

DURHAM INTERMEDIATE SCHOOL STUDENT/PARENT HANDBOOK

Welcome to Durham Intermediate School!

The Durham Intermediate staff welcomes your student and family to Durham Intermediate School. The purpose of this handbook is to give you a better understanding of the rules, policies, and procedures that are essential to the successful operation of a middle school.

Our goal is to provide you with information that will enable your student to have a successful career at Durham Intermediate School. Take time to review this handbook in depth and sign the attached letter to indicate that you have done so.

It is important that we work as a team to create a safe, caring, and supportive environment that allows all students to work to their potential. These transitional years have great impact on a student's academic career and to their development as responsible, caring members of our society.

Please use this handbook as a reference and review with your student throughout the year. I also ask that you sign the acknowledgement and return that cover/acknowledgment page to your student's homeroom teacher.

Best wishes for a productive school year!

Sincerely,

Greg Blake, Principal
Durham Intermediate School

ATTENDANCE POLICY

The staff at Durham Intermediate School believes, and research has shown, that regular attendance and punctuality improve academic progress and develop responsibility in students. State law requires:

EXCUSED ABSENCES

Absences may be excused for the following reasons:

illness	family emergency	court appearance
medical appointments	religious holidays	family bereavement

CLEARING AN ABSENCE

Before returning to school from an absence, students must clear the absence with the front office. In order to comply with district policy, the school must keep on file a note from home, or a telephone log, giving the reason for each absence. The following information should be included in either the phone message or note:

- Date of absence(s)
- Specific time student was absent, if only a portion of the day
- Exact reason for absence
- Parent/Guardian signature or verbal verification via telephone

Parents are encouraged to notify the office before 8:15 a.m. if a student needs to leave school early. A parent/guardian must either call the office or send a note before permission to leave school is given. No student will be released unless a parent/guardian has notified

the office. Students coming directly to school from early appointments must bring notes and report to the office for an admit slip.

P.E. EXCUSES

If for any reason a student cannot take part in full physical education activities, a note must be brought from parents or guardian and should state the reason, duration, date of doctor's release, and degree of limitation of activity. Students still are required to dress out if they have an excuse. Notes for P.E. excuses must be brought to the P.E. teacher. Written confirmation from a physician is required for an excuse longer than three days.

STANDARDS OF STUDENT BEHAVIOR

GENERAL SCHOOL RULES AND CITIZENSHIP

Follow rules and laws. Respect authority, property, and the rights of others. Maintain standards of integrity and responsibility.

- Students will not interfere with a teacher's responsibility to teach and the students' right to learn.
- Students will treat others with courtesy and respect.
- Students will treat school property and the property of others with respect.
- GUM is not allowed on campus at any time.
- Hats are not allowed to be worn in any building.
- Spitting is not allowed.
- Students will be in their classrooms before the tardy bell rings, seated, and with necessary materials for their classes.
- Fighting, pushing, and/or horseplay of any type are considered poor behavior and are subject to disciplinary action.
- Gambling of any sort is not permitted.
- Gangs or gang related activities are strictly prohibited. Use of gang related conversation, and drawing of gang related symbols on books, binders, backpacks, or school property is prohibited.
- Public Displays of Affection (PDA) are considered poor behavior and are unacceptable anywhere on school grounds.

CITIZENSHIP GRADE

Students receive citizenship grades each quarter on their report card in addition to academic grades. Citizenship grades are based on attitude, cooperation and behavior, but will not be included in the calculation of a student's grade point average. This grade may be used as criteria for participation in school related activities. Grades will be assigned as follows:

O = Outstanding

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

LOSS OF PRIVILEGES

Students who receive 3 U reports on their Citizenship grades will be placed on the exclusion list for the following quarter. Students may not be allowed to take part in dances or other extra-curricular activities. 8th grade students on the exclusion list at the 4th quarter progress report may not be allowed to participate in the 8th grade trip or promotion activities.

PROMOTION CEREMONY REQUIREMENTS

The academic requirements for a student to participate in the ceremony are as follows. An earned grade point average (GPA) of 2.0 or greater and 3 or fewer U reports for Citizenship is required.

This GPA is calculated on a 4 point scale and will include cumulative grades from the eighth grade year. In other words, a student must earn a 2.0 average for all four quarters combined. Grade points are determined as follows: A=4 points, B=3 points, C=2 points, D=1 point, F=0 points.

CHILD STUDY TEAM

The Child Study Team is composed of counselors, administrators, teachers, a district psychologist, and other school personnel. Students with academic, attendance, and/or behavior problems may be referred to this committee. This committee may suggest new approaches to help the student and his/her family.

HARASSMENT

The Durham Unified School District shall take reasonable steps to provide a school environment without unlawful harassment, including sexual harassment, and shall maintain an environment in which all students and adults model this behavior and are treated with dignity and respect. Therefore, no student or adult shall be subjected to sexual overtures or conduct, verbal, visual, or physical that is unwelcome. Such conduct is unacceptable and will not be tolerated. Sexual and other unlawful harassment violates state and federal law, and District policy.

BULLYING

DUSD Definition of Bullying

Bullying contains the following three important components:

- Bullying is aggressive behavior that involves unwanted, negative actions
- Bullying involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power or strength.

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."

Types of Bullying

1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation
3. Physical bullying such as hitting, kicking, shoving, and spitting
4. Bullying through lies and false rumors
5. Having money or other things taken or damaged by students who bully
6. Being threatened or being forced to do things by students who bully
7. Racial bullying
8. Sexual bullying
9. Cyber bullying (via cell phone or Internet)

Durham Intermediate School will enact the Bully Behavior Continuum for acts defined as bullying.

CONDITIONAL DISCIPLINE

Campus Clean-Up

Student may be assigned to work under adult supervision at lunch or after school.

Detention

Students may be detained in school for disciplinary or other reasons at break, lunch, or before school. Before school detentions are assigned Wednesday mornings at 7:45 a.m. Students are encouraged to work on homework assignments during detention. Parents will be notified of detentions through communication with the teacher or principal.

Saturday School

Saturday School may be assigned as discipline. Students will complete assignments from regular classes under the supervision of a teacher. Students who violate Saturday School rules will be dismissed. Consequences for missing Saturday School or being dismissed may result in home suspension or in-school suspension.

In-School Suspension

In-school suspension may be assigned in lieu of at-home suspension. Students will receive work from their regular teachers to be completed during this time.

Suspension

The student is informed that he/she is subject to a suspension (up to five days). The student's parent or guardian is notified by telephone or in person that the student is subject to suspension from school. The student's parent/guardian must conference with a school administrator before the student may return to school.

Expulsion

The student will be informed that he/she is subject to expulsion. The student's parent/guardian is notified by telephone and certified letter that the student is subject to expulsion. A hearing with the principal will be held at the school with the family following any recommendation for expulsion. The expulsion does not become effective until the due process procedure has been completed and reviewed by the School Board.

Note: A student may be suspended, expelled, or referred to the appropriate law enforcement agency for any suspendible or expellable incident which relates to school activity or to school attendance occurring within a school in the Durham Unified School District. The incident may occur at any time including, but not limited to, the following:

- While on school grounds.
- While going to or coming from school.
- During the break or lunch period.
- Off school grounds, including weekends and vacations, but is school related in some way.

DRESS GUIDELINES

Standard dress and grooming is the responsibility of students and their parents, except in cases where reasonable standards are required in some activities outside the regular school day, and where necessary for reasons of health and safety.

If a manner of dress, grooming and/or appearance disrupts the normal educational process, school administrators shall take necessary action to correct the situation including loaner shirts/change of attire. The following guidelines shall apply to all regular school activities:

- Footwear that will provide safe participation in school activities must be worn at all times.
- All articles of clothing, patches or buttons that have slogans advertising alcoholic beverages, illegal substances, or bearing suggestive slogans are not allowed.
- Hats, caps or other head coverings shall not be worn indoors.
- Clothes shall be sufficient to conceal undergarments at all times. Pants may not be worn low enough that underwear is visible. See-through or fishnet fabrics, halter tops, off the shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are not appropriate attire for school.
- Personal grooming will not be allowed in instructional areas.
- Costumes/sleepwear and slippers shall be worn only for approved school activities.

The principal may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities such as the promotion ceremony.

PHYSICAL EDUCATION DRESS GUIDELINES

P.E. uniforms are required. They may be purchased at local stores and at back to school night. These clothes are to be used for P.E. only, and may not be worn to class or under school clothing. Both the shirt and the shorts must be clearly marked with the student's last name. No other markings or coloring are allowed on P.E. clothing. If uniforms are marked, colored, or torn, a replacement uniform will be required. Athletic shoes are required. In cold weather, a sweatshirt and/or sweatpants may be worn. Shorts and sweatpants shall be worn at the waist. No underwear shall be visible.

ATHLETICS

Durham Intermediate competes with other middle schools in the area in after school leagues. We have basketball teams for both boys and girls in 6th, 7th, and 8th grades. To participate in athletics, students must:

- Maintain at least a 2.0 GPA and be passing all classes with NO F's.
- Complete the Assumption of Risk form.
- Have your own medical insurance. (Proof on file in office)

Probation: If a student receives an F during the season on a progress report, he/she will have a two week probationary period to secure a passing grade. During the probationary period the student athlete may not practice or participate in games.

BIKE RACK/BICYCLES

Bikes must be walked on campus and locked in the bike rack provided. Durham Intermediate School cannot be held responsible for theft of bicycles or bicycle parts. Owners are encouraged to register their bikes with the Police Department. Students must use bicycle helmets to and from school as required by law.

BUS TRANSPORTATION

State law closely regulates bus transportation. Students are reminded that they are under the authority of the driver and/or faculty member in charge. It is a PRIVILEGE, not a right, to ride on a school bus. The following is a partial list of rules that must be observed.

- Do not throw objects in or out of the bus.
- Do not use profanity or vulgarity.
- Do not use boisterous conduct.
- All riders must remain seated while the bus is in motion.
- No eating, drinking or chewing gum.

The above list is by no means comprehensive in nature. These are to be used as a guide only. If a problem arises, the driver will notify the administration of the violation. This could result in the loss of bus riding privileges.

PANTHER PROWL

The Panther Prowl is the school yearbook. Pictures will be taken throughout the school year for various activities. The cost of the yearbook will be announced when school starts. There is a deadline for ordering. If you miss the deadline, you may not get a book, so listen carefully for this announcement.

DANCES

The Durham Intermediate School Student Body sponsors several dances each year. These teacher and parent chaperoned events are for Durham Intermediate School students only. Students absent or suspended the day of the dance may not attend. Students on the “exclusion” list may not be allowed to attend. School dress guidelines apply at all dances.

HEALTH SERVICES

Durham Intermediate School has a nurse assigned only on a part time basis. The nurse or health aide will assist the students in the areas of health counseling, screening tests for vision and hearing, and giving first aid. All students who are injured or become ill at school must check out through the office before leaving school. ALL injuries happening on campus should be reported by the student to the teacher in charge. If a teacher is not available, report to the nurse’s office.

Administration of Medication by School Personnel

Should it be necessary for your child to take medication at school, you must provide the school with written permission and a written statement from a health care provider/doctor detailing the method, amount, and time schedule by which such medication is to be taken. Medicine at school must be kept in the original pharmacy container. All medication must be kept in the nurse’s office. No medicine of any kind (prescription drugs or non-prescription drugs) including aspirin substitutes will be given at school unless the above conditions are met.

INSURANCE

The district does not carry insurance for accidents or injuries that might occur to individual students. For a nominal fee, parents may purchase limited accident insurance which pays medical and hospital benefits for pupils injured while under the supervision of the school. Students who participate in after school sports programs must be covered by insurance.

LOCKERS

Students are issued lockers for books and for P.E. Students should not share lockers or locker combinations with other students. P.E. Lockers are for P.E. use only and should not be used to store other items. Students are allowed in the locker room only during their P.E. class. Administration reserves the right to search lockers at any time.

PERSONAL PROPERTY

Students should have in their possession only materials and items directly related to the learning process. Items such as rubber bands, squirt guns, water balloons, permanent markers, eggs, shaving cream, matches, cigarette lighters, etc are not allowed on campus without permission. Students assume responsibility for loss or damage to their clothing, equipment, books, electronics, or instruments. Large sums of money and articles of real or sentimental value should not be brought to school.

TELEPHONES/ELECTRONIC DEVICES

Cell phones and all other electronic devices may not be used on campus during the instructional day without specific permission from a staff member. If a device is used without permission and subsequently confiscated, it will require pick up by the student's parent or guardian. The phone in the office is available and can be used with permission from office personnel. The staff of Durham Intermediate School recommends that electronic devices be safely left at home and reminds that security of all such items on campus are the responsibility of the student.

CLOSED CAMPUS

Durham Intermediate is a closed campus. Students are not to leave campus during school hours. Before and after school, students are to remain on campus until their transportation arrives. Students are not allowed to go to the elementary or high school without prior permission.

PANTHER PRIDE

Show pride in your school by keeping the grounds and buildings free of litter. Students are expected to clean up their area after break and lunch. It is possible that the privilege of break could be taken away. Students that are observed littering, throwing food, defacing school property, etc., face disciplinary action from the school administration. This may include, but is not limited to work details with the custodians, campus clean up as well as detention and/or suspension.

LUNCH TIME /CAFETERIA RULES

All lunches will be eaten in the cafeteria. You may bring your lunch from home or purchase lunch in the cafeteria. In an effort to keep our campus clean, no one will be allowed to eat on the grounds without permission from the principal. Students are expected to clean up their own eating areas and to place trash in the trash barrels. If students litter, they will be subject to disciplinary action. Courteous and responsible behavior is expected in the lunch room. All lines must be single file. After eating, students are to return to the DIS campus.

COMPUTER AND INTERNET USE

Each student must complete and return the district approved Internet Use Agreement to use the technology at Durham Intermediate School.

BOOKS AND RESOURCES

The Durham Intermediate School library has a large selection of books and reference materials. Textbooks and library books are the property of the Durham Unified School District. All textbooks and library books must be kept clean and handled carefully. Issued texts are the direct responsibility of the student to whom the books are assigned. Students are required to have a book cover on all issued textbooks. If textbooks or library books are lost, stolen, or damaged, they must be paid for by the students. Students who have outstanding fines will not receive their grade reports or participate in promotion activities until all fines have been paid.

CLUBS

Clubs at Durham Intermediate School have been successful in providing activities for interested students. If students want to start a club, they may petition Student Council and find a staff advisor. The clubs may conduct fundraisers, take field trips, provide lunchtime activities for members, and sponsor other school events. We encourage students to become involved at the school in the California Junior Scholarship Federation (CJSF), American Heritage (8th grade only), and the Student Council.

ASBO

Students are members of the Associated Student Body. Decision-making is done by the Student Council, which is made up of elected officers and representatives from each class. The Council acts as a voice of the student body. Students are free to express their ideas to their representatives, who will bring the ideas to be heard at the Student Council meetings. Student Council plans various activities throughout the year. Activities include dances, field trips, assemblies, class competitions, lunch activities, clubs, sports, and spirit days.

CJSF

CJSF is a statewide "Scholarship for Service" club. Students who qualify may apply for membership in CJSF and are eligible for honor society trips, recognition at promotion, statewide memorial awards, and admission to the high school CSF. This program is available to 7th and 8th grade students. Students must maintain a B or better in citizenship to join.

VISITORS

Durham Intermediate encourages parents to visit. All visitors must sign in. Visitor passes will be rescinded in cases of disruptive or otherwise inappropriate behavior. Durham Intermediate School does not allow student visitors.

DUSD Climate and Culture Vision Statement

DUSD promotes a safe, respectful, and supportive school climate. Both students and staff are positive role models of empathy and civil communication. Adult staff provides positive relationship building and comprehensive student supervision. Students and staff are tolerant and inclusive of diversity.

Behavior and Consequences

*Repeated offenses may result in expulsion

Misconduct	Minimum	Maximum	Repeated Offense*
Alcohol/Drug providing and/or sales, offer to sell, sell, or attempt to sell, deliver or furnish	1-5 days suspension/ parent conference, Sheriff's citation	Expulsion, Sheriff's citation	5 day suspension, Board expulsion, Sheriff's citation
Alcohol/Drug use, or possession; under the influence	3-5 day suspension/ parent conference	3-5 day suspension, expulsion, Sheriff's citation	5 day suspension, Board expulsion, Sheriff's citation
Attack upon School Personnel	3-5 day suspension/ parent conference	Sheriff's citation, Expulsion, Parental conference, Suspension	
Bus Referral	Conference/ loss of bus privileges, Parental contact	Conference/ loss of bus privileges (1 week-1 month)	Loss of bus privileges (semester or year)
Defiance of Authority/ Disrupting school activities/ Missing Detention Hall	Conference, Detention	1-5 day suspension, Expulsion	5 day suspension, Board Expulsion
Disorderly Conduct/ Roughhousing	Conference, Detention, Suspension	1-5 day suspension, Expulsion	5 day suspension, Board Expulsion
Display of Affection	Student conference, Detention, Parental contact	Parental contact, Detention, 1-5 day suspension	1-5 day suspension
Dress Code	Conference, Parental contact	Detention, 1-5 day suspension	1-5 day suspension
Electronic Devices Possession or Use(pagers, phones, laser pointers)	Confiscation with Parental pick-up of device	Detention and/or Suspension	1-5 day suspension
Extortion or Robbery, taking or attempting to take money or something of value through threats	Restitution, Parental conference, Sheriff's citation, 1-5 day suspension	Restitution, Sheriff's citation, Expulsion	Restitution, Sheriff's citation, Expulsion
Fighting, caused, attempted to cause, or threatened to cause physical injury to another	1-5 day suspension, Parental conference	Expulsion, Sheriff's citation	Expulsion

person			
Fire alarm: tampering with or setting off when no fire exists/Arson	Report with Sheriff's Dept. and Fire Marshall, Restitution, 1-5 day suspension	Report with Sheriff's Dept. and Fire Marshall, Restitution, 1-5 day suspension, Expulsion	Expulsion
Firecrackers, party poppers, sparklers, explosive devices (use, possession or sell of)	Student conference, 1-5 day suspension	Sheriff citation, 1-5 day suspension, Expulsion	Expulsion
Forgery (signing another person's name to official school documents, notes, etc.)	Parental conference, Detention	1-5 day suspension, Expulsion	Expulsion
Gambling	Parental conference, Detention	1-5 day suspension, Expulsion	1-5 day suspension
Hazing (forcing another person to do demeaning or harmful things)	1-5 day suspension, Parental conference, Sheriff's citation	1-5 day suspension, Expulsion, Sheriff's citation	1-5 day suspension, Expulsion
Loitering	Warning	1-5 day suspension, Expulsion	1-5 day suspension, Expulsion
Obscene Behavior, Profanity/ Vulgarity	Student and/or Parental conference, Detention and/or Suspension	1-5 day suspension, Expulsion	Expulsion
Off campus without permission	1 hour detention	Suspension	1-5 day suspension
Physical Assault	Parental conference, 1-5 day suspension	1-5 day suspension, Expulsion, Sheriff's citation	Expulsion
Possession or sale of drug paraphernalia	Conference, Confiscation, Sheriff's citation, 1-5 day Suspension	Expulsion, Sheriff's citation	Expulsion

Reckless Bicycling, Excessive Speed	Detention, Student conference	1-5 day suspension, Expulsion	Expulsion
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Skateboarding on campus	Detention	1-5 day suspension	1-5 day suspension/expulsion
Sexual/Ethnic Harassment (verbal or written abuse)	Conference	1-5 day suspension, Expulsion	Expulsion
Squirt guns, water balloons, etc., and/or throwing objects	Conference, Confiscation, Detention	1-5 day suspension	Expulsion
Theft (stealing or attempting to steal)	Restitution, Conference, Detention and/or Suspension	1-5 day suspension, Restitution, Sheriff's citation, Expulsion	1-5 day suspension, Expulsion, Sheriff's citation, Restitution
Tobacco use/Possession	Detention, Parental conference	1-5 day suspension	1-5 day suspension, Expulsion
Vandalism (destroying or damaging school property)	Detention, Restitution, Conference	1-5 day suspension, Sheriff's citation, Restitution, Expulsion	Expulsion
Verbal Abuse	Detention, Parental conference	1-5 day suspension, Expulsion	Expulsion
Weapons or Replicas (use or possession of any object which could inflict injury)	1-5 day suspension, Parental conference, Confiscation, Sheriff's citation	Expulsion	

DUSD Bully Behavior Continuum

Mild	⇔ ⇔		Moderate	⇔ ⇔		Severe
<u>Physical Aggression</u>	Spitting Pushing Shoving	Kicking Hitting	Defacing Property Stealing	demeaning and humiliating physical acts Locking in a confined space	Physical violence against family or friends	Threatening with a weapon Inflicting bodily harm
<u>Verbal Aggression</u> Including electronic	Name Calling Mocking	Setting up to look foolish Spreading rumors	Ethnic slurs Setting up to take blame	Publicly humiliating Intimidating phone calls	Verbal threats of aggression against property or possessions	Verbal threats of violence or of inflicting bodily harm
<u>Social Alienation</u> Including electronic	Gossiping Embarrassing Someone	Teasing about clothing or possessions	Teasing about appearance	Excluding from a group Social rejection	Maliciously excluding Manipulating to achieve rejection Malicious rumor mongering	Threatening with total isolation by peer group
<u>Intimidation</u> Including electronic	Threatening to reveal personal information Graffiti	Defacing property or clothing Dirty tricks	Taking possessions (lunch, clothing, toys, money)	Extortion	Threats of using coercion against family or friends	Coercion Threatening with a weapon

DUSD Bully Behavior Consequences

First Incident	Discipline consequences as appropriate per Behavior and Consequences: (Mild) Conference/ parent conference/ Detention ⇔ (Severe) 1-5 day Suspension
Second Incident	Discipline consequences as appropriate per Behavior and Consequences: (Mild) Conference/ parent conference/ Detention ⇔ (Severe) 1-5 day Suspension Student Study Team Referral
Third Incident	Pattern of Bullying Established (Mild-Severe) 1 - 5 day suspension Student Study Team Referral /Referral to Intervention Counseling
Fourth Incident	(Mild-Severe) 1-5 day suspension Student Study Team Referral Referral to Superintendent/Possible recommendation for expulsion