



*Destin Middle School*  
*Home of the Marlins*  
*2019-2020*

*4608 Legendary Marina Drive*  
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*Mr. Grant Meyer*  
*Principal*

**THIS STUDENT HANDBOOK BELONGS TO:**

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Homeroom AA Teacher:** \_\_\_\_\_

Dear Marlin Nation,

The faculty and I would like to welcome you to another exciting year at Destin Middle School. We have worked very hard to prepare for this school year, and we believe that our students will have a rewarding and fulfilling educational experience. As always, school spirit and taking pride in being a Marlin is something that we want all of our stakeholders to demonstrate.

Our teachers will continue to implement the new Florida Standards into their daily instruction. These Standards are extremely rigorous, but we know that the DMS students are up for the challenge.

Again, welcome to the 2019-2020 school year at DMS. If you need any help with anything whatsoever, please do not hesitate to ask.

Grant Meyer,  
Principal  
Destin Middle School

### **2019-2020 Okaloosa County School Calendar**

Teacher Pre-Planning	Monday-Friday	August 5–9, 2019
First Day of School	Monday	August 12, 2019
Labor Day Holiday	Monday	September 2, 2019
End 1 <sup>st</sup> Grading Period	Friday	October 11, 2019
Teacher Work Day/Student Holiday	Monday	October 14, 2019
Veterans Day Holiday	Monday	November 11, 2019
Thanksgiving Holidays	Monday-Friday	November 25-29, 2019
End of First Semester	Thursday	December 19, 2019
Winter Break Holidays	Friday-Friday	December 20, 2019- January 3, 2020
Teacher Work Day/Student Holiday	Monday	January 6, 2020
First Day for Students after Break	Tuesday	January 7, 2020
Martin Luther King Jr. Holiday	Monday	January 20, 2020
Presidents' Day Holiday	Monday	February 17, 2020
End 3 <sup>rd</sup> Grading Period	Thursday	March 12, 2020
Spring Break Holiday	Friday-Friday	March 13-20, 2020
Teacher Workday/Student Holiday	Monday	March 23, 2020
Memorial Day Holiday	Monday	May 25, 2020
End of Semester/Last Day for Students	Friday	May 29, 2020
Last Day for Teachers	Tuesday	June 4, 2020

### **DESTIN MIDDLE SCHOOL VISION, MISSION, AND CORE VALUES**

**Vision:** We inspire a lifelong passion for learning.

**Mission:** We prepare all students to achieve excellence by providing the highest quality education while empowering each individual to positively impact their families, communities, and the world.

**Core Values:**

- **Accountability:** We, working in conjunction with students’ families, accept responsibility to ensure student learning, to pursue excellence, and to hold high standards for all.
- **Citizenship:** We prepare all students to exercise the duties, rights, and privileges of being a citizen in a local community and global society.
- **Excellence:** We pursue the highest academic, extracurricular, and personal/professional standards through continuous reflection and improvement.
- **Integrity:** We embrace a culture in which individuals adhere to exemplary standards and act honorably.
- **Personal Growth:** We promote the acquisition of knowledge, skills, and experience to develop individuals with the aspiration, perseverance, and resilience to be lifelong learners.
- **Respect:** We show regard and consideration for all through a culture of dignity, diversity, and empathy.
- **Leadership:** We provide guidance and direction to accomplish tasks while being a moral compass to others.

**OKALOOSA COUNTY SCHOOL DISTRICT STUDENT’S PLEDGE**

In order to receive maximum benefit from the educational opportunities afforded to them, each student shall pledge the following:

1. To attend all classes daily and on time
2. Be prepared for class with proper materials
3. Be respectful to all individuals and property
4. Conduct himself/herself in a safe and responsible manner
5. Be well-groomed and clean
6. Be responsible for his/her own work
7. Abide by all rules and regulations set forth by the school and individual classroom teacher.

SCHOOL HOURS

End Time      3:30 PM

Start Time      9:00 AM

### QUALIFICATION FOR INTERSCHOLASTIC ACTIVITIES

In order to participate in traditional middle school activities, a student must have earned a 2.0 GPA for last quarter 2018-2019 school year and maintain a GPA of 2.0 or better as their first quarter grade and 2.0 thereafter each quarter for the 2019-2020 school year. In all cases, the student must pass five courses. The limit of eligibility for each student shall be six (6) consecutive semesters from the time the student originally enters the sixth grade or eight (8) consecutive semesters if participating as a 5<sup>th</sup> grader. Three (3) years from the date the student originally enters the sixth grade the student shall become ineligible for further interscholastic athletic competition. Student will be eligible if the student becomes 15 years of age on or after September 1.

### ACADEMIC PROGRESS AND PROMOTION POLICIES GRADING POLICY:

All nine-week grades will be determined by the following grading system:

#### Letter/Numerical Grade

A - 90-100	4.0
B - 80-89	3.0
C - 70-79	2.0
D - 60-69	1.0
F - 59 and below	
I – Incomplete	

### REPORT CARDS

Report cards will be mailed home at the end of each nine-week period to students receiving one or more F's. All other students will be given their report cards.

End of 1 <sup>st</sup> nine-week:	October 12, 2019
End of 2 <sup>nd</sup> nine-week:	December 20, 2019
End of 3 <sup>rd</sup> nine-week:	March 14, 2020
End of 4 <sup>th</sup> nine-week:	May 31, 2020

### PROMOTION REQUIREMENTS

Students in grade 5 who fail one (1) core subject; language arts or math AND score a Level 1 on language arts or math FSA, will be retained.

Students in grade 6 who fail two (2) or more of the four (4) core subjects; language arts, math, science, or social studies, will be retained.

Students in grade 7 who fail six (6) core subjects; 6<sup>th</sup>/7<sup>th</sup> gr. language arts, math, science, or social studies by the end of the 7<sup>th</sup> grade will be retained.

Students must pass a total of 12 core courses in grades 6-8 to be promoted to the 9<sup>th</sup> grade: three math, three language arts, three science, and three social studies.

### SCHEDULE CHANGE REQUESTS

Students are encouraged to take the registration process seriously. Information is provided by teachers and the counselor in February and students sign up for classes based on needs and desires. In June the registration process goes final. Teachers are hired, materials are ordered and textbooks are purchased based on student course requests. Due to these factors, **Schedule changes after school begins will be determined according to the master schedule constraints. Schedule change request forms need to be completed by a parent.**

### SCHOOL PROPERTY

The physical condition of the school building reflects the care and appreciation of those in whose care the building has been placed. A clean, well-preserved building indicates the presence of a responsible student body. Students have the responsibility to pick up their trash and food wrappers. Any student who willfully cuts, defaces, destroys, dirties, writes on, or otherwise damages property belonging to the school is subject to suspension or expulsion, and the student/parent or guardian shall be liable for all damages to the school property.

### TEXTBOOKS

When books are issued to students, it becomes their responsibility to take good care of those books. At any time of the school year students who have lost books or damaged books will be required to pay for those items.

### BUS AND TRANSPORTATION GUIDELINES

1. Take-in time for Destin Middle School will be 9:00a.m. and dismissal at 3:30p.m. (school start time and dismissal time are subject to change).
2. Car rider drop off and pickup will be on the west end of the building. Students are not to be dropped off or picked up

on the east end of the building (bus ramp).

Parents may not park and leave car unattended in the yellow loading and unloading zone in front of the school. Students who ride buses are expected to walk to and from the loading zones in a quiet and orderly manner.

3. Buses will arrive between approximately 8:40a.m. and depart at 3:40p.m. Students should be picked up no later than 3:45 p.m.
4. Good behavior is expected of all students on the buses. Outside of ordinary conversation, acceptable classroom conduct is to be observed on the bus. Any student who persists in disorderly conduct on a school bus shall be reported to the principal by the bus driver and may be suspended from being transported to or from school on the bus. The student can also be suspended from school. Students are under the principal's authority at the time they arrive at the bus stop. Riding the bus is a privilege and may be revoked if safety rules are not observed.
5. All students should ride the bus to which they have been assigned. Students will be permitted to ride a bus from school with another student if they have **written permission from a parent, clearance through front office** and there is room for seating on the assigned bus.
6. Students must sit no more than three (3) to a seat on the bus according to district policy. Transportation issues are under the direction of Jay McInnis. If you live in the Destin area, call 833-3554 and in the Bluewater/Niceville area, call 833-4161.
7. Bicycles are acceptable means of transportation for students. They will be parked in a designated area upon the student's arrival at school on the east side of the school.
8. Skateboards or gas powered scooter/golf carts are not allowed on buses or to be used on campus at Destin Middle School. Roller tennis shoes are not permitted.
9. Walkers are expected to leave campus immediately after school.

#### LOCKERS

Lockers are issued at the beginning of the school year from your advisory teacher. There will be a \$3.00 charge for lockers. **DO NOT SHARE LOCKERS OR COMBINATIONS WITH ANYONE.**

1. Lockers should be cleaned out regularly.
2. Books, clothing, and personal property left in the locker are the responsibility of the individual and not the school. It will be discarded after the last day of school.
3. Any student who has a locker that does not properly close and lock should report this to administration.
4. Anyone who abuses lockers will lose their locker privileges.
5. No external locks will be allowed on lockers. (Florida Statute 232.256)
6. Stickers and writing in or on lockers will result in forfeiture of locker privileges.
7. No decorations are permitted on the exterior of the lockers.

8. Upon reasonable suspicion, lockers or other areas are subject to search for prohibited or illegally possessed substances or objects. (Florida Statute 232.356 (3)).
9. Open containers of drinks or food are not allowed in the locker, hallways or on Main Street.

#### CAFETERIA

1. A balanced lunch and milk program is provided in the school cafeteria and available to students. Lunches may be purchased in advance. Student's full name and pin number should be included with payment. If students bring a lunch from home, they are encouraged to bring healthy foods and fruit drinks.
2. No food, gum or drink is allowed in the classrooms/gym. Students should eat in cafeteria and may eat at tables outside of cafeteria if parent or guardian is present. Eating or drinking in commons area between halls, teacher classrooms or on Main Street is not allowed.
3. Students who throw food, litter excessively, refuse to pick up disposable lunch material, or horseplay may be assigned lunch detention.
4. Students will adhere to the assigned seating arrangement as set forth at the beginning of the school year or they will be assigned lunch detention and/or sent to the office on a referral.
5. Applications for free and reduced lunches will be given to all students during the first few days of school. Applications are also available online at [okaloosaschools.com](http://okaloosaschools.com).

#### TELEPHONE

Use of the office telephones is for emergency only. Students may use the designated student phone or personal cell phone in the Front Office with permission. Students must have a hall pass to use the phone. Use of classroom phones for personal calls is not allowed. Tardies cannot be excused for use of the phone. Teachers must send students to the clinic if they are sick and need to use the phone.

#### GEMS (Global E-Mail System)

The Global E-Mail System allows parents, volunteers and other interested parties to register their emails for the school of their choice. This is a good source of information for parents.

To sign up please email Mrs. Smith at [brandi.d.smith@okaloosaschools.com](mailto:brandi.d.smith@okaloosaschools.com)

#### REMIND101

The Remind101 text messaging system is another form of communication between the school and parent. The principal sends out text messages to the parent/guardian concerning upcoming events and other pertinent information.

### BACK PACKS AND BOOK BAGS

Back packs and book bags may be brought to and from school, but must be stored in lockers. Big bags/purses with a book in them is considered a book bag. They are not allowed in classroom, P.E., assemblies, etc. Athletic bags may be stored in dressing room cage before school and retrieved after school. The cage will be unlocked for athletic bags from 8:45 a.m.-9:00 a.m. The cage will not be open during Advisory.

### WIRELESS COMMUNICATION DEVICES

#### **S.B. Policy 4-40**

Any student possessing a wireless communications device while he or she is on school property or in attendance at a school function must insure that **the device must not be visible and must be turned off during school hours** except as expressly authorized by School Board Policy 4-40.

The acceptable use of wireless communications devices by students will be determined by the school principal. If a student obtains prior approval from the school principal or his/her designee, the requirement that wireless communication devices must be powered completely off will not apply when the student is using the wireless communications devices for an education or instructional purpose with the teacher's permission and supervision.

Students are prohibited from using wireless communications devices to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school related activity during the school day, without express prior notice and explicit consent from the school principal or his/her designee for the capture, recording or transmission of such words or images. Using a wireless communications device to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted.

Students are prohibited from using wireless communications devices to capture and/or transmit test information or any other information in a manner constituting fraud, cheating, or academic dishonesty. Likewise, students are prohibited from using wireless communication devices to receive such information.

No expectation of confidentiality will exist in the use of wireless communications devices on school district property or in attendance at school functions.

Any violation of the conditions and requirements of this policy will result in confiscation of the wireless communications device by school officials, and may result in other disciplinary actions depending upon severity of violation and whether or not the violation is of a repeated nature by the same student. The confiscated wireless communications device will be returned to the student at the end of the regular school day after the first violation and in the event of subsequent violations by

the same student, the wireless communications device will be returned to the student's parents/guardians only. The use of a wireless communication device in a criminal act may result in criminal penalties against the user.

Any student who chooses to bring a wireless communications device to school shall do so at his or her own risk. Neither the School Board nor school officials shall be responsible for the loss, damage or theft of wireless communications devices brought onto school property or to school functions.

**Cell Phone Violation Policy:** Cell phones will be put away and are not permitted to be used by students at school. Any phone that is **IN USE** will be confiscated and sent to the front office. Infractions will be handled in this manner:

**1st offense:** Phone confiscated and logged into the Electronic Device Violation Book in the office. Parent notified. Student can pick up the device at the end of the school day.

**2nd offense:** Phone confiscated and logged into the Electronic Device Violation Book in the office. The phone will only be released to a parent/guardian.

**3rd offense:** Phone confiscated and logged into the Electronic Device Violation Book in the office. The phone will only be released to a parent/guardian. Student assigned lunch detention.

**4th offense:** Student will be assigned STP.

### LOST AND FOUND

All lost/found textbooks will be turned into the Student Services office immediately. Other items will be in the cafeteria and can be checked from 3:15-3:30 p.m. Items of value such as purses or wallets will be placed in the vault in the bookkeeper's office. Students who find any lost items of value should turn it in to the front office promptly. Unclaimed items are donated to charity.

### ATTENDANCE

Attendance is directly correlated to student achievement. We encourage daily attendance and punctuality. **Student will have five (5) school days, including the day they return, to bring in written verification for an excused absence. The absence will be considered unexcused if the school does not receive written verification for the excused absence within that timeframe.**

EXCUSED ABSENCE – Personal, sickness or death in the family; the observance of established religious holidays (but they must be counted absent on all school records). Students with excused absences should bring a note or excuse to the Front office before 9:00a.m. by the student, or returned to Front Office.

UNEXCUSED ABSENCE – Any absence not included in the above definition. No work will be allowed to be made up for unexcused absences, including suspension and truancy.

### OKALOOSA SCHOOL BOARD ATTENDANCE POLICY

The following is the attendance policy for the Okaloosa County School District concerning absences five (5) days or greater:

- Students will have five (5) school days including the day they return, to bring in written verification for an excused absence. The absence will be considered unexcused if the school does not receive written verification for the excused absence within that time frame.
- After the fifth (5<sup>th</sup>) absence, but before the eighth (8<sup>th</sup>) absence (excused or unexcused) per semester, the parent or legal guardian will be notified of the absences in writing.
- For every absence after the 9<sup>th</sup> (excused or unexcused), in any class during a semester, the student must have a note from a doctor or official agency in order for those absences to be excused.
- After the 15<sup>th</sup> absence, no make-up work will be allowed. The student can still pass the class if at the end of the semester he/she has a passing grade. The student's parent or legal guardian can appeal to the school's attendance review committee for permission to make up work. Each absence after 15 days must be appealed by the parent or guardian within 5 days after the absence. In order for a student to be considered for make-up work, the reason for the absence must be due to an insurmountable or extraordinary situation or event that placed an undue hardship on the student. \*No consideration will be made of an appeal without the student and parent/ guardian present.

### MAKE-UP POLICY

Students will be allotted 5 school days to complete assignments following an **excused** absence; the 5-day period begins the day the student returns to school. *However, the teacher and/or principal may grant additional time for the make-up work if the individual situation warrants that action.*

- For excused absences (up to 15), the student will be expected to make up the work missed.
- Students will be allotted the same 5-day period to complete assignments following a school-sanctioned/sponsored trip.
- Students absent for any reason on the day a previously assigned project is due, or a previously assigned test is scheduled, will submit the project or take the test the day of his/her return as appropriate and practical.

During multi-day excused absences, students who are absent are expected to seek and work on make-up assignments, to the extent medically appropriate and practical. To promote and

maintain academic progress during such absences, principals will ensure that teachers provide make-up assignments upon parental or student request. As a general rule, make-up assignments will be provided no later than 24 hours following a parental or student request. *Students with an unexcused absence will receive a grade of 0 for any classwork/test assigned by the teacher on the day of the absence.*

### HOMEWORK/CLASSWORK

Destin Middle School strives to make sure all students are successful. We encourage parents and students to check Parent Portal on a regular basis for grades and missing assignments. The Media Center/Cafeteria is open before school on Monday-Thursday, to allow students extra time to finish homework. Students who will be absent for three or more days can request homework from their teachers. Teachers must be given a 24-hour notice. Work pre-assigned that was due the day the student is absent will be due the day the student returns to school.

### TRUANCY

Once students arrive on school property (which includes buses), they may not leave the campus. Principals will report habitually truant students to the District Attendance Officer.

After five (5) and before fifteen (15) unexcused absences within a 90 calendar day period, the school administration is responsible for documenting a series of intervention activities to resolve the truancy, s.232.19 (b), F.S. A student who, because of irregular attendance, habitual truancy or persistent misconduct has been defined by school authorities as incorrigible and a menace to the school he attends, shall be referred to the appropriate court for disposition or referred to the Okaloosa Academy.

### STUDENT TARDIES

#### Advisory and Class Tardies:

Students who are not in class at the sound of the tardy bell are tardy. Teachers will mark these students tardy. Students arriving at school after the 9:00a.m. bell should report to the office to sign in. Students must be accompanied by parent/guardian **or** have a signed note from parent/guardian. Unexcused tardies will be handled on a nine week basis by teachers in the following manner:

After two (2) tardies the following rules apply:

- 3 Tardies Warning, parent contact
- 4-5 Tardies Parent contact, Lunch Detentions assigned
- More than 5 tardies Office referral, or STP (Student Training Program) assigned

- If a student does not show up for detention he/she may be assigned an Student Training Program (STP) for a day.

### MEDIA CENTER

Hours of operation for the media center are 8:00a.m-3:30p.m. Students will be admitted to the media center during a class period with a pass signed by their teacher.

Books may be checked out for a two-week period and may be renewed. The limit is two (2) books per student.

Computers are available before school for academic purposes. All debts to the media center must be cleared by students who are withdrawing before any records can be forwarded to the next school.

STUDENTS ARE RESPONSIBLE FOR DAMAGED OR LOST BOOKS. Replacement price of a lost or damaged book is the cost of the book or replace the item.

### BEFORE SCHOOL ARRIVAL

Students that arrive at school before 8:30a.m. must report to the media center or cafeteria. Students in media center are expected to work quietly. Under no circumstances will students be allowed to congregate or loiter on Main Street, the corridor adjacent to the band room, the academic wing or the computer labs. Students will not be allowed to enter any hallway, to include the art or band hallway before 8:45a.m.

### CHECKING STUDENTS IN OR OUT

*Students will not be released to anyone except parents or their authorized representatives (written certification required) during school hours.*

In order to safeguard all of our children, written documentation of the custodial parent to (1) change a child's bus, or (2) allow someone else to pick up your child from school during school hours. If that request is not in writing, the request will not be honored. There can be no exceptions to this policy. All requests by phone will be denied.

We encourage parents to send written notice to the front office of all persons that may pick up students during school hours, and update as changes occur. Anyone picking up your child must have a picture I.D. Children being checked out will not be called out of class until the parent or authorized representative has arrived at the Student Service office. **NO STUDENT WILL BE ABLE TO BE CHECKED OUT DURING THE LAST 15 MINUTES OF THE DAY.**

### WITHDRAWAL PROCEDURES

A Parent or guardian must notify the Student Services office if a student will be withdrawing from Destin Middle School. A parent or guardian must come to the school to sign the

withdrawal form. On their last day of school the student will report to Student Services in the morning to pick up the signed withdrawal form. Each teacher will indicate on the withdrawal form, the grades to date of withdrawal and assess all lost or damaged books. To be officially withdrawn, the student must be cleared through the main office, media center and the cafeteria; remove all personal belongings from the lockers and pay all lost or damaged book fees and all past due fees. The student will return the withdrawal form to Student Services, which will be reviewed and signed by a school official. A copy will be prepared for the parent/guardian.

### AGENDA BOOKS

Agenda books are required for all students. Student agenda books will be used to assist the student in the organization of their school activities and assignments. The agenda book contains calendars by subject so students can maintain a record of achievement and weekly progress can be seen by parents. Agenda books should be brought to parent/teacher conferences so progress and record keeping can be discussed. It is the student's responsibility to take the agenda book home for parents to review daily.

All students will be provided with the first agenda book. Students will use the agenda book as their hall pass. Replacement agenda books will be \$5.00.

### SCHOOL DELIVERIES

If you drop off lunch for your student please make sure it is labeled with your student's name and grade. Front office staff will not sign for or accept any delivery that is not paid for in advance.

Parents should not deliver items to the school, such as balloons, flowers and stuffed animals.

### MEDICATION / HEALTH POLICIES

The clinical staff will assist students who become ill during the school day. A school health professional will be on site for school related injuries and illnesses. If your child is ill or running a fever, please do not send them to school or the clinic for a diagnosis. Our facilities will only allow us to care **temporarily** for a student who is ill and cannot return to class. In the event a student becomes ill and cannot attend class, parents, guardians or emergency contacts will be called and asked to pick the student up in a reasonable amount of time, preferably within the hour. By Florida State law, parents must have an adult that can be reached during the day recorded on their child's health information card. **Emergency contact numbers are REQUIRED.**

**Emergencies:** If the school is unable to contact parents, the student will be transported to a hospital by ambulance for emergency aid. Neither the school nor Okaloosa County School Board assumes financial responsibility for this transportation or medical care provided. Accident insurance is



available to all students at a nominal cost. Insurance applications are sent home at the beginning of each school year.

#### Prescription

#### And Non-Prescription Medication

**All medication must be brought to the clinic by the parent or legal guardian. Students are not allowed to bring medication to school under any circumstances. This includes cough drops and non-prescription medication.**

Before any medication may be left at the school for administration, parent permission and instructions must be obtained. The parent or legal guardian shall file with the school principal or designee, a dated, signed permission form (MIS 5183). This authorizes the school to assist in the administration of medication. All medication MUST come in the ORIGINAL container. Phone calls are INSUFFICIENT to change the dosage or the time medication is administered. Parents must fill out another medication permission form. Each administration of medication will be properly recorded on the Medication Administration Record. When it is necessary for students to keep medication with them at all times (inhalers, enzymes, etc.) a physician's written order stating such must be turned in with the medication permission form. Unused medication left after the end of the school year will be discarded the last day of school.

**Prescription Medication:** When a student needs to take prescription medication, the first dosage must be administered at home under the supervision of parents so they may observe any adverse reactions to the medication. The medication may then be administered at the school if permission forms are signed. The medication prescribed for the student MUST come in the ORIGINAL container and shall be labeled with the following information:

- Name of student
- Name of medication
- Directions concerning dosage and storage
- Time of day to be administered
- Physician's name
- Date of prescription

The State of Florida Public Health Department requires all children entering or attending 7<sup>th</sup> grade will be required to have completed the following immunizations: Hepatitis B Series, Tetanus/Diphtheria /Pertussis (Tdap) Booster and a second dose of Measles vaccine (preferably MMR vaccine)

#### DISCIPLINE

Our goal is to provide a quality education for all students. This is unattainable with frequent classroom disruptions. Behavioral expectations are clarified to students the first week of school. During the course of the school year, it may be necessary to discipline students so that the ongoing process of education for all children can occur. The referral process is a loss of instructional time for students, teachers and administrators.

Parent involvement to encourage appropriate behavior is crucial to student success. Parents will be notified each time students are referred for discipline. Parental contact numbers and intervention are required in maintaining school discipline. In all cases, school administrators will follow Okaloosa County School District Policy and comply with due process. Parents will be notified of any student who is referred. A Code of Student Conduct Handbook is provided to all students and will be reviewed the first few days of school. **Administration does reserve the right to determine the punishment based on the seriousness of a particular information and the previous discipline of the student.** The discipline referral process is a loss of instructional time for students, teachers and administrators. Student discipline will be dealt with consistently in an effort to modify behavior. Students referred to the office will progress through a series of steps. When this series of steps is exhausted, a student maybe referred to an alternative placement.

#### FIELD TRIPS/SCHOOL DANCES/ACTIVITIES

Students may be ineligible to participate in a field trip, school dance, or other school activity on or off campus. Student has been in STP (Student Training Program) more than two (2) occasions during the school year.

- Administration has the option to decide a student's participation in a field trip, school dance, or extracurricular school activity.

Money paid in advance for field trips, dances, or school activity will be refunded.

#### STUDENT TRAINING PROGRAM (STP)

Students will remain in STP from 9:00a.m. to 3:30 p.m. Students will do their class work and are counted present for class. If a student is late and/or checks out early, that student will have to serve another day of STP assigned by the Administrator. If a student does not abide by the STP rules they could be sent home for the remainder of that day, and be assigned another day of STP. Students may also be placed on a behavior contract.

#### CHEATING

Whenever a student is guilty of cheating, the teacher shall collect the student's paper. The teacher will notify the parent and assign a zero (0) on the assignment, quiz or test. All subsequent offenses may result in office referrals with STP (student training program) or OSS (out-of-school suspension) assigned to student.

#### COMPUTER TAMPERING

Playing on-line games and/or accessing chat rooms is prohibited. Students who test the system by tampering, altering (changing background) and/or deleting items from the

computers' hardware or software, may lose their privilege to use school computers, as per administrators discretion.

#### GROUNDS FOR SUSPENSION

A principal may suspend a student for serious breach of conduct. In accordance with School Board Policy and state law, offenses listed below may also warrant a recommendation for expulsion. It should be pointed out that this list is not all-inclusive, and as such, a student committing an act of misconduct not listed, or other violations of School Board Policy, will nevertheless be subject to the discretionary authority of the principal and/or his designee. Certain misconduct may also result in criminal penalties.

1. Fighting
2. Extortion or stealing
3. Possession and/or use of tobacco products to include e-cigarettes.
4. Possession and/or use or under the influence of alcoholic beverages, controlled substances (drugs), counterfeit controlled substances, inhalants, or drug paraphernalia
5. Weapons offenses as defined by School Board Policy
6. Threatening students or school staff
7. Violence against school personnel or other students.
8. Violation of sexual harassment policy
9. Violation of transportation policies
10. Initiating a false fire alarm
11. Tampering with or using the AED in an inappropriate manner
12. Willful disobedience
13. Open defiance of authority
14. Vandalism
15. Disruptive behavior on school grounds or property or at school-sponsored events of activities
16. Bullying
17. Inappropriate use of wireless communication devices
18. Violation of dress code

#### OKALOOSA SCHOOL BOARD POLICIES OF BULLYING

Bullying, including, cyberbullying, means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, electronic or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; or may involve but is not limited to:

1. Unwanted teasing
2. Social Exclusion
3. Threat

4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public or private humiliation
10. Destruction of property
11. Cyberstalking
12. Cyberbullying
13. Other, as determined by School Board

#### DMS DRESS CODE UNIFORM DRESS- STUDENTS

DMS pride and spirit are displayed through student dress. Our dress code is an opportunity for students to show pride in the Marlin tradition. We discourage loss of instructional time resulting from inappropriate dress. Our staff and parents believe uniform student dress is important in promoting, pride, safety and well-being of all students.

**Monday -Thursday:** DMS Uniform T-shirts or polos, spirit shirts, school club and sport shirts

No modification of DMS shirts: cutting, inappropriate writings, homemade shirts.

**Friday:** Free dress (in accordance with DMS and School District dress code policy.)

SAC approved dress code:

**1. Basic Principle: Certain body parts must be covered for all students at all times.**

Clothes must be worn in a way such that private body parts are fully covered with opaque fabric.

**2. Students Must Wear**, while following the basic principle of Number 1 above:

- A Shirt (with opaque fabric in the front, back, on the sides under the arms, and the midriff must be covered) AND
- Pants/jeans or equivalent (for example; skirt, sweatpants, leggings, a dress, or shorts) AND
- Shoes

**3. Students May Wear**, as long as these items do not violate Number 1 above:

- Religious headwear
- Hoodie sweatshirts (DMS hoodie recommended / hood must not be on head while indoors)
- Fitted pants and skinny jeans
- Opaque leggings and yoga pants with a top that covers all private body parts
- Ripped jeans, as long as underwear and/or private body parts are not exposed
- Shirts with spaghetti straps/tank tops worn with another top
- Athletic attire

#### 4. Students Cannot Wear:

- Violent language or images
- Images or language depicting drugs or alcohol, and/or images of a sexual nature (or any illegal item or activity)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals visible undergarments or outlines private body parts
- Swimsuit
- Accessories that could be dangerous or could be used as a weapon
- Any item that obscures the face or ears (except as a religious observance)
- Head coverings (i.e. ball caps, hats, bandanas)
- House shoes or bedroom slippers
- Pajamas

*The administration reserves the right to modify the Dress Code Guidelines to determine what might be disruptive and unsafe.*