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WELCOME

On behalf of Dalewood Middle School’s faculty, staff, and administration, I would like to welcome you to the 2018-19 school year. It is my honor and pleasure to serve the students, parents, and community members as Principal of Dalewood Middle School. Dalewood’s students have achieved different levels of success academically and in extracurricular activities over the past years. My role as principal is to support students, teachers, and parents to ensure that every student at Dalewood Middle receives a top-notch education and access to various opportunities. I will accomplish this by working diligently to make sure Dalewood has a safe, engaged, and orderly environment that supports quality instruction in the classroom. We will continue to encourage parents to be an active participant in your child’s education and to contact the school with any of your concerns. Parents and students, we ask that you review the information in this student handbook to get acquainted with our school’s policies and procedures. I’m excited about the 2018-19 school year and anticipate a successful year marked by every student making progress in their education. Welcome back to the Dalewood family and let’s have another great year!

Sincerely,

Arielle Hayes
Principal
Dalewood Middle School

Mission Statement
Dalewood Middle School’s mission is to positively impact students socially and academically by strengthening their character to become lifelong learners and productive citizens.

Vision Statement
Dalewood Middle School will provide a positive, creative, safe environment that fosters academic excellence through respectful relationships.

School Beliefs/Values
- Honesty, integrity, and mutual respect are vital and expected
- Personal responsibility is essential for a successful community
- Each person is valued and has the right to be treated with dignity
- Creating change and adapting to change are key elements to success
- Cooperative participation by those affected is the best way to solve human problems
- Each person has talents and abilities that are worth developing
- Each person’s identity is established through their uniqueness
- High expectations yield higher results
After-School Dismissal
Students should exit the building immediately after dismissal at 2:15 pm Monday through Friday. Students should have transportation arrangements made prior to arrival at school. Students that are car riders should be picked up by 2:30 pm Monday through Fridays.

Lockers and Locks
Each student will be assigned a locker. Students are encouraged not to share their locker combinations with any other students. The school does not assume responsibility for any items in a student’s locker that are lost or stolen. Lockers are property of the school and are subject to be searched by school administrators at any time. Cell phones should be placed in lockers daily.

Guidance and Counseling
The School Counselor supports learning and the exploration of different career interests for our students by holding individual conferences and conducting classroom guidance lessons. The School Counselor also conferences with students in need of emotional, social, and academic support. Any student needing this type of support may refer themselves by using the proper procedure established by the counselor. Parent(s)/Guardian(s) please feel free to contact the school counselor, Mrs. Medley at (423)493-0323.

Visitors on Campus
All visitors entering school grounds must report to the main office upon entering school and have a valid driver’s license on hand. Guest badges will be issued to anyone on campus other than district personnel to aid in building security. When leaving campus, visitors should sign out in the main office and return their visitor’s badge to the appropriate front office personnel.

School Nurse
If a student is ill they may obtain a pass from their classroom teacher to go to the school nurse. If a student is determined to be too ill to remain in class, then they will be considered to be too ill to remain at school. The school nurse will assist in the process of arranging for the student to go home. Early dismissals due to fever or vomiting will be excused. Parents/Guardians please make sure that the school maintains updated name and phone records of any adult that can be reached during the school day in the event of illness or emergency. Only authorized adults will be allowed to pick up students.

All medicine including over the counter drugs must be left with the school nurse if they are brought to school. A written note from a parent or doctor with contact information must accompany the medicine so the school nurse can verify information with the appropriate person. Only a written note from a parent or doctor with written permission. No student should have medications in their possession or attempt to give medication to another student. This fall under our discipline policy and proper disciplinary action will be applied by administration.

Emergency Drills
The school will conduct emergency drills on a regular basis. School administrators have adopted a plan to provide protection of students in case a disaster occurs which may threaten the school community. Drills include fire drills, lock down drills, bus evacuations, and other possible emergencies. In case an emergency does occur, students should remember these basic rules:

- Listen to the instructions given to you from your classroom teacher
- Walk, do not run
- No talking
- Move swiftly and quietly to the designated area
- Follow Directions

Bus Passes
Students must have proper approval and be issued a bus pass in order to ride a bus that is not their normal transportation. A note must be sent by their parent or guardian with the date the student is to ride, the bus number, and a correct phone number where the parent can be reached. The student must bring the note to the front office at the beginning of the school day.
DISCIPLINE

All students are expected to behave appropriately on the way to and from school as well as during normal school hours. At all times students should conduct themselves in accordance to the Hamilton County Code of Conduct and the school’s discipline plan. These plans are included in registration materials. Disciplinary consequences are imposed at the discretion of the principal or principal designee. Each student is expected to show respect for other students, the faculty, and all other staff. It is also a school wide expectation for each student to show respect in the care of the building and surrounding grounds.

Disciplinary Actions:

A variety of administrative consequences may occur to address inappropriate behavior. Administrative consequences typically occur after the teacher has worked with the student through his/her individual classroom and the team’s disciplinary policy. Consequences for inappropriate behavior may include but are not limited to detention, ISS, suspension, evening school and expulsion. If a student is suspended, they will have the opportunity to make up any assignments they missed. Evening school hours are from 2:30pm-4:30pm Monday-Thursdays of each week. Transportation is not provided for students enrolled in this after school program.

ZERO TOLERANCE:

Zero tolerance violations listed occurring on school property, a school bus, or at school-sponsored activities will be reported to local law enforcement officials. Students can be expelled for a period of not less than one calendar year. This is School Board policy and State of Tennessee law. The following are zero tolerance offenses:

- Possession of a firearm, explosive, poison gas device, a bomb or similar device an explosive device.
- Illegal possession of a controlled substance or drug
- Striking a teacher, principal, administrator or any other employee of the Hamilton County Department of Education, or an SRO

Bus Procedures for Discipline:

Each student’s privilege to ride the school’s buses depends on their behavior and their ability to adhere to the following rules and regulations. Any student in violation of these will be reported to the school principal with the recommendation that bus privileges be suspended.

- The bus driver is in full charge of the bus and students will obey the driver.
- Students will obey and respect the orders of monitors or patrols on duty.
- Students will not throw anything out of the bus.
- Students must wait on the sidewalk or side of the road, out of the way of traffic, while waiting for the bus.
- Students should not change their seat once they are seated on the bus and may not move about the bus while it is moving.
- There will be no eating or exchanging of food on the bus.
- Students should not vandalize any part of the school bus.
- High noise levels are unacceptable, this may distract the bus driver and should not take place while the driver is operating the bus.
- Disruptive behavior or foul language is unacceptable while on the bus and will result in disciplinary action.
PARENT/VOLUNTEER GUIDELINES

Parents are a very important part of the success of Dalewood Middle School. There are many opportunities to support teachers both in and out of the classroom. We want to provide an attractive and well kept building and grounds for our students. Parents and community members can support our goals in a variety of ways including running copies, hanging bulletin boards, and painting, cleaning, planting and maintaining flowers and shrubs, and more. We are very fortunate to have a Family Partnership Specialist who will organize the needs of our teachers and school. She will offer many opportunities for you to get involved and make a difference at Dalewood, please feel free to call or come by the school at any time if you have any ideas of ways that you can be of service to our students. Working together we can make Dalewood Middle the very best that it can be. If you have any questions or want to sign up to volunteer please contact Mrs. Brittany McAdoo at 423.493.0323.

Support Dalewood Middle – Join PTA

The PTA board would like to welcome you and your child/children to another exciting year at Dalewood Middle School. We encourage Parents and Guardian(s) to get involved at the school and be a part of your child(s) future. PTA dues are $5, if you have any questions please contact Mrs. Brittany McAdoo by calling the above number or via an e-mail to Mcadoo_b@hcde.org.

We are requesting that each student has at least one member per household to join the PTA. We are looking forward to making this a successful school year!
STUDENT ABSENCES

Category of Excused Absences:
- Personal illness
- Death in immediate family (parent, guardian, and grandparents) (other relatives with administrative approval)
- Family illness (physician’s statement giving the necessity of the student’s services required)
- Religious holiday
- Personal (doctor or dental appointment that cannot be scheduled at times other than school hours, court appearances, etc.)
- School activities

Unexcused Absences:
- The law requires that school officials report any parent or guardian when a child is unlawfully absent from school for any five days during the school year without an adequate excuse.
- The school requests that each student signed by the parent/guardian stating the reason for their student’s absence when it is unexcused.

STUDENT PROCEDURES

- Early Dismissal: Early dismissal is discouraged to protect your child form missing valuable instructional time. When necessary to check your child out early, please send a note to your child's teacher that morning. You will need to sign your child out in the office.
- Tardiness: A child is tardy after 7:15 a.m., starting at 7:30 a.m. parent or guardian must come inside and fill out a tardy slip. Three tardies equal one absence.
- Moving to Another School: Please call or send a note a few days before you plan to withdraw your child from school when possible. All fees must be paid in full, and textbooks as well as library books must be returned before any student’s records will be transferred to another school.
- Telephone: Please make arrangements each day with your child concerning after school plans. The school telephone is a business phone for use of the school staff. Students are not permitted to use the telephone without permission from their teacher or an administrator. It is the parent/guardian’s responsibility to student telephone numbers in the school’s database.
- Cell phone policy: Policy concerning electronic devices, including cell phones, the following policy will be implemented at Dalewood Middle School. Cell phones should not be out at any time during the course of the school day. They should be placed in the locker upon arrival to school and remain in the locker until dismissal. Any visible electronic device to include cell phones, possessed by a student during regular school hours will be confiscated and held by school administration. If an electronic device is confiscated, the following consequences will be enforced:
  - 1st Violation: Confiscated for 10 days
  - 2nd Violation: Confiscated for 20 days
  - 3rd Violation: Confiscated for the remainder of the school year.
These devices will be returned to the parent/guardian, following a parent conference based on the number of violations listed above. In addition, the Code of Acceptable Behavior and Discipline distributed by Hamilton County Schools, states that possession of a pager or cellular phone while on school property without the permission of the school principal or his/her designee, may result in a short or long-term suspension for the student depending on the situation. Students are instructed to put any electronic devices they bring on campus in to their lockers at the beginning of each morning when they are permitted to go to their lockers. Dalewood Middle will not be responsible for lost, stolen, or damaged electronic devices on school grounds.
Make-up Work:

- Excused absences (those meeting state attendance rules) shall entitle students to make up work missed.
- Unexcused absences may result in homework assignments issued as make-up work that receives reduced credit.
- Students have five school days to make up these assignments.
- Extenuating circumstances may warrant additional time.
- Requests for make-up assignments is the responsibility of the student/parent(s).

Teacher Conferences: There are scheduled calendar conference days with teachers (refer to HCDE calendar). Parents are encouraged and welcome to call and schedule parent/teacher conferences to stay abreast of their student’s academic progress.

<table>
<thead>
<tr>
<th>October 16 – November 30</th>
<th>Schools choose one extended day (3.5 hours) for Parent-Teacher Conferences (FIRST half 1/7 of Administrative In-Service *4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 28 – March 8</td>
<td>Schools choose one extended day (3.5 hours) for Parent-Teacher Conferences (SECOND half 1/23 of Administrative In-Service *4)</td>
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</tbody>
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On-line Safety:
Dalewood teachers will provide guidance and instruction while students use the Internet during school hours. Students will be held accountable for exhibiting appropriate behavior when using the school’s computer network. The school’s Internet software has a filter to help keep students from viewing inappropriate material. However, the software cannot screen everything, in the event inappropriate material is displayed across a student’s monitor, the student should immediately navigate away from that site and notify their teacher. Access to the Internet is a privilege and students should treat it in such a manner. The following information is a part of HCDE’s acceptable use policy and serves as a reminder for students on how to remain in compliance for continuous of the school’s computer network system.

We recommend to parents that you stay abreast to information your student(s) post using Social Media, as well as information (i.e.: videos, pictures, messages) they possess on their cell phones, computers, and any other electronic devices information can be stored.

Rules for On-Line Safety:

- Students should never be on the Internet if the teacher is not in the room.
- Never give out personal information such as addresses, telephone numbers, or the name of your school without teacher permission.
- Tell your teacher if you come across information that is uncomfortable.
- If you contact a site you think is unfavorable, back out of it.
- Never send a person your picture or anything else without teacher permission.
- Do not respond to any messages that are mean or uncomfortable in any way. It is not your fault if you receive a message like that. Tell your teacher.
- Students must never agree to meet anyone in person that they have met on-line.
- Students must never send offensive or obscene messages or harass, insult, or attack others on-line.
- Students must never use other people’s passwords or trespass on the files of others; this will result in a suspension. Students must never waste expensive Internet time.
- Network storage areas may be treated as lockers. Network administrators, school administrators, and teachers have the right to review student files, bookmarks, and communications. These are not private.
- Students and parents must read the above rules as well as sign and follow the Computer Use Agreement and Parent Permission form before students are allowed to use the Internet.

Device Safety: As we move to a one-to-one system, please stay updated as we will release new information to you in the coming year!
DAILY OPERATIONS

School Day:

- Our school day begins at 7:15 am, children not riding buses should arrive at school no earlier than 6:45 a.m.
- Students arriving in the classroom after 7:15 am are considered tardy. Parents must come into the building to sign their children in after 7:30 am. If a student is dropped off after 7:30 am without a parent/guardian signing them in, the school will take the following action:
  1st infraction: Warning, phone call is made to the parent
  2nd infraction and any additional occurrences: Student reports to ISS
- Our school day ends at 2:15 pm on designated school days.

Master Schedule:

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<th>6th</th>
<th>7th</th>
<th>8th</th>
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<tbody>
<tr>
<td>1st Block 7:15 - 8:50</td>
<td>Math</td>
<td>Bible/PE, ELA/GR/SS/Science</td>
<td>Art/E-Lab, ELA/GR/SS/Science</td>
</tr>
<tr>
<td>2nd Block 8:55 - 10:30</td>
<td>Bible/PE, ELA/GR/SS/Science</td>
<td>Math</td>
<td>Band/Chorus, ELA/GR/SS/Science</td>
</tr>
<tr>
<td>3rd Block 10:35 - 12:35</td>
<td>Band/Chorus, ELA/GR/SS/Science</td>
<td>Art/E-Lab, ELA/GR/SS/Science</td>
<td>Math</td>
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Lunch Times
- 6th Grade - 11:35-11:55
- 7th Grade - 11:05-11:25
- 8th Grade - 10:35-10:55

Planning Periods
- 6th Grade ELA/SS/GR/Science/Band/Chorus - 7:15-8:50
- 7th Grade ELA/SS/GR/Science/Art/E-Lab - 8:55-10:30
- 8th Grade ELA/SS/GR/Science/PE - 10:35-12:35
- Math Department - 12:40-2:15

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<tbody>
<tr>
<td>1st Period</td>
<td>7:15-8:02 (All Grades/47 Minutes)</td>
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<tr>
<td>2nd Period</td>
<td>8:03-8:50 (All Grades/47 Minutes)</td>
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<tr>
<td>3rd Period</td>
<td>8:55-9:42 (All Grades/47 Minutes)</td>
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<td></td>
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<tr>
<td>4th Period</td>
<td>9:43-10:30 (All Grades/47 Minutes)</td>
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<tr>
<td>7th Period</td>
<td>12:40-1:27 (All Grades/47 Minutes)</td>
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<tr>
<td>8th Period</td>
<td>1:28-2:15 (All Grades/47 Minutes)</td>
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GRADING SCALE

Grading Policy
Reporting of grades is done at nine-week periods. Parent-teacher conferences are welcome at any time.

The grading scale is:  
A=93-100  B=85-92  C=75-84  D=70-74  F=0-69

Star Roll is all A's & S in conduct
Honor Roll is all A's, B's, and no more than 1 C, and an S in conduct

Grade Distribution Dates:

First Semester Progress Reports: Please visit the school’s website
Second Semester Progress Reports: Please visit the school’s website

Report Cards 1st Term:  October 19, January 11
Report Cards 2nd Term:  March 29, May 23
DRESS CODE

Appropriate Attire
- Student are permitted to have logos on their uniform shirts. Logos should not be any larger than a 3 x 5 index card.
- 6th – 8th grade students may wear ANY COLOR SOLID POLO.
- ANY Dalewood gear may be worn at any time during the school day. (school shirts, sweatshirts, jackets, etc.) We promote attire created in the VW eLab.
- Pants are to be navy blue or khaki in color.
- Shorts are to be no more than 1 inch above the knee.
- Undershirt may be long sleeve or short sleeve, white only. No visible writing or images on undershirt.
- Shoes must be closed toe, and boots must be covered by the student’s pants. Steel toe boots are not allowed.
- Dresses must be navy blue or khaki in color and no more than 2” above the knee.
- Hair must not disturb the learning environment (administration’s discretion).

Jewelry
- Necklace worn at collar length.

Outerwear
- Navy blue sweatshirt or navy blue sweater is the only outer garments to be worn in classroom at any time (no writing, hoods, or logos).
- All other outer garments are to be placed in student’s locker prior to 1st period and are to remain there until end of the school day.

Unauthorized items
- Cargo pants or shorts (pants with side pockets at the knee
- Oversize pants or shirts
- Tight or form fitting pants or shirts
- Hats, bonnets, bandanas, anything administration deems disruptive to the learning environment.
- No jeans, denim, or stretch material pants
- House shoes, athletic slides, flip-flops

All students are to be dress properly prior to entering the building
Administration reserves the right to determine compliance of the uniform policy