

**Duncan Middle School**

601 Chisholm Trail Parkway  
Duncan, OK 73533  
(580) 470-8106 Fax (580)470-8743  
[www.duncanps.org](http://www.duncanps.org)

**Student Handbook**



**2018-2019**

## Student Handbook

The Student Handbook is placed in the hands of the student to serve as a guide while at Duncan Middle School, and to lessen problems and difficulties.

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.

## Welcome

Every student is a member of a team dedicated to making Duncan Middle School one of the finest in our nation. The entire staff proudly joins you in accepting the challenge as you strive to achieve your highest potential. The answers to many of the questions you might have about DMS are included in this handbook.

We, the faculty, will strive in every way possible to make this one of the best years for you, the student.

Rodney Strutton, Principal  
Christy Jarboe, Assistant Principal  
Tim Hightower, Assistant Principal

## Building Hours

7:00 a.m.....Doors Open  
7:00 a.m. Office and cafeteria open-limited hall access  
3:30 p.m. Office closes (last school day of week –  
Office closes at 3:20 p.m.)  
3:30 p.m.....Doors Locked  
Summer Hours – 7 a.m. – 3:00 p.m.

## 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 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 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)

## 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.

## Attendance

In order for students to be successful in school it is imperative that good attendance is maintained. It is the responsibility of the parent to ensure that their child attend school. It is the responsibility of the building principal to determine whether an absence constitutes 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.

The following shall be considered **excused absences**:

- Personal or family illness, substantiated by a doctor's note or parent notification (a doctor's note will be requested after **five absences** due to illness per semester).
- Medical or dental appointments **with verification** (doctor's note) from the medical professional with the time and date of the appointment.
- Legal matters; e.g. subpoenaed court appearances (documentation requested).
- Observance of holidays required by the student's religious affiliation.
- Extenuating circumstances determined by the principal to be an excused absence. These absences must be approved through a principal.

It is the responsibility of the parent/guardian to notify the school for every absence on the day that the absence occurs. Absences that are not excused within 24 hours of the absence will be considered unexcused. Four or more unexcused absences within a four week period will result in the notification of

the Stephens County District Attorney. For more detailed information see the Duncan Public Schools Policies and procedures manual policy #6027-2.

Example Scenarios:

*Student has unexcused absences 4 days or parts of days within a 4 week period:* School contacts Parent and sends affidavit to the District Attorney.

*Student is absent 10 days or parts of days unexcused within a semester:* School contacts Parent and sends affidavit to the District Attorney.

## **State Attendance**

The law states that it shall be unlawful for a parent or guardian of a child over five years of age and under eighteen years of age who has not completed four years of high school work to neglect or refuse to cause or compel such child to attend and comply with the rules of the school.

Any parent/guardian or child violating the above shall be guilty of a misdemeanor and upon conviction may be fined up to \$100.00 for each day said child does not comply with school attendance. Violators will be prosecuted.

## **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.**

## **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. 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. If a student is to leave campus, he or she may leave only with his or her parent/guardian or their designated contact. Students are required to be signed out in the administration office.

## 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.

## 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.

## 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.

## DMS Promotion Requirements 2018-2019 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. Therefore we will require the following for our students to advance to the next grade level.

### 6th Grade Promotion Requirements

6th Grade Courses	Passing Standard	Skills Build To:
English Language Arts	60%, D or above in regular course work. <b>Alternate:</b> Proficient or above on OSTP Assessment <b>Alternate 2:</b> Proficient or above on DMS EOC Exam	7th ELA
Social Studies	60%, D or above in regular course work. <b>Alternate:</b> Proficient or above on DMS EOC Exam	7th Geography
Math or 6th Pre-Algebra	60%, D or above <b>Alternate:</b> Proficient or above on OSTP Assessment <b>Alternate 2:</b> Proficient or above on DMS EOC Exam	Pre-Algebra, Algebra 1
Science	60%, D or above in regular course work. <b>Alternate:</b> Proficient or above on DMS EOC Exam	7th Science
Careers	60%, D or above in regular course work.	7th Careers
1 Additional Elective	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. <b>Alternate:</b> Proficient or above on OSTP Assessment <b>Alternate 2:</b> Proficient or above on DMS EOC Exam	8th ELA
Social Studies	60%, D or above in regular course work. <b>Alternate:</b> Proficient or above on DMS EOC Exam	8th US History
7th Math, Pre-Algebra, or Algebra 1	60%, D or above in regular course work. <b>Alternate:</b> Proficient or above on OSTP Assessment <b>Alternate 2:</b> Proficient or above on DMS EOC Exam	Pre-Algebra, Algebra 1, or Geometry
Science	60%, D or above in regular course work. <b>Alternate:</b> Proficient or above on DMS EOC Exam	8th Science
7th Careers	60%, D or above in regular course work.	8th Careers (if offered)
1 Elective	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. <b>Alternate:</b> Proficient or above on OSTP Assessment <b>Alternate 2:</b> Proficient or above on DMS EOC Exam	HS English 1
US History	60%, D or above <b>Alternate:</b> Proficient or above on DMS EOC Exam	HS History
Pre-Algebra, Algebra I, or Geometry	60%, D or above in regular course work. <b>Alternate:</b> Proficient or above on OSTP Assessment <b>Alternate 2:</b> Proficient or above on DMS EOC Exam	Pre-Algebra, Algebra 1, Geometry, or Algebra 2
Science	60%, D or above in regular course work. <b>Alternate:</b> Proficient or above on OSTP Assessment <b>Alternate 2:</b> Proficient or above on DMS EOC Exam	Physical Science or Biology 1
8th Careers (if offered)	60%, D or above	HS College/Career Track Planning
1 Additional Elective	60%, D or above	

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



## What Happens When Students Experience Difficulty?

All students at DMS will have remediation provided during the regular class period. Teachers will be using common formative assessments to identify specific areas of student need throughout the year. Should your student show through assessment 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 assuring 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 is 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.

## What Happens When/If A Student Fails A Course?

### **ODYSSEYWARE:**

Students may complete courses through the Odysseyware software at their own pace. Families are responsible for providing their own internet service. Students will be able to use a school Chromebook providing the school agreement is completed and fee paid. Coursework must be completed by the last week of June to count for course completion. Students must score 60% or higher for the course to count as completed. Not all students will qualify for Odysseyware.

## 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 skill. This should be considered with **extreme caution**.

## 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.

### 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.

### 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.

### 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.

### 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.

## Cell Phone Use

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 cell phone usage is not permitted at Duncan Middle School during normal school hours. This restriction also applies to the Extended Day after school program. **All students' cell phones are to be turned off and out of sight prior to arriving at school.** Student cell phones may be used at the conclusion of the school day. Students using cell phones during the school day will have the phone confiscated by the DMS faculty. Confiscated phones must be picked up by the parent. Student cell phone usage may result in disciplinary action. Duncan Middle School is not responsible for lost or stolen cell phones. Academic exceptions can be made by teachers at their discretion.

## 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.

## 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.

## 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.

## **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.

## **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.

## **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.

## **Duncan Public Schools Cafeteria Meal Policy**

The Duncan Public School Child Nutrition Department request a prepayment plan on all meal accounts. The cafeteria cashier will send out low balance letters when meal accounts have a \$5.20 credit balance. This will allow time for parents to increase the meal account to avoid a negative account balance. Online accounts are available. For help establishing an online account go to the DPS website or call Child Nutrition at 252-2492.

If an account becomes a negative balance: the cafeteria cashier will contact the parent by phone and send a letter by mail stating that all cafeteria meals served will need to be paid in full each day. If no

payments or parent request for payment arrangements are received, then the student will begin receiving an alternate meal.

Charging on meal accounts is not permissible without the receipt of a written request from the parent requesting payment arrangements or expresses an interest in applying for a free and reduced meal. At the time of the written request a five day extension of meal charges will be granted. If the parent has not remitted payment within the five day extension, the cafeteria cashier will notify by phone and mail stating that on the sixth day the student will receive an alternate meal until the meal account is in good standing. The alternate meal consists of the following food items:

Breakfast: Toast and milk

Lunch: Peanut butter sandwich and milk

If the student has an allergy to peanut butter, a cheese sandwich or an appropriate substitution and milk will be provided by child nutrition.

## **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 area provided; push chairs up to the tables.
- Students check with teacher on duty when leaving 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
- A maximum of eight students are allowed to sit at each table during lunch and breakfast.

## **PLC 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 OCCT test scores, benchmark tests, teacher assessments, student grades, etc.

## 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. In addition to the regular classroom, there is the DMS Monthly Challenge. The theme changes monthly and with each new theme each student has the option of participating. If the student completes the challenge as expected and if the student is eligible, he/she is acknowledged by spending the majority of a day participating in educational activities, such as mind stimulating games and enjoying a guest speaker. There are also other opportunities available throughout the year, such as the "You be the Chemist" Challenge, writing contests, and special guests. If interested in enriching activities and opportunities, check by the front door of the school and for postings in the classroom. Students who qualify for gifted and talented will be notified with a letter at the beginning of the year; however, any student who takes the initiative is welcome to participate in enriching activities.

## Clubs

1. **Computer Club** is for any student at DMS who is interested in expanding their knowledge of computers.
2. **Science Club** works on many environmental projects, but the main goal is to help students see that science can be fun.
3. **Math Counts** is an organization for any student interested in participating in advanced mathematics competition.
4. **Student Council** is an organization that maintains communication between students and administration. Students are elected to these offices.
5. **FCA** is an organization available to any athlete. FCA emphasizes fellowship and family values.
6. **Yearbook and Newspaper** are for students interested in the publishing field. Students must be enrolled in the class to participate.
7. **Robotics** is an extension of the STEM program at DMS. Students interested in robotics should contact Mrs. Bennett or Mrs. McGhghy.
8. **Academic Team** is a group that actively competes during the academic season against other groups.
9. **Broadcast Club** is a group that produces regular videos to keep the student body up to date on a variety of topics. Contact Mr. Miller if interested.

## 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. If any student fails a class 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. Eligibility will be calculated weekly.

## 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 at Duncan Middle School.

## 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.

## Forms of 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.

## 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.

## 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.

## After School Detention

After school detention is assigned by the Duncan Middle school administration. It is held on Tuesday, Wednesday and Thursday from 3:05 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.

## 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.*

## 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.)

## Dress Code

The Duncan Board of Education endorses and adopts as policy these regulations on student dress and appearance developed and presented by representatives of the Association of Duncan Educators and the Duncan Public School Administrative Staff.

It is the desire of the administration and staff that every student be provided the opportunity for a quality education on a daily basis. When the dress code becomes the focus of the administration and staff due to the inappropriateness of the clothing, this does not create an environment conducive to a quality education. Standards of dress are provided so clothing does not distract from the educational process.

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

- No cleavage, midriff, hips/buttocks, or upper one-third of thighs will be allowed to be visible while standing or sitting.
- Tank tops, muscle shirts, or shirts with spaghetti straps or large armholes are not allowed.
- The wearing of hats, caps, hoods, bandanas, or non-religious head coverings will not be permitted inside any campus building.
- Profanity, lewdness, illustrations/language offensive to the general population, or promotion of alcohol, tobacco, drugs, or gangs will not be permitted on skin or clothing.
- 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.
- Any clothing, make up, hairstyle, jewelry, accessory, or style of dress which causes a disruption in the educational environment will be considered a violation of the dress code and will be subject to discipline.
- Bike shorts and boxer shorts are not allowed.
- Pajama pants and/or tops are not to be worn at school.
- Sagging pants will not be permitted. Pants must be worn around the waist on or above the hip.
- Shoes are required. House slippers are not to be worn to school.
- No facial jewelry(including facial piercings and gauges) will be allowed.
- 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. When a bona fide religious belief or health need of a student conflicts with the dress code, reasonable accommodations shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.



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 due to the fact their clothing is not school-appropriate for the general classroom.
- Parent/guardian/legal custodian will be contacted and requested to bring alternate clothing to the school
- Student 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.

## **Notification to Parents, Teachers, and Employees**

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all the 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 515 North 19<sup>th</sup> and/or each campus, upon request.

## **Expected Behavior**

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

**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**.*

<b>BEHAVIOR</b>	<b>CONSEQUENCES</b> <i>Highlighted consequences are teacher assigned.</i>				
<b>Class I</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>1. Disruptive Behavior</b>	Verbal Warning	1day Lunch Detention	3 Days Lunch Detention	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	Device stays in office for 5 days or until released to parent; 2 lunch detentions	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 <i>Defiance of Authority</i> 4 <sup>th</sup> Offense	Device confiscated until picked up by parent; See #8 <i>Defiance of Authority</i> 5 <sup>th</sup> Offense
<b>3. Dress Code Violation</b> <i>Student will conform to 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 dress code.	2 ISI	3 ISI	4 ISI	5 ISI
<b>4. Excessive Tardies – Calculated Weekly</b>	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	1 ISI	2 ISI	3 ISI
<b>Minor Offenses</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>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 Tobacco/Paraphernalia Including E-Vapes and/or electronic cigarettes</b>	3 ISI Seizure of Items Possible Ticket from DPD	6 ISI Seizure of Items Possible Ticket from DPD	3 Days OSS Seizure of Items Possible Ticket from DPD	6 Days OSS Seizure of Items Possible Ticket from DPD	10 Days OSS Seizure of Items Possible Ticket from DPD
<b>9 – B Tobacco Use/Paraphernalia Including E-Vapes and/or electronic cigarettes – Use</b>	3 Days OSS Seizure of Items Possible Ticket from DPD	6 Days OSS Seizure of Items Possible Ticket from DPD	9 Days OSS Seizure of Items Possible Ticket from DPD	Principal Discretion Seizure of Items Possible Ticket from DPD	Principal Discretion Seizure of Items 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>	0%, 1 ISI	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

17. Altering Records	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
18. Gang Related Behavior	6 Days OSS	9 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
19. Inciting Drama: <i>May include, but not limited to gossip, spreading rumors, encouraging fighting or spreading false information.</i>	3 Days ISI	6 Days ISI	3 Days OSS	Administrative Discretion Per Bullying / Harassment Policy	Administrative Discretion Per Bullying / Harassment Policy
<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>
20. Physical Violence/Fighting	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
21. Verbal Assault/Threats	3 Days ISI	6 Days ISI	3 Days OSS	6 Days OSS	10 Days OSS
22. Vandalism	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
23. Indecent Exposure	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
24. Gambling	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
25. Profanity/Gestures	3 Days ASD	3 Days ISI	6 Days ISI	3 Days OSS	6 Days OSS
26. Profanity/Gestures Directed at Staff	5 Days OSS	10 Days OSS	20 Days OSS	40 Days OSS	1 Semester OSS
27. Blackmail/Forced Action	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. Non-consensual 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
<i>Note on Category II Offenses:</i>	<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>			
<b>Major Category I</b>					
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
<b>5. Violation of Criminal/Civil Law</b>	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
<b>6. Adjudication as a Delinquent (school property or functions)</b>	30 Days OSS	60 Days OSS	1 Semester OSS	2 Semesters OSS	1 Year OSS
<b>7. Repeated Category 2 Offenses</b>	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
<b>8. Threats Directed at Staff:</b> <i>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.</i>  <i>Threats will be reviewed and categorized by the Threat Assessment Team.</i>	Level 1: low level, carrying a minimal risk to the victim.  Up to 10 Days OSS  Mandatory Counseling at the expense of the parent.	Level 2: threats that could possibly be effected but are not realistic.  Up to 1 Full Semester OSS  Mandatory Counseling at the expense of the parent.  Possible Law Enforcement Contact  Possible Arrest	Level 3: pose a serious and imminent danger to others.  Up to 2 Full Semesters OSS  Mandatory Counseling at the expense of the parent.  Law Enforcement Contact  Possible Arrest		
<b>8. Assault on a Staff Member: Physical Violence</b>	Suspension for the rest of the current semester and the next consecutive semester				
<b>9. Conduct of Extreme Character</b>	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
<b>Weapon Free Schools</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>		
1. Possession of Weapon Other Than Firearm	Up to 1 Semester OSS / Dependent upon weapon type and situation. Possible Arrest		Up to 1 Year OSS, Possible Arrest	Superintendent's Discretion, Possible Arrest	
2. Possession of Firearm	1 Year OSS Arrest by Law Enforcement		Superintendent's Discretion Arrest by Law Enforcement		

*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 that site administrators believe that such a call is appropriate to ensure the safety of students, faculty, and staff. Revised June 2018.*

*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.*

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### DMS Class Schedule

	1	2	3	4	Lunch	4	5	6	7
<b>6th Grade</b>	7:50 - 8:43	8:47 - 9:40	9:44 - 10:37	10:41 - 11:08	11:08 - 11:38	11:42 - 12:08	12:12 - 1:05	1:09 - 2:03	2:07 - 3:01
Blalock	Reading for Fun	PLAN	English 6	English 6	Lunch	English 6	English 6	English 6	English 6
Bradbury	Reading for Fun	PLAN	English 6	English 6	Lunch	English 6	English 6	English 6	English 6
Cook	Math 6	Principles of Math	PLAN	Math 6	Lunch	Math 6	Math 6	Math 6	Math 6
Leippe	Math 6	Principles of Math	PLAN	Math 6	Lunch	Math 6	Math 6	Math 6	Math 6
Scott	Science 6	Science 6	Science 6	Science 6	Lunch	Science 6	Science 6	Science 6	PLAN
Smith	Science 6	Science 6	Science 6	Science 6	Lunch	Science 6	Science 6	Science 6	PLAN
Blackburn	SS6	SS6	SS6	PLAN	Lunch	PLAN	SS6	SS6	SS6
Burk	SS6	SS6	SS6	PLAN	Lunch	PLAN	SS6	SS6	SS6
Griffin									6th Pre Algebra
	1	2	3	4		Lunch	5	6	7
<b>7th Grade</b>	7:50 - 8:43	8:47 - 9:40	9:44 - 10:37	10:41 - 11:34		11:38 - 12:08	12:12 - 1:05	1:09 - 2:03	2:07 - 3:01
Jones	Reading for Fun	PLAN	English 7	English 7		Lunch	English 7	English 7	English 7
Moore	Reading for Fun	PLAN	English 7	English 7		Lunch	English 7	English 7	English 7
Lockhart	Pre-Alg 7	Principles of Math	PLAN	Math 7		Lunch	Math 7	Math 7	Math 7
Sutherland	Math 7	Principles of Math	PLAN	Math 7		Lunch	Math 7	Math 7	Math 7
Monteith, Megan	Science 7	Science 7	Science 7	Science 7		Lunch	Science 7	Science 7	PLAN
Combs	Science 7	Science 7	Science 7	Science 7		Lunch	Science 7	Science 7	PLAN
Bates	SS7	SS7	SS7	PLAN		Lunch	SS7	SS7	SS7
Wortham	SS7	SS7	SS7	PLAN		Lunch	SS7	SS7	SS7



Griffin						Lunch		7TH HS Algebra I	
	1	2	3	4	5	Lunch	5	6	7
8th Grade	7:50 - 8:43	8:47 - 9:40	9:44 - 10:37	10:41 - 11:34	11:38 - 12:08	12:08 - 12:38	12:42 - 1:05	1:09 - 2:03	2:07 - 3:01
Clark	Reading for Fun	PLAN	English 8	English 8	English 8	Lunch	English 8	English 8	English 8
Hurley	Reading for Fun	PLAN	English 8	English 8	English 8	Lunch	English 8	English 8	English 8
Cobble	Pre-Algebra	Principles of Math	PLAN	ALG. 1 HS	Pre-Algebra	Lunch	Pre-Algebra	Pre-Algebra	Pre-Algebra
Clauson	Pre-Algebra	Principles of Math	PLAN	GEOMETRY	Pre-Algebra	Lunch	Pre-Algebra	Pre-Algebra	Pre-Algebra
Castle	Science 8	Science 8	Science 8	Science 8	Science 8	Lunch	Science 8	Science 8	PLAN
Gordon	Science 8	Science 8	Science 8	Science 8	Science 8	Lunch	Science 8	Science 8	PLAN
Davis	SS8	SS8	SS8	PLAN	SS8	Lunch	SS8	SS8	SS8
Lewis	SS8	SS8	SS8	PLAN	SS8	Lunch	SS8	SS8	HS Athletics
	1	2	3	4			5	6	7
Electives	7:50 - 8:43	8:47 - 9:40	9:44 - 10:37					1:09 - 2:03	2:07 - 3:01
Barker	Humanities 6	Humanities 7	Humanities 8	Humanities 7 10:41 - 11:34	Humanities 8 11:38 - 12:08	Lunch 8 12:08 - 12:38	Humanities 8 12:42 - 1:05	Humanities 6	PLAN
Bowers	Health 7	Health 6	Health 7	Health 8 10:41 - 11:34		Lunch 7 11:38 - 12:08	Health 6 12:12 - 1:05	PLAN	HS Athletics
Miller	Journalism 7	Journalism 7	Journalism 6	Journalism 6 10:41 - 11:08	Lunch 6 11:08 - 11:38	Journalism 6 11:42 - 12:08	PLAN 12:12 - 1:05	Journalism 8	Journalism 8
Brown	Computer 6 KEYBOARD / GOOGLE DOC	7th- APP BUILDER / COMP SCI	8th- APP BUILDER / COMP SCI	PLAN 10:41 - 11:34		Lunch 7 11:38 - 12:08	7TH - APP BUILDER/ COMP SCIENCE 12:12 - 1:05	Computer 6 KEYBOARD / GOOGLE DOC	8TH- APP BUILDER /COMP SCI
Monteith	PLAN	H Choir 8	Choir 7 BOYS	Choir 7 GIRLS		Lunch 7 11:38 - 12:08	Choir 6 12:12 - 1:05	Choir 6	Music App 6

				10:41 - 11:34					
Choir 2		H Choir 7	Choir 8 BOYS	Choir 8 GIRLS 10:41 - 11:34					Music App 7
Choir 3									Music App 8
BAND	DHS	DHS	PLAN	Band 6 10:41 - 11:08	Lunch 6 11:08 - 11:38	Band 6 11:42 - 12:08	Band 7 12:12 - 1:05	Band 8	Honor Band 8
									Honor Band 7
Leyrer	PE Girls 6	PE Girls 6	PLAN	PE Girls 8 10:41 - 11:34	PE Girls 8 11:38 - 12:08	Lunch 8 12:08 - 12:38	PE Girls 8 12:42 - 1:05	PE Girls 7	PE Girls 7
Mayes	PE Boys 6	PE Boys 6	PLAN	PE Boys 8 10:41 - 11:34	PE Boys 8 11:38 - 12:08	Lunch 8 12:08 - 12:38	PE Boys 8 12:42 - 1:05	PE Boys 7	PE Boys 7
Mayo	PLAN	ART 8	ART 6	ART 7 10:41 - 11:34	ART 8 11:38 - 12:08	Lunch 8 12:08 - 12:38	ART 8 12:42 - 1:05	ART 6	ART 7
Gee	LIBRARY	LIBRARY SKILLS 6	LIBRARY	Chromebooks 10:41 - 11:08	Lunch 6 11:08 - 11:38	Chromebooks 11:42 - 12:08	LIBRARY 12:12 - 1:05	PLAN	CHROME
Sparks	Tween Life with PFL 7	Tween Life with PFL 8	Tween Life with PFL 7	Tween Life with PFL 6 10:41 - 11:08	Lunch 6 11:08 - 11:38	Tween Life with PFL 6 11:42 - 12:08	PLAN 12:12 - 1:05	Tween Life with PFL 8	Tween Life with PFL 6
Bennett	STEM 8 - AR/MD	STEM 8 - AR/MD	7TH - DM/MD	7TH - DM/MD 10:41 - 11:34		Lunch 7 11:38 - 12:08	PLAN 12:12 - 1:05	7TH-DM/MD	7TH-DM/MD
Lawler	8TH - FS/ROB	8TH -FS/ROB	6TH - EE/ST	6TH - EE/ST 10:41 - 11:08	Lunch 6 11:08 - 11:38	6TH - EE/ST 11:42 - 12:08	PLAN 12:12 - 1:05	6TH-EE/ST	6TH-EE/ST