



2024-2025

# STUDENT HANDBOOK

Duncan Middle School

[WWW.DUNCANPS.ORG](http://WWW.DUNCANPS.ORG)

580-470-8106

1601 CHISHOLM TRAIL PKWY

## **Duncan Middle School Mission Statement**

We, the students and staff at DMS, strive to cultivate excellence and accountability in every student to prepare them for the twenty-first century.

## **Duncan Public School Mission Statement**

The Duncan Public School District is committed to a tradition of excellence in developing students to their full potential in an environment which fosters responsibility, productive citizenship, and lifelong learning.

## **Duncan Public School Core Beliefs**

To ensure quality teaching and learning, Duncan Public Schools (DPS) value:

- Students who are academically prepared for college, career, and life
- A respectful and nurturing environment for parents, students, staff, and community members
- Well-maintained buildings and grounds
- Up-to-date curriculum materials and technology
- Quality student programs that meet the diverse needs of all students
- Highly qualified teachers who care about students by engaging them in rigorous, student-centered innovative teaching
- Small class sizes
- Adequate financial support to provide competitive salaries
- Parent and community connections/involvement
- Strong leadership
- Ongoing professional development

By upholding these values, Duncan Public Schools will put into place policies and procedures that meet or exceed those of other school districts and state and national standards.

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## Welcome

Welcome to Duncan Middle School. We are glad you are here! This student handbook will help students and families understand the policies and procedures at Duncan Middle School. Please read over the handbook and use it to answer questions about our school.

Duncan Middle School is committed to providing a nurturing environment where every student can thrive academically, socially and emotionally. Our dedicated faculty and staff are here to support every learner's growth and development both inside and outside the classroom.

Education is a team effort, and students, parents, teachers, and other staff members working together can make this a successful year.

Remember, everyday matters,

Cassie Berthold, Principal

Amie Moore, Assistant Principal

Tom Brack, Assistant Principal

2024

July

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August

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September

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Duncan Public Schools

School Calendar  
2024 - 2025

◆ First Day of School .... Aug. 15  
Last Day of School .... May 22

X National Holidays  
Independence Day .... July 4  
Labor Day .... Sept. 2 (No School)  
Memorial Day ..... May 26

■ Holidays  
Fall Break ..... Oct. 18-21  
Thanksgiving ..... Nov. 25-29  
Christmas ..... Dec. 20-Jan. 3  
Martin Luther King Jr. Day .... Jan. 20  
No School ..... Feb. 14  
Presidents' Day ..... Feb. 17  
Spring Break ..... March 17-21

▲ Non-Instructional Days  
P/T Conference evenings of:  
Oct. 14-15 & March 10-11  
No School  
October ..... 17  
March ..... 14

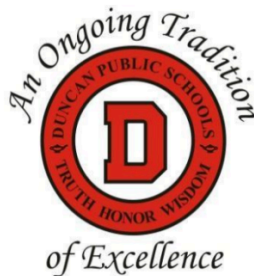
● Staff Professional Days/  
No School  
August ..... 9, 12-13  
October ..... 22  
January ..... 6

■ Inclement Weather Days/  
No School  
April ..... 4, 11, 18, 25  
May ..... 2, 9, 16

★ Staff Work Day  
August ..... 14  
May ..... 23

Attendance Data  
1st Sem. Ends Dec. 19 = 82 days  
2nd Sem. Ends May 22 = 83 days

Total Days Taught 165 days  
Work Day 2 days  
Professional Days 5 days  
**Total Days 172 days**



For further information, call 580-255-0686  
www.duncanps.org

2025

January

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March

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April

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May

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June

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29	30					

## DMS Administration

Cassie Berthold	Principal
Amie Moore	Assistant Principal
Tom Brack	Assistant Principal

## District Administration

Dr. Channa Byerly	Superintendent of Schools
Merry Stone	Assistant Superintendent
Kim Ellis	Assistant Superintendent
Allison Lovett	Federal and State Programs Director
Kade Golloher	Transportation Director
Devera Albertson	Maintenance Director
Jessica Clayton	Special Education Director
J.D. Taylor	Supervisor Technical Services

## Board of Education

Chris Shreckengost	President
Krista Lolar	Vice President
Eric Davis	Member
Carl Buckholts	Member
Greg Neal	Member
Dr. Channa Byerly	Superintendent of Schools
Kelly Henderson	Board Clerk

## Building Hours

7:10 a.m. - Doors open  
7:15 a.m. - Office and cafeteria open-limited hall access  
3:30 p.m. - Office closes (office closes at 3:20 pm on Friday)  
3:30 p.m. - Doors locked  
Summer Hours – 8 a.m. – 4:00 p.m.

## Absence Reporting and Make-Up Work

Parents are to call 470-8106 to report an absence and request make-up work on the day of the student's absence by 10:30 a.m. A student shall have the number of days that he/she was absent to hand in work for credit. The make-up period shall begin the day the student returns to school. (E.g. 3 days of absence is allowed 3 days turn in make-up work). The time limit will remain in effect unless an agreement is reached between the student and the teacher assigning the work.

Requesting make-up work for an absence or absences shall be the responsibility of the student/parent. If a student/parent does not request his/her work, a grade will be recorded as if the student received the work and did not complete it.

Make up work for students missing only one day will be provided by the teachers the day the student returns to school.

## After School Detention

After school detention is assigned by the Duncan Middle school administration. It is held Monday through Thursday from 3:04 to 3:50. After school detention is a study hall atmosphere therefore no talking or socializing is allowed. School work must be brought to after school detention in order to make the best use of the student's time. Students are responsible for their own transportation home.

## Asbestos Hazard Emergency Response Act

Notification to Parents, Teachers, Employees: The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine surveillance reports at the Maintenance/Transportation office at 211 E. Beech and/or each campus, upon request.

## Attendance Policy

### Absences

Parents are responsible for ensuring that their student attends school on a regular and punctual basis. The purpose is to help students learn daily and be educationally prepared for the next school year. The District believes that teaching students the importance of regular and punctual attendance also helps them mature into responsible adults who will one day be prepared for the world of work. Students are expected to be in school a minimum of **ninety percent (90%)** of the time. **This year students should be in school and receive instruction for 167 days. 90 percent of this is 150 days. This allows the student to miss up to 16 days during the year/8 days per semester. (See policy below on absences and receiving credit.)** The following steps assist in accomplishing this goal.

- A. It is the responsibility of the student's parent/guardian/legal custodian to call the attendance office regarding the reason for the absence.

- B. Contact must be made to the office within **5** days of the absence or the absence will remain unexcused.
- C. If a student has three unexcused absences, a school official will contact the child's home.
- D. In accordance with Oklahoma School Law (Section 232), when a child is truant four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the school shall report such absences to the City of Duncan (Ordinance 1701-which could result in a fine) and then could be handed over to the Stephens County district attorney. *The district attorney has responsibility for initiating legal proceedings pursuant to Title 10 of the Oklahoma Statutes. (70-10-106).*

**Examples of Excused Absences**

- 1. Medical/Dental appointments with verification from a medical professional indicating the day of the absence.
- 2. Legal matters with documentation.
- 3. Death of immediate family- Immediate family shall be defined as, spouse, children, step-children, parents, brothers, sisters, grandparents, spouse's parents and grandparents, brothers-in-law and sisters-in-law, nieces and nephews, aunts and uncles, and spouses of members of said immediate family.
- 4. Observance of holidays required by a student's religious affiliation.
- 5. Extenuating circumstances determined by the principal to be an excused absence. These absences must be approved through the principal.

**Absence and Removal from Attendance Roll**

In compliance with Oklahoma School Law (Section 387/Part 2), a student who has been absent without a valid excuse for ten (10) consecutive days shall be removed from the district's attendance roll beginning with the eleventh day.

**Truancy**

Truancy is defined as any absence from school or school activities lasting one or more days or parts of any school day without a valid excuse or without permission of the parent, guardian, or school official. Any student who stays out or leaves school, or any school activity without a valid excuse or permission shall be deemed truant.

**Attendance Policy (State)**

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section.

It shall be unlawful for any child who is over the age of twelve (12) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.

This rule shall not apply:

1. If any child is prevented from attending school by reason of mental or physical disability, to be determined by the board of education of the district upon a certificate of the school physician or public health physician, or if no such physician is available, a duly licensed and practicing physician;
2. If any such child is excused from attendance at school, due to an emergency, by the principal teacher of the school in which such child is enrolled, at the request of the parent, guardian, custodian or other person having control of such child;
3. Any such child who has attained his or her sixteenth (16) birthday is excused from attending school by written, joint agreement between:
  - a. the school administrator of the school district where the child attends school, and
  - b. the parent, guardian or custodian of the child. Provided, further, that no child shall be excused from attending school by such joint agreement between a school administrator and the parent or custodian of the child unless and until it has been determined that such action is for the best interest of the child and/or the community, and that said child shall thereafter be under the supervision of the parent, guardian or custodian until the child has reached the age of eighteen (18) years; or
4. If any such child is excused pursuant to subsection C of this section.
  - c. A school district shall excuse a student from attending school for the purpose of observing religious holy days if before the absence, the parent guardian, or person having custody or control of the student submits a written request for the excused absence. The school district shall excuse a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days.
  - d. Any parent, guardian, custodian, child or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, and shall be punished by a fine not less than Five Dollars (\$5.00) and no more than Twenty-five dollars (\$25.00) for the first offense, and not less than Twenty-five Dollars (\$25.00) and no more than One Hundred Dollars (\$100.00) for each subsequent offense. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, any authorized employee of the school district may present the attendance records of the child or ward in court. (70-10-105)

### **State Attendance / Truancy Policy**

**Definition – Truancy** is defined as any absence from school or school activities lasting one or more days or part or parts of any school day without a valid excuse and without the permission of a parent, guardian or school official. Any student who stays out of or leaves school or any school activity without a valid excuse and permission shall be deemed truant. H.B. 1975, effective July 1, 1995, provides that if a child is absent without a valid excuse for four (4) days or parts of days within a four (4) week period, the parent will be notified, or if a student is absent without excuse for ten (10) days or parts of days within a semester, the building principal must notify the parent

and immediately report such absences to the District Attorney's Office. Enforcement – It is the responsibility of the building principal to determine whether an absence constitutes truancy. The building principal can and should take all appropriate disciplinary action to enforce attendance. In the event of any truancy, the parent or guardian of the truant student should be notified by telephone or otherwise. In addition, each truant student may receive a "0" as a daily participation grade for each class or part of class missed.

### **Chronic Absenteeism**

**A student is considered chronically absent after missing 10 percent or more of school days. *This includes both excused and unexcused absences.* Missing 10 percent of school days would be approximately 18 days in a normal 180-day school calendar - just two days per month.**

### **ABSENCE AND REMOVAL FROM ATTENDANCE ROLL**

In compliance with Oklahoma School Law (Section 387/Part 2), a student who has been absent without a valid excuse for ten (10) consecutive days shall be removed from the district's attendance roll beginning with the eleventh day. Senate Bill 1715 effective July 1, 2010, designates the school principal as the approving authority and clarifies the responsibility for an absence which is incurred by a student participating in a military funeral honors ceremony.

## **Behavior Expectations**

### Classroom:

- Respect your classmates
- Be on time
- Respect the teacher's authority
- Respect school property and the property of others.
- Follow instructions
- Be ready to learn
- Work quietly not distracting others
- Bring required materials
- Keep a clean work area
- Take pride in your work
- Stay engaged and on task
- Always give your best effort

### Hallways:

- Watch where you are going
- Respect others personal space
- Use conversational voice
- Say "excuse me" when appropriate
- Get to class as soon as possible
- Report any problems to teachers
- Walk on the right side of the hallway
- Walk directly to your destination

- Keep your hands and feet to yourself

#### Cafeteria:

- Say "Please" and "Thank you"
- Use a conversational voice
- Go to the end of the line and wait your turn
- Use proper table manners
- Pick one seat and stay there
- Tables are limited to 8 students
- Eat your own food
- Drink your own drink
- Throw away your trash
- Put away your tray
- Clean up the area where you eat

#### Restroom:

- Take no longer than 4 minutes
- Quietly wait your turn
- Respect property
- Go between classes or at lunch time
- Use good manners
- Report any problems to a teacher
- Practice good hygiene

#### Office Area

- Be respectful and wait your turn
- Use a conversational voice
- Have a pleasant attitude toward the office staff
- Say "Please" and "Thank you"
- Follow instructions
- Sit quietly if you are waiting
- Ask permission before using the phone
- Walk to the office by using the most direct route

#### Bus

- Be on time
- Use a conversational voice
- Thank the bus driver
- Contribute to a safe bus ride
- Stay seated
- Follow the driver's instructions
- Get on and off at your stop only
- Keep your feet off the seats and out of the aisle
- Keep your hands to yourself and inside the bus

Assemblies:

- Be appreciative and respectful of those making presentations or performances
- Use good manners and be polite

## Bell Schedule

Doors to the school will open at 7:10 am.

<b>6th Grade Bell Schedule</b> <b>First Bell Rings at 7:55</b>	<b>7th Grade Bell Schedule</b> <b>First Bell Rings at 7:55</b>	<b>8th Grade Bell Schedule</b> <b>First Bell Rings at 7:55</b>
1st Hour 8:00 - 8:59	1st Hour 8:00 - 8:59	1st Hour 8:00 - 8:59
2nd Hour 9:03 - 9:54	2nd Hour 9:03 - 9:54	2nd Hour 9:03 - 9:54
3rd Hour 9:58 - 10:49	3rd Hour 9:58 - 10:49	3rd Hour 9:58 - 10:49
Lunch 10:49 - 11:19	4th Hour 10:53 - 11:44	4th Hour 10:53 - 11:44
4th Hour 11:23 - 12:14	Lunch 11:44 - 12:14	5th Hour 11:48 - 12:39
5th Hour 12:18 - 1:09	5th Hour 12:18 - 1:09	Lunch 12:39 - 1:09
6th Hour 1:13 - 2:04	6th Hour 1:13 - 2:04	6th Hour 1:13 - 2:04
7th Hour 2:08 - 3:00	7th Hour 2:08 - 3:00	7th Hour 2:08 - 3:00

## Bicycles

A parking area is provided for bicycles of students. Park the bicycle when you arrive and clear the bicycle area. It is advisable that students lock their bicycles. Duncan Middle School assumes no responsibility for stolen items.

## Bullying

HARASSMENT/INTIMIDATION/BULLYING:

Students attending Duncan Public Schools are expressly prohibited from committing any act or acts of threatening behavior, harassment, intimidation, or bullying while at school and further, by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. The Duncan Board of Education hereby endorses and adopts the following policies concerning the investigation of alleged acts of threatening behavior, harassment, intimidation or bullying and the discipline of students who commit or attempt to commit any act or acts of threatening behavior, harassment, intimidation or bullying.

As used in these regulations, the following terms shall be defined as follows:

1. "Harassment, intimidation or bullying" mean any gesture, written or verbal expression, electronic

communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student;

2. "Harassment" shall also mean the intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual;
3. "At school" shall mean school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events;
4. "Electronic Communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device or a computer; and
5. "Threatening Behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Each building principal is responsible for putting in place a policy of prevention of and education about harassment, intimidation and bullying. All alleged acts of harassment, intimidation, bullying or threatening behavior, should be immediately reported to the building principal. Upon receipt of such report, the building principal or the principal's designee, should conduct an immediate investigation into the alleged acts to determine the validity of such allegations and the facts surrounding such allegations. If, at the conclusion of the investigation conducted by the building principal, it is determined that a student has committed or attempted to commit any act or acts of harassment, intimidation, bullying or threatening behavior toward another student or school personnel, the offending student shall be subject to the following:

- a. For a first offense the appropriate building principal shall impose such disciplinary penalty as he/she deems appropriate under the circumstances, including, but not limited to, ISI and out-of-school suspension not to exceed ten (10) days;
- b. In the event of any disciplinary action, a mandatory conference will be held as soon as possible involving, subject to availability, the student, his/her parent(s) or legal guardian, school officials, and others as deemed necessary by school officials to discuss prevention of future incidents of such behavior and the consequences of such behavior. At such mandatory conference, the building principal may recommend that available community mental health care options be provided to the student, if appropriate. An updated list of such available community mental health care options shall be provided to each building principal prior to the beginning of each school year;
- c. In the sole discretion of the building principal, the student may, at the expense of the student's parents or legal guardian, be required to attend mandatory counseling with an appropriate counseling agency as determined by school officials. Such counseling agency shall make recommendations to the school officials concerning the entry of the student into the student population;
- d. Any student who has been previously disciplined for any act or acts of harassment, intimidation, bullying or threatening behavior pursuant to these regulations, may, upon committing a second or subsequent offense, be subject to suspension for the remainder of the current semester and the

succeeding semester; and

- e. Each building principal who disciplines any student under these regulations shall prepare a report concerning the incident involved and the disciplinary action taken and shall send a copy of such report to the superintendent for his/her records.

If a student who has committed or attempted to commit any act or acts of harassment, intimidation, bullying or threatening behavior, receives mental health care from a mental health care provider, the school may request the disclosure of any information concerning such student that indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. Any such request should be made by the Superintendent or Assistant Superintendent of the Duncan Public Schools and should be directed to the mental health care provider.

The Board of Education shall publish the hereinbefore set forth prohibited activities for which a student may be disciplined. A copy of such activities and these policies shall be furnished to each pupil and shall be posted on a bulletin board located in each school.

## **Bus Information**

For information about bus schedules or routes, call the Transportation Office. The telephone number is (580) 252-3496. Riding a bus is a privilege. Disciplinary problems can lead to a student's temporary or permanent removal from the bus.

## **Cafeteria**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

All students are urged to participate in the school lunch program. Two lines are provided in the cafeteria. The lunch room management and your fellow students will appreciate your cooperation in:

1. Depositing lunch litter in wastebaskets.
2. Returning all trays and utensils to the dishwasher area.
3. Leaving the table and floor around you in a clean condition for others.

All DMS students will receive a free lunch and free breakfast for the 2024-25 school year. This will include milk and juice at breakfast and milk at lunch.

In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 202509 Mail Stop 9410, or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

All students are still required to fill out a Household Survey Form at the beginning of the school year.

## **Change of Address**

Please inform the counselor or the main office when you have a change of address, phone number, or other permanent enrollment information.

## **Chromebook Usage and Behavior Expectations**

### Using the Chromebook at School:

- If a student does not bring his/her Chromebook to school they will be allowed to contact a parent or guardian to bring the Chromebook to him/her. If no one is available the student will be without a device for the day. Classroom policy will determine consequences for not bringing required tools.
- Chromebooks should be charged each night. The battery will allow a student to work the school day without needing to plug in. There are limited charging stations available in each room, you cannot be sure one will be available.
- Inappropriate media may not be used as backgrounds, themes or screensavers. The presence of such media will result in disciplinary action.
- Sound must be muted at all times unless permission is obtained from a teacher.
- Students may use headphones with teacher permission. Students should bring their own headphones for sanitary reasons.
- Do not share log-ins, passwords or other protected material with other students. The name on the account will be the person responsible for all activity that is connected to that account.
- Chromebooks should never be left unattended. It is recommended that students lock their Chromebooks in a locker when not in use.

### Using the Chromebook at Home:

- Students must have the written permission of their parent or guardian and Duncan Public Schools Protection Fund Premium turned in prior to being able to take their Chromebook home.
- When at home, the Chromebook should always be used in a common family location (i.e., kitchen, living room, dining room). When the Chromebook is at home, supervision is the responsibility of the parent, but chromebook usage will continue to be monitored by the DPS technology monitoring system.

Duncan Public Schools makes every attempt to block access to inappropriate material while the student is at school and will make every effort to block inappropriate material while at home. The student may be able to access inappropriate material while on their home network. It is the parent or guardian's responsibility to supervise the information that a student is accessing from the Internet while at home. The chromebook usage will continue to be monitored by the district's technology monitoring system.

## **Clinic Card - Administration of Medications**

In order for your child to receive any type of medical treatment, a clinic card must be completed. If a student participates in extracurricular activities, a card must be completed for each of the activities. In order for your child to receive prescription or non-prescription medication, the medication must be

brought to the office in the original bottle.

### **Parental authorization to administer medicine and physician's order forms must be completed.**

We urge you to complete these forms in the office as soon as possible. Students in possession of drugs outside of the above policy will be disciplined appropriately.

## **Clubs**

- **Science Club** works on many environmental projects, but the main goal is to help students see that science can be fun.
- **Math Counts** is an organization for any student interested in participating in advanced mathematics competitions.
- **Student Council** is an organization that maintains communication between students and administration. Students are elected to these offices.
- **FCA** is an organization available to any athlete. FCA emphasizes fellowship and family values.
- **Yearbook and Newspaper** are for students interested in the publishing field. Students must be enrolled in the class to participate.
- **TSA** is an extension of the STEM program at DMS. Students interested in robotics should contact Mrs. Lawler.
- **Academic Team** is a group that actively competes during the academic season against other groups.
- **Starbase** introduces students to science, technology, engineering, and math through hands-on experiments done in a classroom setting.

Other clubs may be added as interest dictates and approval has been granted.

## **Communication**

Parental communication with teachers is an essential element to student success. E-mail, telephone conferences, and team meetings are all ways to communicate with your child's teachers. We highly encourage open and frequent communication between teachers and parents to address any questions or concerns. The campus parent portal which is accessible via the internet allows students and parents to access up to date grades and attendance records online. For information about the campus parent portal contact the main office at Duncan Middle School or log onto the Duncan Public Schools website at [www.duncanps.org](http://www.duncanps.org) Information can be found by clicking on the tab Parents.

## **Discipline**

The forms of discipline to be used at DMS will include but are not limited to: teacher's detention, lunch detention, after school detention, ISI, and out of school suspension.

## **Discipline Policy**

The discipline and control of students will be administered in accordance with the Duncan Board of Education Policies and Procedures Manual and the DMS discipline matrix found on the last pages of this handbook. For information that is more detailed see the Duncan Public Schools Policies and Procedures

manual policy #6027.

## DMS Cafeteria Behavior

To prevent any disturbances in the cafeteria, students should follow these rules:

- Students should be seated in chairs; no sitting on the tables.
- Noise level should be moderate.
- No excessive moving around.
- Those eating breakfast should sit in the eating area provided.
- Students line up in a single file line to expedite the serving of food.
- Put up trays, eating utensils, and trash in the area provided; push chairs up to the tables.
- Students will check with the teacher on duty when leaving the commons area.
- No cutting in the serving lines. It is disrespectful to others and will not be tolerated.
- Throwing food or any other object will not be tolerated.
- No loitering around or in the restrooms.
- Food is not to be taken out of the cafeteria area.
- Violation of any of the above rules could result in immediate placement in lunch detention or other disciplinary action

## DMS Enrichment

Students identified as gifted or accelerated learners are invited to participate in the DMS enrichment program. Enrichment activities are designed to challenge students and to foster a generation of literate and productive individuals. Teachers integrate special activities into the regular curriculum and keep a portfolio of each student's enrichment activities.

## DMS Promotion Requirements 2023-2024 School Year

Duncan Middle School is proud to offer challenging, engaging, and rewarding courses to our students. It is our belief that students must be masters of content especially in core classes in order to have the necessary skills to be successful in the next grade. Any student failing three classes for the Spring semester or 4 classes total for the year may be considered for retention.

### 6th Grade Promotion Requirements

6th Grade Courses	Passing Standard	Skills Build To:
English Language Arts	60%, D or above in regular course work.	7th ELA
Social Studies	60%, D or above in regular course work.	7th Geography

Math or Honors Math	60%, D or above	Pre-Algebra, Algebra 1
Science	60%, D or above in regular course work.	7th Science
3 Additional Electives	60%, D or above in regular course work.	

Note: Failure to pass electives will result in not being able to follow the elective progression.

### 7th Grade Promotion Requirements

7th Grade Courses	Passing Standard	Skills Build To:
English Language Arts	60%, D or above in regular course work.	8th ELA
Social Studies	60%, D or above in regular course work.	8th US History
7th Math, Pre-Algebra	60%, D or above	Pre-Algebra, Algebra 1
Science	60%, D or above in regular course work.	8th Science
3 Additional Electives	60%, D or above in regular course work.	

Note: Failure to pass electives will result in not being able to follow the elective progression.

### 8th Grade Promotion Requirements

8th Grade Courses	Passing Standard	Skills Build To:
English Language Arts	60%, D or above in regular course work.	HS English 1
US History	60%, D or above in regular course work.	HS History
Pre-Algebra, Algebra I	60%, D or above	Pre-Algebra, Algebra 1, Geometry, or Algebra 2
Science	60%, D or above in regular course work.	Physical Science or Biology 1
3 Additional Electives	60%, D or above in regular course work.	

Note: Failure to pass electives will result in not being able to follow the elective progression.

## Dress Code

Duncan Public Schools respect the students' rights to express themselves appropriately in the way they dress. All students who attend Duncan Public Schools are also expected to respect the school community by dressing appropriately for a PreK-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and personnel. This policy is intended to provide guidance for students, staff, and parents.

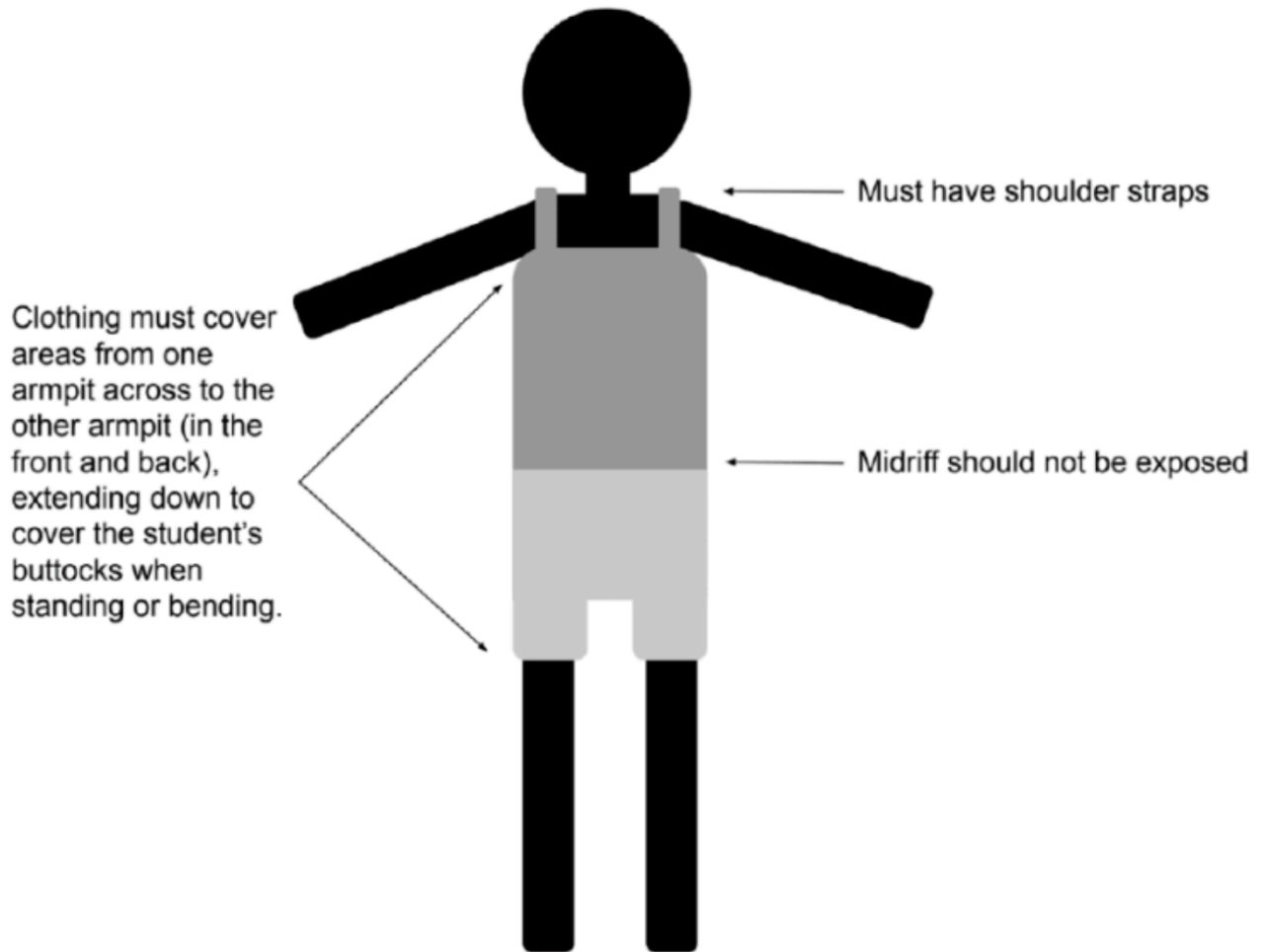
All students are expected to be groomed and dressed appropriately with respect to the following criteria:

- Clothing must cover areas from one armpit across to the other armpit (in front and in back), extending down to cover the students buttocks when standing or bending.
- No exposed undergarments will be allowed.
- Midriff should not be exposed.
- Tops must have shoulder straps.
- Bike shorts and boxer shorts are not allowed.
- Shirts that are, or resemble lingerie, and shirts with large armholes are not permitted.
- Sagging pants will not be permitted. Pants must be worn around the waist on or above the hip.
- Competing students will comply with the dress code rules of their respective coaches and program directors, both during competition and the school day, at the discretion of the coach or program director.
- The wearing of hats, caps, hoods, bandanas, or non-religious head coverings will not be permitted inside any campus building.
- Sunglasses may not be worn to cover the student's eyes while inside the school.
- Metal combs, chains, heavy metal belts, spiked/studded clothing or jewelry, or other paraphernalia which could be used as a weapon should not be carried or worn to school.
- Shoes are required. House slippers are not to be worn to school.
- Cleats, shoes with wheels, house shoes, or any shoe that limits physical activity or safety are not permitted.

**Additional guidelines:** Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco, electronic cigarettes/vapes, or vaping products or any other product packaged for smoking or the simulation of smoking; vulgarity, sexual innuendos, obscenity or nudity or promotion of violence are not allowed. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, or religious affiliation.

School administration reserves the right to determine what constitutes appropriate dress. Clothing or accessories that create a disruption to the learning environment may not be allowed. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refused dress code appropriate clothing.

## Dress Code Example



Students found in violation of DMS dress code will move through the following steps accordingly:

- An office referral will be completed by the reporting staff member, and the student will be sent to administration.
- If a dress code violation has been identified, the student will be removed from the general student population and placed in ISI
- Parent/guardian/legal custodian will be contacted and requested to bring alternate clothing to the school
- Students will be called from ISI to change into appropriate clothing and released back to class. The inappropriate clothing must go home with the parent/guardian/legal custodian.
- If the parent/guardian/legal custodian is unable to be reached or unable to bring clothing to the school, the student will remain in ISI for the remainder of the school day.
- Repetitive violations of this offense will result in increasing levels of discipline and possible suspension from school.

## Edgenuity

Students may complete online courses through the Edgenuity online learning program. Students are required to use a school Chromebook providing the school agreement is completed and fee paid. Students must score 60% or higher for the course to count as completed. The leadership team including the building principal determine qualifying students. Not all students will qualify for Edgenuity.

## Electronic Devices

There is a telephone in the administrative office to aid students in making necessary calls. All calls made by students should be brief. Good manners and courtesy should be practiced. Students shall obtain permission from the office personnel before making any calls.

Student use of electronic devices is not permitted at Duncan Middle School during normal school hours. Electronic devices include but are not limited to cell phones, smart watches, gaming devices, earbuds, headphones and Ipads or tablets. **All students' electronic devices are to be turned off and placed in their locker prior to the beginning of the school day.** Student electronic devices may be used at the conclusion of the school day. Students using electronic devices during the school day may have their electronic device confiscated by the DMS faculty. Confiscated electronic devices may be picked up by the parent. Student use of electronic devices may result in disciplinary action at administrator's discretion. Duncan Middle School is not responsible for lost, damaged, or stolen electronic devices. Academic exceptions can be made by teachers and administrators at their discretion.

Any student who knowingly takes, reproduces, or publishes an inappropriate picture or video of another student, teacher, or administrator shall be subject to disciplinary action.

## Eligibility

Students must be passing all of their classes with a grade no lower than a "D" in order to participate in any extracurricular activity. Eligibility will be calculated weekly. If any student fails three or more classes for the semester, that student will be ruled ineligible for the first six weeks of the following semester. This is in accordance with OSSAA guidelines.

OSSAA Eligibility applies to virtual classes the same way in which it applies to traditional classes. Students must be making adequate progress in their courses to remain eligible for OSSAA sanctioned activities. If a student has not made adequate progress, he/she will have one week of probation to regain eligibility status. During this week, students who are on probation will be required to meet their designated progress goal to regain eligibility status. If they do not meet their progress goals, these students will be ineligible to participate in OSSAA activities.

All virtual students must make appropriate academic progress throughout the school year. Students will be assigned a required amount of work for completion each week. Student progress will be verified each Monday. Any student who is behind will be contacted and placed on probation for one week. If they do not get caught up by the following Monday, these students will be considered ineligible for participation in school athletic programs and activities.

## Fire, Tornado, and Safe School Drills

In order to execute these drills with a minimum amount of time and avoid accidents, it will be necessary for all to follow the instruction given by each teacher:

- *Fire Alarm* Signal: A fire truck siren sound
- All-clear Signal: Verbal by P. A.
- *Tornado Alarm* Signal: Verbal by P.A.
- All-clear Signal: Verbal by P.A.
- *Safe School Drills*: Verbal by P.A.
- All-clear Signal: Verbal by P.A.

## Guidance Services

The counseling program at DMS is available to help students, parents, and teachers develop positive learning experiences. The program consists of a variety of services and activities, including individual and group counseling, parent and teacher consultation, group guidance, information services, referral assistance to other programs, services in the community, and student testing.

Counselors are responsible for developing, scheduling, and evaluating services of the program. They are assisted by the school administration. Primary services are to provide direct assistance daily to students and teachers in the school, and to parents of the students. Resources for outside agencies are available upon request.

## Grading Policy

Grades are assigned based on the following scale:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 0 – 59%

Percentages are rounded to the nearest whole number.

## Honor Roll

The Duncan Middle School Honor Roll is for the purpose of giving recognition to those students who have a 3.0 or above grade point average with no grade lower than a B.

The membership varies since the students' grades are averaged each nine weeks. A list of students maintaining the average is published by the news media.

## Immunizations

Duncan Public Schools requires all students to have their immunizations as required by the State Department of Education. Exemptions will be made for medical and religious reasons only. Failure to obtain the proper immunization could result in the student(s) not being allowed to enroll at DMS. For information, that is more detailed see the Duncan Public Schools Policies and Procedures manual policy #6000.

## ISI – In School Intervention

Students may be placed in ISI for more serious offenses or when detention does not change unwanted behavior. Students in ISI will have the option of eating a school lunch or bringing a lunch from home. Students will not be allowed to have take-out food delivered to them by a parent or by other means while they are serving ISI. If the student cannot charge at the cafeteria, the cafeteria will provide an alternate meal. *Students serving ISI will be ineligible to compete in extracurricular activities during ISI placement. Participation may begin the following day after completion.*

The In-School-Intervention shall be an alternative to the regular school environment during the regular school day and shall be used as disciplinary action for those students in grades six (6) through eight (8) who have demonstrated that they cannot, or will not, abide by the rules of the district. The In-School Intervention shall be separate and apart from the regular classroom program of the school. The Principal (Assistant Principal) shall have the authority to assign a student to In-School Intervention. The length of the assignment shall be determined by the DHS Discipline Matrix and the Principal (Assistant Principal). In the event of misbehavior while serving ISI, additional days may be assigned by the In-School Intervention teacher with the consent of the Principal (Assistant Principal) who assigned the student. The Principal (Assistant Principal) shall notify the parent(s) or guardian of a student assigned to the In-School Intervention program prior to the actual assignment. During such notification, the parent(s) or guardian shall be notified of the reason for the assignment and the number of days assigned. The decision of the Principal (Assistant Principal) to make an assignment to In-School Intervention shall be final.

Study and work assignments shall be made by the student's regular teacher(s), and the student shall work on the assignments daily and full credit shall be granted for all acceptable work completed. Counselors from the school and other appropriate sources such as police officers and judges may come in periodically to counsel with students.

The student shall report promptly at 7:50 a.m. daily, and surrender any electronic devices (including cell phones) for secure storage during the day. The student will remain in the In-School Intervention classroom until the end of school at 3:00 p.m. daily each day that he/she is assigned to In-School Intervention. The student will not be permitted to leave the In-School Intervention classroom during the regular day except for bathroom use or under some type of authentic emergency. The student may either bring his/her own lunch from home or purchase a lunch from the school cafeteria. Lunch will be eaten in the ISI classroom. If an ISI student is picked up from school by his/her parent/legal guardian before the completion of the student's assigned ISI time, the remaining ISI time will be noted and must be served by the student upon his/her return to school before the student is readmitted to the general classroom.

Any student serving In-School Intervention cannot participate in any school sponsored activity during the date(s) of the ISI. (*Board Policy # 6027*)

## Library Regulations

The library is open during regular school hours.

Library books are checked out for two weeks. If a book is kept past the date stamped inside the book, the student is charged five cents per day for every school day.

Lost or badly damaged books are the financial responsibility of the person who borrowed them. The library staff and administration have the right to suspend library privileges of those who do not comply with the library rules regarding loans and conduct.

## Lockers

The school provides lockers only as a convenience to students. All textbooks, library books, and supplies checked out to students are the student's responsibility.

**Periodic inspection of lockers will be made by the teachers and/or principals.**

***The school will not be responsible for lost or stolen items.*** Be sure that shoes, book bags, and other personal belongings are marked with a permanent marker or other identifiable mark. Do not share the combination of your lock with anyone. Do not share your locker. Keep your locker locked at all times.

## Lunch Detention

Lunch detention may be arranged by the teacher or the administration. Lunch detention will last for the entire thirty minutes of the student's lunch period. Lunch detention is a study hall atmosphere, therefore; no talking or socializing is allowed. Class work must be brought to lunch detention in order to make the best use of the student's time. Students may go through the cafeteria line or they may bring their lunch from home.

## Medication

No medicine shall not be administered unless the parent or guardian of the student requiring the medication has given the school prior written authorization to administer the medication. The parent or guardian of any student requiring medication during school shall bring the medication to the principal of the school the student attends and complete and sign the "Medication Authorization Form." All medicine brought to school must be accompanied by a "Physician's Order Form" before school personnel will administer the medication. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student. Parents must go to the school their child attends and sign the necessary forms. Each student participating in athletics and each student participating in any other activity that requires travel outside

the school district must have a "Medical Release Form" on file before he or she will be allowed to participate.

## **National Junior Honor Society**

Members of the Duncan Middle School Chapter of the National Junior High School Honor Society are selected by the ability to maintain a 3.7 grade point average. Other criteria include citizenship, leadership, service, and character. To be eligible, a student must have attended at least one semester at Duncan Middle School.

The sixth, seventh and eighth grade students are selected after the end of the third nine week period. The grade selection considered for induction includes grades from the first semester and the third nine week period of the current year.

Being a member of this organization is one of the greatest honors a Duncan Middle School student may have bestowed upon him or her.

## **Oklahoma Junior Honor Society**

Membership in the Oklahoma Junior Honor Society is a special honor given to the top ten percent of the student body each spring. The grades used for the eighth grade students are the second semester grades of their seventh grade year and the first semester grades of their eighth grade year. The grades used for the seventh grade students are the second semester grades of the sixth grade and first semester of the seventh grade. Sixth graders will use their first semester grades.

## **Out of School Suspension**

Any student who is suspended out of school is prohibited from being on any Duncan Public Schools property at any time during their suspension (this includes any Duncan Public Schools property: elementary schools, DMS, high school, playgrounds, athletic fields, etc.) Students under suspension are not allowed to attend any school-sponsored activity. (Athletic events, dances etc.)

## **Perfect Attendance Award**

In order for a student to receive a perfect attendance award, he/she must not miss more than 2 hours of class in a school year. School activities do not count against perfect attendance.

## **Remediation**

All students at DMS will have remediation provided during the regular class period. Teachers will use common formative assessments to identify specific areas of student need throughout the year. Should your student show through assessment that they are struggling with a specific standard, remediation will be provided to deepen their knowledge and bring them on target to meet that standard.

Parents will be notified if students are not progressing toward mastery by phone, email, Parent Portal, or text. Parents are encouraged to assist the student in ensuring all homework is completed and turned in for a grade. Parents are also able to request a conference with the teacher should the need arise.

The staff of DMS are dedicated to making sure each child has the necessary skills to pass on to the next grade. When students work hard in class, take advantage of remediation, and complete assignments the chance of failing is slim to none.

## School Dances

Students must maintain their eligibility in order to attend any school sponsored dance. Any person not enrolled at Duncan Middle School will not be allowed to attend a school sponsored dance.

## School Property/Textbook Care

Each student is expected to assume responsibility for the care of all school property. Students who damage or lose school property (Chromebooks, textbooks, locks, furniture, uniforms etc.) are responsible for paying for the damage or loss. Many of the textbooks at DMS are available online.

## Sign-Out for Appointments/Events

Parents are to call 470-8106 if their child has a doctor, dentist, or orthodontist appointment. Parents will pick up students in the main office and sign them out. **Photo ID is required for sign out.** Parents will also be required to sign their student(s) back in upon arrival at school following their appointment/event.

Duncan Middle School is a closed campus. A student may only leave with his or her parent/guardian or their designated contact. Students are required to be signed out in the office.

## Student Handbook

This handbook has been prepared to help you and your parents become better acquainted with our school. It is our desire that you use this handbook to live up to the high ideals and standards of DMS.

It is hoped that the handbook will be studied carefully by students and parents so they may understand the policies and procedures of Duncan Middle School. Many of the policies set down are governed by state law or are directives of the Oklahoma State Board of Education. Many are Duncan Board of Education policies; some are customs or traditions and may be amended as the need arises. We seek to provide opportunities for our students to succeed in a safe learning environment.

## Student Searches

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises,

or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. 70 O.S. Section 24-102 (First paragraph of statute)

Students have no reasonable expectation of privacy in school lockers, desks, or any other school property - without notice or reason.

## **Student Supports**

Duncan Middle school is committed to the success of every student. Students needing extra help will be assigned an intervention/enrichment time. These sessions will focus on specific skills and objectives that will immediately impact student understanding. Several criteria will be used to evaluate the need for intervention including but not limited to OSTP test scores, benchmark tests, teacher assessments, student grades, etc.

## **Tardy Policy**

There is a four minute period between classes. Students are tardy if they are not in their seats when class is scheduled to begin. If a student is detained by a teacher, counselor, administrator, or the nurse, the student must have a note from that faculty member to be considered excused (not tardy). Any student who has excessive tardies will be referred to the Assistant Principal for discipline. Students will be assigned after school detention. More than 10 minutes late to a class is considered an absence. Additional information regarding our tardy policy can be found by referencing the DMS School Discipline Matrix which is part of the Student Handbook.

## **Teacher's Detention**

The teacher's detention will be arranged by the teacher and at the teacher's discretion. This may be before or after school pending parental notification.

## **Visitors**

Parents are always welcome and encouraged to come and talk with a student's teacher during the teacher's planning time. Please contact the office or teacher to set up an appointment.

Students from other schools, brothers and sisters, or other relatives are prohibited from visiting school without a parent.

For the safety of our students visitors must check with the principal's office after being buzzed in before entering the campus. It is required that visitors wear a Duncan Middle School guest badge. The principal's office is located by the front entrance of the building.

## Withdrawal from School

The number for parent/guardian to call for your child's withdrawal from DMS is 470-8106. A withdrawal sheet may be secured from the administration office. All fines, uniforms, books, etc. must be returned to the teacher or must be paid for.

## Virtual Learning Lab

VLL allows students who have been unsuccessful in mastering grade level ELA and/or Math skills an alternative opportunity to repeat the entire course. VLL is defined as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion. In order to be eligible for VLL, a student must have:

1. Completed the entire course and received a failing grade for the ELA/Math course.
2. Teachers, counselors, and administrators shall identify students appropriate for participation in the recovery program offered at the school, with the recommendation based on aptitude, motivation and need. The district shall establish an application process that requires parental consent.

## Virtual Learning Lab - Academic Responsibilities/Expectations

Students who fail a core course in the fall semester may be placed in VLL in place of one or two of their spring electives. Every effort will be made to solidify enrollment in a VLL course within 10 days from the student's start date to avoid academic disruption and delay. Students will be required to complete lessons, tests, and quizzes on Edgenuity, the school's online curriculum program. The number, subjects, and topics of these lessons will be selected based on Oklahoma Academic Standards. Students who are on an IEP or a 504 will need their advisor present in the progress meeting to determine the modifications and accommodations required for the student.

## Virtual Learning Lab Expectations

- **Email** - students will be expected to check email daily, as that is the primary mode of communication administration and staff have to reach students.
- **Progress** - Students will also be expected to make consistent progress in each course. Refusal to work is a form of insubordination and can be addressed with disciplinary action, especially if the refusal to work is a persistent problem.
- **Academic Courtesy/Etiquette** - Students will not be allowed to skip essays/short answer questions in Edgenuity. Additionally, they are not to answer questions in a rude or disrespectful tone. When contacting teachers for help with assignments, students are expected to communicate their needs in a respectful manner and provide complete information necessary for the teacher to provide assistance.
- **Plagiarism/Academic Dishonesty** - Plagiarism is taking someone else's work and passing it off as one's own; copying and pasting answers from the internet into Edgenuity is plagiarism. Academic dishonesty is cheating, allowing someone else to complete lessons, or any other act that is contrary to the academic process. Students who are caught plagiarizing or being academically dishonest will be expected to redo the work; if this is a continued and persistent

problem, the student will be brought into administration for disciplinary action and/or removal from the virtual program.

### **May I Request to Have My Student Retained if He/She Meets Promotion Requirements?**

There are several reasons for students to repeat a grade without failing. We welcome you to discuss the needs of your students with us and work with our staff in making the appropriate decision for your student.

### **May I Socially Promote My Child Should He/She Not Pass?**

You may choose to socially promote your child, but it is not recommended. The skills students acquire from each course they take build upon each other from year to year. Students who do not pass the course risk not having the necessary skills to successfully complete the next sequential course.

Should you choose to socially promote your child, you, as the parent/guardian, take on the responsibility for your child's skill or lack thereof. We, as the educational experts, will give your student the maximum amount of support possible. We do ask, however, that you realize your student will start from a deficiency in his/her learning that will require the utmost effort on you and your student's part in order for them to be successful. The next grade level teacher most likely **will not** have adequate time to fill in all gaps in your child's learning. By socially promoting, you are making the choice to send your student on without adequate skills. This should be considered with **extreme caution**.

## DPS Secondary Discipline Matrix

### DUNCAN PUBLIC SCHOOLS

### SECONDARY SCHOOLS DISCIPLINE MATRIX

*Note: The administration of Duncan Middle School And Duncan High School reserves the right to determine alternative discipline techniques when warranted and agreed upon by the administration and/or campus discipline committees. Red Print indicates a Repeat Offense.*

BEHAVIOR	CONSEQUENCES <i>Highlighted consequences are teacher assigned.</i>				
Class I	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
<b>1. Disruptive Behavior</b>	Verbal Warning	1day Lunch Detention(DMS ) 1day Encore (DHS)	3 Days Lunch Detention(DMS ) 3 days Encore (DHS)	Office Referral, See #10	Office Referral, See #10
<b>2. Electronic Devices</b>	Device stays in office for 5 days or until released to parent; 1 lunch detention(DMS) 1day Encore (DHS)	Device stays in office for 5 days or until released to parent; 2 lunch detentions (DMS) 2 days Encore (DHS)	Device stays in office for 5 days or until released to parent; Up to 2 Days ISI; Device not allowed to return to school.	Device confiscated until picked up by parent; See #8 Defiance of Authority 4 <sup>th</sup> Offense	Device confiscated until picked up by parent; See #8 Defiance of Authority 5 <sup>th</sup> Offense
<b>3. Dress Code Violation</b> <i>Student will conform to the dress code. Refusal will cause student to be sent home or spend the day in ISI. After the 1<sup>st</sup> referral students will be assigned discipline for each infraction.</i>	Warning – Student will conform to the dress code.	2 ISI	3 ISI	4 ISI	5 ISI
<b>4. Excessive Tardies – Calculated Weekly</b> <i>Repeat Offenses – See Truancy</i>	1-3 Per Week Warning	4-5: 1 day ASD	6-7: 2 Days ASD	8: 3 Days ISI	9 Plus: Additional ISI or OSS (Principal Discretion)
<b>5. Failure to Serve Detention</b>	1 Chance for Make-Up	1 ISI	2 ISI	3 ISI	5 ISI
<b>6. Public Display of Affection</b>	Verbal Warning	2 Lunch Detentions (DMS), 2 days Encore (DHS)	1 ISI	2 ISI	3 ISI
<b>Minor Offenses</b>	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
<b>7. Defacing Property</b>	1 ISI	3 ISI	3 Days OSS	6 Days OSS	20 Days OSS
<b>8. Defiance of Authority</b>	1 ASD	3 Days ASD	3 Days ISI	6 Days ISI	3 Days OSS
<b>9 – A. Possession / Use Tobacco/Paraphernalia Including E-Vapes and/or electronic cigarettes</b>	3 OSS Seizure of Items	6 OSS Seizure of Items	9 Days OSS Seizure of Items	20 Days OSS Seizure of Items	1 Semester Seizure of Items

	Possible Ticket from DPD	Possible Ticket from DPD	Possible Ticket from DPD	Possible Ticket from DPD	Possible Ticket from DPD
<b>10. Class Disruption (Teacher unable to teach)</b>	1 ASD	2 to 3 ASD	1 ISI	3 ISI	6 ISI/ 3 OSS
<b>11. Physical Altercation/NI</b>	3 ASD	3 ISI	6 Days ISI	3 Days OSS	6 Days OSS
<b>12. Cheating/Plagiarism</b>	Possible 0%, 1 ASD	0%, 2 ISI	0%, 5 ISI	3 Days OSS	6 Days OSS
<b>13. Throwing Objects</b>	Verbal Warning	1day Lunch Detention	2 Days Lunch Detention	1 day ISI	3 days ISI
<b>14. Truancy</b>	1 Class = 1 ISI	2 to 4 classes = 3 ISI	Over 4 classes = 5 ISI	Additional Offenses = 10 ISI, Possible Truancy Citation	20 ISI Possible Truancy Citation
<b>15. Theft</b>	6 ISI Possible Arrest	3 OSS Possible Arrest	6 OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest
<b>16. Lying/False Information, Withholding Information (Lying by omission)</b>	3 ISI	6 ISI	3 OSS	6 Days OSS	10 Days OSS
<b>17. Altering Records</b>	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
<b>18. Gang Related Behavior</b>	6 Days OSS	9 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>19. Inciting Drama: May include, but not limited to gossip, spreading rumors, encouraging fighting or spreading false information.</b>	3 Days ISI with Character Project	6 Days ISI with 6 hours of community service to be served during ISI placement	3 Days OSS	Administrative Discretion Per Bullying / Harassment Policy	Administrative Discretion Per Bullying / Harassment Policy
<b>20. Inappropriate Use of School Device</b>	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion
<b>Major Category II</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
<b>20. Physical Violence/Fighting</b>	5 Days OSS Possible Ticket or Arrest	10 Days OSS Possible Ticket or Arrest	20 Days OSS Possible Ticket or Arrest	30 Days OSS Possible Ticket or Arrest	1 Semester OSS Possible Ticket or Arrest
<b>21. Verbal Assault/Threats</b> <i>Principals will have discretion to determine the level of threat or assault. The consequences listed may be altered if harsher punishment is warranted by the assault/threat.</i>	3 Days ISI – Principal Discretion	6 Days ISI – Principal Discretion	3 Days OSS– Principal Discretion	6 Days OSS– Principal Discretion	10 Days OSS– Principal Discretion
<b>22. Vandalism</b>	5 Days OSS, Restitution, Possible Arrest	10 Days OSS, Restitution, Possible Arrest	20 Days OSS, Restitution, Possible Arrest	1 Semester OSS, Restitution, Possible Arrest	2 Semesters OSS, Restitution, Possible Arrest
<b>23. Indecent Exposure</b>	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>24. Gambling</b>	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>25. Profanity/Gestures</b>	3 Days ASD	3 Days ISI	6 Days ISI	3 Days OSS	6 Days OSS
<b>26. Profanity/Gestures Directed at Staff</b>	5 Days OSS	10 Days OSS	20 Days OSS	40 Days OSS	1 Semester OSS
<b>27. Blackmail/Forced Action</b>	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS

28. Immoral Conduct	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
29. Sexual Harassment	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
30. Possession/Distribution of Pornography	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
31. Nonconsensual Touching	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
32. Intoxicants/Inhalants	5 Days OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest
33. Prescribed Medicine Violation	5 Days OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest
34. Failure to Comply with Metal Detector Search	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
35. Drug Paraphernalia	5 Days OSS, Possible Arrest	10 Days OSS, Possible Arrest	20 Days OSS, Possible Arrest	1 Semester OSS, Possible Arrest	2 Semesters OSS, Possible Arrest
36. Threatening with a Replica Weapon	9 Days OSS	20 Days OSS	40 Days OSS	1 Semester OSS	2 Semesters OSS
37. Conduct of Extreme Nature	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
<b>Note on Category II Offenses:</b>	<i>Repeated minor offenses may become a major offense at any time when less severe punishment has failed.</i>	<i>Repeated Major Category II may become a Major Category I offense at any time when less severe punishment has failed.</i>			

**Major Category I**

1. Possession/Use of Alcohol/Drugs	20 Days OSS Possible Arrest	40 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	1 Calendar Year OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
2. Distribution of Non-Controlled Substance (real or fake).	25 Days OSS Possible Arrest	45 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	1 Calendar Year OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
3. Assault and Battery with Injury	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
4. Licentious Behavior, Sexual Misconduct, or Lewdness	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest	1 Calendar Year OSS Arrest by Law Enforcement
5. Violation of Criminal/Civil Law	10 Days OSS Possible Arrest	20 Days OSS Arrest by Law Enforcement	1 Semester OSS Arrest by Law Enforcement	2 Semesters OSS Arrest by Law Enforcement	1 Year OSS Arrest by Law Enforcement
6. Adjudication as a Delinquent (school property or functions)	30 Days OSS	60 Days OSS	1 Semester OSS	2 Semesters OSS	1 Year OSS
7. Repeated Category 2 Offenses	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
8. Threats Directed at Staff:	Level 1: low level, carrying a	Level 2: threats that could	Level 3: pose a serious and		

<p><b>Threats can be verbal, in writing, through the use of electronics, or through social media. Threats not have to be communicated directly to a staff member to be considered legitimate. The use of threatening language toward staff in conversation amongst students either verbally or electronically will be considered a threat toward staff. All students are directly responsible for material posted on their social media outlets.</b></p> <p><b>Threats will be reviewed and categorized by the Threat Assessment Team.</b></p>	<p>minimal risk to the victim.</p> <p>Up to 10 Days OSS</p> <p>Mandatory Counseling at the expense of the parent.</p> <p>Law Enforcement Contact</p>	<p>possibly be effected but are not realistic.</p> <p>Up to 1 Full Semester OSS</p> <p>Mandatory Counseling at the expense of the parent.</p> <p>Law Enforcement Contact</p> <p>Possible Arrest</p>	<p>imminent danger to others.</p> <p>Up to 2 Full Semesters OSS</p> <p>Mandatory Counseling at the expense of the parent.</p> <p>Law Enforcement Contact</p> <p>Possible Arrest</p>		
<p><b>8. Assault on a Staff Member: Physical Violence</b></p>	<p>Suspension for the rest of the current semester and the next consecutive semester</p>				
<p><b>9. Conduct of Extreme Character</b></p>	<p>Administrative Discretion</p>	<p>Administrative Discretion</p>	<p>Administrative Discretion</p>	<p>Administrative Discretion</p>	<p>Administrative Discretion</p>
<p>Weapon Free Schools</p>	<p>1<sup>st</sup> Offense</p>	<p>2<sup>nd</sup> Offense</p>	<p>3<sup>rd</sup> Offense</p>		
<p>1. Possession of Weapon Other Than Firearm</p>	<p>Up to 1 Semester OSS / Dependent upon weapon type and situation. Possible Arrest</p>	<p>Up to 1 Year OSS, Possible Arrest</p>		<p>Superintendent's Discretion, Possible Arrest</p>	
<p>2. Possession of Firearm</p>	<p>1 Year OSS Arrest by Law Enforcement</p>	<p>Superintendent's Discretion Arrest by Law Enforcement</p>			

The Duncan Public Schools Discipline Matrix is aligned with local school board policy, Oklahoma State Department of Education mandates, and Oklahoma School Law. Law enforcement may be called in any situation where site administrators believe that such a call is appropriate to ensure the safety of students, faculty, and staff. Revised June 2019.

Principals may at their own discretion reduce the prescribed punishment by up to half value if the student is cooperative during and provides credible information to the process of the investigation. This practice shall only be applied through the second offense. Class I behaviors are exempt from this practice.

Duncan Middle School is a bullying free zone. Students who are found to be guilty of bullying will be dealt with by the Principal in accordance to Duncan Public School Board policies 6049 – 6051.

Minor Offense Consequence Resolutions above 3 day suspensions are considered a repeat offense and are upgraded to Major Category II guidelines under the District discipline policy 6027. The consequences listed in the Minor Offense section reflect this policy.

Major Category II Consequence Resolutions above 9 day suspensions are considered a repeat offense and are upgraded to Major Category I guidelines under the District discipline policy 6027. The consequences listed in the Major Category II section reflect this policy.

## Parents Rights to Know

Dear Parents and Guardians:

In accordance with the ***Elementary and Secondary Education Act (ESEA), Section 1111 (h)(6)(A)*** PARENTS' RIGHT TO KNOW, this is a notification from Duncan Public Schools to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teacher shall include the following:

- If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduation certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified.

Parents and families of students in Title I schools also have the right to know about state and district policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, and parental right to opt students out of such assessments. If you would like to receive information about this topic, please contact Merry Stone, Assistant Superintendent, either by phone (580) 255-0686.

If you have questions or concerns, please feel free to contact your student's school principal.

