

DOWELL MIDDLE SCHOOL

2009-2010 Student Handbook Addendum

It is our goal to provide the students of Ruth Dowell Middle School with the best education possible. Therefore, the following policies and practices are very important.

Student Behavior Standards

Student Code of Conduct

McKinney ISD has a written *Student Code of Conduct* that is distributed to every student on the first day of school. It is the responsibility of the student to give this to his/her parent/s and to sign a form stating that he/she has read and understands the policies. Failure to do so does not relieve the student or parent from the responsibility of following the McKinney ISD *Student Code of Conduct* nor incurring appropriate consequences.

Standards and Expectations

Students enter and exit through the front entrance. Walk in an orderly and respectful manner in the hallway. Be ready to learn when the bell sounds. No backpacks, book bags or oversized handbags are allowed in the classrooms. They are too large, block the aisles and threaten safety, and should be stored in student's locker.

Classroom Expectations

- 1. Be respectful.**
- 2. Be prepared to learn daily.**
- 3. Be on time.**

Harassment or Bullying

Harassment or bullying of any kind (i.e. verbal, sexual, racial, etc.) will not be tolerated at Ruth Dowell Middle School. If at any time a student feels like he/she is being harassed or bullied, then he/she must tell a teacher or administrator immediately. Appropriate disciplinary action will be taken.

Arrival and Dismissal Expectations

Building Entrance

Parents should drop off their children in the front circular drive along the entire front walkway. Please do not hold your student until you reach the front door. We are most efficient when we utilize the entire "drop-off zone". Please turn off cell phones while in school zones. All students and visitors shall enter the building through the front entrance. All visitors must then proceed directly to the reception desk to sign-in and receive a visitor's badge. Students who ride the bus must enter through the back door by the cafeteria.

Leaving During the School Day

A parent or guardian with a picture ID must sign out their student at the receptionist's desk before taking them from school during the day. The student will be called to the receptionist's desk when the parent or guardian has signed out the student. Students will not be sent to the receptionist's desk to wait for the parent to arrive.

Students will not be released to anyone but the parent/guardian unless written permission has been given in advance or the person is listed on the student's registration information card. When a student is picked up, a picture ID must be presented.

Student Arrival

Upon their arrival, students are to report to their designated morning area. Since there is no supervision before 7:15 a.m., parents are encouraged to drop off their children after this time.

Dismissals

Students are dismissed from school at 3:00 p.m. Parents should pick their children up in the front circular drive only. Please turn off cell phones while in school zones. All students should leave the premises unless they are participating in an approved after-school activity such as student clubs/organizations, practices, rehearsals, tutoring, and after-school detentions.

Permission to Ride Bus

Before a student will be allowed to ride a bus other than the one they normally ride (or for students who do not normally ride the bus, but need to in certain circumstances), he/she must have a note from the parent or guardian which is verified and signed by one of the principals prior to the dismissal bell.

Attendance

It is the responsibility of the parent(s) or guardian(s) to see that their child attends school on a regular basis. In the event of an absence, it is the parent's responsibility to notify the Attendance Office by 10:00 a.m. on the day of the child's absence.

In an effort to gain credit for the year, students must attend 90 percent of the school year. The "90% Rule" takes into account both excused and unexcused absences during the course of the year. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class. Students failing to meet the required number of days will be summoned along with their parent to appear before the Attendance Review Committee.

Admitting Late Arrivals

Students who are not more than 10 minutes late to first period should report to the front office to sign-in and then to their Team Office (Assistant Principal) where they will be provided a pass to allow them to enter class “tardy”. If students are more than 10 minutes late to first period, they should report to the front office with a parent or medical note to sign-in with the receptionist. Students will receive a pass in order to enter class and will be marked “absent”.

Prior Approval Absence for Students

By submitting a request in writing to the principal, parents may request an excused absence if they must take their child out of school. The request is to be made 48 hours prior to the absence. Each request is evaluated independently and includes consultation with the teachers before the request is approved. Current academic standing and previous attendance are factors taken into consideration.

Admitting Students after an Absence

Students must present a note from a parent to the attendance clerk after having been absent. A doctor’s note is needed for any medical or health-related absence. The note must include:

1. Student’s name
2. Date of absence
3. Reason for absence
4. Signature and date by parent/guardian

Tardy Policy

The following consequences will be applied for campus tardies:

1 st Tardy	Warning
2 nd Tardy	Warning
3 rd Tardy	Warning
4 th Tardy	Lunch detention *
5 th Tardy	Lunch detention
6 th Tardy	Lunch detention
7 th Tardy	Lunch detention AND After-School Detention (2 hours)
8 th Tardy	Lunch detention AND After-School Detention (2 hours)
9 th Tardy	Friday Night Live (4 hours)

Subsequent tardies will result in a parent conference and additional consequences.

*Parent Contacts will begin with 4th tardy.

Tardies will start over each nine-week period.