



# ALICE DEAL MIDDLE SCHOOL

Think Globally. Listen Compassionately. Act Inclusively.



## FAMILY HANDBOOK 2017/2018



STUDENT NAME \_\_\_\_\_

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## Important Contacts

### Leadership Team

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### Welcome Center

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	Hah-na'h Wright	Hah-nah.Wright@dc.gov
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### Student Support

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## Welcome to Deal!

*What does it mean to be a Deal Viking?*

Deal is a special place because we have remarkable students and families (like you!). All Deal students are “IB” students, show “grit”, and make positive choices!

### All Deal Students are “IB” Students

*International Baccalaureate Middle Years Program*

Also referred to as “**the MYP**”, the International Baccalaureate Middle Years Program guides planning, instruction, assessment, and culture building at Deal. All Deal students are IB students who will learn the skills to help them grow as successful global citizens.

#### The Basics

- IB students take classes in eight different subjects: language and literature, math, language acquisition, individuals and societies, sciences, arts, physical health and education, and design.
- IB students learn to communicate well in English and one other language.
- IB students take responsible action in their community.
- IB students develop their approaches to learning (learning how to learn) skills.
- IB students are lifelong learners who continually exhibit and develop the ten learner profile attributes.



#### The Learner Profile

The **Learner Profile** defines ten attributes that express the values of the MYP. These attributes are infused into the learning at Deal and students are expected to exhibit these attributes in school and at home:

Inquirers  
Knowledgeable  
Thinkers  
Communicators  
Principled

Open-Minded  
Caring  
Risk-Takers  
Balanced  
Reflective



## Approaches to Learning

The **Approaches to Learning** are skill students will build as IB learners. Students will build these skills as they work in class and at home:

- Self Management – This includes time management, keeping to deadlines, setting personal goals, and organization
- Social Skills – This includes ability to work in groups, share responsibility, resolve conflict, accept conflicting points of view, negotiating goals, and respecting cultural differences
- Communication – This includes using reading strategies, interpreting meaning and terminology, preparation, and sharing ideas with others
- Research – This includes accessing information from a variety of sources, selecting and organizing information, and referencing sources
- Thinking – This includes generating new ideas, planning, inquiring, applying knowledge, identifying problems, and creating solutions

## All Deal Students Show “Grit”

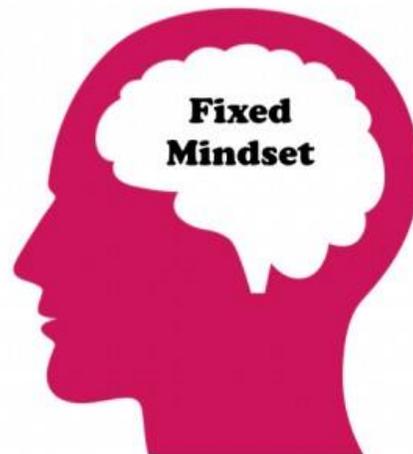
### *A growth mindset is key*

Intelligence is not a fixed trait, but something that can be developed. Deal Vikings strive to develop a **growth mindset** in order to tackle challenges because we understand that learning takes a lot of effort. We don't give up when things get difficult, because we are developing strategies to persevere. We take risks, participate in class, and understand that mistakes are normal when people try hard things. Deal Vikings have GRIT. We use the power of passion, perseverance, and self-discipline to become better.

## What Kind of Mindset Do You Have?



I can learn anything I want to.  
When I'm frustrated, I persevere.  
I want to challenge myself.  
When I fail, I learn.  
Tell me I try hard.  
If you succeed, I'm inspired.  
My effort and attitude determine everything.



I'm either good at it, or I'm not.  
When I'm frustrated, I give up.  
I don't like to be challenged.  
When I fail, I'm no good.  
Tell me I'm smart.  
If you succeed, I feel threatened.  
My abilities determine everything.

Created by: Reid Wilson @wayfaringpath ©️🌐🌐 Icon from: thenounproject.com

## All Deal Students Make Positive Choices

### *Finding success in class and with friends with Restorative Practices*

#### Restorative Practices

**Restorative Practices** will foster a positive and healthy school climate and help all members of the Deal community learn from our mistakes. Our approach will have 3 tiers.

- Tier 1 - entire classrooms come together in community-building circles
- Tier 2 - for specific conflicts, smaller groups will come together to resolve issues and concerns
- Tier 3 – effected parties come together to support the reintegration of an individual student into the community after a major infraction

#### Be Punctual

There are two things you need to remember about attendance. If you do these two, you will be setting yourself up to be very successful:

- *Be on time to school* - Students should be in the building by 8:30 as instruction begins at 8:45. This gives students time to go to their lockers and get seated in class before the bell rings.
- *Be on time to every class* - Teachers plan very hard to make sure that each class is interesting and worthwhile for you – respect their work. Students who are tardy to class

Please check the “Code of Conduct” for consequence related to late arrivals.

#### Don't be a bystander!

History shows us again and again that we have frequent opportunities to take a stand against what is wrong. You have the power to not stand by and watch quietly as things happen to others. If your friends act rudely to a student who is not in your group, you have the power to express your disappointment in their actions. If your friend is distracting in class, you have the power to let them know that it is annoying. If you see a younger student looking nervous in school, you have the power to approach them to give them a friendly smile. Our school's motto is "Think Globally. Listen Compassionately. Act Inclusively." Do your best to live those words.



If you feel that you have been harassed in any of the ways listed, or if you have seen harassment toward someone else – tell an adult. We take these misbehaviors seriously.

## Do the Right Thing

No handbook can capture every little thing that you should or should not do. But now that you are in middle school, you are already experts on school and school expectations as well as parents and parent expectations. So, simply, do the right thing. You know what that is. You know it in your mind, your gut, and in your heart. By this point of your development, you should be able to rely on your past experiences as well as your goals for the future to guide you in making good decisions. Make us all proud and just do the right thing!

## In Class

*Making the most of every day*

### Give Your Best Effort

Take advantage of every second of instruction while at Deal. Do your best on every assignment, be creative and open minded, Joe Sand encourage those around you to do the same. Your time here is meant to prepare you for a lifetime of learning. It is important that you arrive to school each day prepared to focus on your education.

You should expect to be challenged in all your courses while at Deal. This is an important part of your growth as a young adult and we ask all students to meet each new task or assignment with willingness to learn new things and overcome obstacles.

### Classroom Rules

At Alice Deal, expectations for behavior are clearly articulated to students. Classroom rules include:

- Follow directions of all staff
- Arrive on time
- All communication should be positive and constructive
- Keep hands, feet, and objects to yourself
- Respect self, others, and property
- Remain actively engaged in learning at all times

### Deal Heading

All assignments submitted to teachers must have the following information included:

- Student's first and last name
- Date of the assignment

	Joe Sample	September 1, 2017

## In School (Day to Day)

### *Getting around Deal*

To be successful in class, students need to be successful *between* classes. Getting to class, staying organized, taking care of your materials and locker, and enjoying lunch and recess are all important parts of a productive learning day.

### **Books, Instruments, Materials and Equipment**

Students are responsible for all lost or damaged books, instruments, materials or equipment that have been issued to them. Students can be fined for any lost or damaged items assigned to them. Any outstanding fines will need to be taken care of before a student may participate in any non-academic activities (end of the year trips, promotional activities, etc.). Please take good care of school materials. Final report cards will not be issued until all fines are paid.

### **Passing Periods**

Passing periods at Deal are four minutes long. Between the bells, students are expected to **move with purpose** to their next class and begin their assigned warm-up activity. Four minutes is more than enough time to travel between even the furthest two points in the building. Students who are not working in their seat by the end of the passing period will be assigned an in-class consequence and may be assigned a lunch detention.

### **Passes**

In the rare event that a student must be in the hallways during class, a student must have permission from their teacher and a signed pass in their agenda book. Students who do not have a pass or have an incorrect pass (anything other than an agenda book) will be returned to class and may receive a consequence.

### **Lockers**

All locks and lockers are the property of Alice Deal Middle School, not the students. Locks and lockers are assigned to individual students. Students will be charged \$5 to replace lost or broken locks. Students may not bring their own lock to school. Students are responsible for their lockers and will be charged a replacement fee if they are damaged. Alice Deal Middle School is not responsible for any items stolen from a student's locker. Students may access their lockers before school, transitioning to and from lunch, and after school.

### **Bathrooms**

Everybody needs to use the restroom from time to time. It's normal! Students may use the restroom before and after school, at lunch, and during transitions. Students are discouraged from using the restroom during class time as these trips interrupt the learning experience, but may ask the teacher for a pass if necessary. Students are not

permitted to use the restrooms during the first and last 10 minutes of class or during first period.

### **Lost and Found**

Some small lost and found items will be kept in the Welcome Center (eye glasses, cell phones, keys, etc.). Clothing items, books, and lunch containers often left in the cafeteria during lunch will be placed in a storage room if not claimed within a reasonable period. Students should ask the adult on lunch duty about left items. Any item that is not claimed by the end of each quarter will be donated to charity or discarded after 1 month.

### **Media Center**

The Media Center is open daily from 8 a.m. until 5 p.m. Students can obtain library passes to use the Media Center before school and during lunch. To use the Media Center after 3:15, students must have a signed permission slip from their parents. These forms can be found in the Media Center.

Respect for others requires that YOU take proper care of materials and return checked out materials on time. Failure to follow Media Center rules will result in disciplinary action with possible loss of Media Center privileges.

### **Cafeteria**

Lunch applications must be filled out each year by every student. Last school year's application is only good for the first few days of school. Students who qualify must submit a FARM form to receive free or reduced lunch. Payments to meal accounts are accepted in the following ways (cash is not accepted):

1. By paying with a credit or debit card at **myschoolbucks.com**, an online prepayment service. The site offers SMART PAY, which automates the process of adding money to accounts whenever it reaches a low balance.
2. By sending a check or money order made payable to the DC Treasurer to the address below. Please be sure to include the student ID number on the check.

Food and Nutrition Services at DC Public Schools  
1200 1st Street, NE, 11th Floor  
Washington, DC 20002

Free breakfast is made available to all Deal students in the cafeteria. Students who wish to eat breakfast at Deal should arrive early enough to allow time to eat breakfast before 8:30 am and must leave their cafeteria table clean before moving to class.

The lunch period is separated by grade and considered an important part of each child's school day. As such, students must follow all school rules during the lunch period. The grade-level administrator and school staff will be present during lunch.

For the comfort of all, the following procedures are to be observed during lunch:

1. Enter the cafeteria in an orderly and timely manner.
2. Make quick lunch choices and handle only the food you choose for your tray.
3. Find a seat to eat your lunch and remain in your seat unless given permission by an adult to move.
4. Maintain suitable quiet conversation while eating your lunch.
5. Pick up trash around your chair and table when you finish your lunch.
6. Glass bottle and containers should not be brought to school.
7. Metal eating utensils are not allowed.
8. Students are not allowed to bring sunflower seeds in their shells to school.

After completing lunch, students will follow staff instructions to clean their space and transition safely to recess. Students at recess are expected to follow all Deal rules and maintain a safe, respectful environment.

Comments regarding your student's lunches may be directed to the cafeteria manager.

### **Thursday and Advisory Schedules**

Each Tuesday and Thursday, the schedule shifts to allow for an additional period during the school day. This additional period will be used for culture building advisories, IB lessons, sustained silent reading, "Pause", and Viking Time. Please see the bell schedule section at the end of the handbook for exact schedules.

- Advisory – A culture building period each Tuesday
- SSR – Sustained Silent Reading, students should have an independent reading book
- Pause – A time to get organized, clean lockers, and prioritize assignments
- MYP Lessons – IB lessons that allow students to explore big ideas
- Viking Time – Staff lead activities and lessons based on student interests

### **Textbooks**

Books are issued for most subjects. Books are issued directly to the students during the first week of school. There is no initial charge for the use of books, but each student is financially responsible for immediate replacement if the books are lost or damaged. Remember, the student is the caretaker for books on loan.

Write your name in space provided on the inside cover of your book. Students are not to make notes, underline, or write in textbooks. Students must cover all textbooks and keep them covered for as long as they have them. Textbooks must be brought to class

each day, unless otherwise directed by a teacher. Failure to bring your book to class is an indication that the book is lost; therefore, immediate payment will be expected.

### **Buying/Selling Items**

Students are prohibited by DC guidelines from purchasing or selling items during the school day unless they are participating in a school-sanctioned event. Students should not bring cash or items for sale to Deal.

### **Dress Code**

Students at Deal have traditionally shown a high degree of maturity when deciding what to wear in an academic setting. As such, students at Deal are not required to wear a school uniform. Students should use the following guidelines when making choices about what constitutes appropriate attire for an academic setting:

- Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the student's health and safety or interferes with the educational environment of the school or classroom.
- Clothing with lewd or vulgar expressions, with offensive expressions, depicts violence, or advertises products that are illegal for minors or prohibited on school property will not be allowed.
- Students are prohibited from wearing or carrying caps, hats, hoods, bonnets, jackets, coats, and gloves in school except when they are arriving or departing from the building.
- Students are prohibited from wearing any attire, including jewelry, symbols or "colors", which signifies or is likely to be interpreted as signifying membership in gangs or offensive clubs.
- Students are also not allowed to carry bags or purses at school, with the exception of small, drawstring bags for their PE uniform. Other bags and purses must be kept in lockers.
- Shorts and skirts must be long enough so that all undergarments are covered when sitting, standing, or reaching. Clothing should extend as far as fingertips when arms are extended along the side of the body.
- Tops must have a full back and must be long enough to tuck in when sitting, standing or reaching. If sleeveless, shoulder straps must be at least 2 inches wide.
- No leggings or jeggings may be worn unless worn with a skirt, shorts, or top that is fingertip length.

- Undergarments must not be visible at any time when standing, sitting, or stretching. Trousers must be kept high enough so underwear does not show.

Students will be given an opportunity to correct their attire. Students in question can be sent to the office where a counselor or administrator will determine acceptability. If there are repeat offenses by a student, parents will be contacted. Continued violations will result in detention and/or suspension.

These guidelines apply to all students during school hours or at any school event. If you have questions or are offended by any individual's attire please contact your grade level administrator. Do not allow something as minor as attire get in the way of learning and building good relationships with adults at the school. Do the right thing.

### **Field Trips**

Teachers understand that experiences outside of the classroom are important and work hard to take advantage of the many opportunities to learn in the DC area. Students will take content-related field trips at all grade levels. Students are expected to positively represent Deal while outside of the building and comply with all Deal rules and expectations (including dress code).

### **After School**

Students must clear the school grounds or be in a supervised club or activity by 3:30 pm. If a student will be picked up after 3:30 pm, they must be enrolled in aftercare, in a club or activity, working with a teacher, or waiting on the steps with security.



## Assessment at Deal

### *How will I know how I'm doing in my classes?*

Teachers at Deal use many forms of assessment – classwork, papers, tests, seminars, and projects are all ways teachers learn what students know and can do. Teachers also use these assessments to give students feedback on how they can improve their understanding of the material. No matter who you are, grades and feedback are an opportunity to learn about yourself and find ways to expand your knowledge and skills.

## Grading Categories

### Homework (5% of Grade)

**Homework assignments** are opportunities for students to practice skills and apply knowledge learned in class. All homework has a meaningful connection to the curriculum, should reflect prior learning, and should not introduce new learning. Homework should be able to complete homework assignments independently. If homework is assigned that requires the use of technology, teachers should make accommodations or provide alternatives as necessary. Examples of homework include written work, annotated reading or logs, practice, and review. Homework is marked in Aspen as “P”.

### Formative Assessments (55% of Grade)

**Formative** are “smaller” assignments and tasks that build understanding and prepare students to be successful on summative assessments (including criterion). Students will receive feedback on formatives to inform their learning and teachers will use data from formatives to inform their teaching. Before completing a summative, students should complete at least one formative that prepares them for the summative using the same criteria. Examples of formatives include: written work, classwork, exit tickets, quizzes, Cornerstones, class discussions and reflection. Formatives are marked in Aspen as “Practice and Application” or “PA”.

### Summative Assessments (40% of Grade)

**Summatives** take place after new concepts have been fully explored and practiced. Teaching during the unit should prepare students to demonstrate mastery and reflect. Summatives allow the student's performance to be measured using criteria based on IB objectives. Common summatives include, but are not limited to, oral presentations, projects, essays, investigations, and tests. MYP assessment criteria will be provided at the time that the task is given to students.

Summatives are administered along with a task-specific criterion. All summatives for sixth grade students will be completed in class. No more than 50% of a summative may be completed outside of class for seventh and eighth grade students. Summatives are marked in Aspen as “Assessment” or “A”.

## What are “criteria” and why do we use them?

Each content area has 4 “objectives” identified by the IB MYP. Teachers use criteria rubrics to measure students’ progress on these objectives. Criteria-based rubrics are scored on a scale of 0-8. Some assignments will only measure one objective, while others will measure multiple objectives. Teachers will always let students know which criteria will be used for any given assessment.

At the beginning of an assessment or an activity, your teachers will give you a criteria-based rubric. The rubric has scores on the side and descriptions of how to get that score on the other side. It is very important that you understand what the expectations are for your work – and the rubric is the best way to get that. Students should use the rubric as a tool throughout the activity.

## How Are Grades Reported?

*Aspen, Progress Reports, Report Cards, & IB Report Cards*

### Aspen

Teachers track student progress in the online grade book system, **Aspen**. Students and parents can log in to Aspen to see students’ current progress in class, find assignments, and check each class’ calendar. Aspen will be updated on a weekly basis by all teachers and should be checked regularly by students and families.

### Report Cards & Progress Reports

Your progress will be reported by DCPS four times a year – at the end of each advisory – on a **report card**. Students will also be given a **progress report** at the midpoint of every advisory. The last advisory report card will also include your final grade for the year. These grades follow the DCPS grading scale. Letter grades (A-F) are used in each subject. To receive a passing grade, you will have to demonstrate that you have reached some level of mastery over the subject. At the end of the advisory, your teacher will review your grades on Aspen and put the letter on a report card. At the end of the year, DCPS looks at all your letter grades and averages them for your final grade.

### IB Reflection

At the end of 1<sup>st</sup> and 2<sup>nd</sup> semester, students will have the opportunity to reflect on their progress with an **IB reflection form**. This reflection is separate from the DCPS report card and gives students a chance to consider their progress with the IB criteria. Students will consider their mastery of objectives based on a “pattern of performance”. The pattern of performance takes a holistic look at a student’s score on IB assessments.

## Honor Roll

Our students recognize that high academic achievement will serve them throughout their lives. However, the staff at Deal loves to celebrate the hard work of our students while they are still in our care. The Honor Roll is for students who earn a grade of B- or higher in all classes. The Principal's Honor Roll is for students who earn a grade of A- or higher in all classes.

## Getting Help

Teachers are committed to all students finding success in their classes and provide many opportunities for students to seek assistance. Here are some of the steps students can take to get help in a class:

### Speak With Your Teacher/Team/Counselor

As soon as students feel concerned about a class, they should reach out to the teacher or a trusted adult on their team to address the concern. Academic concerns are best addressed early so the problem does not get bigger. Students are far likelier to solve a problem if they speak with the teacher early than if they ask for help at the end of the advisory, when it may be too late.

### Tutoring and GRIT

All teams and teachers at Deal offer times outside of class for students to receive extra help on material and assignments. If a student needs extra time, they can schedule a time to meet with their teacher for after-school tutoring or during lunchtime "GRIT". Students who schedule extra help are responsible for attending out of respect for the teachers' time. Each team will offer tutoring on a specific day after school. If a teacher is not available that day, they will offer tutoring on another day.

### Retake Policy

Teachers are committed to all students finding success in their classes and will allow opportunities for students to make up **IB assessments**. Students have the opportunity to retake IB assessments on which they did not show mastery. In order to retake an assessment, students must:

1. Speak with their teacher about the assessment.
2. Create a plan with the teacher to master the material through completing classwork, attending tutoring/Grit, or reflecting.
3. Complete and resubmit the assessment no later than 10 days after receiving the original grade.

## Outside School Time

### Dances

The Alice Deal Student Council sponsors all dances. Middle school dances are planned for Alice Deal Middle School students only and normally run from 3:30 – 6:00 p.m.

Dances are a fun, social activity and all school expectations regarding behavior and attire apply. Students are responsible for finding their own ride home and should depart promptly at the end of the dance.

### Clubs, Activities, and Sports

All students are encouraged to participate in athletic and academic extracurricular activities. There are many interesting extra-curricular activities and organizations in which you may participate. Consult your homeroom teacher and coaches to see how you would go about joining. The following is a partial list of the activities available to students in the past:

African Drumming	Cooking Club	Girls Softball
Band	Debate	Girls Volleyball
Boys Baseball	Drama Club	Girl Up
Boys Basketball	Fencing	Indoor Track
Boys Cross Country	Football	Model United Nations
Boys Outdoor Track	GeoPlunge	Robotics
Boys Soccer	Girls Soccer	Peer Mediators
Cheerleaders	Girls Basketball	Student Council
Chess Club	Girls Cross Country	Sailing
Chorus	Girls Outdoor Track	Ultimate Frisbee

As research shows that participation in extracurricular activities is linked with academic success, all Alice Deal students are encouraged to participate. Our teachers have traditionally been unselfish in devoting time outside of the classroom to activity sponsorships. Social, physical, and academic developments go “hand-in-hand.”

Students may not participate in any after school activities if they did not attend school that day or are suspended. Such restrictions may also become effective if a pattern of negative behavior threatens the success of an activity.

### Theater

Deal has a strong after-school theater program and students of any grade or experience level are encouraged to audition and participate. During the year, the following theater opportunities will be available to students:

- Shakespeare play
- 6<sup>th</sup> grade musical
- 7<sup>th</sup>/8<sup>th</sup> grade musical

## Technology

### Cell Phones

Alice Deal has a **ZERO TOLERANCE** cell phone policy. If a student carries a cell phone into the school, the cell phone must be turned off, in their book bag, and stored in the student's locker. Turned off means off – not on silent or vibrate. Students may not use a cell phone inside the school building, during lunch/recess. Students are welcome to use the phones in the main office or in teacher classrooms with teacher permission to contact parents as needed.

**Unauthorized cell phones** – either being carried or used by a student inside the school building – will be confiscated. Any cell phone that is visible while in the school building will be confiscated.

1st offense – The cell phone will be confiscated by a staff member. The students may collect the cell phone from the adult who confiscated it or their grade level administrator after a positive conference at the end of the day.

2nd offense – The cell phone will be confiscated by a staff member and turned in to their grade level administrator. The cell phone will be returned to the student after the student pays a \$15 fine.

3rd offense – Parents/Guardians will be contacted and must collect the phone from Deal after conferencing with school staff. In cases of repeat offenses, the student will no longer be allowed to carry a cell phone to school.

Parents/guardians are encouraged to discuss their student's vulnerability to theft and/or physical harm when they carry expensive electronics. In addition, cell phones, iPods, iPads, and other electronic devices, increase the chance of locker break-ins. School administrators and resource officers cannot take the time from other instructional duties to investigate missing cell phones and other electronic devices that are not allowed on school grounds. The school will not be responsible for the loss, damage, or theft of cell phones and other electronic devices.

Remember, all electronic devices are to be turned off, in your bookbag, in your locker.

### Electronics and other nuisances

Students are not allowed to use them in classrooms, the cafeteria, or the halls. If you are using an iPod, iPad, or smart watch on the way to or from school, be sure to turn them off before you enter the building. Store the turned-off devices in your locker while in school. All these devices are subject to confiscation if you are found with them. If the problem is serious, it will involve a parent conference as well as other consequences.

Laser pens and other similar nuisances are definitely not allowed at Deal and will be taken away immediately and discarded.

## Social Media

Deal recognizes that social media plays an important part in the lives of many of our students. Use of social media is prohibited during the school day and students are expected to follow all Deal and DCPS rules related to positive peer interactions. Students who participate in any negative social media interactions that impact the school or its students (to include threats, bullying, discrimination, or rude statements) will receive school based consequences.

## Computer Use and Internet Access

All computer resources and facilities of DC Public Schools and Alice Deal Middle School shall be used solely for legitimate and authorized academic, instructional, research and public service purposes. District computer systems and networks are provided for actively enrolled students as a part of the academic program. Students are encouraged to become proficient in the use of the computers as a means of enhancing their educational experience. The District provides a high-speed link to the Internet for academic use only. The District's Internet provider maintains a filtering database to block controversial and/or explicit material from being accessed by students. However, widespread student use also necessitates certain rules of computer conduct. **Use of computer and Internet resources is a privilege, not a right.** Therefore access to computer and Internet resources may be disabled, suspended or revoked if abused.

### REQUIREMENT FOR ACCESS:

The District will not grant access to computers or Internet resources without prior authorization of the student's parent or guardian. The student and parent/guardian must completely read, understand and accept this policy in full. A completed agreement slip must be signed by both the parent/guardian and student and returned to the Library Media Center. A Network account will then be given to the student to access the school's computer and Internet resources.

### APPROPRIATE USE:

1. Students must use their USER ID and their password to log onto their assigned account. Your electronic work is your property - you have a responsibility to protect it. Students are not to use anyone else's USER ID. This is the same as being caught with someone else's money or other personal property.
2. Students will not download or play games on workstations. Games are not appropriate unless part of instructional software.
3. Students are not to make any changes to boot files or settings for programs (e.g. Windows, computer wallpaper, screensavers).
4. Students are to alert supervisors to any damage to hardware or software immediately upon discovery. (This will help prevent liability on the student's part.)
5. Students are not to physically change or damage any workstation, components of a workstation, server, printer, mouse, network connections, hubs, etc.

6. Students are not to destroy or alter another person's data.
7. Students are not to install programs from home or school or to download programs or files from the Internet onto a hard drive or server without the permission from a supervisor.
8. Students are not to be in the computer labs without supervision.
9. Student access to the Internet is available only under direct supervision of a teacher or instructional assistant. Internet use should be directly related to educational research. Inappropriate use includes accessing sites with inappropriate text, pictures, games, blogs, chat rooms, email, and sites not designated for use at that time of instruction by the teacher. Students are not to download executable files, graphics, games, audio/video files without permission. Misuse of the Internet will result in consequences as outlined below.

#### CONSEQUENCES OF INAPPROPRIATE USE:

The ultimate decision of "inappropriate use" is up to the administration of Alice Deal Middle School. Consequences for violations of this policy will result in school-based consequences and may result in the loss of technology privileges.

## Health and Safety

### Emergency Evacuation

Emergency drills are an important opportunity to practice and be prepared in the event of a real emergency. Teachers will review the following evacuation expectations:

- Be calm and follow directions
- Remain in line throughout the evacuation process
- Stay silent at all times
- Walk quickly and silently
- Keep your hands and feet to yourself
- Leave the building immediately when the alarm sounds, do not collect items from your locker

### Change of Address/Telephone Number

Students/parents/guardians should provide change of address information and new telephone numbers to the Welcome Center. It is important that the school has accurate contact information at all times. In case of emergency, this information is critical.

## **Guidance Department**

The Guidance department offers students an opportunity to receive assistance with academic and/or personal problems. Parents are also encouraged to call or set up an appointment with the student's grade level counselor if they have academic or other concerns/questions about their student.

Lead counselor – Camille White  
6th grade students – Shantius Jackson  
7th grade students – Johnnet Travers  
8th grade students – Joy Monkou

## **Immunizations**

Immunizations must be current according to District Government Law. Those who are not in compliance will be notified by the nurse.

## **Medications & Dietary Restrictions**

Students who need to take medications during school hours, have dietary restrictions, or who require medical treatment during school hours, should have their medical provider complete the appropriate forms as needed:

- Medication and Treatment Authorization Forms
- Asthma Action Plan
- Action Plan for Anaphylaxis
- Dietary Accommodations Form

These forms are all available online (<https://dcps.dc.gov/health>) and from our school nurse. Trained staff will be present on student field trips and during school-sponsored extracurricular activities. If you have any questions about which forms are needed for your student, please speak with the school nurse.

## **Code of Conduct**

We strive to maintain a school climate in which our students can live, learn, and flourish. Our school-wide expectations are direct and clear: respect for self, for others and for the environment. We encourage students to connect our expectations to the Learner Profile and Approaches to Learning to demonstrate appropriate behaviors. The District of Columbia Municipal Regulation (DCMR), Chapter 25 code serves as the guide for consequences.

### **IB Approaches to Learning**

Use of the Approaches to Learning (ATL) skills provide a uniform language for all when seeking to adjust student's behavior. By internalizing the ATL social and self-management skills, students can authentically self-regulate and assume responsibility for their own behaviors. When students demonstrate behaviors inconsistent with our expectations or the ATL skills, logical consequences will apply.

### **Respect of Staff and Students**

Every Deal staff member is committed to the safety and education of all Deal students, regardless of setting. Deal staff take an "all-hands-on-deck" approach to supporting students; it is likely that unfamiliar teachers or staff members may give guidance or instructions during the school day. Students are expected to respond respectfully and appropriately to instructions and guidance given by any staff member in the building.

### **Classroom Rules**

At Alice Deal, expectations for behavior are clearly articulated to students. Classroom rules include:

- Follow directions of all staff
- Arrive on time
- All communication should be positive and constructive
- Keep hands, feet, and objects to yourself
- Respect self, others, and property
- Remain actively engaged in learning at all times

### **Classroom Consequences**

Students who choose to follow these rules will receive a variety of classroom-based, team-based, and school-wide incentives and rewards. Students who choose not to follow those expectations will be subject to the following consequences for each infraction:

1. Formal warning
2. In-class redirection
3. Student conference and parent contact
4. Class or team consequence; restorative conversation and reflection
5. Administrator Referral; restorative conversation and reflection

## **Administrative Referral**

The consequences resulting from an Administrative Referral for disruptive behavior are:

- 1st Administrator Referral
  - Administrator-student conference
  - Family contact
  - Follow-up relationship-building intervention with student and teacher by administrator
  - Make up lost instructional time with teacher
  
- 2nd Administrator Referral
  - Administrator-student conference
  - Family conference
  - Follow-up relationship-building intervention with student and teacher by administrator
  - Make up lost instructional time with teacher
  - Saturday Detention
  
- 3rd Administrator Referral
  - Administrator-student conference
  - Follow-up relationship-building intervention with student and teacher by administrator
  - Make up lost instructional time with teacher
  - In-School Suspension or reverse suspension with family contact
  - Student referred to Response to Intervention (RTI) for behavioral support

A student who receives behavioral referrals to an administrator may need additional support to be successful in the classroom. In addition to potential behavioral consequences, students who receive multiple referrals will be provided with targeted behavioral supports and interventions through the school's Response to Intervention process.

## **Class/Team Consequences**

If a student does not meet behavioral expectations with a staff member in classrooms, hallways, and common areas, teachers and teams have the discretion to assign consequences as appropriate.

## **Tardy Arrivals**

Students are expected to be on time and remain in the appropriate learning environment at all times. Students who do not meet these expectations will be given the following consequences:

### Tardy to School

- First offense – warning
- Second/Third offense – lunch detention
- Fourth offense – after school detention
- Fifth offense – Saturday detention and referral to RTI

### Tardy to Class or In Hallways Without a Pass

- First offense – warning
- Second/Third offense – lunch detention
- Fourth offense – after school detention
- Fifth offense – Saturday detention and referral to RTI

## **Detention**

Detention is a logical consequence that may be assigned by a teacher, team, or administrator and serves as an alternative to suspension. Detentions may occur during lunch, after school, or on a Saturday. Saturday detention occurs with an administrator on set dates and parents will be notified if their student must attend Saturday detention.

The student must also make up the missed time (i.e., instructional time, tardy detention, appointment with teacher). Students who do not attend Saturday detention will have a family conference and In-School Suspension.

## **Suspension**

Behaviors classified in Tier 3-5 of the DCPS discipline code or repeated Tier 2 behaviors may result in immediate in-school or out-of-school suspension. Behaviors classified in Tier 5 of the DCPS discipline code may result in expulsion.

A “reverse suspension” is a potential alternative to a typical suspension where an approved parent or guardian attends class with the students. This alternative may be assigned by an administrator in certain cases.

## Bell Schedules

Regular (Bell 1)				Advisory Bell				½ Day Bell			
8:40		Warning Bell	Class Length	8:40		Warning Bell	Class Length	8:40		Warning Bell	Class Length
8:45	9:35	1	50 min	8:45	9:30	1	45 min	8:45	9:16	1	31 min
9:35	9:45	Homeroom	10 min	9:30	9:35	Homeroom	5 min	9:20	9:55	2	35 min
9:49	10:40	2	51 min	9:39	10:24	Activity	45 min	9:59	10:40	3	41 min
				10:28	11:13	2	45 min	10:44	11:25	4	41 min
10:44	11:35	3	51 min	11:17	12:02	3	45 min	11:29	12:15	5	46 min
11:39	12:30	4	51 min	12:06	12:51	4	45 min	12:15		Dismissal	
12:34	1:25	5	51 min	12:55	1:40	5	45 min				
1:29	2:20	6	51 min	1:44	2:29	6	45 min				
2:24	3:15	7	51 min	2:33	3:15	7	42 min				

Thursday Bell				2 Hour Delay			
8:40		Warning Bell	Class Length	10:40		Warning Bell	Class Length
8:45	9:30	1	45 min	10:45	11:25	Period 1	40 min
9:30	9:35	Homeroom	5 min	11:29	12:09	Period 3	40 min
9:39	10:24	2	45 min	12:13	12:58	Period 4	45 min
10:28	11:13	3	45 min	1:02	1:47	Period 5	45 min
11:17	12:02	4	45 min	1:51	2:31	Period 6	40 min
12:06	12:51	5	45 min	2:35	3:15	Period 7	40 min
12:55	1:40	6	45 min				
1:44	2:29	7	45 min				
2:33	3:15	Activity	42 min				

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(PLEASE SIGN AND RETURN FORM ON REVERSE SIDE)**

# Family Handbook

2017/2018

*\*\*Tear this page off and return it to your student's homeroom teacher\*\**

Welcome to a new year at Deal! As your child becomes more independent during their middle school years, the relationship between the school and your home is as important as ever. We look forward to working with you to make this an exciting and productive school year for our students.

In an effort to achieve this goal, we ask that you read and discuss this handbook with your child. Discuss the importance of following the guidelines and help them understand their role in their education process.

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STUDENT NAME

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PARENT SIGNATURE