

# Dardanelle Middle School Procedural Manual 2017 – 2018

STUDENT: \_\_\_\_\_

(<http://www.dardanellepublicschools.org>)  
*Includes a staff email directory*

**Grades 6<sup>th</sup> - 7<sup>th</sup> - 8<sup>th</sup>**

2306 N. State Hwy 7 North  
Dardanelle, AR. 72834

Telephone: (479) 229-4550  
FAX: (479) 229-1697

**Principal:** John David Keeling  
([jd.keeling@dardanellelizards.com](mailto:jd.keeling@dardanellelizards.com))

**Assistant Principal:** Bobby Rehm  
([bobby.rehm@dardanellelizards.com](mailto:bobby.rehm@dardanellelizards.com))

**NOTE: Video surveillance is used on an around school property including school buses.**

## **Important Numbers:**

Locker Number: \_\_\_\_\_ Locker Combination: \_\_\_\_\_

Meal Number: \_\_\_\_\_ Library Number: \_\_\_\_\_

## **Disclaimer**

The policies contained in the *Dardanelle Public Schools K-12 Student Handbook* are the basis for policies used throughout the district. However, because each building houses grade levels of students with varying needs and available facilities, occasionally there is a need for the district policy to be modified to address requirements specific to each building. The building level handbooks (for DPS, DIS, DMS, DHS) may contain variations of the basic district policy. **These variations have been reviewed and approved by the Dardanelle School Board.**

**TABLE OF CONTENTS**

**WELCOME STUDENTS AND PARENTS** .....3  
**MISSION STATEMENT** .....3  
**DMS MOTTO**.....3  
**NONDISCRIMINATORY POLICY NOTIFICATION** .....3  
**SCHEDULE CHANGES**.....3  
**ADVISORY PROGRAM**.....3  
**PARENT-TEACHER COMMUNICATION AND CONFERENCES** .....3  
**ENROLLMENT AND TRANSFERS** .....4  
**SMART CORE** .....4  
**ATTENDANCE** .....4  
    REPORTING YOUR CHILD ABSENT .....4  
    MAKEUP WORK .....4  
    CALLING FOR ASSIGNMENTS .....5  
    TARDIES.....5  
    SIGNING A STUDENT OUT OF SCHOOL.....5  
**VISITORS** .....5  
**USE OF TELEPHONE** .....5  
**EMERGENCY INFORMATION** .....5  
**STUDENT HEALTH AND WELLNESS**.5  
    WELLNESS POLICY .....5  
    REPORTING INJURIES AT SCHOOL AND SUPPLEMENTAL ACCIDENT INSURANCE.....5  
    PRESCRIPTION MEDICATION .....6  
    OVER THE COUNTER MEDICATION .....6  
    IMMUNIZATIONS .....6  
**EMERGENCY DRILLS** .....6  
**SCHOOL DISMISSAL PROCEDURE**....6  
**FOOD SERVICE** .....6  
**INTERNET AND COMPUTER USE**.....7  
**TEXTBOOKS** .....7  
**LOCKERS/VALUABLES** .....7  
**STUDENT SEARCH AND SEIZURE**.....7  
**LIBRARY MEDIA CENTER** .....7

**HOMEWORK**.....7  
**BACKPACKS (BOOK-BAGS)** .....8  
**TESTING AND STUDENT PROGRESS**.8  
**PROMOTION & RETENTION POLICY**8  
    GRADING SCALE .....8  
**INTERSCHOLASTIC ACTIVITIES** .....8  
    ELIGIBILITY REQUIREMENTS.....8  
    ATHLETIC PROGRAM GOALS.....9  
    ATHLETE & ACTIVITIES TRANSPORTATION9  
**STUDENT AWARDS AND HONORS**....9  
**STUDENT ACTIVITY COMMITTEE (SAC)**.....9  
**OFF-CAMPUS EVENTS** .....9  
**REQUIREMENT TO IDENTIFY SELF**..9  
**STUDENT RIGHTS/RESPONSIBILITIES** .....9  
    DARDANELLE MIDDLE SCHOOL RULES: ..10  
    CAFETERIA RULES .....10  
**PROHIBITED CONDUCT**.....10  
    CONSEQUENCES FOR MAJOR MISCONDUCT11  
    DISRUPTION OF SCHOOL .....11  
    FOOD AND GUM .....11  
    ACADEMIC DISHONESTY (CHEATING).....11  
    BUS RULES AND POLICIES.....12  
    STUDENT DRESS AND APPEARANCE.....12  
    BULLYING-HARASSMENT AND SEXUAL HARASSMENT .....12  
    FIGHTING/THREATENING BEHAVIOR (ASSAULT) .....13  
    PROHIBITED ITEMS.....13  
    COMMUNICATION DEVICES (CELL PHONES) .....13  
    WEAPONS AND DANGEROUS INSTRUMENTS14  
    DISCIPLINARY ACTIONS .....14  
**GRIEVANCE PROCEDURES**.....16  
**BELL SCHEDULE**.....16  
**2016-2017 SCHOOL CALENDAR** .....16  
**PARENTAL INVOLVEMENT PLAN**.....17

## **Welcome Students and Parents**

We want to take this opportunity to welcome you to Dardanelle Middle School. The administration of Dardanelle Middle School publishes this handbook so students may become better acquainted with the policies and traditions of Dardanelle Middle School. **It is the responsibility of each student and his/her parents to become thoroughly familiar with all operational procedures contained within this handbook.** This handbook will provide guidelines for student responsibilities and conduct and is based upon Dardanelle School District Board Policies. A complete set of policies is available for your use in the principal's office or the school library.

## **Mission Statement**

Dardanelle Middle School's mission is to create life-long learners and globally responsible citizens through a partnership of students, families, staff, and community. We want to inspire all students to apply the knowledge, skills and attitudes necessary to become creative problem solvers, to achieve personal success and to contribute to our diverse and dynamic world.

## **DMS Motto**

### **Lizards LEAD**

**L**ifelong Learners

**E**mpower and Inspire to Apply Knowledge

**A**chieve Personal Goals

**D**evelop Responsible Global Citizens

## **Nondiscriminatory Policy Notification**

It is the policy of the Dardanelle Middle School to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Dardanelle School District Equity Coordinator.

## **Schedule Changes**

Every effort is made by the middle school to schedule students into the classes they have requested. **If a schedule change is desired,**

**the principal and counselor must receive a signed written statement from the student's parent or guardian by a specified, publicly announced deadline.** Meeting this deadline does not guarantee that the requested schedule change will be granted; however, requests received after that deadline will not be approved.

## **Advisory Program**

**Advisory** is designed to provide each middle school student with a designated faculty member who serves daily throughout the school year as the student's academic advisor, counselor, friend, and advocate. The advisor will help students with day-to-day problems, academic matters, and will assist and encourage students with personal and school related problems.

## **Parent-Teacher Communication and Conferences**

Parents are urged to contact the school whenever the need arises. Parents may contact teachers by note, telephone or email. If you call during the school day, the office will leave the teacher a note to return your call. **If you wish to have a conference with your child's teacher, please call ahead to make an appointment.** Office hours at DMS are from 7:30 a.m. to 3:45 p.m., Monday through Friday. The office phone number is 229-4550. If you wish to contact a teacher via email, the district email directory is at the following web address <http://dardanellepublicschools.org>

- Report cards will be issued every quarter.
- Interim progress reports will be issued at the midpoint of each quarter
- Parent-Teacher Conferences will be held on designated dates in the first and third quarters.
- Teachers will initiate more frequent communication to the parent(s) or guardian(s) of students not performing at the level expected for their grade.
- Parent Internet Viewer is available online.

Communication regarding student behavior will be on a Teacher Report of Student Misconduct from a teacher or a Student Discipline Referral from the principal/assistant principal. In each case, parents are asked to discuss the incident with their child, sign the form, and return it to school. Teachers and/or the administrators welcome a call if there are questions.

The Parent Center is available the Middle School Library.

## Enrollment and Transfers

All children age five (5) through seventeen (17) years on or before August 1 must be enrolled in school. Students who move into the District from a school accredited by the Arkansas Department of Education shall be assigned to the same grade as they were attending in their previous school or as they would have been assigned in their previous school.

- Home-schooled students and students transferring from a school that is not accredited by the Arkansas Department of Education shall be evaluated by District staff to determine their appropriate grade placement.

Prior to admission, the parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Arkansas Department of Education. Proof of the child's age shall be provided with one (1) of the following documents.

- A birth certificate;
- A statement by the local registrar or a county recorder certifying the child's date of birth;
- An attested baptismal certificate;
- A passport;
- An affidavit of the date and place of birth by the child's parent or guardian; or
- Previous school records.
- Military ID

## Smart Core

Arkansas high schools must teach the Smart Core curriculum required within the thirty-eight (38) units every year as listed in the Standards for Accreditation. In order to ensure that every child has access to a rigorous curriculum, beginning with the seventh grade class of 2004-2005 academic year, the Smart Core curriculum and Core curriculum will be a standard component of the required course of study to graduate from Arkansas public schools.

All students will participate in the Smart Core curriculum unless the parent or guardian waives a student's right to participate. In the case of a waiver, the student will be required to participate in the Core. It is important to understand that failure to complete the Smart Core curriculum for graduation may result in negative consequences

such as conditional admission to college and ineligibility for scholarship programs.

The parents of all seventh grade students must sign a Smart Core Informed Consent Form, outlining both the Smart Core and Core curricula, and choose a curriculum for their child. These forms must be kept on file as part of each student's permanent record. **The choice will remain in effect until s/he graduates unless a parent decides to file a change, which they have the option to do.**

## Attendance

1. After 10 absences of any kind (excused or unexcused) in one semester a student can lose credit for the semester and a truancy affidavit will be filed.

2. Six excused absences in a semester are allowed such as illness or death in the family. These don't affect us but college visit and government or court appearances are also excused, you will note.

3. Four unexcused absences are allowed in a semester. You will be notified after the second such absence. At four such absences an affidavit of truancy will be filed.

## Reporting Your Child Absent

**Parents are asked to report their child's absence to the principal's office by 8:30 AM on the day of the absence by phone (229-4550) or in person.** Notes will be accepted on the day following an absence if a parent is unable to call. Students should bring the note to the office before reporting to first period.

## Makeup Work

**Arranging for makeup work is the student's responsibility.** The student has one school day for each day absent to make arrangements for makeup with his/her teacher.

**INCOMPLETE ("Z")** may be assigned by a teacher for students who have three or more

consecutive excused absences. **The grade of "Z" will be considered a 0% until the student completes the test, project or assignment by the makeup date given by the teacher.** The makeup date will be in accordance with the policy of one day for each day absent.

### ***Calling for Assignments***

If your child is absent and you need to pick up homework, please **notify the school by 8:30 a.m.** Assignments will be available for pick-up between 3:00 and 3:45.

### ***Tardies***

Promptness to class is very important. Students are to be in their seats and ready to work when the bell rings. A student's tardiness to class will result in assignment to lunch detention. More serious consequences may be assigned for habitual tardiness or skipping detention.

### ***Signing a Student Out of School***

Dardanelle Middle School is a closed campus. Students may leave campus only in unusual circumstances and only with permission of the principal. Before a student may be signed out, the **parent or legal guardian must make personal contact with the middle school office.** For the safety of the student, s/he will not be released to a person other than their parent/guardian unless the middle school has written or verbal permission from the parent/guardian in advance to release the student to that specific individual. **Do not go directly to a classroom or anywhere else on campus to get a student.** Parents are asked to make an effort to schedule doctor and dental appointments after school or during the student's lunch hour.

### ***Visitors***

Parents/guardians are invited to visit the school at any time that you might have questions or would like to view the operation of the school system. However, **the law requires that all visitors check in at the office before going to other parts of the building and are required to wear a visitor's badge** issued from the office for security purposes. This will allow us to assist you and will avoid interruption of the normal educational process. **Students are not permitted to bring visitors to school or to middle school dances.**

### ***Use of Telephone***

The school telephone is for business calls only. Children are not called to the telephone except in case of emergency. **All calls are to go through the MIDDLE SCHOOL OFFICE PHONE and should be limited to emergency situations.** Students are discouraged from placing calls for missing assignments, making after school arrangements, etc.

### ***Emergency Information***

Each student should have current emergency numbers on file in the principal's office. Ill or injured students are not sent home without contact with an adult who will accept responsibility for the student.

In case of a significant illness or injury, every effort is made to contact the family. As soon as the parent or authorized person has been notified, the responsibility for care or treatment rests with the family. **In the event the parent or authorized person cannot be contacted, and the condition of the student warrants immediate medical attention, the student will be transported to Dardanelle Hospital for treatment.**

### **Student Health and Wellness**

#### ***Wellness Policy***

The School Wellness Policy does not restrict what parents may provide for their own child's lunch or snacks. **Parents may provide "Foods of Minimal Nutritional Value" or candy items for their own child's consumption but they MAY NOT provide restricted items to other children at school.**

#### ***Reporting Injuries at School and Supplemental Accident Insurance***

The Dardanelle School District provides supplemental accident insurance to cover all students during the school day. Accidents involving students are reported by the school on an insurance claim form sent to the parents for filing. **It is the student's responsibility to notify the supervising teacher of any injury as soon as it occurs.**

## ***Prescription Medication***

Parents, with the cooperation of physicians, are requested to schedule the dispensing of all medication to children at home if possible. Medications are those prescribed by a physician. No medication will be administered in school except when

- A specific medication is necessary during the school day.
- It is to be left in the principal's or nurse's office, labeled with name and directions by the pharmacist and kept in a locked place
- **A medication administration release form must be completed by the parent/guardian.**
- Students are NOT permitted to keep ANY medication (Over the counter or Prescription) on their person while at school or on campus.

## ***Over the Counter Medication***

The school will not normally stock over-the-counter medication. Any medication needed by the student must be brought from home with a **Medication Administration Release Form complete with specific instructions and given to the school office.** These will be dispensed through the health room for a maximum duration of one week without a doctor's written instructions.

## ***Immunizations***

The requirements for entry into school are:

- Four doses of DTP vaccine
- One dose of Tdap for ages 11yrs(as of Sept. 1<sup>st</sup> each school year) and older
- Three doses of polio vaccine
- Two doses of MMR vaccine
- Three doses of Hepatitis B
- Two doses of chicken pox vaccine(a letter from doctor is needed if student has had chicken pox)
- 7<sup>th</sup> grade will need one dose of Meningococcal. 2<sup>nd</sup> dose will be at 16 years of age regardless of grade

If necessary documentation of immunizations is not provided, the student must be excluded from school until the documentation is provided to the school nurse.

## **Emergency Drills**

**FIRE Drills:** A long, continuous horn sound is the signal to follow the emergency exit plan. Leave the classroom in a quiet, orderly manner. Students must stay in the designated area with their class until the return signal is given.

**TORNADO Drills:** If three short horn sounds (think Tor-Na-Do) are heard, students will move to the area designated as a storm shelter area for their current classroom, and crouch down using arms or books to protect their head.

## **School Dismissal Procedure**

As soon as a decision is made to dismiss school due to inclement weather or any other reason, media (KCJC 102.3 FM, KARV 610 AM, KARK, KFSM, KATV, and KTHV) will be notified. In addition the closing information will be available on the school answering system, announced via an automated phone system, and if possible posted on the middle school web site as well as using the district automated messaging system to call families. Please make arrangements for your children in advance in the event of an unexpected early school closing.

## **Food Service**

Student meals are available at the lowest cost possible. **Students must pay for meals in advance** in the office before school any morning. Money should be placed in a sealed envelope and clearly marked on the outside with the students:

1. FULL NAME (first AND last)
2. Amount of money

Students are asked to purchase at least five lunches at one time. Free and reduced lunches are available to qualifying families. Applications will be distributed on the first day of school. Failure to complete the necessary forms by the due date may result in lunch charges.

Each student will be issued an individual meal number at the beginning of the school year and must memorize it and be prepared to tell the cafeteria personnel when going through the line to get their food. **Students are responsible for bringing their lunch cards every day.**

The cafeteria menu is listed daily on the school bulletin that can be found on the DMS web site.

## **Charging Meals**

Students are expected to maintain a positive balance in their meal account during the school year.

**Charging meals will be allowed only on a limited basis** and students will receive written notification of a negative balance. Once notified, **students are expected to pay their debt the next day** and provide sufficient funds to restore a positive balance in the account. Students may be provided an alternative lunch to those listed on the DMS website if a negative balance is shown.

Students who bring their lunch may include a soda but **these drinks must NOT be opened until the student is seated.**

## **Internet and Computer Use**

Acceptable Use – The purpose of the Internet is to support research and education among academic institutions by providing access to unique resources and the opportunity for collaborative work.

- The use of an account must be in support of education and research and consistent with the educational objectives of the Dardanelle School District.

Violations of the computer use agreement may result in any or all of the following:

- The loss of computer use privileges for a period of time determined to be appropriate for the seriousness of the offense.
- Out-of-school suspension and/or a school board hearing for repeated misuse of school computers and/or offenses such as “hacking” into any school network or stand-alone computer.

## **Textbooks**

**Students** will be issued free textbooks for each class and will be **responsible for payment for lost or damaged textbooks.**

## **Lockers/Valuables**

Lockers are rented at Dardanelle Middle School for \$5.00 per year. Combination locks are provided, and **students are required to keep their lockers locked. Students may not use lockers other than the one assigned to them.**

Students are cautioned not to bring valuables or large amounts of money to school that are not

necessary during the school day. Articles of clothing and personal belongings should be marked with the student's name. **Students, not the school, are responsible for their personal property.**

## **Student Search and Seizure**

In the assignment of school property (locker, desk, books, etc.) to a specific student, the school retains ownership of such property and the right to inspect it or reclaim it.

General searches of school property may be conducted at any time in accordance with school district policy.

## **Library Media Center**

The school library media center is well equipped and vital to the quality of the educational program. Pupils are encouraged to use all materials and to check out books. Reference books may be checked out overnight and library books may be checked out for a two-week period. Students are responsible for the care and return of all books checked out to them. If lost or damaged, **students will be required to pay a charge equal to the current replacement price of the book (This includes books checked out from classroom libraries).** Use of the Internet will be directed by school policy.

## **Homework**

Homework is expected to supplement and reinforce classroom teaching and learning. Rules for homework may vary by grade level and will be communicated by individual teachers.

## Backpacks (Book-Bags)

Students are allowed to carry backpacks or other book-bags while at school. These backpacks or bags **must...**

1. **Be of a reasonable size** (able to be stored easily in the student's locker or safely under their seat). **SIZE of the bags will be strictly enforced.**
2. **Be labeled with the student's name.** Any bag displaying obscene, offensive, or vulgar statements or drawings will be confiscated.

**These bags may not be wheeled-type** because they create a tripping hazard in the crowded hallways and will not fit into lockers.

**NOTE:** Students are not allowed to store belongings anywhere but their assigned locker.

## Testing and Student Progress

Students in grades six, seven and eight take state mandated assessments during the spring semester. The results of these tests are used to assess a student's ability and to evaluate his or her progress in relationship to state content standards.

## Promotion & Retention Policy

Promotion or retention of students shall be based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for considering retention are:

1. **Indifference or lack of effort on the part of a capable student**
2. **Physical or social maturity**
3. **Frequent or long absences**

Determination will be made by the time of the 3<sup>rd</sup> quarter parent-teacher conferences whether retention should be considered. A conference shall be held with the parents, teachers, and principal or designee to discuss reasons for consideration of retention. Final decision to promote or retain shall rest with the principal.

Students who do not score proficient or above on their grade level ACT Aspire Exams shall be required to participate in an individualized Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level through mandatory remediation during or after school. The AIP shall also state the parent's role as well as the consequences for the student's failure to

participate in the plan, which shall include the student's retention in their present grade.

Promotion or retention of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

## Grading Scale

The following uniform grading scale is used in all public schools in Arkansas:

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

Each letter grade shall be given a numeric value for the purpose of determining grade point averages as follows:

A=4.00	C=2.00
B=3.00	D=1.00
F=0.00	

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed objectives of the course.

## Interscholastic Activities

**The opportunity to represent Dardanelle Schools in any interscholastic activity is a privilege.** The final determination of eligibility rests with the school. The coaches/sponsors of each team or organization will determine participation. Any student who meets the eligibility requirements may try out for interscholastic competition. To participate, the student must meet all eligibility requirements.

## Eligibility Requirements

- A student promoted from the 6<sup>th</sup> grade to the 7<sup>th</sup> grade automatically meets the academic eligibility (scholarship) requirements.
- A student promoted from the 7<sup>th</sup> grade to the 8<sup>th</sup> grade automatically meets the academic eligibility requirements for the first semester of the 8<sup>th</sup> grade year.
- The second semester 8<sup>th</sup> grade and first semester 9<sup>th</sup> grade student meet the academic eligibility requirements for junior



high by successfully **passing four (4) academic courses the previous semester** three of which shall be in the core curriculum areas specified by the Arkansas Department of Education Standards of Accreditation.

In addition, students must also...

1. Present a properly completed **Parent-Consent form**.
2. **Have a physical examination** to attest to the student's good health if deemed necessary for activity.
3. Agree to **abide by the philosophy and principles governing Dardanelle Schools**.

Training rules for each team will be set by the coaches/sponsors. They also will determine penalties for violations. More specific rules for athletics are contained in the athletic handbook that each athlete receives.

**A student may be declared temporarily or permanently ineligible by the school administration for breaches of discipline in the classroom or elsewhere, or for falling grades.** No extracurricular involvement may interrupt the classroom time of any student to the extent that it jeopardizes his/her academic education.

### ***Athletic Program Goals***

1. All students of the Dardanelle School District, eligible to participate, will be encouraged to be part of a team.
2. The Dardanelle Athletic Program will create an atmosphere in which every athlete is treated with respect and dignity.
3. Fundamentals will be stressed to all athletes at all levels.
4. Participation of all athletes will be a high priority of the Dardanelle Athletic Department.
5. Since extra resources are provided to athletic programs, participants will be held to a high standard of behavior and academic achievement. These standards are expected while playing, in school, and within the community.

### ***Athlete & Activities Transportation***

**Students participating in any school activity, academic or extracurricular, must travel by District authorized transportation.** Such transportation is school bus or superintendent designated alternate transportation. **A parent**

**may go to a coach/sponsor in person to receive approval to transport his/her child home from an event.**

### **Student Awards and Honors**

At the end of each grading period, students earning a grade point average of 3.0 or better and having no grade lower than a "C" are named to the appropriate Honor Roll. Students with perfect attendance for the quarter are also recognized. These lists are published in the local newspaper and posted in the halls at school.

Students are recognized through various means including certificates, parties, awards assemblies, and/or special activities.

### **Student Council**

The Student Council is responsible for planning and conducting special activities for the students at Dardanelle Middle School. Each Advisory group elects one representative to serve on SAC.

SAC officers and representatives must have no grade lower than a "C" on any middle school report card prior to candidacy or during the term of SAC membership. Should they earn a grade lower than a "C" they shall be removed from membership.

### **Off-Campus Events**

Students at school sponsored, off-campus events are governed by school district rules and regulations and are subject to the authority of school district personnel.

### **Requirement to Identify Self**

All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds, or at school sponsored events.

### **Student Rights/Responsibilities**

To ensure that the rights of all students are protected, **the following will not be permitted...**

1. Actions or activities that disrupt or obstruct the operation of the school, provoke disorder, or invade the rights of others.
2. The public use of obscenities, falsehoods, innuendoes, public displays of affection, or other expressions either harmful to normal development of the younger and less mature

students, or offensive to the reasonable sensibilities of students, faculty or other school personnel.

3. Advertising on campus. **Exceptions may be made by the principal** for charitable purposes by school sponsored organizations.
4. Written or visual material involving the use of school equipment and property unless with the prior approval of the faculty sponsor concerned or the principal. All copies of any written materials, posted or circulated, shall indicate the sponsoring school organization or student group or individual students and be of a standard 8 ½ X 11 inch size.

It is important that parents, school staff and students work together to maintain a positive educational atmosphere. The rules and discipline procedures at Dardanelle Middle School have been established for the protection of students. Students are expected to respect these rules as well as the people responsible for carrying them out. The staff needs the support of parents in promoting acceptable behavior. **The overall goal is for each student to learn to be responsible for his or her own actions.**

### ***Dardanelle Middle School Rules:***

1. Keep hands, feet, and objects to yourself.
2. Treat others with respect.
3. **Students must stay in their assigned areas at all times.**
4. Take care of your school. Keep classrooms, hallways, restrooms and grounds free of litter. Keep walls and desks free of pencil marks. **Report vandals or vandalism to an adult.**
5. Toys and collectibles are to be left at home. **Items with no school purpose will be confiscated** and held until a parent or guardian picks them up.

### ***Cafeteria Rules***

1. Students are to enter the cafeteria and go directly to the food line to get their tray.
2. The student will scan his/her lunch card, then go directly to a seat at one of the tables, sit, and eat their meal.
3. When finished, the tray is to be cleared and then the student will return to his/her seat until the appropriate time to return to class.

At no time is food to be thrown, kicked, pushed, or flicked. At no time are students allowed to wander around the cafeteria. Violation of these rules may result in assignment to a cleaning

detail or loss of cafeteria privileges for a period of time.

If a student loses cafeteria privileges, s/he will be assigned an alternative area in which to eat their meal.

### **Prohibited Conduct**

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the board. Prohibited behaviors include, but shall not be limited to the following.

1. **Disrespect** for school employees and failing to comply with their reasonable directions (**insubordination**). Consequences range from warning through OSS and corporal punishment.
2. **Disruptive behavior** that interferes with orderly school operations. Consequences range from warning through OSS and corporal punishment.
3. Willfully and intentionally **assaulting or threatening** to assault or physically abusing any student or school employee. Consequences range from OSS to referral for expulsion and police notification.
4. **Possession of any weapon** that can reasonably be considered capable of causing bodily harm to another individual. Consequences range from OSS to referral for expulsion and police notification.
5. **Possession or use of tobacco** in any form on any property owned or leased by any public school. Consequences range from ISS and/or police notification to OSS.
6. Willfully or intentionally **damaging, destroying, or stealing school property**. Consequences range from OSS to referral for expulsion and police notification.
7. Use of any **paging device, beeper, cell phone or similar electronic communication device** on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons. Consequences range from warning to ISS and confiscation of the item.
8. Possession, selling, distributing, or being under the influence of an **alcoholic beverage, any illegal drug, unauthorized inhalant**, or the inappropriate use or sharing of **prescription or over the**

- counter drugs**, or other intoxicants, or anything represented to be a drug. Consequences range from OSS to referral for expulsion and police notification.
9. Inappropriate displays of affection (**PDA**). Consequences range from warning to ISS.
  10. **Cheating...** Consequences range from 0% credit to ISS.
  11. **Gambling...** Consequences range from warning to OSS.
  12. Inappropriate student dress (**dress code**). Consequences range from warning and "fixing" the violation to OSS.
  13. Use of **vulgar, profane, or obscene language** or gestures. Consequences range from warning through OSS and corporal punishment.
  14. **Tuancy...** consequence will be up to administration, which could include ISS.
  15. Excessive **tardiness...** consequence is ISS.
  16. Engaging in behavior designed to **taunt, degrade, or ridicule another person** on the basis of race, ethnicity, national origin, sex, or disability; **Hazing** or aiding in the hazing of another student. Consequences range from warning through OSS and police notification.
  17. **Gangs or gang-related activities**, including belonging to secret societies of any kind. Consequences range from warning through OSS and police notification.
  18. **Sexual harassment...** Consequences range from warning through OSS and police notification.
  19. **Bullying (cyber-bullying)** Consequences range from warning through OSS and police notification.

### ***Consequences for Major Misconduct***

The following serious violations will result in disciplinary action and **may result in suspension OR expulsion**:

1. Fighting/assault
2. Repeated, or especially violent episodes of fighting
3. Failure to submit to the authority of adults (Insubordination)
4. Destruction of property or theft
5. Substantial destruction of property, or theft of any item(s) of significant value
6. Habitual profanity
7. Chronic truancy or tardiness

8. Chronic disruptive behavior
9. Threatening and/or bullying behavior toward staff or students
10. Use of profanity or threats directed at school personnel
11. Gang activity and/or association
12. Bullying/harassment (including cyber-bullying)
13. Sexual harassment
14. Possession of dangerous objects, weapons, alcohol, drugs, or drug paraphernalia
15. Removal from class during the class period will result in at least one day of ISS.

### ***Disruption of School***

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds.

The principal and assistant principal have the authority and duty to initiate disciplinary action whenever the behavior of any student(s) disrupts or interferes with classroom instruction or other parts of school.

### ***Food and Gum***

**Gum chewing by the student is at the discretion of the individual teacher.** Those who bring their lunch are required to eat it in the cafeteria.

Students are not to consume any food item (including beverages) while in the middle school building without the expressed permission of a teacher. **Bottles or cans of liquid other than water that have been opened are not allowed in the lockers or the middle school halls** and will be confiscated and disposed of.

### ***Academic Dishonesty (Cheating)***

**Cheating is defined as using/claiming the words or work of another person as one's own** in order to complete a quiz, test, assignment, or project. This includes providing answers or doing work for someone else to claim as their own.

The first offense shall result in an office referral and 0% credit assigned to all students who knowingly participated in the incident.

Subsequent offenses may result in 0% credit on the assignment/test, three days suspension, and a parent conference with all the student's teachers.

## ***Bus Rules and Policies***

The school provides bus transportation between school and the student's home. **Written permission from the principal is required for a student to ride a different bus.**

1. At no time are OPEN containers of food or beverages allowed on a bus
2. Students are NOT allowed to consume any food or beverage while on a bus.
3. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Failure to do so will result in disciplinary action, including the possible loss of bus riding privileges.

**The \*progression of consequences for middle school students who violate bus rules is:**

1. Warning
2. Loss of bus privilege for 3 days
3. Loss of bus privilege for one week
4. Loss of bus privilege for two weeks
5. Loss of bus privilege one month
6. Loss of bus privilege permanently

\* The administration reserves the right to modify these consequences as needed to address misconduct on the bus and at bus stops.

## ***Student Dress and Appearance***

Dress and grooming for all students should be clean and neat, contributing to a safe, calm, orderly school environment and positive self-image. No clothing item should be worn to draw attention to or distract from the educational process and will be at the discretion of the administration.

### ***Skirts and Shorts***

Skirts or shorts must be NO SHORTER THAN 6 inches (the length of a dollar bill) from the floor when kneeling and worn at the natural waistline.

### ***Prohibited Dress and Appearance***

Examples of dress and appearance that are prohibited on campus include:

- Hats, bandannas or any other head covering
- Sleeveless shirts
- Pants with holes \$1 bill length above the knee
- Pajamas and slippers (house shoes)
- Clothing with hand-written messages

- Spaghetti straps, tank tops, or low-cut revealing necklines
- In accordance with Arkansas State Law, No undergarments of any kind should be visible. Pants must be worn at the natural waistline.
- Shirts so short that the midriff is exposed when the student raises a hand overhead
- Any item that advertises alcohol, drugs, tobacco, or suggests gang involvement.
- Any clothing item displaying vulgar, obscene, morbid, violent (including pictures of weapons), offensive themes including wrestling or any which can be interpreted as being racial in nature or having the potential to incite racial/ethnic tension.
- Hair of unusual style or color that attracts undue attention to the student while at school.
- Jewelry worn in a body piercing other than the ear is not allowed. Earrings must be conventional wire or post jewelry. Items not normally considered to be earrings may not be worn.

Items of clothing that are prohibited will be confiscated, the student will be required to change into an acceptable clothing item, and the incident reported to the school board. Repeated offenses will result in disciplinary action such as ISS or OSS. The final decisions on appropriateness of attire rest with the principal and will be based upon the level of disturbance caused by the infraction.

## ***Bullying-Harassment and Sexual Harassment***

It is the policy of Dardanelle Middle School and the Dardanelle School District to maintain learning and working environments that are free from bullying and harassment.

**Bullying-Harassment** is defined as repeated targeting of a victim in a negative way such as malicious gossiping, spreading rumors, antagonizing an individual to the point of aggression, or physical abuse.

**Cyber-bullying (AR 5-71-217):** The transmission, sending, or posting of communication by electronic means with the purpose of frightening, coercing, intimidating, threatening, abusing, harassing or alarming another person and is the furtherance of severe, repeated or hostile behavior towards that person. Such offenses are a Class B misdemeanor and may be prosecuted.

**Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by another person; any conduct that has the effect of interfering with an individual's academic performance, or creating an intimidating, hostile, or offensive environment.

Students are not to take matters into their own hands. **Students are expected to report (verbally or in writing) to school personnel any actual or rumored incidents of aggressive or harassing behavior.**

**Bullying-Harassment** may include but is not limited to the following:

1. Verbal or written (**including electronic**) harassment or abuse.
2. Repeated remarks or actions to a person with sexual, demeaning, or insulting implications.
3. Inappropriate patting or touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats.
6. Intentional brushing against a person's body.
7. Any sexually motivated unwelcome touching.

**The district will discipline any individual who is found guilty of harassment. The district will also discipline any individual who**

- **Retaliates against** a person who reports alleged harassment.
- **Retaliates against** a person who testifies during a harassment investigation.

Retaliation includes but is not limited to any form of intimidation, reprisal, or verbal/written communication.

### ***Fighting/Threatening Behavior (Assault)***

**Fighting is defined as one or some combination of the following:**

- **Exchanging** taunts (name calling or other insults) to the point of violence
- **Exchanging** verbal or written comments intended to provoke violence (including threats).
- An **intentional exchange** by either the aggressor or the victim of "physical contact" for the purpose of inflicting pain or provoking

a violent response (punching, slapping, kicking, hair pulling, etc).

Any fighting on school grounds, school transportation or at off-campus school functions will result in suspension of all students involved.

**Students identified as having instigated a fight** (encouraged a fight by saying or writing things that resulted in others fighting) will be disciplined for contributing to disorder and the promotion of violence on school property.

**Students are expected to report to school personnel any actual or rumored incidents of violence, written or verbal threats of violence, aggressive behavior or harassment.** Arkansas law requires that this information be reported to the police.

### ***Prohibited Items***

State law prohibits minors from possessing **hand-held laser pointers**. Violations will result in confiscation of the item by the school resource officer.

### ***Inappropriate Items***

Items that may disrupt or interfere with the educational process may be removed from a student's possession. Because of the potential for causing disruptions the list of inappropriate items include but shall not be limited to...

- Music playing devices
- Water pistols
- Video games
- Toy guns
- Fireworks
- Other objects determined to be inappropriate by the school administration...

**School authorities will confiscate such items** until the last day of school or the item is picked up by a parent.

### ***Communication Devices (cell phones)***

#### **6<sup>th</sup> and 7<sup>th</sup> grade cell phone use:**

Students may use their device before school until first bell rings and when the last bell rings at the end of the day.

During class if teacher has given permission for instructional use or classroom resource only.

All other cell phone and technology device use is prohibited and they must be turned off and put away.

**8<sup>th</sup> grade cell phone use:**

Students may use their device before school until first bell rings and when the last bell rings at the end of the day.

During class if teacher has given permission for instructional use or classroom resource only.

8<sup>th</sup> grade students may use them during lunch.

All other cell phone and technology device use is prohibited and they must be turned off and put away.

**Student Violation of Policy**

\* **The 1st offense** the device will be taken by the teacher and turned in. The device will be held in the office until the end of the day and a conference will be held with the student.

\***The 2nd offense** will be 1 days of ISS and the phone will be held in the office until students successfully completes ISS. The device will be handed over to a parent after completion of punishment.

\***The 3rd offense** the students will serve 2 days of ISS and the device will not be returned to parent until punishment has been served and student could possibly be prohibited to bring communication or other hand held technology devices to school for the remainder of the school year.

**\*\*\*\*DISCLAIMER\*\*\*\***

**\*\*\*\*Principal has the right to change this policy at any time to a no use policy if circumstances occur where change is needed.**

**\*\*\*\*The student is liable for the device if the device gets stolen or any damage should occur to the device while at school.**

***Weapons and Dangerous Instruments***

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or at a school sponsored activity.

**“Weapons” shall include, but not be limited to the following items:**

- Any firearm, BB or pellet gun or other device designed to launch a projectile capable of inflicting injury. **Any student in possession of a firearm on the school campus shall be recommended for expulsion for a period of not less than one year.**

- Any realistic facsimile of a gun
- An ice pick-type tool
- Lead pipes
- Throwing stars
- Brass knuckle-type devices
- Chains (Length > 8”; Width > ¼ inch)
- Blackjacks or any type of club
- Explosives...including fireworks
- Chemicals
- Any knife, whether it is displayed, brandished, or used to threaten someone or vandalize property or not.

***Grade Level Discipline and Reward***

Each grade-level team of teachers will establish a system to manage and reward student behavior. The team leader and advisors will communicate procedures to students and parents in writing at the start of each school year.

Good communication and the development of a trusting relationship between home and school are essential for success.

***Disciplinary Actions***

The building principal and assistant principal assign consequences for violation of school rules, policies, or procedures. **Refusal of discipline shall result in immediate out-of-school suspension** and a mandatory parent conference before the student will be allowed back in class. Participation in co-curricular and extracurricular activities may be affected by assignment of detention or suspension.

Disciplinary actions range from a minimum of a conference to a maximum of expulsion. Consequences for inappropriate behavior may include but not be limited to the following:

1. Conference
2. Removal from the classroom
3. Lunch Detention
4. Morning or After School Detention
5. In-School Suspension (ISS)
6. Corporal Punishment
7. Out-of-School Suspension (OSS)
8. Alternative learning Environment (ALE)
9. Expulsion

***Conference***

If a student is reported for misconduct, an administrator or teacher will hold a conference with that student to discuss the issues surrounding the incident. “Conference” is

defined as a period of time during which the student explains his/her side of the incident.

### ***Removal from the Classroom***

Arkansas law requires a mandatory conference for any student removed from the same class twice in one grading period. The purpose of this conference is to determine the source of the disruptions and reach a solution that will allow the student to be successful in that classroom. The parent/guardian of the student must be notified of the conference but their presence at the conference is not required. Removal from class will result in at least 1 day of ISS

### ***Lunch Detention***

Lunch Detention will be held daily. Students assigned to lunch detention must report to the assigned detention area immediately upon dismissal for lunch and before eating lunch. Students should present their meal number to the teacher in charge as they enter the room or bring their lunch. **Lunch of the cooks' choice will be delivered to those students who order from the cafeteria. No carbonated beverages** may be brought to lunch detention because of possible spills. Detailed lunch detention procedures are available upon request.

### ***After School Detention***

After-school-detention will be held as needed for one hour. Students may be assigned to after school detention by the principal or assistant principal for infractions of school rules. Students must spend the hour studying and should bring all needed books and materials to the designated detention room.

### ***Morning Detention***

This consequence may be assigned for students who, before school and/or during breakfast, violate the cafeteria rules or disrupt some other part of the school.

### ***In-School Suspension (ISS)***

An alternate classroom is provided for those students referred to ISS. Students are supervised and **MUST complete ALL assignments from their regular classes.** The ISS teacher will closely monitor the students' progress on these assignments and the students' behavior. The ISS teacher will determine if the students' performance on the assignments and

their behavior is acceptable or needs to be improved upon. Assignments are returned to individual classroom teachers. Failure of a student to comply with the rules may result in additional days in ISS, Corporal Punishment or OSS.

Students assigned to ISS are considered present for attendance purposes. **Students must report to the office immediately upon arriving at school to be escorted to the ISS facility.** They may not be on any other part of the school campus at any time.

**Students may not participate in or attend co-curricular or extracurricular activities on days assigned to ISS.**

### ***Corporal Punishment***

Corporal Punishment (padding) is permitted (Arkansas Statutes 6-17-112 and 6-18-505) and will be used at the discretion of the principal and assistant principal. **Refusal of corporal punishment shall result in immediate out of school suspension.**

### ***Out-of-School Suspension (OSS)***

For serious offenses, the principal, assistant principal or superintendent may assign OSS. **A student suspended out of school may not be on the school campus or attend any school activity.** OSS students are not allowed the opportunity to make up any work missed during their Out-of-school suspension time.

### ***Alternative Learning Environment (ALE)***

A student who is unable to function in the regular school environment may be assigned to ALE. **While assigned to ALE, the student is not permitted on the regular school campus nor allowed to participate in or attend school activities.**

### ***Expulsion***

Expulsion is the dismissal from school for a specified period of time (**determined by the school board**) that exceeds ten days. Expelled students are not allowed to attend any Dardanelle School activity, nor may they be on campus. School board action is required for expulsion.

In these cases, **the student shall be suspended immediately** by the principal, assistant principal or superintendent and a determination made by school administration

and the board president as to whether or not to schedule a special board meeting, or address the matter at the next regular meeting of the board. **Failure to appear before the board may result in expulsion.**

The superintendent shall recommend the expulsion of any student from school for a period of not less than one (1) year for possession of any firearm or other weapon prohibited upon the school campus by law. The superintendent shall have discretion to modify such expulsion requirement for a student on a case-by-case basis.

Parents, guardians, or other persons *in loco parentis* of an expelled student are required to sign a statement acknowledging that they have read and understand current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The statement shall be signed by the parents, guardian, or other persons in loco parentis prior to readmitting a student or enrolling a student in any public school immediately after the expiration of an expulsion period.

**A second chance may exist for a first time offender accused of major misconduct. If the second chance option is applicable, the principals will explain the option to the student and parent. If the family applies with the superintendent for this option, is admitted to Second Chance, and follows all requirements of the program, the Second Chance option may forestall or make unnecessary the expulsion hearing before the Board of Education.**

## Grievance Procedures

A student or parent with a grievance should:

1. Initiate the grievance process at the level at which the grievance occurred by first discussing the problem with the immediate teacher or principal involved.
2. If the problem is not resolved to the satisfaction of the student or parent, s/he may file a written grievance with the superintendent.
3. If the superintendent is unable to resolve the situation, the student or parent may request that the superintendent schedule a hearing before the Board of Education.

A copy of the formal school district grievance procedure is available upon request.

## Bell Schedule

<u>Period</u>	<u>Begin</u>	<u>End</u>
First	8:00	8:55
Second	9:00	9:50
Advisory	10:00	10:15
Third	10:20	11:10
Fourth	11:45	12:35
Fifth	12:40	1:30
Sixth	1:35	2:25
Seventh	2:30	3:25

### Other Lunches

**7<sup>th</sup> 11:10-11:40**

**8<sup>th</sup> 11:35-12:05**

**6<sup>th</sup> 12:05-12:35**

**NOTE:** There may be situations requiring the school day to begin LATER than usual. If such a situation were to occur, the LATE START TIME will be announced on local television and radio stations.

## 2017 – 2018 School Calendar

Teacher In-Service	August 7 – 11
First Day of Classes	August 14
Labor Day**	September 4
End of First Quarter	October 13
K-12 Parent Conf.	October 24
Flex Day**	November 20 – 21
Thanksgiving Break**	November 20 – 24
End of Semester	December 22
Christmas Vacation**	Dec 25 – Jan 8
Prof. Development **	January 8
Classes Resume	January 9
Martin L. King Day**	January 15
K-12 Parent Conf.	February 8
President's Day**	February 19
End of Third Quarter	March 16
Spring Break	March 19 - 23
Commencement	May 20
Last Day of Classes	May 24
Memorial Day**	May 28

\*\*No Classes



## **Parental Involvement and ACSIP Agreement**

### **Dardanelle Middle School Parental Involvement Activities and Opportunities**

Dardanelle Middle School, in partnership with parents, strives to improve the social, emotional, and academic growth of our students. Parents are encouraged to visit the school and to assist in numerous ways throughout the school year. An annual Open House is held each August along with a Parent Involvement Meeting to inform parents of educational expectation for the students. Also in August a Parent Volunteer Survey is conducted and utilized to secure needed volunteers to assist with Quiz Bowl competitions, Speak Up, Speak Out Contest, Student Activity Committee projects, community service projects, cultural celebrations, field trips, routine classroom preparation tasks, tutoring, and preparation for special events. Parents are also invited to attend honors assemblies in January and May as well as other special assemblies held throughout the year.

Communication between the school and parents is ongoing throughout the year. Periodically a newsletter containing tips for parents of adolescents, is sent home as well as articles concerning health, nutrition, and physical fitness. In October and February the school holds parent-teacher conferences to distribute grade reports and discuss student progress. Parents can communicate regularly with teachers through the student agenda and can access grades at any time through the use of Pinnacle Parent Viewer.

Dardanelle Middle School will include parents as members of the Parent Involvement Committee, Student Handbook Committee, and Student Health Improvement Committee. Parents whose students are involved in athletics, band, and choir also have numerous opportunities to assist with project sponsored by the booster clubs connected to those activities.