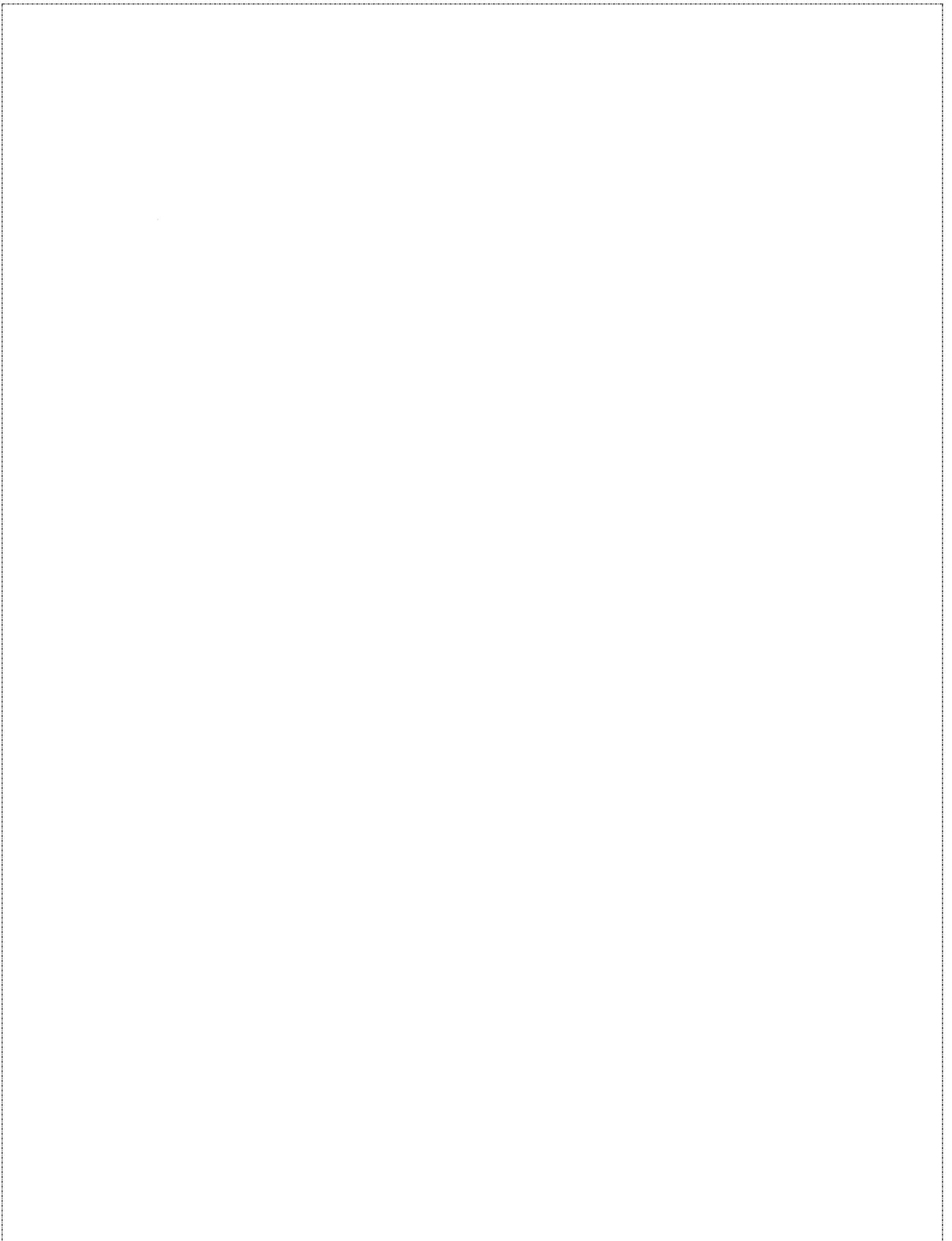


STUDENT & FAMILY HANDBOOK



**Campus Procedures
2018-2019**



Purpose

The guidebook has been prepared for families of students attending Reed Middle School. The purpose for this handbook is to provide information for daily operations and procedures at Reed, in accordance with Duncanville ISD and state educational policies. It is not all inclusive; therefore, please ask your child's teacher or an administrator if you have specific questions or needs. This handbook and all policies and expectations presented supersede all previous handbooks, policies and expectations. As we work together this year, suggestions will be received, and revisions will be made to improve procedures that impact the learning environment of our school, and the quality of our educational program.

School Colors

Red and Blue

Mascot

Panther

Our Beliefs

In accordance with the Duncanville ISD Strategic Plan, we embrace and embody these core beliefs:

Purposeful Engagement

Purposeful engagement is the most effective long-term way to learn and is our primary responsibility.

Quality Teachers

Our teachers are the single most important influence on the quality of learning and instruction in our schools.

Continuous Improvement and Collaboration

We are a learning organization with a culture of continuous improvement and collaboration

Valuing each individual

Each person is unique and of infinite value; therefore, we embrace and celebrate diversity.

Schools impacting community

Quality schools encourage and sustain quality of life, freedom, democracy and economic growth; therefore, the entire community benefits from quality schools and is responsible for supporting them.

Our Vision

"Writing success stories, one student at a time".

Our Mission

"Ensure that all students receive a quality education in a safe, orderly, productive, and engaged environment.

Contents

Absences and Tardies	5
Attendance Law	6
Arrival Procedures	7
Cafeteria Information.....	7
Cell Phones and Technology	8-8
Clinic and Medication Services	8
Communications and Conferences	8
Conduct.....	9
Confidentiality	9
Curriculum - TEKS.....	9
Dismissal and Dismissal Procedures	9-10
Dress Code.....	10
Field Trips.....	10
Grades	10
Guidance	10-10
Homework.....	11
Home/School Communications	11
Lost and Found	11
Money Matters	11
Safety	11
Volunteering	11

Reed Middle School
General Policies and Procedures Manual for
Students and Families
2018-2019

Absences and Tardies

Punctuality and daily attendance, is required to make sure that we maximize the time that we have with students in order to ensure the greatest possible academic gains for your students. We ask parental assistance in making sure that your students are here and on time. The following are our procedures in accounting for absences and tardies:

- The school hours are M-F, 9:00 AM – 4:30 PM. The first bell rings at 8:55, and the tardy bell rings at 9 AM. **Students not in the classroom at 9:00am will be considered tardy and must have a pass from the office in order to be admitted.**
- Tardies are neither excused nor unexcused. A tardy is simply a tardy. Three tardies are the equivalent of one unexcused absence for truancy purposes.
- Picking students up early at the end of the day causes them to miss valuable instructional time, and will be handled by the same policy as absences and tardies.
- A student who has been absent **must bring a note** explaining the absence **within 2 school days** or it will be considered an unexcused absence. Absences such as family trips/vacations will not be excused unless written proof of a family emergency (funeral) is presented. If a student is absent 5 or more consecutive days for illness, we must have a statement from a physician upon the student's return.
- **If students' unexcused absences cause them to be in attendance less than 90% of the school year, they are subject to retention at the discretion of the attendance committee.**

Attendance Law

ATTENDANCE FEA COMPULSORY ATTENDANCE FEA (LEGAL)-P : Students who are at least six years of age, or who have been previously enrolled in first grade, and who have not yet reached their 18th birthday shall attend school for the entire period the program is offered, unless exempted as indicated below. Students enrolled in prekindergarten or kindergarten shall attend school. A person who voluntarily enrolls in school or voluntarily attends school after the person's 18th birthday shall attend school each school day for the entire period the program of instruction is offered. The District may revoke for the remainder of the school year the enrollment of a person who has more than five unexcused absences in a semester. A person whose enrollment is revoked for exceeding this limit may be considered an unauthorized person on school grounds for the purposes of Education Code 37.107 regarding trespassing.

Exemptions:

Students who meet one or more of the following conditions shall be exempt from compulsory attendance requirements:

1. The student is at least 17 years of age and has been issued a high school equivalency certificate or diploma.
2. The student attends a private or parochial school that includes in its course a study of good citizenship. A student in a home school shall be exempt from compulsory attendance if he or she is pursuing in good faith a curriculum consisting of books, workbooks, other written materials (including those that appear on an electronic screen of either a computer or video tape monitor), or any combination of these. The curriculum shall be designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship. *TEA v. Leeper*, 893 S.W.2d 432 (Tex. 1994)
3. The student is eligible to participate in the District's special education program under Education Code 29.003 and cannot be appropriately served by the resident district.
4. The student has a temporary and remediable physical or mental condition that renders attendance infeasible and the student has a certificate from a qualified physician that specifies the condition, indicates the prescribed treatment, and covers the anticipated time of absence needed for receiving and recuperating from remedial treatment.
5. The student has been expelled in accordance with legal requirements in a district that does not participate in a mandatory juvenile justice alternative education program. [See FOD]
6. The student is at least 17 years old, is attending a course of instruction to prepare for the high school equivalency examinations, and:
 - a. Has the permission of the student's parent or guardian to attend the course;
 - b. Is required by court order to attend the course;
 - c. Has established a residence separate and apart from the student's parent, guardian, or other person having lawful control of the student; or
 - d. Is homeless as defined by 42 U.S.C. 11302.

Arrival Procedures

The building is open and staff members are ready to receive students at 8:30am. **Students SHOULD NOT be left unsupervised at any time prior to 8:30 AM.** For security purposes, 8th Grade students that are not eating breakfast will enter the building through the North campus doors and immediately sit down in the auditorium. 7th grade students that are not eating breakfast will only enter the building through the courtyard doors and immediately sit down in the South gym. All students that are eating breakfast will enter the building through the courtyard. Students will eat breakfast in the cafeteria and proceed to their designated areas (7th grade-South Gym and 8th grade Auditorium) where they are supervised. Students must present their ID when entering the building and the cafeteria for breakfast.

Cafeteria Information

Each Duncanville ISD student has an assigned number, which doubles as their lunch account number. Students maintain their numbers throughout their school years in the Duncanville system and should have these numbers memorized. Money should be credited to this account regularly either by sending it with your child (preferably in a check made out to Nutrition Services with your child's name and ID number in the memo line), or electronically through the online Nutrition Services system. Cashiers do not make change, so if cash is sent with a student, any overage will be added to the account.

For parents with multiple students in the district, money may be deposited in a student's account at any campus; therefore, it is possible to take care of all of your children at once. Proper maintenance of the lunch account will ensure that students are able to eat regularly. Students without enough money on accounts may be subject to having an alternate lunch. If a student should lose a lunch or money, he or she will be allowed to make a call home. Applications are available online through the Nutrition Services site, and may take 7-10 business days to process.

Lunch Prices:

Student	\$3.00
Reduced	\$.30
All Adults	\$3.75

Lunch-Outside Meals

We view the mealtime as an extension of the learning environment, and find it a valuable time to model and teach appropriate social skills that students will need as they grow. We also, find that the lunch period is a very vital time for students to have the opportunity to socialize with their peers in a less structured environment, and enjoy each others company.

Bringing in outside meals for student(s) to enjoy is always exciting for them. Outside food is allowed on Fridays.

Cell Phone Policy

If for any reason your child must bring a cell phone(s) with them to school they must follow the campus cell phone policy. **Absolutely no cell phone use allowed during passing period, lunch time or during class time, unless directed by the classroom teacher** (Any devices found being used outside of instruction during instructional time are subject to confiscation). If a violation does occur, cell phones will be confiscated and kept in the office until the \$15 fine has been paid. Fines are only collected at the end of the day. If you need to get a hold of your child immediately, please call the office 972-708-3500.

Clinic and Medication Services

Our Nurse, RN, is on campus and available to attend to minor illnesses and injuries that occur during the school day. In the event of a more serious situation, she will make your child comfortable and contact you immediately. If we are unable to reach you, we make every effort to contact someone on your emergency list. **We cannot keep seriously ill children, or those with contagious illnesses on campus.** In addition, students sent home with fever must be fever free and un-medicated for 24 hours before being allowed to return to school. They will be checked by the nurse before being admitted to class.

If your child is required to take medication while at school, a prescription and dosing instructions from the physician, as well as additional documentation in some instances, must be provided. Over the counter medication may be brought to the nurse for your student as well, but should NEVER be given to the student to take on his or her own.

Communications and Conferences

We have an open door policy at Reed, and encourage and appreciate parental visits and regular conferences. We invite you to call or visit when you have questions, concerns or suggestions, and occasionally schedule a visit during the school day just to see how things are going if you so choose. Teachers may be contacted directly on their classroom phones, or by leaving a message with the front office staff. Please allow 24 hours for calls to be returned.

Each teacher is assigned a conference period, during which time, they are able to make and return phone calls, and meet with you. If the scheduled time will not work with your personal schedule, conferences can be arranged before or after school, or at another time of the day, given some notice. Please call the office or your teacher directly to request a meeting. **If you plan to visit, you must sign in at the front office and receive a visitor's badge. Verifiable ID will be required.** We respectfully ask that drop-in visits be kept to a maximum of 20 minutes. All classroom visitors must be approved by the principal.

The district has set aside special dates each semester for parent/teacher conferences (see district calendar). Please expect a note or call from your child's teacher to schedule a time to meet on one of these days.

The Duncanville ISD and Reed Middle School websites will be updated regularly with upcoming events. Also, you may download the Duncanville ISD App for your smart phone, which provides you with regular access to important information. Likewise, the district and school have social media pages that we invite you to join.

Conduct

A high standard of student behavior is expected. Students are regularly taught appropriate behaviors for school, and student behavior is regularly monitored and corrected as needed. All students are expected to show respect for their classmates, school property, and all school personnel at all times. Just as we expect staff to appropriately praise students exhibiting positive behaviors, all personnel at Reed are expected to correct any student who is not following the school behavior expectations as outlined by our Guidelines for Success, the Duncanville ISD Code of Conduct and the teacher's classroom management plan. Therefore correction may occasionally come from someone other than your child's teacher.

We encourage that corrections should be positive but firm, with appropriate consequences or follow-up if a discipline referral is needed. Students who are consistently disruptive, display consistently undesirable behaviors, or behave in any way that disrupts the learning environment are subject to consequences ranging from loss of privileges up to and including reassignment to the Duncanville Alternative Placement Center (the Summit), at the administrators discretion.

The DISD Code of Conduct governs student behavior while students are in school, being transported to and from school, at school sponsored activities, and at any time they are on campus. Please revisit the Code of Conduct if you have any questions about appropriate behavior.

Concerns about student behavior should first be addressed with the classroom teacher, then with the grade level administrator (**7th grade-Mr. Williams and 8th grade-Mrs. Robinson**), if necessary.

Confidentiality

All students and parents have a social and legal right to confidentiality of information. By law, school personnel may not distribute student or parent addresses or phone numbers, or any other student specific information without parental consent.

Curriculum - TEKS

The curriculum we use in Duncanville ISD and at Reed Middle School is based solely on the Texas Essential Knowledge and Skills (TEKS) as outlined by the State of Texas. We use a multitude of resources to support instruction, but do not use any outside curriculum.

Dismissal and Dismissal Procedures

The school day ends for students at 4:30 pm. *The teacher, not the bell, will dismiss the class. Students who ride a school the bus will depart from the front of the school. Car riders must be picked up from the car pickup lanes.*

In the event of inclement weather, dismissal procedures will remain the same, but please expect delays. Please know that it is not necessary to come in to pick students

up early on these days, as that will typically slow the process even more. Please, as always, remain in your vehicles and students will walk to their vehicle. **VEHICLES SHOULD NEVER BE LEFT IN THE DRIVEWAY UNATTENDED.**

We understand that you may occasionally need to change how your child will get home. Please contact the front office before noon.

Dress Code

Duncanville ISD believes that one of its chief responsibilities is that of fostering an educational environment that is conducive to the development of academic excellence, vocational skills, and moral character. In order to fulfill this responsibility, the district maintains policies in numerous areas. One of these areas is dress and grooming. The dress code and grooming standards, in entirety, are found in the code of conduct online. If you have specific questions regarding standards of dress please inquire in the school office.

Field Trips

Occasionally, students may be allowed to participate in learning experiences outside of school. Information regarding field trips will be sent home in a timely manner, and it is our hope that 100% of all eligible students will be allowed to participate. However, students who have discipline infractions will not be allowed to participate. Parents who wish to chaperone should be advised that bringing along siblings of students will not be allowed, as we will need the full attention of chaperones directed towards actively monitoring students. Monies paid for field trip participation are non-refundable.

Grades

Progress reports will be sent home following the 3rd and 6th week of each quarter and report cards following the 9th week. These reports are reflective of student assessment performance and academic progress throughout each grading period. Weekly grades are updated in the online system by Monday morning for the previous week, and are viewable by way of the Home Access Center.

As a parent, you should expect regular and timely access to information regarding your students' grades. In the event a student is having difficulty which causes his/her grades to fall prior to the end of the nine weeks, you will be contacted so that you are informed and so that you can assist in helping the student to bring up the grades prior to the end of the nine weeks, as much as possible.

If ever you have questions regarding student grades, please do not hesitate to contact the teacher directly.

Guidance

Our counselors, Mrs. Lamb-8th grade and Dr. Jackson-7th grade will be going into your child's classes to teach guidance lessons and work with your child. They are also available to visit with students individually as needs arise. Please do not hesitate to contact them for assistance.

Homework

We believe that homework should be purposeful, meaningful, and correlated with the curriculum. It is assigned to provide essential reinforcement in needed concepts and skills. Teachers will outline expectations and give information as to how you might assist with reinforcing critical knowledge for your child.

Home/School Communications

The principal will communicate via the call out system “School Messenger” weekly. In addition, please visit our school website and follow us on Facebook and Twitter.

Lost and Found

Please encourage students to accept responsibility for keeping up with their personal things. All lost money, jewelry, keys and other items of importance should be turned in to the front office. All unclaimed clothing will be donated.

Money Matters

Please emphasize the importance of your child keeping their money with them at all times. If some reason this is not possible encourage them to have their teacher lock it in a safe place for them.

Safety

The following safety and security procedures will be a part of everyday life at Reed Middle School. Please help us keep your children safe by adhering to these guidelines:

- 1. All visitors will report to the office to sign in and get a visitor’s badge before being allowed access to the building. A security check system is in place, and will require visitors to scan a government approved identification card (driver’s license or state issued ID) before a visitor may be admitted. Please see administration for exceptional circumstances. Parents and visitors may or may not be allowed to enter at the administrator’s discretion.**
- 2. All parents wishing to chaperone or volunteer MUST have a completed background check on file with the district. Processing times vary, so we encourage you to complete the form online early so that you have the appropriate permissions when needs arise.**

Volunteering

Families are highly encouraged to be active participants in their child’s educational experience. Volunteering is an excellent way to do so. There are many opportunities throughout the year to lend your talents and time. If you have an interest in volunteering, please ensure that you have completed the required background check available online, and see a member of the office staff.