives and team recognition, are provided for Gold, Red and Silver Stickers. Students who meet the academic criteria will be awarded a certificate and have their accomplishments published. There are three levels of stickers: Gold, Red and Silver. The criteria are as follows:

Gold Sticker

3.8 - 4.0 Grade Point Average (G.P.A.)

No unexcused absences per nine weeks

No disciplinary conducts/referrals or N's or U's per nine weeks

Red Sticker

3.5 - 3.79 Grade Point Average (G.P.A.)

No unexcused absences per nine weeks

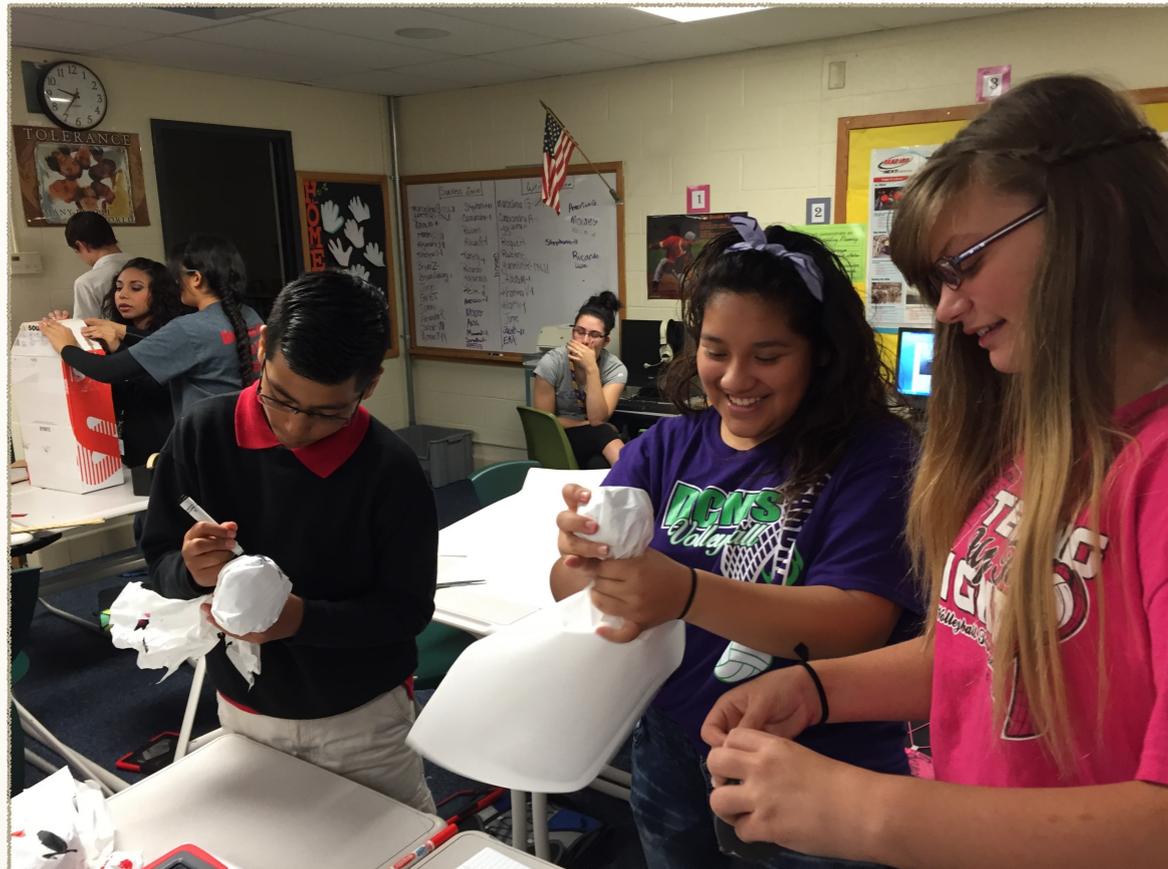
No disciplinary conducts/referrals or N's or U's per nine weeks

Silver Sticker

3.0 - 3.49 Grade Point Average (G.P.A.)

No unexcused absences per nine weeks

No disciplinary conducts/referrals or N's or U's per nine weeks



SECTION 3



STUDENT CONDUCT

ACADEMICS

Recording Discipline Conducts on Student Report Cards

N'S (NEEDS IMPROVEMENT) OR U'S (UNSATISFACTORY) Students who receive more than four behavioral conduct marks from any teacher during a nine-week period will be given an “N” on their report card by that teacher. Any student receiving seven behavioral conducts during a nine week period from any teacher will be given a “U” on their report card. Students who are suspended for any reason will receive an automatic “U” on their report card. Examples for suspension include but are not limited to the following: bullying, fighting, grossly misbehaving, or being disrespectful to their teacher.

AFTER-SCHOOL/LUNCH DETENTION

Unfortunately, at times, we have students who disrupt the classroom environment by misbehaving. When this occurs, the teacher has no other choice than to submit these students' names to the office for an after-school detention. One

after-school detention is equivalent to one hour of detention or two 30-minute lunch detentions. Students will receive a lunch during lunch detention. As always, students who receive detention time are responsible for notifying their parents of their conduct at school.

To ensure that parents are kept aware of their child's conduct, teachers will now notify students of their detention by giving a behavior slip at the time of an infraction. Any students receiving a behavior slip must have their parents sign the slip and record the date and time they will be serving a detention. A student must serve his/her detention within three days of a notice. If a child is unable to serve the assigned detention within three days, we ask that the parent contact one of the assistant principals for alternative arrangements. At Dodge City Middle School we recognize that a child's conduct at school is a part of an overall assessment of his/her academic performance, and we encourage all students to be on their best behavior and to be in their seat, ready to learn when the tardy bell rings.

DISCIPLINE

Code of School Conduct

In order to present a safe atmosphere conducive to learning, discipline has to be established. At Dodge City Middle School we promote self-discipline, and the majority of our students are successful in making choices that show respect to themselves, other students, and staff members. However, rules and consequences have been established for those students who need some help making positive choices. The Code of Student Conduct applies at all times while students are on or around school district property or areas adjacent thereto, which shall include: Any district property being used for an official school activity, property not owned by the district being used for school-sponsored activities or events, and any vehicle, including school buses, while such vehicle is being used to transport students for the district. This Code of Student Conduct also applies to any student whose conduct at any time or place has a direct effect on maintaining order and discipline in the schools.

Corporal Punishment

Corporal Punishment shall not be permitted in the school district. Corporal Punishment is defined as punishment administered by an adult to the body of a child, ranging in severity from a slap to a spanking.

GENERAL DISCIPLINE PROCEDURES

Teachers

All staff members share the responsibility for developing productive social attributes in all students. The staff is encouraged to take a positive approach in dealing with inappropriate behavior. Interest, understanding, and encouragement most often resolve difficulties. The teacher has the responsibility to maintain an orderly classroom to insure an appropriate learning environment. Examples of methods the teacher may utilize are as follows:

1. Warning/Verbal correction
2. Looking in the vicinity of the misbehavior
3. Walking toward area of the misbehavior
4. Preferential seating
5. Conference with the student
6. Class isolation
7. Loss of privileges
8. Conference with the parents/guardians
9. Referral to the school counselor or administration
10. Classroom or team detention
11. Detention (through the administration)

Office

To correct inappropriate behavior, disciplinary action(s) will result. It is intended that the disciplinary action be commensurate with the degree and/or frequency of the inappropriate behavior. Examples of disciplinary action(s) that may be taken by administration include the following:

1. Warn student(s)
2. Student conference
3. Loss of privileges
4. Referral to school counselor
5. Advise parents/guardians
6. Remove from class or group (temporary or permanent)
7. Parental conference
8. In-school placement or isolation
9. Office Detention
10. Removal from bus i.e. loss of transportation privileges
11. Behavior Modification Plan
12. Referral to SRO (School Resource Officer)
13. Restitution (financial, replacement, repair, etc.) i.e. School/Community Service
14. Involve law enforcement
15. Refer to local agencies/juvenile services
16. Out-of-school suspension

17. Alternative Placement

18. Long term suspension or expulsion

19. Any other disciplinary action deemed appropriate under the circumstances

BEHAVIOR POLICY

A disciplinary behavior is a behavior demonstrated by a student that disrupts the learning process of the school or classroom. Some examples of a disruptive act that would be considered a disciplinary behavior would be as follows:

- Outbursts, open defiance, making rude or negative comments or demeaning remarks about others.
- Bothering other students during instruction, challenging a teacher's authority or disrespecting a teacher.
- Defiantly not following a teacher's directives.

Disciplinary behaviors during a nine-week period will be handled in the following manner:

1ST BEHAVIOR – The teacher will enter the information in Skyward as a BEHAVIOR with the teacher as the Discipline Officer. The teacher will complete the behavior sheet and give to the student for notification. The teacher/student will notify the parent/guardian of the behavior. Student is assigned 1 After-School Detention.

2ND BEHAVIOR - The teacher will enter the information in Skyward as a BEHAVIOR with the teacher as the Discipline Officer. The teacher will complete the behavior sheet and give to the student for notification. The teacher/student will notify the parent/guardian of the behavior. Student is assigned 1 After-School Detention.

3RD BEHAVIOR – The teacher will enter the information in Skyward as a BEHAVIOR with the teacher as the Discipline Officer. The teacher will complete the behavior sheet and give to the student for notification. The teacher/student will notify the parent/guardian of the behavior. Student is assigned 2 After-School Detention.

4TH BEHAVIOR – The teacher will enter the information in Skyward as a BEHAVIOR with the teacher as the Discipline Officer. The teacher will complete the behavior sheet and give to the student for notification. The teacher/student will notify the parent/guardian of the behavior. Student is assigned 2 After-School Detention.

5TH BEHAVIOR – The teacher will enter the information in Skyward as a BEHAVIOR with the teacher as the Discipline Officer. The teacher will complete the behavior sheet and give to the student for notification. The teacher/student will notify the parent/guardian of the behavior. Student is assigned 3 After-School Detention.

6TH BEHAVIOR – The teacher will enter the information in Skyward as a BEHAVIOR with the teacher as the Discipline Officer. The discipline clerk will notify the administrator of the 6th behavior. The office will notify the parent of the behavior. Student will be placed on the Team Probation list, making him/her ineligible to participate in team non-uniform days. Student may be assigned a 1-day in-school placement.

7TH BEHAVIOR – The teacher will enter the information in Skyward as a BEHAVIOR with the teacher as the Discipline Officer. The discipline clerk will notify the administrator of the 7th behavior. The office will notify the parent of the behavior. Student may be assigned up to a 3-day period of in-school placement or out-of-school placement at APP (Achievement Place Program).

8TH BEHAVIOR - The teacher will enter the information in Skyward as a BEHAVIOR with the teacher as the Discipline Officer. The discipline clerk will notify the administrator of the 8th behavior. The office will notify the parent of the behavior. Student may be assigned up to a 5-day period of in-school placement or out-of-school placement at APP (Achievement Place Program).

9TH BEHAVIOR – The teacher will enter the information in Skyward as a BEHAVIOR with the teacher as the Discipline Officer. The discipline clerk will notify the administrator of the 9th behavior. The office will notify the parent of the behavior. At the discretion of the administration, the student may be placed out-of-school for up to 10 days.

DISRUPTIVE ACTS AT THE END OF THE SCHOOL

Any student who engages in disruptive behavior in violation of these policies on or near the last day of the school year with the obvious intent of avoiding disciplinary actions, shall, at the discretion of the administrator, be suspended for the remainder, if any, of the current school year. The offending student shall not be admitted to school for the succeeding semester until such time as the administrator and the parents/guardians have conferred and resolved the issue regarding the student's unacceptable behavior.

EDUCATIONAL NUISANCE

Cell phones, digital music devices (iPods, MP3 players, CD players, etc.), hand operated electronic games and/or other items determined by an administrator to be an educational nuisance are to be powered off and concealed the entire school day from 7:30 a.m. to 3:15 p.m. since they interfere with the learning environment. If a student uses any electronic device without prior approval, the device will be confiscated and turned in to the office. 1st Offense: Parent will be required to pick up the phone, 2nd Offense: Student visits with principal, 3rd Offense: Meet with parent, 4th Offense: Phone is checked in the office. As long as it does not become an educational nuisance, the electronic device may be used before entering school and after school.

Due to the potential for misuse, students may not possess laser penlights on school property including transportation vehicles. If a student is seen with a laser pen light it will be confiscated and turned in to the office. Any student misusing a laser pen light in a way that could cause physical harm is subject to suspension. All items will be held in the office until picked up by a parent.

The school is **NOT RESPONSIBLE** for the theft of cell phones, digital music devices (iPods, MP3 players, CD players, etc.) laser lights/pens and hand operated electronic games brought to school.

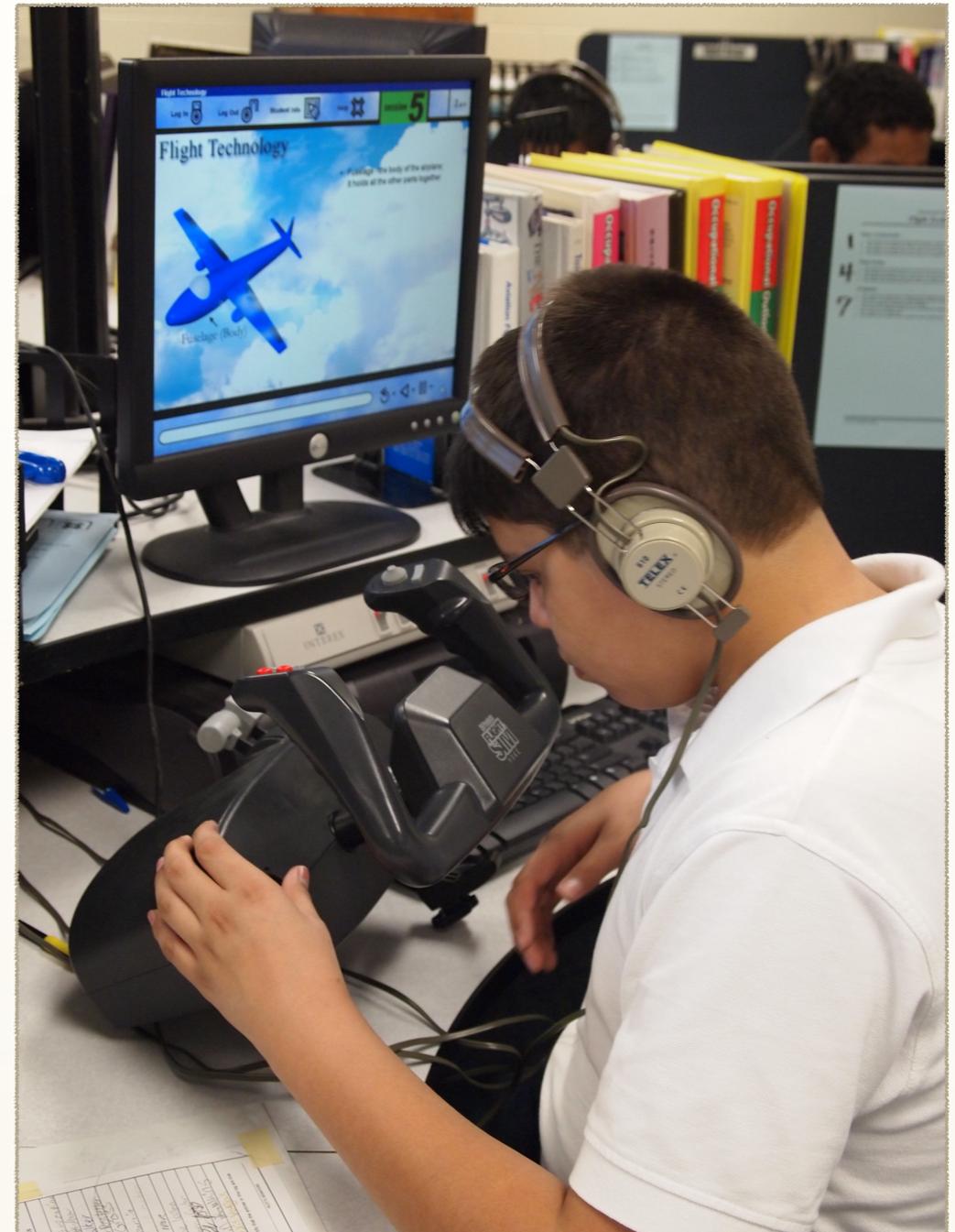
- Notes are also considered non-educational material that may be confiscated; therefore, note writing, note passing, and note reading are prohibited.
- Articles that are prohibited and undesirable at school include, but are not limited to food, drinks, fireworks, water pistols, knives, guns, cigarette lighters, glue, ammunition, BB's, skateboards, roller-blades, roller-skates, stink bombs, whiteout, permanent markers, large/long neck or wallet chains, pornography, decals, paintballs, shocking devices or other harmful devices, perfumes, colognes, aerosol sprays that are used in the hallways, etc. Gambling and solicitation are prohibited.

HALLWAY CONDUCT

Three minutes are allowed for passing between classes. This time should be used for going to lockers, getting a drink of water, and using the restroom. Continual lingering in the hallway will be subject to After-School Detention. Students must pass in an orderly fashion. Be kind, courteous, and do not push or shove other people in the halls. There is to be **NO RUNNING IN THE HALLS** or **OUTSIDE WALKWAYS** excessive noise in the hall area. There will be a 3:25 p.m. bell to remind students to clear the hallways. Students should be in their assigned areas at this time.

IN-SCHOOL PLACEMENT PROGRAM

The In-school Placement Program provides a substitute to some suspensions that would normally require disassociation from the school. Students suspended from the regular learning program are permitted to remain in a structured academic environment, yet isolated from the mainstream student body.



SECTION 4



HEALTH & WELLNESS POLICY

During the School Day:

Students have access to free drinking water throughout the school day, including meal service. Hygiene standards for all methods delivering drinking water will be maintained.

Students are allowed to have clear/translucent individual water bottles in the classroom.

Meals purchased at fast food outlets to be consumed at school must not be brought to school in their original containers.

Caffeinated beverages and / or Sodas are not allowed in sack lunches to be consumed in the cafeteria. (Elementary / Middle School)

Breakfast in the Classroom:

Breakfast in the Classroom will be provided for all students free of charge, unless a student chose to eat breakfast in the cafeteria. If a student eats breakfast in the cafeteria and also eats in the classroom they will be charged for one adult breakfast. No one is allowed to have 2 free breakfasts. Breakfast in the Classroom will not be served on late start days, early dismissals, or on days we have an assembly schedule. Breakfast will still be offered in the cafeteria on those days.

HOMework POLICY

HOMework POLICY

There are many reasons for student failure, but a major reason for lack of success appears to be students not doing homework or assigned work. If students do not complete and turn in assignments by the timeline established by the teacher, they are still expected to complete their work, possibly with reduced credit. Class time is given for students to complete their work and if they use their time wisely, they should expect to complete the required work. If they don't have the class assignment completed, they will be expected to make arrangements with the teacher to complete the required work. Parents and students can be assured that the amount of homework will be within reasonable bounds. Students demonstrating the responsibility of completing assignments on time will gain in knowledge, skill development and possibly receive a higher grade

MISSING ASSIGNMENTS

All missing assignments, including homework, will be recorded as missing in Skyward. Missing work will be accepted with the following conditions:

- If a student is missing three (3) assignments for any one subject the advisory teacher will make contact with the parent/guardian by the preferred method of communication.
- Missing assignments will be printed and handed out to students every Friday during advisory class. The sixth grade requires teacher signature for completion of missing assignments.
- Wednesday will be the day that work will be returned for missing assignments.
- Each team has developed accountability standards for missing assignments that will be communicated to parents at the first of each school year.

- Any 6th grade student who has three or more missing assignments for any one subject or an “F” may not participate in intramural activities unless it is after-school tutoring.

MAKE-UP WORK

The student must complete make-up assignments in order to receive credit for such work. If a parent requests, homework will be gathered for the students who have been absent three or more days. In order for a student to receive credit for work missed during absences, work must be made up within the same number of school days as the absence, plus one day of grace. Students may be asked to stay after school on the day they return from an absence to make up work and parents will be notified.



SECTION 6



SAFE ENVIRONMENT

A safe school is in place when students can learn and teachers can teach in a warm and welcoming environment free of intimidation and fear. It is a setting where the educational climate fosters a spirit of acceptance and care for every child; where behavior expectations are clearly communicated, consistently enforced, and fairly applied. These identified areas are targeted within the following framework to ensure an ongoing analysis of issues that affect the safe operation of our school.

Behaviors that are intended to cause another individual physical or mental harm and/or are illegal. Examples, not inclusive, are:

- Weapons (possession of or use of)
- Theft
- Physical Violence--assault or battery of any kind
- Intimidation/extortion/threats
- Gross disrespect toward an adult (cursing, name calling)
- Insubordination

- Alcohol/Drugs (possession or use of)
- Sexual harassment or misconduct of any kind
- Arson
- Explosive devices (possession or use of)
- Inappropriate use of motor vehicle
- Filing false emergency reports
- Tobacco (possession or use of)
- Gang display, behavior
- Throwing Snowballs or other projectiles
- Safety Violation (Pulling fire alarm)

Productive Personal Environment

Behaviors occurring in the classroom that affect only the misbehaving student. Examples, not inclusive, are:

- Not having appropriate equipment and materials
- Sleeping

- Being off task, but not disturbing others
- Failing to turn in homework/failing to complete assignments
- Failing to dress out for P.E



SERVICES

Automobile Permit to Drive on School Premises

It is understood that when a student obtains a permit to drive, that student assumes the responsibility to obey all rules and laws concerning the operation of an automobile. The student is to drive directly to the school building in the morning, park in the assigned parking lot, and leave the automobile parked until he/she leaves for the day. A permit is for the driver of the automobile only; this does not authorize the transportation of any passengers. Any violations of the permit agreement can result in the loss and suspension of a permit.

Office Hours

The Dodge City Middle School office is open from 7:30 a.m. until 4:30 p.m., Monday through Friday. The school telephone number is 471-2100. The school fax number is 227-1731.



SECTION 8



TARDY POLICY

DEFINITION OF A TARDY - Tardy is defined as a student not being in his/her assigned area when the tardy bell rings. Each teacher determines assigned areas. Any student who is 5 minutes late or more will be considered absent. Failure to come to class without an admit slip, when needed, constitutes a tardy. The policy starts over every nine weeks (or) is cumulative over any consecutive nine-week period.

1ST TARDY – The teacher will notify the student of the tardy and issue a warning.

2ND TARDY - The teacher will notify the student of the tardy and assign a 15 minute detention with the teacher.

3RD TARDY – The teacher will notify the student of the tardy and 15 minute detention with the teacher. The student will notify the parent/guardian of the tardy.

4TH TARDY – The teacher will notify the student of the tardy. Student is assigned two 15 minute detentions with the teacher. The teacher will notify the parent of the tardy.

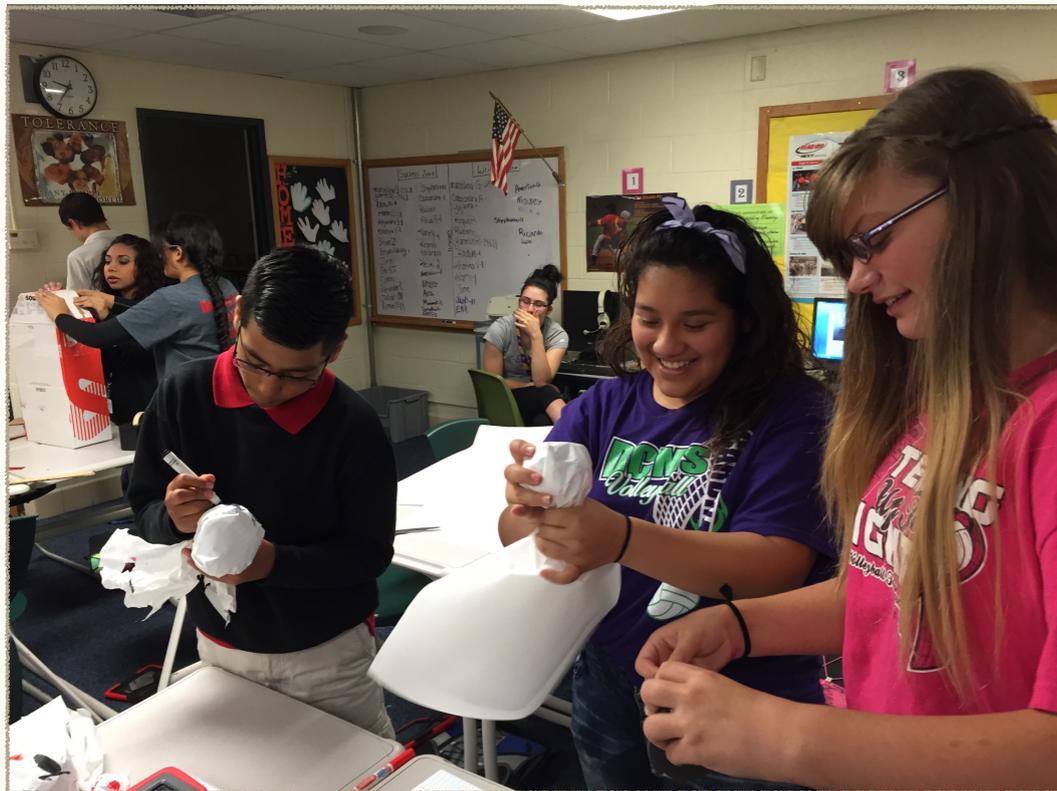
5TH TARDY - The teacher will notify the student of the tardy and enter **EXCESSIVE TARDY** into Skyward. The teacher will notify the parent of the tardy. Student is assigned 1 After-School Detention.

6TH TARDY - The teacher will notify the student of the tardy and enter **EXCESSIVE TARDY** into Skyward. The teacher will notify the parent of the tardy. Student is assigned 1 After School Detention.

7TH TARDY – The teacher will notify the student of the tardy and enter **EXCESSIVE TARDY** into Skyward. The office will notify the parent of the tardy.

8TH TARDY - The teacher will notify the student of the tardy and enter **EXCESSIVE TARDY** into Skyward. The office will notify the parent of the tardy. Possible consequences could include in-school placement.

9TH and Up TARDY – The teacher will notify the student of the tardy and enter **EXCESSIVE TARDY** into Skyward. The office will notify the parent of the tardy. Possible consequences could include a longer period of in-school placement.



SECTION 9



UNIFORM GUIDELINES

Shirts

Shirts shall be white or red in color; broad cloth, oxford cloth or polo knit only; long or short sleeved; and, must have a collar. No form of writing or logo other than DCMS is permitted on polo shirts or sweatshirts. Long sleeved crewneck sweatshirt may be worn. Color is to be white or black and worn right side out. A white or red collared shirt is required to be worn under the sweatshirt. The collar of the white or red shirt must show outside the sweatshirt. All sweatshirts must be of proper size and the bottom of the item must stop at the mid-hip line. All undershirts or camisoles must be a solid color. Undershirts and camisoles may not have lettering or logos visible through the polo.

Pants, Shorts, Skirts, Capris or Jumpers

Pants, shorts, skirts, capris or jumpers shall be khaki twill or corduroy or blue jeans. Stretch knit, silk or nylon material is not allowed. All pants, shorts, skirts or jumpers must meet the following standards:

1. Shorts may not be longer than the lower part of the kneecap but not shorter than fingertip length with arms at the side.
2. Skirts and jumpers may be longer than the kneecap but not shorter than fingertip length with arms at the side.
3. All clothing should be of appropriate size for the student.
4. All clothing must be hemmed. No slits or holes are allowed in the legs of pants, shorts or in skirts/jumpers.

Spirit and/or Organizational Shirts

Students will be allowed to wear any DCMS affiliated t-shirt or sweatshirt any day of the week. This does not include the P. E. t-shirt or any outside affiliated organizations shirts without Administrator approval. The DCMS spirit hooded sweatshirts are the only hooded sweatshirts that have been deemed school appropriate for student's daily attire.

General Attire

1. Turtlenecks, suspenders and overalls will not be permitted
2. Students must wear proper footwear with traction (**NO SLIPPERS**)
3. Clothing, accessories or hairstyle cannot be worn in a manner that becomes disruptive or promotes inappropriate or illegal activities or behavior (i.e.gang-related, drug or alcohol related, violence, sex, profanity, etc.)
4. All jackets and coats must be stored in lockers and cubbies. The only exception would be if the modular classrooms require extra clothing. This will be at the discretion and approval of the module classroom teacher/s only.

Non-Uniform Day Dress Code

Parents/Guardians are expected to illustrate concern, provide guidance, and have knowledge of what their child is wearing to school. Below are the guidelines for students to help them avoid attire that interferes with the learning environment.

Non-uniform day guideline examples include, but are not limited to, the following:

1. Clothing that is revealing or is suggestive may not be worn, such as off the shoulder tops. Appropriate lengths for shorts, skirts and dresses will be determined by building principals.

2. Midriffs, spaghetti straps, strapless tops, backless shirts, T-shirts with large armholes and tank tops may not be worn.
3. Head gear may not be worn in the building. Hats, caps, hoods and hairnets will not be permitted. Sunglasses and dark glasses, unless prescription, are considered inappropriate attire.
4. Gang related attire such as “colors” or bandanas and clothing with vulgar, profane, obscene or derogatory messages, or messages concerning illegal substances or alcohol will not be permitted.
5. Building administrators will make individual evaluations to determine if other similar items are likely to be disruptive or create a potential health or safety problem. Failure to comply with the non-uniform policy will result in the loss of privileges for the nine weeks

Physical Education Dress Standards

DCMS Physical Education clothing will consist of red shorts or sweats, gray t-shirts and sneakers. The t-shirts will have the DCMS Physical Education logo on them. The shirt will have the student’s first name and last name written, by hand, on the front. The student’s Physical Education teacher will write the students name on the PE shirt and in the waistband of the PE shorts. Sneakers or tennis shoes will be worn at all times during Physical Education classes. Shoes must be worn the proper way and tied tight.