



DEEP CREEK MIDDLE SCHOOL

1955 Deal Drive
Chesapeake, Virginia 23323
Phone: 757-558-5321 / FAX: 757-558-5320

Mascot: HORNETS School Colors: PURPLE & WHITE

Mr. John Cavanaugh, Principal

Mrs. Tracey Sabbato, Assistant Principal

(6th Grade Administrator)

Mr. Ress Walker, Assistant Principal

(7th Grade Administrator)

Dr. Lychellia Cheeks, Assistant Principal

(8th Grade Administrator)

Athletic Director

Mrs. Kim Dorsey

Cafeteria Manager

Mrs. Linda House

Lead Secretary

Mrs. Lori Sirois

Bookkeeper

Mrs. Beth Sherwood

Guidance Department

Ms. Rachel Dangerfield (6th)

Mrs. Renee Richardson (8th)

Mrs. Sarah Roberson (7th)

Direct Line: 487-1671

Media Specialist

Mrs. Carrie Perez

School Nurse

Mrs. Meagan Nozzarella

PTSA President

Mrs. Yvonne Covey

Head Custodian

Mr. Salamon Mills

Security

Mr. Brandon Carr

Mrs. Donna Wade

THIS STUDENT AGENDA BELONGS TO:

Name: _____ Team: _____

Address: _____

Home Phone Number: _____ Parent Work Number: _____

Homeroom Number: _____ Locker Number: _____ Bus Number: _____

Calculator # _____

2019-2020 School Calendar Chesapeake Public Schools

312 Cedar Road
Chesapeake, VA 23322
757-547-0153

We Promote Excellence

August 2019							February 2020							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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4	5	6	7	8	9	10	9	10	11	12	13	14	15	
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18	19	20	21	22	23	24	23	24	25	26	27	28	29	
25	26	27	28	29	30	31								
September 2019							March 2020							
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29	30						29	30	31					
October 2019							April 2020							
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November 2019							May 2020							
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December 2019							June 2020							
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8	9	10	11	12	13	14	7	8	9	10	11	12	13	
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29	30	31					28	29	30					
January 2020							<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <div style="background-color: #d9e1f2; width: 15px; height: 15px; margin: 0 auto;"></div> <p style="font-size: 8px;">Schools Closed</p> </div> <div style="text-align: center;"> <div style="background-color: #d9ead3; width: 15px; height: 15px; margin: 0 auto;"></div> <p style="font-size: 8px;">Teacher Workday (Schools Closed)</p> </div> <div style="text-align: center;"> <div style="background-color: #fce4d6; width: 15px; height: 15px; margin: 0 auto;"></div> <p style="font-size: 8px;">Teacher Workday/In-Service Day (Schools Closed)</p> </div> <div style="text-align: center;"> <div style="border: 1px solid black; width: 15px; height: 15px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> △ </div> <p style="font-size: 8px;">Early Release Day</p> </div> <div style="text-align: center;"> <div style="border: 1px solid black; width: 15px; height: 15px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> ☆ </div> <p style="font-size: 8px;">Early Release Day (Elementary Only)</p> </div> </div>							

MISSION STATEMENT

The mission of Deep Creek Middle School is to effectively motivate students to further their academic, social, and emotional development by instilling a positive outlook that promotes lifelong learning and global awareness in a comprehensive, safe, and academically challenging environment through the cooperation of students, staff, family, and community.

INTRODUCTION

Welcome to the 2019-2020 school year at Deep Creek Middle (DCM). In order to prepare you for the next level, we encourage you to take an active part in the many opportunities offered to you.

This agenda contains information about our school guidelines and procedures. It will acquaint you and your parents with DCM policies; however, there are situations that may arise during the year that will be addressed by newsletter, the school's Parent Alert System, or DCM "remind" account on Deep Creek Middle's Website— <https://cpschools.com/dcm/>

Your agenda is also designed to help you organize and manage your time, plan your classwork and homework, and to take an active role in your academic development and success. This planner will be used as your **Hall Pass** when you are given permission to report to another area of the building. If you lose your planner, you will be expected to purchase another for four dollars (\$4). **Do not cut or remove pages from the agenda.** It is the responsibility of both students and parents to regularly review the planner. Know that we are here to help you.

SAFETY & SECURITY

The safety and well-being of our students along with our staff is always our first priority. All exterior doors to the building are locked throughout the day. The front entrance is equipped with an electronic monitoring system. All visitors must have identification before entering the building. As well, classroom doors are locked throughout the school day. Threats of any kind that interrupt the educational process including threats stemming from social media are not considered jokes and will not be

taken lightly. Some threats may be dealt with as real criminal matter.

Lockdown Drills & Procedures

Several times throughout the school year, students will participate in either a Level 1, Level 2, or Level 3 Lockdown drill. During this time, no one will be allowed to enter the building. A PAS will be sent to parents and guardians by building administration prior to all lockdown drills.

Visitors, Parking, and Safety

Visitors are welcome in our building. **ALL visitors must use the main entrance of school, bring photo ID to secure a visitor's pass and immediately sign-in at security desk.** Parents are encouraged to attend special school programs. Visitor parking is located in the front of the school. Cars are not permitted in the bus ramp area anytime during school hours. City police will ticket cars illegally parked in the fire and bus lanes.

Drills and Safety

To prepare for emergencies, lockdowns, fire and emergency evacuation drills are conducted regularly throughout the school year. When the alarm sounds for a fire drill, students are to **follow teacher directions**, when appropriate, leave the building quickly and quietly to the nearest exit. Students are to move away from the building until an administrator or designee signals an "all clear" announcement for students to return to the building.

WHAT IS MIDDLE SCHOOL?

Sixth, seventh, and eighth-grade students are changing from childhood to adolescence. Our faculty and staff have been trained in the middle school concept and understand the impact of this change on students' academic and social experiences.

WHAT IS A TEAM?

In middle school, teachers are organized into teams of core subjects (English, math, science, and history/civics) and reading or Core Plus. Teachers, students and parents get to know each other better, thus creating a family-like atmosphere. Teachers work cooperatively to make this happen.

ACADEMIC REPORTS

Official report cards are sent to parents at the end of each of the four nine-week grading periods. The homeroom teacher issues the report cards to students. Parents should sign the report card and return it with their child to their homeroom teacher the following day. The final report card is mailed home about one week after the close of school. An official progress report is sent home at the midpoint of each nine-week period to be signed and returned.

ATTENDANCE

As a part of state accreditation, students are expected to regularly attend school all day throughout the year. Regular school attendance is required by law and is especially important to the academic success of each student.

A written excuse for the absence is required from a parent or guardian the day the student returns. The note must state the date and cause of the absence. All written excuses should be given to your child's homeroom teacher and then turned in to the attendance secretary.

In accordance with **School Board Policy**, a student shall not be granted credit for courses if absences from class total more than thirty (30) class periods, regardless of the reason, except for extenuating circumstances. The principal shall be the judge of extenuating circumstances.

Questions about attendance should be referred to the attendance secretary.

Non-Attendance / Truancy Policy

In an effort to improve attendance, **Chesapeake Public Schools** and **Juvenile and Domestic Relations Court** will monitor both irregular and non-attendance. Excessive absences may require medical excuses signed by the attending physician. A student who has accumulated 10 unexcused absences within the school year (excluding suspensions) will be referred to **Truancy Court**.

Morning Arrival/Afternoon Dismissal

Students are allowed to enter the building at 8:15 a.m. and are required to report directly to their homeroom class. Once students arrive, they

may not leave the school campus unless they follow appropriate check-out procedures.

Tardy Arrivals

A student is considered tardy if he/she is not in their 1st bell classroom when the bell rings at 8:45 a.m. Students arriving after 8:45 a.m. must report to the **Welcome Desk**. Students must then sign-in and receive an admittance slip to class in order to report to their classroom. **Chronic tardiness will be addressed at the administrative level.**

Leaving / Returning To School During The School Day

In order to officially leave school anytime during the school day, the student **must** be signed-out in the office by a parent/guardian. A photo ID is required by parent.

All non-parent/guardians will be required to show written authorization to sign out a student. Additionally, a phone call to the parent will be made to verify permission before a student can be signed-out of school.

Students who return to school after an appointment must sign-in and receive an admittance slip to class from the main office.

COMMUNICATION TO PARENTS

Along with report cards messages DCM will communicate with our parents using the following methods:

Phone Conferences – Feel free to call the school and leave a message for a teacher to call you concerning your child's progress or to receive information in reference to a particular concern. **Main office number is 558-5321.**

Team Conferences – Upon request by the parent or team, team conferences are held during the team's planning bell or at any other time that is convenient for the parent or teacher. All four core teachers will be present for these conferences. You can also call the office and specifically request a conference with an individual teacher.

Guidance Counselor – Our guidance counselors are available to speak with parents regarding academics or other parental

concerns. Guidance phone number: **757-4871671**.

Parent Alert System (PAS) – PAS will only be sent during the regular school day for emergency announcements. PAS will be used on the weekends for general information.

Email – Many teachers prefer to communicate with parents through email. Parents can access teacher e-mails on the DCMS web page.

Agendas – Teachers and parents can communicate by way of the student agenda. Discuss this option with your child’s team of teachers. They will be happy to share notes through this method.

Marquee – The school marquee will be updated with upcoming events and information.

Parent Access to Grade Reports - Parents will be able to access their child’s grades from each individual teacher throughout the school year on **ParentVue**. This system will provide parents and students with regular updates regarding academic progress and news related to upcoming events. Information on how to access the site and review your child’s grades will be given at the beginning of the school year. From time to time, administration will send a message to parents through Synergy.

Teacher/Team Policies -- Each team, physical education, music, elective, and special education teacher will communicate their policies and expectations to parents and students at the beginning of the school year in a team letter. Take time to review this letter carefully so that you are familiar with the grading, behavior policies set by your child’s teachers and upcoming team events.

Deep Creek Middle School “remind” account – via the remind app. Enter number 81010, text @dcm1955.



DEEP CREEK MIDDLE SCHOOL MERIT & DEMERIT SYSTEM

In order to help students, make positive choices that contribute to a positive climate for learning, DCMS will transition to a Positive Behavior and Intervention Support (PBIS) philosophy. DCMS will use a merit and demerit system to address behavior(s) that build or interrupt a safe learning environment. This system will use both positive feedback and make error corrections in behavior. The ultimate goal is to develop students who are self-disciplined and good citizens.

Students who demonstrate the following behavior expectations may earn MERITS:

- **Demonstrating 5Cs** (*Citizenship, Communication, Collaboration, Creative thinking and Critical thinking*)
- **Demonstrating Responsibility** (*returning important documents, reporting incidents, following behavior expectations*)
- **Demonstrating Respect and manners** (*assisting a classmate, holding the door, saying “please” and “thank you”, responding appropriately to adults and peers, working cooperatively*)
- **Demonstrating Citizenship** (*pride in school, respect for the property of school and others*)
- **Random Merits** (*caught being good, behavior during assembly, fire drills, lockdown drills and weather drills*)
- **Demonstrating Safety**



All students will have the opportunity to earn merits. Students should document their merits. Merits may be used to:

- “Buyback” 1 Demerit with 5 Merits
- Buy tickets for sporting events
- Earn voucher for Book Fair, wearing slides, literacy lunch, wearing hats,
- Attend a Merit party

Students who demonstrate the following negative behaviors consistently may earn DEMERITS:

- **Disruption** or conduct that interrupts or obstructs the learning environment (§22.1-276.01 of Code of conduct)
- **Disrespect** toward teachers, administration or school personnel
- **Defiant** behavior that intentionally disregards school rules of conduct,

directives of adults, building safety and safety of other.

The following consequences may be assigned when demerits are earned for negative behavior:

1st Demerit – Teacher will complete a demerit form and send the form home to be signed by a parent. Student will then return the signed copy to the teacher who issued the demerit.

2nd Demerit – The teacher giving the second demerit will contact a parent by phone regarding the reason for the demerit. Parent(s) will sign the demerit form and the student will return the signed copy to the teacher who issued the demerit.

3rd Demerit – After School Detention (ASD) will be **assigned by the teacher** issuing the 3rd demerit. Notice of the demerit and detention form will be sent home, and the student will return the signed ASD form to the teacher who issued the 3rd demerit (teacher will call parent to confirm detention).

4th Demerit – Teacher giving 4th demerit will call parents to schedule a conference with student and teacher(s). At the conference, parents will be informed that subsequent negative behaviors will be a referral to administration.

DISCIPLINE

As we prepare students to thrive in a multicultural society, students, staff, and parents have joint responsibility to provide and protect the learning environment. This section was developed to make students aware of their responsibility for their own conduct and contribution to a positive school climate. As well, this section will make students and parents aware of expected behavior. When, in any way, behavior interrupts, disrupts or obstructs the educational process or disrupts the school climate, interventions and consequences will be applied.

DCMS will take a preventive and positive approach to discipline. The following list of behaviors is not exhaustive but may result in administrative actions including suspension or expulsion from school.

For more information visit <https://cpschools.com/student-discipline/student-conduct-policy-guidelines/>.

- **Chesapeake Public Schools has a zero tolerance policy toward weapons and drugs on school grounds**
- The use, possession, handling or carrying of any gun, weapon, dangerous object or look-a-likes.
- Threatening to bomb or burn the school building or school property.
- The use or possession of tobacco products (including e-cigarettes) on school grounds or at the bus stop.
- The use, possession, or distribution of drugs, drug paraphernalia, prescription drugs, alcohol or look-a-likes on school property.
- Physical and/or verbal threats to do bodily harm and/or assaults on other persons.
- Bullying of any type.
- Vandalism and/or destruction of school or personal property, including racial slurs.
- Forgery and/or cheating in any form.
- Obscene actions, words, gestures, or the use of profanity and/or ethnically degrading statements and gestures.
- Fighting and/or verbal altercations/confrontations
- Harassment of any type committed by students against students or staff of the opposite or same sex.
- Repeated failure to comply with the directions of teachers or other authorized school personnel.
- Stealing and/or the unauthorized possession and use of someone else's property to include yearbooks.
- Tardiness to class
- Skateboarding on school property.
- Inappropriate display of affection (PDA) (*i.e. kissing, embraces, locking arms, etc.*)
- Any other act or action that may be considered disruptive to the educational environment or to an orderly atmosphere for learning.

Cafeteria Behavior

Students are expected to

- Enter/Exit the cafeteria quietly w/ teacher,
- Remain at assigned table/seat,
- Talk calmly without yelling,
- Be pleasant and polite,

- Clean up your area after eating and properly dispose of trash, and
- Respect and cooperate with cafeteria staff

Students who demonstrate poor manners and/or inappropriate behavior will either eat at silent lunch table in the cafeteria or will serve lunch detention in the ISS room. Students who continue to violate cafeteria policies may be referred to the administration for further disciplinary action.

Search and Seizure

The school administration may conduct a search if they believe a student has drugs, weapons, alcohol, stolen items or other materials in violation of school rules or state law. The search may include inspection of clothing, purse, wallet, backpack, and other personal property. The search may also include an inspection of school property including student lockers, desks, and other areas in which items may be kept.

Two security monitors are assigned to DCM and help supervise the safety of the school's building and grounds. Students are expected to respect and follow their direction at all times. Failure to do so will result in disciplinary action being taken.

Bring Your Own Device (BYOD) Guidelines (any electronic device)

Building level administration reserves the right to determine the appropriateness of a device itself or a student's use of a device. Students may bring privately-owned electronic devices for the purpose of supporting and promoting the educational objectives of the Chesapeake Public Schools in accordance with policies and regulations governing when, how, and where devices maybe used on school property, including school buses, and/or off school property at school-sponsored events. Additionally, all student users of telecommunications systems, including the Internet (Network), that are entered via equipment and access lines located in Chesapeake Public Schools shall comply with guidelines outlined in R 6-36, Acceptable Telecommunications and Internet Use for Students (See CPS Student Conduct Policy Guidelines).

Any action that is disruptive of the educational process and/or includes the initiation and/or passing on of threats against persons or property, will be subject to disciplinary action, up to confiscation of the device, termination of the privilege to bring a device to school, suspension and/or expulsion, and possible legal action.

Cell Phones



Under the school division's BYOD (Bring Your Own Device) policy, students may bring electronic and cellular devices to school. Electronic and cellular **DEVICES MUST BE TURNED OFF AND STORED IN EACH STUDENT'S LOCKER WHEN STUDENTS ENTER THE SCHOOL BUILDING AND MUST REMAIN OFF** until the end of the day unless they are being used for instructional purposes as noted in teacher lesson plans.

Chesapeake Public Schools assumes no responsibility in any circumstance for loss, destruction, damage, theft, or charges made on monthly statements for any device.

Students will be responsible for locating any lost/stolen items and for other expenses accrued to their device accounts. Therefore, students and parents/guardians are strongly urged to ensure that devices are insured and security application software is installed.

The following sequential consequences will be applied to BYOD infractions.

1st Offense for using cell phone: The student will receive a referral to administration. The cell phone/electronic device will be confiscated and returned at the end of the school day and may receive suspension.

2nd Offense using cell phone: The student will receive a referral to administration. The cell phone/electronic device will be confiscated and returned after a parent conference and may receive suspension.

3rd Offense using cell phone: The student will receive a referral to administration. The cell phone/electronic device will be confiscated and returned to the parent, and the student will be serve suspension.

4th Offense for using cell phone: The student will receive a referral to administration. The cell phone/electronic device will be confiscated and

returned to the parent, and the student will be assigned OSS and is subject to loss BYOD of privilege.

The division's BYOD policy can be found on the **Chesapeake Public Schools website** <https://cpschools.com/informationtechnology/bring-your-own-device/>

GRADING PRACTICES

Deep Creek Middle School is committed to the belief that all students should have equal opportunities to experience academic and social success. The purpose of this policy is to provide fair and consistent evaluation of student academic performance. All members of the staff will apply these grading practices in a fair, consistent, and accountable manner.

Grading Policy

According to **School Board Policy**, grades are based on student achievement and the timely completion of work. Teachers review expectations with students at the beginning of the school year and periodically throughout the year. The citywide grading scale is as follows:

93-100	= A	77-79	= C+
90-92	= A-	73-76	= C
87-89	= B+	70-72	= C-
83-86	= B	67-69	= D+
80-82	= B-	64-66	= D
		Below 64	= E

Grades are recorded on report cards as letter grades.

Honor Roll

Students listed on *Superintendent's Honor List*, *Principal's Honor List*, and *Honor Roll* will be invited to the Spring Academic Awards Ceremony.

Superintendent's Honor Roll Award
3.85 – 4.00 GPA <i>(with no grade lower than an A- and no rounding or weighting)</i>
Principal's Honor Roll Award
3.50 – 3.84 GPA <i>(with no grade lower than a B-)</i>
Honor Roll Award
3.00– 3.49 GPA <i>(With no grade lower than a C)</i>

Progress Reports—Interim progress reports are distributed to every student near the midterm of each grading period (*See calendar on page 2*)

Report Cards—Report cards are distributed each grading period to notify parents of their child's progress.

Definition And Penalties For Cheating

According to **School Board Policy**, each student shall be responsible for his or her own academic growth, performance, and honesty. Each school shall encourage honesty, discourage cheating, and articulate consequences for cheating in accordance with the following guidelines:

Cheating includes, but is not limited to, the following:

- A. Copying another student's homework.
- B. Allowing another student to copy his/her homework, quiz or test answers.
- C. Looking at another person's paper during a quiz, test, or exam.
- D. Using a textbook, class notes, or prepared notes during a closed book test, quiz, or exam.
- E. Exchanging papers with another student during a quiz, test, or exam.
- F. Verbal, written, or non-verbal communication or giving or receiving answers during a quiz, test, or exam.
- G. Using or copying materials word-for-word from outside sources for reports or term papers.
- H. Submitting, as your own, work or homework created by another person or parent.
- I. Using an electronic device to share answers to another individual.

When a student is found guilty of cheating, a grade of zero will be assigned, the student will not be allowed to make up the work, and a parent will be notified. Cheating incidents may result in further disciplinary action being taken.

Late Work

1. A reasonable progression of penalties will be implemented for late work.
2. Reports, projects, and assignments, other than homework, will be accepted late with teacher decided grade reduction.
3. Homework is due at the beginning of class late homework will be accepted with teacher

decided grade reduction. Appropriate time will be given to complete the work.

4. **The grade of zero will only reflect academic non-performance.** In those cases where a zero is given, no further academic penalty will be applied except in the instance of cheating. A parent will be contacted when such issues arise.

Make-Up Work Due To Absence

The expectation is for all students to complete assignments on time. Students shall be permitted to make up work because of excused or unexcused absences, including in-school or out-of-school suspensions (6-44R). ***It is the student's responsibility to go to the teacher to see what work needs to be made up.*** Work not made up will receive a grade of zero.

Students that miss one to three consecutive days should make up the work within five (5) school days after the student is well enough to return to school. In the case of absences in excess of five (5) days for medical reasons or family circumstances, school work should be sent home upon parent request. Twenty-four hours' notice for the request must be given.

Promotion and Retention Policies Promotion or retention at the middle school level is based upon academic performance. Students must successfully pass three core subject classes as a minimum for promotion. English and Math must be two of the three core classes. Students are expected to perform up to their ability and to meet the minimum requirements for **EACH** course. **The decision to promote or retain a student is the responsibility of the child's team of teachers and the principal.** Parents will be notified throughout the second semester (February-May) if their child may be in danger of being retained. Final retention decisions are made at the end of the school year. **NOTE:** Students may also be retained due to significant **absenteeism**.

GENERAL INFORMATION

Accidents

All injuries which occur on school property should be reported to office personnel. Persons who are injured on school property will be required to check in with the school nurse and

complete the necessary Chesapeake Public Schools' accident form.

Announcements and Minute of Silence It is important that students pay close attention to all announcements. Announcements and a minute of silence will be made over the public address system during homeroom. Announcements will be made again at the end of the last bell in the afternoon. From time-to-time, important bus changes will be included in afternoon announcements.

Athletics

Deep Creek Middle School has an active athletic program that is available to all eligible students.



Students may participate in the following sports: football, softball, basketball, wrestling, cheering, volleyball, field hockey, and track. To be eligible for these sports, students must have a completed CMSL physical, must not have reached the age of 15 on or before August 1, and must have a 2.0 GPA from the previous nine week grading period. Students must also have concussion training. CMSL Physical forms can be found on the Chesapeake Public Schools webpage or in the main office. Those students not possessing a 2.0 will be required to attend after school study hall during the probationary period to establish eligibility. Students are allowed only one academic probation during their middle school career. A supervised study hall is available to all students and athletes throughout the entire school year. We urge your child to take advantage of the study hall sessions offered.

Bus Regulations

Riding the bus is a privilege, which carries with it certain responsibilities. **To ensure a safe and efficient trip to and from school, students are reminded that they are expected to display proper conduct on the bus as outlined in the Chesapeake Public Schools Regulations for Pupils Riding School Buses.** Improper behavior on the bus may result in suspension or revoking of bus privileges. When a student is suspended from the bus, it is the responsibility of the parent to provide transportation.

Students who ride the bus to and from school must ride their assigned bus. Exceptions for special situations and emergencies are allowed with parental permission and administrative approval. Permanent changes must be approved through the division's Department of Transportation. ***A note should be brought to the office for approval after arrival to school. Notes cannot and will not be approved at the bus lanes during dismissal.***

Cafeteria Lunch is available for purchase daily at a cost of \$2.60. Breakfast will be served from 8:20 until 8:40 each morning. Students must first report to their homeroom class, check-in, and receive a breakfast pass. The cost for breakfast is \$1.30. A la carte items are also available daily. Parents may wish to put money on their child's lunch account by simply sending in a check made out to DCMS. Or, parents may go to CPS website to launch payment link "My Payment Plus" to add money to their child's account. Parents are reminded to include on the check the money designation (example; \$10.00 lunch, \$10.00 snack). **If this designation is not made on the check, the entire amount will go to your child's lunch account and your child will not be allowed to purchase snacks.** Free and reduced lunch forms will be given to every student the first day of school and can also be picked up in the main office at any time. Parents may also apply online for free and reduced lunch. **Lunch forms must be renewed each year.**



Change of Address

Address and/or phone number changes during the school year should be given to the guidance office immediately. Change of address will require additional documentation.

Clinic

The school nurse provides services for student illness or injury. The school nurse may not administer medication without written permission by a parent **AND** physician. If a student needs regular medication, the parent must contact the school to make appropriate arrangements for drop off.

IMPORTANT INFORMATION



Medications will be administered by the school nurse to students who have a physician's order **AND** a parent permission form, No. CS-405.

Over the counter medications may be given if prescribed by a physician and if the medication is brought to the school in the original container by the parent/guardian. Short-term prescription medication may not be administered for more than five consecutive days without the completion of a CS-405 form by the physician.

Students are not allowed to carry or transport any medications for any reason on their person during the school day.

Medications must be brought to school by the parent/guardian or another adult designated by the parent/guardian.

Students who routinely receive medication should **come as scheduled** and follow the prescribed policy of the nurse. All other students must have a pass to see the nurse during class time.

Clubs

Deep Creek Middle School offers a wide variety of clubs and activities. We encourage all DCMS students to become involved in student activities. Clubs are based on student interests and availability of sponsors. New clubs and organizations will need administrative approval. For more information about clubs visit <https://cpschools.com/dcm/clubs/>

Emergency Closings:

In the event that school is closed or dismissed due to inclement weather, extended power failure, lack of water, or for any other reason, the Superintendent of Schools will announce the closing. **Parents and school employees will be notified by Chesapeake Public Schools Parent Alert System (three calls will be made to home, work and cell phone in an attempt to reach parents) as well as by way of the radio station WFOS-FM 88.7 and WCPS television (Cox channel 46/Verizon channel 42).** Other local radio and television stations will be notified; however, they may not broadcast these notices in a timely fashion. Please be sure that students know what to do in the event of an unexpected school closing and subsequent early dismissal. Although early dismissal of students from school is avoided as much as possible, emergency circumstances

require this on occasion in the interest of student health and safety. Parents are requested to develop a plan of action for the student to follow in these emergency situations. Make sure your child understands the plan and knows what to do if school is dismissed early. Students will be sent home the usual way.

Parents are encouraged to update emergency phone numbers regularly.

Field Trips

Field trips are a privilege. Students who participate in field trips are expected to wear proper clothing and show appropriate behavior. The cost of the trip is the responsibility of the student and/or parent. Before going on the field trip, all students must have written permission from a parent or guardian. Students must meet the following criteria before being allowed to go on field trips: all fees and outstanding debts must be paid; students must be approved by the teacher and/or administration before permission is granted to participate on school field trips. If a student makes a commitment to go on a field trip, they will be held responsible for making payment for the trip. If enough time is given and a replacement is found, a student may cancel his/her reservations and receive a refund if it is allowable according to the field trip contract.

Guidance Counselors

Each student is assigned to a grade level counselor. School counselors offer classroom guidance, individual, and small group counseling. They also work closely with teachers and administrators to provide the best learning environment. Parents who wish to meet with their child's counselor may call **(757)487-1671** for an appointment. Students who wish to meet with their counselor may sign up for an appointment or request a pass to go to the guidance counselor from their assigned teacher.

Gym Suits

Gym suits are available for sale through the PE department. Gym suits will be sold only during homeroom. **(\$11.00 for the uniform)**



Halls

Students should only be in the halls where they have assigned classes. **Students in the halls**

during class time must have their agenda in hand or a hall pass, signed by his/her teacher. When school is dismissed all students are to leave the building unless they are under the direct supervision of a sponsor, coach, or teacher.

Internet Use

The Chesapeake Public Schools has adopted an "Acceptable Use" Policy that addresses student use of the Internet while using school computers. This agreement can be found in the Chesapeake Public Schools Information Packet sent home with students the first day of school. All student users of telecommunications systems, including the Internet (Network), that are entered via equipment and access lines located in Chesapeake Public Schools shall comply with guidelines outlined in R 6-36, Acceptable Telecommunications and Internet Use for Students (See CPS Student Conduct Policy Guidelines). Students who violate this policy will be subject to disciplinary action.

Lockers

Homeroom teachers will assign all students a locker that has a built-in lock at the beginning of the school year. Your assigned locker is to be used for securing books, book bags, and all electronic devices and valuables. **Locker combinations should not be given to any other student.** We ask that students not place any type of stickers on the outside of their lockers throughout the school year. **For security reasons, students may not use any other locker than the one they have been assigned. Students enrolled in physical education should lock all valuables in their assigned gym lockers.** All lockers should be kept neat and uncluttered at all times. Locker clean-outs will be conducted throughout the year. String gym bags may be used only for gym uniforms or personal items.

Lost and Found

Lost articles are turned in to the main office. Unclaimed items will be donated to charity at the end of the year.

Media Center

The Media Center is available for student use from 8:15 a.m. until 3:15 p.m. daily unless otherwise informed. Students must have a pass from a teacher to come to the media center.



Parent Teacher Student Association (PTSA)

Membership in the Deep Creek Middle School PTSA (\$7 per person) is open to all interested parents and supporters. The organization sponsors numerous activities for students, teachers, and staff members throughout the school year. PTSA activities are designed to strengthen the support and communication between the parents and the school.

School Supply Store

The supply store is located near the main office. It is open from 8:20-8:40 a.m. M-W-F. We urge all students to patronize the supply store to ensure that they have all of their needed materials and supplies to begin the academic day.

Special Deliveries

The school will not accept special deliveries (i.e., flowers, food, balloons, GrubHub, Door Dash, Uber Eats, etc.) to students. The delivery process is an interruption to the instructional day in addition delivery of food presents security. Also, carrying balloons, glass vases, etc. presents a safety hazard for students riding buses.



Dress Code

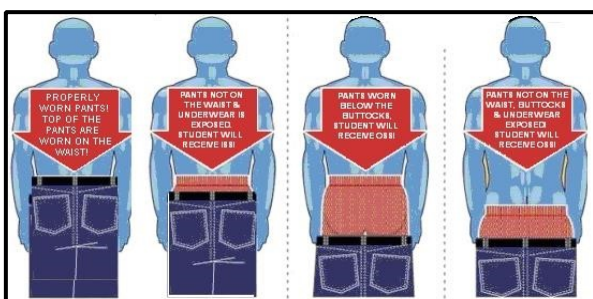
School Board policy 9-33 regulates student dress. Our goal is to teach students and give them ample practice on how to dress and conduct themselves in the public and the school setting. Any student whose dress is distracting to other students, disrupts the educational process, or in any way disturbs the atmosphere for learning may be removed from classes. Efforts will be made to contact the parent or guardian to bring appropriate clothing. Students who are unable to secure acceptable alternative attire may be placed in the in-school suspension room. Repeated dress code violations and refusal to comply with the dress code policy may result in further disciplinary action.



The following guidelines have been established to assist students and parents in determining appropriate and acceptable dress for school. The administration reserves the right to determine the appropriateness of attire. This list is not exhaustive.

- ❖ Clothes, jewelry, or other apparel or personal belongings that advocate violence, advertise weapons, alcohol, and other drug use and/or distribution, represent gang activity and/or membership, use obscenities, which includes words, pictures, flags, emblems, or symbols that reflect adversely on person's race, gender, creed, religion or intellectual abilities, sexual orientation or innuendos are not permitted.
- ❖ Tight, stretchy form-fitting dresses or skirts are prohibited,
- ❖ Hats, caps, scarves, bandanas, forehead bands, or any other kind of head cover may not be worn in the school building.
- ❖ Sunglasses without medical approval.
- ❖ Dresses, skirts, and shorts should be below a student's longest fingertip when arms are extended down by the student's side. This rule applies even when the student is wearing tights, leggings, or spandex under the garment.
- ❖ Leggings, tights, yoga pants, joggers and jeggings are not to be worn as pants and must have a top that is longer than the fingertip length when arms are extended down by the student's side.
- ❖ Jeans with rips and holes that expose skin above the knees are not allowed.
- ❖ Students **may not wear** "muscle shirts," camisole tops with straps less than three fingers wide, halter tops or tube tops, tube top dresses, off the shoulder tops, tops that expose the midriff, overexpose the back, or expose the chest through the underarms or low-cut shirts that expose cleavage are not permitted. All clothing must be sufficient to conceal undergarments. See-through fabrics are not permitted.
- ❖ All shirts must have finished armholes and armholes should not be large enough to show the chest.
- ❖ Wallet chains or large-linked chains may not be worn as jewelry or used as key chains.

- ❖ Collars, jackets, bracelets or accessories with protruding metal spikes are not permitted.
- ❖ Bedroom shoes/slippers or slides are unsafe in crowded hallways and are not permitted.
- ❖ Pajamas, undergarments (such as undershirts, boxers, and long johns) are inappropriate for school.
- ❖ Bizarre, distracting costumes will not be permitted.
- ❖ To prevent adverse impact on student allergies, heavy perfumes, perfumed body spray, perfumed lotions and colognes are prohibited from use in the building or gym.
- ❖ All pants must be secured at the waistline, with no undergarments showing.



Telephone Use

Phones in the school office are used by students only in cases of emergency.

Textbooks

A set of textbooks is issued to students at the beginning of the school year for use at home. There is also a classroom set for student use during the instructional day. It is each student's responsibility to care for the books provided for home use. Students who mark in or damage their books must assume responsibility for payment of damages by the completion of the school year.

Yearbooks

Hardback, multi-page yearbooks will be available for purchase by students. Pre-orders will be taken thru March. Students are encouraged to pre-order yearbooks due to limited availability in the spring when the yearbooks arrive. Only a few extras are available for sale. Students who write inappropriate comments or display inappropriate symbols are subject to having their yearbook confiscated or having to pay restitution for a yearbook, and may be subject to disciplinary action.