

# DALEWOOD MIDDLE SCHOOL



## STUDENT HANDBOOK 2023-2024

### Administrative Team

**Mr. R. A. Williams, Principal**  
**Mrs. S. Shackelford, Assistant Principal**  
**Mr. L. Crutcher, Dean of Students**

1300 Shallowford Road  
Chattanooga, Tennessee 37411  
Phone Number: (423)493-0323  
Web Address: <http://dms.hcde.org>  
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### WELCOME

On behalf of Dalewood Middle School's faculty, staff, and administration, I would like to welcome you to the 2023-24 school year. We are excited about all the great things planned to occur at Dalewood. This year will be great! Please review the information in this student handbook to get acquainted with our school's policies and procedures.

Sincerely,  
Mr. R. A. Williams  
Principal  
Dalewood Middle School



### **Vision Statement**

Dalewood is to be a model middle school that provides a positive, safe environment that fosters academic excellence and model citizenship for all students.

### **Mission Statement**

The mission of Dalewood Middle School is to provide and maintain a comfortable, caring, and orderly environment that ensures all students are prepared for the rigors of high school and other post-secondary options through academic preparedness, emotional stability, proper social connectivity, and physical wellness.

### **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

### **Art, Science, and Technology Fee**

Parents are asked to an Art, Science, and Technology. The fee is \$25.00. The fee is used to aid the school in purchasing specialized materials for classes and maintain the school's technology. This fee is paid yearly and is non-refundable.

### **After-School Dismissal**

Students should exit the building immediately after dismissal at 2:15 p.m. Monday through Friday. Students should have transportation arrangements made prior to arrival at school. Students who are car riders should be picked up at 2:15 p.m. Monday through Friday.

### **Lockers and Locks**

Each student will be assigned a locker. Students **MUST NOT** share their locker combinations or lockers with 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 must be turned off and secured in lockers daily.

### 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 must use the proper procedure to report to the counselor.

Parent(s)/Guardian(s) please feel free to contact the school counselor, Mrs. Medley at, (423)493-0323. In addition to the school counselor, DMS offers counseling services with Centerstone. Parents should contact Mrs. Medley to take advantage of this service.

### Visitors on Campus

All visitors entering school grounds must report to the safety entrance upon entering school and have a valid driver's license on hand. Guest badges will be issued to anyone on campus 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, the school nurse will assist in the process of arranging for the student to go home.

**Parents/Guardians, please make sure that the school maintains updated name and phone records of any adult who can be reached during the school day in the event of illness or emergency. Only authorized adults will be allowed to sign out 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. No medicine will be given by the school nurse unless it has been brought from home with proper written permission. **No student should have medications in their possession or attempt to give medication to another student.** In the event this occurs, disciplinary action will occur.

### Lunch

As a CEP school, all students receive free breakfast and lunch. Students will have the option to purchase a variety of snacks and extras during lunchtime for an additional cost. However, it's essential to note that the a la carte offerings cannot be charged, and only cash payments are accepted for these items. However, the regular school lunch will remain entirely free for all students,

Be advised, food deliveries (UberEats, DoorDash, Grubhub, etc) are strictly prohibited.

### 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 situation occurs that may threaten the school community. Drills include fire, tornado, and intruder drills, bus evacuations, and other possible emergencies. In case of emergency, students should remember these basic rules:

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

### Bus Passes

Students must have proper approval and be issued a bus pass in order to ride a bus that is not their assigned bus. 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 attendance office at the beginning of the school day. The bus pass will be distributed to the student during the last block of the day.**

### Discipline...

All students are expected to behave appropriately on the way to and from school as well as during normal school hours. Students should conduct themselves in accordance with the Hamilton County Code of acceptable Behavior and the school's discipline plan at all times. Disciplinary consequences are imposed at the discretion of the administration. Our shared values state that a Blue Knight is...



**Dalewood will adhere to the HCS Code of Acceptable Behavior and Conduct**

### **Disciplinary Actions**

A variety of administrative consequences may occur to address inappropriate behavior. Administrative consequences typically occur after the teacher has worked the school's discipline plan. Please note some misbehavior warrants an immediate office referral.

Consequences for inappropriate behavior may include but are not limited: to detention, ISS, suspension, evening school, expulsion, or alternative school. If a student is suspended, they will have an opportunity to make up any assignments they missed.

### **Success Academy/Evening School**

Evening School will operate Monday-Friday of each week. Monday-Thursday are in person learning days. Friday is a virtual learning day. Evening School specifics will be outlined in the evening school contract. Students will be expected to arrive on time. Transportation will not be provided, and it is the responsibility of the parent/guardian. Truancy rules apply as does during regular day school.

### **Zero Tolerance**

Zero tolerance violations that occur on school property, a school bus, or at school-sponsored activity will be reported to local law enforcement officials. Students will be expelled for a period of not less than one calendar year as mandated in School Board policy and Tennessee Code Annotated. The following are zero tolerance offenses:

- Possession of a firearm, other weapons, explosive, poisonous gas device, a bomb, or a similar explosive device.
- Illegal possession of a controlled substance or drug
- Striking a teacher, principal, administrator, SRO, or any other employee of the Hamilton County Schools.
- Mass threats

### **Bus Procedures for Discipline**

It is a privilege to ride the school bus. Students must adhere to all bus rules. Any student in violation of following the bus rules will be referred to school administration.

1<sup>st</sup> Offense: Warning

2<sup>nd</sup> Offense: 5 days bus suspension

3<sup>rd</sup> Offense: 10 days bus suspension

4<sup>th</sup> Offense: Remainder of the semester

Some misbehavior will warrant an immediate long-term suspension from the bus.

### **Parent/ Volunteer Guidelines**

Parents are an important part of the success of Dalewood Middle School. Parents are encouraged to engage in the school community. If you have any questions or want to sign up to volunteer, please contact Ms. Kyaira Spivey 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 Ms. Spivey by calling the above number or via an email to [Spivey\\_Kyaira@hcde.org](mailto:Spivey_Kyaira@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**

#### **Excused Absences:**

- Personal illness with (3) parent notes
- Death of an immediate family (parent, guardian, and grandparents) (other relatives with administrative approval) Provide a copy of the obituary
- Family illness (physician's statement giving the necessity of the student's services required)
- Religious holiday
- Doctor or dental appointment with proper documentation
- Court appearances with proper documentation

#### **Unexcused Absences:**

The law requires that school officials report to any parent or guardian when a child is unlawfully absent from school for any five days during the school year without an adequate excuse. Students will immediately be considered truant using the process below.

- 5 unexcused absences – Tier 1
- 8-10 unexcused absences – Tier 2
- 10 + unexcused absences – Tier 3

### **Early Dismissal**

Early dismissal is discouraged to protect your child from 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. Students can only be signed out by an adult that is listed in PowerSchool. Early dismissal ends at 1:30 p.m. Students will not be dismissed early after this time.

- **Tardiness**: A child is tardy at 7:20 a.m., starting at 7:20 a.m. parent or guardian must come inside and fill out a tardy slip. Three tardies equal one absence. Three unexcused tardies will result in an administrative detention.
- **Moving to Another School**: Please call or send a note a few days before you plan to withdraw your child from Dalewood Middle School. All fees must be paid in full. In addition, textbooks, Chromebooks, and library books must be returned before the 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 the school staff. Students may use the office phone with a pass from the teacher. Students will not be allowed to use classroom phones. It is the parent/guardian's responsibility to update student telephone numbers in the school's database.

### **Tardies**

Students must report to class before the tardy bell rings. Tardiness will not be tolerated. Each minute of instruction is crucial for learning. Any student that violates are tardy policy, the following steps will be taken:

- 1<sup>st</sup> Tardy: Warning
- 2<sup>nd</sup> Tardy: Detention
- 3<sup>rd</sup> Tardy: Day AND Evening School Placement
- 4<sup>th</sup> Tardy: Evening School Only Placement

### **Detentions**

Detentions will be held every Tuesday and Thursday from 2:30pm- 4:30pm. Students can request one reschedule. **If a detention is missed twice, then student will automatically receive day and evening school.** The student is responsible for informing their guardian of the detention.

### **Cell Phone/Smart Watches Policy**

Cell phones/smart watches are prohibited during the school day per School Board Policy 6.311. 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 the school administration. The student is responsible for informing their parents or guardian that the electronic device has been confiscated. If an electronic device is confiscated, the following consequences will be enforced as outlined in the Hamilton Code of Acceptable Behavior.

- 1st Violation: Parent Pick Up **OR** 3 days
- 2nd Violation: Confiscated for 5 days
- 3rd Violation: Confiscated for 10 days
- 4th Violation: Confiscated for 20 days
- 5th Violation: Confiscated for 45 days

**Refusal to submit the cell phone will result in additional consequences.**

Dalewood Middle nor its staff is 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 missed work.
- Students have five school days to make up these assignments.
- A student may receive make-up work for an unexcused absence but at a maximum credit of 80 percent.
- Requests for make-up assignments are the responsibility of the student/parent(s). All requests must be emailed to the teacher. Students may retrieve missed assignments from the teacher's Canvas.

### Teacher Conferences

There are scheduled calendar conference days with teachers (refer to the HCDE calendar). There is one in the Fall and one in the Spring. Parents are encouraged to call and schedule parent/teacher conferences to stay abreast of their student's academic progress.

### On-Line Safety

Students must adhere to the school's policy for internet usage. Students must exhibit appropriate behavior when using the school's computer network and devices. 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. It is the parent's responsibility to monitor their child's interaction on social media. **Any social media that disrupts the school's climate will result in strict consequences.** Access to the Internet is a privilege, and students should treat it as such. See below:

### 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 the teacher's 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 the teacher's 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 online.
- 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

All students will be assigned a Chromebook. It is the student's responsibility to adhere to all rules of Online Safety Use policy on and off-campus. Chromebooks are subject to inspection at any time. In the event a student violates the technology policy, the Chromebook can be confiscated for a period determined by the administration. Students are still responsible for any assignments given digitally.

**Note:** Any social media posts or content that disrupts the school's climate will result in school disciplinary action.

### Athletics

To gain and/or maintain eligibility a student-athlete must have a C or above average. Athletic fees are **\$35 for each sport**. Fees are non-refundable.

In accordance with Dalewood's Vision and Mission, a policy is in place to help support our students who represent us in athletics, fine arts, and other extracurricular activities. To fully participate in any extracurricular after-school event, students must meet the following guidelines.

Any student that does not meet these requirements will be suspended from participating in their activity for a week. This includes games, competitions, and/or performances.

1. No more than 5 unexcused tardies total.
  - a. Tardies will be checked weekly on Monday with the suspensions starting immediately.
  - b. DMS Tardy policy will still apply (warning, detention)
  - c. Each additional tardy after a suspension will result in an additional week of suspension from extracurricular activities.
  - d. Tardies are cumulative throughout the quarter and/or season and will reset at the beginning of the new quarter and/or season.
  - e. Students may not be late or absent the day after a competition.
2. No more than 5 unexcused absences total.
  - a. Absences will be checked weekly on Monday with the suspensions starting immediately.
  - b. Each additional absence after a suspension will result in an additional week of suspension from extracurricular activities.

- c. Absences are cumulative throughout the quarter and/or season and will reset at the beginning of the new quarter and/or season
- d. Students may not be absent the day after a competition.

At Dalewood Middle School, all spectators attending any sports event must adhere to the rules set by the TSSAA (Tennessee Secondary School Athletic Association) and uphold the principles of good sportsmanship. It is strictly prohibited for any fan to enter the field or floor during any incident, and those found in violation will be subjected to a minimum fine of \$250.00. Moreover, depending on the severity of the incident, additional disciplinary actions, such as probation or restrictive probation for the entire athletic program, may be imposed. Fans who are ejected from a contest due to unsportsmanlike conduct will also face a minimum fine of \$250.00 and may be subjected to further non-monetary disciplinary actions, like probation or restrictive probation for the entire athletic program. Fans will be banned from ALL Hamilton County events until such fines are paid. These measures aim to create a respectful and positive environment for all participants and encourage responsible behavior from the spectators, setting an example of good sportsmanship for everyone involved.

Dalewood has partnered with A Better Way Athletics to help give our players and parents a more positive experience. Join a Better Way Training by creating an account at <https://abetterwayathletics.lightspeedvt.com/>  
Participating in this course will make a tremendous impact on your own child's athletic journey.

### **Clubs**

Dalewood students will have a chance to engage interest based clubs. These clubs serve as valuable platforms for students to pursue their passions, cultivate new skills, forge meaningful connections, and actively contribute to the school community. With a wide array of options available, students can engage in academic exploration, immerse themselves in hobbies and interests, celebrate diverse cultures, partake in community service, showcase athletic prowess, develop leadership abilities, unleash artistic talents, and delve into the world of media and publication. Students will meet in their clubs once a month.

## Daily Operations

Our school day begins at 7:05a.m. Children not riding buses should arrive at school no earlier than 7:05a.m. Class officially begins at 7:15 a.m. **Parents must come into the building to sign their children in after 7:20 am.**

If a student is dropped off after 7:20 am without a parent/guardian sign them in, the school will take the following action:

- 1<sup>st</sup> infraction: Warning, a phone call is made to the parent
- 2<sup>nd</sup> infraction: Required parent conference with administration
- 3<sup>rd</sup> Infraction: Student will be assigned to ISS
- 4<sup>th</sup> Infraction: Student will be assigned Evening School

Our school day ends at 2:15 pm on designated school days.

## Bell Schedule

Regular Schedule		C-Day Schedule	
Period	Time	Period	
1st	7:15 - 8:35	1st	7:15 - 7:55
2nd	8:38 - 9:58	2nd	7:58 - 8:38
<b>**3rd</b>	<b>10:01 - 11:30</b>	3rd	8:41 - 9:21
4th	11:33 - 12:53	4th	9:24 - 10:04
5th	12:56 - 2:15	<b>*5th</b>	<b>10:07 - 11:36</b>
		6th	11:39 - 2:15

## Grading

### Grading Policy

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

**The grading scale is:**

A=90-100 B=80-89 C=70-79 D=60-69 F= 59 and below

**Star Roll** is all A's & S in conduct

**Honor Roll** is all A's, B's, and an S in conduct

## **DRESS CODE**

**All students are to be dressed properly prior to entering the building**

### **Appropriate Attire**

#### **Logos**

- Students are **not permitted** to have logos on their uniform shirts. **Graphics are also not allowed.**

#### **Shirts**

- 6th Grade Polo: Scarlet Red or White
- 7th Grade Polo: Navy or Grey
- 8th Grade Polo: Black or Carolina Blue
- Polo shirts are grade level specific. Students may only wear a polo shirt from the selection choices listed for their grade level.
- Hoodies are allowed but must be grade level specific colors only. Hoodies must be tucked in at all times. No graphics or logos allowed.

#### **Bottoms**

- Pants are to be navy blue or khaki in color.
- Young ladies may wear solid black leggings under dresses and skirts only

#### **Shoes**

- Must be closed toe and closed heels, and boots must be covered by the student's pants. **CROCS and steel toe boots are not allowed.**

#### **Dresses and Skirts**

- 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/ Belts**

- Necklace is worn at collar length.
- Belts are to be solid black or brown with a regular belt buckle.

#### **Outerwear**

- Grade level solid color sweatshirt, sweater, or hoodie is the only outer garment to be worn in the classroom
- All other outer garments are to be placed in the student's locker prior to 1st period and are to remain there until the end of the school day.

#### **Do Not Wear**

- Cargo pants, Capri pants or shorts (**pants with side pockets at the knee**)
- Oversize pants or shirts with rips or holes
- Tight or form-fitting pants or shirts
- Hats, bonnets, bandannas, anything administration deems disruptive to the learning environment.
- No jeans, denim, or stretch material pants
- House shoes, athletic slides, or flip-flops
- Hoodies are NOT permitted.
- Oversized purses or fanny packs

**Dalewood spirit gear may be worn on Thursday's only with jeans. Spirit gear may be purchased from the e-lab or the school's online spirit store. Examples of spirit gear are school shirts, sweatshirts, jackets.**

\*\* Administration reserves the right to determine compliance of the uniform policy \*\*