

# DMS Student and Parent Handbook



**2018-2019**

This Student and Parent Handbook is provided as an informational source for all members of the DuBose Middle School Wildcat Family. In the event of any inconsistencies between this handbook and the Dorchester School District Two policy manual, the DD2 policy manual holds precedence.

## **Mission Statement**

The mission of DuBose Middle School is to provide a safe and supportive environment where ALL students can learn at their highest level.

## **Vision Statement**

The vision of DuBose Middle School is to provide each of our students a "world class" education through rigorous and relevant learning so that ALL students can reach their full potential.

## **PBIS PRIDE Statement**

Displaying our Wildcat **PRIDE**  
(**P**reparation, **R**espect, **I**nitiative, **D**iligence, and **E**fficiency)



Verification of Receipt of the DMS Student and Student Handbook

Please read the student handbook then return this sheet signed to the student's first period teacher

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

1<sup>st</sup> Period Teacher: \_\_\_\_\_

By signing below, we are verifying that we have read and discussed the DMS Student and Parent Handbook, including the sections on restricted items and student attire.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Name (Please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Telephone Number

\_\_\_\_\_  
Parent/Guardian Email Address



**DuBose Middle School**  
1005 DuBose School Road  
Summerville, South Carolina 29483  
Phone: 843-875-7012  
Fax: 843-821-3995

**School Website:**

<http://dms.ddtwo.org>

**Principal:**

Mr. Theodore Brinkley  
[tbrinkley@dorchester2.k12.sc.us](mailto:tbrinkley@dorchester2.k12.sc.us)

**Assistant Principals:**

6<sup>th</sup> grade: Mrs. Alice Kelley  
[alkelley@dorchester2.k12.sc.us](mailto:alkelley@dorchester2.k12.sc.us)

7<sup>th</sup> grade: Mrs. Kelly Kennedy  
[kkennedy@dorchester2.k12.sc.us](mailto:kkennedy@dorchester2.k12.sc.us)

8<sup>th</sup> Grade: Mr. Brooks Harlow  
[aharlow@dorchester2.k12.sc.us](mailto:aharlow@dorchester2.k12.sc.us)

**School Counseling Department:**

6<sup>th</sup> grade: Mr. Matthew Gill  
[magill@dorchester2.k12.sc.us](mailto:magill@dorchester2.k12.sc.us)

7<sup>th</sup> grade: Mrs. Whitney Johnson  
[whjohnson@dorchester2.k12.sc.us](mailto:whjohnson@dorchester2.k12.sc.us)

8<sup>th</sup> grade: Ms. Ayisha Brown  
[ayibrown@dorchester2.k12.sc.us](mailto:ayibrown@dorchester2.k12.sc.us)

Director of School Counselor: Mrs. Sophia Mitchell  
[somitchell@dorchester2.k12.sc.us](mailto:somitchell@dorchester2.k12.sc.us)

## A Welcome from the Administration...

Wildcat Family!

Welcome to DuBose Middle School!! We are looking forward to you being a part of the DuBose Middle School Family for your entire middle school career. For over thirty years, DMS has built a solid foundation on providing students what they need to be College and Career Ready. We strive to teach all students Work Class Knowledge, Work Class Skills, and Life and Career Characteristics.

As this school year progresses, please make sure to work hard in your classes and take advantage of all of the extracurricular activities that interest you. Participation in all aspects of DuBose Middle School will give you a richer school experience. We look forward to a great 2018-2019 School Year!

*Sincerely,*

*Mr. Brinkley, Mr. Harlow, Mrs. Kelley, and Mrs. Kennedy*

## Greetings from the Faculty...

Dear Families,

We, the faculty, would like to welcome each of you to another school year. We will do everything in our power to help make it a successful one. We are available during planning times and before/after school to meet with parents and students. We also offer tutoring during Courtyard (please make note of the days of the week for tutoring.) Because we have set high expectations for our students, we set high standards for ourselves. Please do not be satisfied with less than your best work in every subject. Let's make a strong commitment to excellence this year!

We believe that teachers, students, parents, staff, administrators and other members of the DuBose Family must form a team to educate literate, problem solving, productive members of our society.

# Bell Schedules 2018-2019

## REGULAR DAY

- Period 1: 8:10-9:00
- Period 2: 9:03-9:53
- Period 3: 9:56-10:46
- Period 4: 10:49-11:39
- Period 5: 11:42-12:32
- Period 6: 12:35-1:25
- Period 7: 1:28-2:18
- Period 8: 2:20-3:10

## WILDCAT WEDNESDAY

### (Every Wednesday)

- Period 1: 8:10-8:57
- PRIDE: 8:57-9:22
- Period 2: 9:25-10:12
- Period 3: 10:15-11:01
- Period 4: 11:04-11:50
- Period 5: 11:53-12:40
- Period 6: 12:43-1:30
- Period 7: 1:33-2:20
- Period 8: 2:23-3:10

### Wildcats

The Wildcat has been the DuBose mascot for many years. DuBose Wildcats have always been respected for their strong academic preparation and their power in athletic competitions. DuBose graduates and students have become successful leaders in the arts, law, medicine, clergy, education, the military, and in just about every profession that you can name. We want each of you to become a part of that rich DMS Wildcat tradition. There will be numerous opportunities for personal growth and achievement during your tenure as a Wildcat. Take advantage of those opportunities and be the very best that you can be. And remember, ONCE A WILDCAT, ALWAYS A WILDCAT!!

### School Attendance

Please carefully read the following information concerning South Carolina Attendance Laws and the Dorchester School District Two Guidelines for student attendance. The Dorchester School District Two Board believes that attendance is a key factor in student achievement, and any absence from school represents an educational loss to the student. However, the board also recognizes that some absences from school are unavoidable.

## **SOUTH CAROLINA STATE LAW (R 43-274) ATTENDANCE DEFINITIONS**

### Chronic Absenteeism

A part of the implementation of the Every Student Succeeds Act, districts and schools are required to report to the South Carolina Department of Education the number of students who are chronically absent each year. According to the United States Department of Education's Office of Civil Rights (OCR), an absent student is one who misses 50 % of the instructional day for any reason and regardless of whether the absence is excused or unexcused. In other words, students must attend class for at least half of the instructional day to be considered present for that day.

Using this new definition, the OCR requires states to report the number of students in each district and school who are absent at least 10% of the time during which they are enrolled in a particular school or district. More specifically, students who are enrolled in the same school for an entire academic year and miss 18 or more days (10 %) will be considered chronically absent. The total number of chronically absent students will be included on district and school report cards and reported to the OCR.

### Truant

A student ages 6 to 17 years of age meets the definition of truant when the student has three (3) consecutive unlawful/unexcused absences or a total of five (5) unlawful/unexcused absences.

### Habitual Truant

A student ages 12 to 17 years of age meets the definition of a habitual truant when the student has reached the level of truant, fails to comply with the intervention plan developed by the school, student and parent/guardian, and accumulates two (2) or more additional unlawful/unexcused absences.

### Chronic Truant

A student ages 12 to 17 years of age meets the definition of chronic truant when the student has reached the level of habitual truant, has been through the intervention process, has been referred to family court, placed on an order to attend school, and continues to accumulate additional unlawful/unexcused absences.

## **ATTENDANCE PROCEDURES**

### Chronic Absenteeism Procedure

At the beginning of each month schools will compile a list of students who are considered chronically absent (any student who is absent a minimum of 10% of his/her enrollment period in the current school year for any reason (e.g. illness, suspension, excused or unexcused) is considered chronically absent). Letters will be sent to the parent/guardian notifying them as to the status of the student and explaining the importance of regular school attendance. An administrator may schedule an attendance conference with the parent/guardian when the student has been identified as chronically absent. Research shows that poor attendance can impact student performance. Students who miss too many days in kindergarten and first grade can have trouble mastering reading by the end of the third grade. Chronic absenteeism of middle and high school students is the leading warning indicator for predicting students who dropout.

### Truant Procedure

When a student is identified as truant (three (3) consecutive unlawful/unexcused absences or a total of five (5) unlawful/unexcused absences), an administrator will communicate with the student and parent/guardian to identify the reasons for the student's absences. An attendance contract and



intervention plan may be developed and signed to address and improve the student's attendance in school.

Habitual Truant Procedure

When a student is identified as habitual truant (fails to comply with the attendance contract and intervention plan and has accumulated two (2) or more additional unlawful/unexcused absences), the administrator may schedule an additional conference to address the continued attendance concerns. The school may also complete the Family Court Referral Packet for court action and send to the appropriate District Director.

Chronic Truant Procedure

If all reasonable alternatives have been exhausted and a student is identified as chronic truant (has been through the intervention process, has been referred to family court, placed on an order to attend school, and continues to accumulate additional unlawful/unexcused absences), the school may file a contempt of court petition with Family Court. The student will appear in court for violating the previously issued court order to attend school.

**REQUIRED EXCUSES**

Within three (3) days after returning to school, the student must submit a written excuse explaining his/her absence. If applicable, the student may also submit an excuse from the doctor. If a student does not submit an excuse, his/her absence will be considered unlawful/unexcused.

The excuse should include the following information:

Student's Name	Date the excuse was written	Date(s) of the absence(s)
Reason for the absence(s)	Signature of the parent/legal guardian and telephone number	

Lawful/Excused Absences

- The absence is caused by the student's own illness and whose attendance in school would endanger his/her health or the health of others.
- The absence is due to an illness or death in the student's immediate family.
- The absence is due to a recognized religious holiday of the student's faith.
- The absence is due to school activities that are approved in advance by the principal.

Unlawful/Unexcused Absences

- The absence of the student without the knowledge of his/her parent/legal guardian.
- The absence of the student without acceptable cause with the knowledge of his/her parent/legal guardian.

Suspension(s)

- Suspension(s) are not to be counted as an unlawful/unexcused absence for truancy purposes.

**Requirements to be Counted Present for the School Day**

Students must attend school for 50% of the instructional day to be counted present.

Explanation/Clarification

The South Carolina Department of Education (SCDE) states that a school year consists of 180 days of instruction. In Dorchester School District Two a day of instruction is 7 hours long. Students must be present for 3½ hours of instruction for the instructional day to count as one of the 180 days required by

the SCDE. This includes “Early Release” days. An “Early Release” day only consists of 3¾ hours of instruction. Therefore, even on the “Early Release” days a student needs to be present for 3½ hours of instruction to be counted present for the instructional day.

#### Tardy to School/Early Dismissal from School

Students who are chronically late to school or who are dismissed early from school often suffer academically from lost instructional time. For this reason, a record will be kept of all tardies to school and early dismissals.

#### Tardy to School/Early Dismissal Procedures

- Elementary School – The parent/guardian of a student who arrives at school late must bring the student into the school office to sign the student in and list the reason for the student being late to school.
- Middle/High School – The student must report to the school office to sign in or be signed in by parent/guardian and list the reason for the student being late to school.
- Elementary/Middle School – If a student is dismissed early, the parent/guardian must come into the school office and sign the student out, listing the reason for the early dismissal. Please note that if a student is being signed out early, it must be done 30 minutes prior to the scheduled dismissal time.
- High School – If a student is dismissed early, the parent/guardian must come into the school office and sign the student out, listing the reason for the early dismissal or the parent may send a note allowing the student to be dismissed early. The school will verify all notes received for early dismissal. Please note that if a student is being signed out early, it must be done 30 minutes prior to the scheduled dismissal time.
- All Schools – The administration will determine if the tardy to school and/or early dismissal will be lawful/excused or unlawful/unexcused.

#### Tardy to School/Early Dismissal Interventions

The following procedures will be followed for dealing with unlawful/unexcused tardies to school/early dismissals:

- If a student accumulates a total of five (5) unlawful/unexcused tardies to school and/or unlawful/unexcused early dismissals in a nine-week period, a warning letter will be sent to the student’s parent/guardian. The student will not be eligible for perfect attendance for that nine-week period.
- If a student accumulates a total of ten (10) unlawful/unexcused tardies to school and/or unlawful/unexcused early dismissals in a nine-week period, the student’s parent/guardian must attend a conference with an administrator to develop and sign an intervention plan.
- If a student accumulates fifteen (15) or more unlawful/unexcused tardies to school and/or unlawful/unexcused early dismissals in a nine-week period, the school will explore referrals to other agencies to assist in improving the attendance issue including the Department of Social Services.

#### Middle/High School Tardy to Class

Students are to be in their assigned classroom at the assigned time. These consequences are administered on a semester basis by class period.

- First and Second Tardy – The teacher will issue a verbal warning.
- Third Tardy – The teacher will have two-way communication with the parent/guardian and will document the communication in log entries.

- Fourth and Fifth Tardy – The student will be assigned detention by the administration.
- Sixth through Ninth Tardy – The student will be assigned in-school suspension (ISS).
- Tenth through Thirteenth Tardy – The student will be assigned out-of-school suspension (OSS) and will be placed on school probation.
- Fourteenth Tardy – The student will be assigned OSS and referred to the School Intervention Program (SciP).
- Fifteenth Tardy – The student will be recommended for a discipline hearing.

### **Student Agendas**

All students will be provided with a hard copy Identification Card (ID) on a lanyard and a sticker copy placed inside their student agenda. Students are required to either have their hard copy ID around their neck or have their agenda with the sticker ID with them all times. The Student ID (hard copy or sticker) must not be defaced or altered in any way. Should you require a replacement hard copy ID, the cost is \$5.00. Parents are encouraged to check on-line to track ID charges. Random awards will be given to students who wear their IDs. Hard copy IDs are required to be worn when attending CAT Card celebrations, PBIS events, PTSA events, Library checkout, café special sales, field trips, etc.

### **Student Identification Cards (ID) and Agendas**

All students will be provided with a hard copy Identification Card (ID) on a lanyard and a sticker copy placed inside their student agenda. Students are required to either have their hard copy ID around their neck or have their agenda with the sticker ID with them all times. The Student ID (hard copy or sticker) must not be defaced or altered in any way. Should you require a replacement hard copy ID, the cost is \$5.00. Parents are encouraged to check on-line to track ID charges. Random awards will be given to students who wear their IDs. Hard copy IDs are required to be worn when attending CAT Card celebrations, PBIS events, PTSA events, etc.

### **Homework Policy**

If a student is absent from school, he/she is expected to make up all missed work in a timely manner. A student has 3 days to make up missed work from the day that he/she returns to school. Work assigned prior to the day of absence will be due upon returning to school. If you expect your student to be out of school for an extended period of time, parents should contact the school to request make-up work. Please allow 24 hours for teachers to collect the required assignments.

### **Lockers**

1. Lockers are the possession of the school and are subject to search by school authorities.
2. Students are to use their lockers at times designated by their grade level.
3. Students are not permitted to share lockers, share locker combination with others or rig lockers.
4. If combination is given out or locker is rigged, DuBose Middle School cannot assume responsibility for items lost or stolen from your locker including your textbooks, cell phones, or other electronics.
5. Students must not deface their lockers.
6. If students are having problems with their locker, they should report the issue to their first period teacher.
7. Shelves and other decorations inside the lockers are permitted.
8. Abuse of the locker privilege may result in losing the use of a locker.

### Lost and Found

DuBose maintains a Lost and Found box that contains many items that are misplaced or lost during the school day. The Lost and Found is located in room 407. If you think you may have lost something, you need to request permission from your teacher to check the Lost and Found box. At intervals during the school year, we clear out the Lost and Found box of unclaimed clothing and other items and donate them to various shelters or charities. Please make sure that your jackets and personal items are properly labeled so that items are more likely to be returned if they are lost.

### Emergency Drills

DuBose Middle School is required to conduct various safety drills throughout the year. These drills will include Fire Drills, Tornado/Severe Weather Drills, Earthquake Drills, and Lockdown Drills. All procedures must be followed and taken seriously to maintain the safety of everyone involved. Failure to respond or behave correctly will result in disciplinary action. In the event of an actual emergency, parents will be contacted via BlackBoard Connect.

### Class Schedules

No student schedules will be changed without the approval of an administrator. Please be aware that a request for a change of schedule may not always be possible. If you have any questions, please contact your grade level assistant principal.

### Cafeteria

DuBose Middle School's cafeteria offers breakfast and lunch to all students. A free or reduced lunch program is also available to families who qualify. An application is included in each student's registration packet, can be picked up in the office, or is available at <https://www.heartlandapps.com/District.aspx>. It takes approximately 10 days for the district to process the application. A letter will be sent to the student's home notifying him/her of qualification. Until that time, the student MUST bring his/her lunch or money to purchase a lunch. NO CHARGING of meals will be allowed. Meals may be paid for in advance on a weekly or monthly basis. Extra sale items may be available to purchase. Students will be required to pay for the extra sales at the time of purchase (cash or lunch account). No charging for extra sales is permitted.

Middle School meal prices are as follows:

**Breakfast:** \$1.35      **Lunch** \$2.35 (Full Pay) or \$0.40 (Reduced)

**\*\*Prices are subject to change due to federal regulations.**

### Bicycle Parking and Skateboards at School

Bike riders must park their bicycles in the designated area in the front of the school. Students are allowed to go to or get their bicycles ONLY when they leave the school at the end of the day unless they have a note from an administrator. It is a good idea to have your bike's model and serial number written down just in case something happens to it. All bikes MUST be locked with a strong, secure lock when they are brought to school. **DuBose Middle School cannot assume responsibility for bicycles that may be stolen from school.**

The Administrative Staff at DuBose Middle School strongly discourages the use of skateboards as a means of transportation to school. For those students who do ride their skateboards to school, they

must secure their skateboard in their lockers when they arrive at school and may only retrieve their skateboard at the end of the school day. Students may not ride their skateboards on campus before, during, or after school. Skateboards may not be taken on board a school bus without written permission from a member of the Administrative Staff. Roller skates/wheelies are NOT to be worn or used at school.

## Buses

**Riding the school bus is a privilege.** School buses are considered extensions of the classroom, and student behavior on buses is required to mirror behavior standards for the classroom. The Student Code of Conduct is in effect while aboard school buses. State law requires all passengers to obey bus driver instructions and bus drivers to report conduct issues to school administrators. Repeated Code of Conduct violations, violation of the safety rules below or disobeying driver instructions will result in suspension or revocation of bus privileges. Students are expected to cooperate with the driver and always behave in a safe manner. **For the safety of all students, school administrators will follow these guidelines for addressing referrals for misconduct and safety violations on the bus:**

- |                            |   |
|----------------------------|---|
| a. <b>First Referral:</b>  | <b>Warning and parent notification of consequences for future incidents</b> |
| b. <b>Second Referral:</b> | <b>One (1) to five (5) days' suspension from bus</b>                        |
| c. <b>Third Referral:</b>  | <b>Five (5) to ten (10) days' suspension from bus</b>                       |
| d. <b>Fourth Referral:</b> | <b>Ten (10) to thirty (30) days' suspension from bus</b>                    |
| e. <b>Fifth Referral:</b>  | <b>Loss of bus privileges for the remainder of the school year.</b>         |

### Bus Changes

Please know that we cannot make bus/transportation changes over the phone. Also, students cannot ride home on a different bus unless it is an emergency. Emergency requests to ride a different bus must be accompanied by a written note from the student's parent/guardian and phone number so that an Administrator can verify the request. **These requests must be submitted to the front office in the morning so that the request can be verified.** This process helps insure your student's safety. Students should NEVER take it upon themselves to get on a bus to ride home with a friend. Please see the Dorchester District Two Parent/Student Handbook for specific bus policies.

## Parent and Community Involvement

### Visitors

Parents are always welcome to visit DuBose Middle School. We encourage parents/guardians to make appointments for visits with individual teachers or to set up parent conferences through the grade level team leaders so that all teachers may be present. Upon entering the building, all visitors must report to the office. At any time, parents may choose to observe their student in a classroom setting. The only thing we ask is for parents to check in with the front office and speak to the grade level administrator about the observation. All visitors **must** have a pass from the office and acknowledge their understanding of the conditions found in SC Act 373 of 1994 regarding school visitors. The principal reserves the right to limit or to revoke parental visitation rights. Unauthorized school visitation is prohibited.

## Parent Involvement

### PTSA

DuBose Middle School is honored to have wonderful parent involvement and support. We believe that a successful PTSA is a vital part of our school's success. The PTSA cordially invites all parents and students to join the DuBose Middle School PTSA. Our PTSA helps provide dances, mini-grants, fundraisers, etc. If you are interested in participating in or contributing to the PTSA please contact the DuBose Middle School front office or visit our website for more information.

### School Improvement Council (SIC)

DuBose Middle School has an active and involved School Improvement Council (SIC). The SIC has been involved with developing policies and programs at DuBose. Any interested parent can seek to become a part of the SIC. Please contact Kelly Kennedy at [kkennedy@dorchester2.k12.sc.us](mailto:kkennedy@dorchester2.k12.sc.us) or contact the school at 843-875-7012 for more information.

## Partners In Education

DuBose has special relationships with businesses and organizations that support our school and its mission. Our Partners in Education have done many good things to help students and teachers over the years. They have provided food, equipment, chaperones, testing monitors, and have volunteered their support for our students and teachers. If you know of a business or organization that would like to help our school in any way, please have them contact Mr. Brooks Harlow at [aharlow@dorchester2.k12.sc.us](mailto:aharlow@dorchester2.k12.sc.us).

## Student Life

### Wildcat PRIDE (Preparation, Respect, Initiative, Diligence, and Efficiency)

DuBose Middle School uses Positive Behavioral Interventions and Supports (PBIS). PBIS is a proactive approach to school-wide discipline. At DMS, teachers, administrators, counselors, and support staff will work together to develop consistent expectations for all student in all areas of our building as well as a commitment to teaching those expectations. Put simply, students will know exactly what is expected of them and will learn how to demonstrate those expectations through classroom lessons, modeling, and practice. Students who demonstrate the expected positive behavior will be acknowledged. Furthermore, students will know the specific consequences that will result when they choose not to demonstrate expected behaviors.

## Student Code of Conduct

At DuBose, our students are expected to conduct themselves in an orderly fashion that contributes to a climate that is conducive to academic success. Students are expected to behave appropriately during the school day and while attending school functions or school-related activities. Discipline procedure are aligned with the spirit and policies and procedures that are included in the [Dorchester District Two Parent/Student Handbook](#).

**The same standards of conduct, which are in effect at the school, shall prevail when the pupils are**

- 1. on the school grounds.**
- 2. off the school grounds at a school activity, function, or event.**
- 3. on school provided transportation.**

## Dress Code

In order to provide an atmosphere that is conducive to learning, instills discipline, and avoids safety hazards, DuBose Middle School and Dorchester District Two establishes specific guidelines for students. These guidelines are located within the Dorchester District Two Parent/Student Handbook. Students are expected to adhere to the Dress Code at school, and all school functions, including PTSA dances, games, and field trips, etc. Students may be denied entrance to such functions if they come inappropriately dressed. The administration has the authority to determine what is appropriate.

**Students who are in violation of DMS Dress Code Policy, will be given alternate clothing to be worn and returned at the end of the day. If clothing is not returned, a \$10 charge will be placed on the students account until the clothing is returned. If a student refuses to put on the alternate clothing, the student will be sent to BIR for the remainder of the school day.**

In addition to District Policy, in order to provide an atmosphere that is conducive to learning and avoid safety hazards, DuBose Middle School establishes the following guidelines for student attire:

1. All shorts, dresses, and skirts must fall to fingertip length with no fingers touching the skin of the leg.
2. Leggings are an accessory and **cannot be worn as pants**. If leggings, jeggings, or yoga pants are worn, a top or dress that is fingertip length must be worn over them.
3. No sagging of pants. Boys should consider wearing a belt at all times. If a student is found to have sagging pants a zip tie will be given in order for the pants to be worn appropriately.
4. **UPDATE FOR 2018-2019** – Pants, shorts, and skirts that have holes or shreds must not show skin unless all holes/shreds are below fingertip length (as explained above).
5. See through tops, shirts with your backs cut out, or lace tops are not permitted, unless another dress code appropriate shirt is worn underneath.
6. All tank top type shirts must adhere to the 3 adult finger width rule. No spaghetti straps are permitted.
7. Parents and students are encouraged to keep an extra set of clothing in their locker for emergencies.

**A list will be kept of students who violate the DMS Dress Code Policy. If a student violates the DMS Dress Code Policy three times, an Administrative Conference will be held with student and parent. Every subsequent violation will result in Thursday School being assigned.**

## DuBose Computer Usage Policy

Dorchester School District Two has adopted a policy governing the use of Internet in all District Two Schools. Students cannot use the school system to access pornographic sites, hate sites, lewd or profane materials, email, chat rooms, or another person's account; cannot use it to purchase or sell items; cannot deliberately disrupt the computer system or destroy data by spreading viruses, engage in political lobbying, post chain letters or annoying messages on the Internet, or post personal information about themselves (name, address, phone number, school name, etc.). Surfing the Internet is not permitted. Students must use the Internet for research activities assigned by the teacher.

Students who violate the Acceptable Use Policy will lose their Internet privileges, will be referred for discipline, and could be suspended from school depending on the nature of the infraction. Multimedia/computer Lab Computer use guidelines apply to the media center computers. Some general rules are:

- No altering of equipment (hardware or software) except as instructed in course assignments. This includes changing cables, changing switches/options, modifying operating system, application software, etc.
- No removal of equipment (hardware, software, or documentation) from the Multimedia Lab except copies of software as authorized by the instructor.
- No copying of software protected by copyright. Noncompliance will result in disciplinary action and loss of lab privileges.
- All hardware and software problems should be reported immediately to the teacher. Only authorized software is allowed in the lab.
- No “hacking” or accessing unauthorized drives or programs.

#### DMS Technology Policy Consequences

Violation	Consequence
Making changes to the computer without asking: <ul style="list-style-type: none"> <li>• Switching keys on keyboard</li> <li>• Changing screensavers</li> <li>• Flipping the screen</li> <li>• Unplugging mice</li> </ul>	1 day of detention*  * Multiple violations will result in suspension from computers and a more severe punishment.
Having food, drinks, or gum around the computers	1 day of detention*  * Multiple violations will result in suspension from computers and a more severe punishment.
Visiting any site besides the one instructed by the teacher: <ul style="list-style-type: none"> <li>• Music</li> <li>• Email</li> <li>• Games</li> <li>• Other</li> </ul>	Office referral*  * The severity of the site may require more serious consequences, such as immediate suspension from the computers or expulsion.

#### General Reminders

- Students must always have headphones on for programs with sound.
- Students may bring their own headphones.
- Communication is key – always ASK before doing something on or with the computers.
- Always leave the computers how you found them. That includes screens, mice, keyboards, chairs, and any other materials around them.

#### Cell Phone and Electronic Device Policy

Students are NOT allowed to have any electronic devices at school or on the bus. Electronic devices include (but are not limited to) cell phones, cameras, iPods, computers, laptops, tablet devices, pagers, and laser pointers. The following are specific consequences for not following this policy:

**1<sup>st</sup> Offense** - Electronic device will be confiscated. A parent or guardian must pick up the electronic device from the school.

**Repeat Offenses**- Electronic device will be confiscated. There will be a **\$25 fine**, AND a parent must pick up the electronic device from the school. Confiscated phones will not be returned to the student. The fine must be paid before the device will be returned. Parents also have the option of picking up any



confiscated device on the last day of school at no cost. Monies accrued from fines are used to update security and safety measures at DMS.

### Sexual Harassment

Sexual Harassment is taken very seriously at DuBose Middle School and in Dorchester District Two. Specific policies and procedures are printed in the Dorchester District Two Parent Student Handbook. If you have any questions or concerns regarding sexual harassment please contact any member of DuBose Administration or School Counseling Department. Any staff member at our school can assist a student and direct them to the appropriate person at school. If anyone makes a statement or takes an action that makes a student feel uncomfortable, immediately let a staff member know and talk with your parents as well.

### Daily Student Procedures

#### Arrival to School Procedures

**Students may arrive at school no earlier than at 7:45 AM. Students who eat breakfast must immediately report to the cafeteria upon arrival at school and then immediately report to their assigned area as stated below:**

##### 8<sup>th</sup> Graders

- All 8<sup>th</sup> grade students must report to the cafeteria courtyard to wait for the morning bell to ring (8:00 AM).
- At 8:00 AM, 8<sup>th</sup> grade students will enter the building through the breezeway doors.
- Students will report directly to their lockers to gather their items for the day and then report immediately to their 1<sup>st</sup> period classroom.

##### 7<sup>th</sup> Graders

- All 7<sup>th</sup> grade students must report to the courtyard to wait for the morning bell to ring (8:00 AM).
- At 8:00 AM, 7<sup>th</sup> grade students will enter the building through the 7<sup>th</sup> grade courtyard doors.
- Students will report directly to their lockers to gather their items for the day and then report immediately to their 1<sup>st</sup> period classroom.
- In case of rain, 7<sup>th</sup> grade students will report to the gym until released to enter the building.

##### 6<sup>th</sup> Graders

- All 6<sup>th</sup> grade students must report to the gym to wait to be released.
- Upon entering the gym, boys will sit on the left side of the bleachers and girls will sit on the right side of the bleachers.
- Once released from the gym, 6<sup>th</sup> grade students will enter the building through the 6<sup>th</sup> grade courtyard doors.
- Students will report directly to their lockers to gather their items for the day and then report immediately to their 1<sup>st</sup> period classroom.

##### Further Information

- Once students are in their 1<sup>st</sup> period classroom, they will sit in their assigned seat and not be permitted to leave the classroom without a pass.
- Each Grade Level will establish locker procedures based on their needs and schedule.
- DMS is not responsible for students who arrive on campus before 7:45 AM.
- Failure to follow the morning drop off procedures will result in disciplinary action.
- Students who arrive after 8:10 AM will need to report to the front office to receive a late pass.

### **Morning Announcements Procedures**

#### **Morning announcements begin at 8:10.**

- If a student is not in the appropriate classroom by the late bell (8:10), they are considered late and will be marked tardy by their 1<sup>st</sup> period teacher.
- Once announcements begins, students will remain silent during the announcements.

### **Classroom Procedures Prior to Transition**

- Students will engage in the class activity until the classroom teacher instructs them to pack up their materials for transition to their next class.
- Students will remain in their seats until dismissed by the teacher.

### **Transition Procedures**

- Students will walk on right side of the hallway, keep hands to themselves, speak in a quiet, respectful voice, and keep moving.
- Students will report directly to class using the expected route.
- If a teacher is not ready to receive students, the incoming class will line up on the wall outside of the classroom until the teacher directs them into the room.
- If a student enters class after the tardy bell has rung, the student will be marked tardy and consequences will follow the Dorchester District Two Tardy Policy (see page 8 of this handbook).

### **Cafeteria Procedures**

- When released from class, students will report immediately to the cafeteria or courtyard, depending on their proper designation (your teachers will explain where you should report).
- In the cafeteria, students who are purchasing a lunch will line up in a single file line along the front of the stage.
- All students will have their ID openly displayed and have their lunch money ready.
- Students are required to have an ID to be served lunch.
- All students will sit at their assigned table based on directions given by the teachers.
- Once students are seated, they will not get out of their seat unless they are throwing away their garbage, getting water, or using the restroom.
- Students will clean their areas and dispose of trash once teacher direction is given.
- Students will be dismissed by table and must not leave the cafeteria until permitted by a teacher.

### **Courtyard Procedures**

- During Courtyard time, students should not return to inside of the building without getting permission from a teacher. If a student is found to be out of area while outside, teachers will direct them to report the silent lunch table in the cafeteria.
- While using the courtyard, students are expected to stay out of the DMS Garden area and flowerbeds.
- All behavior expectations, especially keeping hands and feet to oneself, are to be adhered to while on the courtyard.
- Student will listen for command to be dismissed (ie. a whistle, verbal command).
- When command is given, students will follow instructions given by teachers.

### **School Counselor Procedures**

- If you need to speak with a school counselor and it is not an emergency, you will obtain a counselor referral from your teacher and turn it in to your teacher.
- Once the counselor referral is submitted by the teacher, the guidance counselor will contact you at an appropriate time.
- If you need to speak with a school counselor and it is an emergency, you will obtain a pass from your teacher to go to your assigned grade counselor. If the counselor is not in his/her office, you will report to the front office with your pass to see if the counselor can be located.

### **Nurse Procedures**

- If a student receives daily medication from the school nurse, a scheduled time to receive that medication will be established by the nurse based on the student's needs.
- The school nurse will notify the appropriate teacher of the distribution schedule.
  - All information regarding a student's medication and/or reason for taking medication is confidential information.
- If a student is not feeling well, becomes sick, or obtains a minor injury while at school, the student will inform their teacher or staff member of the situation. The teacher or staff member will then write the student a pass to see the nurse.
  - Students are not to go to the school nurse without obtaining a pass.
- If an emergency situation arises, the student will notify a teacher or staff member. That teacher or staff member will call the front office to notify the school nurse.
  - If, due to the nature of the emergency, the student should not be moved, the teacher or staff member will contact the front office so the school nurse can be notified and the nurse will come to the student.

### **Assemblies Procedures**

- Teachers will escort students quietly, in a single file line, and on the right side of the hallway to the designated assembly location.
- Once a class arrives at the assembly location, students will quietly take their seats in the predetermined location.
- Students will remain quietly in their seats throughout the duration of the assembly when appropriate.
- Students will keep their hands and feet to themselves.
- At the end of the assembly, teachers will escort students quietly, in a single file line, and on the right side of the hallway back to their classroom.

### **Computer Lab Procedures**

- Escorted by the teacher, students will walk quietly, in a single file line, and on the right side of the hallway to the computer lab.
- At times, teachers will leave a note on their door instructing students to report to a designated lab. In those cases, the students will report quickly and quietly to the assigned lab location.
- Once in the computer lab, students will report to their assigned computer.
- Students will follow teacher direction regarding their objective in the computer lab.

- Students will follow the DuBose and DD2 Computer Usage Policy at all times, which includes no changing of computer or monitor settings.
- Report any issues to the teacher so they may be taken care of immediately.

### **Media Center Procedures**

- Teachers will escort students quietly, in a single file line, and on the right side of the hallway to the media center.
- At times, teachers will leave a note on their door instructing students to report to the Media Center. In those cases, the students will report quickly and quietly to the Media Center.
- Once in the media center, students will use a quiet or whispered voice at all times.
- Students will follow teacher and/or media specialist's directions regarding their objective in the media center.
- When checking out a book, students will bring the book to the front counter and have their ID ready to check out the book.
- When returning books, students will return the book to the designated location in the media center or place books in designated book drops throughout the school.
- If a student needs to go to the media center for any reason when the class is not going as a whole, the student will obtain a pass from their teacher.
- When entering the Media Center without a teacher, students must show their passes, state their purpose, and sign in.
- The Media Center's computers are to be used for class assignments. Students may not use them for "free time" to play games.

### **Front Office Procedures**

- Students will obtain a pass from their teacher before going to the front office for any reason.
- Student use of telephone in office:
  - Students may only use the telephone with permission from the office staff.
  - If permission is granted, student will then sign the log sheet located next to the telephone.
  - If a student is sick, the nurse will call the parent or guardian.

### **Sign In and Sign Out Procedures**

- Sign In:
  - Students will report to the front office upon arrival after the school day has begun (8:10 AM).
  - Students will sign their name on the student check in computer in the office and obtain a pass to report to class.
  - If a student has an excusal note, they will give it to the front office before school begins or give it to their first period teacher who will turn it in to Mrs. Miles.
- Sign Out:
  - Parent/Guardian will report to the front office, present a photo ID, and sign the students sign out card.
  - Students who play high schools sports may not sign out early on practice days.
  - DMS does not guarantee that a request for student sign-out can be fulfilled if the request occurs after 2:45.

## Dismissal Procedures

- Announcements:
  - Students will remain quietly in their seat in order to hear the announcements.
  - Students will have an opportunity to go to their locker once they are dismissed from class.
  - Any student changing his/her mode of transportation must provide administration with a parent note stating the specific change. The note should include a copy of the parent's phone number and a specific timeframe for the requested changes. These requests must be submitted in the morning.
- Car Riders:
  - Car riders must use the Car Rider Pickup loop in the front of the school.
  - Students should NOT be picked up by parents in faculty parking lot or on any side streets. This is a safety precaution.
  - Visitor parking can be used if a parent has an appointment or is signing a child out before 2:45 pm.
- Walkers
  - Walkers must exit using the front entrances of the school.
  - Walkers are not allowed for any reason to be near the bus loop.
  - Walkers should not linger or wait for others in the courtyard.
  - Walkers should not be picked up by parents on the side streets. This is a safety precaution.
- Bus Riders
  - Once dismissed, bus riders will report immediately to the courtyard to look for their bus number.
  - Students whose bus is present need to immediately report to the bus. Students are not permitted to linger or wait for others in the courtyard or the bus loop.
  - Students whose bus is NOT present will need to wait in the courtyard for the arrival of their bus.

## Bus Procedures

- Students will be on time to the bus in the AM and in the PM.
- Students will walk quietly onto the bus, find their **assigned** seat, and sit down facing the front of the bus.
- Students will keep the aisles clear at all times.
- Students will follow all verbal and nonverbal directions given by the driver.
- Students will keep their hands and feet to themselves.
- Students will keep all objects inside the bus.
- Students will maintain a quiet voice level for the duration of the ride.
- Students will respect the safety of the driver and other students on the bus at all times.

## **Student Life**

### **Academic Teams**

DuBose Middle School has a proud tradition of fielding championship academic teams. Our students have won many awards and championships in academic competitions over the years. You will have the opportunity to try out for teams that will participate in competitions such as Quest, Lego Robotics, Vex Robotics, Dimension U, Math Counts, Spelling Bee, PTSA Reflections, among other competitions. We encourage you to try out for and participate in these teams when you have the opportunity.

### **Athletic Teams**

DuBose has sponsored several championship athletic teams over the past several years. This year DuBose will field teams in volleyball, wrestling, girls' and boys' basketball, baseball, softball, and football. Team membership is open to 7<sup>th</sup> and 8<sup>th</sup> grade students who meet eligibility requirements. Students must have a physical form filled out by a doctor in addition to the concussion and parent permission forms filled out by a parent/guardian in order to try out for the teams. Football and volleyball seasons are in the fall. Basketball and wrestling seasons are in the winter. Baseball and softball seasons are in the late winter and spring. Being a member of any DuBose team is a privilege. We expect that all team members conduct themselves in an exemplary manner in practice, during and after competitions, and especially in the classroom. Your ability to participate can be determined by your conduct at school. DuBose always wants to put champions who display good character and sportsmanship on the athletic field.

### **Clubs**

DuBose Middle School clubs are an extension of the educational curriculum presented in the classroom. Additionally, they serve to meet the goals of our mission, vision, and belief statements. DMS feels that clubs are important for students to develop life skills, career exploration, as well as school spirit. The clubs provide students with opportunities to involve themselves in educational, campus, and community activities.