

DeQuincy Middle School

Student Handbook



City Savings Bank
Josh Foster - Exit Realty
Kellogg Electric
Riley Smith Funeral Home
The Pentecostal Church of DeQuincy

This handbook belongs to:

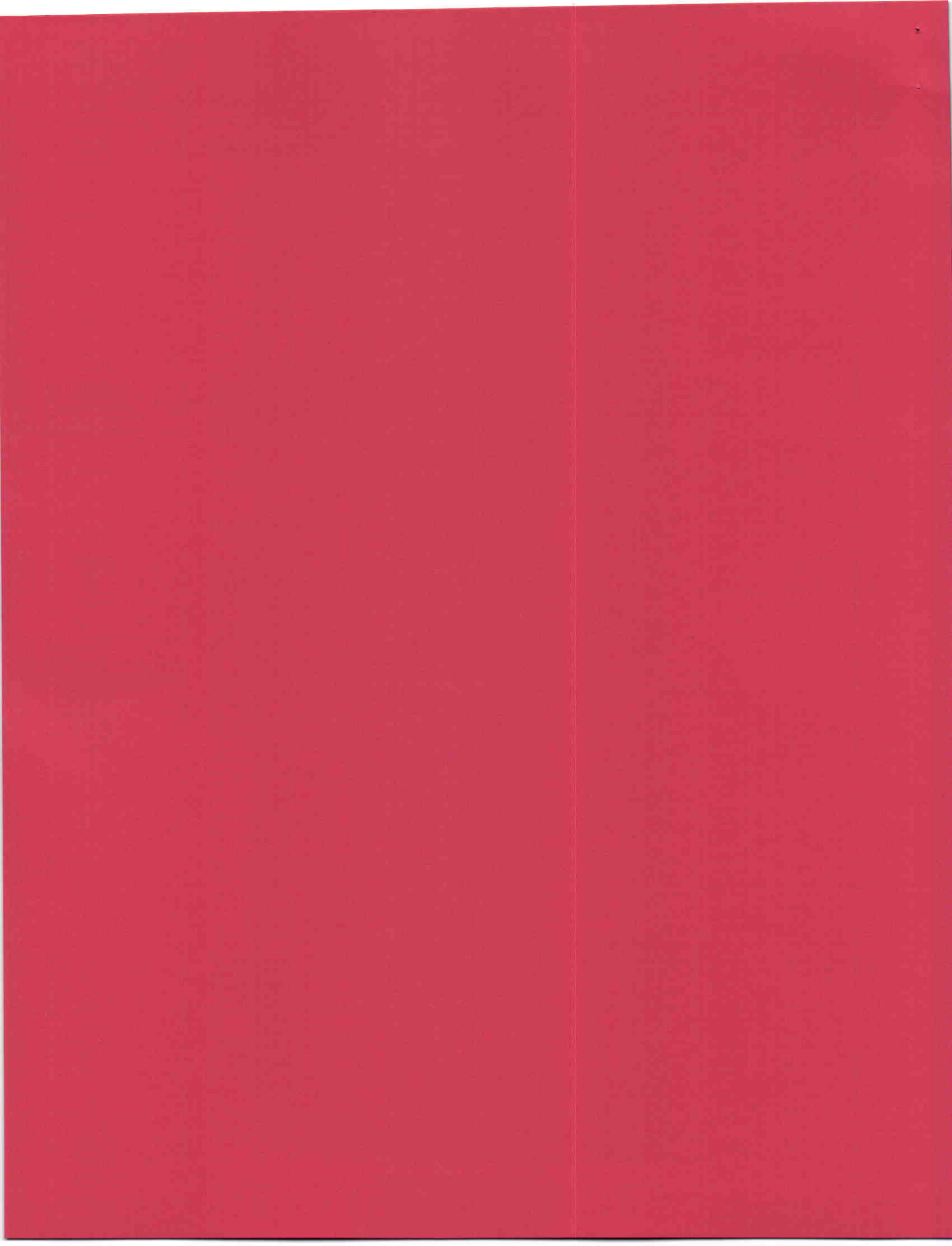
Name _____

Address _____

City/Town _____ Zip _____

Phone _____

Homeroom _____



Calcasieu Parish School System 2015 -2016 School Calendar

Students Report	Wednesday, August 12, 2015
HOLIDAYS	
Labor Day	Monday, September 7, 2015
Veterans Day	Wednesday, November 11, 2015
Thanksgiving	November 23 - 27, 2015
Christmas, New Year	December 21, 2015 - January 1, 2016 (Return to school on January 4, 2016)
Martin L. King, Jr. Day	Monday, January 18, 2016
Mardi Gras Holiday	February 8 - 10, 2016
Easter & Spring Break	March 25 - April 1, 2016
Last Day for Students	May 20, 2016
END OF SESSION	May 24, 2016, Report cards will be mailed.
School Closes	

TEACHER INSERVICE DATES (students will NOT attend school on these dates)

System-Wide Teacher Inservice.....	August 6 & 7, 2015
School Administration Inservice.....	August 10 & 11, 2015
In Each School	
School Administration Inservice.....	September 21, 2015
In Each School	
System-Wide Teacher Inservice.....	October 26, 2015
School Administration Inservice.....	February 5, 2016

NINE-WEEK PERIODS END

First Nine-Weeks Period.....	October 12, 2015
Second Nine-Weeks Period.....	December 18, 2015
Third Nine-Weeks Period.....	March 10, 2016
Fourth Nine-Weeks Period.....	May 20, 2016

PARCC Assessment – Phase I Testing March 14-18, 2016; Phase II Testing April 25–29 , 2016; LEAP/iLeap Science/Social Studies - April 5-6, 2016; LAA1 February 1- March 11, 2016; 8th grade Explore April 4-15, 2016

**DeQuincy Middle School
1603 West Fourth Street
DeQuincy, La. 70633**

Office Staff

Denise Doyle	Principal
Scott Pousson	Assistant Principal
Lynne Treme	Counselor
Linda Royer	Secretary
Misty Whitman	Secretary

Phone Numbers

Office	217-4770
Gym	217-4770
Counselor	217-4770 ext 6156
Cafeteria	217-4770 ext 6158
Fax	217-4771

WELCOME

Welcome to DeQuincy Middle School. This handbook contains information concerning our school rules and policies. The administration reserves the right of prescribe penalties for violations of guidelines not specifically stated here and to alter any assigned penalties as he sees fit. Furthermore, the administration reserves the right to amend any provision set forth in this handbook when it is deemed to be in the best interest of the educational process.

OUR MISSION:

To provide high quality learning opportunities for all students.

DMS STANDARDS:

Be Respectful.
Be Prompt.
Be Prepared.

POSITIVE BEHAVIOR INTERVENTION SUPPORT

We at DeQuincy Middle School believe that every student can learn and succeed. In order to learn all students must exhibit positive attitude and behavior.

Positive Behavior Intervention Support is a system established to ensure that our students' accomplishments and success is recognized. Student's learning experiences affect their learning process, their self-concept, motivation, and approach to later learning experiences. By providing students with the proper environment this will enable them the opportunity to succeed and will encourage them to seek further learning experiences.

We have worked together to establish a reward system for our students to be recognized for their positive behavior. Each nine weeks we will recognize those students with positive behavior for that nine week. Students can earn rewards such as a free class period, a treat, a gift card, etc...

The goal of DeQuincy Middle School is for DMS students to exhibit positive behavior. We ask that our students and parents help us meet this goal.

Show us your TIGER

**Preparedness
Respectfulness
Integrity
Determination
Excellent**

SCHOOL HOURS

Offices are open from 7:30 a.m. until 3:30 p.m. on regular school days. The students' school day begins at 7:44 a.m. and ends at 3:05 p.m. Students should arrive each day *before* the bell rings in order for them to begin class on time.

STUDENTS MUST NOT ARRIVE EARLIER THAN 7:10 a.m., because there will be no supervision for students earlier than 7:10 a.m.

ACADEMIC DISHONESTY

Any attempt to obtain credit for work done by another is unacceptable. Academic dishonesty includes cheating on tests, copying work from others, plagiarism (copying word for word from an already existing text), using someone else's report, and other similar activities. When a student participates in a form of academic dishonesty:

1. The grade of "F" may be assigned as the grade for that work.
2. No extra credit will be given to raise the grade.
3. Parents will be notified.
4. An administrator will be notified of the actions taken.

ALCOHOL AND DRUG USE

The Calcasieu Parish School Board and the State Department of Education have directed that each student and his parents/guardians be told that without exception a student shall not be under the influence of, bring on, consume, or have in his/her possession on a school bus, on school premises, or at a school function away from school, any narcotic drugs or controlled dangerous substance as defined by State law, unless dispensed by a licensed physician as allowed by law. Any student of the Calcasieu Parish Public School System found to be in violation of this policy would be subject to expulsion as provided in the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. Terms of the law are mandatory and include a statement that referral sources are available to parents/guardians.

Act 909 – 1990 Louisiana Legislative Action

1. Mandates that any student, **sixteen (16) years or older, found guilty of Knowledge of and intentional distribution of or possession with intent to distribute** any controlled dangerous substance on school property, on a school bus, or at a school event shall be expelled from school for a minimum of twenty-four (24) calendar months.
2. Mandates that any student who is **under sixteen (16) years of age and in grades six through twelve** and who is found guilty as in (1) above shall be expelled from school for a minimum period of twelve (12) calendar months.
3. Mandates that any student who is **kindergarten through grade five** and is found guilty as in (1) above shall be referred to the local school board through a recommendation for action from the superintendent.
4. Specific procedures for review or appeal as follows:
(A). The parent or tutor of the pupil may within five (5) days after the decision is rendered, request the school board to review the findings of the superintendent or his designee.

(B). The parent or tutor of the pupil may, within ten (10) days, appeal to the district court for an adverse ruling of the school board/superintendent.

5. Requires that upon recommendation by a principal for the expulsion of any student referred to above, a hearing shall be conducted by the superintendent or his designee to determine whether the student shall be expelled or if other corrective or disciplinary action shall be taken. Until such hearing, the student shall remain suspended from school.
6. Mandates that no student expelled pursuant to this act shall be readmitted to **any public school** in the State except upon the approval of the school board system to which he seeks admittance.

ARRIVAL TO AND DEPARTURE FROM SCHOOL

Traffic Procedures at Arrival and Departure:

We ask that parents partner with us in ensuring the safety of our children at DeQuincy Middle by cooperating with our procedures concerning traffic control.

1. If you need to park please use the visitors parking spaces or park along the circular drive. Parking under the covered pickup area is only allowed during inclement weather. The teachers' parking lot is for faculty and staff only.
2. When you bring your child(ren) to school in the morning or pick him/her up in the afternoons, please use the front circular drive. The lane on the west end of the school is for buses only.
3. All buses will be loaded and unloaded in the bus pickup area.

Procedure for Arrival to School:

1. No student should arrive to school before 7:10 a.m.
2. Dropped off students should enter the building through the front entrance and report directly to the gym.
3. Students are not allowed to go to their lockers or to a teacher's room without written permission or permission of the person on duty.

Procedures for Departure:

1. **Dismissal Bell, 3:05 p.m.:** Students are dismissed to report to their buses or the front of the school to be picked up. Students may go quickly to their lockers but may not stop at the vending machines on their way to their buses.
2. Students should not return to school once they leave the campus, unless they are accompanied by a parent.

PRAYER POLICY

The Calcasieu Parish School Board shall permit school authorities of each school to allow an opportunity, at the start of each school day, for those students and teachers desiring to do so to observe a brief time in silent prayer or meditation. Public schools shall be prohibited from adopting or using any official or standard prayer. Voluntary, student-initiated, student-led prayer in accordance with the religious views of the student offering the prayer may be permitted, however. No student attending the school shall be required to participate religious activity at school. No law, rule or policy shall deny to any student attending a public elementary or secondary school the right to participate in voluntary,

student-initiated, student-led prayer during school or on school property, before or after school or during free time. Athletic teams shall not be prohibited from engaging in voluntary, student-initiated, student-led prayer.

ATTENDANCE

According to the Louisiana State compulsory attendance law, Act 109 of 1964, parents are responsible for regular school attendance of their children.

STUDENTS MUST BE IN SCHOOL 170 DAYS PER SCHOOL YEAR IN ORDER TO RECEIVE CREDIT FOR THEIR COURSE WORK.

The Calcasieu Parish School Board as the governing agency of DMS stresses that regular attendance must be maintained. We encourage you to help ensure academic success by seeing that your student is in class as much as possible. Please schedule routine appointments, such as annual dental appointments and other routine medical appointments for non-school hours.

Once a student arrives at school, he/she is expected to remain and attend class throughout the day. Students who are transported to and from school by school bus are under the jurisdiction of the school from the time they board the bus in the morning until they exit the bus in the afternoon. Students shall also be under the jurisdiction of the school while attending any school-sponsored activity either at school or away from school.

If a student becomes ill or must leave school during the day, only the parent or persons who are listed on the student's emergency card will be allowed to check-out that student. The individual must come to the office and present a valid picture ID before the student will be called to the office and be allowed to check out. This policy is for the safety of our students.

ABSENCES AND EXCUSES

Students who are absent for medical reasons from any class or from school will need a medical excuse from the doctor that is dated and signed. Please call the school office if a student is absent two or more consecutive days.

According to State law, the following reasons constitute excusable absences.

- Personal illness
- Illness in the family
- Death in the family
- Professional appointment
- Religious holiday

It is the student's responsibility to make arrangements to make up work within three class periods following their return to school or they will receive a F on the assignment.

Any student who is suspended from school for disciplinary reasons shall be counted as absent.

ATTENDANCE DURING STATE ASSESSMENT

Every spring, the State of Louisiana schedules State Assessment Tests as part of the education accountability plan. **Phase I March 14-18, 2016, Phase II April 25 – 29, 2016, LEAP/iLeap Science and Social Studies April 4-6, 2016 has been selected by the State of Louisiana for assessment. Attendance during the state testing is absolutely mandatory.** Please make sure that you do not schedule anything during the school days of the test week. This is a very important week for every student and every

school as the scores are used to determine placement as well as other decisions regarding our students.

PERFECT ATTENDANCE AWARDS

To be eligible for **DeQuincy Middle Perfect Attendance Awards**, a student must be present the entire day.

TARDINESS

Tardiness impedes educational success for the entire class, since teachers must stop the process of teaching and learning to check tardy students in and catch them up with the class. **Excessive tardiness is a suspendable offense.**

Classes begin at 7:49 a.m. Students arriving between 7:49 and 8:00 are considered tardy and should report directly to their first hour class. **Students arriving after 8:00 must be signed in by their parents.**

Tardy Policy: Three tardies in any class constitutes an office tardy referral for disciplinary action.

Verbal Warning

- 1st Offense – Warning
- 2nd Offense– Phone Call Home
- 3rd Offense – Lunch Detention

BANNER/HONOR ROLL

Student eligibility for recognition for nine weeks grades is determined by using the following criteria:

Banner Roll- an "A" in all subjects.

Honor Roll- no grade for the nine weeks lower than a "B" in all subjects.

BUS POLICY

Transportation is provided for any student who resides a distance beyond a one-mile radius of the school as long as his/her conduct while riding the school bus is satisfactory. Student misconduct on the bus will lead to the suspension or complete forfeiture of riding privileges. In an emergency or extenuating circumstances, students may occasionally be granted permission to ride a bus other than the one he/she is assigned. In this case, the parent must provide if a parent/guardian signed note along with a phone number by which the parent/guardian may be reached during the school day. The note must be verified and signed by an administrator before permission can be granted. This permission is granted only on a day-by-day basis.

Bus drivers may assign students to a seat. Drivers will file a disciplinary referral with a school administrator when the student's behavior on the bus is unacceptable. Monitoring with cameras may also be an option to ensure discipline and safety on buses.

CAFETERIA

Well-planned hot meals are served daily at breakfast and lunch in the school cafeteria at a nominal cost. Payments for lunch can be made daily, but **most students pay a week or a month in advance.**

Breakfast is available to all students each day beginning at 7:20 a.m. Students other than bus riders must arrive before 7:35 a.m. to be served breakfast.

The cost for breakfast is \$.50. Lunch in the cafeteria costs \$1.50.

THE CALCASIEU PARISH SCHOOL BOARD AND DEQUINCY MIDDLE SCHOOL HAVE A NO CHARGE POLICY. We understand occasional forgetfulness in making a payment in advance; therefore, **we will allow your child a maximum of 5 days of charges before the student is sent to call for lunch money or a lunch.**

FREE/REDUCED LUNCH FORMS

Free lunch forms will be distributed at the beginning of the school year. Guidelines for reduced and free lunches are included on the form. The completed form must be returned to the homeroom teacher promptly. As soon as they are received, they are forwarded to Calcasieu Parish Schools Food Services Department, where they are processed. Food Services is responsible for making the determination. At the beginning of the fall semester when Food Services is considering a large number of applications, the process may take a few weeks. When we receive notice from Food Services, we will notify the student.

Students who were on free or reduced lunch the previous year will be given a two-week grace period at the beginning of the school year, allowing time for students to get their application processed. After the qualification period, students who have not qualified for the lunch program will be required to pay.

If at any time during the school year a family's financial circumstances change, a new free/reduced lunch application may be submitted for consideration.

In order to keep the cafeteria clean and pleasant, students are expected to observe the following rules:

CAFETERIA PROCEDURES

1. Only students eating plate lunches or sack lunches may sit in the cafeteria. Other students should go to the designated lunchtime areas.
2. If lunches are brought from home, the drinks must be wrapped.
3. Lunches must be eaten in the cafeteria.
4. **Fast food lunches are prohibited at school.**
5. Students who are not eating lunch should go straight to the designated area and refrain from entering the cafeteria.
6. Change is not available in the cafeteria except for students purchasing a lunch.
7. Glass containers are prohibited in the cafeteria.
8. Leave the tops of tables clean.
9. Leave the floor free of debris.
10. Leave chairs upright and under the table.
11. Take trays and utensils to the designated area after use.
12. Do not cut in the food line.
13. Throwing of food is prohibited.

The lunch duty teacher or an administrator will deal with any violations of these rules.

INCLEMENT WEATHER DURING LUNCH RECESS PROCEDURE

1. After leaving the cafeteria, all students will report to the gym.
2. Each grade level will sit in an assigned section of the bleachers.

3. Students are to remain seated unless called upon by the duty teacher.
4. Students may not leave the gym once they have entered.
5. When the bell rings, students must wait to be dismissed by the duty teacher.

CANCELLATION OF SCHOOL

1. **School Messenger is a phone messaging service that CPSB and DeQuincy Middle will use to notify parents and guardians of any important events such as school cancellation, parent meetings, extra-curricular activities, etc...**
2. Also if school is cancelled, local radio and television stations will notify listeners/viewers. If parents have reason to believe school may be cancelled, they should tune into local broadcast agencies.
3. If the situation does not require evacuation, students will be dismissed according to the normal dismissal procedures.
4. In those cases requiring evacuation, parents will be notified as to where to pick up students. In some cases students will be evacuated to a site that will be predetermined by the CPSB Risk Management Team.

COMMUNICABLE DISEASES

According to CPSB policy and procedures, administrators and teachers shall cooperate with the school nurse to protect the health of students while in school by excluding the ill and by preventing the return to school of those not yet recovered from an illness of communicable disease. A decision concerning notification of parents in regard to a student's illness requires judgment based on the student's statement of his/her complaints and observation of his/her appearance and behavior. As guides for dealing with sick students, the following principles have been suggested:

1. Give careful consideration to the student's statement of his or her complaints.
2. A student with a fever of 100 degrees or higher shall not be permitted to stay at school.
3. A child vomiting or with loose stools shall not be permitted to stay at school.
4. Students with severe colds, sore throats, or productive coughs should not stay at school.
5. Purulent nasal discharge, purulent conjunctivitis (pink eye), severe headache, and skin eruptions may be indications of acute communicable disease. Students with these conditions should be considered contagious.
6. Students with scabies (itch), ringworm, and impetigo are to be considered infectious and not permitted at school.
7. **Lice Procedure:**
 - a. The student is checked by the classroom teacher.
 - b. If lice are found, a parent must be called immediately and the child must be checked out of school.
 - c. If eggs (nits) are found, the parent shall be notified that the student is excluded from school at the end of that school day.
 - d. The student shall be excluded from school until treatment of the condition has been completed.

The teacher shall examine the student upon his/her return to school.

- e. Any student excluded from school is excused up to, but not to exceed 4 days. The principal may extend this time if warranted.

CLUBS AND ORGANIZATIONS

BAND

Band is available to all middle school students. Those students who begin band as sixth graders are encouraged to remain in the program throughout middle school. Rehearsal for and attendance at festivals and concerts are part of the requirement for successful performance in band. Some after school practice is necessary and mandatory for such participation.

NATIONAL JR HONOR SOCIETY

The National Jr. Honor Society is an honor-service organization for 8th grade students who have maintained a 3.5 overall grade point average through 6th and 7th grades.

BETA CLUB

The Junior Beta Club is an honor-service organization for 6th, 7th and 8th grade students. Students must have at least a 3.5 GPA, not including P.E., enrichment, or academic workshop.

CHEERLEADERS

This group cheers at pep rallies and most games. Students must try out for cheerleader. Cheerleaders must abide by policy set forth by the sponsor and the Constitution.

CHORUS

The chorus program is also open to all middle school students. Rehearsals, festival and concerts are a requirement of the class and the choral director can only excuse students from participation.

4-H Club

This club pledges to improve their heads, hearts, hands, and health by selecting and completing one or more projects a year.

STUDENT COUNCIL

The student council is a service organization composed of middle school students. The purpose of this group is to cultivate leadership skills, promote good citizenship, and learn to plan and organize cooperatively for the good of the school.

FCAS

This club is a nondenominational Christian Club that meets weekly for prayer and Bible study. The club is student-led and under the guidance of a faculty member.

DANCES

Several dances are scheduled during the school year. These dances are open to all DeQuincy Middle School students (grades 6-8) All school rules apply at dances. Once a student enters the dance, he/she is not allowed to leave unless picked up by the parent/guardian or designee. Dances are generally scheduled on a Friday evening from 6:00 p.m. – 9:00 p.m. Parents should make arrangements in advance to pick up their students promptly at 9:00 p.m.

Announcements regarding dances will be made at school and on our website.

DANGEROUS WEAPONS

Any student found in possession of a dangerous weapon shall be immediately suspended and recommended for expulsion. A dangerous weapon may be defined as a knife, club, gun, chain, or any object deemed dangerous, on the school grounds, on school buses, and/or at any school sponsored event, during or after regular school hours. The school principal or designee shall be required to report immediately (within 72 hours) the confiscation of any knife or other dangerous weapon to appropriate law enforcement officials.

DISCIPLINE

Students must realize that they are accountable and responsible for their behavior. Unacceptable behavior on school grounds, at extra-curricular activities, and at other school sponsored/related activities will not be tolerated. While the school is concerned with the individual and his/her welfare, it must also be concerned with the group and its welfare in preserving the proper atmosphere for teaching and learning. The school administration has been given the authority and duty to take disciplinary action whenever the behavior of any student(s) interferes with or substantially disrupts the maintenance of proper atmosphere for learning within the classroom or school.

When the efforts of all concerned fail to modify the behavior through established discipline policies and procedures, and the misconduct of the individual is beyond the school system's resources for correction, denial of school attendance with the procedures for suspension or expulsion may be initiated.

CONSEQUENCES AVAILABLE FOR DISCIPLINE REFERRALS TO ADMINISTRATION

1. **Lunch Detention** is assigned for tardies, hall infractions, and dress code violations. It is held daily as needed. Failure to show up for a lunch detention will result in an extra day of detention on the first infraction and a one-day ISI (in school isolation) on the second infraction.
2. **In-School Isolation (ISI)** has been established to reduce the number of out-of-school suspensions. It is generally assigned *in lieu of suspension* to allow the student to modify his/her behavior through social isolation without suffering attendance and academic consequences. In-School Isolation will allow the student to be counted as present, complete written class work, and receive instruction in appropriate behavior while fulfilling his/her discipline requirements. Students must report to the ISI class by 7:49 a.m. with books and materials. No one will be allowed to leave the ISI room once he/she has entered except for scheduled and supervised restroom and lunch breaks. ISI students will be provided with work to complete specific to the disciplinary infraction. In addition, students will complete assignments sent from classes. If the student does not work properly, or if he/she displays inappropriate behaviors, he/she will receive a warning. A second occurrence will result in a referral to the office.
3. **Short-term Suspension** – student will either complete in school suspension or out of school suspension at the

discretion of administration for 1-2 days. A student shall be permitted to make up work missed during any period of suspension.

4. **Long-term Suspension** is denial of school attendance for 3-5 days. A student shall be permitted to make up work missed during the period of any suspension. Long-term suspension is assigned for very severe behavior problems.
5. **Indefinite Suspension Pending Expulsion Hearing or Review** allows time for planning an expulsion hearing, which may involve staff from various departments. The Hearing Officer at Child Welfare and Attendance is responsible for setting and conducting the student's hearing.

State and local Board policies mandate that any student, after being suspended on three occasions for committing statutorily prohibited offenses during the same school session, shall on committing the fourth offense be recommended for expulsion.

Included among suspendable offenses are the following:

- Dress Code Violations
- Hall Infractions
- Gum Infractions
- Cutting class/leaving campus
- Leaving class without permission
- Excessive tardiness/absences
- Being absent without parent knowledge
- Smoking
- Possession of tobacco, lighter, or matches
- Disrespect for authority
- Fighting
- Bodily injury to another individual
- Threatening other individuals at school
- Vandalism/defacement of school property
- Gambling
- Stealing
- Indecent behavior
- Using profanity either in verbal, written, or gesture form
- Possession/shooting fireworks
- Classroom, campus, or bus disruption
- Habitual violation of school rules
- Sexual harassment
- Possession of a weapon or instrument that can be used to inflict bodily injury
- Possession or distribution of drugs or alcohol
- Willful disobedience

GENERAL RULES OF CONDUCT AT SCHOOL

1. Teachers will outline classroom rules. Students will be responsible for following these rules.
2. Students should not bring large amounts of money or valuables to school.
3. Students may not bring food or drinks into the classrooms. They may not eat in the classrooms unless the food is part of the lesson.
4. Students must adhere strictly to the prescribed dress code (see Dress Code). The principal and assistant principal are responsible for determining whether a student's dress or appearance is acceptable or unacceptable when a question arises regarding the dress code.

5. Public displays of affection (PDA) are strictly prohibited on campus.
6. Students shall not damage, vandalize, or destroy school property or private property at school.
7. No student is allowed to put his/her hands or any part of his/her body on another student. Most fights begin with students playing. Parents do not send students to school to play. Keep your hands off other people. You are responsible for the consequences resulting from your failure to follow this rule. Should any student physically harass you, threaten you, or cause you problems on campus that you believe could result in a fight, you are responsible for reporting the problem immediately to a teacher or to the assistant principal or principal. **It is too late to report the problem after the fight has started.** Willful participation in a fight, or instigation of a fight, is an automatic two-day minimum suspension plus arrest. Wrestling is strictly prohibited.
8. At all assembly programs, students must take their seats in the section assigned to them. All students must show appropriate respect throughout the assembly. Whistling, talking, or shouting is prohibited.
9. The teacher shall stand in the place of the parent or guardian in exerting **authority over students. Students are to show all adults respect at school.**
10. Students are to be respectful of each other, family, and staff. They are not to horseplay in the halls or participate in insults, name-calling, or bullying.
11. Students should be mindful of the cleanliness and care of our school and ground and refrain from littering.
12. Students should not block the halls by gathering in large groups. They should not stop to talk in the halls between classes.
13. Students should watch where they are going and avoid collisions. Good manners require that students apologize when they bump someone else.

Students who consistently disobey rules will be referred to the office for disciplinary action by the administration.

Parents will usually be notified of disruptive behavior and given an opportunity to correct such behavior before detention is assigned; however, exceptions will be made in the event of severe violation of classroom rules.

CELL PHONES AND ELECTRONIC DEVICES

No student, unless authorized by the school principal or his/her designee, **shall use or operate** any electronic telecommunication device, including fax system, pager, **CELL PHONE**, during the instructional day or in any school bus used to transport public school students. A violation of these provisions will be grounds for disciplinary action. Cell phones must be turned off, stowed away, and out of sight. **DEQUINCY MIDDLE DEFINES STOWED AWAY AS CELL PHONE PLACED IN THE STUDENT'S LOCKER FOR THE DAY. The instructional day is defined as the time students arrive on campus in the morning till the time they are officially dismissed in the afternoon.** On field trips, cell phones may be possessed/used at the discretion of the Principal or his/her designee.

Use/Turned On shall result in:

First Offense: one day ISI/confiscation of phone

Second Offense: one day suspension/confiscation of phone

Third Offense: two day suspension/confiscation of phone

Fourth Offense: shall result in a recommendation of an expulsion hearing

"Visible Possession" shall result in:

First Offense: one day ISI/confiscation of phone

Second Offense: one day suspension/confiscation of phone

Third Offense: two day suspension/confiscation of phone

Fourth Offense: may result in a recommendation of an expulsion hearing

FIGHTING / ZERO TOLERANCE

Students will be instructed that they must avoid fighting and that the correct procedure is to **report** bullying or other hostile behavior against them to teachers or administrators. In addition, students should make every effort to *increase personal space* rather than engage in any fighting.

Policy and Procedures

1. Once a physical fight takes place, the school will conduct a thorough investigation, including taking statements from witnesses.
2. Parents will be notified if a student is detained beyond the time he/she would normally return home. If the investigation is not complete by the end of the school day, the student will be sent home and the procedure will be continued the following school day.
3. If the fight results in bodily injury, appropriate first aid will be rendered. Parent/guardian will be notified of any injury.
4. The results of the investigation will be faxed to the Family Court Judge who will issue pick-up affidavits for any guilty parties.
5. Every effort will be made to notify parents before law enforcement takes custody of the student. Every emergency phone number will be attempted and documented. This information will be given to the Detention Center and the Detention Center staff will continue to try to reach the parent if the school was unable to do so.
6. Each guilty participant in the fight will be arrested at school, handcuffed, and taken into custody under the Calcasieu Parish School Board's Zero Tolerance Policy.

SEARCH AND SEIZURE OF PERSONS, LOCKERS, AND OTHER SCHOOL PROPERTY

The School Board is the exclusive owner of all public school buildings and all desks and lockers within these buildings assigned to any student. The Board is also the exclusive owner of any property, area, or ground of any public school building set aside specifically for the personal use of the students. Lockers, desks, buildings, or other school areas or grounds may be searched either physically or with a metal detector by school administrators, teachers, and school security guards whenever they have reasonable belief that weapons, illegal or controlled drugs, or other illegal substances or items may be found. Such searches shall be conducted in the presence of the student whenever possible.

The CPSB authorizes teachers, administrators, and school guards to search the person of a student or his personal effects, either by a random search with a metal detector, or when the teacher, administrator or security guard has reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, a school board policy, or possesses a harmful item which may pose a danger to the student or students, or to the welfare of the student body as a whole. This shall take place with the knowledge and under the supervision of the principal or his designee. A teacher, administrator, or security guard of the same sex as the student to be searched shall do any search of a student's person privately. At least one witness who is of the same sex as said student shall be present throughout the search. Detailed documentation shall be made of all searches. If requested, notification of the search shall be sent to the parents of the student involved.

THREATS

Threats of a violent nature, whether verbal or written, will be turned over to the appropriate law enforcement agency to be investigated. Any student involved in such conduct may be recommended for expulsion and/or prosecution.

VIOLENCE PREVENTION PROGRAM

The CPSB, in implementing the Violence Prevention Program, requires that law enforcement officers arrest student aggressors when school officials determine that a fight has occurred on campus, at extra-curricular events, on school buses, and at bus stops.

The Violence Prevention program shall be preventative in nature and is intended to ensure that schools will be a safe haven for all students. Parents can be assured that every precaution will be taken to keep their children safe and to prevent violent acts from occurring at DMS.

DRESS CODE

The CPSB has adopted a uniform dress code for all students. Parents and students are jointly responsible for seeing that students adhere to the dress code, but students will be accountable. Parents are expected to know what their children are wearing and how they are dressed for each school day. **The principal and assistant principals are responsible for determining whether a student's dress or appearance is acceptable or unacceptable when a question arises regarding the dress code.**

This dress code policy serves as the students' written warning regarding appropriate dress for school. The first time a student is in violation of dress code, he/she will receive a warning. The second time administration will contact the parents by letter. On the third dress code violation, the student will be assigned lunch detention. On the fourth dress code violation, the student will receive After-school Detention. On the fifth and sixth dress code violations, the student will be assigned to ISI. A continuous disregard for dress code will result in suspension.

THE UNIFORM POLICY