



# Dahlstrom Student/Parent Handbook 2019-2020

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Dahlstrom Middle School  
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<https://www.hayscisd.net/DMS>

The Hays CISD Parent-Student Handbook (which contains the Student Code of Conduct) is designed as a general reference resource for some of the basic information you and your child will need during the school year. The handbook is a guide only, working in harmony with [school board policies](#) and actions. Students are expected to comply with both the Hays CISD Parent-Student Handbook and the Dahlstrom Student/Parent Handbook.

The **Dahlstrom Middle School Handbook** contains information that students and parents are likely to need during the school year. Students and parents need to be familiar with the HCISD School Student Code of Conduct, which explains the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. This document can also be found on the DMS website: <https://www.hayscisd.net/DMS>

**Absence Notes**

Refer to the Hays CISD Student/Parent Handbook. Absences will be coded as unexcused without a signed note. Please send all attendance excuses or doctor notes to the DMS Attendance Clerk at [dms.attendance@hayscisd.net](mailto:dms.attendance@hayscisd.net) with the student's name and ID number within 5 days of the absence.

**Academic****Grading Guidelines**

Hays CISD has constructed its grading guidelines based upon key principles from the concept of mastery learning. Mastery learning, in its most simple definition, means students master the skills and concepts that they are taught in the classroom. Teachers drive this mastery by first providing high-quality instruction. Then, teachers give students frequent and specific feedback to improve understanding. If necessary, teachers re-teach material.

Hays CISD grading guidelines acknowledge the importance of mastering skills and concepts by allowing students who do not perform well on certain assignments or tests an opportunity to redo the work. Specific rules apply in these situations. (See Grading Standards below.)

Student grades must reflect the student's mastery of the Texas Essential Knowledge and Skills (TEKS) and Student Expectations and local curriculum requirements. The district seeks to provide each student with a challenging and appropriate educational program. We can best achieve this goal by recognizing that individual students, through their varied learning styles, respond to different instructional approaches and require varied periods of time in which to master concepts and essential knowledge and skills. This philosophy is applied to an integrated program of developmental skills, PreK-12, as well as to a rigorous post-graduation preparatory curriculum. In this way, every student will be provided an optimal opportunity for academic development and success.

**Objective Standards**

The standards for each student will be the grade level Texas Essential Knowledge and Skills and local requirements for that grade level or course. When determining grades for student assignments, assessments, progress reports, and report cards, students shall be measured against objective standards, not in comparison with other students. Grades will reflect the degree of mastery of the Texas Essential Knowledge and Skills and district curriculum.

**Instructional Expectations**

Instruction in all programs is guided by researched-based theory and lesson design that provide for individual learning differences and requirements. The following characteristics are inherent in effective classroom practice:

1. Instruction occurs in a clearly defined manner;
2. Student thinking processes and engagement are constantly monitored as a part of instruction;
3. Both formative and summative performance assessments are administered frequently in order to evaluate and monitor student progress;
4. Summative evaluation occurs only after the instructor has utilized appropriate re-teaching, extension, or enrichment activities or experiences.

These concepts also require that teachers align the written, taught, and assessed curriculum. After completion of instruction and, if necessary, reinforcement opportunities and appropriate intervention, students will be granted a summative grade which reflects mastery of the targeted skills and concepts as demonstrated in the Texas Essential Knowledge and Skills and Student Expectations.

**Student Support Procedure**

Teachers are expected to make efforts throughout the year to support individual students in attaining mastery of the district curriculum. Such efforts include, but are not limited to, using differentiated instruction, developing a support plan, correcting misconceptions, and providing opportunities to show mastery.

**Modifications and Accommodations**

1. Modifications/accommodations of instruction, materials, and assessments as documented on individual modification sheets (for 504 students) or Individual Education Plans (IEP), are to be implemented to the degree specified. The degree of modification or the appropriateness of the student's instructional challenge will be reviewed annually.
2. If a student must work significantly below level and, as a result, the level/type of classroom work must be significantly modified, he/she will be graded according to his/her IEP.
3. Implementation of IEP modifications/504 accommodations is not optional; it is required by both district policy and federal law.

**Electronic Gradebook**

**Grades for the week must be posted in the electronic grade book by the following Tuesday at midnight.** Consideration for extension will be given to major projects and research papers.

**Academic Dishonesty**

Students who engage in academic dishonesty, participate in cheating or copying, plagiarism, or unauthorized communication between students during an assignment or examination, shall be subject to disciplinary action and/or grade penalties, as determined by campus administration as outlined in board policy. A student shall be required to complete an alternate assignment/assessment with parallel learning objectives. Students will be required to demonstrate mastery of content and skills.

Credit shall be denied (a zero recorded in the gradebook) until an alternate assignment/assessment has been completed for a maximum grade of 70. For grades 6-12, it is the responsibility of the student to communicate with the teacher to initiate an alternate assignment/assessment within a reasonable period of time according to the campus handbook.

**Grading Standards**

Hays CISD expects students to give their best effort the first time an assignment is made or a project or test is given. To ensure this quality of work, the following rules apply:

1. Teachers are required to record a minimum of one minor grade per week and a minimum of three major grades per grading period for each content area.
2. Minor grades will count for 40% and major grades will count for 60% of the overall grade for a nine-weeks grading period. All semester exam grades will count as 1/7 of the semester grade.
3. Teacher discretion may be used to determine what assignments constitute a minor or major grade, except for district-required Curriculum Based Assessments which are to be recorded as a major grade and eligible for reassessment.
4. Students have five school days from the time an assignment or test is returned to the student to receive re-teaching and to re-do assignments or take re-tests. The re-teaching, re-submitting, and re-testing within the five school days is scheduled at the discretion of the teacher.
5. Corrections made to an assessment do not constitute a reassessment. Students must participate in re-teaching prior to any assessment.
6. Students may re-submit assignments and re-test only one time per assignment. The following assignments are not eligible for resubmission: major projects and midterm, final, and benchmark assessments. Grades on benchmark assessments will be derived from material that has only been previously taught.
7. Students have two school days from the time a missing grade is posted in the grade book to make up the missing work.

8. Students may receive a maximum grade of 70 on all missing or re-submitted assignments and tests. When a re-test or re-assessment occurs, grades should be assigned in the following manner:
  - If a student scores a grade of 70-100; a grade of 70 should be entered in the gradebook
  - If a student scores a grade of 0-69; the higher of the two scores (original grade or re-test) should be recorded in the gradebook.

### **Re-Teaching and Reassessment for Mastery**

Students not mastering an objective standard will have the opportunity to be re-taught and reassessed a second time. Re-teaching may occur in a variety of ways and in different settings. This may or may not be scheduled during class time, but must be pre-announced so that students may plan accordingly. The number of re-teaching opportunities such as independent practice, activities, and/or ongoing homework, depends upon the professional judgment of the teacher and are required to strengthen skills prior to a second assessment. For reassessment, the teacher may not use the same assessment to determine mastery.

### **Late and Make-up Assignments**

Students are expected to complete all assignments. If a student fails to complete assignments or if late assignments become a concern for that student, teachers will notify the parent or guardian and the campus designee.

1. Students will be expected to make up assignments and tests after an absence. A student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner and within the time specified by the teacher.
2. The District shall not impose a grade penalty for make-up assignments after an unexcused absence.
3. The District shall not impose a grade penalty for make-up assignments after an absence because of suspension.
4. Students may be required to attend a teacher or campus program to complete any missing and/or unsatisfactory assignments turned in after the due date for a maximum grade of 70. Non-compliance may result in disciplinary action.
5. Any assignments not completed and submitted may be given the grade of a zero.

### **Interim Progress Reports**

Interim progress reports will be given to students every three weeks. When a student's grade average in a subject area is lower than a 74 or is deemed borderline, the progress report will be mailed home to the parent. Interim progress reports will also be given at parent request.

### **Report Card Grades**

Formal written notices (report cards) will be given to students at the completion of each nine-week grading period. It is the responsibility of the student to deliver the report card to a parent or guardian. End-of-year report cards are mailed home to the parent or guardian.

1. All grades shall reflect the actual grade earned.
2. Students receiving instruction through an Individual Education Plan in Special Education will be given reports on their progress on each goal and objective on the same schedule as report cards.
3. Please see the [Hays CISD Academic Calendar](#) for specific UIL eligibility dates.

### **Grade Averaging for Course Credit**

Semester grades earned for full year courses will be averaged together to determine the awarding of credit. For credit to be awarded one semester grade must be equal to or greater than 70 and the average of the final grade for Semester 1 and Semester 2 must be equal to or greater than 70. If both semesters receive a grade lower than 70, both semesters must be retaken for course credit. One repeated / recovered semester may not be averaged with a failing semester grade for awarding of the full course credit.

### **Transfer Students**

In the case of a transfer student, grades accepted shall be accepted based on the intent of the sending school. If the transfer grade from an accredited school has been designated as an AP, Pre-AP, Honors, or Dual Credit course on the transcript, the grade shall be awarded weighted rank points as long as the same course is weighted at the same level of difficulty within the District. If the transfer grade from an accredited school has been designated as an IB or Pre-IB course on the transcript, the grade shall revert to weighted rank points for an AP or Pre-AP weight. Numerical grades earned from an accredited school shall be accepted. If the originating school

sends a grading scale, alpha grades will be entered according to the scale. If no grading scale is available, alpha grades shall be recorded as:

A+ 99	B+ 89	C+ 79	D+ 72	F 65
A 95	B 85	C 75	D 71	
A- 92	B- 82	C- 73	D- 70	

When a transfer student's Academic Achievement Record indicates transfer grades of P (Pass) or F (Fail), those grades will be posted on their transcript as a P or F. The P or F will not be converted to a numerical grade for entry into the GPA or rank. If the transfer school will send a numerical grade for the P or F, then the registrar will post the numerical grade. At that time, the numerical conversion grade will be posted and calculated for GPA and rank for the transfer student.

Students who transfer into the district may receive adjusted award of credit, based on the following:

1. Internal averaging will be conducted manually within the same school year for the same full year course to determine the final year average under the following condition: If the final grade of semester one and semester two of the same course average to a 70 or higher, the student will receive credit for the course.
2. If a student transfers into the district within the same school year and the final grade for semester one and semester two average to a 70 or higher, an adjustment will be made to reflect the passing grade average in the year-long average of the course.
3. The year-long average of the course will not be calculated into the grade point average, only in the awarding of credit for the course.
4. This averaging procedure would require campus administrative approval and the completion of a grade change form to reflect the year-long average and the award of credit.

**Arrival and Departure**

**Campus Arrival**

The building opens at 7:45 a.m. Students are allowed to enter the building at 7:45 a.m. Prior to 7:45 a.m. students are not under the supervision of any school employee. All students are to report directly to the cafeteria immediately upon arriving to school. If tutoring is scheduled with a teacher before 7:45, the students will only be allowed in the building by that teacher. Students should make arrangements ahead of time with their teacher.

**Afternoon Departure**

Students will be dismissed at 3:35 p.m. daily. All students must clear the main building at 3:35 p.m. The buses will begin departure at 3:40 p.m. Students will not be permitted to loiter on campus after school prior to extracurricular activities or athletic events unless supervised by a sponsor or coach.

**Bus Riders**

Students must ride their assigned bus. If a student must ride a different bus, a note signed and dated by the parent must be brought to the school office before second period. The parent note will be verified by the school office staff and the student will return during their assigned lunch period to pick up the "Change of Transportation" form.

Students and parents may sign up for the late bus if students are attending tutoring or after school detention. Students/Parents will need to sign up for the last bus by completing the form at <http://bit.ly/latebussignup> at least 24 hours in advance.

### **Car Riders After School**

All car riders waiting for rides should be picked up by 3:50 p.m. daily. Students staying for tutoring/after school activities need to report to that activity immediately following the 3:35p.m. bell. There is no school supervision of students waiting for their ride after 3:50 p.m.

### **Loitering**

Students are not permitted to loiter on campus or in the streets, yards, or parking lots near the campus. Upon dismissal from school, bikers and walkers should leave the campus promptly. Only students who are remaining on campus for after school tutorials, school activities, club meetings, etc. should be in the building after 3:35 p.m.

Students, who are not participating in after-school activities, may not remain on campus after school waiting for an event to begin. Unsupervised students remaining on campus after school will be subject to disciplinary consequences including loss of privileges. Parents will be contacted and required to immediately pick up their student and the student will not be permitted to attend the event.

### **Athletic Events**

Students attending athletic events:

- Must have their student ID.
- Should attend the game only if interested in watching the game.
- Have exemplary behavior at all times.
- Be in dress code.
- Roaming the halls or congregating in the halls will not be permitted.
- Must be seated in the bleachers; not on the steps or the floor.
- May not stand in the **doorway** or on the **perimeter** of the court.
- Those who do not comply may receive a discipline referral and be asked to leave school property.

### **Attendance**

Students should be at school every day by 8:00 a.m. unless they are seriously ill. In the event of an illness, the student should bring a doctor's note to the Dahlstrom attendance clerk on the day they return to school. Dahlstrom Middle School will adhere to district policy and state law regarding attendance matters.

***Failure to attend school may result in owing make-up hours, summer school, and costly court costs.***

### **Bullying/Harassment**

Dahlstrom educates students on how to handle situations where they might need support and encourages them to ask school personnel for assistance when needed. Students should report to school personnel if they are experiencing bullying/harassment of any kind. In addition, the Hays HopeLine is an online reporting system that is a convenient and confidential way for students and parents to report bullying, harassment, or any other personal crisis. You can leave a tip 24-hours-a-day, any day of the year. However, the HopeLine is currently only monitored during regular school business hours. In the event of an emergency or immediate need, please call 9-1-1 or the National Suicide Prevention Lifeline at 1-800-273-TALK (8255).

**Cafeteria Guidelines – Breakfast and Lunch**

Breakfast is offered to students between 7:45 a.m. and 8:00 a.m. in the cafeteria. Students wishing to purchase breakfast need to arrive at school before 8:00 a.m. The school cannot loan students breakfast or lunch money. Breakfast will not be served later than 8:00 a.m. All students must be in class by 8:05 when the Tardy Bell rings. A debit account may be set up in the cafeteria for students to pay for their breakfast or lunch.

***Parents are always welcome to eat with their student according to Hays CISD Nutrition, Wellness, and Fundraising Policy: “Parents may provide food for their own child. However, parents cannot provide food for any children other than their own...a parent cannot bring any food item to another child even with parent permission.”***

**Birthday Celebration**

A parent or grandparent may bring birthday treats for the class during the last 15 minutes of 7th period. According to Hays CISD Nutrition, Wellness and Fundraising Policy: “Parents can bring a treat on the date of their child’s birth for their child or their child’s class in the last 15 minutes of the day or after school. However, these treats cannot be distributed in the cafeteria and should be free of any known allergens.” Please remember we are a nut free campus. Please contact your student’s 7th period teacher to inform them if you are bringing in food for your child’s birthday.

**Cafeteria Norms**

- Students who do not have their ID will not be allowed to buy items from the Snack Shack. They will be allowed to buy lunch from the main lunch area.
- Students are expected to clean up their eating area. Consequences, including lunch detention and/or loss of free seating may be given for failing to clean up after yourself and ensuring the student’s eating area is clean.
- Students are not to wander through the halls during their lunch period or stay in a classroom without permission.
- Open containers or packages of food or drinks must not be taken from the cafeteria.
- During the lunch period, students are to use the restrooms located in the cafeteria area.
- Only bottled water is permissible to be taken from the cafeteria.
- Students may not order food from outside vendors to be delivered to the school.
- Students are not permitted to use personal devices while in the cafeteria. Please use this time to converse with your friends and make new friends.
- Students are expected to be seated by the time the tardy bell rings. Consequences, including lunch detention and/or loss of free seating may be given for failing to be seated by the time the tardy bell rings.

**Discipline****Authority to Investigate and Interview**

When district staff investigates alleged misconduct students may be required to provide written statements as needed and/or may be questioned regarding the student’s own conduct or the conduct of other students. Failure to cooperate in an investigation, to include refusal to provide a written statement, may be treated as insubordination. Investigatory proceedings will be conducted without delay, and there is no right to representation in such proceedings.

In addition to the school day, teachers and administrators have full authority over student conduct during school activities before and after school and at school-sponsored events off district premises. Students who violate policy will receive a disciplinary referral which may result in one or more of the following consequences:

**Lunch Detention (LD).**  
**After-School Detention (ASD)**  
**Saturday Detention (SD)**  
**In-School Suspension (ISS)**  
**Out of School Suspension (OSS)**  
**Impact Placement**  
**Removal from School Event**

### **Student Conduct**

In order for students to take advantage of available learning opportunities and to be productive members of our campus and community, each student is expected to:

1. Attend school with excused absences only when necessary.
2. Attend tutorials as needed.
3. Redo all assignments, including tests with a score below 70%.
4. Turn in all homework assignments completed and on time.
5. Turn in all make-up work promptly following any absence.
6. Participate in class.
7. Demonstrate courteous behavior—even when others do not.
8. Attend all classes regularly and on time.
9. Take appropriate materials and assignments to class.
10. Meet district and campus standards of grooming and dress.
11. Obey all campus and classroom rules.
12. Avoid violations of the Student Code of Conduct.
13. Respect the rights of other students, teachers and other district and campus staff.
14. Respect the property of others, including district property and facilities; cooperate with or assist the school staff in maintaining safety, order and discipline.

### **Disruptions**

In order to maintain student safety and sustain an educational program free from disruption, **state law permits the district to take action against any person, student or non-student, who:**

1. Interferes with movement of people in an exit, entrance, or a hallway of a district building without authorization from an administrator.
2. Interferes with an authorized activity by seizing control of all or part of a building.
3. Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly, or to cause disruption during an assembly.
4. Disrupts classes while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
5. Interferes with the transportation of students in district vehicles.
6. Under state law, a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society or gang.

### **Conduct Before, During and After School**

In addition to during the school day, teachers and administrators have full authority over student conduct at before and after-school activities on district premises, at school-sponsored events off district premises, including all forms of Hays CISD Transportation. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct, Board Policy and State and Federal laws.

## **Dress and Grooming**

### **Dress Code Philosophy**

Dahlstrom Middle School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible. Our student dress code is designed to accomplish several goals:
  - Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
  - Allow students to wear clothing of their choice that is comfortable.
  - Allow students to wear clothing that expresses their self-identified gender.
  - Allow students to wear religious attire without fear of discipline or discrimination.
  - Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
  - Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
  - Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
  - Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
  - Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

### **Dress Code**

Dahlstrom Middle School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity,

religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. For health and safety, footwear must be worn at all times.
2. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
3. Garments designed to be worn as underwear may not be worn as outerwear.
4. Hats, bandanas, visors, and all other head coverings are prohibited in the school building (except for religious and medical reasons as approved by the administration).
5. Bare midriffs, strapless or backless garments, tube tops, or any other item of clothing that exposes the torso are prohibited.
6. Skirts, dresses, and shorts should not end higher than mid-thigh and should be worn at the waist.
7. Any clothing or patches that have writing or pictures that include the following are not permitted: References to violence and weapons; Racist comments; Anti-religious references; Sexual connotations; References to tobacco, alcohol or drugs
8. Clothing, apparel and/or accessories that may be construed as gang-related are strictly prohibited.
9. Clothing should not be worn that interferes with or disrupts the operation of the school.

### **Student ID Badge**

Student ID's are considered a part of the Dahlstrom Middle School Dress Code. **Students are required to wear their current Dahlstrom Middle School ID at all times while on campus.** Students are required to have IDs for lunch purchases, checking out library books, admittance into sporting events and for safety concerns. Students who do not wear their student ID will be considered out of compliance and may receive discipline consequences. Defacing of student ID's is unacceptable; cutting, altering with markers and stickers are some examples of defacing. If a student loses or misplaces their ID or would like to purchase a new ID, they may purchase a new ID for \$5 in the library. New IDs may be purchased before school or during lunch.

### **Emergency Drills**

Fire drills, tornado drills, and other required safety drills including Standard Response Protocol (SRP) are held regularly as required by law. Records of safety drills are kept on file in the office. If a student misbehaves during an emergency drill, the student will receive a referral to the office and will be subject to disciplinary consequences.

### **Extracurricular Activities: Dances, Field Trips, Etc.**

To keep these activities pleasant and enjoyable for everyone, the following guidelines will be in effect: (applies to all activities during and after school)

1. Students may be denied the privilege of attending any activities during or after-school if they have been assigned detention, ISS, suspended from school, have had serious behavior problems, or at the discretion of the administration.
2. Any student who does not observe proper rules of conduct will be asked to leave the activity and may be subject to disciplinary action.
3. Students who are in ISS, suspended or who have been absent more than half a day from school may not attend any school activity the same day.
4. Students assigned to the Impact center may not attend any school or district events.

### **Dances, Athletic Games and After-School Events**

At various times throughout the school year, school organizations will sponsor events after school hours. Disciplinary guidelines and student code of conduct are in force at all school activities. Students are not permitted

to wait on campus prior to an event unless supervised by a sponsor or coach. Parents must promptly pick-up their children at the end of the event or make arrangements for another adult to do so. Students not picked up within 30 minutes of the end of the event may be reported to law enforcement and students may not be permitted to attend future after school activities. Dances/socials are limited to current Dahlstrom Middle School students **only**. Students who leave the event before it is over will not be permitted to re-enter.

### **Extracurricular Activities: UIL, Clubs, Organizations:**

Participation in school and school-related activities is an excellent way for students to develop talents, receive individual recognition, and build strong friendships with other students; participation, however is a privilege not a right. Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL) a statewide association overseeing inter-district competition. Students must adhere to the Extracurricular Code of Conduct as well as meet the following requirements:

1. A student who receives, at the end of a grading period, a grade below 70 in any class may not participate in extracurricular activities for at least three school weeks.
2. A student with disabilities who fails to meet the standards in the individual education plan (IEP) may not participate for at least three school weeks.
3. An ineligible student is required to practice or rehearse.
4. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all classes, and (2) completed the three weeks of ineligibility.
5. A student is allowed up to 10 absences from a class during the school year for extracurricular activities or public performances. All UIL activities and other activities approved by the Board are subject to these restrictions. A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.
6. Restrictions on participation related to discipline may be found in the Student Code of Conduct.

***Please note:*** Student Clubs and performing groups such as band, choir, cheerleading, student council and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

### **Guest Teachers**

Students are expected to be polite, helpful, and considerate to all guest teachers. Students who are disrespectful or misbehave in a guest teacher's classroom will be disciplined for inappropriate behavior.

### **Gum, Food and Drinks**

1. Students who chew gum may be asked to responsibly dispose of it at any point during the school day. Certain classes do not permit gum, and it is the student's responsibility to follow class expectations.
2. Only clear water is permissible in hallways and classrooms.
3. Food and drink other than clear water is not permitted in hallways. Certain classes do not permit food and it is the student's responsibility to follow class expectations. Please remember we are a nut aware campus.

***Non-compliance and/or repeated offenses with gum, food, and drink expectations may result in disciplinary action.***

### **Hallways**

Students are allowed three minutes to transition between each class period. Students must be in the classroom prior to the tardy bell in order to avoid being late.

**Hallway Expectations**

1. Stay to the right when walking in the halls.
2. Refrain from shouting or talking loudly.
3. Do not block the flow of traffic.
4. Do not stand in the hallway in groups or walk the halls in a group fashion.
5. Running in the hallway is prohibited.
6. Students are not permitted to use any personal devices, including cell phones.
7. All students should remain in their classrooms the first and last 10 minutes of each class period.

**Library Use**

Students are permitted access to the library during the course of the full school day including lunch. Students may also use the library beginning at 7:45 a.m. prior to the school day and after school hours until 4:00 p.m. Students are admitted to the library with a written pass from a teacher during the school day. Books may be checked out for two weeks at a time. Computers are available for student use. Students are not to remove any materials or publications, without authorization from the library. Students may pay \$5 and receive a new ID from the library before school or during their lunch period.

**Lost and Found**

Articles, books, and clothing that are found must be turned in to the office. The office will make every effort to find the owners, provided the item is tagged with the student's name. Unclaimed articles will be donated to a charitable organization at the end of every nine weeks.

***The school is not responsible for items lost or stolen at school.***

**Parent Support**

Parental support is vital to the success of our students. Please help us encourage students to have a great work ethic, positive attitude, be well-behaved and have a growth mindset! Please check the parent portal weekly to stay advised of student grades, missing work, and possibly disciplinary referrals.

**Schedule Changes**

Course selection is made in the spring semester prior to the current school year and every effort is made to honor student course requests. It is imperative the student/parent choices be made with much thought and consideration. Personnel assignments and the master schedule of course placements are based on the student's selections in the spring; therefore, a student's schedule is difficult to change once it is in place. The counselor must receive a written request from the parent for a schedule change prior to the last day of school so that schedules are in place prior to the first day of school. We do not honor teacher requests.

**School Facilities**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended, littering, defacing, or damaging school property is not tolerated. Students will be required to pay damages and may be subject to disciplinary action and possible criminal prosecution.

**School Resource Officer (SRO)**

Hays CISD utilizes SROs from the Hays County Sheriff's Department. While serving as resource officers, the deputy sheriffs have full authority vested by the county and state.

### **School Supplies**

Students are expected to have needed materials and supplies in class so that they can successfully complete assignments. A recommended school supply list for middle school students is available on the Dahlstrom website.

### **Searches**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District and Campus officials may from time to time conduct searches. Such searches are conducted without a warrant as permitted by law. Trained drug-dogs are used randomly to monitor our school for contraband.

### **Student Insurance/Secondary Schools**

At the start of school, a student or parent will receive information about accident insurance. This is a voluntary insurance, which is normally considered a secondary policy. In situations where the student does not have primary insurance, the secondary policy becomes primary.

### **Tardies**

A student is tardy if they are not in the classroom when the tardy bell rings without a pass. Excessive tardiness will be referred to the assistant principal and the student may be subject to disciplinary consequences.

### **Teacher Conferences**

Parents are urged to stay in close contact with the teachers of their children. In the event parents feel a teacher conference is needed, they are encouraged to contact the teacher to schedule a mutually agreeable time to meet.

***Before contacting an administrator about a problem, the parent should talk with the teacher first to obtain necessary information and to attempt to resolve the concern.***

### **Technology**

#### **Purpose**

Dahlstrom uses Instructional Technology as one way of enhancing the mission to prepare and inspire all students for participation in an innovative community of learners by teaching the skills, knowledge and behaviors students will need to be responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21<sup>st</sup> century skills, we have purchased chromebooks to be utilized in classes as needed. The individual use of technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

***Students will no longer need to bring their own device to school for educational purposes.***

#### **Digital Citizenship**

Being a good digital citizen is more than knowing your way around the web. It's about connecting and collaborating in ways you didn't even know were possible. Students are expected to exercise positive digital citizenship to help create a positive school culture that supports safe and responsible technology use. This will include "Power Down" zones in non-instructional areas where personal electronic devices are prohibited; for example, In-School Suspension (ISS), hallways, restrooms, locker-rooms, cafeteria, and during testing. We will also review cyber-safety rules with students periodically throughout the school year, and will offer reminders and reinforcement about safe online behaviors.

Any personal electronic devices brought to school by the student is the personal property of the Student/Parent, subject to inspection in accordance with the Student Code of Conduct and Board policies.

All Students and Parents must adhere to the district and campus policies, Student Code of Conduct, Student Handbook, Responsible Use Guidelines, Board policies and federal/state laws.

### **Students and Parents Acknowledge**

1. The school's network filters will be applied to personal devices connected to the District's network and any attempt to bypass the network filters is prohibited.
2. The school will not be responsible for the repair or replacement of personally-owned devices.
3. Please register your device through Hays CISD Crime Stoppers Operation ID at [www.hayscisd.net/operationID](http://www.hayscisd.net/operationID).
4. Free wireless access will be provided by Hays CISD. The school is not responsible for personal charges for accessing other wireless connections or other data charges.
5. Student Wi-fi Access Code: haysguest - student ID (will create a unique password).

Students, as digital citizens, will:

- o Use technology responsibly.
- o Comply with network security policies.
- o Ask permission before taking or posting photos/videos of someone else.
- o Stay on task while using technology in class.
- o Think before posting information online.
- o Protect private information.
- o Stand up to cyber-bullying.

### **Lost, Stolen, or Damaged Devices**

Each student is responsible for his/her own digital property, and should treat and use it responsibly and appropriately. Dahlstrom Middle School takes no responsibility for stolen, lost, or damaged digital property, including lost or corrupted data on those devices. While school employees will help students identify how to keep devices secure, students will have the final responsibility for securing their personal device. Please check with your homeowner's policy regarding coverage of personal devices, as many insurance policies can cover loss or damage.

### **Hays CISD Cell Phone Policy**

1. Personal devices including cell phones are not permitted once the school day begins.
2. Personal devices are only allowed in the classroom if the teacher has posted a green sign in the in the classroom to indicate that students may use their devices for instructional purposes.
3. Personal devices are not permitted in any commons area such as hallways, cafeteria, library, gyms, locker rooms, or in outside areas.

### **Hays CISD Cell Phone Policy Violations and Consequences**

1. 1<sup>st</sup> offense, the phone or personal device will be taken up by a staff member. The student may pick up their device at the end of the school day.
2. 2<sup>nd</sup> offense, the phone or personal device will be taken up by a staff member. The parent will be required to pick up the personal device at the end of the school day.
3. 3<sup>rd</sup> offense and any continued offenses, the phone or personal device will be taken up by a staff member. The student or parent will be required to pay a \$10 fine for the violation and the parent will be required to pick up the personal device at the end of the school day.

### **Textbooks**

Students who deface books, including marks on pages or water damage, are subject to fines up to replacement of textbook. Please be advised that each student, or his parent or guardian, shall be responsible to the school for all books

not returned by the student. Any student failing to return all books shall forfeit his/her right to free textbooks until the parent or guardian pays for the books previously issued but not returned. If a textbook is not returned or paid for, the district or school may withhold the student's records.

### **Unauthorized Sales**

No items may be sold on the bus/school grounds by any individual. Only recognized school sponsored sales approved by the principal will be permitted. Students will be subject to disciplinary action and/or having items confiscated to be returned at parent request. For example, Girl Scout cookies may not be sold during the school day or at lunches.

### **Valuables**

**Students are not to bring large amounts of cash or expensive items that could result in loss or theft.** Students are responsible for the safekeeping of all personal items brought on campus. Recovery of lost or stolen items is rare. The best prevention is not to bring them on campus.

### **Visitors**

All persons visiting the campus must sign in at the front office reception area by using the Raptor Security System. All visitors must present a valid driver's license upon entering the building for each visit.

**Students are not allowed to have other student visitors during the day.**

## **DAHLSTROM MIDDLE SCHOOL PRE-AP LETTER OF UNDERSTANDING**

The purpose of this Letter of Understanding is to provide information to parents and students and to facilitate students' success in academically challenging courses. Pre-AP courses stimulate and challenge students to perform at an advanced academic level. Therefore, Pre-AP coursework requires students to engage in more independent analytical reading and writing assignments, both inside and outside of the classroom.

Due to the rigor, high level of expectation and preparation time required in Pre-AP and AP courses, students and parents must submit a signed letter of understanding at the start of the school year. While Pre-AP courses are open to any student wishing to enroll, parents and students should consider the extra effort required of students who typically experience success in Pre-AP courses. The decision to enroll in Pre-AP and AP courses ultimately rests with the parents and the students.

### **General Course Expectations:**

- Successful completion of each Pre-AP course requires additional hours of individual study time outside of class on a regular basis.
- For a student whose grade average for the first six weeks is less than 70, a student-parent-teacher- counselor conference will be held to evaluate the advisability of the student remaining in the class.
- For a student whose grade average for the first nine weeks is less than a 70, the student will be moved to the on-level course.
- For a student whose grade average is less than a 70 for each subsequent grading period after the first nine weeks the student will be moved to an on-level course.

### **Exit Policy/Process**

Attend a conference between student, parent/guardian, teacher, and principal or designee. Schedule changes will be subject to course availability. If a student transfers out of a Pre-AP class, the student's grades will directly transfer to the course into which the student enters if the course is a different level course of the same subject.

**Student Agreement**

In signing up for this Pre-AP course, I agree to organize my time and effort to successfully complete all work in this rigorous course. I understand that I may need to seek additional help from my teacher outside of class.

**Parent or Guardian Agreement**

I understand the expectations of this Pre-AP course, and I agree to support and encourage my son/daughter in his/her endeavors in the course. I will notify the teacher of any concerns relating to the course or my student's progress. I understand that my son/daughter may need to seek additional help from the teacher outside of class.