

Duncanville Middle School Student & Parent Handbook 2019-2020



Duncanville Middle School
11205 Eagle Parkway, Duncanville, Alabama 35456
205-342-2830

Darrell Williams
Principal

Traci Primm
Assistant Principal



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Dear Students;

Welcome to Duncanville Middle School. Whether you are beginning your 6th, 7th, or 8th grade year, this is an important time in your life. High school is just a few short years away and the skills and habits you develop now will be invaluable to your success in high school and in the years to come.

The faculty and staff at Duncanville Middle School have high expectations for each of you. Together, we can make this year a wonderful year filled with accomplishments. Set your goals high and maintain high standards for yourself. Strive to be the best at all you do. We know with hard work you will be successful. We want all our Duncanville Family to SOAR above the rest.

Have a great year! Go Eagles!

Darrell Williams
Principal

Traci Primm
Assistant Principal

DMS Touchstone

At Duncanville Middle, we strive to SOAR with Eagle Pride.
Having Eagle Pride means...

~We **Strive for Success** by working hard and showing perseverance when challenges arise.

~We **Own Our Choices** by taking responsibility for what we say and what we do.

~We **Actively Participate** by giving our best to improve home, school, and community.

~We **Respect All** by showing kindness and celebrating each other's differences and accomplishments.

This is who we are, even when no one is watching!

Bell Schedules

Regular Schedule

7:30	Students Arrive
7:48	First Bell
7:54 - 8:44	1 st Period (50 min)
8:48 - 9:33	2 nd Period (45 min)
9:37 - 10:37	3 rd Period (60 min)
10:41 - 11:26	4 th Period (45 min)
11:30 - 12:50	5 th Period (80 min)
12:54 - 1:14	House Mtgs/Book Club
1:18 - 2:03	6 th Period (45 min)
2:09 - 2:57	7 th period (48 min)
2:57	1st Dismissal Bell
3:00	2nd Dismissal Bell

Activity Schedule

7:30	Students Arrive
7:48	First Bell
7:54 - 8:37	1 st Period (43 min)
8:41 - 9:21	2nd Period (40 min)
9:25 - 10:17	3rd Period (52 min)
10:21 - 11:01	4th Period (40 min)
11:05 - 11:46	6th period (41 min)
11:50 - 1:10	5 th period (80 min)
1:14 - 2:00	7th Period (46 min)
2:00-2:57	Activity
2:57	1st Dismissal Bell

Front Snack Shack

9:40 - 9:50	Kelley, Ballard, G. Brown
9:50 - 10:00	Kimbrough, Atchison, D. Milligan
10:00 - 10:10	Allison, Browder

Front Snack Shack

9:28 - 9:38	Kelley, Ballard, G. Brown
9:38 - 9:48	Kimbrough, Atchison, D. Milligan
9:48 - 9:58	Allison, Browder

Gym Snack Shack

9:40 - 9:50	T. Brown, Beck, Moore, Bonner
9:50 - 10:00	Stephens/Tennyson, Chapman, Guy
10:00 - 10:10	Collins, Moore, Isom

Gym Snack Shack

9:28 - 9:38	T. Brown, Beck, Moore, Bonner
9:38 - 9:48	Stephens/Tennyson, Chapman, Guy
9:48 - 9:58	Collins, Moore, Isom

Half Day Schedule

7:48	First Bell
7:54 - 8:41	1 st period (47 min)
8:45 - 9:32	2 nd period (47 min)
9:36 - 10:23	3 rd period (47 min)
10:27 - 11:15	4 th period lunch (48 min)
11:15	1 st Dismissal Bell
11:18	2 nd Dismissal Bell

Curriculum

All Students in 6th, 7th and 8th grade are required to take 4 core classes (English, Math, Science, and Social Studies) as well as physical education. In addition, they will take 2 electives. 7th and 8th grades will be placed in Academic Scholars classes based on a rubric that includes class grades and standardized test scores.

Students with Individual Education Plans (IEPs) will often be assigned to Guided Instruction classes as an elective. Based on standardized test scores from the previous spring, some students may be assigned to learning strategies, math strategies, or reading strategies.

Grading Policies

A numerical system will be used as the uniform grading scale.

A= 90-100% B= 80-89% C= 70-79% D=60-69% F=0-59%

Progress reports will be sent home with your students at the mid point of every nine-week grading period. Report cards will be mailed to the student's home at the end of each grading period. We encourage parents to register for the INOW Home Portal in order to track their child's academic progress continually throughout the grading period.

Textbooks

Teachers use different resources for instruction. Several classes use textbook on a regular basis. Some teachers may maintain a class set that does not leave the classroom while others may issue a textbook to each student. **Students are responsible for any textbook issued to them for their proper care and return at the end of the year. If a textbook is lost, stolen or damaged, the student will incur a replacement fee.** Students with outstanding obligations will not be issued a schedule until their obligations from the previous academic year are complete.

Arrival & Dismissal

Morning Arrival

- Students riding buses will be dropped off at the rear of the school. They may go to the cafeteria for breakfast or the gym and remain there until the bell rings. Once the decision has been made to go to the cafeteria or the gym the student must remain there until the bell rings.
- Students arriving by car are dropped off in the front of the school **NO EARLIER THAN 7:30 am and NO LATER THAN 7:54 am.**
- Cars must pull all the way to the end of the awning and students will not be allowed to get out of the car before the crosswalk.
- Students **MAY NOT** be dropped off in the parking lot and walk across to the school. *Medical exemptions can be obtained with prior approval from an administrator.
- Students who are dropped off are to report to the commons or to the cafeteria for breakfast. Once the decision has been made the student will remain there until the bell rings.
- Students are NOT allowed to go to classrooms, restrooms, or locker rooms before the first bell rings without the permission of an administrator.
- If a student arrives **AFTER 7:54 am** the student must report to the main office **ACCOMPANIED BY A PARENT.** The parent must sign the student in. The student will be counted as tardy and maybe subject to disciplinary action. **STUDENTS WILL NOT BE SENT TO CLASS UNTIL A PARENT SIGNS THEM IN.**
- If a student is frequently tardy, the parent may be required to meet with an administrator prior to the student being given a pass to class.
- Parents may park in the parking lot and walk their student into the office to sign them in after 7:54 am.

Afternoon Dismissal

- All errands, trips to bathrooms, or other needs must be completed prior to the dismissal bell.
- Students who ride on the first load of buses or who are car riders will be dismissed at the first bell.
- Students who ride on the second load of buses will be dismissed at the second bell.
- When the bell rings, report directly to your bus.
- Students who are car riders must wait under the awning for their parents. Students should stand on the sidewalk and watch for their ride. Parents must pull all the way to the end of the awning before students will be allowed to get into the cars. Students may get into their cars once they have passed the crosswalk and all traffic has stopped.
- If a parent pulls into the parking lot, they will have to wait until the car line is completely finished before picking up their child to walk across to the parking lot.
- Students must be picked up by 3:15 each day.
- Parents and students are responsible for arranging transportation methods **BEFORE** leaving home each morning. The office will not take deliver messages from parents reminding students of or changing their method of transportation.

Attendance

The Compulsory Attendance Law in the State of Alabama requires that students attend school every day unless they have an excused absence. Failure to do so may result in disciplinary action as well as possible legal action for parents and students. When a student is absent from school, it is listed as an “unexcused” absence. In order for the absence to be coded as “excused” a written note from the parent/legal guardian **must be presented with 2 days** of the student’s return. All notes must include the dates of the absence, the reason for the absence, and the parent/guardian’s signature. Parent or legal guardians may write an excuse for the first 10 days of absences in a school year. **After the 10th absence in the year (excused or unexcused), a DOCTOR’S NOTE is required in order for the absence to be excused.**

Any absence other than as defined above will be “unexcused”. Students with 5 unexcused absences will reported to the Tuscaloosa County Attendance officer and may result in a truancy warrant being issued.

Student Tardiness Procedure

Students are considered tardy when they are not **SEATED** in their classroom when the bell rings. Disciplinary consequences shall be administered based on the policy of the Tuscaloosa County School System as listed below.

4th Tardy Per Semester-----After School Detention or In-School Intervention
6th Tardy Per Semester-----After School Detention or In-School Intervention
8th Tardy Per Semester-----After School Detention or In-School Intervention
10th Tardy Per Semester-----1 Day Out-of-School Suspension
Each Additional 2 Tardies Per Semester-----1 Day Out-of-School Suspension

* Detentions or In-School Intervention are assigned at the discretion of the administrator.

Library Services

Duncanville Middle School has a well-equipped library and media center for use with school projects, class assignments, or for recreational reading. The library is open every day and students have the option of checking out books, using the computers, or reading quietly. Teachers bring classes to the library to enhance their content instruction and assist students with research skills. Students must have a pass to come to the library and must return to their assigned class before the bell rings to change classes.

Guidance & Counseling

Students have access to a full time guidance counselor while enrolled at Duncanville Middle School. The goal for the guidance and counseling program is to help students become independent problem solvers. Our counselor cares deeply about our students and is present to listen to them and provide guidance and support. Students may obtain a pass to see the counselor from their teacher. Students are not to “stop by” the counselor’s office between classes. They must go to their assigned class then get a written pass from the teacher.

Computer Network Systems

Duncanville Middle School is well equipped with computer technology. There are 3 computer labs and several rolling labs. Access is a privilege and entails responsibility. All guidelines and procedures presented by teachers must be followed. In addition, the following are not permitted:

- Sending, displaying, or downloading offensive or threatening messages, pictures or any other material using any electronic format.
- Accessing or using non-approved email services
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer components, operating systems, software, or computer networks
- Violating copyright laws
- Plagiarizing materials found on the internet
- Using another person’s password
- Trespassing in another person’s folder, work, or files
- Intentionally wasting limited resources such as paper, ink, toner, bandwidth, etc.
- Employing the network for commercial purposes
- Using or downloading non-educational software or utilities.
- Viewing or attempting to view inappropriate websites as defined under the Children’s Internet Protection Act of 2000
- Bypassing or attempting to re-route internet sites past school systems content filters or security devices

Other rules and guidelines for us of computers and technology may be added at the discretion of the technology coordinator, teacher or administrator.

Changing Classes

Teachers dismiss students from the classroom, not the bell. When the bell rings and the teacher dismiss the students, they are to walk quietly to their next class. Students may stop by their lockers or the restroom quickly before class. Students are to use the most direct route when changing class. Students are not permitted to walk down hallways where they do not have an assigned class that period.

Passes

Each student is required to follow their assigned schedule and be on time to each class. Students must also remain in their assigned class unless they have permission to leave in the form of a pass. When there is a need to go to any other area of the building, for any purpose they must have a pass to go. This includes trips to the counselor, office, library, P.E., previous classroom, etc. Students who are found in any area of the building to which they are assigned without a pass will be considered to be "out of assigned area". Disciplinary consequences will be assigned (up to and including out-of-school suspension).

Cafeteria

Breakfast and lunch will be served in the cafeteria each day. Students will have a lunch account code that must be entered when obtaining their meal. Students are responsible for having the needed money for breakfast or lunch. Phone calls home for money should not be necessary and the cafeteria will not allow students to charge their meal. Cafeteria procedures are as follows.

- Come into cafeteria quietly and maintain an orderly line. Teachers are to monitor students as they move through the lunch line, and also while at their tables.
- Purses, backpacks, bags, coats, jackets, windbreakers, sweatshirts or any oversized shirt are not permitted in line and must be removed before you can get your food.
- Pick up a tray, utensil, and napkin then proceed through the lunch line. Students may receive an additional charge if they do not follow the menu guidelines.
- Additional items may be purchased at the register.
- Hiding food or failure to pay for items will be treated as theft and result in disciplinary consequences.
- Students need to have all items before they are seated.
- Students must remain seated at their assigned table and may talk quietly to the people at their table.
- Teachers will dismiss their tables at the assigned time. Trash must be picked up around the table and designated students are to wipe down their table and sweep under and around it.
- All food must be consumed or discarded before leaving the lunchroom. Students are not permitted to take any food or drinks out of the lunchroom even if it is unopened.

Snack

All foods consumed during school hours must be in adherence with the Tuscaloosa County System "Wellness Policy". Students are not allowed to bring soda or candy to school for any reason. Students will receive a "snack break" during 3rd period. Students may purchase items from the snack shack and then enjoy the items in the courtyard with their class. All items must be consumed or discarded during snack and are not allowed to be taken back into the building. All trash MUST be placed in trash receptacles prior to leaving the courtyard. Students must come to snack with their class in an orderly fashion and leave quietly in line as to not disturb other classes that are in progress.

Health and Wellness

Student health is the primary responsibility of the student and his/her parents or legal guardians. Please inform the nurse of health issues or medication as soon as possible. You must follow Tuscaloosa County guidelines for medications. Students are **NOT** to bring any form of medication (prescription or over the counter) to school. These must be brought to school by the parent, registered with the nurse and properly documented. Any medication found on a student is a violation of the Student Alcohol and Drug Use policy and will result in disciplinary consequences (up to and including expulsion). If a student feels ill during the day, they need to see the nurse. The nurse will use her best judgment to determine if a phone call home is warranted. Students are not to call home from their cell phones prior to seeing the nurse. Please be sure to give up to date contact information to the office so parents can be reached in the event of an emergency.

Emergency Procedures

Teachers will review emergency procedures in detail with all students at the beginning of the year. Students are expected to fully comply with all emergency procedures, including training sessions and monthly drills.

- **Fire Alarm** - An audible and visual signal will sound throughout the school building. Smoke doors will close automatically. Students are not to go through smoke doors. They must walk in an orderly fashion with their class to their assigned area. Once outside the teacher will take roll. After the all clear is given students are to return to their class in an orderly fashion.
- **Severe Weather**- An announcement will be made for students and teachers to report to their assigned area during severe weather. While in this area students are to remain seated and quiet and follow the instructions given by their administrators/teachers.
- **Lockdown** - A signal will be given. All students are to be in their assigned area, with the doors locked and silent. The entire building will be immediately locked down and remain in that condition until the all clear has been given. During a Lockdown only uniformed law enforcement will be allowed in or out of the school building for any reason.
- **Reverse Evacuation** - A signal will be given and all teachers and students should enter the building and return quickly to their assigned area. Follow directions as given by administration or law enforcement.

Child Find

The Tuscaloosa County School System has a duty to locate, evaluate and identify any child residing in the district who qualifies for Section 504 accommodations or services. Children eligible for Section 504 accommodations or services include those who have physical or mental impairments that substantially limit a major life activity. If you suspect your child has a disability and may require Section 504 accommodations or if you would like additional information, please contact your child's teacher, principal, or call the Director of Student Services.

Electronic Devices

Cell phones, headphones, iPads, mp3 players, and other electronic devices should not be used on school property. Phones may not be used in classrooms, hallways, cafeteria, courtyard, gymnasium, athletic fields, or anywhere else on school property. If a student is caught with a cell phone it will be confiscated and a parent must come and pick it up. Cellphones and other electronic devices **MAY NOT** be carried in a way that makes them visible. If they are seen or heard, they will be confiscated and must be picked up by a parent or guardian.

1st Offense---->Phone held for **24 Hours**.

2nd Offense---->Phone Confiscated for **5 SCHOOL DAYS**

3rd Offense---->Phone Confiscated for **10 SCHOOL DAYS**

4th Offense or more ---->Phone may be held until the end of the school year

Failure to give a phone or electronic device to a teacher, principal or any other school personnel may result in an Out-Of-School Suspension.

Tuscaloosa County Board of Education and Duncanville Middle School are **NOT responsible for any lost, stolen, or damaged cell phones or electronic devices. School personnel will not look for devices that are lost or stolen. The student assumes all responsibility for these devices.

Code of Conduct

Students are required to follow the Tuscaloosa County Code of Student Conduct. The faculty and staff have high expectations for student behavior and students will follow all district, school, and classroom rules and procedures at all times. Failure to do so will result in disciplinary consequences.

Disciplinary Consequences

Work Detail- Students may be sent to assist with cleaning duties around the school with the custodian.

After-School Detention- Held every Thursday from 3:00pm-5:00pm. Students are responsible for being sure parents are aware of the detention and must arrange transportation. Students will be picked up in the front of the school no later than 5:00pm. Students must remain at detention the entire time and changes will not be made for athletic or other after school events. **Failure to serve detention will result in an Out-Of-School Suspension.**

In-School Intervention (ISI)- May be assigned at the discretion of the principal or assistant principal. Students must report to the ISI room. They will be given the work for the day and must complete it. Talking and playing is not allowed. **Failure to follow the rules in ISI will result in an Out-Of-School Suspension**

Out-Of-School Suspension- A very serious consequence and indicates a student is not willing to comply with school procedures and policies. When a student is suspended from school, he/she is **NOT** allowed on school property or to attend any athletic or school sponsored events of any school in the Tuscaloosa County School System. **In order to return to school the student must be brought to school by their parent/legal guardian and be reinstated by the principal or assistant principal.** Students who come back to school without being reinstated are trespassing and will have to be picked up by their parent or guardian.

Dress Code

Students are required to dress in a manner that is appropriate for the educational environment.

- Shoes must be worn at all times. Tennis shoes are required for P.E. House shoes, slides or slippers are not allowed at DMS.
- Hats, caps, toboggan, sock caps, bandanas, doo rags, and any other non-religiously exempt head covering are not to be worn inside the building.
- Shorts, skirts and dresses must be fingertip length.
- **Tights, leggings, jeggings, and other skin-tight garments must be worn with a skirt, dress or t-shirt that is finger length.**
- Belts and pants must be fastened at the waist. **NO SAGGING.** If your pants are too big to be worn at the waist then you will not be allowed to wear them.
- No spaghetti straps, Jane-tops, halter-tops, razor backs, or mid-drift shirts may be worn. All straps must be 3 fingers wide.
- No cleavage is to be shown at any time.
- Any holes in pants must be **BELOW THE KNEE** and skin cannot be showing. Pants with gaping holes or holes that run "seam to seam" may not be worn.
- Clothing and personal items associated with gang affiliation/activity are prohibited.
- No undergarments may be shown at anytime.
- Slogans symbols, patches, and obscene writings which are disruptive or suggestive prohibited.
- No steel toed boots, studs, or chains are permitted.
- No sunglasses or non-prescription glasses

Administrators have the authority to determine inappropriate or unacceptable dress. When the dress or appearance of an individual student disrupts the teaching-learning environment, the administrator has the authority to take disciplinary action. Upon violating dress code, students will sign the binder in the office and receive the following disciplinary action.

1st time – Warning

3rd time - Detention

2nd time – ISI

4th time and following – Out of school suspension

Duncanville Middle School – “SOAR” Above the Rest

	Classroom	Cafeteria	Hallway/Break	Restroom	Bus/Car Area	Gym/Field
<u>S</u>trive for Success	<ul style="list-style-type: none"> • Come to class on time • Be prepared • Complete assignments on time 	<ul style="list-style-type: none"> • Use appropriate voice • Sit only in assigned areas 	<ul style="list-style-type: none"> • Walk quietly on the right side of the hallway • Always have a hall pass • Use time wisely 	<ul style="list-style-type: none"> • Use your time wisely • Place all garbage in the proper place 	<ul style="list-style-type: none"> • Listen carefully to the adult in charge • Walk to designated areas • Stay in assigned area 	<ul style="list-style-type: none"> • Support all school functions • Dress appropriately • Use time wisely
<u>O</u>wn your actions	<ul style="list-style-type: none"> • Admit your mistakes • Take ownership of your actions • Follow the dress code 	<ul style="list-style-type: none"> • Clean up • Make healthy food choices 	<ul style="list-style-type: none"> • Only use appropriate language • Encourage good behavior • Think twice before you react 	<ul style="list-style-type: none"> • Wait your turn • Only use positive comments • Exercise good hygiene 	<ul style="list-style-type: none"> • Be considerate of others • Be on time • Pay attention 	<ul style="list-style-type: none"> • Demonstrate good sportsmanship • Encourage others to do their best
<u>A</u>ctively Participate	<ul style="list-style-type: none"> • Participate in classroom activities • Report any problems to an adult • Do your best at all times 	<ul style="list-style-type: none"> • Get all items first time through the line • Report any problems to an adult 	<ul style="list-style-type: none"> • Maintain a clean hallway • Report any problems to an adult • Arrive and depart to break with your class 	<ul style="list-style-type: none"> • Flush • Keep the restroom clean • Report any problems to an adult 	<ul style="list-style-type: none"> • Keep the waiting areas clean • Report any problems to an adult 	<ul style="list-style-type: none"> • Use equipment properly • Pay attention to surroundings • Participate in activities • Maintain a safe environment
<u>R</u>espect ALL	<ul style="list-style-type: none"> • Follow classroom and school-wide rules • Use only appropriate language • Respect yourself and others 	<ul style="list-style-type: none"> • Remain quiet and orderly while in line • Always use good manners • Respect the lunchroom staff 	<ul style="list-style-type: none"> • Only share positive comments • Keep hands, feet, and other objects to yourself • Be courteous 	<ul style="list-style-type: none"> • Respect school property • Keep hands, feet, and other objects to yourself • Respect others' personal space 	<ul style="list-style-type: none"> • Keep hands, feet, and other objects to yourself • Use quiet voices • Respect bus drivers and those in charge 	<ul style="list-style-type: none"> • Keep hands, feet, and other objects to yourself • Follow instructions

Low Level Referral Process (Minor offenses)

First LLR – Break detention

Second LLR – Silent lunch

Third LLR – Parent phone call and 5 days of break detention

Fourth LLR – Parent/Teacher/Admin Conference

Fifth LLR – Office referral (possible referral to Tier II PST for behavior plan)

The LLR process resets at the beginning of every semester. When a student receives an LLR, teachers will document and students will document on the Important Student Information sheet in the front of their binder.

Referral Process

Major Offenses – Class II

Result in a referral to the office

- Fighting/Inflicting bodily harm
- Weapons
- Sexual harassment
- Bullying
- Skipping/walking out of class
- Possession/use of drugs/alcohol
- Intentional profanity
- Racial Slurs
- Theft
- Terroristic threats/Threats towards others
- Major destruction of property
- Major misuse of Tech

Minor Offenses – Class I

- Minor disruption
- Dress Code violation
- Lying
- Out of Assigned Area
- Eating/Drinking in hall/class
- Chewing gum
- Not prepared for class
- Inappropriate comments
- Minor Misuse of Tech (including smart watch)
- Accidental profanity
- Horse playing/running in hall
- Public displays of affection
- Yelling/Screaming
- Defiance/Noncompliance
- Destruction of property
- Cell phone visible/use
- Disrespect toward adult
- Repeatedly not prepared for class

Lockers

Lockers are located on each hallway and in the locker rooms. They are to be used for books or other items they need to store throughout the day. A general fee is collected at the beginning of the year that will cover the locker rental. **Students are NOT allowed to share lockers at anytime.** When a locker is rented the student will be registered to that locker and they will receive a unique combination. Do not share this combination with anyone. Do not trade lockers with anyone else. Students are responsible for all items in the locker they are assigned.

** The lockers remain the property of the Tuscaloosa County Board of Education and may be opened at anytime by school officials should the need exist.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive educational environment. A student who feels they have been or are being sexually harassed should report the incident to the principal, assistant principal, counselor, or teacher. The student may request that a person of the same sex hear the complaint.

Bullying

Bullying is defined as ***continuous pattern*** of intentional behavior that takes place on school property, on a bus, at a school-sponsored function, or results in the creation of a hostile environment at school, including but not limited to, written, electronic, verbal, or physical acts." Students who feel they are being bullied may complete a Bullying and Harassment form and report it to the principal, assistant principal, counselor or teacher. Students who are bullying other students are subject to disciplinary consequences. Bullying and harassment forms are available in the front office and counselor office. They may be turned into the school secretary, counselor, or administration. You report any form of harassment through Anonymous Alerts online or the app.

Bus Conduct

Transportation to and from school by school system buses is a privilege. Students must adhere to all rules and policies at the bus stop and while on the bus. In addition, students must follow all directions and rules provided to them by the bus driver. Food, drink, and gum are not permitted on the school bus. Students are also not to use cell phones while on the bus. Students who violate the rules and policies on the bus or at the bus stop may have their bus riding privileges suspended or revoked and receive further disciplinary actions.

Infractions on the bus or at the bus stop will follow the following disciplinary steps:

- 1st offense – Assigned seat
- 2nd offense – Conference with student
- 3rd offense – Conference with parent
- 4th offense – Office referral
- 5th offense and beyond – Bus suspension and/or Out of school suspension

Athletic Participation

Participation in extra curricular activities and athletics is a privilege. Students who choose to participate in these activities are representing the school and are expected to set an example. The ability for students to participate can be suspended or revoked for behavioral or academic reasons.

All athletics are governed by the regulations of the "Alabama High School Athletic Association" (AHSAA) and policies of the Tuscaloosa County Board of Education. Students in 7th and 8th grade who wish to participate in athletics must be eligible.

Eligibility requirements are as follows:

- Student must be entering or currently in at least the 7th grade
- Students must be passing all their core classes as well and have passed their classes in the preceding grading period.
- The coach of the sport they wish to play will review a student's disciplinary history. Then will determine, with administrative consultation, as to whether or not a student's behavior warrants the opportunity to participate.
- Students must not reach the age of 15 before August 1st.
- Parents must sign consent, insurance and provide physical examinations.

Students may be removed from any extra curricular or athletic team for academic or behavioral reasons. If a student is removed they will not receive a refund for fees associated with that team.

Schedule Changes

Request for schedule change can be submitted in writing at the beginning of the school year. Whether or not a schedule is changed is at the discretion of the administration. Schedules will only be changed in case of scheduling errors.

Standardized Testing

Annually, students in grades 6, 7 and 8 participate in the state-mandated standardized tests. These tests measure progress toward satisfactory knowledge of content area subjects as well as provide benchmark information as to a student's preparation for high school. 7th graders who want the option of taking Algebra 1 in 8th grade will be able to take the OHAPT test in April.

DMS Make-up Policy

- Students must request make-up work within two days of returning to school. It is not the teacher's job to track down the student to give make-up work.
- Students have two school days for each school day that they were absent to complete the missed assignments.
- Teachers will communicate a set date for the student to take any missed tests or quizzes after giving them the above time to study for the test or quiz.
- If a student does not request make-up work or talk with the teacher to set a date to take a test or quiz, the student will receive a zero for all missed assignments.
- An absence must be excused to receive make-up work.
- If a student is suspended, they can only receive 65% of the possible points for an assignment. Suspended students also must request their make-up work.

Assessment Retake Policy

Duncanville Middle School is committed to ensuring that all students demonstrate proficiency of the standards in all content areas. Therefore, students that do not demonstrate proficiency on a summative assessment will have an opportunity to retake after additional instructional support is completed. Every effort is made to allow students the opportunity to demonstrate their understanding of concepts and skills to achieve mastery. Students must take responsibility and ownership of their education by understanding and following these guidelines for retaking assessments:

- A grade of 80 or higher indicates mastery of a concept; therefore, students may only retake major assignments (not a quiz or nine-weeks exam) for which mastery was not achieved.
- Students may earn up to an 80 on a retake.
- In order to identify gaps in learning, students must return a completed Retake Reflection Form within two days explaining what they did not understand and why they want to retake the assessment.
- When a student needs to complete a retake, the student is responsible for making arrangements with the appropriate teacher to determine a date to retake the assignment. Teachers will assist students through this process, helping them make a decision and prioritize retake dates. This should be done within 5 days from the original test date.
- On the day of the scheduled retake, a student must show the teacher evidence of time spent studying. Evidence can include any of the following: intervention as assigned by the teacher; showing time practiced on programs such as Kahoot, Quizlet, Quia, or IXL; showing notecards that the student made; showing Kahn Academy or Learn Zillion videos that helped them learn the skill; a parent note verifying time spent preparing for the retake.
- It is important to note that the retake policy is not intended to be used as a regular practice by a student. It is our goal for students to not only master the content, but also to develop study skills and learn to be responsible in managing their time and education.