



2017-2018

Welcome to Decatur Middle School

We are glad to have you as a member of our school community. This handbook serves to provide students and parents with the regulations, policies and procedures to be followed at DMS. It is the responsibility of each student and parent to be knowledgeable of its contents. This booklet will serve as a daily agenda for classroom activities, homework and communication. The theme of this agenda is RESPECT, RESPONSIBILITY, AND CARING.

School Song

Loyal and true we pledge allegiance to you
This is our motto
We are one for all
And all for Decatur Central
Here's to our school
And long on high may she rule
Forever more you will find us
Always loyal and true
D-D-D-E-C
A-A-T-U-R
D-E-C-A-T-U-R
Decatur! Decatur! Decatur!

Decatur Middle School
5108 South High School Road
Indianapolis, IN 46221
Phone: 317-856-5274 Fax: 317-856-2163
www.decaturproud.org/decatur-middle

Name _____ Grade/Community _____ STAR _____



2017-2018 CALENDAR

JULY 2017						
S	M	T	W	Th	F	S
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2	3	4	5	6	7	8
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30	31					

AUGUST 2017						
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SEPTEMBER 2017						
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OCTOBER 2017						
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NOVEMBER 2017						
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DECEMBER 2017						
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31						

FIRST SEMESTER 2017
(93 Teacher Days, 90 Student Days)

Mon. July 31 Teacher Contract Day (No students)

Tuesday, August 1 First Semester Begins
(Full day for students)

Monday, September 4 Labor Day (No school)

Friday, September 29 End of 1st term (43 days)

Wednesday October 4 – Parent Conferences
(No students)

Mon., Oct. 16 - Fri. Oct. 20 Fall Recess (No school)

Mon., Nov. 20 – Fri. Nov. 24 Thanksgiving Recess
(No school)

Wednesday, December 20 End of 2nd term (47 days) End of 1st Semester

Thursday, December 21 Teacher Work Day
(No Students)

Fri., Dec. 22 - Tues. Jan. 2 Winter Recess
(No school)

SECOND SEMESTER 2018
(91 Teacher Days, 90 Student Days)

Wednesday, January 3 Second Semester Begins
(Full day for students)

Monday, January 15 Martin Luther King Day
(No school)

Monday, February 19 Presidents' Day (No school)

Friday, March 9 End of 3rd term (46 days)

Mon., March 19 - Fri. Mar. 30 Spring Recess
(No school)

Thursday, May 24 Last Student Day and
End of 4th term (44 days)

Friday, May 25 Last Teacher Contract Day

Student Make-up Days
January 15, 2018
February 19, 2018
May 25, 2018
May 29, 2018

Grading Periods
August 1 – Sept. 29 (43 days)
Oct. 2 – Dec. 20 (47 days)
Jan. 3 – Mar. 9 (46 days)
Mar. 12 – May 24 (44 days)

**There will be a minimum of one week between the occurrence of a lost/snow day and the actual make-up day used.*

- Teacher Work Days
- Conference Days
- Breaks
- School Days
- Holidays

JANUARY 2018						
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FEBRUARY 2018						
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MARCH 2018						
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APRIL 2018						
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MAY 2018						
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JUNE 2018						
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School Board approved
Nov. 8, 2016

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ISTEP+/NWEA Scores and Goals

Fall Lexile	7 th grade Beginning		7 th grade Middle		7 th grade End	
	Goal	My Score	Goal	My Score	Goal	My Score
Spring Lexile						
NWEA Reading						
NWEA Math						
NWEA Language						
ISTEP+ ELA						
ISTEP+ Math						
Math (Q1-Q3) Assessment						
ELA (Q1-Q3) Assessment						
ELA Writing Assessment						
EAC/SS/Sci Reading Assessment						

DMS School-Wide Behavior Expectations

	All Areas	Classroom	Cafeteria	Hallways and Stairs	After School Activity
Respect For All	Use kind language that is profanity-free	Use on-task conversation	Remain in your seat	Be mindful of personal space	Be prepared to participate
	Comply with requests	Follow instructions	Eat only your own food. Touch only your own property	Use kind language that is profanity-free	Follow instructions
	Honor school property	Be on time-inside the threshold before the bell rings	Follow instructions Recognize and pay attention to adults	Kind use of hands	Be at your activity on time
	All Areas	Classroom	Cafeteria	Hallways and Stairs	After School Activity
Responsibility Is Mine	Be responsible for your actions, attitude and belongings	Bring necessary materials to class	Keep the area clean	Manage your time	Use kind words to solve problems
	Follow school dress code	Be prepared to work	Follow the “pass protocol”	“Walk and Talk”	Appropriate dress code
		Try your best	Report concerns to an adult	Walk on the right-hand side	
	All Areas	Classroom	Cafeteria	Hallways and Stairs	After School Activity
Care For Everyone	Assist others when in need	Have a positive attitude	Keep voices at volume level 2	Keep the area trash-free	Keep yourself and others safe
	Show school pride	Keep yourself and others safe	Speak kindly to others	Consider others who are still in class	If you find something that is not yours, turn it in to a supervisor
				Walk on the right-hand side	

	All Areas	Convocations and Assemblies	Restrooms	Arrival	Departure
Respect For All	Use kind and profanity-free language	Respond at appropriate times	Go, Flush, Wash, Leave	Dress code starts at the door	Dress code ends when you arrive at home
	Comply with requests	Listen intently to the speaker	Be kind to others who are in the restroom	Smile and greet people in a good mood	Use kind and profanity-free language
	Honor school property	Honor school property	Honor school property	Honor school property	Honor school property
Responsibility Is Mine	All Areas	Convocations and Assemblies	Restrooms	Arrival	Departure
	Be responsible for your actions, attitude and belongings	Kind use of hands	Go, Flush, Wash, Leave	Walk directly to your designated area	Have all materials to complete assignments
	Follow school dress code	Be a role model for those sitting near you.	Throw any paper into the trash can	Arrive prepared for class	Walk directly to your designated area
Care For Everyone	All Areas	Convocations and Assemblies	Restrooms	Arrival	Departure
	Assist others when in need	Use handrails and stairways in the bleachers	Go, Flush, Wash, Leave	Use positive greetings to all	Help others in need

THE DRESS CODE AT DECATUR MIDDLE SCHOOL

SLC Directors/Assistant Principals will make interpretations for any article of clothing or jewelry not covered under the following regulations. The items below are simply a guide. If an item of clothing is deemed to be a safety issue or a disruption to the educational environment, a student may be asked to alter his/her appearance.

Pants:

1. Students are permitted to wear jeans or khakis of a solid color.
 - Jeans or khakis should be free of holes, tears, or frays.
 - Jeans or khakis should not have any patterns.
2. Students are not permitted to wear sweat pants, leggings, pajama pants, or tights.
3. Long pants are to be worn from when students return from Fall Break until students break for Spring Break.
 - Capri pants, shorts or skirts that cover or are within an inch of the knees when standing are acceptable until Fall Break begins and then can be worn again after students return from Spring Break.
 - Athletic shorts are not permitted at any time.
 - For religious purposes, full-length skirts are allowed year-round.
4. Pants must be worn at waist level (at or above the iliac crest bone).
5. Chains may not be worn attached to pants or shirts.

Shirts:

1. Shirts must have sleeves and should fit properly including covering the cleavage line and the entire torso.
2. Shirts must not have any inappropriate language (implied or stated) or promote any inappropriate product (drugs, alcohol, etc.).
3. Shirts are not permitted to have any holes; shirts should not be sheer or see through.

Outerwear:

1. Sweatshirts, sweater vests, cardigans or sweaters may be worn only (no heavy jackets or coats).
2. Hooded garments are not permitted. Hooded garments may be worn into the school but must be placed in the students' lockers.
3. Outerwear should meet the criteria of shirts stated above.
4. Hats, bandanas, or other similar head coverings are not allowed during the school day.

Identification Cards/Lanyards:

1. Students' Identification Cards (IDs) should be displayed at all times using the SLC lanyard provided to students at the beginning of the year.
2. New IDs and lanyards can be purchased for \$1 each if students have to replace either item.
3. Repeated violation of not properly displaying your ID will result in a Thursday Night School.

Cell Phones/Ear buds:

1. Students may possess cell phones.
2. Cell phones should remain on silent at all times during the school day.
3. Cell phones will be confiscated if they are used without permission or inappropriately.
4. Ear buds are permitted at the discretion of the teacher. Ear buds are not the same as headphones. Students should leave headphones at home.
5. Ear buds will be confiscated if they are used without permission or inappropriately.
6. If students choose to use ear buds in the hallway, one ear bud must always be out.
7. Items such as ear buds and cell phones are brought to school at your own risk.

STUDENT REWARD PROGRAM

As an encouragement for students to achieve their very best in academics and behavior, we have implemented a Platinum Card (students with all A's) and a Gold Card (students with A's and B's) which gives these students extra privileges such as eating outside, going to a student lounge, soda/drink privileges, extra media center time during lunch, and Honor Passes.

Name _____

Platinum Cards

Honors Pass	Honors Pass
Date: _____ Teacher: _____	Date: _____ Teacher: _____
Date: _____ Teacher: _____	Date: _____ Teacher: _____
Date: _____ Teacher: _____	Date: _____ Teacher: _____
Date: _____ Teacher: _____	Date: _____ Teacher: _____
Date: _____ Teacher: _____	Date: _____ Teacher: _____
Date: _____ Teacher: _____	Date: _____ Teacher: _____
Date: _____ Teacher: _____	Date: _____ Teacher: _____

Gold Cards

Honors Pass	Honors Pass
Date: _____ Teacher: _____	Date: _____ Teacher: _____
Date: _____ Teacher: _____	Date: _____ Teacher: _____
Date: _____ Teacher: _____	Date: _____ Teacher: _____
Date: _____ Teacher: _____	Date: _____ Teacher: _____
PLATINUM Card 1. (6) Honors Passes *Early release from class *Eat with a friend *Help a teacher 2. (6) drink/snack passes 3. Students can eat in the courtyard 4. Students can go to the media center during lunch or class time 5. Students can be first in line at lunch everyday This card must be presented before each use	
GOLD Card 1. (4) Honor Passes *Early release from class 2. (4) drink/snack passes 3. Students can eat in the courtyard 4. Students can go to the media center during lunch or class time 5. Students can be first in line at lunch everyday This card must be presented before each use	

Decatur Middle School Discipline/Behavior Offenses and Definitions

- | | |
|---|--|
| <ul style="list-style-type: none">• <u>Cheating/Plagiarism</u> – Cheating, plagiarizing, submitting the work of another person for academic credit or violating a building level, student honor code.• <u>Class Disruption</u> – Low level interference of the learning environment/school activity.• <u>Defiance/Disrespect</u> – Brief, inappropriate or low intensity failure to respond to adult requests.• <u>Dress Code Violation</u> – Failure to follow dress code policy (See policy).• <u>Electronics</u> – Use of any electronic devices or headphones during the school day without authorization.• <u>Failure to Comply</u> – Refusal or failure of a student to follow teacher/staff/adult directions or classroom expectations. Failure to answer truthfully and/or completely when questioned about a school related matter.• <u>Inappropriate Language</u> – Language that is disrespectful or vulgar.• <u>Minor Theft</u> – Taking something of minimal value that can be easily replaced.• <u>Minor Vandalism/ Property Damage</u> – Misuse of property and/or minor destruction resulting in damage that can be fixed by student (with or w/o help).• <u>Physical Aggression</u> – Non-serious, but inappropriate physical contact.• <u>Off Limits</u> – Being in an unauthorized place at an unauthorized time. | <ul style="list-style-type: none">• <u>Abusive/Inappropriate Language</u> – Words used to threaten harm or profanity used to hurt another individual.• <u>Bullying</u> – Any repeated, unwanted, aggressive, or unsought attention by another student. YOU MAY REPORT BULLYING THROUGH THE DMS WEBSITE.• <u>Harassment</u> – involves unwelcome conduct directed to a person or group of persons based on the actual or perceived membership in a protected class (Racial, Religious, National Origin, Disability, and Sexual Orientation) of a person, the person’s family, or individuals whom the person associates.• <u>Dangerous Behavior</u> - Behavior that injures or presents a risk of injury to the student or another person.• <u>Defiance/Disrespect</u> – Refusal to follow directions, talking back, and/or socially rude interactions that continue despite several interventions.• <u>Drugs/Alcohol/Tobacco</u> – Consuming, possessing, selling, offering or being under the influence of drugs/alcohol. Possessing tobacco, smokeless tobacco, snuff, drug consumption paraphernalia such as rolling papers, clips or a device such as a lighter designed for use primarily in consuming tobacco products. Any substance represented to be or thought to be, by the intended recipient, to be an illegal or prescription drug. |
|---|--|

- **Off Task** - Failure to complete or focus on assigned tasks.
- **Tardy** – Failure to arrive in class at the appropriate time.
- **Teasing/Taunting** – Name-calling, words or gestures that are used to make someone unhappy, but do not include serious threat or intimidation.
- **PDA/Inappropriate Touching** – Inappropriate/overly-friendly touching, hugging, kissing, etc.
- **Other**
No homework
No materials/supplies
No chewing Gum, etc.

- **Electronics** - chronic, violation of law, sexually explicit/obscene/invasion of privacy/defamatory/website violation/creating or distributing information by email, etc.
- **Fighting/Serious Physical Aggression/Battery** – Actions involving serious physical contact where injury is intended or highly likely.
- **Major Disruption** – Behavior causing serious interference in the learning environment/activity that continues despite adult interventions.
- **Fighting**/Serious physical aggression.
- **Illegal Acts** – Violating Indiana or Federal Law.
- **Major Theft** – Student in possession of, having passed on, or being responsible for removing someone else’s property that has significant value and/or cannot be easily replaced.
- **Sexual Harassment/Misconduct** – Student delivers inappropriate/disrespectful message (verbal, written, or gesture) to another person that is sexual in nature. Engaging in consensual sexual behaviors.
- **Skipping Class** – Intentionally refusing to attend class.
- **Truancy** – Intentionally failing to comply with Indiana State Law policy regarding school attendance.
- **Vandalism/ Property damage**
- **Other** – Student engages in other major problem behaviors that do not fall within the above categories or behavior that escalates or continues despite repeated intervention strategies.

EXPULSION TABLE

The following table represents behaviors that will most likely result in 10 Days OSS and recommendation for expulsion from school.

Incident	Definition
Arson	Starting fires or attempting to start fires on school property or off school grounds at school activities.
Battery/Attempted Battery	The act of touching another person in an insolent or angry manner which could result in injury.
Extortion	Any act of coercion to gain property, money or services by threat of violence.
Habitual Misbehavior	A student’s continual or frequent violation of school rules.
Organized Disruption	Any organized attempt to disrupt school through the use of intimidation, force, solicitation of force or the commission of illegal acts.
Physical Abuse or attempted Physical Abuse of a Staff Member	Conduct that constitutes a substantial step toward touching a staff member or other adult in a rude, insolent or angry manner.
Possession of or Under the Influence of Drugs/Alcohol	To possess, use, transmit or be under the influence of any drug/alcohol or any substance represented to be a drug. Possession= Students are required to inspect their possessions for the presence of unauthorized/illegal items before coming on school property. Students are “in possession” of an item when the item is on their person, in their immediate possession such as in their hand, pocket, purse or backpack, is in a place exclusively under their control, or the student is aware the item is in a place to which the student has access such as a shared locker. More than one person may have “constructive possession” of a single item and be responsible for possession of the item.
Possession, Use or Sale of Fireworks at School	The act of possessing, selling, using or giving away fireworks at school.
Reckless Endangerment	Any action by a student that may place the student or others in a dangerous position.
Setting Off the Fire Alarm	Intentionally setting off false fire alarms.
Sexual Misconduct	Acts of a sexual nature are prohibited.
Student to Student Threat of Death	Any substantial threat of life or property from student to student.
Threatening to or Inflicting Injury on a Staff Member	Any action by a student that could be considered a threat to life or property of a staff member.
Theft	If the theft of an item is considered of high value (over \$100 such as a phone or iPad).
Use of, Threatening to Use or Possession of a Weapon	Possessing, selling or threatening to use a weapon in conjunction with school or a school activity.

DMS Harassment Policy:

It is Decatur Middle School's commitment to provide a safe, positive, productive and nurturing educational environment for all students. Harassment, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. It is the school's intent to prevent harassment and to take action to investigate, respond, remediate, and discipline those acts of harassment which have not been successfully prevented.

Harassment of a Student: Harassment involves unwelcome conduct directed to a person or group of persons based on the actual or perceived membership in a protected class of a person, the person's family, or individuals with whom the person associates. Board Policy 5517

Racial Harassment: Racial harassment is unwelcome physical, verbal, or nonverbal conduct directed to a person or group of persons based on race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from the District's education programs or activities. Such harassment may occur where conduct relates to the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment: Religious harassment is unwelcome physical, verbal, or nonverbal conduct directed to a person or group of persons based on religion or creed and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from the District's education programs or activities. Such harassment may occur where conduct relates to characteristics of a person's religious tradition clothing, or surnames, and/or involves religious slurs.

National Origin Harassment: National origin harassment is unwelcome physical, verbal, or nonverbal conduct directed to a person or group of persons based on national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from the District's education programs or activities. Such harassment may occur where conduct relates to characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment: Disability harassment is unwelcome physical, verbal, or nonverbal conduct directed to a person or group of persons based on disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from the District's education programs or activities. Such harassment may occur where conduct relates to the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments, or appearances, or the like.

Sexual Harassment: Sexual harassment is unwelcome sexual advances, sexually motivated physical conduct or other verbal, nonverbal or physical conduct or communication of a sexual nature which has the purpose or effect of substantially or unreasonably interfering with an individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from the District's education programs or activities.

What is Bullying?

"Bullying" (per IC 20-33-8-.2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Any individual who believes a student has been or is the victim of discrimination, bullying, harassment, hazing, or similar conduct should immediately report the situation to the building principal or designee (acting as the school-level nondiscrimination coordinator), the District-wide Nondiscrimination Coordinator(s), or the Superintendent, and/or complete the School District's Harassment, Intimidation and Bullying report form, which is available online at www.msddccatur.k12.in.us. This form can be filled out anonymously. Upon receipt of a complaint or report of discrimination, harassment, bullying, hazing, or similar conduct, the school district will undertake or authorize an investigation by the building principal or designee, acting as the school-level nondiscrimination coordinator, the District-wide Nondiscrimination Coordinator(s) or a third party designated by the school district.

All complaints of discrimination, harassment, bullying, hazing, or similar conduct will be promptly investigated. The building principal or designee, acting as the school-level nondiscrimination coordinator will prepare a written report of the investigation upon completion. Such report will include findings of fact, a determination of whether acts of discrimination, harassment, bullying, hazing, or similar conduct were verified, and, when prohibited acts are verified, a recommendation for appropriate disciplinary action or other non-disciplinary interventions or supports will be included in the report. Where appropriate, written witness statements will be attached to the report.

If the investigation finds an instance of discrimination, harassment, bullying, hazing, or similar conduct has occurred, it will result in prompt and appropriate disciplinary action or other non-disciplinary interventions and support. This may include up to expulsion for students, up to discharge for employees, up to exclusion for parents, guests, volunteers, and contractors, and up to removal from any official position and/or a request to resign and Bullying report form, which is available online at www.msddccatur.k12.in.us for School Board members. Individuals may also be referred to law enforcement officials where appropriate.

The investigation process will begin within two (2) school days after the complaint is made. The investigation will be completed within thirty calendar days of the complaint being received. The building principal or designee, acting as the nondiscrimination coordinator, or the District-wide Nondiscrimination Coordinator(s), will notify the parent/guardian of the targeted student(s) when the investigation has concluded, including, where appropriate, information on the actions taken to resolve the complaint. In providing such notification, the District employees will be take care to respect the statutory privacy rights

of all students, including the targeted student, the student(s) who engaged in the prohibited conduct, and witnesses.

If after investigation, the district determines that a student has engaged in prohibited discrimination, harassment, bullying, hazing, or similar conduct, the building principal or designee, acting as the school-level nondiscrimination coordinator, or the District-wide Nondiscrimination Coordinator(s), will notify that student's parent/guardian of that finding. If disciplinary consequences or non-disciplinary interventions and supports are imposed against such student, a description of such discipline will be included in the notification. In providing such notification, the District employees will take care to respect the statutory privacy rights of all students the targeted student, the student(s) who engaged in the prohibited conduct, and witnesses.

Retaliation against any person who reports, or is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of discrimination, harassment, bullying, hazing, or similar conduct, is prohibited and will not be tolerated. Such retaliation will be considered a serious violation of School Board policy and independent of whether a complaint is substantiated. Suspected retaliation will be reported and investigated in the same manner as discrimination, bullying, harassment, hazing, or similar conduct.

Board policies prohibiting discrimination, harassment, bullying, hazing, or similar conduct, and their related administrative guidelines, if any, will not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

THURSDAY NIGHT SCHOOL

Thursday Night School is an after school detention that runs from 2:30-4:30 p.m. If students are a member of Club Phoenix, they may stay and ride home on the Club Phoenix bus at 5:00 p.m. If not, they will need a ride to pick them up at 4:30 p.m. Students are assigned Thursday Night School for a variety of reasons including (but not limited to):

- Excessive tardies to school
- Excessive tardies to an individual class
- Truancy
- Repeated violation of the ID expectation
- Classroom misbehavior

IN-SCHOOL INTERVENTION

In-School Intervention (ISI) is assigned to students during the normal school day. ISI is an alternative to out of school suspension. Students receive all their assignments and work in a supervised room all day. ISI may be assigned for a one-time serious offense or after a series of repeated minor offenses.

TEEN COURT

Students, who have committed an offense at school that would typically result in suspension or expulsion can be considered by school officials for referral to Teen Court. Teen court requires that a parent be

involved in the process, from the initial referral through the court hearing and completion of consequences.

Typical offenses referred to Teen Court include:

- Excessive tardiness, skipping class, and truancy
- Disorderly conduct including insubordination and disruption of class and school events
- Vandalism (minor)
- Theft (minor)
- Fighting (minor)
- Possession of illegal substances

Just as Thursday Night School and ISI are assigned to students, Teen Court will also be a required consequence if assigned to a student.

CONFIDENTIALITY OF RECORDS

The Family Education rights and privacy Act of 1974 addresses the legal aspects of pupil records. The purpose of this act is to assure the privacy of all records such as grades, race, ethnicity, and the like by making sure that such information is not provided to outside agencies, institutions, employers, or other bodies unless written release is given by the parent/guardian (or by the student if 18 years of age or older). Parents/Guardians have the right at all times to request a personal interview and interpretation of their student's records.

Certain persons may examine education records without parent or student consent. These include school officials (who have legitimate educational interests), certain governmental officers and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll. A copy of records sent to such schools will be provided upon request.

Notice Concerning Release of Directory Information Without Parent/Student Consent Under FERPA

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that MSD Decatur Township, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. *Many parents and students find that the written consent required by "FERPA imposes a burden on them with respect to the release of information they do not consider to be private. Therefore FERPA permits MSD Decatur Township to disclose* appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow MSD Decatur Township to include this type of information from your child's education records in certain school publications. Examples of *this type of information* include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want MSD Decatur Township to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. MSD Decatur Township has designated the following information as directory information: [*Note: a school district does not have to include all the information listed below.*]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Grade level and dates of attendance
- The most recent educational agency or institution attended

Audio and video recordings made on bus and building security cameras in areas other than restrooms and locker rooms

BUS REGULATIONS (Only one pick-up/drop-off address per child.)

School bus drivers are to have control of all students who ride the bus. The driver shall keep order and maintain discipline while the students are on the bus. School administrators have the right to exclude students from the bus for serious offenses that jeopardize the safety of other students or the student himself. Video cameras may be used to monitor and document the behavior of passengers for purposes of safety. Riding the bus is a privilege, not a right. This privilege may be denied for such infractions as:

- A. Habitual loud, boisterous or profane language, indecent conduct, or disruptive behaviors
- B. Teasing and / or harassing other students
- C. Standing while the bus is in motion
- D. Opening windows, unless granted permission by the bus driver

*NOTE: All discipline policies apply while students are on the bus and/or near the bus stop. Violations of rules and regulations will be treated in accordance with the student discipline code.

*NOTE: Students may only ride the bus of another student through permission of the MSD of Decatur Township Transportation Department.

WALK/RIDE PASS

Bus transportation is provided to and from school for all students. Any student not riding the bus to or from school will need to have written permission from parent/guardian and the principal/designee. Walk/Ride forms may be obtained in the office, but must be signed and approved by the administration. Students are **required to carry their approved Walk/Ride form** whenever leaving the building. Late activity buses are not accessible to students with walk/ride passes. Students must bring a parent/guardian note to receive a walk/ride pass to go to either the public library or Pavilion. Parents will need to provide transportation home for students attending the public library or pavilion. All students not riding the bus home at 2:45 PM and stay at school, need to have direct DMS staff supervision at all times.

STUDENT LOCKERS

Lockers are loaned to students and remain the property of Decatur Middle School. Using a locker is not a right, but rather a privilege. This privilege may be taken away. Each student is assigned a locker for storage of books, coats and personal items. At no time are students allowed to share lockers with other students. The student's locker will be located as near to the core academic area as possible. Lockers allow some security, providing the student does not share the combination. Items of value should not be kept in lockers, but should be kept with the student or at home. No writing, decals, paint, or decorative marking should be placed on or in the lockers. Do not leave your lock with only one number left to dial. No open drinks should be in the lockers.

SEARCHES

School officials have a right to search student lockers, book bags or other storage areas anytime there is reasonable suspicion of prohibited items. For the protection of everyone, metal detectors may be used to search students

ATHLETICS AT DECATUR MIDDLE SCHOOL

<u>Sport</u>	<u>Boys</u>	<u>Girls</u>
		<u>Fall</u>
Soccer:	6, 7, & 8 combined	6, 7, & 8 combined
Cross Country:	6, 7, & 8 combined	6, 7, & 8 combined
Football:	7 & 8	
Cheerleading:		7 & 8
Tennis:	6, 7, & 8 combined	6, 7, & 8 combined
Golf	6, 7, & 8 combined	6, 7, & 8 combined
Volleyball		7 & 8

Winter

Basketball:	7 & 8	7 & 8
Swimming:	6, 7, & 8 combined	6, 7, & 8 combined
Wrestling:	6, 7, & 8 combined	
Cheerleading:		7 & 8

Spring

Track & Field:	6, 7, & 8 combined	6, 7, & 8 combined
Baseball:	7 & 8	
Softball:		7 & 8

ATHLETIC GRADE ELIGIBILITY CODE 2017-2018

1. All student athletes are eligible for sports at the beginning of each new school year.
2. Eligibility will be determined approximately every 4½ weeks when grades are posted.
3. Students with two or more F's are ineligible to participate in games/contests for the remainder of the 4½ week grading period.
4. Incompletes will be considered an "F" unless the incomplete is for an extended excused absence from school. These grades are based on individual 9 weeks or term grades, not semester grades. Based on the 4 ½ and 9 weeks grades (not the semester grade), athletes may try out for a sport with two or more F's, but may not participate in games/contests until they have one or no F's at the next 4½ week grade check.
5. It is up to the coach's discretion whether a student athlete continues to practice with the team if he/she has two or more F's. However, the athlete cannot participate in contests until the next grading report. It is highly recommended that the coach check with the teachers to make sure the athlete is making academic progress in the classroom. If the athlete is not making progress, it is recommended that he/she not participate in practice until progress is shown.
6. Athletes need to dress for PE every day. If they do not dress the day of a contest, they might not participate in that night's game.
7. A student must have a current physical on file before they may try out for a school team. The physical must be dated after April 1 of that school year.
8. See the DMS Athletic Handbook for more information.

LUNCHROOM

Students may deposit money into their individual account to pay for lunch. Payment may be made with cash, check or a money order. Students and families who are in need of financial assistance may receive application forms through the office. These forms must be filled out completely to be considered for approval.

CAFETERIA PROCEDURES

Students are allowed one time through the cafeteria line to get their food. Students must abide by the following guidelines to eat in the cafeteria:

- a. Stay seated unless going to get food, returning the lunch tray or have permission.
- b. A pass must be obtained from the cafeteria supervisor prior to leaving the cafeteria for any reason.
- c. Talk quietly to the people at the lunch table and in the serving lines. (refer to “voice levels”)
- d. Clean the area and push in chairs when dismissed.
- e. Do not cut in line.
- f. Keep food or drink items in the cafeteria. (Do not take food or drink out of the café)
- g. Account numbers may not be shared or used by another student.
- h. Students with free/reduced lunch cannot give away or trade food.

Cafeteria supervisors and students must work together to maintain a safe and orderly environment. Failure to abide by cafeteria expectations may result in disciplinary action by a DMS staff member.

MSD DECATUR TOWNSHIP STUDENT HEALTH SERVICES GUIDELINES

CLINICS:

Parents/guardians have primary responsibility for the health care their children receive, but schools have a responsibility for health and safety while children are at school. Health services include programs, services, and activities that assure a healthy environment, thereby promoting and protecting the health and well-being of all students. The school clinics are available for emergencies, injuries, and illness that arise while the child is at school, in addition to management of chronic illnesses and special needs. Each Decatur Township clinic is staffed with a CHN (Community Health Network) nurse (RN or LPN). Nurses do not make medical diagnoses, but they are skilled in assessment, planning, intervention, evaluation, promotion of wellness, health counseling/education, prevention, emergency care, and referral.

Students must have a CHN permission form on file in order for the nurse to see the student for a clinic visit. Students without permission will be seen for emergencies only. Please speak with the nurse at your school if you have questions about the permission form.

The school clinics are open daily during school hours. Students must have a pass to enter the clinic. Students without a pass will be sent back to class to obtain a pass. He/she will be asked the nature of the complaint, will have his/her temperature taken, and may be allowed to rest for a short period of time. Please remember that time in the clinic is time out of a class—instructional time is being lost. If the nurse needs to send a student home due to a sign of illness (see illness below), the nurse will call the phone numbers in Skyward. If contact information changes, it is essential that phone numbers be updated in Skyward. If the nurse is unable to reach a contact, the student will be sent back to class unless there are signs of a contagious illness. An illness-related early release from school is only excused when sent home by the nurse. If the student has an emergent or urgent health need and/or the parent or other contact cannot be reached, EMS may be contacted.

ILLNESS:

General guidelines for illness follow the guidelines, laws, and recommendations of the Indiana Department of Health, the Marion County Health Department, Community Health Network, and Indiana State Code to prevent the spread of communicable diseases. If the nurse should call you to pick up your child, they are acting in accordance with these laws and directives. Parents should make every effort to

come to the school to pick up their students in a timely manner. Bus transportation cannot be utilized if the child exhibits symptoms of a contagious illness.

Please do NOT send your child to school if one or more of the following symptoms are present: diarrhea, vomiting, undiagnosed body rash, sore throat with swollen lymph nodes, severe coughing, eye discharge or redness, or fever of 100 degrees or above. Please do NOT send a child back to school until he/she has been fever-free (without fever-reducing medications) and with no vomiting/diarrhea for 24 hours. Antibiotics which have been prescribed for eye or throat infections must have been given for 24 hours before the student returns to school. This will help prevent the spread of infection to others and ensure that the student is feeling well enough to learn. Students who have had surgery may be asked to provide a doctor's note to return to school.

INJURY:

Students who are injured at school will be assessed at the time of the injury, if they report to the clinic. If a student has a deep laceration, cannot walk, has extreme swelling, pain, obvious deformity, head injury, or has any other sign of an emergent/urgent need for further evaluation, the nurse will determine the best course of action for the situation. This may include a call home or an EMS call. Only an x-ray can determine if a fracture has occurred.

The clinics possess wheelchairs for emergency response by school staff only. Decatur Township cannot provide a wheelchair or any other medical supplies or devices which are necessary for student injuries or recuperation from surgeries, including crutches, dressing supplies, wraps, splints, etc. Parents should contact their healthcare provider or insurance carrier if these devices are needed beyond the school's initial response.

MEDICATIONS:

Decatur Township clinics do not stock any medications. All medication must be supplied by the parent/guardian. Medication given for the academic success of students or other medications given for acute or chronic conditions may be administered at school. Please try to schedule a three-time-per-day medication at home. Do not send once or twice daily medications to school. Medication administration forms are available at each school or online. This form must be filled out and signed by the parent or guardian before a medicine will be administered by the nurses. Prescription medication must have the current prescription label attached to the medication. Per Indiana State Code, all medications must be in the ORIGINAL containers. For the safety of your student, if medication is received in a baggie or envelope, it will NOT be given. A student in grades 9-12 may transport a medicine to and from school only if parents designate this on the medication form and it is prudent to do so. A physician's order is necessary in order for an emergency medication (EpiPen or inhaler) to be carried by a student. It is helpful to have a backup of this medication in the clinic. If cough drops are needed, we suggest that hard candy be substituted for the same effect, with no time out of class to go to the clinic. A doctor's note is needed to carry a water bottle during the school day.

The label on an over-the-counter medication (OTC) serves as the guideline for dosing and frequency. If the parent desires a dose or schedule that is different than the label, a physician's order shall be necessary for administration. Supplements are not considered appropriate for school administration.

MISCELLANY:

Once confirmed, students with head lice (live bugs) must be checked in order to return to school. Nurses will assist parents with strategies for prevention and ways to enable the student to return to school as quickly as possible.

In the event that Indiana Poison Control is contacted, the advice received shall be strictly followed by clinic/school personnel, to include emergency transport if indicated.

It is the parent's responsibility to provide any student-specific supplies that are needed on a regular basis at school. This includes dressing supplies for injuries beyond initial first aid, supplies of clothing, hygiene items, equipment/supplies for any type of special need, etc. No spare clothing is available at the MS and HS clinics. Parents will be contacted if clothing is needed.

Immunization records shall be reviewed at the time of the student's enrollment or whenever a change in the law requires additional immunizations for current students. Decatur Township clinics shall inform parents about changes in state laws. All students must meet state requirements for immunizations. Students may be excluded from school if immunizations are not up to date. The nurse may be contacted for further information.

In the event of illness or injury, it is necessary to contact the parent of a student who is 18 years old, unless the student is emancipated and papers indicating status are on file.

Vision and hearing screenings for certain grade levels take place during the school year. Referrals for follow-ups are mailed to the home. Parents should make every effort to act promptly if a referral is received, as vision and hearing deficits greatly impact educational performance. Notice of screenings shall be by newsletter, calling system or via the school district website.

Please do not hesitate to contact the nurse for any concerns during the school year. (rev 10/12)

ATTENDANCE POLICY AND PROCEDURE

Daily attendance is essential for academic growth and development. Regular attendance is the responsibility of the parent and student. Students are expected to comply with the Indiana State Law (IC20-8.1 and 20-8.1-3-33) regarding attendance. Parents and students are responsible for making sure absences are documented. It is the responsibility of the school to report chronic absences. **Please report the absence of a child by telephone (856-5274 and then press 1) before 9:00 a.m. on the day of the absence.**

EXCUSED ABSENCES

Students are expected to be in school except for the following reasons:

- a. Doctor, dentist, counseling appointments (documented with a note from the doctor, dentist or counselor for an excused absence for each day missed).
- b. Death in the immediate family documented with a phone call or note.
- c. A student who is issued a subpoena to appear in court (document with a copy of the subpoena).
- d. Service as a page in the Indiana General Assembly (document with the appropriate letter).
- e. Authorized work on Election Day with **prior** approval from the principal.
- f. Educational activities approved by the principal.
- g. Major religious holidays.

ABSENCES/TARDY TO SCHOOL

If a student has 8 days of any other type of absence not listed above, then a referral to Truancy Court could be made. Being tardy to school is limited as well. Continuous problems with being tardy may result in students making up the missed time after school. Thursday Night School will be assigned for tardies to school OR to tardies to individual classes.

PERFECT ATTENDANCE

Any student who is present for the entire school day, each and every school day, shall receive a Perfect Attendance Award.

EARLY RELEASE

If you are taking your child out of school early, please send a note with the child on that day. Your child should take the note to the main office for an **early release pass**. Parents/Guardians will need to come into the office and provide a photo ID to sign their student out. **YOU MUST HAVE A PICTURE ID and be listed in Skyward TO PICK UP YOUR CHILD.**

MAKE-UP WORK

Students or parents may obtain homework by going to <https://msddecatur.instructure.com/login/canvas> and logging in. All work may be made up unless the absence is a confirmed class cut or truancy (zero credit is given for these types of absences). If the absence is an out-of-school suspension, then the test or quiz must be taken the day the student returns. Make up homework may only receive credit if it is completed in a time equal to the number of days absent. There is a one-week maximum limit to return the work. For example, if a student is absent for 2 days, they have 2 days to make it up. If the student is absent for three weeks, they should have the work completed after one week upon their return. The philosophy is that students who are absent for extended periods of time should be doing their homework on a weekly basis. Contact an administrator if you have questions. It is the student's responsibility to bring the work to the teachers. Parents may request homework by contacting the teacher. Please allow 24 hours for the staff to honor such a request.

HOMEWORK HELP

If a student does not understand a homework assignment Rose-Hulman's Homework Hotline's FREE tutoring service is available to students in grades 6-12 for math and science. The FREE help is from Sunday through Thursday 7:00 P.M. to 10:00 P.M. Call 1-877-275-7673, visit www.ASKROSE.org or e-mail at office@AskRose.org.

CLUB PHOENIX – (After-School Tutoring/Activities)

Club Phoenix is a fun, safe and relaxing place for students to get together with friends, engage in activities, and get homework help. Club Phoenix provides academic enrichment opportunities, community involvement opportunities, and enriching activities in a fun, safe, respectful environment for the Decatur Middle School community. We strive to facilitate the growth process of all young people to

reach their full potential as productive, caring, responsible citizens. Buses are provided for Club Phoenix members only. This program is provided at no cost to Decatur Middle School students. Days and hours of service are: Monday through Thursday 2:45-5:00 pm. Club Phoenix will also provide free tutoring each day for the first hour of the program. Call Romona Smith at 856-5274 ext. 1203 for more information.

COMPUTER USE POLICY

At Decatur Middle School, students will have access to a high-speed connection to the Internet. Students have a responsibility to use any school computer within DMS guidelines and a signed policy form must be on file. Computers should not be used to access or create materials that are inappropriate for school. Students may not use computers to access personal e-mail accounts or social networking sites. This includes, but is not limited to, images and messages that are sexually explicit, grotesquely violent, demeaning, or harassing. Student use of unauthorized programs, or visiting sites that are prohibited, are subject to disciplinary action and/or loss of computer privileges.

There is no charge for using the Decatur Middle School Internet services. The Internet user form is available when you register online. If you do not want your child to use the Internet, please notify the principal, in writing, by the tenth day of attendance at DMS.

The computers are expensive and require maintenance each year. We ask that all users make necessary precautions and practice good computer etiquette to avoid any damage.

GRADES

Grading Periods

1st: August 1, 2017 – September 29, 2017

3rd: January 3, 2018 – March 9, 2018

2nd: October 2, 2017 – December 20, 2017

4th: March 12, 2018 – May 24, 2018

Grading Scale

A = 93-100%

B+ = 87-89%

C+ = 77-79%

D+ = 67-69%

F = 0-59%

A- = 90-92%

B = 83-86%

C = 73-76%

D = 63-66%

I = incomplete

B- = 80-82%

C- = 70-72%

D = 60-72%

N = No grade

THE 21ST CENTURY SCHOLAR PROGRAM

Indiana's 21st Century Scholars program offers income-eligible Hoosier students up to four years of paid tuition at an eligible Indiana college, university or vocational school after they graduate from high school. In middle and high school, Scholars are connected to programs and resources to help them plan, prepare, and pay for college. Once in college, Scholars receive support to complete their college degrees and connect to career opportunities. 7th and 8th grade Indiana students whose families meet income eligibility guidelines can apply to become a 21st Century Scholar. Any student who qualifies for free/reduced book rental or meals is eligible to apply for the program.

Applications must be received by June 30 of the student's 8th grade year.

The 21st Century Scholars application is available online at www.Scholars.IN.gov.

They must meet the expectations of the Scholar Success Program in addition to meeting the following criteria:

1. Graduate from a state-accredited high school with a minimum of a Core 40 diploma and a cumulative GPA of at least 2.5 on a 4.0 scale.
2. Not use illegal drugs, commit a crime or delinquent act, or consume alcohol before reaching the legal drinking age.
3. Apply for admission to an eligible Indiana college, university or vocational school as a high school senior, and enroll as a full-time student within one year of high school graduation.
4. File the Free Application for Federal Student Aid (FAFSA) by March 10 as a high school senior and each year thereafter until you graduate from college.
5. Maintain Satisfactory Academic Progress (SAP) standards established by your college.
6. Complete 30 credit hours each year you are in college to stay on track toward earning your degree on time.

Please contact your School Counselor for further information about this program.

NUMATS

The NUMATS is open for seventh and eighth graders who score at or above the 95th percentile on their ISTEP+ test in language arts and/or math. They are eligible to take the SAT or ACT test with high school juniors and seniors. A high score on one of these tests could qualify the student for a scholarship to a summer program on a college campus. See the counselors for more details.

