

DAVIS COUNTY MIDDLE SCHOOL - Student Handbook



DCCSD Mission Statement

Our mission is to provide all students with high quality learning experiences to prepare them for success in tomorrow's world.

DAVIS COUNTY MIDDLE SCHOOL

www.dcmustangs.com

Bell Schedules

Regular			12:30 Dismiss			2 Hr. Late Start		
Period	Start	End	Period	Start	End	Period	Start	End
1	8:15	9:02	1	8:15	8:38	1	10:15	10:49
2	9:06	9:53	2	8:42	9:05	2	10:53	11:27
3	9:57	10:44	3	9:09	9:32	5	11:31	12:50
4	10:48	11:35	4	9:36	10:00	3	12:54	1:28
5	11:39	1:08	6	10:04	10:28	4	1:32	2:06
Advis.	1:12	1:40	7	10:32	10:56	6	2:10	2:44
6	1:44	2:31	5	11:00	12:30	7	2:48	3:22
7	2:35	3:22						
Town	Dismiss	3:29	Town	Dismiss	12:37	Town	Dismiss	3:29



Table of Contents

Daily Time Schedule	2
Table of Contents	3
Grading Practices	4
Attendance Policy	4-6
General Information	6-8
Support Services	8-9
Academics	9-10
Activities and Athletics	10-12
Behavior Expectations	13-18
Cell Phone Policy	14
Other Rules and Regulations	18-19
Rights and Responsibilities	19-20
Internet	21
Notices	22-23
Fire Drill Procedures	22
Tornado Drill Procedure	22

Davis County Middle School Standards Based Grading Information ([click here for more info.](#))

How will my student be marked by standard?

M - Meeting Expectations (They meet the standard being taught with little to no assistance)

P - Progressing (They need assistance/support and/or get part of the standard being taught)


R - Needs Reinforced (They do not understand the process and/or need significant support toward the standard being taught)

NY - Not Yet (No evidence provided/missing or evidence is of such poor quality during the grading period it cannot yet be reported)

I - Incomplete (not enough evidence to report achievement of the standard(s) at the completion of the reporting period)

Student Attendance and Tardy Guidelines

The Davis County Community School District attendance policy is based on the fact that something important happens in class and school every day and that the activity or interaction between teacher and student can never be duplicated. In order for the Davis County Middle School staff to do the best job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student to attend regularly and the staff to be involved at all points in the process. One of the most vital points is that of student attendance.

	Davis County Middle School Attendance Matters A calendar year has 365 days.. A school year has only 168 days. That leaves 197 days to spend on family time, visits, holidays, shopping, household jobs and other appointments	
	0-8 Absences	9-16 Absences
	100-95% Attendance	89% and below
	<u>Very Good:</u> Best chance of success. Gets your child off to a solid educational start.	<u>Serious Concern:</u> Your child will find it very difficult to make progress. May result in court action.

Track your child's attendance:

1st	2nd	3rd	4th	5th	6th	7th	8th	9th	Danger!!! Your child is at risk of school failure.

Parents are requested to call the school when their student will be absent. If no contact is made between the home and the school during the absences, the student should bring a note to school the first day back signed by the parent explaining the reason for the absence.

Communicating Absences

Please call the school office between 8:00 and 10:00 AM each morning when your child is ill. Written excuses will not be required in addition to the phone call unless specifically requested by the principal. Any student who must leave the building prior to 3:22 PM must inform the office BEFORE he or she leaves the building. Accordingly, any student who arrives late to school (after 8:15 AM) must also report to the office for a tardy slip and to turn in the note from home stating the reason for being tardy.

Attendance Policy Procedures

Davis County Middle School will adhere to Davis County Board policies regarding attendance. Board policies can be found here -

<https://sites.google.com/a/dcmustangs.com/board-policies/500-student-personnel/501-10r1-truancy-unexcused-absences-regulation>

Types of Absences

When a student is absent from school, the administrator in charge has sole responsibility for assigning the type of category of that absence. A parent's note or phone call only indicates the parent's knowledge of the absence. School records list total absences that distinguish between unexcused and excused absences.

Excused Absence

1. Personal illness verified by a doctor's statement/note.
2. Family Emergency or Funeral
3. Professional appointments, accompanied by an office card.
4. Any other absence the building administrator deems that is documented, communicated and reasonable.

Unexcused Absence

1. Any absence not listed under Excused Absence.
2. Any absence when a student leaves school without permission.

Anticipated Absences

Students who know they will be absent should turn a note into the office. The office will give the student a form to be signed by each teacher and returned to the office the day prior to dismissal. If a student is going to miss a class because of school-sponsored activity, it is the responsibility of the student to obtain the assignment ahead of time and get it turned in by the due date.

School-Authorized Absence

A school-authorized absence is caused when the student attends a school-authorized function. Prior to leaving, the student will be responsible for making arrangements with his/her teachers as to getting all the work missed during the absence. This procedure is referred to as "yellow sheeting out." Sponsors will collect these sheets. School absences will not be included in the student's record.

Make-up Work

It is the student's responsibility to make up all required work that is missed because of illness or an excused absence. Upon returning the student should meet with each teacher to obtain the necessary assignments. Work that is not made up will be considered failing, since no effort was put forth. Students need to check with all teachers whose class was missed. For long term absences (two days or more), assignment sheets will be circulated by the office, upon request, and be available to be picked up by the parent.

When a student is absent, it is his/her responsibility to request make-up work. A student with an excused absence from class will have two (2) school days to make up the work missed for each absence. If an excused absence exceeds two days, the student will have two days, plus one (a total of five days) to make up the work. In cases where the written assignment or test were announced to the student and were due on the first day of the absence, the work should be completed on the first day the student returns to school. If a student is suspended and the make-up work is given at the time of the suspension, the work is due the first day the student returns.

Davis County Middle School Tardy Guidelines

Student Tardiness to Class

Tardiness is defined as not being in your assigned room when the bell rings. If a teacher detains students beyond the regular end of class time, thus making students late for another class, that teacher will provide students with a hall pass. Continued tardiness will result in disciplinary action by the classroom teacher.

Tardiness Guidelines

- Tardy #3 - Student will meet with the Principal to problem-solve.
- Tardy #4 - Student will serve a ½ hr detention with the teacher of the class they have been tardy and the student will call home
- Tardy #5 - Student will stay after school and serve a 1 Hour detention and the student will call home
- Once students reaches Tardy #5, they will continue for each additional tardy for the remainder of the school year.
- Tardies **will not** start over at the beginning of every Trimester

General Information

Lockers

Lockers are provided as a courtesy for all students and do not represent “private areas” in the eyes of the school or the law. In order to provide a safe, orderly school environment for all persons, Davis County School has adopted a district policy involving locker searches. School officials retain the right of access to student lockers to ensure student well-being and safety. Personal locks are not permitted on lockers at any time without prior permission.

Visitors

Parents are always welcome to visit school. Upon arrival at school, parents must check in to the office. Permission for persons other than the parents to visit a student during school will not be granted. Relatives and friends who attend school in another district are not to visit a student while school is in session. The same policy applies to school dances and parties.

It is requested that the school office be notified if anyone other than the custodial parent(s) will pick up or call for the child during the school day. Parents are asked to impress upon their children the need for caution in order of help, rides, etc., from strangers.

“School Cancellation/Delay/Release” Announcements

In the event of severe weather or mechanical failure, school may be closed, delayed or released early. Such announcements will be made using the Call ‘Em All system and over the following TV and radio stations: WHO, KLEE, KCCI, KTVO, KBIZ or cable news. If no report is given, assume school is in session. If in question, you may call 664-5000 for confirmation. The decision for school closings will be made formally between 6:30 a.m.-7:00 a.m.

Telephone Messages

Except in case of emergency, the school will not call students from class to the office to talk on the telephone. In case of necessity, the office will deliver a message to a student. Long distance calls are to be paid for by the parents. Students are to get permission from the secretary or principal before using the phone. Students will not be permitted to make calls between classes if the call will cause the student to be tardy to their next class. Calls may be made from 7:45 to 8:15 in the morning, during lunch, and during study hall.

Dismissal Procedures

Students that ride the school bus will be dismissed at 3:22 p.m. to board the bus. Students that live in town will be dismissed at 3:29 p.m. Students are to walk to their locker and then to the bus. Grade 6-8 students will exit through the main entrance or wing exits. Fifth grade students will exit through the southeast entrance/exit doors by the flagpole. Students who walk to and from school should walk on the sidewalk and use the crosswalks. Middle School students are not to go into the high school after school unless chaperones by a coach or sponsor. Students should leave the building directly after school unless they have an after-school activity, such as after school tutoring/program, practice, music, etc. Students who remain after school for detention or for extra help from a teacher should leave the building as soon as their responsibility to their teacher has been met.

Sports Admission

Admission for all middle school sports will be adults - \$4.00, students \$2.00. Activity tickets (\$40) purchased by students will admit them to all home sports athletic events, both middle and high school.

Student Fees

See your [RevTrak Account](#) for details on fees when registering your student.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI) transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Books, Supplies, and Fines

Books and other supplies will be furnished at a nominal charge. These items are to be paid for in advance and checks may be made out to the Davis County Community Schools. Middle School students are expected to have pencils and paper with them when they report to school on the first day. If your teacher wishes for you to have other supplies for a given class you will be informed of this during the first few days of school.

Damaged school books will be mended in the office after a damage fee is collected. Textbooks, which are damaged and turned in at the end of the year, will be repaired after a mandatory fee for damages is paid.

If You Move Out of the District

If it becomes necessary for a student to withdraw from school, the student should inform the [school office](#) and each of the teachers involved as soon as possible. By advance planning, particularly near the end of a grading period a student may be able to complete the work necessary for establishing his or her grade for that period. When a definite date for leaving has been determined the student should come to the office three days prior to leaving and get a check-out sheet and instructions about books, lockers, and completing the sheet properly.

Human growth and development

Human growth and development curriculum is present in grades 5-8. Parents with concerns about human growth and development curriculum should contact the teacher or principal when notified if they choose to review materials. Provisions will be made for alternative assignments should parents' request.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling.

Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

Withdrawal from School

Students who withdraw from school must obtain and complete the proper forms from the Guidance Counselor's Office. All fees, fines, and bills must be paid before a student is officially taken off class rosters. Records and transcripts will not be forwarded until all obligations have been met.

Bringing Snacks and Refreshments to the School

For the health and safety of our students, all snacks, birthday treats, holiday treats, etc. that are brought to the school for students will need to be prepackaged and individually wrapped. With the increase in the number of students with food allergies, it is important to have foods clearly labeled with a nutrition label and all ingredients.

Support Services

Guidance Counselor

Mrs. Dixon is the Guidance Counselor and is available when information or assistance is needed. Mrs. Dixon is available before and after school or a student/parent can call the office and schedule an appointment.

Health Services

If a student becomes ill in school, he/she should report it to the nurse who will decide what should be done. If the nurse is not in, students are to report to the main office. Students must not leave the building because of illness without authorization from the nurse or the main office staff.

The recommendations of the Iowa Department of Public Health, Local Public Health, family health care providers, and other health care resources will be used to determine when and how long children need to be excluded from school due to illness.

Please assist us with your health by staying home when ill. Definitely stay home if you have vomited, had diarrhea, or had a fever the night before or the morning of school. Please wait until you are free of these things for 24 hours and are able to eat and drink comfortably. Please consult with your nurse or your doctor for questions.

Fever is one of the body's ways of fighting infection. Remember that Tylenol will lower your temperature, but will not cure the infection. Children need to be free of fever without the use of Tylenol for 24 hours before returning to school.

Also stay home and consider seeing a doctor if you have pain, such as earache, toothache, stomach pain, or pain from an injury. Eyes that are red and have discharge, or are stuck shut in the morning often have an infection requiring prescription eye drops. A rash combined with feeling ill is a sign of infection.

Poison ivy and allergic reactions are not contagious, and children may attend school if they are comfortable enough to benefit from their day.

Lost and Found

Students who find lost articles are to take them to the office where the owners can claim them. Students who lose an item should check in the office or with the custodians.

Student Assistance Team (SAT)

The Davis County Middle School staff recognizes that students can experience a number of personal, behavioral, emotional or medical problems which can have an adverse effect on their behavior, conduct or academic performance in school. The school staff becomes concerned when any of these problems, which may occur in a student or in a family member, repeatedly and significantly interferes with a student's school performance, or jeopardizes the health, safety, welfare, educational opportunity, or rights of other students or personnel. The Davis County Middle School staff feels that any student who is experiencing problems should be receiving appropriate support services. Such students or parents/guardians should feel free to seek such services and/or supports.

Great Prairie AEA

Great Prairie AEA staff will be available to partner with district staff members to provide the best education possible for your child. These Great Prairie AEA staff include, but are not limited to: audiologists, consultants, teachers for hearing impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school IN WRITING.

If you have any questions and /or concerns about these services, please call your Regional Special Education Director at Great Prairie AEA at 1-800-382-8970, ext. 5324.

Education Center

The "Education Center" is considered to be part of the Davis County Middle School educational process. It is a place for students who are having problems in the regular school environment to continue their education. The Education Center combines both academic and counseling services when the student's behavior is deemed disruptive, dangerous, or otherwise unacceptable.

Flex Ed School

The Davis County Flex Ed School emphasizes academic achievement, career development, personal/social growth, and lifelong learning. DCFES is considered to be a part of the Davis County Middle School educational process.

Academics

Academic Philosophy

Davis County Middle School encourages students to value learning and to understand that learning is a lifelong process. Students are encouraged to develop increasing responsibility for their learning. The school will provide structures to facilitate this process, moving from teacher-directed instruction to student-centered classrooms. Students will be expected to demonstrate their learning using higher order thinking skills and activities. Teachers will differentiate instruction and provide supports to allow every student to achieve their maximum potential.

Schedule Changes

Students will not have their schedules changed unless unusual circumstances exist. Students or parents with schedule concerns should see the Guidance Counselor. Parents will be contacted before scheduling changes occur.

Band or chorus may only be dropped at the Trimester. **Any student wanting to drop band or chorus at the end of a Trimester must contact the Guidance Counselor BEFORE the Trimester ends and must meet with the teacher.** The principal will make the final decision regarding schedule change requests. Requests may be denied if the proposed change adversely affects class sizes.

Incomplete Grades

Students receiving incomplete grades will be given a reasonable amount of time by the instructor to complete the work. Should students fail to complete the work within the assigned time, they will be given a zero for work not completed and the grade averaged accordingly.

Report to Parents

Report cards are issued at the end of each Trimester. Mid-Trimester reports will not be printed but can be if a request is made. Parent-Teacher Conferences will be held at least twice a school year. Parents and teachers may discuss student grades, class work, test scores, etc. relating to each student's progress and growth. Grades can also be checked on-line through the PowerSchool Parent Portal account. Contact the office to recover your Parent Portal account access.

Activities & Athletics

Insurance

Insurance will be available through the Student Assurance Services, Inc. Information regarding this insurance will be available through the school offices. A waiver from parents must be filed with the office by the first day of practice if a student wishes to go out for football but does not want school insurance. Students who plan to participate in our athletic programs must have a completed physical signed by their parents before the first day of practice. Students will not be permitted to practice for any sport without a completed physical. Physicals are filed in the athletic director's office.

Eligibility for Co-Curricular Activities

1. Fifth, sixth, seventh, and eighth grade students must remain in good academic standing to be considered eligible for participation in extracurricular activities. Students not in good academic standing for either academic marks/grades or citizenship marks/grades, as specified in our grading system (see above), may be ineligible for participation in both extra and co-curricular activities.

****Extra-curricular activities and co-curricular activities include, but may not limited to:** all athletics, activities and clubs sponsored by the school, student council, music/band/choir which are outside the scheduled class period (co-curricular), school musical, and all school sponsored clubs

A student may regain eligibility, after being notified of ineligibility, by addressing and improving their academic standing and by completing all necessary missing or incomplete work. The school principal will make all determinations of eligibility/ineligibility. ****Incomplete grades at the time of grade card issue are considered failing until they are complete.**

The building administrators or athletic director can declare a student ineligible for practice or competition by informing the participant and his/her parents at any time. A conference will be required with those involved to resolve the issue when necessary.

2. A student must be in attendance the last four periods of a school day ($\frac{1}{2}$ the day), unless the principal has given prior approval for an absence, to participate in any school sponsored activity.

Coach and Sponsor Rules

The supervising staff may make other rules for the good of the individual student and the groups as long as they are not in conflict with school policy. They may make rules, which would prohibit a student from interscholastic competition for a period of time if the student has been involved in disciplinary matters in school.

Administrative Rules and Exceptions

Building administrators may declare a student ineligible for practice and/or competition as a disciplinary consequence for breaking school rules. If this is deemed necessary, parents will be informed. This ineligibility will not exceed five (5) calendar days per incident. **NOTE:** Declaring a student ineligible under this provision will generally occur with repeat offenses, excessive absence, vandalism or serious offenses. Students who are suspended from school are considered automatically ineligible for the period of their suspension. This rule applies to both in-school and out-of-school suspensions.

Good Conduct Rule

The purpose of a good conduct rule is to help each individual student involved in a co-curricular activity to take responsibility for their actions. Students who participate in activities serve as role models for peers and younger students; therefore, their attitudes and actions have an important impact on others.

Co-curricular and extra-curricular activities are offered as an **option** and a **privilege**. Those who participate are expected to assume responsibility for maintaining high standards of behavior. Therefore, the Davis County School District has set standards for students who wish to participate in order for each student to have a positive learning experience as a participant in the co-curricular & extra-curricular activity program.

Students who violate the good conduct rules may be determined ineligible. This policy does apply to students' habits and conduct in and out of school and during the school year and summer months.

A. Good Conduct Violations

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband [e.g., alcohol or other drugs]). (or being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;)
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. NOTE: This could include group conduct!

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible *if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district*.

Violations may be reported in three ways:

- Self-reporting by the violator
- Violation witnessed by school employee
- Reported by law enforcement

Students who self-report their violation will have a one-event reduction in their penalty on the 1st offense only. Self-reporting must take place within 48 hours of the violation. It should be reported to one of the following: Activities Director, Coach, Assistant Principal, Principal, or Teacher. Students who have a violation on record may have a one-time offense reduction if they have gone 12 months without a violation and their first offense was a self-report.

B. Good Conduct Violation Consequences

The consequence for a violation for the first and second offenses within the student's school career in that building will be a number of contests or events missed according to what activity the student is involved in at the time of the violation. In addition to contests or events missed for the second offense for alcohol, drugs, or tobacco, the student will be encouraged to complete a substance abuse program. The penalty will be carried out in non-athletic activities in addition to athletic activities. If the non-athletic and athletic activities occur concurrently, consequences are served in all. While serving consequences of the code of conduct, students may be allowed to practice and accompany the team (out of uniform) with the approval of the head coach and activities director.

Number of Middle School Contests or Events

Activity	Self-Reporting (Only on 1st Offense)	1st Offense	2nd Offense
Basketball	1	2	5
Cross	1	1	2
Country	1	1	2
Football	1	1	2
Track	1	2	3
Volleyball	1	2	3
Wrestling	1	2	3
Band/Chorus	1	2	3
Student Council	1	2	3
Clubs/Activities*	1	2	3

*Student ambassadors,
musical, yearbook

This policy is not to be construed as the only policy governing those involved in athletics. The individual coach may have rules and regulations over and above those listed in this policy and may enforce them.

DCMS Behavior Expectations

DCMS Consequences Table and Guidelines for Consistency

Student Offense	Expected Behavior	Offense #1	Offense #2	Offense #3
Tardy to class repeatedly OR not being in their assigned area of the building	Be ready and prepared for class.	<ul style="list-style-type: none"> • 3rd teacher indicated class tardies OR first time in unassigned area; 30 minute detention with Teacher • Student Phone call home 	<ul style="list-style-type: none"> • Second time teacher indicates excessive class tardies OR second time in unassigned area; 60 minute detention • Student Phone call home 	<ul style="list-style-type: none"> • Third time teacher indicates excessive tardies OR third time in unassigned area; 1 day ISS • Student Phone call home
Fighting	Be respectful of others. If someone is bothering you, ask them to stop or tell a teacher	<ul style="list-style-type: none"> • 1-3 days OSS/ISS** • Phone call home • Re-teach appropriate behavior • Conference with students and parents • Conflict resolution 	<ul style="list-style-type: none"> • 3-5 days OSS/ISS** • Phone call home • Police may be notified and charges may be pressed 	<ul style="list-style-type: none"> • 10 days suspension • Recommendation for expulsion
Inappropriate or Disruptive Behavior (<i>could be, but not limited to, hallway, before/after school or cafeteria. Includes but is not limited to cheating, inappropriate verbal or nonverbal language, public display of affection, insubordination, classroom disruption, mild disrespect etc</i>)	Be a responsible student by being in charge of your actions, words and behaviors	<ul style="list-style-type: none"> • 30 minute detention or eat lunch in the office • Re-teach appropriate behavior • Phone call home 	<ul style="list-style-type: none"> • 60 minute detention • Re-teach appropriate behavior • Phone call home • Conferences with teachers, parents and administration 	<ul style="list-style-type: none"> • ISS** • Re-teach appropriate behavior • Phone call home
Inappropriate technology use (<i>to include school device or personal device</i>)	Be a responsible student by being in charge of your actions and behaviors	*Refer to electronic devices policy below	*Refer to electronic devices policy below	*Refer to electronic devices policy below
Disrespecting a staff member (<i>major disrespect</i>)	Be respectful of all adult school personnel	<ul style="list-style-type: none"> • ISS** or 3 days OSS • Phone call home • Re-teach appropriate behavior • Conference upon re-entry 	<ul style="list-style-type: none"> • ISS** or 3 days OSS • Phone call home • Re-teach appropriate behavior • Conference to re-enter 	<ul style="list-style-type: none"> • 10 days OSS • Phone call home • Recommendation for expulsion
Vandalism or theft of property	Be respectful of others' and school property	<ul style="list-style-type: none"> • 30 minute detention or ISS** • Phone call home • Re-teach appropriate 	<ul style="list-style-type: none"> • 3 days ISS or OSS • Phone call home • Re-teach appropriate behavior 	<ul style="list-style-type: none"> • Police notified and charges may be pressed • Recommendation for expulsion

		behavior		
Possession or under the influence of tobacco and/or alcohol on school grounds during school or school events	Be respectful of your body and mind	<ul style="list-style-type: none"> • Phone call home • 1-5 days OSS • Police notified and charges may be pressed • Discuss drug abuse with counselors 	<ul style="list-style-type: none"> • Phone call home • 10 days OSS • Police notified and charges pressed • Discuss drug abuse with counselors 	<ul style="list-style-type: none"> • Phone call home • Referral to superintendent for long-term suspension or expulsion • Charges pressed
Safety threat (Possession of weapon or bomb threat) <i>**see below guidance specifically for pocket knives</i>	Be respectful of others' safety	<ul style="list-style-type: none"> • Long term suspension pending expulsion hearing • Phone call home 		

DCMS Discipline System General Guidelines

The discipline policy establishes the rules governing the conduct of pupils in order to maintain a disciplined scholarly atmosphere, to achieve maximum educational benefits for all students, and to permit the orderly and efficient operation of the building. Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. Students who exhibit inappropriate behavior, in the opinion of the staff and/or administration, shall be subject to discipline. Inappropriate behavior includes lying, behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but not limited to, loss of any or all privileges, removal from the classroom, detention, suspension, and/or expulsion. The discipline policy shall apply to students during the following situations:

1. While students are on school property.
2. While being transported in school transportation vehicles.
3. While students are attending or participating in school activities.
4. While away from school grounds, if such conduct would directly affect the good order, efficiency, management, and welfare of the school.

Before a student is subject to disciplinary action, the following minimum steps of due process must be offered to that student.

1. The student must have been informed of the conduct that is expected or prohibited.
2. Prior to disciplinary action, an informal hearing will be held with the student at which time notice is given as to what he or she is accused of doing.
3. An opportunity should be given during the hearing for the student to present his or her side of the story.
4. The administrator must make the decision relating to disciplinary action based upon the incidents, which has been appraised from the knowledge gained.

Criminal Acts

The commission of, or participation in criminal acts can result in a report to, or involvement of law enforcement or other outside authorities.

Theft

Students who steal will be subject to disciplinary action which may range from detentions to recommendation for expulsion to the Board of Education. A theft may be reported to the appropriate police officials for action. Students must return all stolen property or pay for any stolen property that cannot be returned.

Disrespect

Disrespect is defined as not showing the correct amount of courtesy to employees or other students. For any act of disrespect, a student may be disciplined ranging from detentions to a recommendation to the board for expulsion.

Electronic Devices

For the purposes of this handbook, "Electronic Devices" is defined to include portable two-way telecommunication devices, including but not limited to cellular phone with or without cameras, beepers, walkie talkies, smart watches, head phones/ear buds, or other hand-held computing devices used as a communication device, any portable electronic device capable of storing and; transmitting or receiving images, such as cameras, as well as any new technology developed for similar purposes and will be referred to as cell phones.

Cell Phones

Davis County Middle School recognizes the importance of teaching cell phone etiquette to our students. We want to ensure that cell phones are not a distraction during class time.

Davis County Middle School extends to students the privilege to possess, display and use cell phones, head phones/ear buds, during meal times, during recess and before or after school, provided such cell phones are not displayed, activated or used during class time or passing period. Cell Phones and other electronic devices may not be used in any manner that will cause disruption to the educational environment. Head phones/ear buds may not be worn during class time unless approved by the teacher.

Electronic Device (Cell Phone) Consequences

1st Offense: cell phone will be confiscated by the student's teacher or other district personnel and taken to the main office and bagged and tagged. The student will contact his or her parent/guardian and inform them of this warning and that on the second offense a parent/guardian must pick up the phone and a detention will be given.

2nd Offense: cell phone will be confiscated by the student's teacher or other district personnel and taken to the main office and bagged and tagged. The student's parent/guardian must pick up cell phone from the main office. The student will be assigned ½ hour of detention that must be served within the next 2 school days.

3rd Offense: cell phone will be confiscated by the student's teacher or other district personnel and taken to the main office and bagged and tagged. The student's parent/guardian must pick up the cell phone from the main office. The student will serve ½ day of in-school suspension for his/her third and each subsequent violation of this policy.

Students who are caught using a phone illegally or criminally or in violation of school rules/cheating, will have the phone confiscated and is subject to referral to the police, suspension, or expulsion from school.

Internet Misuse Guidelines –

Students who access restricted items on the Internet are subject to the appropriate action described in the school's discipline policy or student handbook or to the following consequences:

_____ **First Offense:** The student has violated the **Student Internet Policy** by intentionally accessing restricted material. He/she may lose internet access for up to **three weeks** at the discretion of the supervising teacher or administrator.

_____ **Second Offense:** A second offense will result in the student losing Internet access for a period of **four weeks** or the remainder of the Trimester, whichever is longer.

_____ Third Offense: A third offense will result in the student losing Internet access for **eight weeks** or the remainder of the Trimester, whichever is longer.

Drugs and Alcohol

Students who have used, show evidence of use, and/or are under the influence of alcohol or illegal drugs while at school or school related events will be subject to disciplinary actions as follows:

Students may be subject to a range of consequences of an out-of-school suspension for up to ten (10) days to a recommendation to the board of education for expulsion. At the option of the administration, the number of suspended days may be reduced contingent on a substance abuse program conducted by a substance abuse treatment center and any cost will be paid by the student.

Delivery, transfer, transactions for, or possession of alcohol, illegal drugs, or look-alike drugs while at school or school related events may result in a maximum penalty of a recommendation for expulsion to the Board of Education and a report to the proper police officials. Any student who assists or knowingly accompanies another student in violating the above regulation may also receive sanctions.

Insubordination

Insubordination is defined as the refusal of a student to obey a school rule, regulation, or request of any school employee. For any act of insubordination, a student may be disciplined ranging from detentions to a recommendation to the board for expulsion.

Fighting and Use of Physical Force

Students involved in fighting and use of physical force, without just cause, will be subject to disciplinary actions ranging from a detention to a recommendation to the board for expulsion. Students whose verbal or other actions lead to a physical confrontation may be considered under this guideline. Police officials will be notified for certain situations based on pre-meditation and/or extent of the physical force. Violations of this policy or procedure will be cause for disciplinary action up to and including recommendation to the board for expulsion.

Possession of a Knife

Pocket knives or knives of any size are not allowed at school. Any student who brings or is in possession of a pocket knife or knife may be disciplined ranging from detentions to a recommendation to the board for expulsion.

Possession of a Dangerous Weapon

A "dangerous weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort which is actually used in such a manner as to indicate that the defendant intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife.

Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. Weapons under the control of law enforcement officials shall be exempt from this policy.

The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. Students that are in possession of "look alike" weapons may be disciplined under this policy. Students will be subject to disciplinary actions ranging from detention to a recommendation to the board for expulsion.

Profanity

Profanity is defined as the use of vulgar, abusive, obscene, insulting, or inappropriate language (spoken or unspoken) and gestures. Students will be subject to disciplinary actions ranging from detention to a recommendation to the board for expulsion.

Threats of Violence and Incidence of Violence

All threats and incidence of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences per board policy 503.09 (Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence) up to and including expulsion.

Tobacco/Nicotine Dispensing Devices

Students smoking, or having possession of tobacco, or having possession of any "look alike" tobacco, or any electronic nicotine dispensing device (i.e. JUUL or other "vapor/vape pens"), will be subject to a maximum of ten days out of school suspension; notification of parents is required in these instances. Notification to the Board of Education with the recommendation for expulsion, and referral to law enforcement may occur, depending on the circumstances,

Vandalism

Students who vandalize school property will be subject to disciplinary action which may range from detentions to recommendation for expulsion to the Board of Education and a report to the proper police officials. Students will be required to pay for any property that is vandalized.

Detention

Administrative detentions will be served in the office starting at 7:30 AM before school and may last until 4:20 PM after school. Students must be on time and all expected standards of student behavior are enforced.

In-School Suspension

In-school suspension is the temporary isolation of a student from the classroom and placement in an area of isolation for a part of, or an entire school day(s) while under proper faculty supervision. A parental meeting will be required before a student can return to classes.

Out-of-School-Suspension

An out-of-school suspension is a period of time not to exceed ten consecutive school days which removes the student from the school building. A parental meeting will be required before a student can return to classes.

Bullying

Bullying of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Bullying prohibited by the district includes, but is not limited to, bullying on the basis of race, sex, creed, color, national origin, religion, or disability. Students whose behavior is found to be in violation of this policy after investigation may be disciplined up to and including, suspension and expulsion.

Bullying that is designed to unreasonably embarrass, distress, agitate, disturb or trouble students when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Bullying as set forth above may include, but is not limited to the following:

- verbal
- physical
- social

- cyber

The district will promptly and reasonably investigate allegations of bullying. The building principal will be responsible for handling all complaints by students alleging bullying. The district will continue to work with all stakeholders to provide a safe learning environment for all students.

Retaliation against a student because the student has filed a bullying complaint or assisted or participated in a bullying investigation or proceeding is also prohibited, however, the superintendent has the right to discipline students who knowingly file false bullying complaints. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion.

Study Hall Guidelines

Study halls are provided for students to study. The following guidelines are to be observed when in study hall:

1. The teacher will assign seats
2. Students must have permission to talk.
3. Students must ask for permission to leave.
4. Students will not be allowed to study together unless given permission.
5. Students must bring material to work on (device, book, paper, pencil).
6. Students failing to meet academic standards will not leave study hall.

Expulsion

Expulsion excludes a student from school and all school activities. The Board of Education shall retain sole and exclusive authority to invoke expulsion as a disciplinary measure. If a student is recommended to the Board of Education by the administration for expulsion, that student will be suspended from school for a period not to exceed ten consecutive school days. Students may be suspended for periods longer than ten consecutive school days if the school and the parents agree it upon.

Suspension/Expulsion Rule

If a student is suspended, either in school or out of school suspension, or expelled, that student will be **excluded** from all Davis County Community School activities either home or away; either as a participant or as spectator, for the duration of the suspension. In addition, any student who is suspended is not permitted on school property.

Care of School

Students share the responsibility of maintaining the cleanliness of our building. Students are expected to dispose of their own waste materials in recycling bins or trash cans provided throughout the building. Teachers will determine rules for gum and candy for his/her individual room.

Other Rules and Regulations

Medicine

The state requirements for any medication to be given at school are:

- To be in the original container with the prescription label on it.
- Accompanied by a written authorization from the parents that the medication be administered at school, noting time and dosage.
- Written permission from the doctor for the medication to be given at school.

Medication **must** be left in the nurse's office. No medication, including aspirin, is to be kept in a student's locker or possession. If there is a need to make an exception, please contact the nurse.

Leaving School Grounds

Students are not to leave school grounds without permission. Students who do leave without permission will be considered truant and will receive the appropriate consequence.

Lunch

Davis County Middle School has a closed campus. All students must remain at school during lunch. Students must eat in the cafeteria.

After lunch free time/recess is a privilege and may be taken away for student behavior which is in violation of our expectations of responsible citizenship. DCMS will enforce a "3 Strike Rule" as it pertains to after lunch free time when a student's behavior fails to meet the citizenship expectations set forth in this handbook -

1st Offense - Loss of after lunch free time for one week minimum

2nd Offense - Loss of after lunch free time for 2 weeks minimum

3rd Offense - Loss of after lunch free time for 3 weeks OR remainder of the Trimester whichever is longer

Signing Out of Building

If a student must leave the building because of illness or for any reason other than a class, the student must make arrangements beforehand and sign out in the office when he/she leaves and also sign in when returning to the building. Leaving school without permission is classified as truancy.

Searches

Student Searches: school officials may search students if there is a reasonable suspicion of a school rule violation, or criminal activity. The search may be general in nature - for example, pockets, purses, notebooks, pencil bags, lockers etc. More invasive searches of persons will require the searcher to be of the same sex as the person being searched.

Locker Searches: See page 7.

Rights and Responsibilities

Accidents

Any injury, regardless of the extent, should be reported immediately to the staff member in charge.

Bus Procedures

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

School owned transportation will be used on all activity trips unless special arrangements are made with the principal. Students on school sponsored trips must return with the same group unless special permission is granted by the principal to do otherwise.

Riding Buses

Parents are to send written permission to the office for a student to visit a schoolmate after school.

All athletes are expected to ride the team bus to all athletic events. If parents want their child to ride home with them or someone else, they are to send a note to that effect to the coach or inform the coach of their wishes in person. The signature is to be notarized by a notary public.

The driver will not discharge riders at places other than the regular stop near the home, or at school, unless by proper authorization from parent, the director of transportation or principal of the school.

Bus Rules

Students are to:

- Obey the bus driver
- Sit in seat
- Talk quietly
- Keep hands and feet to his/herself
- Do not throw or destroy objects

The bus driver handles disciplinary problems first, if possible. In case of a serious problem, the student may be referred to the director of transportation.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities.

Complaints and Grievances

It is the goal of the district to resolve students' complaints and grievances at the lowest level. Students and parents are encouraged to address problems and concerns to the student's teacher or other employee, other than the administration, for resolution of the complaint. If the teacher cannot resolve the complaint, the student or parent may discuss this matter with the principal within ten days. If the principal cannot resolve the matter, the student or parent may discuss this matter with the superintendent within ten days after speaking with the principal.

Emergency Drills

Periodically the school holds emergency fire and tornado drills. At the beginning of each Trimester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials. Please be aware of the posted instructions found in each classroom. Students are to exit the building or go to the required areas in an orderly and efficient manner.

Student Appearance

Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Items of apparel which are disruptive to the school or class routine, will not be tolerated. Examples of unacceptable dress are: midriff tops, biker shorts, tight shorts or shorts that are deemed inappropriate, pajamas, scanty or see through clothing, caps, hoods or hats and dirty or tattered clothing. Students who are wearing questionable apparel will be referred to the principal. Students who are wearing unacceptable apparel will be asked to change and/or may be sent home or be subject to disciplinary action.

Internet

Online Etiquette

The use of computers and the network is a privilege and may be taken away for violation of Board policy or **may be taken away by teachers and/or administrators**. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures of these other networks. Students should adhere to on-line protocol including but not limited to: respect all copyright and license agreements, cite all quotes, references and sources, remain on the system only long enough to get needed information, then exit the system, apply the same privacy, ethical, and educational considerations utilized in other forms of communication. Students' access for electronic mail will be through supervising staff's account and/or their own account. Students should adhere to the following guidelines:

- A. Others may read or access the mail so private messages should not be sent.
- B. Delete unwanted messages immediately.
- C. Use of objectionable language is prohibited.
- D. Always sign messages.
- E. Always acknowledge receipt of a document or file.

***See page 15 for inappropriate internet use consequences and discipline*

Restricted Material

Students shall not intentionally access or download any text, file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school activities, or will cause the commission of unlawful acts, or the violation of lawful school regulations.

Misuse of Computer

Any student who knowingly misuses or alters a computer and/or software will be subject to discipline including out of school suspension and expulsion.

Unauthorized Costs

If a student alters a computer or gains access to any service via the Internet, which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Student Violations

Fines or legal consequences of violations of copyright laws will be the responsibility of the student and parent. Students who access restricted items on the Internet shall be subject to the appropriate action described in Board policy.

Notices

Accreditation

Davis County Middle School is operated under the authority of the Davis County School District and is accredited by the Department of Education of the State of Iowa.

Equal Employment Opportunity/Affirmative Action

Students, parents, employees, and others doing business with or performing services for the Davis County Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, creed, national origin, gender (sex), marital status, socioeconomic status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities, or its hiring and employment practices.

Davis County School Board Policy 102.1

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and in the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity in our country and an awareness of such individual as a member of a pluralistic society.

Inquiries or grievances related to this policy may be directed to Jennifer Donels, 500 East North Street, Bloomfield, Iowa 52537, Telephone (641)664-2200, to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Region 2 Office of Civil Rights within the United States Department of Education in Kansas City, Missouri.

Homeless Statement

It is the policy of the Board of Education to make certain that no child is deprived of a quality education due to being homeless. Special provisions will be made in record requirements for homeless children in the areas of health and academics. Concerned persons may contact the Davis County Community School District at 641-664-2200.

Davis County Community School Board Policy 501.12

Directory Information

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

Information from student's educational records, designated as directory information by the school district, may be released without consent of parents. Parents will have an opportunity to deny the release of directory information without their consent in a notice stating their rights under federal law. This notice will be distributed annually. Directory information includes, but is not limited to, the student's name and address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to the middle school level and from middle school to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to

challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

Freedom of Expression

Under the United States Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoint and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, or contain obscenity or indecency. The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language. Public display of affection is not tolerated.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school property or on property within the jurisdiction of the school district; while on school-owned and/or school operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies concerning Code of Conduct are in effect 12 months a year. A violation of the Code of Conduct may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session. Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. The school reserves and retains the right to modify or eliminate rules and regulations as circumstances warrant.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school owned or operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or activity, or whether they are held on or off school grounds.

Fire & Tornado Drill Instructions

(click for access)

