



Dream BIG, Aim HIGH, Watch us SOAR!

Raven Pride!

Student & Parent Handbook

2017-2018



Mission Statement

At Decker Middle School, we will build a cohesive and diverse community of future-ready lifelong learners who create an atmosphere of pride, accountability and integrity, in a safe, creative and empowering environment.

Leadership, Empowerment, College Readiness, Community Outreach

DMS Campus Administration

Principal: Dayna Swain
Associate Principal: Paula Simmons
Assistant Principals: Ralph Henley
Assistant Principals: Josh Duty
Counselors: Claudia Naveras & Karen Terry
Instructional Coaches: Wilda Harper & Antwainette Hargis-Booe

8104 Decker Lane Austin TX, 78724
Phone: 512-278-4630 Fax: 512-278-4654
<http://dms.manorisd.net>

School Hours

Monday-Friday:

*Breakfast is available from 7:30 AM - 8:20 AM

**A student arriving after 8:25 AM is tardy*

Building Hours:

Front doors will be open at 7:30 AM, Monday- Friday
School Office Hours: 7:30 AM - 4: 30 PM

***Please note that the DMS Student Handbook has valuable information related to student expectations at Decker Middle School. This handbook is not all-inclusive, but highlights information the DMS administration feels needs to be quickly accessible. The District Handbook and Code of Conduct also apply to all students at DMS. Students and Parents should be familiar with the standards set out in the Student Code of Conduct, as well as the Campus and District handbooks (campus and classroom rules). The Student Code of Conduct and district/campus handbooks can be viewed at www.manorisd.net or a hard copy can be requested from the DMS front office.

MISD STUDENT CODE OF CONDUCT

The Student Code of Conduct is the district's response to the requirements of Chapter 37 of the Texas Education Code. The Code of Conduct provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems. The law requires the district to define misconduct that may or must, result in a range of specific disciplinary consequences including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), or expulsion from school. The Student Code of Conduct has been adopted by the Manor ISD Board of Trustees and developed with the advice of the district-level committee. The Student Code of Conduct provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. In accordance with state law, the Code of Conduct will be posted at each school campus or will be available for review at the office of the campus principal. Additionally, the Code of Conduct will be posted on the district's website. Parents will be notified of any conduct violation that may result in a student being suspended, placed in DAEP, or expelled.

The Decker Middle School Student/Parent Handbook is based on the Code of Conduct and contains information students and parents may need to ensure a successful school year. Throughout the handbook, the term "the student's parent" means parent, legal guardian, or other person who has agreed to assume school related responsibility for a student.

Students and parents need to be familiar with the Decker Middle School Student/Parent Handbook, which sets out the consequences for inappropriate behaviors. The Student Code of Conduct is intended to promote school safety and an atmosphere for learning.

The Decker Middle School Student/Parent Handbook is designed to be used in conjunction with Board policy, and the District Student Code of Conduct. The Manor ISD School Board adopts the student Code of Conduct. Any topic not addressed in the Decker Middle School Student/Parent Handbook, can be found in the District Code of Conduct. These documents are updated annually. Policy adoption and revisions are an ongoing process. Newsletters and other communications to students and parents will communicate changes in policy that affect the Student/Parent Handbook provisions. In case of conflict between a Board policy, the Decker Middle School Student/Parent Handbook, the District Code of Conduct, provisions of student guides, or provisions of policy, the most recently adopted policy by the Board will prevail. Because the district's board of trustees adopts the District Student Code of Conduct, it has the force of policy; therefore, in case of conflict between the District Student Code of Conduct and the Student/Parent handbook, the Code of Conduct will prevail.

Please Note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

Decker Middle School Building Rules

Students will comply with **ALL** building rules and follow instructions of **ANY** staff member at **ALL** times.

1. Students are required to wear a current Manor ISD issued student I.D. around the neck at **ALL** times. Student I.D.'s are school property. Non-compliance will result in disciplinary action.
2. Items considered disruptive or distracting as determined by school staff are not permitted in the school building.
3. Students will move quietly, without running in and around the school buildings and will not remain standing along the main hallways or against the walls. Shouting or rough, inappropriate horseplay of any type will not be allowed on the school property.
4. Students are not permitted in the hallways or restrooms, during class time without a hall pass from their scheduled teacher.
5. Students may not have visitors during the school day, except for parents and/or guardians. Parents/guardians must sign-in, AND leave an I.D. in the front office prior to entering the building. Classroom visitation requires 24 hours notice and administrative approval.
6. Students shall not "tag" or be in possession of "tagged" or gang related material. This includes personal or school belongings. All gang related behavior will be documented.
7. Any profanity directed towards a teacher and or staff will not be tolerated. This behavior will result in disciplinary action, including but not limited to possible citation from the Travis County Sheriff's Department, suspension and/or placement in I.S.S. or MAP.
8. Students will not have in their possession inappropriate materials (i.e.: sexually explicit items, slam books, gang related items, etc.).
9. Dress code must be followed at **ALL** times.
10. No food or drinks are allowed in classrooms. Only clear bottled water (plain water) will be permitted in the instructional areas of the buildings and water bottles must be capped. No outside food is to be shared or distributed due to safety concerns.
11. Students must stay in the cafeteria or other approved lunch areas the entire lunch period. **All** students will be expected to clean up after themselves.
12. Students will report to assigned areas, including I.S.S. when applicable (assigned by admin). Failure to report to assigned class or I.S.S. will result in further disciplinary actions, including but not limited to possible citation from the Travis County Sheriff's Department, suspension and/or placement at MAP.
13. Students will not engage in any public display of affection. Failure to respond to adult directives/corrections for maintaining appropriate physical contact with another student will result in disciplinary action.

MONDAY –THURSDAY 2017-18 BELL SCHEDULE

6TH GRADE		7TH GRADE		8TH GRADE	
Dismiss from Gym	8:15	Dismiss from Gym	8:17	Dismiss from Gym	8:19
Advisory (25 minutes)	8:25	Advisory (29 minutes)	8:25	Advisory (29 minutes)	8:25
	8:50		8:54		8:54
1 st Period (51 minutes)	8:54	1 st Period (51 minutes)	8:58	1 st Period (51 minutes)	8:58
	9:45		9:49		9:49
2 nd Period (51 minutes)	9:49	2 nd Period (51 minutes)	9:53	2 nd Period (51 minutes)	9:53
	10:40		10:44		10:44
Lunch (30 minutes)	10:44	3 rd Period (51 minutes)	10:48	3 rd Period (51 minutes)	10:48
	11:14		11:39		11:39
3 rd Period (52 minutes)	11:18	Lunch (30 minutes)	11:43	4 th Period (51 minutes)	11:43
	12:09		12:13		12:34
4 th Period (51 minutes)	12:13	4 th Period (51 minutes)	12:17	Lunch (30 minutes)	12:38
	1:04		1:08		1:08
5 th Period (51 minutes)	1:08	5 th Period (51 minutes)	1:12	5 th Period (51 minutes)	1:12
	1:59		2:03		2:03
6 th Period (51 minutes)	2:03	6 th Period (51 minutes)	2:07	6 th Period (51 minutes)	2:07
	2:54		2:58		2:58
7 th Period (57 minutes)	2:58	7 th Period (53 minutes)	3:02	7 th Period (53 minutes)	3:02
	3:55		3:55		3:55

FRIDAY (HOUSE) 2017-18 BELL SCHEDULE

6TH GRADE		7TH GRADE		8TH GRADE	
Dismiss from Gym	8:15	Dismiss from Gym	8:17	Dismiss from Gym	8:19
Advisory (30 minutes)	8:25	1 st Period (30 minutes)	8:25	1 st Period (60 minutes)	8:25
	8:55		8:55		9:25
1 st Period (57 minutes)	8:59	1 st Period (31 minutes)	9:29	Advisory (30 minutes)	9:30
	9:56		10:00		10:00
2 nd Period (50 minutes)	10:00	2 nd Period (50 minutes)	10:04	2 nd Period (50 minutes)	10:04
	10:50		10:54		10:54
Lunch (50 minutes)	10:54	3 rd Period (50 minutes)	10:58	3 rd Period (50 minutes)	10:58
	11:24		11:48		11:48
3 rd Period (50 minutes)	11:28	Lunch (30 minutes)	11:52	4 th Period (50 minutes)	11:22
	12:18		12:22		12:12
4 th Period (50 minutes)	12:22	4 th Period (50 minutes)	12:26	Lunch (30 minutes)	12:16
	1:12		1:16		12:46
5 th Period (50 minutes)	1:16	5 th Period (50 minutes)	1:20	5 th Period (50 minutes)	1:20
	2:06		2:10		2:10
6 th Period (50 minutes)	2:10	6 th Period (50 minutes)	2:14	6 th Period (50 minutes)	2:14
	3:00		3:04		3:04
7 th Period (46 minutes)	3:04	7 th Period (46 minutes)	3:08	7 th Period (47 minutes)	3:08
	3:55		3:55		3:55

Student Responsibilities

ALL DMS students are expected to demonstrate safety, responsibility and respectfulness through their behavior and actions. Students are expected to treat other students, faculty, staff, guest teachers and other guests on campus with courtesy and respect. Therefore, students should be cognizant of their actions and manner of speech while on campus and at school- sponsored events that may occur off-campus. Profanity is absolutely prohibited. **ALL** school rules and policies shall be in effect at **ALL** school activities both on and off campus. Students will adhere to **ALL** instructions and/or directions from school personnel.

PBIS School Wide Student Expectations

Decker Middle School's motto is "Dream Big, Aim High, Watch Us Soar". The student expectations support our motto. No Excuses will be accepted for inappropriate behavior. Students are expected to be safe, respectful, and responsible.

Being SAFE on campus can look different depending on where you are, but it always means to:

- Keep Your Hands, Feet, and Belongings to Yourself!
- Walk on the right-hand side of the hall
- Walk & talk in the hallways
- Stay in designated areas

Being RESPECTFUL means that you're showing respect for yourself, the people around you, and your campus at all times.

- Follow Adult Directives
- Be Courteous to Your Peers
- Pick Up After Yourself
- Proper Displays of Affection
- Use appropriate language

Being RESPONSIBLE means taking care of your business and doing what you know is right.

- Be in Dress Code
- Have ID Around Your Neck
- Stay in Designated Areas
- Be in Class On Time
- Have a Pass to be in the Hall
- Be on time

*Teachers will have their own classroom behavior management system that reflects campus wide goals and expectations.

General Disciplinary Infractions

Discipline infractions are divided into the following categories of behavior:

1. Behaviors that can physically harm: Examples include, but are not limited to: Fighting, play-fighting, pushing, shoving, running, horseplay and throwing objects
2. Behaviors that can cause psychological/emotional harm: Name-calling, put-downs, intimidation, group isolation, sexual harassment, bullying, and other behaviors, which are designed to devalue or hurt another person.
3. Behaviors that can damage, destroy or cause the loss of personal or school property: Irresponsible use of materials, theft, malicious destruction or defacement of any items or property such as but not limited to: walls, floors, tables, chairs, books, computers, etc...
4. Behaviors which are a disruption to the learning environment: Examples are: failure to bring all necessary or required supplies to class, off-task behaviors, tardiness, calling out, failure to follow classroom expectations, profanity, arguing, failure to comply with directives given by school personnel-insubordination (per admin. discretion) etc.

***Below is a list of non-negotiable infractions that will result in suspension and/or MAP. All other disciplinary infractions will be dealt with on an individual basis by staff and administration.

Non-Negotiable

Infraction	Description
Fighting	Mutual combat in which both parties have contributed to the conflict by provocation or physical action
Gang Activity	Showing of colors, hand signs, drawing of gang symbols or any other activity that is indicative of gang activity.
Under the influence of illegal substances	Attendance at school or related school events after the use of an illegal substance
Possession of Drugs	In one's possession, either for personal use, distribution, sale or otherwise
Possession of harmful weapons	Exhibition (display) or possession of weapons on school property or at a school related event
Sexual Assault	Unwelcomed sexual advances, requests for sexual favors, and/or other inappropriate verbal, written or physical conduct of a sexual nature
Disorderly Conduct	Failure to follow conduct rules and expectations during activities, field trips, dances, sporting events, assemblies, or any other school sponsored events
Harassment/Bullying	Threatening to cause harm or bodily injury to another student, causing physical damage to the property of another student, or maliciously taking action that harms another student physical or emotional health
Theft	Taking of another person's property and /or school property without that person's permission or consent

BULLYING

The District prohibits bullying on school property, at school-sponsored or school-related activities, or in any vehicle operated by the district. Bullying may be verbal or written expression or expressions through electronic means, or physical conduct. Bullying is not tolerated by the Manor Independent School District. Any student or parent that has engaged in or experienced bullying is encouraged to immediately report the incident. Retaliation against anyone involved in the complaint process is a violation of district policy and is prohibited.

REPORTING BULLYING

Students or parents may report an alleged incident of bullying, orally or in writing, to a teacher, counselor, principal or other district employee. Students or parents may contact the district or school to obtain an incident report form that may be used to submit the complaint. Please note that after submission of the complaint to the district employee, the district may assign the complaint to a campus administrator to follow up on the submitted complaint and any other important matters pertaining to the complaint. We encourage you to communicate with your designated campus administrator during this time.

If you would like additional information about the district's bullying policy please contact campus administration or the central office of Manor Independent School District.

Cell Phones/Pagers/Electronic Devices

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain OUT OF SIGHT AND TURNED OFF during the instructional day, including during all testing unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets or other portable computers. The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15 after the first time. In limited circumstances and in accordance with law, authorized personnel may search a student's personal telecommunications device. Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost or stolen telecommunications devices.

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers or other electronic devices at school unless prior permission has been obtained from school officials.

Without such permission, teachers will collect the items and turn them in to the front office. Administration will determine whether to return items to students at the end of the day or to contact parents to pick up the items. In limited circumstances and in accordance with law, authorized personnel may search a student's personal electronic device. Any disciplinary action will be in

accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another's reputation or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct and, in some cases the consequence may rise to the levels of reporting to law enforcement or expulsion.

Note: "In use" includes, but is not limited to, students receiving or sending calls, text messages, checking the time and/or checking emails, or in visible sight of a staff member.

If parents need to contact your child, they should call the office, not her/his cell phone.

***The district/campus will NOT be responsible for damaged, lost, or stolen devices and will not investigate these situations regarding telecommunications and electronic devices. Items brought to campus are at the students' risk and the student is responsible for his/her property.

Dressing for Success at School

These standards of dress and appearance reflect that school is a place of learning, not a place of recreation. **ALL** school rules, including dress code expectations apply to after-school, field trips and evening activities. Dress, appearance and hygiene should contribute to a positive and non-disruptive atmosphere; an atmosphere that is conducive to learning and achievement of **ALL** students in school.

Students will not be allowed to wear any of the following: apparel, jewelry, accessory, or manner of grooming which by virtue of its color, arrangement, trademark, symbol or any other attributes which implies membership or affiliation with a gang, secret society, fraternity or sorority.

Campus Administration has final discretion in determining the appropriateness of dress. Any attire deemed inappropriate or a distraction of the learning environment by Administration is prohibited.

Students out of compliance with the dress code will be asked to call home for a change of clothing. If a change of clothing is not available, students will spend the remainder of the day in ISS. Repeated dress code violations will result in further disciplinary action.

*****The district/campus will NOT be responsible for damaged, lost, or stolen items. ALL Items brought to campus are at the student's risk and the student is responsible for his/her property.**

Dress Code Quick Reference

Head Coverings/Jewelry/Accessories/ Grooming

- Caps, hats, do-rags, bandanas or hoods are prohibited
- Armbands or sweatbands are prohibited
- Piercings other than in the ears are prohibited
- Pocket chains or other chains are prohibited
- Sunglasses are prohibited
- Distracting or offensive jewelry are prohibited
- Gang affiliated (ie: solid colored yarn rosaries) clothing or accessories are prohibited
- Unnatural hair color (such as but not limited to reds, greens, blues, pinks, purples, etc.) or a distracting style of hair are prohibited
- Brushes/combs/picks etc. must be kept in backpacks
- Facial hair must be neat and trimmed
- Perfume/cologne/body sprays are prohibited

Skirts and Dresses

- Must not be overly tight or revealing
- Length must be longer than the middle finger when the student's arms are stretched by their sides. If a student is touching skin, the skirt is too short. **The wearing of tights under a dress or skirt that isn't long enough, **DOES NOT** meet the dress code requirements
- Slits must not be more than 1 ½ inches long

Shirts

- Must not be overly tight, low-cut or revealing
- Must not be oversized
- Tank tops are prohibited
- Halter or cropped tops are prohibited
- Pictures, emblems or writing that are lewd, offensive, vulgar, obscene, suggestive, controversial or violent are prohibited
- Advertising or depiction of tobacco products, alcoholic beverages, drugs, or other substances are prohibited
- Girls- sleeveless shirts must have fabric that is at least 2 ½ inches wide
- Boys- sleeveless shirts are prohibited
- Shirts must have a design or emblem, solid colored shirts are prohibited

Shorts and Pants

- **Sagging pants are strictly prohibited**
- Must be worn and fastened at the waist
- Tights/yoga pants are prohibited outerwear
- Clothes must not be worn to show gang affiliation
- Short length pants and skirts must be longer than the middle finger when student's arms are stretched by their sides. If skin is touched, the shorts are too short. ***tights may not be worn under shorts that don't meet this requirement***
- Pants cannot be gathered or tied around ankles
- Pants must not extend to cover shoes
- Holes in clothing are prohibited

Shoes

- Must be worn at all times
- Flip flops/ shower shoes/slippers/slides/house shoes are prohibited
- Heels can be no higher than 1 inch
- All shoes must have a hard/rubber sole

Outerwear/Jackets

- Jackets with hoodies are allowed. Students are not allowed to wear the hoodie on their head in the building
- Coats or jackets cannot be used to cover-up shirts that do not comply with the MMS dress code

Other Expectations

- Pajamas/sleepwear are prohibited
- All garments must be worn appropriately (blankets are not allowed as clothing)
- Tights, leotards, yoga pants, etc. are prohibited (*unless worn only as an under garment with dresses and shorts that meet the campus dress code length*)
- **Dress code is subject to change due to clothing trends, or as safety issues arise per admin.**

Student IDs

Each student will be issued a free DMS identification badge (ID) and lanyard at the beginning of the school year. IDs are to be worn around the neck at **ALL** times. Information on ID's must be clearly visible and IDs are not to be defaced. Students must have their own ID and should not be in possession of anyone else's. **Temporary ID's are \$2** and can be purchased for the day. **Replacement ID's are \$5.** Students without an ID badge will be subject to disciplinary action. ID'S ARE CONSIDERED A PART OF STUDENT DRESS CODE AND ARE NECESSARY FOR SCHOOL SAFETY AND IDENTIFICATION.

Arrival, Lunch, and Passing Period Expectations

Use of Facilities by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Arrival

Bus riders need to enter the building through the back doors of the cafeteria. Upon arrival students need to make a choice to go to the cafeteria to eat breakfast or go to their designated gym. Students will not be allowed to leave the gym until class time. Car riders will be dropped off in front of the building and follow the same cafeteria and gym procedures when entering the front doors. Students will be dismissed to class accordingly.

Lunch

All grade level students will enter the lunchroom for lunch at the specified times. The following are the expectations on entering and leaving the cafeteria;

1. Before leaving classroom, teachers will check students for ID's and make a notation of students who are not wearing ID's. (Every third ID infraction (per 6 weeks) will result in teacher creating a referral for Dress Code Violation.)
2. Teachers will walk and seat students at assigned tables (at a level 0) and alert administrator to who does not have an ID.
3. Students will be greeted by an administrator and then instructed when to enter into the cafeteria serving line.
4. Teachers will be standing at their classroom doorway by the end of the lunch period to greet students from lunch.
5. Students will be required to follow cafeteria expectations.

Passing Periods/Use of Hallways

All students have a 4-minute passing period between classes

- ❑Students are to walk in the hallways on the right side of the hall
- ❑Students are to walk with purpose to their destination
- ❑Students are not permitted to “hang out” in the hallways or restroom areas
- ❑Students are to walk safely on the stairs, using the handrails
- ❑Students are to stay in their designated hallway
- ❑Students are to use the restroom during passing period

Dismissal

All students will be required to leave the building upon dismissal. Students must either ride the bus, get picked up by a parent or other designated person. Students are not permitted to go to the high school or elementary schools at dismissal. Students who attend after school activities will be directed out of the building and wait in the designated area until it is time to reenter.

Students who are car riders should not be in the back of the building with the bus riders and bus riders should not be in the front with car riders.

Bus riders are to get on their bus quickly. Waiting for classmates, wandering around the bus area and playing are not allowed. Please follow the bus expectations.

***STUDENTS MUST BE PICKED UP BY 5:30 IF THEY ARE INVOLVED IN AN AFTERSCHOOL ACTIVITY THAT DAY. CONTINUED NON-PICKUP OF STUDENTS CAN RESULT IN STUDENTS BEING REMOVED FROM ANY AND ALL AFTERSCHOOL PROGRAMS AND POSSIBLE REVOCATION OF SCHOOL TRANSFER. SCHOOL STAFF LEAVE THE CAMPUS AT 5:30. STUDENTS CANNOT BE LEFT ALONE ON CAMPUS DUE TO LACK OF SUPERVISION.

Conduct Before and After School

All teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices and events, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct, or any stricter standards of behavior established by the sponsor for extracurricular participants.

Tardy Policy

Time management is an important part of life. It is also an integral part of the DMS Mission. Students are expected to use the passing periods to use the restroom and get to their destination before the tardy bell rings. Excessive tardiness will result in disciplinary action. A student who is tardy for an excessive amount of time may be considered absent for that class period. Repeated instances of tardiness will result in more severe disciplinary action in accordance with the Student Code of Conduct.

Bells

Decker Middle School has a bell schedule, however teachers rather than bells release students. Our teachers value their instruction, and that of their colleagues. Therefore, the teachers diligently watch the clock, and will adhere to the campus release bell schedule. This will enhance the instruction at Decker Middle School operating in this manner.

ISS

ISS (in-school suspension); is a short-term removal from the classroom environment. ISS encourages students to change their behavior, assists students in understanding the results of inappropriate choices, teaches self-discipline, and provides students an opportunity to continue with their schoolwork. Students are placed in ISS by administration. Placement in ISS will be determined by administration, depending on the student's behavior. While in ISS, students will complete a character-based assignment, plus any assignments sent by their teacher. Students will need to follow the expectations in ISS. If students do not follow the expectations, students may be assigned additional days in ISS or be subject to other disciplinary actions.

Law Enforcement/Security

At Decker Middle School, we have a School Resource Officer (SRO)/Deputy Sheriff and Security Monitor to ensure the safety and security of our students, faculty, staff and property. The roles of the SRO/Deputy Sheriff and Security Monitor may seem similar, but in fact are different. The SRO/Deputy Sheriff is a certified Texas Peace Officer who is authorized to enforce the laws of the State of Texas. Deputy Sheriff Javier Hernandez is the School Resource Officer for DMS. He will work in partnership with the DMS administration, faculty, staff and students to provide a safe learning environment, law-related education, and expertise of a trained law enforcement officer at school. He is a certified Texas Peace Officer employed by the Travis County Sheriff's Office. The Texas Penal Code, Health & Safety Code, Education Code, and Family Code apply to all students 10 years of age and older, faculty, staff and visitors/non-visitors to DMS. Criminal Offenses committed in school or on school property are no different than those committed off of school property. Any student, administrator, faculty or staff member and citizen can report a crime either by calling 911 or contacting the School Resource Officer. Students can also report a crime using the Crime Stoppers Hotline by calling (512)499-8477. Visit <http://www.statutes.legis.state.tx.us/> for more information.

NOTE: Administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus. School officials shall notify local law enforcement authorities any time it is suspect that a criminal act occurred at school or school property or at a school-sponsored or school-related event.

Release of Students from School

Class time is important; doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. A student who will need to leave school during the day must follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Students will not be released during the 30 minutes prior to campus dismissal. Unless the campus principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. If a student becomes ill during the school day, the student should receive permission

from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. Students who leave campus without following campus sign-out procedures will be subject to disciplinary action. Changing plans for walkers, car-riders and bus-riders should be communicated before 2:30 PM (or 11:00 on early release).

Searches

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time-to-time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' Desks and Gym Lockers

Students' desks and gym lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desks and gym lockers. Searches of desks or gym lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Trained dogs may also conduct searches of classrooms, common areas or student belongings when students are not present. School officials may search any item in a classroom, a locker or a vehicle to which a trained dog alerts.

VISITORS TO DMS

Parents and others are welcome to visit DMS. However, in order to ensure the safety and security and to avoid disruption of instructional time at DMS, all visitors must first report to the main office to receive authorization to enter DMS. All school visitors must comply at all times with DMS/MISD Student Handbook/Code Conduct.

General Requirement for School Visitors

1. A visitor is defined as any person seeking to enter DMS who is not an employee of DMS/MISD or a student currently enrolled at DMS.
2. All visitors shall report to the front office when arriving. All visitors are required to have a valid picture ID for verification of identity in order to be given authorization to enter DMS. Upon approval, all visitors will be issued a DMS ID badge and will be required to wear it at all times while on campus. All visitors shall report to the main office upon completion of the visit and turn in the ID badge.
3. Whenever possible, visitors should obtain authorization from the principal in advance. At the discretion of the principal, such prior authorization may be required.
4. Visits may be prohibited at certain times such as the first and last weeks of school, immediately before or after vacations or other breaks and while standardized testing or other student assessments are being conducted.
5. If conflicts occur because of the number of visitor requests or other circumstances, parents of currently enrolled students will generally be given preference.

6. All school visitors must comply at all times with DMS/MISD Student Handbook/Code Conduct and all applicable laws.
7. Parents are allowed to have lunch with their student(s) only. Please do not bring food or snacks for other students during the lunch period.

Visitors to Classrooms or Other Instructional Areas

1. Access to particular classrooms or other instructional areas of DMS may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the principal or his/her designee.
2. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
 1. *Remaining in a designated place or seat*
 2. *Refraining from speaking to students while the class or activity is in session*
 3. *Refraining from entering or leaving the area while an activity is underway*
 4. **Requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building**
 5. *Requiring that the visitor be chaperoned*
 6. *Limiting the duration of the visit to particular times or length of time*
 7. *Limiting the activities of the visitor to a particular purpose(s)*
 8. *Limiting the visitor to particular location*
 9. *Designating particular routes of travel in the building or upon the school grounds*
3. Visitors who desire conferences with teachers or administrators will receive an appointment by telephoning or email in advance to arrange the hour most suitable for such conferences. Walk-ins will not be guaranteed a conference with a teacher, an administrator or a classroom visit.

Special Situations

1. Custodial and non-custodial parents of DMS students have rights to visit the school unless a court order restricts such contact.
2. Visitors participating in special programs who do not have a valid DMS/MISD ID badge must comply with visitor procedures. Visitors participating in special programs that have a valid DMS/MISD ID badge or who have authorization from the principal or his/her designee may not extend their authorization to another individual.

NOTE: Any person who disrupts or who appears likely to become a disruption to the educational program shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary. Failure to comply could result in charges brought against them in accordance with Texas Penal Code §30.05 – Criminal Trespass or Texas Education Code §37.107 Trespass on School Grounds and any other charges deemed applicable

Academics

Homework should be used to enrich and strength classroom experiences and its intent is to develop mastery of district curriculum derived from the Standards. Homework is 10% of the overall grade for

each 6 weeks. Homework should never be a disciplinary measure and its purpose is not to teach characteristics of responsibility. Homework should satisfy at least one of the following objectives:

- To develop effective study habits and time-management skills
- To help the student prepare for classroom work
- To give students practice and extension of concepts learned in class
- To allow students to make up work after absences
- To provide a means of re-teaching the Standards
- To provide a drill that helps the student practice the basic skills of a subject

Absences/ Make-up Work

If a student is absent from school, upon returning to school the student must bring a note signed by the parent that describes the reason for the absence. A student absent more than 3 consecutive days because of personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the extended absence from school.

Students who are absent are responsible for securing make-up work from their teacher upon their return. Students will have five school days to obtain and complete make-up work. After this five-day period, students may receive up to a 70 on the late assignments. During an extended absence, parents may request work (with twenty-four hours notice) from the front office. Students will be allocated 2 days per 1 absence to complete work. This can be adjusted per teacher/administrator discretion.

Late Work

Late work is defined as any assignment that is not turned in during the student's scheduled class period, at the time the teacher designates the assignment is due (this includes in-class work). Assignment due dates are set by the teacher and the student is accountable for abiding by the due dates.

Re-do Work

DMS allows students the opportunity to re-do assignments in which the student has not met mastery. The request to re- do an assignment or assessment must come from the student within 3 days of the notification that mastery was not met. In order to support mastery, students must attend morning tutorials prior to re-doing of any assignment. The teacher may also assign additional work to develop mastery.

All re-do assignments must be completed within the time frame established by the teacher. Opportunities to re-do an assignment or test cannot extend into a different grading period.

Re-Testing

Students may earn the right to retest on tests (except Semester exams). Students will have seven school days from the day they had the original test returned to possibly re-test for the full value of the re-test exam. Academic effort in preparation for the test will be taken into account when determining student eligibility for a retest. Criteria may also include all homework turned in, test corrections completed, tutorial attendance, and the completion of the test reviews prior to the 1st administration of the test. Re-testing is at the discretion of the teacher and/or administration.

Grading Policy

Grades will reflect mastery of the Standards, not classroom behavior or work habit. DMS is on a 6-week grading cycle. Teachers will enter grades online within 5 days for most assignments. Parent can access their child's grades through the online SKYWARD Parent Portal. Please see any DMS staff member to sign up for online access.

Grade Breakdown:

75% Summative Assessments (tests/ projects): 2 or more in a 6-week grading period

15% Formative Assessments (daily grades): 1-2 per week, but no more than 15 per grading period

10% Other: Homework, quizzes, additional assignments, participation, etc.

Percentages:

90-100% = A, 80-89% =B, 70-79% = C, Below 70% = F

District Grading Periods

Please see district calendar for exact dates at www.manorisd.net

Tutorials

Tutorials are scheduled with individual teachers and grade levels. Information will be communicated to the students and parents accordingly.

Conferences

A parent who would like to conference with a teacher, counselor or principal should call the DMS office at (512) 278-4630 or email the teacher to schedule a conference appointment. Conferences will be scheduled at a mutually convenient time for both parties. All requests for conferences must be made in at least 24-hour advanced notice. Walk-ins are not guaranteed a conference. Conferences will be scheduled during non-instructional times.

Counseling Services

Counselors are available to work with teachers, parents, and students at Decker Middle School. Counselors assist teachers with parent-teacher conferences; provide academic and social information regarding students to the teachers, and consult with teachers as needed. Counselors present course curriculum information to parents and provide consultation to parents regarding student academic and social progress. Counselors work with students with academic, social and personal issues in individual and group counseling settings and present classroom guidance activities to the students. The counselors also work closely with state and community agencies involved in the welfare of Decker Middle School students and parents.

- Claudia Nevares- counselor (6,7,8)
- Karen Terry- (6,7,8)
- Laura Barron- Communities in Schools (CIS)

ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with compulsory attendance, the other with attendance for course credit—are of special interest to students and parents. They are discussed below.

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year. If a student 18 or older has more than five unexcused absences in a semester the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.] Students enrolled in prekindergarten or kindergarten are required to attend school.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student in grades 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

A note from the health-care provider must be submitted upon the student’s return to campus.

Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed “accelerated instruction” by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action. A court of law may also impose penalties against both the student and his or her parents if a

school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- is absent on three or more days or parts of days within a four-week period.

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

If a student is age 18 or older, the student may be subject to penalties as a result of the student's violation of the state compulsory attendance law.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class. If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policy FEC.] In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at Exemptions to Compulsory Attendance will be considered days of attendance for this purpose.
- A transfer/migrant student begins to accumulate absences only after he/she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit. The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG (LOCAL). The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

Official Attendance-Taking Time

The district must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day. Official attendance is taken every day during second period. A

student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.

Parent's Note after an Absence

When a student must be absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

Please note:

- A student absent from school for any reason other than for a documented health care appointment, for the funeral for an immediate family member, or a reason approved by an administrator may not be allowed to participate in school-related activities on that day or evening.
- A student who is tardy to class by more than 10 minutes may be considered absent for that class period. Repeated instances of tardiness will result in more severe disciplinary action in accordance with the Student Code of Conduct.

Binders and Agendas

This year, ALL students are required to have a binder and an agenda. Each of these items will be provided by the school. Decker Middle School is an AVID Demonstration school and as such, AVID strategies are used throughout the campus. Organization is one of those strategies and it begins with a school issued binder. In addition, agendas are also a daily tool to be used for among other things, as a rest room pass. Students MUST have these school provided items every day.

Decker Middle School Parent & Student Handbook 2017-2018

The following is to be read, signed and returned by all Decker Middle School students and parents:

I have read and understand the expectations and procedures in the DMS Parent/Student Handbook. I understand that it is an expectation that I meet all requirements in accordance with the DMS Parent/Student Handbook at all times.

Printed Name of Decker Middle School Student

Signature of Decker Middle School Student

Date

I have read and discussed the expectations and procedures with my student. I understand the expectations and procedures\ and agree to assist and support my student in meeting all requirements in accordance with this DMS Student Handbook.

Printed Name of Decker Middle School Parent

Signature of Decker Middle School Parent

Date

*~ Students will return the signed copy to their **first period teacher** ~*