

DAPHNE MIDDLE SCHOOL



Student Handbook 2019-2020

Administrators

Mrs. Tiffany Kalakheti, Principal

Mrs. Azure Wells, Assistant Principal

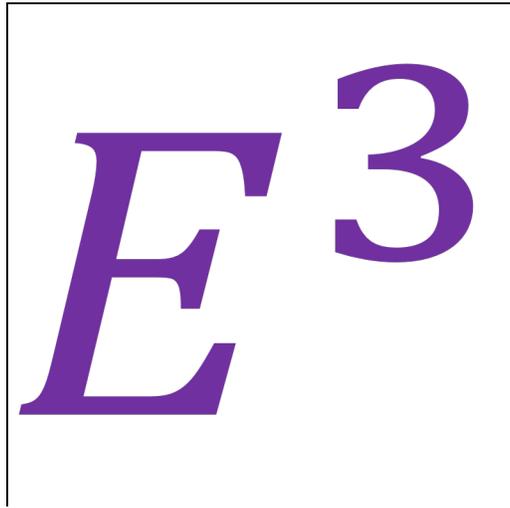
Office Personnel

Mrs. Debbie Miles, Bookkeeper
Mary Winchester, Attendance Clerk / Registrar
Joy Mitchell, Clerk

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DAPHNE MIDDLE SCHOOL MISSION STATEMENT



Empower, Encourage, and Educate

The following statements are the beliefs of the staff and faculty.

- Every student can learn and has a right to a quality education.
- Everyone can be successful.
- Character and respect for others are essential elements of success.
- Everyone deserves respect and positive recognition for their good efforts.
- Encouragement will enhance a student's self-worth and will facilitate achievement.
- Acceptance of responsibility builds self-esteem and self-discipline.
- Every action has a consequence.
- High expectations should be maintained for all students and staff.

The School Improvement Plan

School Improvement is a process that enables all stakeholders the opportunity to understand and measure the effect of the process. Our School Improvement Plan is implemented in collaboration with faculty, staff, community and students.

The team's focus is always on improving the school's environment and quality of education for our students at Daphne Middle School. The School Improvement Plan is continuously reviewed and amended when necessary. Amendments are now updated electronically through ACIP (electronic-Continuous Improvement Plan) only when the team deems improvement changes are necessary. Copies of the ACIP can be found in the front office, library, and digitally on our school's website.

DAPHNE MIDDLE SCHOOL
OFFICE PERSONNEL DUTIES

Tiffany Kalakheti tirby@bcbe.org	Azure Wells ajoiner@bcbe.org
Curriculum and Instruction Fiscal Affairs Discipline Assist with scheduling students and implementation of Master Schedule Coordinate Orientation and Pre-Registration Coordinate teachers writing and submitting lesson plans Schedule in-school staff development for faculty Teacher Handbook/Student Handbook School Safety Plan Athletics Supervise extra-curricular activities Custodians ACIP, SACS Any other duties assigned by Superintendent Standards for Success	Duty Rosters (before school, lunch, after school) Discipline School Resource Officer (SRO) OCS Textbooks/Teacher Editions Fieldtrips, Assemblies Teacher Mentoring Program Student Attendance School Safety Plan Supervise extra-curricular activities Standards for Success Buses Any other duties assigned by principal

Office Staff

<u>Debbie Miles – dmiles@bcbe.org</u> Bookkeeper Purchase Orders Accounts Payable Kronos	<u>Mary Winchester – mwinchester@bcbe.org</u> Registrar Enter/Withdraw Students Scheduling
<u>Joy Mitchell</u> Office Clerk Canteen Substitutes Attendance Bus Passes Office Workers	<u>Melanie Dyess</u> Office Clerk Attendance Check-in/out

Guidance Department

Mrs. Amanda Blake (8 th Grade) ablake@bcbe.org	Mrs. Alicia Ray (7 th Grade) array@bcbe.org
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DAPHNE MIDDLE SCHOOL TEACHERS

Brittany Antinarella.....	7 th /8 th Gifted
Lisa Baker.....	Trans Math/Business Skills Development
Sherri Bittinger.....	Art
Clair Brenner.....	Speech
Leah Brymer.....	PE
Ryan Carley.....	PE
Melinda Delgado.....	Special Education
Stephanie Dillon.....	Business Technology
Betsy Duke.....	7 th Civics/Geography
Mason Dunn.....	8 th Advanced World History
Jamie Franklin.....	Special Education
Gay Garafola.....	Algebra I
Lynn Golfos.....	Reading Intervention
Jim Hinton.....	PE
Cathy Ho.....	8 th Physical Science/Advanced Physical Science
Tiffany Holt.....	7 th Advanced Civics/Geography
John Kinard.....	7 th Life Science
Percy LaDuna.....	PE
Ellen LeTard.....	Special Education
Lisa Madison.....	8 th Grade Advanced English
Leslie Majewski.....	7 th Grade Math/7 th Math
Michele Marshall.....	Curriculum Leader
David McNair.....	Special Education
Claudia Miller.....	7 th Life Science/8 th Physical Science
Dawn Miller.....	8 th Grade English
Matt Moorer.....	8 th World History
Kelly Nielsen.....	7 th Math/8 th Pre-Algebra
Sani Peak.....	Libraian/Announcements
Jason Price.....	7 th Grade English/Advanced English
Melissa Price.....	7 th Grade English/Advanced English
Melissa Sessions.....	8 th Pre-Algebra
Laurie Smith.....	7 th Grade Math/Advanced Math
Renee Thomas.....	Band
Jamie Tillman.....	7 th Grade/8 th Grade English/DTV/Yearbook
Mary Trawick.....	Choir
Kim Turner.....	8 th Advanced Physical Science
Holly Wiggins.....	7 th Life Science/Advance Life Science
Windy Williams.....	Special Education
FACS	FACS

EXTRACURRICULAR ACTIVITIES

All students are encouraged to take part in school activities and become actively involved in these programs. They are an integral part of a student's life and help prepare for active business and civic contributions afterwards. There are many varied activities and clubs in which a student may participate.

Listed below are activities in which students may become involved:

Band	National Junior Honor Society
Scholar's Bowl	Family, Career & Community Leaders of America
Peer Helpers	Chess Club
First Priority	Art Club
Fluerettes	Project Outreach
Student Government Association	Cullinary Chemistry Club
Book Club	School Musical
Focus Program	Future Business Leaders of America
Fellowship of Christian Athletes	

Various athletic opportunities are offered in the following sports:

<u>Male</u>	<u>Female</u>	<u>Sports at DHS</u>
Basketball	Basketball	Wrestling
Football	Volleyball	Golf
Soccer	Soccer	Tennis
Track	Track	Swimming
	Cheerleading	Baseball
		Softball
		Cross Country

Students can try out for all sports available at Daphne Middle School as long as they meet eligibility requirements and have all required forms on file (physical, insurance, concussion). Students are encouraged to get physicals at the beginning of the school year. Students must participate in the middle school sport for the entire season before administration will approve any invitation to play a junior varsity or varsity sport at the high school level. Students may participate in any sport at the high school level if that sport is not offered at Daphne Middle School. Tryouts for sports are offered throughout the school year, information concerning tryouts are posted on DTV and the school website.

NATIONAL JUNIOR HONOR SOCIETY

The Daphne Middle School National Junior Honor Society takes pride in its high standards for membership that is set on the national level. Students and parents should be aware of the following guidelines taken from the NJHS Handbook for Middle Level and Junior High Schools:

“While the academic criterion is important and should be considered first, membership should never be considered on the basis of grades alone, even though a faculty council may consider scholarship as the most important of the four criteria [i.e., service leadership, character, and citizenship]. Schools that select members solely on the basis of scholarship are violating the constitution and placing their characters in jeopardy.”

The handbook also points out eighth grade students have the right to be considered for membership in NJHS “...no student has the right to be selected for membership in a chapter of the NJHS.” The faculty council has the final word on selection and will take this role very seriously. The faculty is committed to upholding these standards. Induction into the NJHS are held in the Daphne Middle School gym the second to last Thursday in May before school ends at 6:00 p.m.

BALDWIN COUNTY BOARD OF EDUCATION

POLICIES AND PROCEDURES

GUARANTEE OF FREE AND APPROPRIATE EDUCATION

The Baldwin County Board of Education guarantees the right to a free and appropriate education for all school age persons regardless of disability. The school system will arrange and provide for free evaluative services for any student who is suspected of having a disability and of needing personalized educational accommodations and/or related services. Parents may contact the office of Special Services, (251)972-6860 or contact the school's Section 504 Coordinator for additional information and/or to request that their child be referred for an evaluation.

ENTERING STUDENTS

Entering students and parents are advised that the accreditation status of the school from which they are transferring will be considered a factor in the determination of student placement or credits accepted as meeting Alabama and Baldwin County Graduation requirements. Each school year, parents must provide two proofs of residency to verify school zone. Students that are not zoned for this area must apply for a zone variance. Zone variance must be complete along with a personal letter petitioning your request.

WITHDRAWING AND TRANSFERRING STUDENTS

Withdrawing/transferring students and parents are advised that the accreditation status of the school to which they plan to transfer will be considered a factor in the determination of student placement or credits accepted as meeting Alabama and Baldwin County graduation requirements IF RE-ENTERING Baldwin County public schools.

BALDWIN COUNTY SCHOOLS ABIDE BY THE STATE OF ALABAMA SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOL ACCREDITATION STANDARDS REGARDING TRANSFER CREDIT, GRADES, AND STUDENT PLACEMENT.

GENERAL STATEMENT OF NON-DISCRIMINATION

It is the policy of the Baldwin County Board of Education that no person shall be denied employment, re-employment, advancement, nor shall be subjected to discrimination or harassment in any program or activity on the basis of sex, age, marital status, race, religion, belief, national origin, ethnic group, or handicap. Persons having questions about equal opportunity and non-discrimination should contact the Personnel Office, Baldwin County Board of Education, 2600-A N. Hand Ave., Bay Minette, Alabama 36507.

EQUAL OPPORTUNITY POLICY

It shall be the policy of the Baldwin County Board of Education ("Board") that no student shall be denied the benefit of any educational program or educational activity on the basis of race, color, national origin, age, sex, disability, limited English proficiency, immigrant status, migrant status, or homeless status. A free and appropriate education is available to all students with disabilities. It shall be the policy of the Board that barriers to enrolling and retaining students with limited English proficiency, homeless status, migrant status, and immigrant status shall be removed, including but not limited to, the denial or delay of enrollment of such students due to lack of birth certificate, lack of school records or transcripts, lack of immunization or health records, lack of proof of residency, lack of transportation or guardianship or custody requirements. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

SEXUAL HARASSMENT

The Baldwin County Board of Education recognizes that harassment on the basis of gender is a violation of both federal and state discrimination laws. The Board is committed to providing learning and co-curricular environments that are free from sexual harassment where all students and employees can work together comfortably and productively.

Sexual Harassment will not be tolerated from students, employees or non-employees, including volunteers and suppliers, who have contact with employees and students in the workplace, school or school sponsored events, or any event sanctioned by the Baldwin County Board of Education.

All students are assured that they may file a complaint, or assist in an investigation, without fear of retaliation by any Board employee, peer, or alleged harasser. Complaints of retaliation will be promptly investigated, and perpetrators will be subject to disciplinary action. Complaints and cases of sexual harassment will also be investigated and handled promptly. Any student found guilty of sexual harassment, or to be in violation of this policy, shall be subject to disciplinary action according to the findings of the investigation. Disciplinary action may include a written warning, suspension or expulsion.

Definition: Sexual harassment consists of 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 unreasonably interfering with an individual's school performance or creating an intimidating, hostile, or offensive learning environment at school or school sponsored events or any event sanctioned by the Baldwin County Board of Education.

Forms of sexual harassment include:

- Verbal harassment, such as derogatory comments, jokes, or slurs;
- Physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement; and
- Derogatory or offensive posters, cards, cartoons, graffiti, drawings or gestures.

PROCEDURES: PUPIL PERSONNEL

If any student perceives comments, gestures or actions from any student, employee or non-employee, including volunteers and suppliers, to be offensive the student should notify his/her principal, guidance counselor or teacher. If a teacher or guidance counselor is aware of the allegation(s), they should notify the principal. Principals who become aware of any allegation(s) of sexual harassment will immediately report, in writing, such allegation(s) to the division superintendent for personnel services.

The Baldwin County Board of Education Central Office will promptly investigate any complaints of sexual harassment and will initiate immediate action to resolve such complaints. No individual will suffer reprisals for reporting any incidents of sexual harassment.

Any student who is found to be responsible for sexual harassment will be subject to appropriate discipline; the severity of the discipline action will be based upon the circumstances of the infraction. All proven infractions will become part of the student's discipline record or the employee's personnel record.

PROCEDURES: SCHOOL PERSONNEL

If any employee perceives comments, gestures or actions from any student, employee or non-employee, including volunteers and suppliers, to be offensive the employee should notify his/her principal. Principals who become aware of any allegations of sexual harassment will immediately report, in writing, such allegations to the division superintendent for personnel services.

The Baldwin County Board of Education Central Office will promptly investigate any complaints of sexual harassment and will initiate immediate action to resolve such complaints. No individual will suffer reprisals for reporting any incidents of sexual harassment.

Any employee who is found to be responsible for sexual harassment will be subject to appropriate discipline; the severity of the disciplinary action will be based upon the circumstances of the infraction. All proven infractions will become part of the student's discipline record or the employee's personnel record.

ANTI-BULLYING AND ANTI-HARASSMENT POLICY

Baldwin County Public School System is committed to providing a safe and supportive learning environment in which all members of the school community are treated with respect. Bullying, violence, and threats of violence, and intimidation are prohibited and constitute unacceptable behavior that will not be tolerated.

No student shall engage in nor should any be subjected to bullying, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision in accordance with applicable Federal and State law.

Definitinon: Bullying is a continuous pattern of intentional behavior on or off school property, on a school bus, or at a school-sponsored function including but not limited to, cyberbullying ro written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristics falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

- Place a student in reasonable fear or harm to his or her person or damage to his or her property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

Reporting: Complaints alleging violations of this policy must be made on Board approved complaint forms. Forms are available in the Baldwin County Public School System handbook, the website, or at the school's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves in violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

PUPIL CONDUCT

In order for the Board to fulfill its commitment to provide the best possible educational opportunities and experience, each pupil shall conduct himself/herself in a responsible manner at all times.

Control and Language: Conduct and/or language, which materially and substantially interfere with the educational process is prohibited on school property.

Display of Affection: Public display of affection is inappropriate and unacceptable on the school campus.

Off Campus Events: Pupils at school-sponsored events shall be governed by school system rules and regulations and are subject to the authority of school officials.

Criminal Acts: The commission of or participation in unlawful activities on school property or school-sponsored events is prohibited. Disciplinary action shall be taken by the school regardless of whether or not criminal charges result.

The following activities shall be among those defined under the laws of the State of Alabama and/or Baldwin County:

- Arson – The intentional setting fire to property.
- Assault – Physical threats or violence to persons.
- Bomb Threats – Verbal or written communication about the presence or threat of a bomb or other explosive devices on school property. (Source and Penalty – Organized Crime Control Acts of 1970 – Public Law 91-457).
- Burglary – Breaking into or entering a building or structure with intent to steal or to commit a crime.
- Larceny – Theft of property of another.
- Robbery – Obtaining money or property by violence or threat of violence or forcing or threatening to force someone to part with something of value.
- Trespass – Being present in an unauthorized place in the school or on school property or refusing to leave the premises when ordered to do so by school officials.
- Unlawful Interference with School Authorities – Disruptive conduct resulting in interference with administrators and/or teachers in the discharge of their official duties.
- Sale, Use, or Possession of Alcoholic Beverages or Illegal Drugs
- Malicious Damage or Destruction of the Property of Another
- Possession of Firearms and Weapons on School Campus
- Possession of or Responsible for Explosives on School Campus

Student Identification - All persons shall, upon request, identify themselves to school authorities in school buildings, on school grounds, or at school-sponsored events. Persons refusing to identify themselves upon request of school officials shall be considered trespassing.

Gambling - Gambling in any form is prohibited on school property.

Smoking/Use or Possession of Tobacco - Students shall not be permitted to have tobacco in their possession or to use tobacco in any form on the school grounds or in school buildings during the school day, when riding school buses to and from school or on a school-sponsored trip. Vaping/Juuling is also prohibited on school property or school sponsored trips.

Unlawful Assembly - The blocking of halls, passageways, stairs, doorways, or other school property constitutes a hazard to the welfare and safety of other students and school personnel and is disruptive to the educational process. Conduct or assembly of students that disrupts the educational process is prohibited. Participation in such unlawful activities on school property, or at school-sponsored events is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result.

It is policy of the Baldwin County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin, age or creed be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

DRUGS AND ALCOHOL

The Baldwin County Board of Education strongly opposes the use, sale, and possession of illegal drugs including alcohol by our students. Procedures for handling such cases may include:

For possession or use of illegal drugs and alcohol:

Parents and the police are notified immediately.

The student is suspended for five days or more.

A conference of administrators and parents will be required upon the student's return to school.

In case of second offense, parents and police are notified. The student will be removed from school and will be subject to expulsion.

For sale of illegal drugs:

Parents and police are notified.

The student will be removed from school and subject to expulsion.

CAPP PROGRAM - Chemical Abuse Prevention Program

Students found to possess, use, consume, or be under the influence of alcoholic beverages, illegal drugs, prescription drugs (unless in accordance with Board policies and procedures), and/or drug/alcohol paraphernalia as described in Board Policy 920 are in violation of the policy.

For the 1st violation of this policy, the school principal or designee shall:

1. Immediately suspend the student from attending regular classes and school activities. The student shall be provided due process. Unless otherwise provided in the policy, the suspension may range from a minimum of five (5) days and not exceed nine (9) days.
2. Notify the parent/guardian as soon as possible.
3. Notify appropriate law enforcement officials.
4. Inform the parent/guardian of the requirement to successfully complete the Baldwin County Public Schools Chemical Abuse Prevention Program (CAPP) for the first offense to this policy.
5. Once the student's CAPP referral is accepted, the Parent/Guardian will be contacted with the CAPP details including the time, location, requirements, and consequences of not attending. Failure to successfully complete all five (5) sessions of CAPP will result in an additional three (3) days suspension. CAPP attendance is in addition to the suspension for the first offense.

*** Note: Students who commit second and subsequent offenses are not eligible to attend CAPP.**

The CAPP Program will be held at the C.F. Taylor Building in Robertsedale on Thursday evenings when school is in session from 5:30pm – 7:30pm. The student and a parent/guardian must attend each of the five (5) sessions to successfully complete the program.

SEARCH AND INSPECTION OF PROPERTY AND INDIVIDUALS

School officials reserve the right to inspect school property, including lockers, to ensure the safety and security of the premises and pupils. Lockers remain the property of the school. Although any student may exercise exclusive control of the locker as opposed to access by fellow students, the control is not exclusive against school officials. School officials may inspect lockers at any time to ensure the school safety and pupil welfare. The student should not tamper with the locker mechanism in any fashion.

Desks, lockers, and other items at school, although assigned to particular students, may be entered and searched by school officials whenever said officials have reasonable cause to believe there exists on school campus illegal items harmful to students, the welfare of the student body, or significantly disruptive or dangerous to the overall operation of the school program.

A search of the person shall be with the student's consent, except under emergency conditions when the safety and welfare of others is involved. When consent is not granted the assistance of a parent and/or law enforcement officials shall be secured. The principal may take appropriate action against the student who fails to cooperate with school official in their investigation of school conduct code violations.

Legal Reference: Laws of Alabama Relating to Education, Title 16-4-13.

BUS CONDUCT

The policy of the Baldwin County Board of Education is to require students who ride a bus to conduct themselves with a manner consistent with established standards for classroom behavior.

While the Board offers, as needed, a system of pupil transportation, it also requires parents of students to accept responsibility for supervision until such time the child boards the bus in the morning and after the child leaves the bus after the school day.

Only at the time that the child boards the bus does he become the responsibility of the school district. Such responsibility shall end when the child is discharged at the regular bus stop at the close of the school day.

When a child does not conduct themselves properly on a bus, he shall be brought by the bus driver to the building principal who may inform the parents of the misconduct and request their cooperation in controlling the child's behavior. The principal or their designee shall also discipline guilty students as deemed appropriate.

A child who becomes a serious discipline problem on the school bus may have his transportation privileges suspended or terminated. In such cases the parents of the child involved shall be responsible for seeing that the child gets to and from school.

DAPHNE MIDDLE SCHOOL POLICIES AND PROCEDURES

ATTENDANCE AND RELATED ISSUES

Every child between the ages of seven (7) and seventeen (17) shall be required to enroll in school and to attend for the entire length of every scholastic year. Regular school attendance is very important; irregular attendance makes for a lack of interest and for poor grades. Since something of importance is being taught every school day, each pupil is expected to be in attendance every school day of the school year.

In grades K-8, a student may not exceed nine (9) unexcused absences per class per academic year. If a student misses more than half of a school day, a full absence will be accumulated. A student and a student's parent or guardian shall be given written notice when a student's unexcused absences exceed two (2) days. The student can be retained if unexcused absences exceed nine (9) unexcused absences per year. If the maximum number of unexcused absences is exceeded, the student and parent/guardian may petition the Attendance Committee for review of the reasons for the absences. Petition for review by the Attendance Committee at the school can be filled-out at any time after notification, but in any event, no later than 10 school days before the final day of the school year. The Attendance Committee shall review the student's entire attendance record and documented excuses to determine whether to allow the student to pass.

Absences and excuses: The Board believes the fundamental right to attend school places upon the students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

Parents are required to explain, in writing, all absences the first day a student returns to school after an absence.

If a note is not received by the third day after his/her return to school, the absence will be coded as unexcused and the student will not be allowed to make up work. Students are responsible for contacting his/her teacher(s) in order to complete all missing/incomplete assignments within 3-days of returning to school. If a student fails to contact or arrange makeups, then the student will receive a zero for the assignment.

The following absences shall be considered excused provided that in each instance parental confirmation of the reason for the absence has been received:

- Illness
- A doctor's excuse should be provided to the school when a student is absent from school and seen by a doctor.
- Inclement weather which would be dangerous to the health of the pupil if he attended school (as announced by the Superintendent).

- Legal quarantine, death in immediate family, emergency conditions as determined by the superintendent or the principal.
- Permission of the principal and consent of a parent or legal guardian in advance before the day of the absence. ***This may not exceed three (3) days per academic year.**

School Sponsored Events: Under no circumstance should a student be penalized, in any way, when he is away from class on a school-sponsored activity. Students will be allowed to make up missed work. ***It is the student's responsibility to obtain and complete the missing assignments.*** They will be counted present in class.

A student can be retained if unexcused absences exceed nine (9) unexcused days per year. If the maximum number of unexcused absences is exceeded, the student and parent/guardian may petition the Attendance committee, no later than 30 calendar days after the final day of the semester. The attendance committee shall review the student's entire attendance record and documented excuses to determine whether to allow the student to pass. Students who accumulate ten (10) excused absences may also be required to attend the Early Warning Truancy Prevention Program. This action will require approval of principal.

EARLY WARNING TRUANCY PROGRAM

If the teacher or principal has not received a note from the parent/guardian explaining an absence within three days after a student has returned from an absence, the student is considered truant and the absence must be recorded as unexcused. Students are warned after their first unexcused absence, absences coded excused but not satisfactorily explained*, and/or unexcused tardy to school. A letter from the principal will be sent to parents upon the student's second unexcused absence. Students with ten "excessive" excused absences which have not been satisfactorily explained* may be required to attend the Early Warning Program. Students with ten unexcused tardies to school may be required to attend Early Warning. After a student's fifth (5th) unexcused absence, parents and students will be required to attend the Early Warning Truancy Program. A doctor's excuse should be provided to the school when a student is absent from school and seen by a doctor. ***Parent notes may be used to "satisfactorily explain" up to but not exceeding nine (9) absences per year.**

CHECK-IN PROCEDURE (TARDIES TO SCHOOL)

A student who comes to school late must check in through the office, students are dismissed to homeroom at 7:45 a.m. The student will be given a copy of the admission slip and should immediately take it to the classroom teacher. The student will not be admitted to class without the admission slip. The original admission slip will be placed in the homeroom teacher's box. Break detention and/or parent/student conferences may be assigned for excessive tardies. Student that earn 5 or more tardies may be placed on the nonparticipation list. School interventions are in place to assist students with excessive tardies.

CHECKOUT PROCEDURE

A student who leaves school for any reason must check out through the office. Early dismissals interrupt the instructional program for all students and are therefore discouraged. Parents should attempt to make appointments for the student after school hours. The only excused check-outs are those for medical appointments or students who become ill at school. Only an excused checkout permits work to be made up. If a student misses more than half (1/2) of the school day, a full absence will be accumulated.

Please limit early dismissal at or after 2:30 p.m. The last 30 minutes of the school day is valuable instructional and review time. Students are not allowed to leave campus before dismissal time unless accompanied by a parent/guardian authorized adult.

CAFETERIA AND SNACK BAR

Milk and hot lunches are available for purchase at \$2.50 for 7th and 8th graders. Students eligible for free lunch/breakfast must make application through the school office or online. Reduced lunches are \$.40. Students may pre-pay weekly, monthly, or yearly. Students may not charge lunch. Payments may also be made online. Breakfast is served at Daphne Middle and available for purchase, the cost for 7th and 8th graders is \$1.75. Reduced breakfast is \$0.30. Additional snack items may be purchased separately. **Parents may not bring outside lunches**

(fast food) to the cafeteria. Please plan to secure lunch for your child. **Open containers are only allowed if they are clear and have water.**

Good manners and cleanliness are expected of everyone. Running to get in the lunch line will not be tolerated; students are to wait their turn without pushing or breaking in line. AFTER EATING, PICK UP TRAYS, ETC. AND PLACE THEM IN THE TRAY RETURN AREA. FOOD/DRINK SHOULD **NOT** BE TAKEN OUT OF THE CAFETERIA. No one is allowed in the cafeteria that does not have business there.

The canteen is open during daily breaks. Student Break is a privilege that may be lost due to unsatisfactory discipline and/or academics issues. The food purchased from the snack bar should be consumed in this area and not taken out of the break area.

CARE OF PROPERTY

Every student shall be a protector and caretaker of school board property. Students who damage, deface, or destroy property of the school system shall be required to pay for damages. Students shall respect the property right of others. Safekeeping of valuables:

- **Students are discouraged from bringing valuables and large amounts of money to school. Students shall be responsible for safekeeping of valuables and should not leave books, clothing, wallets, purses, cell phones, or other valuables unattended.**
- **Only students assigned to a locker should have the combination.**
- **DMS is not responsible for stolen property. DO NOT BRING VALUABLES TO SCHOOL.**

Every effort is given by school officials to provide clean restroom facilities. They should be kept clean and safe at all times. Students should inform a teacher or administrator immediately of any unsafe or unclean conditions. Loitering, playing, and loud noise in the restroom are prohibited. Students who write on bathroom walls will be required to clean the walls and will be assigned to on-campus suspension.

FRONT OFFICE

Due to the overwhelming number of items being dropped off in the office, **WE WILL LIMIT ITEMS FOR STUDENTS.** This will prevent disruption of instructional time, while encouraging students to be responsible. Before entering Daphne Middle School, please be prepared to show your identification and state the reason for entry.

BOOK BAGS/SPORTS BAGS

Book bags will be allowed in classrooms. Students will be expected to use these book bags for their Chromebook computers, all personal belongings, and additional textbooks (if any). Arrangement **may** be made for those with medical conditions as documented in writing by a medical physician and placed on file in the Nurse's office.

Backpack Weight

1. Backpack
 2. Chromebook
 3. Charger and power cord
 4. Binder with paper
 5. Book
 6. iPhone 4 with waterproof case
 7. P.E. uniform (shirt and shorts)
 8. Lunch (16 oz. water, medium apple, large pear)
- TOTAL WEIGHT 9.5 lbs.**
(excluding lunch and cell phone 8 lbs.)

FEES

Local schools may set reasonable fees in non-required courses for laboratory, shop, materials, and equipment.

FIELD TRIPS

A number of field trips are organized throughout the school year. Any student with any type of discipline referral may or may not be allowed to attend the field trip. The decision will be at the discretion of the principal. Students on the Active Non-Participation list will not be allowed to attend these events.

ILLNESS AT SCHOOL

Students who become ill at school must report to the office. If the student becomes sick, injured, or has a fever, early dismissal will be given, providing the parents or guardian can be contacted, and they can arrange for the student can be picked up at school. Early dismissals should be requested only for emergency circumstances such as illness. NO medication, including aspirin, will be given to students without a doctor's written authorization or parental permission. SUCH MEDICATIONS SHOULD BE LEFT WITH THE SCHOOL NURSE OR OFFICE STAFF, NOT CARRIED BY THE STUDENT.

It is required that all student files contain an emergency number and address in case of accident or illness that requires emergency care.

MAKE-UP WORK

Make-up work will be administered to a student whose absence was due to illness or other reason coded as "excused". The tests will be given at the discretion of the teacher, but not later than two weeks following the absence. It is the **STUDENT'S RESPONSIBILITY** to see the teacher to discuss arrangements for the make-up tests. If a student is sick prior to the test, time should be given to get the materials missed before taking the test. Although work should be done as soon as possible, the student should not be penalized if she/he has made an effort to comply with this regulation, and the teacher could not find a convenient time to administer the make-up test. The student will be given the number of days equal to the number of excused days from school to make up work other than tests and special projects.

MEDICAL BILLS AND SCHOOL INSURANCE

Neither the school nor the Board of Education is responsible for medical bills for students that result from accidents that occur during the school day or at school functions.

School Day Accident Insurance is available in the school office and should be purchased by any student whose parents do not have medical insurance. This is a service made available to the students and is not required; however, it is required that students taking part in athletics enroll in this insurance program or have a release signed by parents.

MEDICATIONS / MEDICAL SCREENINGS AND PROGRAMS

The schools' nurses provide several opportunities throughout the school year to educate, screen, and evaluate the students in Baldwin County. These programs include, but are not limited to, control of communicable disease, hand washing, vision, and hearing, dental screening, and health and hygiene classes. The "Changing Body Program" is presented to the 5th graders. Scoliosis screening is provided for grades 5-9 (ages 11-14) as required by state law.

Medications given at school require a medication authorization form to be completed by the physician and the parent for prescription medications. Over the counter medications must be signed by the parent and cleared by the RN, be in a sealed container, and be in the smallest. All medications must be delivered to the school by a parent/guardian and must be in the original container with clear, current instructions.

If it is necessary for your child to take prescription medication during the school day, the parent must bring the medication to the school office and complete necessary documentation. The medication must be in a container appropriately labeled by the pharmacy. Non-prescription drugs will require written permission, the time for medication, dosage, and be in a properly labeled bottle. Every effort should be given to avoid sending medication to school. All morning dosages should be given at home before a student reports to school.

PROGRESS REPORTS AND REPORT CARDS

Report cards are mailed to parents at the end of each semester grading period. Progress reports will be distributed for all students at the midterm of each quarter.

Letter grades of A, B, C, D, and F are given for all classes including elective and enrichment classes. Although academic credit is not given in the middle school, it is important that upper grade students become aware of the method of grading in the high school. Students are encouraged to establish the skills and self-discipline for study in order to prepare for high school.

Scale for Grades

A	=	100 to 90	D	=	60 to 69
B	=	80 to 89	F	=	59 and below
C	=	70 to 79			

“Notify Me” and “INOW Home Portal” are two great ways for a parent to keep track of their student’s grades, as well as important information from the school. Both programs are web-based and are user friendly. Any questions about these programs can be answered through the office. **Parents are encouraged to use these services.**

PROMOTION STANDARDS

The decision to promote a student is based on the student’s performance during the school year. The decision is a professional one and is the responsibility of the teacher and principal. Parent-teacher conferences are highly recommended for students with academic deficiencies. A student’s parent/guardian should request a conference with their child’s teacher when they see academic difficulties occurring. Generally, in order to be promoted, a student must earn a yearly passing average in all core courses: language arts, mathematics, social studies, and science. A student who fails one or two core courses must attend summer school immediately following the school year.

REFUNDS

To receive a refund for any payment made, the student must have the original receipt. See Bookkeeper for refunds. Chorus, Band, and Gifted Education trips are usually not organized by the school therefore the policy set by the company will be utilized.

SCHEDULE (CLASS) CHANGES

To maintain a balanced master schedule, schedule changes are not permitted.

SCHOOL VISITORS

Students - Students are not to visit other schools during school hours except for school sponsored events. Pupils who are found in violation of this policy are subject to disciplinary action and may be considered trespassing. This includes students who are on suspension or have been expelled.

Parents - Parents are invited and encouraged to visit the school; visits during the school day should be cleared through the principal’s office. Visitors must obtain a pass to be in the building or on school grounds. Lunch with students is discouraged due to the limited space and number of students in the cafeteria.

Parent-teacher conferences are most important in improving the learning atmosphere. Parents are reminded that teachers cannot be called from a class on the spur of the moment to discuss a student’s status. Conferences with teachers must be scheduled before or after school, or during the teacher’s planning period. The administration and teachers urge parents to arrange a conference early in the year to meet with the teacher. An appointment may be requested to conference administration.

Unauthorized persons on school property are trespassers and shall be subject to prosecution.

STUDENT INCENTIVE PROGRAMS

Honor Roll / Rewards - Students who make Honor Roll may be rewarded with special events and prizes.

Fun Blast- Students who have had great attendance and student behavior will be able to participate in a quarterly event.

TRANSPORTATION

Students who are transported by car should utilize the car-rider line. **Students may not be dropped off or picked up on side streets, private properties, or Daphne East Elementary.** Car riders should report to the gym entrance of the school in the morning. Students should not roam around the school campus during this time. Students that walk home should leave campus when school is out. Students walking or riding bikes to school must use appropriate crosswalks. Questions regarding school bus transportation should be directed to the school office.

TEXTBOOKS

State-owned textbooks may be furnished when any student loses the privilege of his/her Chromebook. Availability of textbooks on campus is limited. Textbooks are accessed online. Chromebook use is not an option during the school day. Students will be held responsible for the condition of their books. Any books found on campus will be turned in to the office. Other lost items will be kept in the back of the gym. Lost or damaged books must be paid for by the student.

SCHOOL MESSENGER

Daphne Middle School has subscribed to the Parent Link service. The service allows us to contact our parents by phone with general information. The service will generally deliver our message to you in the early evening hours. Please make sure that we have your correct phone numbers in our computer so that you will receive these messages.

GIFTED PROGRAM

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. Gifted students are serviced through our Advance Social Studies class. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second-grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral:

- Tell your child's teacher or Gifted Education Program teacher you would like to refer your child for the Gifted Education Program.
- The Gifted Education Program teacher will then begin the referral process by sending a *Notification and Consent for Gifted Screening* home for you to sign. This gives permission for the school system to look at previous test results and achievement information. It also allows the system to administer achievement tests, vision and hearing screening and ask the classroom teacher/s to complete an evaluation of gifted characteristics observed in the regular classroom.
- Next, a committee at the local school level will review all data and determine if there is enough information to continue with the referral. The referral is then sent to Loxley Satellite Office for processing.
- If screening scores are at the appropriate level the referral will continue. If screening scores are not at the appropriate level a letter will be sent to the parents.
- After testing is completed, parents will receive information on the results and eligibility requirements for the program. For more information on gifted referral procedures and eligibility requirements, please contact the Gifted Education Program Teacher at your child's school or Barbara English, Special Services Coordinator, at 972-6858.

STUDENT CONDUCT

One goal of Daphne Middle School is to educate and nurture students so that they will grow to be responsible and well-adjusted adults able to make contributions to their families and communities. Because students behave properly when they know what is expected of them, students at Daphne Middle School will observe the following expectations and rules:

Expectations of Students

- Students should be regular in attendance to school and should report to school on time.
- Students should exhibit an acceptable attitude toward fellow students and school personnel. This means that no student shall intimidate another, nor put their hands on another student. Students shall obey adults at all times. If another student threatens a student, he/she should report the threat to a teacher immediately. If two students exchange blows, pushes, shoves, or any aggressive gesture, both students will face a suspension for their actions.
- Students should abide by all rules and regulations.
- Students should show respect for the property of other and for the school building.
- Students should assume responsibility for having necessary tools and materials in class.
- Students are expected to apply themselves actively in achieving academic goals. They should work while in class according to their teacher's directions.

RULES FOR STUDENTS

- Upon arriving in the morning, students should report to the gym. Students should report to one of these supervised areas upon arriving at school. When dismissed, students will have plenty of time to go to their homeroom.
- Students are to walk calmly from room to room and avoid yelling or making loud noises in the halls, classrooms, and cafeteria.
- Students are not to buy, sell, or trade items with other students during the school day.
- Students should stay away from rooms where classes are in progress during break and lunch.
- Students are to leave items such as playing cards, tapes, CD's, I-pods, comic books, beepers, beats, radios, tape players, toys, and hobby items at home. These items can be confiscated and returned later if appropriate, usually to the parent/guardian at the end of the school year. **The school will not be held responsible for confiscated items.**
- Students should not go to the gym area or gym dressing rooms at any time except the period in which they are scheduled for that class.
- Students will not be excused from any class to use a telephone unless there is an emergency.
- **The School Board Policy on *Personal Handheld Electronic Devices* will be followed when dealing with cellular phones.** (See pg. 28-29) Students must power down their cell phones before entering the building. A public phone is available for students to contact home.
- Students who are out of class during the class period are required to have a pass from the teacher. Discipline referrals may be completed for those students who do not comply.

- Students should behave courteously in the restrooms and keep the restrooms neat and clean. Please inform faculty and staff immediately of any unsafe or unclean condition. Do not loiter in the restroom.
- In the cafeteria, students enter and eat quietly, use good table manners, pick up trash, and exit quietly. It is the responsibility of the students to keep the tables clean and leave them in good order after each meal.
- When school is dismissed students have five minutes to clear the building.
- Daphne Middle School is a closed campus. Once students arrive on campus, they are expected to remain on campus for the remainder of the day unless checked out in the office by a parent or guardian. Violation of this rule will result in automatic suspension. **Once on campus students may not leave.**
- Students must obtain a bus pass from the office before they will be allowed to ride a bus other than the one assigned to them. Requests by parents must be turned in at the beginning of the day and may be picked up during the afternoon announcements. Bus passes will be given out Monday, Wednesday, and Friday. **By law, we are only required to transport students to the address listed in I-Now database.**
- After school events are extensions of the school program and student behavior should be in accordance with all school policies. It is recommended that parents accompany students who come to the school campus for night meetings or athletic events. **Students who want to attend these events must leave campus and come back at the appropriate time.** Parents should pick up a student who wants to leave an after-school event function early. Administrators, teachers, and parents supervise these after-school activities. Parents need to make sure to pick up their children no later than the designated time. **If students are not picked up within 15 minutes of the conclusion of an event, they will forfeit their right to attend future school sponsored events.**
- Students are expected to organize their school materials and supplies and to arrive at school well prepared. In the event a parent/guardian must deliver an item to school, it is the student's responsibility to check with the school office for the item during breaks or lunch. Due to the interruption of the instructional program, students will not be called to the office to pick up items.

Fighting and Hazing. Fighting and hazing are against school rules and should be reported immediately to a teacher or administrator. Anyone who fights, challenges another to a fight, or maliciously disturbs another with offensive behavior that is likely to provoke a fight is guilty of a misdemeanor. Such activities carry severe consequences. Students who feel threatened should report it immediately. Students who fight or are involved in hazing may face suspension.

TARDINESS TO SCHOOL

Students are expected to be in class when the tardy bell rings. Tardiness disrupts the class and will not be tolerated. Consequences for unexcused tardiness to class are first the responsibility of the individual classroom teacher. If the problem persists, Administration will intervene. The following procedure may be used to address this negative behavior:

- 1st - 3rd Offense – Verbal Warning
- 4th Offense – Officer referral/Administrator Warning
- 5th Offense – Verbal Warning
- 6th Offense – Officer referral (1 day In-School Suspension)
- 7th Offense – Verbal Warning
- 8th Offense – Officer referral (2 days In-School Suspension)
- 9th Offense – Verbal Warning
- 10th Offense – Officer referral (3 days In-School Suspension)
- 11th Offense – Verbal Warning
- 12th Offense – Officer referral (1 day Out-of-School Suspension)

PERSONAL HANDHELD ELECTRONIC DEVICES

The use of personal, wireless communication devices by students is prohibited on school grounds or while students are being transported on a school bus, except as provided herein. Personal, wireless communication devices include, but are not limited to, cellular telephones, pocket pagers, email devices, "walkie talkies," or any other electronic communication device. Students are permitted to keep personal wireless devices only in lockers, the school office, or other locations approved by the principal or his designee. The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device. The principal or his designee may approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. Principals or their designee will also have the authority to further restrict or deny the use of personal/wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual violation of the law, of Board policy, the Student Code of Conduct, or other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

This policy shall apply to handheld electronic devices with communication and storage capabilities and shall include, without limitation, cellular telephones, MP3 and similar music players, tape recorders, and players, scanners, portable digital assistants, wireless email devices and cameras. The scope of this policy does not include electronic devices approved for use by the building principal or required by a student's Individualized Education Program.

In Addition: Devices capable of making videos and/or pictures (Ex. Cell phones) are never allowed in the PE Locker Room, Bathrooms, etc. Violation of this rule may lead to a Suspension or Expulsion depending on the nature of the offense.

In the event students are suspended or expelled for violating the Electronic Communication Device Policy, due process shall be provided in accordance with Board Policy 6.20.

In certain instances, there is educational value in utilizing personal electronic devices in classrooms when such devices aid in extending, enhancing, and/or reinforcing the students' learning process related to the instructional objectives of the class they are attending. Approval for students' use of such devices will be at the discretion of the building principal in coordination with the Board's Information Technology department and shall be preapproved in writing by the principal. **At Daphne Middle School, students are asked to power down their phones before entering the building to avoid a cell phone violation.**

Violations of this policy shall result in the immediate confiscation of the electronic device. **Refusal to turn over an electronic device** to an administrator will result in immediate suspension, pending further potential discipline, and a parent conference. Confiscated electronic devices shall be securely stored in the school's administrative offices until retrieved in accordance herewith. Any electronic device not retrieved within 30 days shall be subject to disposal. In addition, the following consequences shall, at a minimum, be imposed:

- | | |
|------------------------|---|
| First Offense: | Warning issued. The student's Parent/Guardian will be allowed to pick up the confiscated electronic device at the end of the school day. |
| Second Offense: | The student will receive up one day of in-school suspension. The student's Parent/Guardian will be allowed to pick the device up at the end of the school day. |
| Third Offense: | The student will receive one day of out-of-school suspension. The student's Parent/Guardian will be allowed to pick the device up at the end of the school day. |

- Fourth Offense:** The student will receive up three days of out-of-school suspension. The student's Parent/Guardian will be allowed to pick the device up at the end of the day.
- Fifth Offense:** The student will receive up five days of out-of-school suspension. The student's Parent/Guardian will be allowed to pick the device up at the end of the day.
- Subsequent Offenses:** The student shall be subject to further suspensions/expulsion.
Cumulative violations shall be based upon the school year.

TECHNOLOGY ACCEPTABLE USAGE POLICTY (AUP)

The entire AUP policy may be found at www.bcbe.org/ET

An acceptable use policy (AUP) is a policy that outlines, in writing, how Baldwin County Board of Education expects its community members to behave with technology. Similar to a Terms of Services document, an AUP should define publicly what is deemed acceptable behavior from users of hardware and information systems such as the Internet, computers, laptops, tablets and any applicable networks. The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of Baldwin County Public Schools. Use of any and all technology resources is a privilege and not a right.

Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal actions.

Possible disciplinary action may include the following:

- On-Campus Suspension
- Out-of-School Suspension
- Expulsion
- Loss of computer priviledges (minimum 10 days and max of 45 days)

DISCIPLINARY ACTIONS

DISCIPLINE VIOLATION	CONSEQUENCE / SANCTION	
Cheating/Plagiarism (parent notified in each incident)	1 st Offense	Warning/Grade of “0”
	2 nd Offense	1 day OCS/Grade of “0”
	3 rd Offense	3 day OCS/Grade of “0”
	4 th Offense	1 day OSS/Grade of “0”
	5 th Offense	3 day OSS/ Grade of “0”
	Additional Offenses- Grade of “0”, Suspension/Expulsion	
Fighting on campus	1 st Offense	1-3 day Suspension
	2 nd Offense	3-5 day Suspension
	3 rd Offense	6-9 day Suspension
	4 th Offense	Expulsion
Rough boisterous activity/Horseplay	1 st Offense	Warning
	2 nd Offense	Lunch Detention
	3 rd Offense	1 day OCS
	4 th Offense	2 day OCS
	5 th Offense	1 day Suspension
Gambling	Subject to Suspension/Expulsion	
Possession and/or use of alcohol or drugs	Suspension up to 9 days or Expulsion	
Selling drugs or alcohol	Suspension/ Expulsion	
Possession of fireworks	Subject to Suspension/OCS/Expulsion	
Use of fireworks	3-day suspension minimum	
Possession or use of tobacco or vape devices	1 st Offense	1 day Suspension
	2 nd Offense	3 days Suspension
	3 rd Offense	5 days Suspension
	4 th Offense	Expulsion
Threatening a person’s life or threatening to bring a weapon to school	Suspension or expulsion & notify law enforcement	
Vandalism/Property Damage	Repair and/or pay for damages and subject to Suspension/Expulsion and criminal charges	
Vulgar or threatening language directed toward a teacher	Suspension or Expulsion	
Vulgar or threatening language directed toward a student	1 st Offense	Warning
	2 nd Offense	Break Detention
	3 rd Offense	1 day OCS
	4 th Offense	2 day OCS
	5 th Offense	1 day OSS

DISCIPLINARY ACTIONS

DISCIPLINE VIOLATION	CONSEQUENCE / SANCTION	
Disrespect toward teachers/staff	Subject to OCS/Suspension	
Hats, bandannas, sunglasses worn	1 st Offense	Article taken for 1 week
	2 nd Offense	Article taken and not returned
Radios, i-pods, tape or CD players, etc.	Item will be confiscated/Subject to suspension	
Skipping class/school or leaving class	1 st Offense	1 day OCS
	2 nd Offense	2 day OCS
	3 rd Offense	3 day OCS
	4 th Offense	1 day OSS
	5 th Offense	2 day OSS
Bomb Threats	Expulsion	
False Fire Alarm	Expulsion	
Insubordination/Defiance	Subject to OCS or OSS	
Inappropriate conduct on school bus	Subject to suspension from riding the bus for 3-9 days or year long suspension	
Dress Code Violations	1 st Offense	Warning
	2 nd Offense	Break Dentention
	3 rd Offense	1 day OCS
	4 th Offense	2 day OCS
	5 th Offense	1 day OSS

Any student who receives 5 referrals to the office will be subject to suspension.

OCS: On-Campus Suspension
OSS: Out-of-School Suspension

DISCIPLINE

NON-PARTICIPATION LIST

Students are placed on this list for tardy/discipline issues. Discipline issues include, but are not limited to, failing grades due to not turning in class work. The principal will keep a non-privilege list each quarter. These students will not be allowed to attend dances, assemblies, and other special activities. Any student that is tardy 5 or more times will be added to the list for that quarter. A student who receives three (3) or more days of OCS during one semester will be added to the list for that quarter. A student suspended three (3) or more days during the school year will be placed on the non-privilege list for the remainder of the year.

Lunch Detention - At times, rule infractions may require referral to the administration, but may require more time and attention than is available to a teacher instructing a class. Lunch detention has been instituted as an intermediate step in the disciplinary process that is assigned by teachers. Students assigned to this detention sit at a designated table where they are monitored while they eat. They may not communicate with others during this time.

Break Detention – Students may also be given break detention for rule infractions or academic issues. Break detention is assigned by individual teachers. Students who receive break detention must report to the assigned location for the duration of their break. During break detention, students may not eat or communicate with others.

On-Campus Suspension Program - The policy of the Baldwin County Board of Education is to establish an on-campus suspension program designed to provide a structured disciplinary atmosphere in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting.

The basic philosophy of the OCS program is to provide an alternative to off-campus suspension and to attempt to modify unacceptable behavior by isolating the student from his/her classmates.

- Students assigned to OCS will report to the designated room following homeroom.
- Students will be assigned work by the regular classroom teachers and will be expected to complete these assignments. Assignments made by the teacher should relate to the work being covered in class.
- Students will be assigned to OCS for a certain number of days. These days will not be counted as absent from the class. Students will be able to make up any work missed in their regular classes.
- OCS CAN BE EXTENDED if work assignments are not completed.
- Students in OCS will have lunch at a time when they are unable to associate with other students.
- The teacher is asked to make assignments extensive so that the student's time will be occupied with class work.
- Teachers may send tests for the student to take during their time in OCS or allow the student to make up the test at the end of OCS.
- Students must obey all rules established by the Baldwin County Board of Education and the school pertaining to OCS. Failure to do so could result in off-campus suspension.

Suspension- In order to maintain order, minimize the risk of potential personal injury, property damage or disruption, or to permit an orderly investigation and evaluation of a suspected violation of school system rule, standards, or policies, principals may temporarily suspend a student pending a conference with the parent or guardian of the student and a final disciplinary decision. Students may be suspended from school for offenses serious enough to warrant such action as provided in the Student Code of Conduct.

Suspensions will be counted as excused absences. Make up work will be permitted for such absences unless permitting such work under the circumstances would be impractical or impossible, would serve no purpose, would place school personnel at risk of harm, or would be unreasonable in light of the grounds for the suspension.

Administrative procedures regarding suspension to be implemented and followed by all school principals beginning with the school year are as follows:

- A student on off-campus suspension for the first time, except for infractions involving drugs, alcohol, and smoking, will be given the opportunity to make up tests, but not daily assignments. This must be completed within the same number of days as the suspension.
- A student who has been on off-campus suspension more than once during the school year may not be allowed to make up any schoolwork and will receive a zero for all graded work missed.
- Any student who has been placed on off-campus suspension is prohibited from participation in all extracurricular activities during that time.
- After three suspensions, a student may be expelled. The parent may apply for the student to attend school in an alternative setting.

Suspension and expulsion may be appropriate disciplinary action for students with disabilities. If suspension is considered, the principal and the special education teacher should review the IEP and BIP, if in place, to determine the appropriate consequences.

A student with a disability may be suspended up to 10 days, which does not constitute a change of placement. If the student with a disability reaches 10 or more suspension days an IEP with the parent must be scheduled. This

Manifestation Determination review meeting is held to determine if the behavior is related to the student's disability. The team should review and revise the IEP if appropriate.

If a student with a disability exhibits inappropriate behaviors that are determined to be severe enough to recommend expulsion, a Manifestation Determination review meeting is held to determine if the behavior is related to the student's disability. If it is NOT a manifestation of their disabilities, then the administration can recommend expulsion.

The student with a disability has the opportunity to attend an alternative setting where the special education services can continue along with the academic and behavioral supports.

Expulsions- Students may be expelled from school for offenses serious enough to warrant such action as provided in the Student Code of Conduct or the following outlined violations. At a minimum, the following circumstances represent when and how a student may be expelled. The Superintendent is further authorized to develop and outline any additional procedures regarding expulsions in the Student Code of Conduct.

Safety Drills and Procedures

School safety drills will be held once a month in accordance with School Board Policy. During drills, students are expected to comply with policies and exhibit appropriate behavior. Any student who displays inappropriate behavior will be subjected to disciplinary action. **Parents: If you are on campus, you must participate in the drill.**

FIRE DRILL/EVACUATION GUIDELINES

Every teacher must explain fire drill/evacuation procedures to their classes they are responsible for. Fire evacuation maps are posted in all classrooms, common areas, and are strategically placed in the halls.

FIRE ALARM SIGNAL: An alarm will sound through the fire control system. Further instructions will be announced through the intercom system.

1. Students will leave the room in single file and follow the exit route to their designated area outside the building.
2. If during lunch, students are to exit the cafeteria using their designated route (½ the students will exit to the back hallway and the other ½ will exit to the front). Once in the hall, students should follow the standard route to exit the building.
3. There shall be no running, pushing, laughing, talking, or any other inappropriate behavior during this time.
4. Students are to leave all books in the classroom. Teachers are to take their class rosters with them.
5. Everyone must leave the building.
6. All students will remain with their teachers until an "all clear" is given and they return to their room.
7. All students are expected to display appropriate behavior, any misbehavior may result in an office referral.

TORNADO/SEVERE WEATHER GUIDELINES

Every teacher must explain tornado/severe weather procedures to their classes they are responsible for. Fire evacuation maps are posted in all classrooms, common areas, and are strategically placed in the halls.

TORNADO/SEVERE WEATHER SIGNAL: An audible alarm will sound through the intercom system as well as verbal instructions.

1. Students should move quietly into the hall outside their classrooms.
2. If during lunch, ½ the students will exit to the back hallway and the other ½ will exit to the front.
3. There shall be no running, pushing, laughing, talking, or any other inappropriate behavior during this time.

4. Students will be instructed to sit facing the wall with their knees up and head down.
5. Teachers will quietly take roll.
6. Students will remain in this position until an “all clear” has been given.
7. All students are expected to display appropriate behavior, any misbehavior may result in an office referral.
8. If a class is caught outdoors they are to move to the nearest entrance and follow the same procedures.

LOCKDOWN PROCEDURES

Every teacher must explain lockdown procedures to their classes they are responsible for. These procedures are posted in all classrooms, common areas, and are strategically placed in the halls.

LOCKDOWN SIGNAL: The intercom system will be used to let the school know to put the school in lockdown.

Teachers will go to their door and instruct any student near to come in for immediate lockdown.

1. If in cafeteria, faculty and staff will direct students into the designated safe areas and follow lockdown procedures.
2. Teachers will lock their doors and instruct students to sit on the floor away from doors and windows.
3. Teachers will close window blinds and cover door windows.
4. Teachers will call role and keep students quiet and calm, so they can listen for instructions.
5. Teachers will not answer the door for any reason. An announcement will be made when it is safe to unlock doors.
6. All students are expected to display appropriate behavior, any misbehavior may result in an office referral.



BALDWIN COUNTY PUBLIC SCHOOLS

Middle/High School Dress Code Policy



Tops:

- No pictures, emblems, or writings on clothing that:
 - Are lewd, offensive, vulgar or obscene,
 - Advertises or depicts tobacco products, alcoholic beverages, drugs or any other illegal substance, or
 - Contains fighting words or incites criminal activity.
- No cut off tops. (No midriff can be showing)
- No sleeveless garments.
- No see-through garments.
- Designed so that the neckline does not reveal cleavage.
- Designed to cover all undergarments.
- Fit properly- no oversized or overly tight tops.
- No tank top/undershirt can be worn as a shirt.

Shorts:

- Length should be at fingertip/hand or mid-thigh, whichever is longer.
- Fit properly- no oversized or tight shorts.
- No spandex, biker, or see-through shorts.
- Must be hemmed and not rolled up

Dresses:

- Length should be at fingertip or mid-thigh, whichever is longer.
- Splits may not exceed (3) inches above the top of the knee.

Pants:

- Proper fit- no sagging or baggy fit: worn at the waist.
- No see through or spandex legging pants.
- Leggings/tights may be worn only under shirts and dresses of appropriate length.
- No Oversized or tight pants.
- No holes in jeans in inappropriate areas (length rule).
- Sweat pants and warm-up suits will be allowed.

Shoes:

- Must be worn at all times, fastened properly.
- *Classes may require certain shoes. Ex. P.E., Chemistry.
- No bedroom slippers.

Accessories:

- Hats, caps, sweatbands, or other head covering will not be worn in building.
- No gang related clothing/items will be allowed.

DAPHNE MIDDLE SCHOOL BELL SCHEDULE

DMS Bell Schedule					
Dismiss	7:40	7:50	Break		
HR/News	7:50	7:56	Break 1	8:46	8:56
1ST	7:56	8:44	Break 2	9:36	9:46
2nd w/Break	8:46	9:46			
3RD	9:48	10:36	Lunch		
4TH w/ Lunch & TT	10:38	12:30	Lunch 1	10:38	11:04
5TH	12:32	1:20	Lunch 2	11:06	11:32
6TH	1:22	2:10	Lunch 3	11:35	12:01
7TH	2:12	3:00	Lunch 4	12:04	12:30
Morning Dismissal					
Bus/cars dismissed to gym		7:20	Trojan Time		
Cafeteria/ Band / Athletes		7:40	Trojan Time 1	10:38	11:06
8th Grade		7:42	Trojan Time 2	11:06	11:34
7th Grade		7:44	Trojan Time 3	11:34	12:02
Afternoon Dismissal			Trojan Time 4	12:02	12:30
Bus Riders		3:00 PM			
Walkers/ Car Riders		3:03 PM			
2nd Wave Busses /Athletes		3:05 PM			

Baldwin County Board of Education
2019-2020 Calendar

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- First and Last Day of School
- Holiday for Students/Teachers
- Teacher Workday/Student Holiday
- Teacher PD/ Student Holiday
- End of Quarter
- Teacher PD/Workdays (TBD)