

STUDENT HANDBOOK 2017-2018

DOMINION MIDDLE SCHOOL

"Home of the Blue Devils"

2017-2018

330 E. Dominion Blvd.

Columbus, Ohio 43214

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Dorothy K. Flanagan
Principal

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Asst. Principal

DOMINION MIDDLE SCHOOL'S MISSION STATEMENT

Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

COLUMBUS CITY SCHOOLS ANTI-HARASSMENT POLICY

In accordance with federal and state laws and district policy, the Columbus City School District will not tolerate harassment against any staff member or student on the basis of sex, race, national origin, religion, age, disability or sexual orientation. Harassment shall be defined as slurs, jokes, intimidation, or any verbal or physical attack directed at an individual's sex, race, national origin, religion, age, disability, or sexual orientation.

STUDENTS' RIGHTS AND RESPONSIBILITIES

1. Copies of the *Guide to Positive Student Behavior* will be sent home with each child and posted in the school office.
2. Students are entitled to due process of law as administrators enforce the expulsion, suspension, and removal policy of the Columbus City Schools.
3. The school has a right to regulate dress and grooming, but only in the interest of health, safety, and effective instruction. Improper dress will be judged on an individual basis.

4. Students, parents, or guardians have the right to review a student's school records with a member of the professional staff. A request to review records should normally be honored within three days.
5. It is the responsibility of the student to know what the school rules are and to act in accordance with them.

2017-2018 SCHOOL CALENDAR

Students Report	Aug. 23, 2017
LABOR DAY	Sept. 4, 2017
Professional Development Day	Sept. 22, 2017 (NO CLASSES)
Professional Development Day	Oct. 20, 2017 (NO CLASSES)
Records Day	Oct. 25, 2017 (NO CLASSES)
Professional Development Day	Nov. 7, 2017 (NO CLASSES)
Parent Teacher Conference Day	Nov. 22, 2017 (NO CLASSES)
THANKSGIVING	Nov. 23 - 24, 2017 (SCHOOLS
CLOSED)	
WINTER BREAK	Dec. 25, 2017-Jan. 5, 2018 (NO
SCHOOL)	
Classes Resume	Jan. 8, 2017
Dr. Martin Luther King Day	Jan. 15, 2018 (NO CLASSES)
Records Day	Jan. 24, 2018
Parent Teacher Conference Day	Feb. 19, 2018 (NO CLASSES)
SPRING BREAK	Mar. 30, 2018 (NO SCHOOL)
Classes Resume	Apr. 9, 2018
MEMORIAL DAY	May 28, 2018 (NO SCHOOL)
Last Day of Classes for Students	May 31, 2018

A Day at Dominion

- 7:00-7:30 ***Student Arrival***
 All students arrive through the front doors of Dominion and report directly to the cafeteria or Town Hall. Students who eat will sit down in the cafeteria to eat their breakfast, then quickly to Town Hall; students who do not eat will report to their assigned seat in the auditorium. Students reporting to Town Hall after it has ended must report to the attendance office for a tardy pass.
- 7:30-7:45 TOWN HALL MEETING
 Town hall meeting occurs each day during the school year. Daily announcements are made, student celebrations are experienced, life skills and character education occurs; Encore presentations are made; and guest speakers present during Town Hall each day. In addition, teachers take attendance throughout the duration of Town Hall. The attendance is reported and phone calls are made to each parent of absent students.
- 7:45-2:30 Students will spend the day in high level, rigorous classes. Each grade level sits in a split lunch (half of the students report to the cafeteria while the other half are at recess or lunchtime tutoring. After approximately 22 minutes, the students switch places.
- 2:28 Afternoon announcements are made reminding students of school wide events, deadlines, etc.
- 2:30 ***Student Dismissal for those riding buses***
- 2:40 ***Student Dismissal for those walking or being picked up by parents***

THE DOMINION BLUE DEVIL WAY

Guiding principles: Any principles or precepts that guide an organization throughout its life in all

circumstances, irrespective of changes in its goals, strategies, type of work, or the top management.

In preparing our students for the 21st Century world of work, we would be remiss if we failed to include the “grit” that is required for success in today’s business world. Educators and business leaders agree that American education must produce students who have the ability to problem solve, think at high levels, research, use technology and effectively communicate in both written and oral mediums. Additionally, the staff at Dominion believes that providing students with a rich educational experience combines a focus on service and the arts using the following guiding principles. In short, this is what we’re about. . .

1. **Be Organized.** Organized minds are clear minds, and clear minds take action towards personal goals, so get as organized and as clear as possible in your life and school affairs. Start with your desk and work area. Have a personal work area at home where you can read and do homework. Schedule a written plan of your activities and stick with it the entire day. **USE YOUR STUDENT PLANNER TO DO THIS!**
2. **Be Dedicated.** Every day, do at least one thing you've been putting off. Successful people know that the pain of discipline is the price of their success. Start making it the price of yours.
3. **Be Confident.** Feel as good as possible and achieve a sense of well-being by “unplugging” and being contemplative for 15 minutes every day. Also, find a way to exercise at least 15 minutes every day. Both will boost positive feelings about yourself, which translates into a self confidence that will serve you well.
4. **Be Appreciative.** Tell your family and friends how much you appreciate them. Find more things in your world that you’re doing right, rather than focusing on what you’re doing wrong.
5. **Be Optimistic.** Leave past failures in the past and focus positively on your future. If you are a glass-half-empty person, start seeing the glass as being half-full. Life is more enjoyable that way.
6. **Get Educated.** Read something that improves your mind every day. Keep yourself away from unproductive people, activity and news. **SURROUND YOURSELF WITH SUCCESS AND SUCCESS WILL SURROUND YOU!!**
7. **Be Sociable.** Be charming and agreeable. Never speak badly of anyone. Make it positive, and you'll never have to worry about negative consequences.
8. **Be Alert.** Open yourself to new ideas, experiences and people who can teach you something new and positive. This is one of the best ways to be aware and focused on new opportunities. Remember that some of the greatest inventions have come from people recognizing the value of interesting and unique innovations.
9. **Be Dependable.** Meet all of your business, social and moral obligations “on-time”, honestly and honorably.
10. **Be Human.** Remember to experience the journey as well as the results. It's absolutely necessary to keep your attention focused on your goals, but don't miss

out on all the great experiences going on around you right now. After all, when you get to your destination, you'll realize that some of the greatest lessons learned and values gained were found in the trip.

DOMINION BLUE DEVILS

Committed to Academic Excellence

Aware of Global Issues

Giving Service to the School and Greater Community

Committed to Kindness and Compassion

DOMINION PRIDE

In response to data gathered from parents, students and staff, we are working on the continual improvement of school climate and culture. The framework for doing this is called the Positive Behavior Support initiative or PBIS, as it is otherwise known. The staff at Dominion Middle School has created five specific and easily understood expectations for school.

P. R. I. D. E.

Be Prepared

Be Responsible

Have Integrity

Be Determined

Be Educated

High expectations for all students, both academic and social, make Dominion Middle School a special place. Let's work together and have a great year!

Dominion students who meet the daily school expectations are provided with weekly, quarterly and yearly incentives for their positive choices.

STUDENT DISCIPLINARY RESPONSES

All staff, certificated as well as classified, shall insist upon and enforce the academic and behavioral expectations at Dominion Middle School. The staff agreed upon five basic expectations that will be posted publicly in each classroom, all hallways and public places. When students fail to meet the high expectations put forth by the staff at Dominion Middle School, there are several different punitive disciplinary options available:

Time Out is for disruptive behavior in the classroom, which keeps teaching and/or learning from taking place. This is not an intervention and should be used to preserve the learning environment. Students who are assigned time-out will be given a "time-out referral" which will be completed by the assigning teacher. The student will take the behavior referral to the classroom where his/her teacher assigned him to go and finish completing the behavior reflection component of the form. The time-out shall last no longer than 15 minutes. It is expected that while the student is in time-out, he/she will follow the rules of the hosting teacher's classroom and not be disruptive to the learning environment there. Upon completion of the time-out, the student is sent by the hosting teacher back to his classroom of origin where he/she is expected to complete the class without incident. If the student continues to exhibit behavioral problems, the teacher should refer that student to the appropriate administrator on an office referral form.

Peer Mediation is a positive vehicle through which students may resolve student to student conflicts. The Dominion Guidance Counselor supervises this program.

Restorative Justice is an approach to problem solving that is based around three basic concepts that when crime (or wrongdoing) occurs, the focus is on the harm that has been done to people and relationships, when harm has been done, it creates obligations and liabilities, and that the way forward involves wrongdoers, victims and the community in efforts to heal the harm and put things right (adapted from Zehr and Mika, 1997).

Lunchtime Tutoring is an opportunity for students to regain learning that has been lost due to poor choices, and each team will create a consistent lunch detention program which is organized and monitored by the teaching team. Failure to meet the Dominion 5 for Pride expectations consistently will result in lunchtime tutoring. Students will be expected to do incomplete or missing classroom assignments. Students shall be escorted to the cafeteria to obtain their lunch by a supervising staff member.

Academic Success is, in essence, after school detention. Teachers may refer students who have exhausted the “Rule of 3”, that is having three documented disciplinary incidents in one day, to after school detention for consistently failing to meet the Dominion PRIDE by providing written notification to the parent *AND* contacting the parent by phone. Parents must be given a 24 hour notice prior to the Academic Success. Students may only serve Academic Success *IF* we have documented permission from the parent. The “Rule of 3” will apply to students who fail to return the documentation: First miss, warning and reschedule; Second miss, reschedule and add a day; Third miss, referral to administrator for parent conference and ISS or PALS.

PALS (Positive Alternate Learning Support) is a collaboration with the YMCA of Central Ohio and Columbus City Schools to provide an out of school disciplinary option with an education. Students may be assigned there for 1-3 days and may only be assigned at PALS with parent permission. PALS is located at the YMCA on Fedderson Rd. and transportation on a Columbus City Schools bus is provided from Dominion Middle School to PALS.

Out of School Suspension may be assigned for levels 1 and 2 behaviors and may be assigned for one to ten days. Students must be provided an opportunity for a hearing and parents receive written notice of this hearing. School work will be assigned and when completed and returned to the teacher, the absence will be authorized.

Expulsion from school is a disciplinary option assigned only for the most severe behaviors and can only be assigned by Superintendent, Daniel J. Good, Ph.D. Expulsion hearings are held at 61 S. Sixth St. at the CCS Hearing office.

The Positive Guide to Student Conduct is a reference that all parents will be given at the beginning of the school year. All parents are required to read and sign all documents located in the back of the guide and return them to school. Located within this guide parents will find the behavioral expectations of students in Columbus City Schools, as well as, students' rights and responsibilities; recommendations for consequences for each discipline code respectively; and Board of Education policies.

ARRIVAL AND DISMISSAL

Town Hall Meeting is from 7:30-7:45 AM each day. Students may arrive for breakfast at 7:00 a.m. For safety purposes, school is dismissed at 2:30 p.m. for students riding buses, and 2:40 p.m. for those walking or being picked up by automobile.

Parent Visitation

We welcome parent visits at Dominion Middle School and ask that you follow this general visitation policy:

1. Every adult and/or visitor must sign in at the office upon entering the building and receive a Visitor's Pass. All visitors are required to enter through the front door. Please ring the doorbell to be admitted. You will be asked to identify yourself and the reason for your visit.
2. We schedule classroom visits 24 hours in advance of the parents' request. Depending upon the academic plan, the staff and principal reserve the right to reschedule the visit.
3. Visits are reserved for current custodial parents and guardians over the age of 18. High school siblings or other family members are not permitted to visit during the academic day.
4. Parents are not permitted to go to classrooms to pick up students.

Parent/Guardian's Right to Know

As per the Every Student Succeeds Act (ESSA), parents have the right to know the following information about the school their child attends:

1. The academic progress of the school and what options are available to them if the school is identified as "in need of school improvement".
2. Their child's level of achievement on State Assessments.
3. The qualifications of their child's teacher.
4. If their child is being taught by a teacher who is "not highly qualified" for in excess of four weeks.
5. That they may agree/disagree with the limited English Language Program participation of their child and to know his/her progress in Limited English Proficient (LEP) assessments.

Ohio Parent Information & Resource Center

For additional information on how to work with your students and school, contact 1-866-253-1829 or <http://www.ohiopirc.org>

School Closing Due to Bad Weather

School closing due to inclement weather will be broadcasted on local radio and television stations and at www.columbus.k12.oh.us. Such closings are determined by the Superintendent. Should the schools close during the school day, each parent should have a plan for such emergencies and instruct their children of a place to go should no one be at home.

LUNCH AND BREAKFAST PROGRAMS

Beginning with the 2014-2015 school year and continuing for this academic year, 2017-2018, all Columbus City School students will receive free breakfast and lunch.

ATTENDANCE POLICY

Attendance is AT 7:30 am and at the beginning of each class. Students sit with their Home-based teacher in alphabetical order, for the purpose of accurate attendance taking. Any student not in Town Hall (coming in after Town Hall) must go to attendance

office, sign in and receive a pink tardy pass. It is important that students make every effort to arrive on time to avoid interrupting the class already in progress.

- Students must return to school after any absence, 1/2 day or full day, with a written excuse from parents/guardian within 2 days of absence. Students coming to school after 4th period will be considered absent for 1/2 day.
- If the student is absent or going to be late, the parents must contact us (365-6020) by 8:30 AM. If we do not receive a call, we will begin calling students' homes at 9:00 AM to verify absences. The phone call does not excuse the absence. A written note from the parents/guardian/doctor within 2 days of absence will excuse the absence.
- If the student accumulates more than 5 unexcused absences in a grading period, the student runs the risk of failing classes or other serious consequences.
- If the student is going to leave school early for an appointment, parents/guardian must send a note to the attendance office before homeroom so that our secretaries can process the request in a timely manner. The student will receive a pass that will allow them to report to the office to meet the parent. The parent must sign out the student. This efficient process allows us to more quickly assist parents in making an appointment on time.

PERFECT ATTENDANCE

Students having perfect attendance (no absences/no tardies) will be recognized quarterly during grade level awards ceremonies and at the Scholarship Recognition Ceremony in May. Perfect attendance will be awarded to students who have had no absences, whether excused or unexcused and are in homeroom on time.

Understanding that out of school appointments are unavoidable and, in some cases, necessary, we encourage parents to be conscientious of their child's academic day by scheduling those appointments after school, if possible. Thank you, in advance, for your understanding and cooperation.

ILLNESS/INJURY

Students with fevers of 100.00 degrees F or higher, vomiting, and/or diarrhea should remain at home, fever free for 24 hours before returning to school. If your child is ill (fever, nausea, vomiting, diarrhea, or an unexplained rash) they should remain at home for 24 hours, but please notify the school of the illness. If your child should become ill or injured during school hours, you or the individual you've designated on your student's emergency card, will be notified and asked to pick up your child.

GUIDANCE DEPARTMENT

Guidance services may include:

1. Assistance in planning future education
2. Interpretation of test scores
3. Occupational information
4. Career information
5. Help in improving study skills
6. Scheduling assistance
7. Help with home, school or social concerns
8. School climate initiatives

A student desiring to speak with a guidance counselor should leave a note in the guidance counselor's office during time between classes or ask their teacher's permission to leave class to leave a note for the counselor. The counselor may not always be available at the time the child needs to be seen, but will schedule the child in as soon as possible.

SCHEDULE CHANGES

Students or parents may request schedule changes through the guidance counselor. Written permission from the parent is required for the change. Administration reserves the right to make the final decision. Band, choir and other electives may only be added or dropped at the beginning of the nine-week grading period, with the written permission of a parent/guardian and teacher.

ACADEMIC AND BEHAVIORAL EXPECTATIONS

All students are expected to attend school each day, rested and prepared to learn. Students are expected to be prepared for school by having the appropriate supplies. Each grade level team will create a supply list for their classes.

While in the classes, students have the **right** to:

- Due Process of Law. Before a student is suspended or expelled, students and parents have the right to be informed about alleged misbehavior and provided with an opportunity to respond to such a charge. Students and parents will receive notice of the reason(s) for proposed disciplinary action and will be given the opportunity to challenge the action.

- a high quality education in a safe learning environment.
- expect that the school you attend will be a safe place.
- attend classes in a positive learning environment.
- expect that you will not be discriminated against.
- be told about all school rules and regulations.

As a Columbus City Schools student you have the **responsibility**:

- To know and follow the rules and regulations of Columbus Public Schools.
- To do your part to create a positive environment at your school by working toward academic excellence, striving for perfect attendance, and participating in school activities.
- To respect the dignity and worth of yourself, your fellow students, teachers and school staff.
- To respect the authority of teachers, school administrators and other authorized personnel in maintaining discipline.
- To behave in a way that does not disrupt the educational process or lead to physical or emotional harm.
- To learn problem-solving skills to effectively handle conflict situations in an effort to avoid disrespectful and harmful behaviors.
- Allowing us to educate you is one of the most important choices you have to make in your young life. It is our goal to see each student at Dominion Middle School successfully complete the coursework in their respective grades and be promoted to the next.

HONOR ROLL

Academic rolls will be calculated after each quarter. Students receiving all “A’s” (pluses and minuses) will be on the Super Honor Roll. Students earning a grade point average of at least 3.5, but less than straight A’s, without any D’s, F’s, will achieve the Honor Roll. Students with a grade point average of 3.0-3.49 without any D’s or F’s will achieve the Achievement Honor Roll.

ACCELERATED CLASSES

Students successfully completing Integrated Math I, Spanish I, Spanish II, Physical Education, Visual Arts, Mixed Chorus, Orchestra, and PC Applications I, Gateway to Engineering and Introduction to Computer Science in middle school will receive 1.0 or .5 high school credits for these courses. *At this time, however, the National Collegiate*

Athletic Association does not recognize high school credits given in middle school for high school classes for scholarship awards.

CARE OF BOOKS AND SUPPLIES

Students are expected to take care of textbooks and supplies. A fee is assessed for lost or damaged books. The school retains the right to hold grade cards and test scores as a consequence to unpaid fees. Quarterly textbook checks will be conducted, generally during the week preceding grade reporting. Students who are careless with our supplies will be assessed a fee and must replace damaged materials.

HOMEWORK POLICY

Homework will be assigned as additional practice of a content standard which was taught or is being reviewed as a part of daily classroom instruction. It is designed to reinforce basic skills, develop self-discipline and independent work habits, provide academic growth and enhance creativity. All students are expected to complete and to turn in homework by the assigned deadline. Teachers should require students to participate in homework lunch if homework and/or classwork are incomplete or unacceptable.

PROGRESS REPORTS/INTERIM REPORTS

Students will receive interim reports at the middle of the grading period and report cards at the end of the grading period. These reports will contain information regarding attendance, as well. Parents should sign these reports and return them to school promptly.

SCHOOL TO HOME COMMUNICATION

The staff at Dominion strives to communicate with parents on a regular basis. We encourage parents to use the INFINITE CAMPUS Parent Portal to obtain access to their child's online course grades, attendance information and demographic information. Parents are able to make changes to addresses or phone numbers through the Parent Portal. Hard copies of Interim grade reports and quarterly report cards are sent home with students. Final grade cards are sent home in the US mail.

Teachers will communicate electronically with parents through the Infinite Campus

Parent Portal, CCS email, Remind and telephone.

PARENT CONFERENCES

Parent conferences will take place twice each year, November and February, over four different days. Those dates are voted upon by staff members and will be publicized as soon as they are available. We recommend that parents schedule conferences with teachers as soon as possible, as dates quickly fill up. Teachers are also available for parent communication via email, telephone and during their daily conference periods (times vary based on individual teacher schedule).

HALL PASSES

No student may be out of his assigned classroom without an agenda pass. Teachers will issue hall passes sparingly and at their own discretion. Only one student will be assigned to a hall pass at a time. Teachers must be able to identify where their students are at all times. Students must report to their classroom teachers to obtain permission prior to reporting to the office, restroom, another teacher's classroom, etc. Students are not to enter the office(s) without a pass from their teacher except in the case of an emergency.

TELEPHONE USE

Students are permitted to use the phones in the office area for emergency calls only and only with the permission of the staff. Columbus City Schools policy states that **students are not to be pulled from class for telephone calls, even for emergencies**. If parents need to contact students during the school day, they may call and leave a message with the secretaries who answer the phone. The message will be given to the student as soon as possible.

CELL PHONES AND ELECTRONICS

Cell phones and other electronic devices (i.e. iPods, MP3 players) may be used in school at the direction of a teacher for instructional use. Students are permitted to use the phones in the office area for emergency calls only and only with the permission of the staff. The office telephones are not generally for students' use. They may be used by students for school business with permission of the principal, assistant principal, a teacher, or a secretary. We will not interrupt student learning to take phone calls. If

students remain at school in the event of a family emergency, we ask that families notify their child of the emergency when they arrive home. **We ask that students inform a teacher if they are ill prior to contacting the parent.** This allows us to assess the situation prior to contacting parents. Please assist us by asking your child to contact the office/school nurse if they are ill.

VALUABLE PERSONAL PROPERTY

Students may bring valuable personal property, including but not limited to smart phones, electronic notebooks and e-readers to school during normal school hours. The school will not accept responsibility, however, for the loss of personal property.

LOST AND FOUND

All students are responsible for their own belongings including Dominion Middle School's textbooks that have been assigned to them for the 2017-2018 school year. If a student loses an article of clothing, shoes, or book bags, they must first obtain permission from a staff member, and then look in the lost and found area in the cafeteria. Purses, wallets, and textbooks are placed in the main office for retrieval. If articles are not in one designated area, students may look in the other to confirm that items have not been returned. Unclaimed lost and found items are donated to charity twice each year at semester's end.

AUDITORIUM ASSEMBLIES

Assemblies are held on a regular basis throughout the school year. The purpose of our assemblies is not only to entertain, but to educate and inform. Students are to conduct themselves in a courteous manner at all times. The procedure for entering the auditorium is:

- Students will be called by grade level to be escorted to the auditorium by their teacher that period.
- Students will walk SILENTLY in the hallway to the auditorium.
- Students will enter the auditorium SILENTLY where they will remain until the program begins.
- Students who are disruptive will be asked to leave the program for its duration. A parent conference via phone or in person may result.

SAFETY RULES FOR OUTDOOR ACTIVITIES

1. All students are expected to obey all school personnel.
2. Students are expected to keep their hands and feet to themselves at all times. No fighting or rough play is permitted. This includes tag, chasing-type games, hitting, kicking, pushing, throwing snowballs or stones, tripping, jumping on other children's backs, wrestling, tackle football, or pencil fighting.
3. Students are to remain in designated areas and not enter any of the surrounding parking lots.
4. Students will be informed as to the condition of the field and whether or not they will be permitted to play in that area, generally temperatures above 30 degrees Fahrenheit.
5. Food is not permitted on the playground.
6. The staff members on duty will inform students that it is time to line up to re-enter the building by blowing a whistle. Once the whistle blows, students must stop all activities and line up according to the staff's directions.

FIELD TRIPS

Field trips are an important extension of our school curriculum. In order for you to benefit from these activities, appropriate behavior from all students is necessary. Dominion Middle School reserves the right to prohibit students from attending field trips because of student irresponsibility. Parent permission slips will be signed in advance. Students will travel by school vehicles. Students will be released during the course of the trip to parents or guardians only. These releases should be arranged in advance by submitting a written request to the teacher or advisor in charge of the trip.

AFTER SCHOOL ACTIVITIES

1. Students are not to remain at school after dismissal unless they are part of a school activity supervised by a teacher, advisor or coach.
2. Pupils staying at school after dismissal for a school activity are to be out of hallways and with their adult supervisor.
3. Students waiting for rides after tutoring, practices, games, detentions or meetings are to remain in a lobby near an outside doorway. If weather permits, students are to wait outside the building for their ride home. They may not be anywhere else in the building unless they are with a teacher, coach or advisor.
4. Students will not be able to go to their locker after athletic practices or club meetings.

Students are to make arrangements with their coach or advisor to put their books, coat, etc. in a classroom or locker room.

5. Students who remain after dismissal to use outdoor recreational facilities do so at their own risk. The school district assumes no responsibility for them. These students are not permitted to re-enter the building.

STUDENT ATHLETICS

All seventh and eighth grade students have the opportunity to compete for a spot on one of our seven sports teams: co-ed soccer; girls volleyball, boys and girls basketball; co-ed track; baseball and softball. All student athletes must maintain at least a 2.0 GPA in order to be eligible to participate AND must a physical examination by their physician in order to participate in middle school sports (Ohio High School Athletic Association). All student athletes must conduct themselves with integrity during the school day and sporting events promoting a positive representation of Dominion Middle School. The coach of each athletic club will provide parents with an informational packet, communication expectations and schedule of events.

PTSO SPONSORED BLUE DEVILS NIGHTS OUT!

School social events will be held during the school year and sponsored by groups within the school. While these activities are designed to encourage appropriate social interaction and fun, the following will apply:

1. The school Dress Code will be enforced and normal school expectations in place.
2. Teachers and parents must be present as chaperones.
3. Students will not be permitted to return once they have left the dance.
4. Only students from the Dominion Middle School will be admitted. No guests and /or Feeder siblings are permitted to attend.
5. Students are expected to follow school rules in the cafeteria, restrooms and hallways.
6. While dancing, students must keep their hands at or above their partner's waist.
7. Beverages and food are not permitted in the gym.
8. Dancing that is considered inappropriate for middle level adolescents is prohibited.

SCHOOL CLUBS AND EXTRACURRICULAR ACTIVITIES

There are a variety of after school clubs and extracurricular activities students can

involve themselves in during the school year. Some activities and clubs meet for a short span of time throughout the year and function year long. Clubs and activities are facilitated by staff and/or parent volunteers. Students and parents will be notified of activities prior to their start through the weekly PTSO e-newsletter, phone dialers and during Town Hall meeting. Students must have permission to attend having returned the completed "permission to participate" form for the club or activity. Parents must indicate preference for transportation home. The Activity Bus transports students home, dropping them off at the closest elementary school to their home. Students must walk home from that point. Students must be in good academic standing, having a 2.0 or higher and be in good behavioral standing.

FUNDRAISING ACTIVITIES

The only items that can be sold at school are those that are part of a school-sponsored fundraising activity and these items may only be sold before school starts in the morning, during lunch periods and after the school day is over. Students may not bring candy or anything else to school to sell that is not part of a school-sponsored fundraising activity.

CRISIS DRILLS

All schools are required to practice safety protocols in the event of a crisis. Monthly evacuation and lockdown drills are conducted. During the months of March through June, Duck, Cover, Hold (response to tornado) drills are conducted. Active shooter drills are conducted three times per year. One time each year, the school will be evacuated to our primary evacuation site, Our Lady of Peace Catholic Church. These drills are necessary for the safety of students and staff. Specific information for crisis response drills are posted in each room.

SCHOOL'S RIGHT TO SEARCH

Lockers, desks or storage places provided for student use are, and remain at all times, property of the Columbus Public Schools' Board of Education. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. Administrators are authorized to conduct inspection of school property at any time. School administrators, with a witness, have the right to search a student's personal belongings, including vehicles and/or the student if he/she has reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated.

LOCKERS

Lockers are subject to availability, the homeroom teacher may assign a locker to each student at the beginning of the school year. Each student is responsible for cleaning and maintaining his or her locker. Lockers will be cleaned out quarterly by the occupant of the locker. Final locker cleanouts will be held during the last two weeks of school. All unaccounted for belongings will be placed in our lost and found. Unclaimed belongings will be donated to a local charity two weeks after school is out. All lockers remain the property of the school and are subject to search at any time. Students must pay for lost or damaged locks. It is recommended that students purchase Master Locks. All students must report their lock combination, serial number and locker number to homeroom teachers. In order to protect personal belongings, each locker must be kept locked and the combination numbers used only by the assigned student. ***Do not share lockers or combination numbers!*** Students must provide their own combination lock for gym lockers that are not equipped with built-in locks and this combination should be given to the Physical Education teachers.

Students may go to their lockers before homeroom to obtain materials needed for morning classes; during homeroom with a pass denoting teacher's permission; prior to lunch; directly after lunch and at dismissal. Being prepared for class by obtaining materials on time allows the teacher and other students to begin class on time.

CAFETERIA RULES

We want all students to experience a pleasant, relaxing breakfast and lunch experience at Dominion; however, the presence of large numbers of people in a small area can create problems of noise and confusion. Students will be informed of the cafeteria rules and will be expected to follow them. Please go over the following rules periodically:

1. Enter and Exit in an orderly manner.
2. Talk quietly.
3. Listen to adults attentively and carefully.
4. Use good table manners.
5. Stay in your seat/raise your hand for adult assistance.
6. Be responsible for keeping your own area clean.
7. Don't trade, share, or give food away

Bicycles and Skateboards

Students are permitted to ride bicycles to school; however, Dominion Middle School AND Columbus City Schools are not responsible if a bicycle or skateboard or any equipment related to a bicycle or skateboard is lost, stolen or damaged. There are designated areas for the parking of bicycles; students are responsible for securing the bicycle with a lock. Skateboards are not permitted to be ridden into the parking lot for safety reasons. Staff will confiscate student skateboards if this happens. Additionally, students who habitually break school rules regarding skateboards will be prohibited from riding them to school.

BUS PASSES

Students must ride their assigned bus and get off at their assigned stop. Students will not be dropped off at any location other than board-approved bus stops. We ask that parents provide transportation to alternate sites after school, especially for recreation or social reasons. The principal *may* approve bus passes, however, only in the case of an emergency and with a written/signed note from both sets of parents/guardians. The pass must also be approved by CCS Transportation.

PARKING LOT EXPECTATIONS

All students are expected to adhere to the school rules in the parking lot. Students must walk to their buses quickly and remain on the sidewalk or door side of the buses. Students will not be permitted to loiter at school while buses are in the parking lot or after school.

DRESS CODE

On August 16, 2005 the Columbus Board of Education approved two policies that, when implemented, will help to ensure a positive climate for learning in all our schools.

The first district wide policy expects all students to adhere to a code of decent dress for school. Students are not to wear clothing that could compromise their personal safety or the safety of others.

Specific provisions include:

- Dress length not shorter than mid-thigh and undergarments concealed at all times;
- No bare midriffs or see-through clothing, ONLY SHIRTS WITH SLEEVES ALLOWED (EXCLUDED ARE tube tops, spaghetti strap tops, halter tops, and/or strapless tops or dresses, revealing the midriff or breasts); no tight or form-fitting clothing; no night or

- sleeping clothes; and no underwear as outerwear;
- No RIP (rest in peace) shirts.
 - No words or writing across the seat of shorts, pants, and skirts;
 - No hats, caps, and other types of head covering, other than those for religious purposes, and no sunglasses worn inside the buildings;
 - Shorts must be hemmed and straight legged, no shorter than mid-thigh, and must be worn at the waist. No “saggy” shorts and short shorts/gym shorts only in physical education classes.
 - Long pants must be of proper waist size and must not hang below the waist, with pants not touching or dragging on the ground;
 - Belts must not be more than three inches longer than the student’s measured waist size;
 - Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, sexually suggestive, or which advocate negative racial, ethnic, gender or religious prejudice, or use or glorification of drugs, tobacco, alcohol, or violence.
 - Purses and book bags will be kept locked in student lockers.

*****The Principal has discretion over dress code.*****

PARENTAL COOPERATION AND COLLABORATION

We expect parent participation and cooperation in matters pertaining to student academics as well as student discipline and will contact parents regularly to discuss these matters, as they arise. Teachers manage student discipline within their own classrooms, hallways, teams and cafeteria. Student disciplinary issues are brought to the principal’s attention when attempts by the teacher to assist the student in self correction have failed. The principal will contact the parent, usually for a conference, and discuss the matter to further discuss incentives, motivational techniques and further consequences, both positive and negative. If further intervention is needed, the child’s teachers, guidance counselor and principal, along with the parents may work together to modify the child’s educational experience in various ways in an attempt to assist with the child’s level of success in school.

Verbal abuse or threatening behavior toward Dominion staff will not be tolerated. Parents who have questions or concerns about school policies or procedures are encouraged to discuss the matter with Mrs. Flanagan or Columbus City Schools Office of Customer Relations at 614-365-8888.

THE BLUE DEVIL CLUB PROMISE

Schools are institutions created to ensure the literacy of the next generation. The staff at Dominion Middle School is committed to ensuring your child's education and future; therefore, we do not allow INTENTIONAL NON-LEARNING. Intentional non-learning is purposeful disengagement from the educational process on the part of the child. We ask that each Dominion student and parent make the commitment to work in cooperation with Dominion Middle School to ensure high quality learning.

I, _____, promise to:

- 1.) Get to school each day on time to ensure that I get the very best out of my educational experience;
- 2.) Come to school prepared for learning with supplies and other materials;
- 3.) Participate in each of my classes and complete assignments which are asked of me by my teachers;
- 4.) Communicate effectively and appropriately to the students, staff and guests at Dominion Middle School; and 5.) Do my very best to meet or exceed the academic and behavioral expectations set for me by my teachers at Dominion Middle School.

Student Signature

Date

I, _____, promise to make sure that my child:

- 1.) Gets to school each day on time prepared and properly nourished physically and emotionally;
- 2.) Is prepared for learning having school supplies and his/her educational materials which are necessary for a successful school day;
- 3.) Participate in my child's education by contacting teachers to ask questions, scheduling parent conferences and/or volunteering at the school;
- 4.) Communicate effectively and appropriately to the students, staff and guests while I am at Dominion Middle School;
- 5.) Support my child and his/her teacher through the educational journey while at Dominion Middle School.

Parent Signature

Date

HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received and read the Student Handbook and have read the School's Right to Search, Attendance Policy, and Expectation Statement. Parents should inform the school of changes in residence, custody and home, work and emergency numbers as soon as possible.

Student's Name (Print)

Student's Signature

Date _____ Grade _____ HR Teacher _____

Parent's Name _____

Parent's Signature _____

***Please return both forms to your home base teacher by
Friday, September 8, 2017.***

**EMERGENCY and MEDICAL CARDS MUST BE RECEIVED
by HOME BASE TEACHER NO LATER THAN FRIDAY,
SEPTEMBER 8, 2018**