

Davis Drive Middle School

Student/Parent Handbook

2015-2016

At Davis Drive Middle School we have PRIDE in our successes!

Prepared Respectful Involvement Determined Excellent

Students will receive the *Wake County Public School System Student/Parent Handbook* at the beginning of the school year. Teachers and administrators will discuss the policies with the students. Parents and students should read the handbook and become familiar with policies and procedures. Students and parents who have suggestions or concerns should communicate with their teacher immediately. Should a concern not be resolved, the student and/or parent should then contact the grade level counselor, administrator, or the school principal. Due to teacher's busy schedules, parents must make appointments to meet with your child's teacher. All parents and visitors must sign-in at the front office. Faculty/staff websites, phone numbers and email addresses are available for parents and students.

To preserve a safe and orderly academic environment:

1. Students are asked to leave items at home that may be disruptive to the learning environment.
2. Students are assigned individual lockers and must keep lockers locked at all times with a school-issued lock. Any student who damages or loses his/her school purchased lock will be responsible for purchasing a replacement lock for \$5.00 from the school. Additionally, students need to provide their own lock for use in the gym locker room to prevent theft.
3. Only students registered at DDMS are allowed on-campus during the instructional day and at school dances.
4. Students should not share any personal information, including student identification number, locker combinations, technology passwords, and lunch account numbers.
5. Students are not to sell anything at school.
6. Students participating or attending an approved school-sponsored activity supervised by school staff are permitted on the school campus after school hours. Students who are absent for the school day, in-school or out-of-school suspended are not permitted on campus or at events.
7. Students are highly discouraged to create, send or post messages (Facebook, Twitter, Instagram, texting, chatrooms, and other social media outlets) outside of the school day about other students and/or staff that are derogatory or sexual. If these messages or postings disrupt the instructional environment, then students are subject to a search and any consequences outlined by School Board Policies.

Dress Code:

1. Appropriate dress is necessary in order to maintain an atmosphere that is conducive to learning and safety. In order to support this, the Board of Education adopted the following dress code:
 - Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive, or obscene, or which endangers the health and safety of the student or others is prohibited.

2. DDMS guidelines include, but are not limited to, the following for all students:
- No tight or short clothing is allowed (i.e. “Daisy Duke” short shorts, tight and/or short skirts, etc.).
 - All undergarments (bras, underwear, boxers, etc.) must be completely covered.
 - No mid-riff tops, spaghetti straps, one-strap shirts, strapless shirts, tank tops, halter tops, or transparent blouses are allowed. Shirts/tops should not expose cleavage or other undergarments.
 - Leggings may be worn if the buttocks are completely covered by a long shirt.
 - No pajama pants are allowed.
 - Shoes must be worn at all times. No bedrooms slippers should be worn at school.
 - No Mardi Gras type beads, dog collars, sunglasses, pacifiers, blinking necklaces, chains on belts/wallets, bandanas or headgear (hats, caps, do-rags, etc.) will be worn on school property.

Computer Violations (Acceptable Use Policy):

Internet users are expected to abide by acceptable use policy as outlined by the *Wake County Public School System Student/Parent Handbook*. The following are not permitted and will result in loss of computer privileges and possible school consequences:

- Sending, displaying, or printing offensive messages or pictures
- Writing obscene language or accessing unauthorized websites
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, software, or computer networks
- Violating copyright laws
- Using another's ID/password
- Illegal use of data in folders or work files
- Distributing mass e-mail messages, creating and participating in unauthorized newsgroups, and storing files on file servers without proper authorization

Electronic Devices:

Davis Drive Middle is a Bring Your Own Device (BYOD) school. With parent permission, students are allowed to utilize their own electronic devices under the approved supervision of staff members for educational purposes. Policies and procedures for BYOD will be outlined to parents and students at the beginning of the school year.

BYOD Vision:

DDMS believes BYOD should be used to support learning, enhance instruction, and provide the best possible outcome for student achievement.

BYOD Expectations:

- Students must have permission to bring a device to school
- Students and guardians are required to sign the BYOD contract
- Students are prohibited from using other student's devices
- Devices will be used for instructional purposes only
- Student to parent and parent to student texting is prohibited per the BYOD contract
- Devices will not be used during transition times or other non-instructional times
- Devices are not permitted in bathrooms and locker rooms
- Devices are expected to be charged at home and put away after the battery loses its charge
- Students' devices are required to be connected to the WCPSS BYOD Wifi network while at school
- School staff reserves the right to change procedures and storage of devices as needed

DDMS Discipline Procedures:

- In every student agenda there is a punch card for each quarter of the school year
- When a student commits a minor behaviors (level 1), the teacher notes the infraction and initials the punch card
- As a student accumulates behavioral infractions, there is an increase in severity of consequences
- The sequence of consequences are as follows:

1	2	3	4	5	6	7	8	9	10	11	12
Warning	Warning	Lunch Detention & Parent Contact	Warning	Warning	2 Lunch Detentions & Parent Contact	Warning	ASD & Parent Contact	Warning	2 ASDs & Parent Contact	Warning	ISS

Minor Behaviors (Level 1):

- Disruptive behavior or misconduct on the bus (riding a school bus is a privilege)
- Classroom disruption and disrespect
- Avoiding or refusing to do work
- Dress code violations
- Being tardy to classes
- Use of profanity or inappropriate language
- Inappropriate physical contact
- Failure to comply with directions of any school employee (teachers, administrators, substitute teachers, or any other school staff member), non-compliance
- Use, display, or have “on” electronic devices unless for approved instructional applications
- Inappropriate use of a school computer
- Inappropriate behavior in the cafeteria (bag-popping, throwing food, cutting line, etc)

Major Behaviors (Level 2-4: may result in short or long term suspension):

- Missing class (skipping) or leaving class without permission
- Communicating a threat and/or bullying (including cyber-bullying)
- Theft or possession of stolen property
- Damage to property and/or vandalism
- Possession or use of a weapon, tobacco products, alcohol, or any illegal substance
- Plagiarism (aid on an assignment that is not authorized by the teacher)
- Fighting
- Serious classroom disturbance or disruption
- Sexual harassment
- Assault on a student, school employee or other adult
- Assault involving a weapon or using an object as a weapon in a threatening manner
- Pulling a fire alarm and/or initiating a false alarm
- Bringing a weapon or explosive devices (including chemicals, stink bombs, cherry bombs, etc...) to school
- Arson or bringing matches, a lighter, or any device that produces fire to school
- Possessing, using, distributing, selling, possessing with the intent to distribute, or be under the influence of any narcotic, alcoholic beverage, controlled substance, chemical and drug paraphernalia.
- Any other behavior that disrupts the educational and instructional environment

All students and parents are responsible for familiarizing themselves and complying with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. All Code of Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.



Character Enrichment: Character Education, Bullying Prevention, & School Spirit:

Stand-Up – “If you don't stand for something, you'll fall for anything.”

Throughout the year we will promote various character traits outlined in homeroom videos, student activities and classroom instruction. Students will have first-hand experiences recognizing and understanding the inherent value in promoting a positive learning environment.

Homework Policy:

- Homework is required to be completed and will represent no more than 15% of the student's grade.
- All students are expected to record daily assignments in their agenda/planner.
- Parents and students can check assignments on teacher's Blackboard sites/webpages.

Grading Scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 or below

Student Absent Make-Up Work:

If the make-up work has not been assigned in advance, for absences of one (1) to three (3) days, the student will have one day for each day absent. For absences exceeding three (3) days, the student may have two (2) days for each day absent to make up work. Special consideration should be given in the case of extended absences due to injury or chronic illness. Make-up work shall be graded at a standard consistent with the original work. The student is responsible for securing make-up work at Davis Drive Middle School.

Bus Rules—Student Expectations:

1. Students must ride only on their assigned bus/route
2. Enter the bus in an orderly and quiet manner
3. Sit in assigned seats without being reminded
4. Remain seated (sit with feet on the floor and book bag in lap) and face front
5. Large bags and instruments must be placed in your lap
6. Follow rules and regulations of driver, school, and county
7. Food and drink are not allowed on the bus at any time
8. Be respectful to the driver and other students
9. Do not run to/from the buses or cross between the buses
10. Students are required to exit the bus only at their assigned stop

School-Wide Attendance Policy

Philosophy: Academic success is directly correlated to attendance. Teachers, administrators, students and parents must work together to make sure students are present and on time to each class of the day. Administration and Student Support Services meet monthly to review excessive tardies and absences.

- **Students** will attend school each day and will arrive to each and every class on time.
- **Teachers** will contact parents if a student is absent for more than 3 days. A phone call or email is sufficient when a series of absences occurs. Teachers will also contact parents when students have three or more tardies to class.
- **Administration, Guidance and Social Worker** will contact parents if absences extend past 3 days to offer suggestions and additional support. They will also support teachers and other staff members by being a presence in the halls during transitions and by assigning consequences when a student has violated the school's tardy policy. Administrators will take an active role in monitoring the attendance patterns of students in each grade level by mailing home notification letters and/or call home.
- **Parents** will ensure that their child attends school daily and arrives to school on time. Parents should e-mail homeroom teacher or send in a note to the front office when their child is sick. Please include your child's name, homeroom teacher, dates of absences, your signature and reason for being out of school within three days upon returning to school. You may write the note in your primary language. An absent report form can be found on the DDMS website. We also accept emails and phone calls to our Attendance Office, 387-4369.
Failure to submit documentation within three days to the school will result in unexcused absences. If your child has several absences, you will get a phone call, email, or letter from school. If the number of absences is excessive, our school social worker can talk with you about developing a plan to improve your child's attendance.

Attendance Policy:

North Carolina's Compulsory Attendance Law GS 115-C378 requires that every parent and/or guardian of a child between the ages of seven (7) and sixteen (16) cause that child to attend school every day. The law also requires enrolled kindergarten and first grade children under the age of seven (7) to attend school regularly.

Request for Excused Absence for Educational Reasons:

If your child is absent due to an educational reason, please complete the “*Request for Excused Absence for Educational Reasons*” form. The form can be obtained in the front office or on our school website. The intent of the experience should be educational from the outset and comparable to that which the student would have experienced in school. Family trips and vacations that were not designated, initially, to be educational will not be excused.

Excessive Absences:

Unexcused absences are considered to be unlawful according to the compulsory attendance law. Accumulated unlawful absences will be brought to the attention of the court system. Excessive excused and unexcused absences may result in retention. In Wake County, if a middle school student misses 20 or more days or class periods, they may be retained due to absenteeism.

Extended absences for illness may require medical documentation. Absences for other reasons will be unexcused. Davis Drive Middle’s policy is that at fifteen absences, excused or unexcused, a doctor’s note must be provided for each additional absence. If a doctor’s note is not provided, the absence will be considered unexcused.

SMART Block (Students Maximizing Achievement through Resources & Time):

SMART Block is a daily 30 minute period (9:17 to 9:47), which provides students: additional instructional support in core and elective courses, test/quiz preparation, assessment make-up, free reading, time to work on homework, enrichment, organizational support, and other assistance. Students have the ability to choose where they go for SMART Block. The only exception is if a teacher requests a student’s presence for an SMART Block session on their priority day, then the student must go to that teacher.

SMART Block Expectations:

- Students must bring their agenda to SMART Block
- Teachers will stamp agendas daily so you know which classes students attend
- Students must stay at their chosen SMART Block session for the duration of the period
- Students must bring a book to their SMART Block session
- Students with D’s and/or F’s must attend an SMART Block session for the course they are struggling in. They may not attend large group sessions in the cafeteria, auditorium, or gymnasium.
- The DDMS tardy policy applies to SMART Block
- Students must attend assigned SMART Block sessions. Students failing to attend assigned SMART Block sessions will attend lunch detention.

WCPSS Student/Parent Handbook

The WCPSS Student/Parent Handbook is also available on-line in both English and Spanish at:
<http://www.wcpss.net/parent-handbooks/>

Davis Drive Middle School Website

Website includes: master calendar, faculty/staff contact information, club/after school activities, school announcements, WCPSS updates, links to teacher blackboard sites, parent/PTA resources, and other general information that pertains to the school. <http://davisdrivems.wcpss.net/>

Expectations	Arrival	Hall/Locker	Restroom	Cafeteria	Dismissal
P repared	Report directly to assigned location. Find a seat promptly.	Carry agenda with you at all times. Keep lock on locker, leave valuables at home. Carry water bottles with you. Keep electronics and all bags in locker during the school day.	Carry signed agenda to the restroom. Go to the restroom between classes.	Bring money or lunch. Know where your seat is. Eat only items you have purchased or brought. Make only one trip through the line. Raise your hand for permission to leave seat.	Check locker area to be sure you have taken everything you need.
R espectful	Form single file line for breakfast (if in cafeteria). Remain in seat until dismissal from adult. Respond respectfully to adults and peers. Keep food/drink in the cafeteria.	Speak quietly. Use respectful language. Keep hands and feet to self. Listen and follow staff directions.	Give others privacy. Speak quietly. Put trash in the trash can.	Form a single file line. Patiently wait for your turn in line. Walk to your seat. Be respectful of other's food.	Keep your hands to yourself. Walk to your designated area. Speak using respectful language. Be polite to your peers, driver, and staff.
I nvolved	Finish breakfast quickly. Speak quietly. Clean up after yourself.	Clean up area around your locker. Take items to lost and found. Remove hats and electronics.	Keep floors clean. Flush when finished. Wash hands thoroughly. Turn off faucets.	Speak quietly. Remain seated. Clean up your entire area. Dispose properly of all containers.	Watch closely for your ride.
D etermined	Arrive on time to school. Keep track of your belongings.	Arrive to class on time. Walk calmly to and from class. Walk on the right side of the hallway. Visit water fountain only when necessary.	Use restroom for appropriate reasons. Return to class promptly.	Keep all food on your tray. Keep food and drink in cafeteria. Use your time wisely.	Walkers: walk directly off campus Carpoolers: wait at the gazebo area Bus riders: go directly to bus loop and stand in route line.
E xcellent	Move with purpose to locker, bathroom, and class when dismissed. Help each other make good decisions.	Report problem behaviors. Hold door for others. Help others in need (dropped books, etc).	Report bullying, graffiti, or misbehavior to adults.	Pick up others' trash. Be polite to cafeteria staff and teachers. Take pride in cafeteria duty.	Hold doors open for others that follow you.