



DENISON MIDDLE SCHOOL

2020 - 2021

Student Handbook

During times when COVID-19 guidelines are in place there will be adjusted access times to the building and some locations and breakfast/lunch procedures will be adapted.

Handbook Subject to Change

Although every effort will be made to update the handbook on a timely basis, the district reserves the right, and has sole discretion, to change any policies, procedures, benefits without notice, consultation, or publication, except as may be required by law. The district reserves the right, and has sole discretion, to modify or change any portion of this handbook at any time.

This handbook is a general source of information and may not include every possible situation that could arise. It is the student's responsibility to refer to the district policies and/or administrative procedures for further information. Whenever the provisions of this handbook are in conflict with those of a board-adopted policy or law the policy or law shall govern.

WELCOME

We welcome you and your child to the 2020-2021 school year. We hope you share our excitement in making the educational opportunities for all children the best possible experience. It is important to stress that the success of our educational program depends on close cooperation and support between parents and the school staff. We encourage you to communicate with us and your child about experiences in the school. This document is provided for the purpose of answering some of the questions often asked by students and parents. Please read this handbook carefully and review the information and rules/regulations that are outlined. This will not answer all of the questions for students or parents. If you have additional questions, please contact me!

I look forward to serving you and your family this year,
Patti Ryan
DMS Principal

**Monarch lanyards are available for your ID card.
All students are required to have their ID with
them every school day!**

Denison Middle School Faculty and Staff

Patti Ryan	Principal
Nicholas O'Brien	Dean of Students
Chris Eller	School Liaison
Cassandra Bradley	6-12 PowerSchool Teacher
Jessica Pauley	School Nurse
Katherine Koch	Counselor
	School Based Mental Health Provider
Tiffany Young	Student Services
Jane Bandow	7th Math
Peter Bekkerus	Instrumental Music
Craig Bogatzke	8th Math / Building Level Leader
Rosemary Cameron	7th Language Arts / Theatre Studio
Kathy Campbell	8th Language Arts / Soar Reading
Kassidy Cardenas	8th Science / Building Level Leader
Katie Christensen	6th, 7th, & 8th Art
Kevin Dau	Athletic Director & Physical Education
Wynn Dau	6th Language Arts / Soar Reading
Chris Ehlers	6th-8th Gateway to Technology / Building Level Leader
Rachel Evers	English as a Second Language
Katie Gehlsen	English as a Second Language / Physical Education
Missi Kaub	Migrant/ESL
Rebecca Heiden	Special Education
Kimberly Jorgensen	Extended Learning 6-8 / Building Level Leader
Mandy Lauderbaugh	Instrumental Music
Rebecca Oldenkamp	Special Education / Reading Intervention / Building Level Leader
Lindsey Willenborg	6th, 7th, & 8th FCS
Kim Pauley	6th Social Studies
Cindy Reis	6th Math
Molly Reisz	6th Science
Claudia Rhiner	Instrumental Music
Lisa Scheuring	6th-8th Computer Science
Tylor Schulte	Vocal Music / Building Level Leader
Kari Segebart	Reading Intervention
Whitney Segebart	7th Science
Nichole Stoltze	7th Language Arts / Soar Reading
Sara Swanson	Special Education / Language Arts Intervention
Paige Torres	Technology Integrationist-STEM Coach/8th Algebra for H.S. Credit
Ricky Torres	6th Language Arts / Soar Reading
John Torrey	8th Social Studies / Building Level Leader
Joshua Tucker	8th Language Arts / Soar Reading
Brooklyn Twist	7th Social Studies
Kristin Wuebke	Special Education / Math Intervention
Cinnamon Wulf	Special Education

PARAPROFESSIONALS

Keli Ballantine, Sue Bergamo, Collette Beytien, Jacqueline Guerra, Diane Hast, Kara Hidding, Kristi Jasa, Gilda Hernandez, Brenda Koenig, Chelsey Phipps, Karen Schurke, Xiomara Vargas, Malory Wood

SECRETARIES

Maria Gutierrez, Kim Lorenzen, Nancy Pardun

CUSTODIANS

Kari Blasey, Dustin Miller, Russ Trierweiler

KITCHEN STAFF

Vicki Buter, Carolyn Gehling, Brenda Prussing, Kelli Prussing, Nancy Thomas, Tria Xiong

Quality Learning Today; Preparing Citizens of Tomorrow

OUR VISION:

Denison Community Schools, in collaboration with the family and community, provides quality learning today preparing students for tomorrow.

OUR MISSION:

At Denison Community Schools, we believe all students can learn. Through essential concepts and skill sets, students will develop their individual talents in a meaningful curriculum while learning to work together collaboratively. Students will think creatively, critically, and constructively while learning will be enhanced through national, global, technological, and multicultural perspectives. Continuous commitment to improvement ensures that our students will be well rounded and will have the ability to reason and act in an ethical manner which will empower them to be responsible citizens of the 21st Century.

EDUCATIONAL PROGRAM

It is the policy of the Denison Community School District not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, disability, religion, age, political affiliation, socioeconomic status, or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§1681 – 1688) Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or grievances related to compliance with this policy by the Denison Community School District, please contact the Superintendent at Denison CSD, 819 North 16th Street, Denison, Iowa 51442, telephone 712-263-2176, or the Director of the Office for Civil Rights, U.S. Department of Education, 500 W. Madison Street, Suite 1475, Chicago, IL 60661.

EDUCATIONAL PHILOSOPHY - [101 Educational Philosophy of the School District](#)

EQUAL EDUCATIONAL OPPORTUNITY - [102 Equal Educational Opportunity](#)

OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES - [500 Objectives](#)

[501.4 Entrance Admissions](#)

[507.1 Student Health and Immunization Certificates](#)

[507.7 Custody and Parental Rights](#)

ACADEMIC AND STUDENT PROGRAMS

Because children show a wide variation in their abilities to learn and in the speed at which they learn, special arrangements are made for individual differences. These arrangements are made with the help of teachers and the principal. The school district is served by the Northwest Area Education Agency in Sioux City. Their services to the middle school include special education consultant, speech therapist, physical therapist, audiologist, and other curriculum consultants. The courses offered to students are

those which are prescribed by the Iowa State Department of Public Instruction and also include additional courses of an exploratory nature.


Sixth, Seventh and Eighth Grade Offerings:

Language Arts, Math, Science and Social Studies	daily
Physical Education	2-3 days per week
English Lang. Learning	daily
Extended Learning	daily
Soar Reading / Interventions	daily or 2-3 days per week
Exploratory	daily; 9 week rotations
Art, Computer Tech, Family Consumer Science, and Gateway to Technology	
Band	daily
Chorus	2-3 days per week

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

At DMS, we have adopted these expectations for common areas.

Denison Middle School - Monarchs "ROAR" With Pride

	Office	Hallways	Commons	Restrooms & Locker Rooms	Assemblies	Outside Spaces	Technology
R Respect All	<ul style="list-style-type: none"> ■ Listen & follow adult directions. ■ Respect personal space. ■ Use the appropriate voice level 0-2. ■ Respect privacy & property/equipment. 	<ul style="list-style-type: none"> ■ Listen & follow adult directions. ■ Respect personal space. ■ Use the appropriate voice level 0-2. ■ Respect privacy & property/equipment. 	<ul style="list-style-type: none"> ■ Listen & follow adult directions. ■ Respect personal space. ■ Use the appropriate voice level 0-2. ■ Respect privacy & property/equipment. 	<ul style="list-style-type: none"> ■ Listen & follow adult directions. ■ Respect personal space. ■ Use the appropriate voice level 0-2. ■ Respect privacy & property/equipment. 	<ul style="list-style-type: none"> ■ Listen & follow adult directions. ■ Respect personal space. ■ Use the appropriate voice level 0-3. ■ Respect privacy & property/equipment. 	<ul style="list-style-type: none"> ■ Listen & follow adult directions. ■ Respect personal space. ■ Respect privacy & property/equipment. 	<ul style="list-style-type: none"> ■ Listen & follow adult directions. ■ Use technology to help self & others. ■ Respect personal space. ■ Respect privacy & property/equipment.
O On Time, On Task	<ul style="list-style-type: none"> ■ Respectfully state name & purpose. 	<ul style="list-style-type: none"> ■ Walk with a purpose & be aware. ■ Stay to the right. ■ Enter classroom before bell. 	<ul style="list-style-type: none"> ■ Walk with a purpose & be aware. ■ Be prepared with student ID card. 	<ul style="list-style-type: none"> ■ Get in & get out. ■ Return to class promptly. 	<ul style="list-style-type: none"> ■ Sit in the correct section. ■ Wait to be dismissed. ■ Look at speaker. 	<ul style="list-style-type: none"> ■ Stay in designated areas. ■ Promptly enter or exit in an orderly fashion. 	<ul style="list-style-type: none"> ■ Use appropriate apps and websites.
A Achieve My Best	<ul style="list-style-type: none"> ■ Communicate clearly. ■ Help others. ■ Know personal information. ■ Ask for help if needed. 	<ul style="list-style-type: none"> ■ Communicate clearly. ■ Help others. ■ Ask for help if needed. 	<ul style="list-style-type: none"> ■ Communicate clearly. ■ Help others. ■ Ask for help if needed. 	<ul style="list-style-type: none"> ■ Communicate clearly. ■ Ask for help if needed. 	<ul style="list-style-type: none"> ■ Communicate clearly. ■ Help others. ■ Practice good sportsmanship. ■ Ask for help if needed. 	<ul style="list-style-type: none"> ■ Communicate clearly. ■ Help others. ■ Ask for help if needed. 	<ul style="list-style-type: none"> ■ Communicate clearly. ■ Help others. ■ Be productive. ■ Be trustworthy. ■ Ask for help if needed.
R Responsible Citizen	<ul style="list-style-type: none"> ■ Use school appropriate language. ■ Leave no trace. ■ Appropriate use of cell phones/ technology devices. ■ Be patient; take turns. 	<ul style="list-style-type: none"> ■ Use school appropriate language. ■ Leave no trace. ■ Appropriate use of cell phones/ technology devices. ■ Put belongings in locker. 	<ul style="list-style-type: none"> ■ Use school appropriate language. ■ Leave no trace. ■ Appropriate use of cell phones/ technology devices. 	<ul style="list-style-type: none"> ■ Use school appropriate language. ■ Leave no trace. ■ Appropriate use of cell phones/ technology devices. ■ Lock locker. ■ Use proper hygiene. 	<ul style="list-style-type: none"> ■ Use school appropriate language. ■ Leave no trace. ■ Appropriate use of cell phones/ technology devices. ■ Use stairs. 	<ul style="list-style-type: none"> ■ Use school appropriate language. ■ Leave no trace. ■ Appropriate use of cell phones/ technology devices. ■ Leave food in commons. ■ Use equipment appropriately. 	<ul style="list-style-type: none"> ■ Use school appropriate language. ■ Leave no trace. ■ Appropriate use of cell phones/ technology devices. ■ Keep passwords confidential. ■ Report any damage. ■ Charge Chromebook every night.

PRIDE PACK

Pride Pack groups will meet at 8:00 AM to begin the day. Teachers will assist students as they get ready for the school day and build relationships as a Pride Pack. We want each DMS student to have at least one trusted adult at school and to build a culture of respect. After all, Monarchs ROAR with Pride!

WHAT I NEED (WIN)

What I Need groups, or WIN groups, meet opposite lunch for 25 minutes each day. During WIN time students will receive assistance with their work, have opportunities to get extra help, and learn about Social-Emotional issues through the Second Step program.

PHYSICAL EDUCATION

All students, in accordance with Iowa State Law, are expected to participate in physical education classes. Should a physical disability or ailment necessitate an excuse from physical education, a written statement from the doctor will be required. If it is impossible to see a doctor prior to gym class, a written note from parents requesting excusal from physical education activities and presented to the school nurse or P.E. teacher will excuse a student from one class per semester. The school cannot be responsible for money or other valuables during physical education classes. Lockers are available to all students to keep their equipment, clothes, and valuables locked up at all times. **Combination locks will be issued in P.E. class.** No personal locks are to be brought to school and placed on lockers; school locks must be used. Lost combination locks will result in a \$5 fine. Physical Education students will need the following equipment for class: T-shirt, athletic shorts, socks, tennis shoes, and swimsuit (when needed).

GRADING SCALE

A 100-93	C 76-73
A- 92-90	C- 72-70
B+ 89-87	D+ 69-67
B 86-83	D 66-63
B- 82-80	D- 62-60
C+ 79-77	F 59-0

The Denison Community School District's expectation is that teachers will keep grades current on PowerSchool every two weeks or every ten school days.

REPORT CARDS - (Board Policy [505.1 Student Progress Reports & Conferences](#))

Report cards will be issued every nine weeks and are not to be returned. In addition, a midterm report will be sent home to let parents/guardians know how the student is doing. In the interim, parents are encouraged to check their student's progress by logging on to the PowerSchool link on the school's website at www.denison.k12.ia.us or <https://denison.powerschool.com/public/>

INCOMPLETE GRADES

Grades that are recorded as "Incomplete" for a grading period must be made up or the student will receive an F for that grading period. The student will receive at least ten days to make the grade up. Under extenuating circumstances, the teacher may allow more time for the "Incomplete" to be made up.

MAKE-UP WORK

Making up work is the responsibility of the student. A failing grade will be recorded if work is not completed. Students should make immediate plans to do all make-up work due to absence. If a student is unexcused, the work due that day or period and not handed in will be considered late and handled as any other late assignment.

ACADEMIC ASSISTANCE

Students may receive academic assistance from teachers before school, during What I Need (WIN) time, or after school. We strive to schedule students for assistance during the school day in place of study halls.

ACTIVITIES

The following extracurricular, school sponsored activities are offered at Denison Middle School:

Football	Basketball	Track	Mariachi Band
Vocal Music	Volleyball	Wrestling	Field Trips
Lion's Den	Cross Country	Math Team	Instrumental Music
Assembly Programs	Science Bound	Musical	Student Council

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES - [504.6 Student Activity Program](#)

Students not meeting academic requirements at midterm will have 10 school days to raise their grade to an acceptable academic standing. If their grade is still below the acceptable academic standard they become ineligible for all extra-curricular events/activities until the student has gained acceptable academic standing. If a student is ineligible they are allowed to practice with the sport/activity, but cannot participate in a competition. A teacher's signature will be required to indicate acceptable academic standing.

Academic standing includes:

- a. Students passing all courses with a grade of D- or above
- b. Students not having any incomplete course grades

STUDENT INSURANCE (Board Policy [507.6 Student Insurance](#))

IMC (Information Materials Center) / Library

The purpose of the Middle School IMC is to provide an area where students can:

- Research specific projects for classroom activities and browse for recreational reading materials.
- Obtain assistance with assignments as needed during study hall.

Books and magazines may be checked out for two weeks. To help in circulation of materials, please see that items are returned on time. Materials will be renewed if someone has not reserved the materials. There is a limit of two items out at one time. If you lose or destroy the item beyond repair a fine will be issued. *Student ID cards are used to check out materials. Please be sure to have your ID card!*

LIBRARY RECORDS (Board Policy [506.4 Student Library Circulation Records](#))

TEXTBOOKS / LIBRARY BOOKS / CHROMEBOOKS

There is a book rental fee per year that is nonrefundable. Each student is responsible for the safekeeping of textbooks/computers/library books that are assigned or checked out to them. In the event of excessive wear or damage to items, an additional fine may be assessed to cover the cost of the damage. Normally a book should last five years, and fines will be prorated on this basis.

Textbooks/chromebooks are loaned to students by the school. Please take good care of the books so they can be enjoyed by many students. If for some reason a book/chromebook is lost, report it immediately to the office, teacher of the course or the librarian if it is a library book.

ASSEMBLY PROGRAMS

Assembly programs are held periodically throughout the school year.

Expectations during assemblies:

Respect All by;

Listen & follow adult directions.

Respect personal space.

Use the appropriate voice level 0-3.

Respect privacy & property/equipment.

On Time, On Task by;

Sit in the correct section.

Wait to be dismissed.

Look at speaker.

Achieve My Best by;

Communicate clearly.

Help others.

Practice good sportsmanship.

Ask for help if needed.

Responsible Citizen by;

Use school appropriate language.

Leave no trace.

Appropriate use of cell phones/ technology devices.

Use stairs.

Monarchs ROAR with Pride!

SCHOOL MEALS

Breakfast and lunch are served in the school cafeteria. One milk is served with breakfast and one with lunch at no extra cost. The student will be charged 45¢ for additional milks regardless of lunch status.

The Denison Community Schools use a lunch accounting system. It accounts for all money deposited and meals sold. Each student is assigned a student ID badge that must be used for lunch purchases. If

a student loses or damages their badge the first replacement is of no cost to the student, but for all subsequent replacements issued the student will be charged a \$5.00 replacement fee. Students who do not bring their badges to school will still be allowed to eat, but will do so after all students with badges have gone through the lunch line.

The district's fee schedule will be available at registration. Parents may receive lunch status information by logging on to PowerSchool. Students may deposit any amount of money into their accounts at any time. It is just like a bank account. Please remember to keep your child's lunch account current by making a monthly deposit. Thank you!

DMS has a closed lunch period where all students may eat hot lunch or bring a sack lunch. All food must be eaten in the commons and not stored in lockers. Students may have water bottles at school, which are clear and contain water only. Students will not be allowed to leave the school grounds during the lunch periods without prior approval from the middle school office. Students are not permitted to order in from a restaurant.

ROAR Expectations in the Commons (including lunch time):

Respect All by;

Listen & follow adult directions.

Respect personal space.

Use the appropriate voice level 0-2.

Respect privacy & property/equipment.

On Task, On Time by;

Walk with a purpose & be aware.

Be prepared with student ID card.

Achieve My Best by;

Communicate clearly.

Help others.

Ask for help if needed.

Responsible Citizen by;

Use school appropriate language.

Leave no trace.

Appropriate use of cell phones/ technology devices.

Monarchs ROAR with Pride!

SCHOOL ATTENDANCE (Board Policy [501 Student Attendance](#))

When a student is absent from school, parents need to contact the school office the day of the absence to excuse the student. Parents may call the school office or send a note. If we do not hear from a parent within 48 hours of the absence, the student will be considered truant. Truancy is defined as a student not attending school with no notice from a parent/guardian. **Students may not call themselves in sick.**

STUDENT RELEASE (Board Policy [501.11 Student Release During School Hours](#))

Any student desiring to leave school during the school day must be excused in advance, unless the student becomes ill. A student must never leave school during school time without checking out at the office. If a student becomes ill during the school day, he/she should see the school nurse or office staff and his/her parent or guardian will be contacted. **Students are not to call parents without seeing the nurse or office staff first.** If this is not possible, the person denoted on the "Emergency Consent Form" will be contacted by the office personnel. Students who have medical appointments should attend school before and directly after the appointment.

In order to participate in school sponsored events or functions, students must be in school at least one half day of that event or function. The principal may waive this rule in extenuating circumstances if parents have made arrangements with the building principal.

ADMITTANCE TO THE BUILDING

The commons will open by 7:15 A.M. where students may wait until the remainder of the building opens. Breakfast is available from 7:30 to 7:55. Outside food and beverages are not permitted in commons. Students are not admitted to the rest of the building until 7:45 A.M. unless they are entering the building at a teacher's request to get extra help or study. **Once students are on school grounds, they may not leave the school grounds without permission from the office.**

The middle school building and grounds are monitored electronically.

STUDENT PASS SYSTEM

All students are to sign in and out at the office when they leave the school grounds. All teachers must require late students to have a pass to get into class. In order to leave any room, for any reason, the student must have a pass signed by the teacher. Passes will not be routinely issued to your lockers, or the restrooms. Use your passing time wisely.

TIME SCHEDULE - GRADE 7

8:00 - 8:18 Pride Pack
1 8:21 - 9:03
2 9:06 - 9:48
3 9:51 - 10:33
4 10:36 - 11:18
5 11:21 - 12:03
12:06 - 12:31 WIN 7
12:31 - 12:56 LUNCH 7
6 12:59 - 1:41
7 1:44 - 2:26
8 2:29 - 3:08

TIME SCHEDULE - GRADES 6 & 8

8:00 - 8:15 Pride Pack
1 8:18 - 9:00
2 9:03 - 9:45
3 9:48 - 10:30
4 10:33 - 11:15
11:18 - 11:43 LUNCH 8 / WIN 6
11:43 - 12:08 WIN 8 / LUNCH 6
5 12:11 - 12:53
6 12:56 - 1:38
7 1:41 - 2:23
8 2:26 - 3:08

COMMUNICATION

SCHOOL CLOSING AND DELAY INFORMATION

When weather threatens and we are forced to make the decision of having school, please tune in to KDSN (104.9 FM), watch local cable (channel 13). All families in our district are linked to our notifications via PowerSchool. This allows us to use voice, email and/or text messaging to communicate school announcements and closing information.

DAILY BULLETINS

The student bulletins are read at the start of 3rd period each day and are available online.

TELEPHONE INFORMATION

We do not make a practice of calling children from their classes to answer non-emergency telephone calls. Please inform your children before they come to school where they are to go after school. The student phone in the office is available for calls before school, during lunch/WIN, or after school with permission from office staff.

Please see "Cell Phones" in the Student Property section for rules regarding cell phone usage.

PARENT/TEACHER CONFERENCES (Board Policy [505.1](#))

POWERSCHOOL

You may access your child's grades, attendance, and more through PowerSchool and any Internet connection. You can link from our school's web page at www.denison.k12.ia.us or you can type the direct address: <https://denison.powerschool.com/public/>

Available on PowerSchool;

- Grades and Attendance: View current grades, attendance, and the current quarter attendance totals
- Grades History: View all previous grades for the current year
- Attendance History: View all this year's previous attendance
- Email notification: Sign up for automatic email notification
- Teacher Comments: View all current teacher comments
- School Bulletin: View the school bulletin/announcements

PowerSchool is a tool for you and for us. Grades will be entered within two weeks of an assignment deadline.

Tips for using PowerSchool

Anything in blue can be clicked on. Some examples are;

- a teacher's name in blue will open up a blank email to them
- a grade in blue links to a list of assignments that make up that grade
- an assignment in blue will give you more information about that assignment

We hope that you encourage your student to take ownership of their own progress and use this tool wisely to nurture their independence and maturity. For this purpose the students have their own username and password separate from yours. Students can access almost all of the features except email notifications. We recommend that you keep your parent/guardian password private.

STUDENT APPEARANCE (Board Policy [502.1](#))

DMS STUDENT DRESS CODE

It is expected that all students will come to school appropriately dressed, just as they would appear at a business work site. It is our belief that clothes and personal attire directly influence a student's behavior and attitude. Our major objective is to provide the best education possible with the facilities, faculty, and resources available to us. Appearing and dressing in good taste for the job at hand will improve the learning atmosphere. All of us want our school to be thought of as among the best in the country. The only impression most observers have of us is our personal behavior and appearance. Articles of clothing not in good taste or appropriate for promoting a healthy society include:

1. Any item that indicates affiliation with a gang.
2. Any clothing or body markings that is disruptive or distracting from the educational process is unacceptable.
3. Any clothing displaying drug/alcohol use, gang affiliation or offensive language/symbols is unacceptable.
4. Clothing that is excessively tight or loose, or that reveals cleavage, back, chest, stomach, any portion of the buttocks or undergarments.
5. Sheer or see-through clothing.
6. Excessively torn, soiled or frayed clothing.
7. Sunglasses or eye wear, unless prescribed by a physician for indoor use.
8. Any attire that might be used as a weapon including, but not limited to, chains, items with spikes/studs or any type of protruding object.
9. Shorts or skirts must be as long as the tips of the person's fingers when their arms are extended down and/or adequately cover the student.
10. Inappropriate headwear for school includes hats, caps, hoods, visors, bandanas, do-rags/wraps, hairnets and sweatbands (hair bands are acceptable.) This pertains to any indoor facility at any time.

Students having inappropriate clothing will be required to change or will be given clothing that is appropriate. Repeat offenders will receive a misconduct report and the parent(s) will be notified. Refusing to change into appropriate clothing constitutes insubordination and will result in disciplinary action.

CELL PHONES/EARBUDS

Cell phones/personal electronic devices (including earbuds) are allowed in the commons area before school, during lunch, and after the end of the school day. Cell phones and earbuds/headphones must be properly stored during the school day, earbuds hanging on the ears are not allowed. Office managed exceptions may apply. The school is not responsible for lost, stolen, or damaged items.

*Please refer to “Personal Electronic Devices” in the Board Policy section of this handbook for further information regarding cell phone usage.

Violations will be handled as follows;

1st offense - Student’s phone/earbuds will be kept in the office and the student may pick up after school.

2nd offense - Student’s phone/earbuds will be kept in the office to be picked up by a parent.

3rd offense - A Cell Phone Parking Lot is located in the office. Students with multiple infractions, or by parent request, will be required to park their cell phone/earbuds in the office during the school day for 5 days.

4th offense - Cell phone/earbuds will be parked in the lot during school for 10 school days or don’t bring it to school.

VALUABLES

Students who bring valuables to school are responsible for the safekeeping of those valuables. Do not leave valuables in your locker. Things like electronics, video games, collectibles, expensive jewelry, cash, MP3 players, iPods, etc. should be left at home if they are not needed. Furthermore, these items disrupt the school environment and problems arise when/if the valuable becomes lost, broken, or stolen. Leave your valuables at home. The school will not be responsible for recovering these items.

LASER LIGHTS / POINTERS

Laser lights and pointers are distracting and can cause eye damage. Lasers are not permitted at school, at school activities, or on the school bus. Lasers will be confiscated.

BICYCLES/SKATEBOARDS

All bicycles are to be placed in the racks provided for the purpose. They are not to be left any other place. The school is not responsible for stolen bicycles, so please keep them locked to the racks. Middle school students are not to bring skateboards to school for safety reasons.

LOST & FOUND

Please take care of assigned school books and materials as well as personal items so that nothing valuable will be lost. Keep school materials and personal items in your own locker. Do not leave books on tables, desk tops, window sills, the floor, on top of your locker, or any place other than in your locker. In case of actual loss, report the loss to a teacher and to the middle school office. A box of unclaimed articles is kept in the commons. Check for items belonging to you in the box. If items are found, please bring them to the office.

OPEN NIGHT/CHURCH NIGHT ([508.2 Open Night](#))

CHEWING GUM - DMS is a NO GUM school

Chewing gum is not allowed at DMS. If a student is seen chewing gum, they will be instructed to dispose of it. Failure to comply with this request will result in disciplinary action.

DISTRICT ILLNESS POLICY ([507.4 Student Illness or Injury at School](#))

For students to optimally participate in their education, the child needs to be at their highest level of wellness. Students need to be protected from communicable illness while attending school. For the safety and health of all the students, the students with the following illnesses/symptoms should remain home or may be sent home from school after being assessed by the nurse/certified personnel.

Fever: if your child's temperature is 100.5 degrees Fahrenheit or higher, keep them home. Encourage rest and fluids. Your child's temperature must remain below 100.5 degrees for 24 hours without the use of fever reducing medication before they can return to school.

Vomiting/Diarrhea (2 or more loose stools): if your child is experiencing either symptom, keep them home until they have gone 24 hours without an episode. Vomiting and diarrhea usually occur with an infection or contagious disease.

Strep throat: a severe sore throat could be strep, even without a fever. Other symptoms of strep throat are headache and an upset stomach. Students with strep can return to class 24 hours after antibiotics have been started. There should be no fever present.

Pink Eye: tearing, redness, and puffy eyelids and/or eye discharge should be checked by a doctor before coming to school. The most common causes of acute conjunctivitis are bacteria, viruses, allergens, or sometimes irritation from toxic chemical exposure.

Head Lice: if your child has head lice, keep your child home to treat him/her and then he/she can return to school after treatment. If the lice is found at school your child will need to be treated before they can return. They do not need to be sent home! Nits (eggs) should be observed and continue treating and combing.

Rash: a child with an unidentified rash that is spreading, draining, and/or getting worse over time should be kept home and checked by a doctor.

Communicable diseases: students with Chicken Pox, Impetigo, Influenza, active Tuberculosis, Mumps, Measles, Norovirus, Pertussis (whooping cough), etc. should be kept at home until a doctor releases them to come back to school. Please report any of these to the school nurse right away.

Persistent symptoms: nasal congestion, reddened eyes, sore throat, cough, or headaches that disrupt the student's learning or pose a risk of illness to others. Professional discretion will be used to evaluate any students with the above symptoms.

The above conditions should be given serious consideration. Any child with these conditions should **NOT** be sent to school, and **WILL BE** sent home if these occur at school. **Students will be sent home for**

any other health condition that, in the school nurse's judgement, is of concern for the health and well being of the child and others.

The school nurse or other school representative will contact you if your child becomes ill or seriously injured at school. If a parent cannot be reached, other individuals listed on the emergency form will be contacted. For the child's safety, students will be released only to adults whose names appear in the emergency contacts. If at any time this information changes, please notify the school immediately. If we are unable to contact the parents or emergency contact in the event of an emergency, the school will transport to the nearest hospital at the parent's expense or call 911 if necessary.

If you are at all concerned that your child may be too sick to come to school, please keep your child home. This is important to keep our staff and other students healthy!

If your child texts or calls you while they are at school telling you that they are sick, please let them know they need to see the nurse first. They will not be sent home from school for being sick without first seeing the nurse or another school representative.

MEDICATIONS (Board Policy [507.2 Administration of Medication to Students](#))

We **WILL NOT** accept medication in bags, envelopes, or any other type of container.

Students are not allowed to keep medications in their locker.

Students with asthma or other airway constriction diseases or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professionals.

VISITORS (During post-pandemic times)

All visitors to the middle school, student or adult, must report to the office. In an effort to minimize classroom disruption, visitors must obtain permission from the office to see a student during class time. Middle school aged guests who are in town visiting, should not accompany their hosts to school. If arrangements are made ahead of time, these guests might visit DMS before school, or during homeroom/ lunch, but should make other arrangements for the day.

Visitors are most welcome at our school. We want parents to be a part of our school setting whenever possible.

When guests visit a classroom to observe they should consider the following:

1. Please check in at the school office so we can account for you being on school grounds.
2. Limit your observation to 10-15 minutes, please. Extended observations tend to distract children from learning activities. Please call the middle school office in advance.
3. If you desire a conference, please make arrangements in advance through the office.

USE OF BUILDING

It has been a policy of Denison to be lenient with use of the building before school, after school, and during the evening. In order to continue this policy, we must rely on the judgment and good behavior

of Denison students. When activities such as school sponsored clubs, Science Bound, vocal groups, etc. are rehearsing in various parts of the building only those students who actually are participating or who have legitimate business here should be in the building.

STUDENT DISCIPLINE

One of the most important lessons education should teach is responsibility. While it does not appear as a subject, it underlies the whole educational structure. The goal of the school staff members is to support the teaching and learning of students and teachers by establishing an environment that promotes these goals. Students do make mistakes, but adults and authority figures can help stabilize the environment by providing sufficient structure to help guide the choices that students make. To help in developing a positive environment, the following discipline policy will be in effect for DMS students.



CODE OF STUDENT BEHAVIOR:

At DMS we focus on the 6 pillars to instill academic, social, and emotional values; mindsets, and character traits to help students:

- Reach their academic potential and have the ability to succeed in school
- Succeed in the workplace and their careers
- Live happy, worthy and fulfilling personal lives
- Become engaged, responsible and productive citizens

PURPLE PRIDE PLEDGE

*I pledge to take pride in my behavior, my school work,
and my building.*

STUDENT CONDUCT (Board policy #503.1)

[503.1 Student Conduct](#)

MIDDLE SCHOOL DETENTION/SUSPENSION

Discipline referrals are designed to serve students who have difficulty following established school rules and meeting behavioral expectations.

LEVEL I (DETENTION): 30 MINUTE DETENTION

LEVEL II (DETENTION): 45 MINUTE DETENTION

LEVEL III (DETENTION): 60 MINUTE DETENTION and PARENT MEETING

LEVEL IV (DETENTION): SATURDAY DETENTION 8:30-10:30 AM (Includes using offensive language, 4th behavior referral.)

LEVEL V (DETENTION): SATURDAY DETENTION 8:30 AM-12:30 PM (Includes 1st offense tobacco/cigarettes, vandalism, insubordination, stealing, fighting, 5th behavior referral.)

LEVEL VI (SUSPENSION): Up to 5 full days in school or out of school suspension and meeting between the student, parent, and principal. (Includes swearing at staff, 2nd offense tobacco/cigarettes, 2nd offense fighting, excessive abuse of any discipline area.)

LEVEL VII (SUSPENSION OR EXPULSION): Meeting with Board of Education For possible expulsion. Example: Extreme abuse of a discipline area(s).

POTENTIAL PLACEMENT AT THE INDEPENDENT LEARNING CENTER (ILC) FOR EXCESSIVE OFFENSES

In most cases students will earn their detention or suspension in the order listed above. There may be circumstances that cause the administrator to assign a level of discipline that best fits the offense. Offenses will be cumulative in nature, for example, a student on a Level II detention will go to a Level III detention on any further violations.

DETENTION BY TEACHER

Students may be kept before or after school for the completion of unfinished work or for disciplinary reasons. Students may be given until the following evening to serve their detention. This will be at the discretion of the teacher. Failure to report for the detention will result in additional disciplinary action. Academics come before other activities.

DISCIPLINE IMPACTS ON CO-CURRICULAR & EXTRACURRICULAR ACTIVITIES:

During the period of time that a student is on suspension that student will be excluded from all Denison Community School activities, either as a participant or a spectator, for the duration of the suspension. This does not include detention in Saturday School.

UNEXCUSED TARDIES TO SCHOOL & BETWEEN CLASSES

Students who arrive late to school without a valid excuse (oversleeping is not a valid excuse) and between classes will be subject to the following disciplinary action:

1st offense - recorded: no penalty – verbal warning

2nd offense - recorded: no penalty - warning given in homeroom

3rd offense - recorded: no penalty - warning given in homeroom

4th offense - a parent will be notified that the student will be staying until 3:30 each time the student is tardy for the remainder of the quarter (until 3:45 if multiple tardies are recorded in a single day). Students will be notified of the need to stay during 8th period and will be given the opportunity to call a parent at the end of the period.

Each subsequent offense - stay until 3:30 (3:45 for multiple tardies). A student's tardy offenses begin accumulating with each new quarter.

SATURDAY SCHOOL

Saturday School will be held for students who require disciplinary action. Saturday detention allows students the opportunity to serve their disciplinary obligations while attending school full time and there by taking full advantage of the opportunities of regular attendance. All school rules in the Code of Student Behavior apply to students while attending Saturday suspension. In addition, the following guidelines apply for Saturday detentions.

Authority to defer a Saturday School detention lies with the principal or dean of students. This will be allowed on rare occasions, (ie. funerals, etc.) Work obligations are not valid excuse for changing detention time.

DUE PROCESS

Before a student is subject to disciplinary action under the Code of Student Behavior, the following minimum steps of due process must be offered to that student.

- A. The student must have been informed of the conduct which is expected or prohibited.
- B. Prior to disciplinary action a conference will be held with the student at which time notice is given as to what he or she is accused of doing.
- C. An opportunity should be given during the conference for the student to present his or her side of the story.
- D. The administrator must make the decision relating to disciplinary action based upon the incidents which have been appraised from the knowledge gained.

DRUG DOG SEARCH

Drug dog searches may randomly be conducted at Denison Middle School. Denison Community School District policy will be followed during all searches.

BOARD POLICIES

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available at <http://denisoncsd.isfis.net>. Employees are expected to know existing board policies and know to refer to the policies when necessary. If you have questions about board policies, please contact the Denison Community School Superintendent.

EDUCATIONAL OBJECTIVES - ([100 Board Policies](#))

NOTICE OF NONDISCRIMINATION (Board Policy [102 E1](#))

DISPOSITION of COMPLAINT FORM (Board Policy [104 R1](#))

GRIEVANCE PROCEDURE (Board Policy [102 R1 Grievance Procedure](#))

GRIEVANCE FORM (Board Policy [102 E4 Complaint Form](#))

STUDENT POLICIES GOALS & GUIDING PRINCIPLES [500 Student Policies](#)

Care of School Property/Vandalism (Board Policy [502.2](#))

(Board Policy [503.3 Fees, Fines and Charges](#))

Good Conduct Policy (Board policy [503.4 Good Conduct Rule](#))

Administrative Action-Student Suspension (Board Policy [503.1R1 Student Suspension](#))

Student Expulsion (Board Policy [503.2 Expulsion](#))

Tobacco/Alcohol/Controlled Substances: (Board Policy [502.7 Smoking-Drinking-Drugs](#))

Anti-Bullying and Anti-Harassment ([502 Anti-Bullying / Anti-Harassment Policy](#))

Anti-Bullying and Anti-Harassment Investigation (Boardy Policy [104 R1](#))

Weapons (Board Policy [502.6](#))

Student Lockers (Board policy [502.5](#))

Compulsory Attendance (Board Policy [501.3](#))

GOALS AND OBJECTIVES OF THE EDUCATIONAL PROGRAM - [600 Board Policies](#)

Technology and Internet Use (Board policy [605.6](#))

Technology and Internet Appropriate Use Regulation (Board Policy [605.6R1](#))

TOBACCO/NICOTINE FREE ENVIRONMENT (Board Policy [905.2](#))

SPECIAL OCCASION CLASSROOM / SPORTING EVENTS

Foods brought to school for special occasions must be single serve size.

CHILD ABUSE REPORTING WITHIN SCHOOL CONTEXT

It is the policy of the Denison Community School District that school employees not commit acts of physical and sexual abuse, including inappropriate and intentional sexual behavior, toward students. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy of the Denison Community School district to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation, when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

In an effort to comply with Chapter 102 of the Iowa State Code, the Denison Community School District has appointed Tina Holdsworth as the Level I child abuse investigator and Chris Eller as the district's alternate. This code specifies that the Level I investigators may be school district employees; however, the subsequent investigation phase (Level II) must have non-school district employees being designated. The Denison Police Department has graciously agreed to act as our district's Level II investigator. This rule governs only alleged violations by school district employees in school-related context.

The Denison Community School District continues to be committed to ensuring only the best possible educational climate for all of the students being served throughout the system.

EVERY STUDENT SUCCEEDS ACT

Every Student Succeeds Act (ESSA) legislation requires that states annually assess all students on achievement of grade-level, state adopted standards in reading, mathematics and science. To meet the requirements of the legislation, Iowa school districts and buildings must report assessment results for Reading and Mathematics grades 3-8 and 10-11; and Science grades 5, 8 and 10.

PARENT NOTIFICATION FOR ESSA

Parents/guardians in the Denison Community School District have the right to learn about the following qualifications of their child's teachers: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teachers, and baccalaureate/graduate certification degrees. Parents or guardians may request this information from the Superintendent by calling 712-263-2176.

DISTRICT ANNUAL PROGRESS REPORT

The District's annual progress report is posted on the District's website at www.denison.k12.ia.us or a paper copy can be requested by calling the Superintendent 712-263-2176.

TRANSPORTATION INFORMATION

Transportation will be provided free of charge for students K-12.

Each transported student has the right to a safe and enjoyable ride to and from school which is free from intimidation, threats, or harassment. Good conduct of all transported students while waiting for the school bus and while traveling to and from school is essential for a safe and enjoyable experience for all students.

Transportation service is a privilege that is granted to the student contingent upon the exhibition of proper behavior according to District behavioral guidelines. A student's eligibility to ride the school bus may be suspended or revoked for a violation of school bus safety or conduct policies, or for violation of any other law or policy governing student conduct on a school bus. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion, or suspension from school.

GENERAL INFORMATION

Each student will be assigned to a certain bus. The Director of Transportation has the right to assign students to a particular bus. The Director will reassign students as needed, in order to adjust loads to make the best use of transportation equipment. Parents will be contacted in the event of a bus time schedule change, or reassignment of a child to a different bus.

Students who are not regular bus riders are not permitted to ride buses, except in the case of an emergency. Arrangements must be made with the Transportation Department.

If a regular bus rider is to ride a bus different than the one assigned, the parent is asked to send a signed request to the school secretary, who in turn will contact the transportation department for approval. Factors in the decision will be the availability of space, disciplinary problems and the frequency of requests. Students are not permitted to depart the bus other than their stop, without a written request from the parent. The request must include the date for the request and location of the stop.

No types of animals will be allowed on the bus. Students boarding the bus with an animal, of any type, will be asked to leave the bus. Time of departure and the time of return on all regular school pick-up routes shall be recommended by the Director of Transportation and approved by the Business Manager.

TRANSPORTATION DISCIPLINE POLICY

It is the intention of the Denison Community School District to provide safe student transportation for district students eligible for bus service. It is essential that the discipline on a school bus be such that the driver can give his attention to driving. Students are expected to know and follow the rules for bus riders. Those who do not will be subject to disciplinary action.

It should be remembered that it is not the bus driver or the principal who excludes a student from riding a bus, but the student himself/herself.

BUS CONDUCT - EXPECTATIONS

1. Treat others as you would like to be treated; be courteous.
2. Stay seated at all times, facing forward, with feet on the floor.
3. Use speaking voice to talk - no shouting or profane language.
4. Help to keep the bus clean; use trash receptacles on the bus.
5. Cooperate with the driver; follow his/her instructions.
6. Keep head, hands, and feet inside of the school bus at all times.
7. Report any problems serious enough to warrant disciplinary action, to the bus driver before leaving the school bus.
8. Cell phones should be off and out of sight on regular bus routes just like they are in the classroom.

SUSPENSION OF RIDING PRIVILEGE

In cases where there are serious infractions of any rule or rules, the following procedures will be followed: In cases in which a student's behavior is such that the student needs to be refused transportation, the driver will not put the student off the bus, except at his/her destination. The driver will report the incident to the director of transportation on the same day and follow up with a written referral. The principal will meet with the student and will notify the parents of the problem. In serious cases, the student will be denied an opportunity to ride, until such time as the principal meets with the parents and the student to discuss the situation and determine the appropriate action to be taken.

IMPORTANT NOTICE TO PARENTS AND STUDENTS

The frequency and the degree of misconduct will determine the length of suspension. Behavior which shall result in a mandatory suspension from riding a bus:

1. Profanity (to include obscene gestures).
2. Physical or verbal abuse.
3. Smoking, igniting any items, or use of a controlled substance.
4. Intentional destruction of property.
5. Violation of any rule three (3) or more times.
6. An action of an extreme or dangerous nature that is deemed so severe bus service should be discontinued.

If a student feels he/she is being treated unfairly in a transportation matter, he/she should report the facts with all the details to the principal at the respective school.

Please help us to provide the best transportation possible.

DATE OF ADOPTION: August 1997

LEGAL REFERENCE: (Code of Iowa) Chapter 285.I thru 321.

Denison Middle School Supply List - All students need a backpack

6th Grade Supply List

Pencil case
Pencils and erasers
Pens blue & black
Colored pencils
Post it notes - 3"x3"
Earbuds
1 folder each for Math, Language Arts, and Social Studies
Loose leaf paper (wide line)

Language Arts

Three ring binder (1.5" hardcover)
*See canvas Art Page for Art Supply list - you will need a notebook for Art

7th Grade Supply List

Pencil case
Pencils and erasers
Colored pencils (at least a set of eight)
Pack of 4 Glue Sticks (science)
Pens
Highlighters
Post it notes - 3"x3"
Earbuds
2 - 1 inch 3-ring binders
2 - packages of tab dividers
2 - packages of loose-leaf paper
*See canvas Art Page for Art Supply list - you will need a notebook for Art

8th-Grade Supply List

Pencils
Blue or black pens
Markers or colored pencils
Highlighters
Scientific calculator
Earbuds
Language Arts
3-ring binder (1" hardcover)
1 package of 5-tab dividers for binder
Loose-leaf paper
Composition notebook
Post it notes - 3"x3"
Algebra 1: 100 page college-ruled notebook, folder or binder, loose-leaf paper
*See canvas Art Page for Art Supply list - you will need a notebook for Art

Language Development Classes

Mrs. Evers

Composition notebook

Mrs. Gehlsen

1 three ring 1" hardcover binder
1 package of 5-tab dividers (for 3 ring binder)
Post it notes - 3"x3"