

O.B. Dueitt Middle School Student Handbook 2018-2019



Mission Statement

Dueitt Middle School prepares students to excel wholistically and transition into respectful, responsible citizens, who are life-long learners.

Vision Statement

Dueitt Middle School will be a school of choice known for driven engagement with a collaborative community that meets the needs of all students in a positive learning environment.

Student Expectations

Attendance

Students are expected to attend school daily. Regular and consistent attendance is a leading predictor of student success. Students who are not in attendance are expected to have an approved excuse such as, but not limited to, doctor appointments or documented illness. The principal or assistant principal may approve absence excuses if the circumstances are deemed unavoidable. In the event a student misses school they are responsible for obtaining and completing any missed assignments or make-up assignments from their teachers.

Bell Schedule

1 st Period	8:55 – 9:40
2 nd Period	9:44 -10:29
3 rd Period	10:33 – 11:18
4 th Period	11:22 – 12:59
5 th Period	1:03 – 1:48
6 th Period	1:52 – 2:37
7 th Period	2:41 – 3:26
8 th Period	3:30 – 4:15

Tardy

You are tardy if the bell rings and you are not inside the classroom when the tardy bell rings. If you are tardy report to the assistant principal's office. Once you arrive wait quietly. You will receive a tardy pass and should report directly to your classroom.

1 st Tardy	Warning
2 nd Tardy	Lunch Detention
3 rd Tardy	1 hour D-hall
4 th Tardy	2 hour D-hall
5 th Tardy	Referral to grade level principal's office

Arrival and Departure

Students should not arrive on campus earlier than 8:25, unless they are in a supervised activity (Band, Athletics, or Tutorials). Doors open to students at 8:25 am.

Students who ride their bikes to school may chain their bike up inside the fence behind the portables. Students will then walk around to the front entrance of the building. Students are responsible for bringing and using their own locks/chains. Students bring bikes at their own risk; the school and district are not responsible for lost, damaged, or stolen bikes.

School lets out at 4:15 everyday – please make plans for how you will get home each day before you get out of school.

You will not be allowed to use the phone every day to make arrangements for a ride. The office phones are for emergency use only. Once you leave the building, you will not be permitted back into the building.

Students who are staying for after school activities will go to the cafeteria, wait for their sponsor/teacher, the teacher will take them to get their supper, and seat them at the table designated for their after school activity. They will then leave at the direction of the sponsor to begin their after school activity. Students remaining in the cafeteria after all groups have been picked up will be taken to detention.

Students who ride the bus regularly and have been in 45 minutes of extended day academic activities may ride the after school bus that leaves at 6:30 pm. Students waiting for this bus should wait on the benches near the bus.

Students Leaving School Early

Students will not be released unless the parent or legal guardian arrives in person and shows proper identification. A parent or legal guardian must have proper identification upon check-in with the campus and must sign out in person with the student at the attendance office.

The cut off time for early dismissal is 3:45pm. Please call 281-891-7800 if you know in advance that your child has an appointment during the school day. There will be no exceptions to this rule.

Parent Visitation

Parents and other visitors are welcome to visit District schools. All visitors are required to register with the receptionist and provide Photo ID. Our campus has the V-Soft System which requires visitors to show photo identification. This system checks for registered sex offenders.

Please note that the following guidelines apply for all campus visits:

- Call in advance to schedule a visit to ensure that the visit does not conflict with testing, supervision responsibilities, or other scheduled activity.
- Sign in at the school office and obtain a visitor's badge designating your specific destination. At the end of your visit, return to the office to sign out.
- A Photo ID must be shown anytime a visitor enters the building.
- Make other arrangements for pre-school children rather than bringing them for the visit. The school does not have child care facilities and the activities of some pre-schoolers can distract students, teachers and parents.
- Visitors must be dressed appropriately, with no revealing or suggestive clothing. Clothing with profane or offensive messages is prohibited.
- The District absolutely will not tolerate disorderly conduct, including, but not limited to: refusal to comply with campus policy, profanity, and verbal or physical intimidation.
- Video/audio recording of students is prohibited to preserve the privacy of all students unless special permission has been expressly granted in advance.

- Visitors are expected to follow all rules and policies established for students and staff. Campus administrators may ask violators to leave or not return to campus and may report violations of law to the police.

Visits to individual classrooms during instructional time shall be permitted only with the principal's approval. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Student visitors are not allowed unless accompanied by an authorized adult and both follow sign-in procedures.

Trespassers are subject to prosecution.

Parents are invited to eat lunch with their children in the cafeteria in our designated area. Please sign in at the school upon arrival. When lunch is over, parents must also return to the office to sign out. Visitation beyond the lunch period is considered classroom observation and must be prearranged with the campus principal. Parents/guests cannot provide food for another student. Our school restricts lunch room visits during test days.

Student ID Badges

ID badges and lanyards are school district property. Students who damage, deface, or break the ID must purchase a replacement ID for \$5 and a lanyard for \$2. The ID should be sticker and writing free at all times.

IDs must be on a lanyard and worn around your neck at all times. We require our students to wear a specific color lanyard: 6th grade must wear a white lanyard, 7th grade must wear a yellow lanyard, and 8th grade must wear a blue lanyard.

If you forget your ID, you will be issued a temporary one for \$1.00. The temporary ID should be worn on the front of you, placed at the top, center half of your body (no sleeves, bottom of shirt, or pants). If you do not have the money to pay your temporary ID fee, you will be required to serve a 1 hour detention within two days. If you bring the \$1 fee the next day and pay it to your grade level secretary, you will be removed from the detention list. If you do not serve the one hour detention, the ID fee will be added to your fees and your parent will be required to pay the fee. If you need a replacement ID, the cost is \$5. If you do not have the money to pay for your permanent ID, you will be required to serve a 2 hour detention within two days. If you bring the \$5 fee the next day and pay it to your grade level secretary, you will be removed from the detention list. If you do not serve the two hour detention, the permanent ID fee will be added to your fees and your parent will be required to pay the fee.

You will not be able to participate in activities such as dances, field trips, games, etc. until all fees are paid.

All students caught not wearing their ID during the day will be sent to the AP office for a violation.

IDs are used to support the safety and security at Dueitt Middle School.

Food

Students are only to eat food in the cafeteria during breakfast, lunch, and after school dinner. Only unopened containers may be brought into the building. Food should not be eaten in the classroom or hallways. If you bring your lunch, please keep it in your backpack or out of sight until your assigned lunch period. If you are caught eating food in the classroom or caught with more than an individual portion of food, your food will be taken and will not be returned.

Cell Phone

Cell phones and other electronic devices shall be silenced and not in use while in the instructional setting without authorization. Cell phone usage is strictly prohibited during testing. The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school sponsored event. If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. Each time the cell phone/paging device is confiscated, the following consequences will take place:

1st time-Your phone will be taken up by staff and returned by the end of period.

2nd time -Your phone will be sent to your administrator and your parent will have to pick up the phone and pay a fee of \$15.

3rd time-Your phone will be sent to your administrator and parent will have to pick up the phone and pay a fee of \$15. You will be assigned a 1-hour detention.

4th time- Your phone will be sent to your administrator and parent will have to pick up the phone and pay a fee of \$15. You will be assigned a 2-hour detention.

5th time- Your phone will be sent to your administrator and parent will have to pick up the phone and pay a fee of \$15. The parent will have to come to the school for a parent conference.

Unclaimed devices will be discarded ten days after the last day of school. [See policy FNCE.] Students, who violate the cell phone policy, including a refusal to comply with an administrator's request to turn over the device, shall be subject to disciplinary action. Any disciplinary action will be in accordance with the Student Code of Conduct.

Your phone is subject to being taken:

- If you are seen or suspected of videotaping or taking pictures in the hallway.
- For any kind of cell phone use during the day without permission.

*You MAY NOT charge your phone during school. Bring your phone fully charged; please do not ask a teacher to charge your phone.

The school is not responsible for damaged, lost, or stolen telecommunications devices or personal electronic devices.

Anti-Bullying Policy

1. Prohibition Against Bullying and Harassment

Bullying and harassment are prohibited in Dueitt Middle School.

2. Bullying

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- ♣ Results in harm to the student or the student's property;
 - ♣ Places a student in reasonable fear of physical harm or of damage to the student's property;
- or
- ♣ Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyber bullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the

student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district.

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district's website.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG (LOCAL).

3. Definition of Harassment

Harassment means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities because the conduct is so severe, persistent or pervasive. This includes conduct that is based on a student's actual race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics that may be defined by the state or local educational agency. This also includes association with a person or group with one or more of the abovementioned characteristics, whether actual or perceived.

4. Scope

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, and at bus stops. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and on school computers, networks, forums, and mailing lists. This policy applies to the entire school community, including educators, school and District staff, students, parents and volunteers.

5. Notice

This policy will be distributed annually and will also be included in any student codes of conduct, disciplinary policies, student handbooks and school websites.

6. Reporting Bullying and Harassment

All allegations of bullying or harassment shall be reported to the principal or a designated staff member. Prior to notification of any parent or guardian regarding any incident of bullying, harassment or cyber-bullying, school authorities must consider the issue of notification as they would any other educationally-relevant decision, considering the health, well-being, and safety of any students involved in the incident. Whoever is designated to accept complaints will also be responsible for investigating the allegation in a timely manner and determining appropriate disciplinary action. The principal or designated staff member will be held accountable for doing everything possible, within reason, to resolve the situation.

7. Anonymous Reports

Reports may be filed anonymously. However, disciplinary action cannot be taken solely based on an anonymous report. Anonymous reports will be investigated with the same procedure, timeliness and vigor as other reports and disciplinary action can occur based on the results of the investigation.

8. False Reports

Students who file false reports of bullying or harassment will be subject to disciplinary action.

9. Parental Reports

Reports alleging bullying or harassment may be filed with the principal or the designated staff member by parents and school volunteers.

10. Responsibility of Students

Any student who observes an act of bullying or harassment should report the bullying or harassment to the principal or the designated staff member.

11. Responsibility of Staff

All staff members will take reasonable measures to prevent bullying and harassment and are obligated to report any such acts that come to their attention.

12. Retaliation

Retaliation or threats of retaliation meant to intimidate the victim of bullying or harassment or toward those investigating the incident will not be tolerated.

13. Investigation of Bullying and Harassment

Once reported, any allegation of bullying or harassment will be promptly investigated by the principal or a designated staff member. Proper disciplinary action will be taken immediately following the conclusion of the investigation.

14. Discipline and Remediation

Disciplinary actions for bullying and harassment may include, but are not limited to: warnings; school counseling; loss of opportunity to participate in extracurricular activities, school social events; loss of school bus transportation; in-school suspension (EC); out of school suspension; alternative school. The specific consequences should be consistent, reasonable, fair, age appropriate and match the severity of the incident.

Dress Code Expectations

Dueitt Middle School's goal is to maintain a focus on the educational process and ensure the reduction of distractions and disruptions to the learning environment through appropriate dress and grooming of students as well as to provide parents and students a low-cost option for school clothing.

ID/Lanyard

- Student ID must be on a lanyard and worn around the neck. Students must not draw on or distort the picture, grade level or name.
- Students must wear the solid color lanyard assigned for their grade level: 6th grade-white, 7th grade-yellow and 8th grade-blue.

Shirts

- Polo style shirts, crew neck style shirts, or turtleneck shirts **ONLY** must be worn daily.
- Shirt colors are limited to blue, black, yellow, white or gray **AND** must be solid in color. Undershirts should not be visible.
- Oversized shirts are not permitted.
- Shirts must fully cover the cleavage and midriff.
- Shirts may not be altered, cut, colored, written on, rolled up, or tied in any manner other than the original design of the shirt.
- PE uniform shirts are not to be worn outside the PE area.
- School and club spirit shirts may **ONLY** be worn on Friday.

Pants and shorts:

- Solid color khaki (tan), blue, or black casual slacks with belt loops are required.
- Pants and shorts may not be form fitting, spandex, or tights.
- Pants and shorts may not have designs or extra zippers.
- Pants and shorts may not be torn at the seams or have any holes in them.
- Pants and shorts must be worn at the waist. Oversized, baggy, or sagging pants are not permitted.
- Shorts may not be more than 4 inches above the knees.
- PE or athletic shorts may not be worn anywhere other than PE or athletics.
- Denim jeans and jean shorts are allowed **ONLY** on Fridays with a Dueitt school shirt.

Skirts:

- Solid color khaki (tan), blue, or black skirts are permitted.
- Skirts may not be more than 4 inches above the knees and may not be torn at seam or have holes.
- Skirts must be hemmed and fit snugly at the waist, undergarments must not be visible.

Jackets & Sweaters

- Colors are limited to blue, black, yellow, white or gray AND must be solid in color. Jean jackets or vests are not permitted.
- May have a single logo that is no larger than 1 ½ inches.
- DMS jackets, hoodies, or sweaters are allowed. Students are not allowed to wear hoods on their head while in the building.
- Students must wear appropriate clothing under their outerwear at all times.

Shoes:

- Shoes must have closed toes and a back or back strap across the heel.
- House shoes, slippers, steel toe boots, and slides are not permitted.
- The heel of shoes must not be higher than 2 inches.

Hats/Beanies

- No head coverings of any kind are allowed.

Grooming

- Appropriate appearance and hygiene are expected daily.
- Excessive make-up is not allowed.
- Unnatural colored hair, unusual/extravagant hair-styles, and colored extensions are not allowed.
- Tattoos must be covered at all times.

Jewelry

- No visible body piercings with the exception of ear piercings. Tongue piercings are not permitted.
- Jewelry reflecting gangs, gothic, or para-military related items; including, but not limited to rings, necklaces, bracelets, and chokers are not permitted.

Backpacks

- Must be clear or mesh and must be free from decorations, prints, or other enhancements. A single logo that is not larger than 1 ½ inches is permitted.
- Purses may not be larger than 8.5 x 11 inches.

Special occasion dress opportunities will be announced in advance.

Guidelines for special occasion dress

Dueitt Middle School believes in rewarding our students for good behavior. At times, students will be allowed to dress down instead of coming to school in uniform. It's important that students meet district dress code standards on those days.

Students must wear appropriate underclothing and shoes. (students must wear the same shoes they wear on standardized dress days.)

Students' shorts, skirts, or dresses must be no higher than 4 inches above the knees. Students are not permitted to wear very tight, loose, revealing or short clothing. Pants must be worn at the waist.

Examples of unacceptable clothing, according to this guideline include, but are not limited to: pajamas, cutoffs, wind or biker's shorts, jeans/shorts with tears, tank or crop-tops, leggings/jeggings.

No headgear, including doo-rags, scarves, wave caps, sweatbands, bandanas, etc., is permitted in the school.

Clothing with visual or written messages likely to disrupt the school environment is prohibited. **Examples of such prohibited visual or written messages include,** but are not limited to, drugs, alcohol, tobacco, weapons, violence, vulgar or obscene language, and insults to race, religion, gender, or ethnicity.

A student who is wearing any form of dress or hairstyle identifying him or her with a gang, or other unauthorized student group or representing or symbolizing the beliefs of such a group, will be required to correct his or her dress or appearance.

A student's hair must be neat, clean, and must not be distracting or interfere with the learning environment. Extreme hairstyles and hair color that may reasonably be expected to cause disruption of or interference with normal school operations are not acceptable.

Noisy or distracting jewelry or accessories may not be worn. Nose/facial/tongue jewelry is prohibited. No grills allowed. No type of cap or hat is to be worn in the school.

Sunglasses may be worn **only** when prescribed by a physician. A student who is sent home to correct a grooming problem will be absent on an unexcused basis for that period of time.

In the event that a parent cannot be reached to remove a student from school to correct his/her grooming, the student will be offered a change of clothing to borrow for the day if one is available or placed in the extension center if they can not conform to acceptable standards. Discipline consequences may also result for repeated violation of the grooming and dress code policy and a student will be required to wear the school uniform on future dress-down days.

Parents may purchase the required items from various retail outlets of your choosing. Area vendors who carry acceptable dress items include but are not limited to:

Walmart Academy Suitmart Uniform Store

The integrity of the dress code serves to enhance a positive, safe learning environment with minimal distractions from our academic pursuits of inquiry and knowledge.

Dueitt Middle School Administration reserves the right to make final decisions regarding the dress code.