



# MARVIN A. DUTCHER MIDDLE SCHOOL

## **MISSION STATEMENT**

The mission of Dutcher Middle School is to provide opportunities for all students to develop their intellectual, creative, and physical potential to contribute positively to society.

## **VISION STATEMENT**

Empowering students with knowledge and logic to become lifelong learners and productive citizens.

## **BELIEFS**

We believe

- All decisions should be made with students first in mind.
- It's crucial to nurture and support all students in their academic and social development.
- In the value of academic learning to produce lifelong higher-level thinkers and problem solvers.
- In strengthening character traits that promote productive and responsible citizens, mutual trust and respect, and common courtesy toward one another.
- In a growth mindset and positive attitude.
- In building and maintaining positive relationships with all stake holders (staff, students, parents, and community members).

## **RESPONSIBILITIES AND EXPECTATIONS**

Students at Dutcher Middle School are expected to display mature and responsible behavior while at school or participating in school activities. A careful review of the following pages will make the school regulations and expectations understandable.

### **STUDENT RESPONSIBILITIES**

- Be courteous, respectful and modest
- Be on time with proper materials and be prepared to work
- Cooperate in the learning process
- Respect personal and school property
- Respect the rights of others
- **Attend school regularly**

## **PARENT RESPONSIBILITIES**

- Support your child’s desire to learn
- Expect acceptable behavior that includes self-control and accountability
- Know, understand and support the rules your child is expected to follow
- Communicate with school personnel regularly
- **Expect regular, on-time attendance**

## **STAFF RESPONSIBILITIES**

- Facilitate student learning with a rigorous standards based curriculum
- Communicate with students and parents on a regular basis
- Assist in the development, communication and enforcement of the rules
- Establish a system of mutual support in the development of student self-discipline
- Provide for individual differences in the learning process
- **Notify parents when attendance, behavior or progress becomes a concern**

<h2><b>STUDENT ATTENDANCE POLICY</b></h2>
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**Class Hours: 8:15 am to 2:54 pm.**

**Supervised Activity Hours: 7:30 am to 4:15 pm**

Students should not arrive at school before 7:45 a.m. with the exception of “0” period Jazz Band and “0” period p.e. students. All students not directly involved in sponsored, supervised school activities are required to be off campus by 3:15 pm on a regular school day, 1:15 pm on minimum days and 2:30 on early release days. No supervision will be provided before or after the posted hours except for school-sponsored activities.

**School begins at 8:15.** Late students must report to the office for a tardy slip. Please call the school office at **667-8817** to inform us if your child will be absent or tardy. When calling or sending a note, **please verify the reason for your child’s absence.** If you do not call the day your child is absent, you will receive an automated call informing you that your child was absent for one or more periods. Please call or send a note with your child when he/she returns to school.

Students who are more than fifteen (15) minutes late without a parent note will be given after school detention.

**AFTER THREE DAYS (72 HOURS), ALL UNCONFIRMED ABSENCES WILL BE RECORDED AS CUTS.**

The **ONLY EXCUSED ABSENCES OR TARDIES** as defined by the *California Education Code §48200* are:

- Illness or injury of the student
- Student’s medical or dental appointments
- Death in the immediate family (1 day in-state, 3 days out-of-state)
- Quarantine directed by a city or county health officer
- Observance of religious holiday or religious instruction (must be approved in advance)

Absence or tardy notes should include the following: student’s first and last name, date(s) of absence or tardy, reason for absence or tardy, signature of parent or guardian.

Students will be allowed to make up all assignments and tests missed during an **excused** absence or tardy for full credit. Teachers will determine what assignments the student needs to make up. All other reasons for absence are unexcused or a “cut” and students **may or may not** be allowed to make up assignments or tests.

Letters will be sent home to the parents of students who are absent more than 10 days, for any reason, to inform them of their child’s excessive absences. A poor attendance pattern may have an adverse effect on the grades a student receives. If the poor attendance pattern continues, the student will be referred to the Stanislaus County Sheriff’s Office’s School Attendance Review Board (SARB).

**DISMISSAL**

Students are not allowed to loiter around campus. Students should leave campus immediately after school unless they are involved in a school-sponsored activity.

**REQUESTS FOR HOMEWORK**

If your child is absent, you may call the office to request homework. Please allow at least 24 hours for teacher to get the assignments to the office.

Turlock Unified School District		
<b>TARDY POLICY</b>		
Positive Behavior Interventions/Supports Provided at Each Step		
Classroom Procedures		
Periods 1-6	Tardy	Student Arrives After Bell, Teacher Records Tardy (Aeries)
	Unexcused Absence	Student Arrives 30+ Minutes After Bell, (Unexcused Absence)
DMS and TJHS (Reset Quarter)		
Step 1	3rd Tardy	Verbal Warning (Campus Supervisor)
Step 2	6th Tardy	Detention (Campus Supervisor)
Step 3	9th Tardy	2 Detentions (Dean)
Step 4	12th Tardy	Loss of Privileges (Parent Conference)
Step 5	15th Tardy	Work Detail or 3 Detentions (Dean)
Step 6	18th Tardy	2 Work Details or 6 Detentions (Dean)
Step 7	21st Tardy	Possible Suspension (Parent Conference)
Step 8	24th Tardy	Suspension (Parent Conference)
PHS and THS (Reset Semester)		
Step 1	3rd Tardy	Verbal Warning (Campus Supervisor)
Step 2	6th Tardy	Detention (Campus Supervisor)
Step 3	9th Tardy	2 Detentions (Dean)
Step 4	12th Tardy	Work Detail (Dean)
Step 5	15th Tardy	2 Work Details (Dean)
Step 6	18th Tardy	Suspension (Parent Conference)
Step 7	21st Tardy	3rd Suspension (Parent Conference)
Step 8	24th Tardy	5th Suspension (Consider Alternative Programs)

## **POLICY DEFINITIONS**

### **What is considered “TARDY”?**

- A student arrives 30 or fewer minutes into a class period.
- Once tardy bell rings, student shall be coming through the door or already in classroom.
- Teachers shall close their doors after the tardy bell rings.

### **What is the “TARDY” process for Teachers?**

- Tardy students shall only be allowed into the classroom by the teacher.
- Teacher opens door and “questions” student as to why he/she is tardy.
- Teacher takes attendance and marks student tardy on Aeries.

### **What happens to students after Step 8?**

- Consequences for any tardy subsequent to Step 8 are determined at the discretion of the site administration.

### **When does the TARDY RESET to Step 1?**

- For middle school students, Step 1 is RESET each Quarter.
- For high school students, Step 1 is RESET each Semester.

## **CUTS**

If a student is more than thirty (30) minutes late to class, it will be **considered** a cut. The consequence for a cut is one (1) hour of school detention for each hour cut. Subsequent cuts may be subject to progressive discipline with consequences assigned at the discretion of school administration.

## **STUDENT ID CARDS**

Student ID cards are required to receive school lunches, to enter all school dances, to check out library books and for other Dutcher events. If the card is lost, the student will receive **one** free replacement. Any additional replacements will be \$3.00. Students take their receipts to the campus supervisor for a new photo ID.

## **PARENT ACCESS AND SCHOOL SAFETY**

**PARENTS DO NOT HAVE UNLIMITED ACCESS TO SCHOOL SITES** to visit with their children. The safety of all students is of paramount concern. Access to any area of a school site, including cafeterias, multipurpose rooms, gymnasiums, and theaters must be supervised and controlled by site administration. **PARENTS, OR ANY OTHER PERSON, WISHING TO VISIT A SCHOOL SITE MUST REGISTER WITH, AND BE CLEARED BY THE SCHOOL OFFICE.** Visitation rules are clearly posted and consistently enforced.

## **ILLNESS OR INJURY AT SCHOOL / EARLY DISMISSAL**

Students, who become ill or injured at school **WILL NOTIFY THE TEACHER OR SCHOOL STAFF**, and with permission, will report to the school office for evaluation and/or first aid. **School staff will determine if a student needs to leave school** due to illness or injury. Parents will be notified as soon as possible in case of actual illness or an injury requiring more than minor first aid.

**ANY STUDENT LEAVING SCHOOL BEFORE THE END OF THE DAY MUST BE SIGNED OUT IN THE OFFICE by a parent or designated emergency contact.** *Emergency contacts include only those persons identified by the parent on the student enrollment card and must show identification*

when signing the student out. If you must send another person to pick up your child, please send a signed note with your child or call the office to give us permission to release your child to this person and remind them to bring ID. **We will not release a student** to a sibling, grandparent or any other person without parent permission and appropriate identification.

### **CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER**

Please notify the school office **IMMEDIATELY** of any change in your home phone, home address or work phone so that we can contact you in the event of an emergency. Please call 667-8817 or come by the school office.

### **INDEPENDENT STUDY**

If students will be absent for **5 OR MORE DAYS**, parents should apply for an **Independent Study Contract**. This allows the absence to be counted as excused *after all assignments are completed*.

Parents must fill out an independent study contract **PRIOR** to taking students out of school for religious holidays or other personal business. This form may be obtained in the school office. Please allow **AT LEAST 5 DAYS NOTICE** for the teacher to gather the materials.

Students **must complete** all independent study assignments **within three days** of their return to school or the absence is counted as unexcused and the student loses the right to make up the work.

### **HOME AND HOSPITAL INSTRUCTION**

Home and Hospital Instruction is provided to students who are unable to attend regular classes due to a temporary but extended medical disability. Physician verification is required for all non-special education students. Instruction is also provided to students hospitalized in a facility within the district. If a student is confined to a medical facility outside of the district, the local school district in that area is responsible to provide a home teacher. For more information call the Office of Student Services at 667-0887.

<h2><b>COMMUNICATION POLICY</b></h2>
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Effective communication is a two-way activity. We want all of our community members to be fully informed – students, parents, staff and the Turlock community. Please help us communicate with you by using these methods:

#### **STUDENTS:**

- Parent/Student Handbook
- Homeroom for daily announcements (active listening)
- Daily Bulletins / Week at a Glance Calendars
- Monthly Activity Calendars – sent home as Backpack Mail
- Backpack Mail (Flyers) distributed in Homeroom – **you are responsible** to get this information

#### **PARENTS:**

- Parent/Student Handbook (please keep for future reference)
- School Messenger Automated Phone System (attendance information and important announcements)
- Monthly Activity Calendars sent home with students & posted on DMS Home Page
- Digital Marquee at the front of the school
- Backpack Mail – please check with your child
- US Mail – Progress Reports and Report Cards, and other important information
- TUSD Home Page: <http://turlockusd-ca.schoolloop.com/>
- DMS Home Page:

to your parents

- Intercom Announcements
- Instructions from school staff
- Teacher Web Pages
- Posters on campus

**STAFF:**

- Progress Reports & Report Cards
- Email to parents
- Phone calls to parents
- Forms, letters & flyers in Backpack Mail
- DMS Web Page
- Parent/Teacher Conferences
- US Mail
- TUSD Family Link

<http://dutcher-turlockusd-ca.schoolloop.com/>

- TUSD Family Link – available through the TUSD Home Page (grades, assignments, attendance, etc. for participating teachers)
- Email – teacher addresses listed in the front of the Parent/Student Handbook
- Parent/Teacher Conferences
- Parent Meetings & Committees
- Phone calls /Notes to excuse absences and tardies (*students who arrive more than 15 min. late without a note or phone call will be assigned to afterschool detention.*)

**COMMUNITY:**

- Digital Marquee
- TUSD & DMS Web Pages
- Turlock Journal & Modesto Bee
- School Board Presentations

Parents who have concerns about their child’s assignments, grades, discipline, etc., should first contact the teacher involved. This is the most efficient method of communication about these issues.

## HOMEWORK GUIDELINES

Homework may be defined as any learning experience assigned as a direct extension of classroom instruction beyond the regular school day.

**Philosophy and Purpose:**

- Homework serves as a valuable educational tool.
- It supplements and strengthens school learning, reinforcing and enriching the curriculum.
- It involves parents in their child's learning.
- It promotes the development of lifelong independent learning habits.
- It is thoughtfully planned, a purposeful extension of classroom learning and not assigned for a punitive or disciplinary reason.

**Responsibilities of Parents:** Parents can enhance the value of homework by:

- Encouraging students to take responsibility for doing assigned work.
- Providing adequate time for study and a quiet place where their child can work.
- Supporting the school's goals by praising their child's accomplishments.
- Work with the teacher if their child consistently requires more than the suggested time to complete homework assignments.

**Responsibilities of Staff:** Teachers will make homework meaningful and useful by:

- Clearly explaining assignments and providing written materials of high quality.
- Providing ample instruction during class time to complete assignments independently.
- Providing for systematic correction and feedback to students.
- Requiring make-up of homework missed by absent children when applicable.
- Homework assignments should not extend through weekends and holidays unless special circumstances exist.
- Homework assignments will be approximately **6-10 hours per week** for all classes combined.

### **OFFICE VISITS / TELEPHONE USE**

Students visiting the office or using the telephone during instructional time must have written permission from their teacher. Office phones are for emergency use only. Students should use a classroom phone for forgotten homework and gym clothes. These are not emergencies.

### **PARENT VOLUNTEERS/CHAPERONES**

- Submit the volunteer application to DMS office
- Office staff checks info (license, TB, etc) and Megan’s Law website
- Assistant Principal reviews and approves all volunteer applications
- Paperwork is returned to office staff who then submits it to the district office for final approval.
- District staff notifies DMS office staff of CLEARANCE and final approval of application.
- All Chaperones need to be CLEARED by the DUTCHER OFFICE a **minimum of two weeks** prior to scheduled departure date.

### **PHONE MESSAGES FROM PARENTS**

Phone messages for students from a parent/guardian will be emailed to the appropriate teacher so that there is as little distraction in the classroom as possible. Any messages to your child should be called into the office no later than 2:30 pm. We cannot guarantee delivery after this time.

### **RECOMMENDED SUPPLIES**

- 3 ring binder with dividers
- Blue or black ink pens,
- Pencils and/or colored pencils
- Highlighter
- A planner is highly recommended to help organize your child’s assignments.

<b>P.E. CLOTHING</b>
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All students **MUST** wear a complete change of clothing during P.E. classes:

- SHIRT** – A gray PE shirt with a screened Dutcher logo will be sold during Rhumba or may be purchased at any other time throughout the year in the front office. Your student’s first initial and last name should be written in **permanent ink** in the rectangular area provided on the shirt and the shorts under the Dutcher logo. No need to purchase additional iron on letters.
- SHORTS** – Gray shorts for boys and purple shorts for girls will be sold at Rhumba or from the PE Teachers. The student’s first initial and last name will be **permanently marked** in the designated location on the logo screening.
- SWEAT CLOTHES** are ADVISABLE in cold weather.

- SHOES** – Tennis/Athletic shoes must be worn. For safety reasons, sandals or shoes with heels will NOT be allowed.

PE clothes will be available for purchase in the Dutcher gym during Rhumba or from the PE teachers.

*All students are expected to have their P.E. clothes with names marked by the fourth day of school. If you cannot afford all or part of these required items, please contact your P.E. teacher for assistance.*

## **EXTRA-CURRICULAR ELIGIBILITY REQUIREMENTS**

Extra-curricular activities are school-sponsored activities offered to students beyond the classroom program. All students are encouraged to participate. **All students MUST have a 2.0 Grade Point Average (GPA) or above and no more than one (1) F to participate in any organized extra-curricular activities held outside the regular class period and/or school day.**

Students must be in attendance at school for four (4) or more periods on the day of tryouts or games to participate. Students who have been suspended may not participate in any school activities during the suspension.

Eligibility will be determined by the prior quarter grades. For the beginning of the school year, 8<sup>th</sup> grade eligibility will be determined by the previous year's **4<sup>th</sup> quarter grades**. Incoming 7<sup>th</sup> graders will be considered eligible to participate until 1st quarter grades are posted.

Any student who has been suspended a total of three (3) days during the first and second quarters may not attend or participate in any second quarter extra-curricular activities. Any student who has been suspended more than five (5) total days may not attend or participate in any extra-curricular activities.

All students and their parents/guardians must read and sign the **“Extracurricular Participation Contract.”** Forms should be returned to the student’s coach or advisor.

**Examples of extra-curricular activities:** Afterschool Sports and Recreation; Clubs; Student Government; Dances; Field trips (non-academic) including competitions, demonstrations and presentation; assemblies; Talent Show; etc.

With the exception of school-wide activities, all practices, meetings, and rehearsals are closed to non-members.

### **Extracurricular Participation Contract**

**Necessary qualifiers for participation:**

- ✓ 2.0 grade point average and no more than one ‘F’ from the previous grading period.
- ✓ No more than 3 days of suspension per semester or 5 days per year
- ✓ Must attend 4 or more class periods on the day of tryouts or performances to participate.
- ✓ Must fulfill all outstanding disciplinary action, i.e., detention, work detail, etc., in order to participate in school activities.
- ✓ General classroom behavior may affect participation in tryouts or performances.
- ✓ Meet all other participation requirements established by the teacher/coach/advisor.

Student participants should be on time to all practices, in appropriate dress, including shoes, for all tryouts and performances. Students who are in attendance at school are expected to be at practice unless prior arrangements are made with the teacher/coach/advisor.



All student participants are expected to attend all practices unless prior arrangements are made with the teacher/coach/advisor. Exceptions are illness or injury that prevents the student from attending school. The following procedures are in effect:

- Two unexcused absences from practice may result in removal from the program.
- Two unexcused tardies to practice will equal one unexcused absence from program.

Parents must be prompt in picking up their children from practice. The teacher/coach/advisor must wait at school until the last student participant is picked up from practice. Repeated late pick ups may result in student being removed from the activity.

As a part of the group, it is the student participants' responsibility to be positive, encouraging, and supportive of others at tryouts, practices, and performances. Student participants are representatives of Dutcher Middle School and the Turlock Unified School District and it is expected that their behavior, at all times, reflects positively on the school and the district.

### **SCHOOL DANCES**

Dutcher Middle School Student Clubs will sponsor dances during the year. Participation for these dances will be **limited to Dutcher Middle School students only**.

- Students must have DMS student ID cards.
- Students are not allowed to invite or bring guests.
- Students who exhibit inappropriate conduct at the dance will be asked to leave. ***They will also not be allowed to attend the next dance.***
- Students not picked up within 30 minutes after the end of the dance ***may not be allowed to attend the next dance.***
- Students must follow dress code guidelines.

### **STUDENT GOVERNMENT / CLUBS**

Student government representatives plan and organize activities at Dutcher Middle School and address concerns of the student body. There are numerous elected offices and all students are encouraged to become involved in the decision-making process. Classmates and teachers select students for leadership positions.

To be eligible for student body office/student government, students must meet all eligibility requirements established for student activities. Students must maintain a 2.0 GPA and exhibit excellent behavior.

There are a number of other clubs available to students during lunch and after school. Current club information will be provided during Homeroom.

### **COMPETITIVE SPORTS**

An after-school athletics program is offered to all eligible students. This program provides students with an opportunity to participate in the athletic events and compete against 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students *from other schools*. Practices are held after school. Games are held after school with some tournaments being held on Saturdays. Physicals are required and are provided, for a fee, off campus in the fall. A physician must complete the **Dutcher Middle School Sports Physical Form**. Students must be covered by medical insurance. Students who are not insured can obtain insurance information at the school office.

## SCHEDULE OF AFTER SCHOOL SPORTS

FALL	Girls' Volleyball, Co-ed Soccer
WINTER	Boys' Basketball, Girls' Basketball, Co-ed Wrestling
SPRING	Co-ed Track and Field, Girls' Softball

### GUIDELINES FOR DISTRICT STAFF AND PARENTS REGARDING STUDENT FEES, DONATIONS AND FUNDRAISING

Recently the issue of fees, charges, deposits, donations and fundraising related to courses and activities has been at the forefront of public attention locally and nationally. There is a guide for District staff and parents, with the twin goals of school-community cooperation to support programs and legal compliance while providing that support on our District website (<http://turlockusd-ca.schoolloop.com/>). Taken as a whole, the intent of the guide is to emphasize that the question is not *whether* schools and their communities can raise money to support programs – they can – but *how* funds can be raised through lawful means.

## GRADING POLICY

Each individual teacher determines grades for his/her classes. Teachers will explain the criteria for grading at the beginning of the course. Only the teacher may change a grade. Letter grades for all students will reflect the following:

- **A** Excellent
- **B** Above Average
- **C** Satisfactory
- **D** Passing, but not Satisfactory
- **INC** Incomplete, to be replaced by final grade at a date mutually agreed to by the student and teacher
- **P** Pass
- **F** Failure, no credit awarded

Students and parents are entitled to be notified whenever it becomes evident to the teacher that the student may fail. Normally, the student and parents will be notified by the mid-point of a grading period, except in those situations where there is a sudden decline in a student's performance later than that mid-point.

### REPORT CARDS/PROGRESS REPORTS

Student report cards will be mailed home four (4) times a year (October, January, March and June). The June report card will be mailed after the close of school. Progress reports are sent home at each mid-quarter and any other time the teacher determines is appropriate. Progress reports provide students and parents with information on student progress. If you have a question about your *child's* progress, call the office or email individual teachers to arrange a meeting with your child's teacher(s) or counselor.

## AWARDS AND RECOGNITION

Dutcher Middle School is committed to recognizing the outstanding performance of its students on an academic, as well as, a behavioral level. We believe it is essential to celebrate outstanding performance by our students with a variety of awards and celebrations.

- **Dutcher Middle School Renaissance Recognition Program:** In an effort to recognize the accomplishments of our students who demonstrate academic excellence during the quarter/**trimester**, they will be rewarded based upon the following levels of accomplishment:
  - Students who earn a GPA of 4.0 or all 4's will qualify for the **GOLD LEVEL** card.
  - Students who earn a GPA of 3.5 to 3.9 **or 4's and 3's** will qualify for the **PURPLE LEVEL** card.
  - Students who earn a GPA of 3.0 to 3.49 **or all 3's** will qualify for the **TEAL LEVEL** card.
- **Character Counts Recognition:** Students are recognized by teachers for displaying positive character traits. Students enter their "Character in Action" cards into a drawing and win a prize if their names are chosen. Drawings are held weekly.
- **California Junior Scholastic Federation (CJSF):** Students who meet the CJSF requirements will be awarded a CJSF certificate and granted membership in CJSF for that particular academic year.

## REQUIREMENTS FOR PROMOTION TO HIGH SCHOOL

Students can earn thirty-five units of credit each quarter or 140 units of credit per year by earning five (5) credits per quarter for each class that they pass. Ten (10) credits will be awarded for the two periods of Language Arts. Students will accumulate credits during both their 7<sup>th</sup> and 8<sup>th</sup> grade year. **It is important for students to keep track of the credits they have earned.** Credits earned are reported on each quarter's report card. Students can earn a total of **280** credits during the 8 quarters they attend Dutcher Middle School. Students must earn **at least 255 credits to be considered for promotion to high school.** The counselor will notify parents of those students who are deficient in credits and unable to participate in the promotion ceremony.

Students who fail to meet the promotion requirements for credits, or have been suspended for more than five (5) days, will be not be able to participate in the Promotion Ceremony and Activities.

When an 8<sup>th</sup> grade student has failed to accumulate 255 credits, the retention committee will meet to discuss the possibility of retention.

<b><u>7<sup>th</sup> Grade</u></b>		<b><u>8<sup>th</sup> Grade</u></b>	
<b><u>Quarter 1</u></b>		<b><u>Quarter 1</u></b>	
Credits possible =	35	Credits possible =	35
Credits earned =	_____	Credits earned =	_____
<b><u>Quarter 2</u></b>		<b><u>Quarter 2</u></b>	
Credits possible =	35	Credits possible =	35
Credits earned =	_____	Credits earned =	_____

<b><u>Quarter 3</u></b>	<b><u>Quarter 3</u></b>
Credits possible = 35	Credits possible = 35
Credits earned = _____	Credits earned = _____
<b><u>Quarter 4</u></b>	<b><u>Quarter 4</u></b>
Credits possible = 35	Credits possible = 35
Credits earned = _____	Credits earned = _____
<b>7<sup>TH</sup> GRADE TOTAL = _____</b>	<b>8<sup>TH</sup> GRADE TOTAL = _____</b>
Credits Possible = 140	Credits Possible = 140
<b>Minimum Credits required for Promotion Ceremony and Certificate = 255</b>	

### **8<sup>TH</sup> GRADE END-OF-YEAR ACTIVITIES**

#### **Promotion Ceremony**

- Students who fail to meet the promotion requirements for credits will not be able to participate in the Promotion Ceremony.
- Students who have been suspended for six (6) or more days will not be able to participate in the Promotion Ceremony.
- Students must be in attendance a minimum of four (4) class periods in order to participate in the Promotion Ceremony.
- Students must currently be eligible (2.0 GPA) to participate in the Promotion Ceremony.

#### **Promotion Dance**

- Student must meet the promotion requirements for credits and cannot have six (6) or more days of suspension in order to attend the Promotion Dance.
- Students must be in attendance a minimum of four (4) class periods in order to participate in the Promotion Dance.
- Students must currently be eligible (2.0 GPA) to attend the Promotion Dance.

#### **Achievement Awards Ceremony**

- Students who have achieved a cumulative 3.0 - 4.0 grade point average in all classes based on grade level curriculum standards, including P.E. and electives, during both the seventh (7th) and eighth (8th) grade years will be recognized by the awarding of the following medallions. These medallions will be worn during the Promotion Ceremony.
  - *Gold Medallion* - 4.0 cumulative GPA
  - *Silver Medallion* – 3.5 – 3.9 cumulative GPA
  - *Bronze Medallion* – 3.0 – 3.49 cumulative GPA
- Students must currently be eligible (2.0 GPA) to participate in the Promotion Ceremony

#### **Perfect Attendance Award**

- Students who maintain perfect attendance during their 7<sup>th</sup> and 8<sup>th</sup> grade year will receive the “Perfect Attendance Award” at the Achievement Awards Ceremony.
- Student must be in attendance for the entire and/or a portion of the day in order to be eligible.
- Students who are absent from school (even if excused – i.e. Illness) will not be eligible to receive the awards.

## 8<sup>th</sup> Grade Trip

- Students ineligible to attend the promotion dance or ceremony due to credit deficiency **may still attend the 8<sup>th</sup> grade trip** but must meet the following criteria:
  - **Grades** - for Quarter 3 grading period, students must maintain a 2.0 GPA (no failing grades)
  - **Behavior** - students cannot have six (6) or more days of suspension in order to attend the Promotion trip.
  - **Attendance** - students must have twenty (20) or less unexcused absences during the school year. The following reasons will NOT count against a student's' attendance record for the purpose of end of year activities:
    - Funerals and the death of a close relative/ family friend
    - Each day of absence which has been approved by a doctor.
  - **Eligibility** – students must be eligible (2.0 GPA) to attend the 8<sup>th</sup> grade trip.

*Participation in any and all 8<sup>th</sup> grade activities is subject to the discretion of the Dutcher Middle School Administration.*

## UNPAID BILLS AND FINES

California State Education Code Section 48904 gives permission for “Any School district...whose real or personal property has been willfully cut, defaced or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district who is authorized to make the demand, may after affording the pupil his or her due process rights, withhold such items as the **yearbook, grades, diploma and transcripts** of the pupil responsible for the damage until the pupil or this pupil’s parent or guardian has paid for the damages thereto”...not to exceed seven thousand five hundred dollars (\$7,500.00).

## **TEXTBOOK POLICY**

The proper use and care of textbooks and library books are important student responsibilities. Depending on the subject and level, most students use classroom sets of textbooks and check out copies through the library clerk to be used and kept at home until recalled at the end of the year.

Personal copies of textbooks sent home are issued using a computerized bar code system. From the time the personal copies are issued to a student until they are safely scanned back into the computer system, each student is responsible for the proper care of the textbooks and the bar codes attached to them. Students who do not return textbooks or damage them or the bar code while the book is in their possession are required to pay fines for the cost of replacing the textbook or repairing the damage.

### LOST OR DAMAGED TEXTBOOKS

Repairs (rebinding, bar code, minor repairs)	<b>\$ 10.00</b>
Water damage	<b>Full purchase price</b>
Non-repairable or lost	<b>Full purchase price</b>

### LOST OR DAMAGED LIBRARY BOOKS

Repairs (torn pages, writing)	<b>\$ 10.00</b>
Non-repairable or lost	<b>Full cost of book</b>
Bar code damage	<b>\$ 5.00</b>
Binding repair	<b>Actual cost of rebinding</b>

## **TRANSFER TO ANOTHER SCHOOL**

Students planning to leave Dutcher Middle School need to:

- Report their intent to change schools to the Records Secretary in the office **at least two (2) days prior to checkout or as soon as they find out they are changing schools.** The Records Secretary will provide the student with copies of records needed to enroll at the next school.
- **Return all textbooks and/or library books to the library clerk**
- Pay all fines
- Obtain a checkout sheet from the Records Secretary and have all teachers enter the final grade for each class and obtain the signature of the library clerk on the last day of attendance.

## **BICYCLES / SKATEBOARDS / ROLLER BLADES / SCOOTERS**

- All bicycles must be registered with the Turlock Fire Department
  - All riders must wear an approved bike helmet
  - Upon arriving at school, riders will walk bikes to the bike racks
  - Riders will lock bikes securely
  - The school is not responsible for lost or stolen bicycles
  - Students cannot store bicycles/skateboards/rollerblades/scooters in teacher's classrooms or other offices on campus.
1. Stay away from bicycles during the school day. Students loitering near the bike racks may be accused when things are missing.
  2. **Bicycles, roller blades, scooters, skates, and skateboards may not be ridden at school at any time, even after school and on weekends.** (Turlock City Ordinance 4-14.204 et sec.)

## **CELL PHONE USAGE**

Students are required to have their cell phones turned off and put away upon entering their first classrooms in the morning. Cell phones shall remain off and put away during the instructional day or at a school-related activity, except when medically necessary.

- **Board Policy 5131** -- Cell phones, smart watches and other communication devices - In addition to current TUSD Board policy, effective for the 2017-2018 school year, students are permitted in junior high/middle school and high school to use cellular phones, smart watches and other mobile communication devices during their respective lunch period.
- No student shall use an electronic device with a video or voice recording function or camera in a manner which infringes on the privacy rights of other students or individuals.
- Students may be allowed to use their cell phones at the discretion of the classroom teacher for instructional purposes. Subsequent to the usage, it is the student's responsibility to turn off their phone and put the phone away.

- If the teacher allows cell phone usage for instruction, then the following procedures shall apply: (1) teacher shall direct students when to take out and turn on the phones, (2) teacher shall monitor usage, and (3) teachers shall direct students to shut off and put away the cell phones prior to the end of the class period or before leaving the classroom.
- The purpose is to teach students respectful and responsible usage of smartphones in a safe and caring learning environment.
- It is the student's responsibility to turn off their cell phones during school hours. The School shall not be responsible for the loss, theft, or destruction of any device brought on to school property.
- Students are allowed to use their cell phones before school, during lunch, and after school. Students should not be calling, texting, posting or accessing social media at any other times during the school day. Students are required to have their cell phones turned off and put away upon entering their first classroom in the morning, except when medically necessary. Students should ask their classroom teacher or Student Services secretary to use the phone if there is a need to contact their parents during class or passing period.

### **DETENTION/WORK DETAIL FOR VIOLATION OF CELL PHONE USAGE**

- 1<sup>ST</sup> referral: Parent/guardian pick-up and warning.
- 2<sup>nd</sup> referral: Parent/guardian pick-up, 4 sessions of work detail assigned.
- 3<sup>rd</sup> referral: Parent/guardian pick-up, 8 sessions after school detention assigned.
- 4<sup>th</sup> referral: Parent/guardian pick-up, 1 day suspension assigned.

### **DETENTION/WORK DETAIL**

- Teacher Detentions (School Accountability Program – **SAP**) are served during the first fifteen minutes of the lunch period.
- Administrative Detentions are served from 3:05 – 3:45 p.m. in the Student Services Office.
- Afterschool Detention will not be held on minimum days.
- Work detail may also be assigned in lieu of detention.
- Students will be suspended after the third no-show to detention
- Students must provide the detention supervisor with a note for an excused absence.

### **RETURN FROM SUSPENSION**

When a suspended student returns to school, a parent or guardian **must** meet with a school administrator. Students will be given a reasonable opportunity to ***and are expected to*** make up and receive full credit for any assignments, tasks or other work missed while on suspension. The Education Code section regarding homework and students who are suspended states the following:

**(E.C. 48913) Completion of Assignments:** The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension.

## **EMERGENCY DRILLS**

State law requires schools to conduct evacuation drills, disaster drills, bus-evacuation drills and other safety trainings. Students are expected to obey the instructions of all teachers, supervisors or bus drivers during these drills. Students are expected to clear buildings as quickly as possible in a quiet,

orderly fashion. **DO NOT RUN.** Each teacher will direct his/her class to the assigned area on the school grounds. Students will wait for the all-clear signal before returning to the classroom.

## **DRESS REGULATIONS**

The Board of Education encourages pupils to dress appropriately for school. The Board of Education believes pupils should be neatly and cleanly dressed.

**A. The Board of Education acknowledges that pupils have legal rights to freedom of expression, but the following limitations on appearance shall apply:**

**B.**

1. Pupils must dress **safely.** For example, appropriate footwear must be worn at all times.
2. Pupils must dress **appropriately for educational activities** in which they will participate so as not to endanger their health, safety or welfare.
3. Pupils must be **cleanly** dressed so as not to promote unhealthy or unsanitary conditions.
4. Pupils shall **not dress in an indecent manner** or display *indecent* material. **Crop tops (bare midriffs), undergarments, tank tops, spaghetti straps, mesh clothing, and/or sagging pants** are not acceptable.
5. Pupils shall not display any material that advertises or promotes the participation in an unlawful act such as the consumption of alcoholic beverages by minors or the possession, sale or use of controlled drugs.
6. Pupils shall not display any material that is libelous or slanderous.
7. Students are only allowed to wear DUTCHER hats/beanies and/or lanyards. These items can be purchased in the front office and can be worn on campus before, during and after school. Students will not be allowed to wear hats/beanies or lanyards with other logos, including sports teams, clothing logos, etc.
8. Shirt straps must be wide enough to cover undergarment straps.
9. Midriffs, excessive exposed skin is not allowed (halter-tops, tube tops, spaghetti straps, etc.)
10. Solid red or blue clothing items and/or shoe laces are not allowed. Students should not wear more than one article of red or blue.
11. Students not following the DMS Dress Code will be required to change into their Dutcher PE Clothes and/or asked to remove their hats/beanies or lanyards.

## **DISCIPLINE PHILOSOPHY**

The most powerful aspect of the Dutcher Middle School discipline philosophy is to identify students who choose to follow and obey the rules. As a result, Dutcher Middle School has established a high



standard of student expectations to help maintain a safe and orderly campus that is conducive to learning.

### **SCHOOL AUTHORITY**

Students are under the authority of school officials and are responsible for obeying the school rules while at school, while at a school activity and **while going to and from school or a school activity.**

### **DEFIANCE**

Defiance is the refusal to obey lawful authority. Students at Dutcher Middle School who choose to defy any member of the school staff will be disciplined in accordance with the Turlock Unified School District's 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Discipline Guidelines/Recommendations. The teachers

and other members of the staff are required by district policy and state law to provide proper supervision.

### **ABUSE OF SCHOOL PERSONNEL**

Students cannot harass school personnel or their families, or cause damage to their property. It makes no difference if the actions are on or off campus or at what time of the day. Any deliberate

act intended to cause injury, insult (this includes using profanity towards a staff person), or property loss will result in disciplinary action at school as well as possible criminal prosecution.

### **DRUGS AND ALCOHOL**

The possession, use, sales or being under the influence of unlawful drugs or alcohol is forbidden while at school or any school activity. Students who violate this rule may be suspended and/or cited by the Turlock Police Department.

A repeated offense of drug/alcohol violation or a first offense for drug/alcohol sales may result in a suspension pending expulsion and police contact.

State law also forbids offering a substance for sale as a drug even though, in fact, the substance is not actually an unlawful drug. Violation of this rule will result in referral to the Turlock Police Department and suspension pending a possible expulsion.

### **SMOKE – FREE CAMPUS**

In the best interest of students, employees and the general public, the Governing Board prohibits the use of tobacco products AT ALL TIMES on District property and in District vehicles. **This prohibition applies to all employees, students, visitors and other persons at any school or school-sponsored activity or athletic event.** It also applies to any meeting on any property owned, leased or rented by or from the District. Please contact the Office of Student Services, 667-0887, for information about programs to assist you or your child about smoking cessation.

Students cannot use or have tobacco of any kind on campus or at any school activity. This includes students traveling to and from school. Violation of this rule will result in suspension and referral to an awareness session on the use of drugs and tobacco.

## **VIOLENCE**

### **VIOLENCE WILL NOT BE TOLERATED AT DUTCHER MIDDLE SCHOOL.**

All students who are involved in fights (unless it is clearly a case of self-defense against an unprovoked assault) may be suspended. Serious threats of violence may also result in suspension. Repeated incidents of fighting, incidents of threats of violence or any fight that results in serious injury may result in suspension pending a review for possible expulsion. In all cases of unprovoked assaults, the offending student will be suspended pending possible expulsion, and criminal charges may be filed with the Turlock Police Department.

## **WEAPONS OR EXPLOSIVES**

State law forbids anyone, except a peace officer, to bring any type of weapon or explosive onto a public school campus without the permission of the principal. Included under this prohibition are fireworks and knives. Students who violate this rule will be referred to the administration for disciplinary action. Incidents involving possession of firearms or other lethal weapons will result in arrest by the Turlock Police Department

and suspension pending possible expulsion. The principal or the Superintendent of Schools may recommend a pupil's expulsion for possession of any knife, explosive or other dangerous object *at school or at a school activity off school grounds*, Education Code 48915(A).

## **GANG-RELATED CONDUCT AND ACTIVITIES**

Gang-related conduct/activities at Dutcher Middle School and during all school-sponsored activities are a threat to the safety of others and are strictly prohibited. Dutcher Middle School intends to maintain a campus that is safe, secure and peaceful in accordance with California statutes.

Gang-related conduct/activities may include, but are not necessarily limited to, drawings, graffiti, **apparel, colors**, hazing, initiations, hand signals, **clothing arrangements, trademarks, accessory items** or any other

symbols or actions which *may* denote membership in such a group as identified by the administration or by law enforcement.

Students who are involved in suspected gang-related activities on the Dutcher Middle School campus or at any school-related activity may be suspended from school and possibly be recommended for expulsion.

## **FOLLOWING DIRECTIONS OF TEACHERS**

Students are expected to follow the directions of all teachers while at school. The teachers are expected to provide adequate instruction, but they cannot do this without the cooperation of their students. If you have a complaint or concern about how a class is being conducted, you should meet with the teacher in private outside of class time to discuss it. When in class, students are expected to obey the instructions of the teacher. Persistent or flagrant misbehavior may result in suspension from school and/or removal from the class.

## **DISPLAYS OF AFFECTION**

A school campus is not the place for obvious displays of physical affection between students. Students at Dutcher Middle School are expected to show restraint. If inappropriate behavior is observed, parent contact will be made. Repeated displays of affection may result in suspension.

## **ABUSE OF STUDENTS**

Any form of harassment or hazing of students is prohibited by Education Code 48900 (q), 48900.2, 48900.3, and 48900.4

## **VANDALISM**

It is against the law to cut, deface or destroy any real or personal property belonging to the school district, teachers or students, or engage in malicious mischief (false alarms, firecrackers, setting fires in trash cans, etc.)

Education Code 48904. Students can be arrested and suspended from school for these violations. Parents are responsible for paying damages.

## **GROUNDS FOR SUSPENSION/EXPULSION (EDUCATION CODE 48900)**

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of the subdivision (a) to (q) inclusive. Suspensions will be issued in compliance with California State Education codes 48900, 48910, 48911. Grounds for suspension are:

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission from a certificated school employee, which is concurred in by the principal or the principal's designee.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- d. Unlawfully offered or arranged or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco or any products containing tobacco or nicotine products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit a sexual assault or committed sexual battery.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary action.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- r. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- s. A pupil may not be suspended or expelled for any of the acts enumerated unless the act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to any of the following: (1) While on school grounds; (2) While going to or coming from school; (3) During the lunch period whether on or off the campus; or (4) During, or while going to or coming from, a school sponsored activity.

- t. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provision of this section.
- u. As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- v. A superintendent or principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and anger management program, for a pupil subject to discipline under this section.
- w. It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy or otherwise absent from school activities.

**ADDITIONAL GROUNDS FOR SUSPENSION/EXPULSION**

- 48900.2 – Sexual harassment as defined in Section 212.5.
- 48900.3 – Students in grades 4 – 12 who have caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of Section 233.
- 48900.4– Students in grades 4 – 12 who have intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.
- 48900.7 – A student has made terrorist threats against school officials or school property, or both.

**POSITIVE BEHAVIOR SUPPORTS**

See the TUSD Positive Behavior Supports Matrix on page 25.

<b>TUSD FOOD AND WELLNESS POLICY</b>
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The Turlock Unified School District (TUSD) is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating. TUSD has adopted a

“Wellness Policy” that supports healthy choices for all students. Foods served to students apart from their lunch must be made and labeled by a certified retailer. **Sharing of foods is prohibited during lunchtimes.**

All fundraisers during school hours must meet the nutritional guidelines in the Wellness Policy. TUSD encourages healthy choices for celebrations and class parties.

**LUNCH PURCHASES**

**LUNCH IS SERVED FROM 11:45 - 12:25 P.M. (11:16 – 11:56 on Early Release Days  
and 11:05 – 11:45 on Minimum Days)**

Students use their student ID to pay for their lunch or they may memorize their Permanent ID Number (PIN). The cost of lunch will automatically be deducted from the student’s account. Inquiries about the status of a student’s account or other information should be directed to **Dutcher’s cafeteria manager or call Child Nutrition at 667-9048.**

TUSD Child Nutrition has a computerized system that allows students to prepay an unspecified amount into his or her account at school or online payment system called myschoolbucks.com. Once these monies are entered into the system, there is no refund to the student without parental consent. This allows the student to make a purchase at any of our food venues without the use of cash. This system also allows the parent to monitor the student’s purchases. Child Nutrition has adopted a *Real Fresh* program which brings new lunch

choices and products to students. The *Real Fresh* brand captures the essence of student preferences and requests that have been gathered from students. Our students show a strong awareness on the importance of nutrition, but they often struggle to make the appropriate choices. The *Real Fresh* brand offers a greater range of fresh choices that balance great taste and good health, while also helping students build a healthy lifestyle. The *Real Fresh* menu offers a complete meal option at a very affordable price. Food courts are located in the main dining room at the high schools. Vending machines selling healthy snacks and other lunch options are also available.

Students participating in the (National School Lunch Program) NSLP will be able to receive a free or reduced lunch for 30 days into the new school year or until a new application is completed, whichever is first. Applications are available in the Child Nutrition Office, High School Activities Office, Administration Offices, Counseling Offices and on the Child Nutrition website. Families must submit a new application by

September 15<sup>th</sup> to remain on the lunch program for the new school year. Applications are accepted throughout the school year.

TUSD is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating. TUSD adopted a “Wellness Policy” that supports healthy choices for all students. Food served to students apart from their lunch must be made and labeled by a certified retailer. Parents or food vendors must check into the office when delivering food during school hours;

and sharing foods is prohibited during lunch times. All fundraisers during school hours must have prior administrative approval and meet the nutritional guidelines of the NSLP and the District Wellness Policy. TUSD encourages healthy choices for celebrations and class parties. For further information please visit the Child Nutrition website at <http://cnd.turlock.k12.ca.us>.

## **LUNCH OPTIONS**

Students have the option of purchasing lunch in the cafeteria, at the snack bar and at the student store. Students may also bring a lunch from home. Students who forgot their lunch or lose their money should notify the campus supervisor or the office staff and arrangements will be made for a free courtesy lunch through the cafeteria.

## **LUNCH DELIVERIES**

For safety purposes, parents are required to deliver lunches to the front office. Curbside pick-up is prohibited. The office staff will notify students that their lunch is in the office if it is delivered before 11:45 a.m. **Pizza or other restaurant deliveries for a group are not allowed.**

## **CURBSIDE DROP-OFFS**

All parents or guardians should check in to the front office before making contact with their student and before they drop off items such as lunch, birthday treats, gifts, etc. Curbside drop-offs are NOT allowed.

## **GAMING SYSTEMS**

Gaming systems of any kind are not allowed on campus. Students should not bring them to school. If a gaming system is confiscated, parents/guardians will be asked to pick them up from the Student Services Office after school.

## **NON-SCHOOL SPONSORED/PERSONAL FUNDRAISING**

Non-school related or personal fundraising is not allowed on campus, including the sales of candy, gum or other items not related to a (DMS) school club or school related event.

## **REPORT TO PARENTS**

All rules and regulations have been approved by Turlock Unified School District and reflect the Education Code of California and the policies of the Turlock Unified School District.

Please sign the Lime Green Handbook Signature Form and have your student return it to his/her Homeroom teacher.