



**DODGE CITY MIDDLE SCHOOL**  
**(620) 227-1610**  
**ADDENDUM**  
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***Dodge City Middle School will foster a culture with independent learning where students can achieve their full potential in academics, personal, physical and moral development to be successful in the 21st Century.***

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## **ACADEMICS**

### **Recording Discipline Conducts on Student Report Cards N'S (NEEDS IMPROVEMENT) OR U'S (UNSATISFACTORY)**

Students who receive more than four behavioral conduct marks from any teacher during a nine-week period will be given an "N" on their report card by that teacher. Any student receiving seven behavioral conducts during a nine week period from any teacher will be given a "U" on their report card. Students who are suspended for any reason will receive an automatic "U" on their report card. Examples for suspension include but are not limited to the following: bullying, fighting, grossly misbehaving, or being disrespectful to their teacher.

## **ASSEMBLIES**

At Dodge City Middle School, students show their consideration for the speaker or performer by giving their undivided attention. Students who talk and display rude behavior will be assigned to a study hall during future assemblies.

## **AWARDS**

The student awards are designed to help Dodge City Middle School promote and achieve excellence in academics, attitude, activities, and action. Students who meet the criteria are awarded a sticker signifying the level they have achieved. This program will start the first day of class with the first stickers being issued after the first nine weeks. Students will have to meet all the requirements during the first nine weeks to obtain a sticker. Stickers will be reissued after each grading period.

Privileges, including incentives and team recognition, are provided for Gold, Red and Silver Stickers. Students who meet the academic criteria will be awarded a certificate and have their accomplishments published. There are three levels of stickers: Gold, Red and Silver. The criteria are as follows:

### **Gold Sticker**

3.8 - 4.0 Grade Point Average (G.P.A.)

No unexcused absences per nine weeks

No disciplinary conducts/referrals or N's or U's per nine weeks

### **Red Sticker**

3.5 - 3.79 Grade Point Average (G.P.A.)

No unexcused absences per nine weeks

No disciplinary conducts/referrals or N's or U's per nine weeks

### **Silver Sticker**

3.0 - 3.49 Grade Point Average (G.P.A.)

No unexcused absences per nine weeks

No disciplinary conducts/referrals or N's or U's per nine weeks

### **AFTER-SCHOOL/LUNCH DETENTION**

Unfortunately, at times, we have students who disrupt the classroom environment by misbehaving. When this occurs, the teacher has no other choice than to submit these students' names to the office for an after-school detention. One after-school detention is equivalent to one hour of detention or two 30-minute lunch detentions. Students will receive a lunch during lunch detention. As always, students who receive detention time are responsible for notifying their parents of their conduct at school.

To ensure that parents are kept aware of their child's conduct, teachers will now notify students of their detention by giving a behavior slip at the time of an infraction. Any students receiving a behavior slip must have their parents sign the slip and record the date and time they will be serving a detention. A student must serve his/her detention within three days of a notice. If a child is unable to serve the assigned detention within three days, we ask that the parent contact one of the assistant principals for alternative arrangements. At Dodge City Middle School we recognize that a child's conduct at school is a part of an overall assessment of his/her academic performance, and we encourage all students to be on their best behavior and to be in their seat, ready to learn when the tardy bell rings.

### **CORPORAL PUNISHMENT**

Corporal Punishment shall not be permitted in the school district. Corporal Punishment is defined as punishment administered by an adult to the body of a child, ranging in severity from a slap to a spanking.

### **DISCIPLINE**

#### **Code of School Conduct**

In order to present a safe atmosphere conducive to learning, discipline has to be established. At Dodge City Middle School we promote self-discipline, and the majority of our students are successful in making choices that show respect to themselves, other students, and staff members. However, rules and consequences have been established for those students who need some help making positive choices. The Code of Student Conduct applies at all times while students are on or around school district property or areas adjacent thereto, which shall include: Any district property being used for an official school activity, property not owned by the district being used for school-sponsored activities or events, and any vehicle, including school buses, while such vehicle is being used to transport students for the district. This Code of Student Conduct also applies to any student whose conduct at any time or place has a direct effect on maintaining order and discipline in the schools.

## **GENERAL DISCIPLINE PROCEDURES**

### **Teachers**

All staff members share the responsibility for developing productive social attributes in all students. The staff is encouraged to take a positive approach in dealing with inappropriate behavior. Interest, understanding, and encouragement most often resolve difficulties. The teacher has the responsibility to maintain an orderly classroom to insure an appropriate learning environment. Examples of methods the teacher may utilize are as follows:

1. Warning/Verbal correction
2. Looking in the vicinity of the misbehavior
3. Walking toward area of the misbehavior
4. Preferential seating
5. Conference with the student
6. Class isolation
7. Loss of privileges
8. Conference with the parents/guardians
9. Referral to the school counselor or administration
10. Classroom or team detention
11. Detention (through the administration)

### **Office**

To correct inappropriate behavior, disciplinary action(s) will result. It is intended that the disciplinary action be commensurate with the degree and/or frequency of the inappropriate behavior. Examples of disciplinary action(s) that may be taken by administration include the following:

1. Warn student(s)
2. Student conference
3. Loss of privileges
4. Referral to school counselor
5. Advise parents/guardians
6. Remove from class or group (temporary or permanent)
7. Parental conference
8. In-school placement or isolation
9. Office Detention
10. Removal from bus i.e. loss of transportation privileges
11. Behavior Modification Plan
12. Referral to SRO (School Resource Officer)
13. Restitution (financial, replacement, repair, etc.) i.e. School/Community Service
14. Involve law enforcement
15. Refer to local agencies/juvenile services
16. Out-of-school suspension
18. Alternative Placement
19. Long term suspension or expulsion
20. Any other disciplinary action deemed appropriate under the circumstances

## BEHAVIOR POLICY

A disciplinary behavior is a behavior demonstrated by a student that disrupts the learning process of the school or classroom. Some examples of a disruptive act that would be considered a disciplinary behavior would be as follows:

- Outbursts, open defiance, making rude or negative comments or demeaning remarks about others.
- Bothering other students during instruction, challenging a teacher's authority or disrespecting a teacher.
- Defiantly not following a teacher's directives.

Disciplinary behaviors during a nine-week period will be handled in the following manner:

**1<sup>ST</sup>** BEHAVIOR – The teacher will enter the information in Skyward as a BEHAVIOR with the teacher as the Discipline Officer. The teacher will complete the behavior sheet and give to the student for notification. The **teacher/student** will notify the parent/guardian of the behavior. Student is assigned **1** After-School Detention.

**2<sup>ND</sup>** BEHAVIOR - The teacher will enter the information in Skyward as a BEHAVIOR with the teacher as the Discipline Officer. The teacher will complete the behavior sheet and give to the student for notification. The **teacher/student** will notify the parent/guardian of the behavior. Student is assigned **1** After-School Detention.

**3<sup>RD</sup>** BEHAVIOR – The teacher will enter the information in Skyward as a BEHAVIOR with the teacher as the Discipline Officer. The teacher will complete the behavior sheet and give to the student for notification. The **teacher/student** will notify the parent/guardian of the behavior. Student is assigned **2** After-School Detention.

**4<sup>TH</sup>** BEHAVIOR – The teacher will enter the information in Skyward as a BEHAVIOR with the teacher as the Discipline Officer. The teacher will complete the behavior sheet and give to the student for notification. The **teacher/student** will notify the parent/guardian of the behavior. Student is assigned **2** After-School Detention.

**5<sup>TH</sup>** BEHAVIOR – The teacher will enter the information in Skyward as a BEHAVIOR with the teacher as the Discipline Officer. The teacher will complete the behavior sheet and give to the student for notification. The **teacher/student** will notify the parent/guardian of the behavior. Student is assigned **3** After-School Detention.

**6<sup>TH</sup>** BEHAVIOR – The teacher will enter the information in Skyward as a BEHAVIOR with the teacher as the Discipline Officer. The discipline clerk will notify the **administrator** of the 6<sup>th</sup> behavior. The office will notify the parent of the behavior. Student will be placed on the Team Probation list, making him/her ineligible to participate in team non-uniform days. Student may be assigned a 1-day in-school placement.

**7<sup>TH</sup> BEHAVIOR** – The teacher will enter the information in Skyward as a BEHAVIOR with the teacher as the Discipline Officer. The discipline clerk will notify the **administrator** of the 7<sup>th</sup> behavior. The office will notify the parent of the behavior. Student may be assigned up to a 3-day period of in-school placement or out-of-school placement at APP (Achievement Place Program).

**8<sup>TH</sup> BEHAVIOR** - The teacher will enter the information in Skyward as a BEHAVIOR with the teacher as the Discipline Officer. The discipline clerk will notify the **administrator** of the 8<sup>th</sup> behavior. The office will notify the parent of the behavior. Student may be assigned up to a 5-day period of in-school placement or out-of-school placement at APP (Achievement Place Program).

**9<sup>TH</sup> BEHAVIOR** – The teacher will enter the information in Skyward as a BEHAVIOR with the teacher as the Discipline Officer. The discipline clerk will notify the **administrator** of the 9<sup>th</sup> behavior. The office will notify the parent of the behavior. At the discretion of the administration, the student may be placed out-of-school for up to 10 days.

#### **DISRUPTIVE ACTS AT THE END OF THE SCHOOL TERM**

Any student who engages in disruptive behavior in violation of these policies on or near the last day of the school year with the obvious intent of avoiding disciplinary actions, shall, at the discretion of the administrator, be suspended for the remainder, if any, of the current school year. The offending student shall not be admitted to school for the succeeding semester until such time as the administrator and the parents/guardians have conferred and resolved the issue regarding the student's unacceptable behavior.

#### **EDUCATIONAL NUISANCE**

Cell phones, digital music devices (iPods, MP3 players, CD players, etc.), hand operated electronic games and/or other items determined by an administrator to be an educational nuisance are to be powered off and concealed the entire school day from 7:30 a.m. to 3:15 p.m. since they interfere with the learning environment. If a student uses any electronic device without prior approval, the device will be confiscated and turned in to the office. 1<sup>st</sup> Offense: Parent will be required to pick up the phone, 2<sup>nd</sup> Offense: Student visits with principal, 3<sup>rd</sup> Offense: Meet with parent, 4<sup>th</sup> Offense: Phone is checked in the office. As long as it does not become an educational nuisance, the electronic device may be used before entering school **and** after school.

Due to the potential for misuse, students may not possess laser penlights on school property including transportation vehicles. If a student is seen with a laser pen light it will be confiscated and turned in to the office. Any student misusing a laser pen light in a way that could cause physical harm is subject to suspension. All items will be held in the office until picked up by a parent.

The school is **NOT RESPONSIBLE** for the theft of cell phones, digital music devices (iPods, MP3 players, CD players, etc.) laser lights/pens and hand operated electronic games brought to school.

- Notes are also considered non-educational material that may be confiscated; therefore, note writing, note passing, and note reading are prohibited.
- Articles that are prohibited and undesirable at school include, but are not limited to—food, drinks, fireworks, water pistols, knives, guns, cigarette lighters, glue, ammunition, BB's, skateboards, roller-blades, roller-skates, stink bombs, whiteout, permanent markers, large/long neck or wallet chains, pornography, decals, paintballs, shocking devices or other harmful devices, perfumes, colognes, aerosol sprays that are used in the hallways, etc. Gambling and solicitation are prohibited.

#### **HALLWAY CONDUCT**

Three minutes are allowed for passing between classes. This time should be used for going to lockers, getting a drink of water, and using the restroom. Continual lingering in the hallway will be subject to After-School Detention. Students must pass in an orderly fashion. Be kind, courteous, and do not push or shove other people in the halls. There is to be **NO RUNNING IN THE HALLS** or excessive noise in the hall area. There will be a 3:25 p.m. bell to remind students to clear the hallways. Students should be in their assigned areas at this time.

#### **HOMEWORK POLICY**

There are many reasons for student failure, but a major reason for lack of success appears to be students not doing homework or assigned work. If students do not complete and turn in assignments by the timeline established by the teacher, they are still expected to complete their work, possibly with reduced credit. Class time is given for students to complete their work and if they use their time wisely, they should expect to complete the required work. If they don't have the class assignment completed, they will be expected to make arrangements with the teacher to complete the required work. Parents and students can be assured that the amount of homework will be within reasonable bounds. Students demonstrating the responsibility of completing assignments on time will gain in knowledge, skill development and possibly receive a higher grade

### **IN-SCHOOL PLACEMENT PROGRAM**

The In-school Placement Program provides a substitute to some suspensions that would normally require disassociation from the school. Students suspended from the regular learning program are permitted to remain in a structured academic environment, yet isolated from the mainstream student body.

### **MAKE-UP WORK**

The student must complete make-up assignments in order to receive credit for such work. If a parent requests, homework will be gathered for the students who have been absent three or more days. In order for a student to receive credit for work missed during absences, work must be made up within the same number of school days as the absence, plus one day of grace. Students may be asked to stay after school on the day they return from an absence to make up work and parents will be notified.

### **MISSING ASSIGNMENTS**

All missing assignments, including homework, will be recorded as missing in Skyward. Missing work will be accepted with the following conditions:

- If a student is missing three (3) assignments for any one subject the advisory teacher will make contact with the parent/guardian by the preferred method of communication.
- Missing assignments will be printed and handed out to students every Friday during advisory class. The sixth grade requires teacher signature for completion of missing assignments.
- Wednesday will be the day that work will be returned for missing assignments.
- Each team has developed accountability standards for missing assignments that will be communicated to parents at the first of each school year.
- Any 6<sup>th</sup> grade student who has three or more missing assignments for any one subject or an "F" may not participate in intramural activities unless it is after-school tutoring.

### **SAFE ENVIRONMENT**

A safe school is in place when students can learn and teachers can teach in a warm and welcoming environment free of intimidation and fear. It is a setting where the educational climate fosters a spirit of acceptance and care for every child; where behavior expectations are clearly communicated, consistently enforced, and fairly applied. These identified areas are targeted within the following framework to ensure an ongoing analysis of issues that affect the safe operation of our school.

Behaviors that are intended to cause another individual physical or mental harm and/or are illegal. Examples, not inclusive, are:

- Weapons (possession of or use of)
- Theft
- Physical Violence--assault or battery of any kind

- Intimidation/extortion/threats
- Gross disrespect toward an adult (cursing, name calling)
- Insubordination
- Alcohol/Drugs (possession or use of)
- Sexual harassment or misconduct of any kind
- Arson
- Explosive devices (possession or use of)
- Inappropriate use of motor vehicle
- Filing false emergency reports
- Tobacco (possession or use of)
- Gang display, behavior
- Throwing Snowballs or other projectiles
- Safety Violation (Pulling fire alarm)

### **Productive Personal Environment**

Behaviors occurring in the classroom that affect only the misbehaving student.

Examples, not inclusive, are:

- Not having appropriate equipment and materials
- Sleeping
- Being off task, but not disturbing others
- Failing to turn in homework/failing to complete assignments
- Failing to dress out for P.E

## **SERVICES**

### **Automobile Permit to Drive on School Premises**

It is understood that when a student obtains a permit to drive, that student assumes the responsibility to obey all rules and laws concerning the operation of an automobile. The student is to drive directly to the school building in the morning, park in the assigned parking lot, and leave the automobile parked until he/she leaves for the day. A permit is for the driver of the automobile only; this does not authorize the transportation of any passengers. Any violations of the permit agreement can result in the loss and suspension of a permit.

### **Office Hours**

The Dodge City Middle School office is open from 7:30 a.m. until 4:30 p.m., Monday through Friday. The school telephone number is 227-1610. The school fax number is 227-1731.

## **TARDY POLICY**

**DEFINITION OF A TARDY** - Tardy is defined as a student not being in his/her assigned area when the tardy bell rings. Each teacher determines assigned areas. Any student who is 5 minutes late or more will be considered absent. Failure to come to class without an admit slip, when needed, constitutes a tardy. The policy starts over every nine weeks (or) is cumulative over any consecutive nine-week period.

**1<sup>ST</sup> TARDY** – The teacher will notify the student of the tardy and issue a warning.

**2<sup>ND</sup> TARDY** - The teacher will notify the student of the tardy and assign a 15 minute detention with the teacher.

**3<sup>RD</sup> TARDY** – The teacher will notify the student of the tardy and 15 minute detention with the teacher. The **student** will notify the parent/guardian of the tardy.

**4<sup>TH</sup> TARDY** – The teacher will notify the student of the tardy. Student is assigned two 15 minute detentions with the teacher. The **teacher** will notify the parent of the tardy.

**5<sup>TH</sup> TARDY** - The teacher will notify the student of the tardy and enter **EXCESSIVE TARDY** into Skyward. The **teacher** will notify the parent of the tardy. Student is assigned 1 After-School Detention.

**6<sup>TH</sup> TARDY** - The teacher will notify the student of the tardy and enter **EXCESSIVE TARDY** into Skyward. The **teacher** will notify the parent of the tardy. Student is assigned 1 After School Detention.

**7<sup>TH</sup> TARDY** – The teacher will notify the student of the tardy and enter **EXCESSIVE TARDY** into Skyward. The **office** will notify the parent of the tardy.

**8<sup>TH</sup> TARDY** - The teacher will notify the student of the tardy and enter **EXCESSIVE TARDY** into Skyward. The **office** will notify the parent of the tardy. Possible consequences could include in-school placement.

**9<sup>TH</sup> and Up TARDY** – The teacher will notify the student of the tardy and enter **EXCESSIVE TARDY** into Skyward. The **office** will notify the parent of the tardy. Possible consequences could include a longer period of in-school placement.

## **UNIFORM GUIDELINES**

### **Shirts**

Shirts shall be white or red in color; broad cloth, oxford cloth or polo knit only; long or short sleeved; and, must have a collar. No form of writing or logo other than DCMS is permitted on polo shirts or sweatshirts. Long sleeved crewneck sweatshirt may be worn. Color is to be white or black and worn right side out. A white or red collared shirt is required to be worn under the sweatshirt. The collar of the white or red shirt must show outside the sweatshirt. All sweatshirts must be of proper size and the bottom of the item must stop at the mid-hip line. All undershirts or camisoles must be a solid color. Undershirts and camisoles **may not** have lettering or logos visible through the polo.

### **Pants, Shorts, Skirts, Capris or Jumpers**

Pants, shorts, skirts, capris or jumpers shall be khaki twill or corduroy or blue jeans. Stretch knit, silk or nylon material is not allowed. All pants, shorts, skirts or jumpers must meet the following standards:

1. Shorts may not be longer than the lower part of the kneecap but not shorter than fingertip length with arms at the side.
2. Skirts and jumpers may be longer than the kneecap but not shorter than fingertip length with arms at the side.
3. All clothing should be of appropriate size for the student.
4. All clothing must be hemmed. No slits or holes are allowed in the legs of pants, shorts or in skirts/jumpers.

### **Spirit and/or Organizational Shirts**

Students will be allowed to wear any DCMS affiliated t-shirt or sweatshirt any day of the week. This does not include the P.E. t-shirt.

### **General Attire**

1. Turtlenecks, suspenders and overalls will not be permitted
2. Students must wear proper footwear with traction (NO SLIPPERS)
3. Clothing, accessories or hairstyle cannot be worn in a manner that becomes disruptive or promotes inappropriate or illegal activities or behavior (i.e. gang-related, drug or alcohol related, violence, sex, profanity, etc.)
5. All jackets and coats must be stored in lockers and cubbies. The exception would be in extreme cold weather or if the modular classrooms require extra clothing. This will be at the teacher's discretion and approval.

### **Non-Uniform Day Dress Code**

Parents/Guardians are expected to illustrate concern, provide guidance, and have knowledge of what their child is wearing to school. Below are the guidelines for students to help them avoid attire that interferes with the learning environment.

Non-uniform day guideline examples include, but are not limited to, the following:

- 1.) Clothing that is revealing or is suggestive may not be worn, such as off the shoulder tops. Appropriate lengths for shorts, skirts and dresses will be determined by building principals. Midriffs, spaghetti straps, strapless tops, backless shirts, T-shirts with large armholes and tank tops may not be worn.
- 2.) Head gear may not be worn in the building. Hats, caps, hoods and hairnets will not be permitted. Sunglasses and dark glasses, unless prescription, are considered inappropriate attire.
- 3.) Gang related attire such as "colors" or bandanas and clothing with vulgar, profane, obscene or derogatory messages, or messages concerning illegal substances or alcohol will not be permitted.

Building administrators will make individual evaluations to determine if other similar items are likely to be disruptive or create a potential health or safety problem.

Failure to comply with the non-uniform policy will result in the loss of privileges for the nine weeks.

### **Physical Education Dress Standards**

DCMS Physical Education clothing will consist of red shorts or sweats, gray t-shirts and sneakers. The t-shirts will have the DCMS Physical Education logo on them. The shirt will have the student's first name and last name written, by hand, on the front. The student's **Physical Education teacher** will write the students name on the PE shirt and in the waistband of the PE shorts. Sneakers or tennis shoes will be worn at all times during Physical Education classes. Shoes must be worn the proper way and tied tight.

### **WHERE CAN I BUY THE UNIFORMS?**

A few possibilities are as follows:

#### **Embroidme (School)**

1909 North 14<sup>th</sup>  
Dodge City, Kansas 67801  
227-3100

#### **The Buckle**

2601 Central Avenue  
Dodge City, Kansas 67801  
225-1227

#### **The Locker Room (P.E.)**

503 North Second Avenue  
Dodge City, Kansas 67801  
227-8833

#### **J. C. Penney (School)**

2601 Central Avenue  
Dodge City, Kansas 67801  
225-7421