

# Delta Middle School Student Handbook 2020-2021

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www.millardk12.org

Welcome to Delta Middle School! We are anticipating an excellent year and look forward to our association with students and parents. We at Delta Middle School believe that all students have the opportunity to reach their full academic potential through appropriate instruction, adequate time and support from home. Our major goal is to help students learn and grow in order to become productive members of society.

This handbook has been prepared to provide students and parents with information pertaining to the policies and procedures at the Delta Middle School. We ask that students and parents read the handbook carefully, as students will be expected to follow the policies and procedures as outlined. Please pay attention to the bell schedule. This year every Wednesday will be a late start for students. This late start will allow teachers time to collaborate together, focusing on their instruction and content.

## DMS Bell Schedule

### Regular Schedule: Monday, Tuesday, Thursday, Friday

6th		7th		8th	
1 <sup>st</sup>	8:10 – 8:58	1 <sup>st</sup>	8:10 – 8:58	1 <sup>st</sup>	8:10 – 8:58
2 <sup>nd</sup>	9:02– 9:50	2 <sup>nd</sup>	9:02 – 9:50	2 <sup>nd</sup>	9:02 – 9:50
3 <sup>rd</sup>	9:54 – 11:10	3 <sup>rd</sup>	9:54– 10:42	3 <sup>rd</sup>	9:54 – 10:44
Lunch	11:10 – 11:42	4 <sup>th</sup>	10:48-11:37	Lunch	10:44 -11:16
4 <sup>th</sup>	11:46 – 12:09	Lunch	11:37 – 12:09	4 <sup>th</sup>	11:20 - 12:09
5 <sup>th</sup>	12:13 – 1:01	5 <sup>th</sup>	12:13 – 1:01	5 <sup>th</sup>	12:13 – 1:01
6 <sup>th</sup>	1:05 – 1:53	6 <sup>th</sup>	1:05 – 1:53	6 <sup>th</sup>	1:05 – 1:53
7 <sup>th</sup>	1:57 – 2:45	7 <sup>th</sup>	1:57 – 2:45	7 <sup>th</sup>	1:57 – 2:45

### Late Start Schedule: Wednesday

6th		7th		8th	
1 <sup>st</sup>	8:40 – 9:24	1 <sup>st</sup>	8:40 – 9:24	1 <sup>st</sup>	8:40 – 9:24
2 <sup>nd</sup>	9:28 - 10:12	2 <sup>nd</sup>	9:28 - 10:12	2 <sup>nd</sup>	9:28-10:12
3 <sup>rd</sup>	10:16 -11: 25	3 <sup>rd</sup>	10:16 -11:00	3 <sup>rd</sup>	10:16-11:00
Lunch	11:25 – 11:54	4 <sup>th</sup>	11:04 - 11:52	Lunch	11:00-11:33
4 <sup>th</sup>	11:58 - 12:21	Lunch	11:52 -12:21	4 <sup>th</sup>	11:37 -12:21
5 <sup>th</sup>	12:25-1:09	5 <sup>th</sup>	12:25 - 1:09	5 <sup>th</sup>	12:25- 1:09
6 <sup>th</sup>	1:13 -1:57	6 <sup>th</sup>	1:13 - 1:57	6 <sup>th</sup>	1:13-1:57
7 <sup>th</sup>	2:01 - 2:45	7 <sup>th</sup>	2:01 - 2:45	7 <sup>th</sup>	2:01 - 2:45

### Breakfast Schedule

Breakfast will be served at the following times.

Monday, Tuesday, Thursday, Friday	Wednesday
7:35-8:05	8:00-8:35

## **Delta Middle School COVID SAFETY PROCEDURES**

We are excited to have our students back in the building!! As we begin this new school year, there are additional safety procedures we have implemented in order to ensure the physical safety of our students and staff. We recognize these procedures limit some of the socialization among our students and know this may be frustrating, however, we will do our best to provide a positive experience for every student as we work within these state guidelines.

The following safety procedures will be implemented to maintain social distancing and adhere to the guidelines mandated by our state and district.

### **Wearing a mask**

In an effort to maintain the health and safety of our students, students, teachers and staff will be expected to wear a mask during their time at school. We understand this is difficult and it will take some getting use to. Except for eating in the cafeteria, social distancing outside, physical activity in a PE class, or a medical issue that has been addressed with the administration, all students will be required to wear a mask throughout the day. Our teachers will provide times throughout the day to take their students outside and have a break from wearing their masks, while maintaining social distancing. Students unwilling to comply with these expectations will not be allowed in the building. We ask for your help and cooperation as we follow this state mandate.

### **Student Drop off/ Pick-up**

Students should wear a mask if they are not able to social distance while outside. Anybody entering the building should have their mask on before they enter the building. Hand sanitizer will be available at the North and South entrances of the building for all individuals to use as they enter and leave the building.

### **Student options before school starts**

When students arrive in the morning, we ask that they go to their locker first to pick-up the supplies they will need until lunchtime. This will help maintain social distancing as students are not at their lockers at the same time. Once students have picked up their supplies, they may either go to breakfast or return outside to enjoy time with peers.

- **Eating Breakfast:** If a student chooses to eat breakfast, they need to follow cafeteria guidelines. This includes sanitizing hands as they enter and leave the cafeteria, maintain social distancing in line and when sitting at tables, and wear masks unless eating. After a

student has finished their breakfast, they may return outside to be with their friends. Only students who are eating breakfast will be allowed in the cafeteria before school.

- **Outside recess area:** We ask that students go outside after they have gone to their lockers and picked up their classroom supplies for their morning classes. If students can maintain social distancing, 6' apart, they are not required to wear their masks. If they are closer than 6', they will be required to wear a mask. When the warning bell rings, students may enter the building, sanitize their hands and go directly to their class. Students should not need to go to their lockers at this time. If the weather is bad, students may go to their 1<sup>st</sup> period classroom and wait there until class starts. (We will make students aware of this option by posting a sign in the front and back entrance of the school.)

### **Lockers**

Students will have **limited time at their lockers**. We are extremely sorry for this inconvenience but currently feel it necessary to keep social distancing a priority. Students will be asked to carry their supplies with them in a backpack. Students will be allowed to drop their backpacks off at their lockers before they go to lunch, and then after eating return back to their lockers to pick up the supplies they will need for the remainder of the day. Once they gather those supplies, they will go outside for lunch recess. Students may go to their lockers at the end of the day to pick up necessary items they wish to take home.

Locker use during passing times will be discouraged except in extreme emergencies. Just a reminder, no food is allowed in lockers.

### **Class time:**

Classroom desks and high traffic areas will be sanitized each hours. Faculty, staff, and students will be required to wear masks during class time. Students will be asked to use sanitizer or wash their hands as they enter and leave a classroom. Students will be assigned seats for each class. Teachers will provide a class syllabus to every student with information regarding classroom procedures, rules and expectations. If you have questions for teachers, the easiest way to contact teachers is through email

### **Hallways/Class Breaks**

When walking in the hallways, students will need to follow the directional signs that are posted. Please walk on the right side of the halls as you move from class to class to avoid bumping into each other. Class breaks will be 4 minutes long. This is plenty of time to move from class to class. We ask that students avoid using their lockers during passing times and avoid congregating in the halls to maintain social distancing.

### **Water Bottles/Drinking Fountains**

Drinking fountains will be sanitized frequently. We encourage all students to bring a water bottle from home and carry it throughout the day. We ask that these bottles seal tightly to prevent spills.

## **Bathrooms**

Because passing times have been shortened to 4 minutes, we understand that this may make it difficult for students to use the restroom during passing times. If this is the case, students will be allowed to leave class with the permission of the teacher at appropriate times to use the restroom.

## **Lunchtime**

There are three different scheduled lunches to accommodate social distance. Students will be trained on cafeteria procedures on the first day of school. Students will be expected to use hand sanitizer when entering and exiting the cafeteria, follow directional arrows, social distance while in line and at the tables in the cafeteria. Masks should be worn in the cafeteria unless eating. When students are finished eating, they may go to their locker, pick up their supplies for the remainder of the school day and then go outside for recess. When outside at recess, students will not be required to wear mask if they are social distancing 6' apart. When the bell rings, students should have their supplies with them and go directly to class.

## **Attendance**

In years past, we have followed a strict attendance policy. We believe attendance is extremely important. We are excited to have our students here at school and encourage all students to attend regularly if they are physically healthy. However, if your child is sick, please keep them home. Student will not be penalized for missing school due to sickness. **If your child shows any of the following symptoms, we ask that you keep them home.**

- Shortness of breath, sore throat, or persistent cough
- Temperature higher than 100.4 degrees
- Congestion or runny nose
- Vomiting or diarrhea
- New loss of taste or smell

We ask that parents communicate with the office/teachers if their child is sick. It is our hope that as we work together, we can make arrangements/accommodations to provide the best education possible when illness prevents attendance. Each teacher will provide students with a class syllabus that explains classroom procedures dealing with illness and make-up work. Students are responsible for obtaining and completing assignments when they are not at school. **The office will not gather homework, it is best for the parents and students to communicate directly with the teacher through email.**

## **Designated sick areas:**

There will be two separate sick rooms for students, depending on their symptoms.

- Students who get hurt or do not show symptoms of COVID will use a separate sick room than students who display symptoms of COVID.
- An isolation room is designated for students who display symptoms of COVID.

### **Visitors**

Our new school security system always keeps our doors locked. If a parent/visitor would like to enter the building, there is a check-in feature located by the front entrance. This allows our visitors to use the call button to speak with office personnel and receive permission to enter the building. Once permission is given, the front door will be opened for only a few seconds to allow the visitor to enter the building. All visitors must wear a mask, have their temperature taken and complete a quick health survey upon entry into the school.

### **Student Check-out**

If a parent/guardian needs to check their student out of school during school hours, they must go to the front entrance and use the call button to speak with office personnel. Personal identification may be required to identify parents/guardians that we are unfamiliar with. Upon verification, the office will notify the student to come to the office, sign the checkout sheet and then meet their parent/guardian outside the front entrance.

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## **General Information and Policies**

### **Invitation to Parents**

Parent involvement in education is one of the greatest factors in predicting the success of students. Each day adds to the orderly and progressive educational development of your child. Parents can help their students succeed at Delta Middle School by doing the following.

- Parents have a responsibility to see that students attend school regularly and on time.
- Check grades regularly using the Power School system.
- Participate in PCCR conferences regarding progress during the fall and spring.

- Contact the teacher if a problem occurs in the class such as grades, citizenship, or other concerns. Emailing a teacher will get the quickest response or you may leave a message at the office.
- If the problem remains unresolved, please call the office to set up an appointment with the school administration.

Parents can help students to achieve by providing a positive learning environment in the home and providing nutritional meals. Teaching students to be responsible for their work, their successes, and their mistakes, will help them prepare to face the challenges of the world. Helping students learn to accept responsibility will benefit them throughout their lives.

**Please help the school maintain lines of communication by keeping all records up to date!! Information about address, phone number, name change, health records, etc., are vital to the school as we endeavor to provide the best possible education for your children.**

### **Student Responsibilities**

All students are expected to follow the rules and regulations of the Board of Education, the school administration, and the teacher. Students are required to be courteous and polite and contribute to a good school climate. Students at Delta Middle School are expected to respect themselves and others. The following rules have been established by a committee of students, parents, and school personnel. (Millard School District Policy 6100) Students and parents should acquaint themselves with the guidelines established in order to help facilitate the smooth flow of the school.

#### **DMS students will show respect and concern for self and others by:**

1. Using appropriate verbal or nonverbal language. No intimidating, abusive or obscene language, gestures, notes or clothing will be tolerated at DMS
2. Speaking respectfully. Students should address all staff members by their proper names and titles.
3. Honoring appropriate request from staff and other adults.
4. Displaying non-disruptive behavior. Students will not be allowed to exhibit behavior that infringes on the rights of other students to learn.
5. There will be no bullying, hazing, cyber bullying, harassments, tackling, tap-outs or retaliation at DMS. Zero tolerance will be given to any student displaying such traits. Students will have the opportunity to report bullying issues by:
  - a. Reporting issues to a teacher.
  - b. Reporting issues to the counselor or administration.
  - c. If students wish to remain anonymous, a form can be filled out and placed in the Bully Box in the counselor's office.
  - d. Parents are invited to visit with teachers or administration to address any concerns.
6. Refraining from the possession or use of tobacco, e-cigarettes, alcohol, or drugs. In addition, lighters and matches will not be permitted at school.
7. Refraining from bringing any weapon to school. Pocket knives, look alike weapons, or toy weapons are also not appropriate to bring.
8. **Adhering to the guidelines of the Millard School District dress code policy.**
9. Treating school property with respect. We have a beautiful school and will not tolerate any vandalism to the school, school grounds or school property.

10. Being attentive in class, listening while others speak, staying in seat, etc.

**Consequences for breaking rules may include the following:**

- Reprimand by teacher
- Teacher referral to the office
- Notification of parents/parent conference
- Suspension
- Expulsion from school

**Student Dress**

The dress policy of the Delta Middle School is consistent with the published policy of the Millard School District. Students arriving at school in clothing contrary to this policy will be asked to obtain a change of clothing before they may attend class. The following standards apply to all students:

1. Students will be required to wear masks throughout the day. With the exception of when they are eating breakfast/lunch or are outside and social distancing 6' apart.
2. Students must dress safely and in good taste.
3. No hats will be allowed on campus at DMS.
4. Shoes must be worn, bare feet are prohibited.
5. No tank tops the entire shoulder must be covered. Blouses or shirts must have sleeves of some type.
6. Shorts and skirts may be worn to school. However, shorts, skirts and dresses must be the length of one's fingertips when the arm is at his/her side.
7. Shoes or other articles of clothing that may damage school property must not be worn.
8. See-through clothing is not allowed unless undergarments have sleeves and cover the bodice area completely.
9. Clothing exposing any part of the torso such as halters, midriffs or similar wear will not be allowed.
10. Clothing that is distracting, vulgar, offensive, or in poor taste will not be allowed.
11. Clothing that has excessive rips, frays, or tears is prohibited. No fraying above fingertip length will be allowed.
12. Clothing advertising any illegal behavior for students is prohibited. (i.e. alcohol, drugs, tobacco, sexual innuendos, etc.)
13. No gang type clothing will be worn to school. (See Safe School Policy - JFC - page 10-11) Any clothing with symbols of violence will not be allowed. (i.e. trench coats, bandanas, hanging belts as flags, etc.) Gang symbols will not be allowed on clothing, notebooks, or any other possessions at school. Any person placing such markings on school grounds will be dealt with according to the Safe School Policy.

**Other:**

Delta Middle School adheres to all policies and guidelines which have been adopted by the Millard School District Board of Education and may not be listed in this handbook. This includes all parts of the Safe School Policy. All District policies are available for your examination in the office at the Middle School or online at [www.millardk12.org](http://www.millardk12.org).

### **Tardies:**

Tardies may reflect on student's citizenship and academic grades. If the student is not in their assigned seat or area at the time of the starting bell, the student is tardy. Students will be allotted 3 tardies for the entire school year for first period only. With the exception of the three allotted tardies in first period students will be required to make up their tardies. If tardies are not made up, students will not be able to attend any school activities.

## **School Policies and Programs:**

### **Achievement Activities:**

Achievement activities will take place approximately one week after the end of each term. Students must meet the following criteria to attend the achievement activity.

- No F's (Past or Present)
- No U's or N's
- No tardies (they must be paid for and made up)
- Fees and fines must be paid

The administration will have final determination for attendance to achievement activities. Students who have sluffed, been suspended, owe fees or fines, or do not meet District Attendance Policy during the current activity period will be excluded from participation.

### **Closed Campus:**

For the protection of our students, the Delta Middle School is a **CLOSED CAMPUS**. This means that no student may leave campus without permission from the office. All adults need to check into the office. **Please do not go directly to the classroom.** If a student is to leave the campus for a doctor or other necessary appointment, **written permission** from parents is required. If a student becomes ill during the day, parents will be contacted to pick up the sick or injured student. No guests will be allowed to remain at school with a DMS student.

### **Electronic Equipment:**

Students may use their electronic devices before school, during class break/lunch and after school. **However, these devices are not allowed during class time unless directed otherwise by the teacher.** Students must act responsibly with all electronic devices. (If students abuse these privileges, our school policy may be revised anytime during the school year) Students are not allowed to 1) take pictures/videos of other individuals in the school, 2) take pictures of tests or assignments without permission of the teacher, and 3) Use electronic devices to bully/harass any individual at school during school hours. (In addition to the school wide policy, teachers may create their own classroom policy regarding electronic devices). Depending on the severity or misuse one or more of the following consequences may occur:

- **1st offense:** Device will be taken and student may pick it up after school.
- **2nd offense:** Device will be taken and PARENT/GUARDIAN must come to school to pick up the device.



- **3rd offense:** Device will be taken and remain at the office or Millard School District until the end of the school year.
- If additional behavior problems arise due to the device being taken, the student may also be subject to additional disciplinary actions.
- **If an electronic device is stolen or lost at school, it is not the responsibility of the school to find it.**

### **Food and Drink:**

Food and beverages should be consumed in the lunchroom only, and are not to be brought in the halls, lockers, or classrooms of the building.

### **Legal Custody:**

A legal document is required to support any question of custody between divorced or separated parents. Unless the administration is informed otherwise, both natural parents are considered to have the right to request early dismissal of a student, or take a student from the school premises.

### **Locker:**

Lockers are school property and are assigned to students as a courtesy and convenience. Lockers should never be shared, and **combinations must be kept private**. Students will not be assigned new lockers or combinations during the school year. Students should take great care to keep combinations private. If security becomes a problem, the student will need to carry possessions in a backpack. No stickers should be placed on lockers at any time. Students have the responsibility of keeping their lockers clean and neat both inside and out. No food is allowed in lockers. Water bottles are allowed, but need to have a secure cap on them.

### **Lost or Damaged School Items:**

Please contact your teacher and the office regarding the loss of textbooks, media books, workbooks, or other such items belonging to the school. A replacement fee will be assessed. In the event of damaged property, a minimal fee will be charged.

### **Lunch, Off Campus:**

Because Delta Middle School is a closed campus, no student will be allowed to leave campus for lunch elsewhere unless **picked up and returned** to school by parents or guardians. If the student goes home on a regular basis, the office must be informed. **Students may not take friends home for lunch with them.**

### **Medication:**

School personnel **MAY NOT** administer any form of drugs or medication without the express consent of **parent or guardian and physician**. Aspirin or Tylenol cannot be dispensed through the office. If medication must be given to students, please come to the school and complete the necessary request forms for the dispensing of drugs or medication by school personnel. These forms must be filled out at the beginning of each school year. School personnel shall give emergency aid as needed

for students who become ill or injured during the course of the day. All parents should fill out and sign the Emergency Medical Consent form that is included with registration as soon as possible.

### **Phone Permission:**

Phone Permission to release students from school or to allow them to leave campus with adults other than a parent or guardian will be given **ONLY** in extreme emergencies.

### **Physical Education:**

All students are expected to participate in Physical Education classes. A note from home is adequate for temporary exclusion. Permanent exclusion requires a written request from a physician.

Swimming may be included as part of the PE program. Swimsuits must be modest. No purchase of treats will be allowed at the swimming pool. Seventh and eighth grade students are required to dress in teacher designated gym attire (shorts, tops and gym shoes) and are encouraged to shower after physical education activities.

### **School Closings:**

When school must be cancelled due to severe weather or other emergency situations, announcements will be made on the local radio stations. Power Announcement will send a message to those parents who are set up to receive such messages. If you, as a parent, are set up to check grades in Power School you can choose the option to receive emergency notifications in text, email, or a phone call. If students are already in school at the time of such emergency, they will be kept in school until arrangements can be made for their safe return home.

### **Skateboards:**

Skateboards, hoverboards, scooters, rollerblades, or heelies are not allowed at DMS. They are not to be used in the school or on the grounds at any time.

### **Telephone Use:**

**Students are not called from class to the telephone except in emergencies. Please make prior arrangements for pick-up and after school activities before your student leaves home. Office phones are available on a limited basis for student use, but only after obtaining permission from a staff member.**

### **Vandalism/Care for the School:**

All students are expected to show care for the school and facilities. While accidents inevitably occur, if they are not reported, they become vandalism. **Any student who intentionally or unintentionally causes damage to the school will be referred to juvenile court for vandalism unless the damage is reported to the office by the student responsible.** Any student who is aware of vandalism may be subject to school discipline if they do not report such acts to school personnel. Cleaning of gum has become a major school expense. Any gum placed on carpets or school furniture will be dealt with as an act of vandalism. Such acts are not necessary and can be avoided with minimal effort on the part of the student

**The Delta Middle School Educational Program of Studies**  
6th Grade Courses

Required Courses:

Mathematics  
Language Arts  
Science  
Social Studies  
Spelling  
Reading  
Band/Orchestra/Chorus

7th/8th Grade Courses

Mathematics	2.0 Credits
Language Arts	2.0 Credits
Integrated Science	2.0 Credits
Social Science (History)	1.5 Credits
Fitness for Life (PE)	1.0 Credit
Career and Technology Education	1.0 Credit
Fine Arts (Art, Music, Drama, Dance)	1.0 Credit
Health	.5 Credit
Educational Technology	.5 Credit
Electives	2.5 Credits
<b>Total Credits Required</b>	<b>14 Credits</b>

*Individual Education Plans may allow for waivers of the above requirements.*

**PCCR Meetings**

A Plan for College and Career Readiness (PCCR) will be completed by each student, the school counselor, and the parent. 7th grade students will meet in small groups with the school counselor to complete this plan. 8th grade students and their parent will meet individually with the school counselor. PCCR meetings will include discussions regarding educational goals, coursework, and development of the career exploration areas.

**Action Plan for Credit Recovery (Delta Middle School)**

**Students who fail any class, will need to make it up.** If a student earns a failing grade, he/she and their parent, will need to meet with the teacher/school counselor to determine how to make up their grade. Students will not be allowed to participate in any school activities until the failing grade has been made up.

\*\*\*Failing grades that are made up after the quarter ends will be changed to a D-.

Delta Middle School is committed to providing learning experiences free from distractions and misbehavior. As part of this commitment Millard School District has provided and installed audio/visual equipment to monitor and assist administration, faculty and staff maintaining a positive learning environment.