



# Dixon Middle School

A Tradition of Excellence 2017-18



750 W. 200 N. Provo, Utah 84601  
(801) 374-4980

Principal  
John Anderson

Assistant Principal  
Brian Mangum

School Colors: Blue and Gold  
School Mascot: Panther

Dixon's Web Site: <http://www.dixon.provo.edu/>  
Facebook @ Dixon Middle School - Provo Utah  
Power School access: [grades.provo.edu](http://grades.provo.edu)

### "The Dixon Vision"

- Every Student Achieving
- Every Teacher Improving
- Every Parent Volunteering
- Every Success Celebrated

## ACCOMMODATIONS FOR SPECIAL NEEDS

In compliance with the AMERICANS WITH DISABILITIES ACT, individuals needing special accommodations during **any meeting** at our school should notify: Mr. Anderson- (801) 374-4980, or make a request in writing to Mr. Anderson, Dixon Middle School, 750 W. 200 N., Provo, UT 84601 at least **three** working days prior to the meeting.

# Dixon Middle School

750 West 200 North  
Provo, Utah 84601

Welcome to Dixon Middle School! As a faculty and staff we are pleased that you are going to be a member of our student body. We hope that this will be one of the very finest years in your formal schooling experience. Do your best every day, try new things and make new friends and you will find great success this year. Our school has a tradition of academic achievement and outstanding citizenship. We are committed to assist you in being successful. Please let us know how we can help you. Your success is very important to us!

We also want to encourage every student to get involved in one or more of our many activity and enrichment programs. Go to school concerts, art shows, and performances of various groups. You can participate in after school activities and various kindness club events. Be a part of your school and your school will become a very important and enjoyable part of your life.

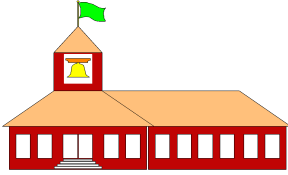
Please use this student guide as a means to orient yourself and your parents to Dixon Middle School. These policies and procedures have been developed in order for us to operate Dixon Middle School in an orderly manner. It will be reviewed with all the students by their PAWS teacher. It should be understood that any teacher may add appropriate policies and procedures, which would then be in effect in their class.

Have a great year!

John Anderson, Principal  
Brian Mangum, Assistant Principal

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# WELCOME TO DIXON MIDDLE SCHOOL!



Take pride in the fact that you are a member of one of the greatest schools in the State of Utah! Dixon Middle School has a tradition of excellence that spans more than 85 years.

(Dixon Middle School opened in March of 1931)

## OUR MISSION STATEMENT

The mission of Dixon Middle School is to:

- Prepare educated, capable, responsible, caring, and contributing citizens through a partnership of home, school, and community.
- Cultivate a safe environment that nurtures cooperation, respect, and a desire to learn and achieve excellence.
- Work as a community of learners to meet the unique needs of preadolescents and create a bridge between elementary and secondary schools.

## ADMINISTRATION

John Anderson	Principal
Brian Mangum	Asst. Principal
Karen Glenn	Counselor
Kory Sekaquaptewa	Counselor
Terry Hansen	Registrar
Joselyn Burke	Principal's Secretary
Raimee Hunt	Financial Office
Annabelle Davis	Special Programs

## BUSINESS HOURS

Our main office is open from 7:30 am to 4:00 pm daily.

The school day will include seven 45-minute periods and a 30-minute lunch period. Teachers are available one-half hour before and after school for consultation or other special needs.

The school library will be open during school and after school each day.

## WHERE DO I GO?

### WHO DO I SEE?

## COUNSELING ASSIGNMENTS

Last names A - L

Mr. Sekaquaptewa

Last names M - Z

Ms. Glenn

## ADMINISTRATIVE (Main) OFFICE:

1. Hand in fee class waiver forms to the financial office.
2. Report issues of student life or discipline to a principal.
3. Report issues related to the law and harassment to DMS police officer.
4. Schedule appointments to meet with administration with the main office receptionist.

## ATTENDANCE OFFICE

1. **To check in or out of school**
2. **To verify absences with written notes (within five days of an absence)**
3. **To obtain attendance updates**
4. **To obtain a note to check into the sick room**
5. **To obtain any necessary attendance related petition forms**
6. **To seek help with your locker and obtain your locker combination**
7. **To use a phone on a limited basis**
8. **Lost and found**

## COUNSELING OFFICE

1. **New student admissions, withdrawals, transcripts, or any information related to student records-registrar.**
2. **Promotion credit, class scheduling, or for individual problems.**
3. **To report a change of address or phone number. Dixon policy requires a current street address and phone number for students.**

## FINANCIAL OFFICE

1. **To pay fees/fines, get receipts**
2. **To purchase yearbooks**
3. **To get answers to financial question**

## Dates to Remember 2017/18

Back to School Night – 4:00-6:00 pm	Aug 14
Class work begins – 7 <sup>th</sup> grade only!	Aug 15
Class work begins – 8 <sup>th</sup> Graders	Aug 16
7 <sup>th</sup> Graders second day of school	Aug 16
School Picture Day/Vision Screening	Aug 23
BoxTops Fundraiser	Sept 1-30
Labor Day – No School	Sept 4
Book Fair	Sept 18-22
Early Out at 1:00 pm	Sept 21
Parent/Teacher Conference (2-8 p.m.)	Sept 21
Hope Week	Sept 25-29
School Picture Retakes	Sept 27
1 <sup>st</sup> term ends	Oct 18
Fall Break	Oct 19, 20, 23
P.D. District Wide – No School	Oct 24
Stomp Out Bullying Week	Oct 25-27
Career Day	Nov 2
1 <sup>st</sup> trimester ends - 7 <sup>th</sup> Grade CCA	Nov 10
College Week	Nov 13-17
Comp Day – No School	Nov 22
Thanksgiving Break	Nov 23, 24
Early Out at 1:00pm	Dec 15
Christmas Break	Dec 18-Jan 2
School resumes from winter break	Jan 3
2 <sup>nd</sup> term ends	Jan 12
Martin King Jr. Day – No School	Jan 15
P.D. District Wide – No School	Jan 16
Book Fair	Feb 12-16
Early Out at 1:00 pm	Feb 15
Parent/Teacher Conference (2-8 p.m.)	Feb 15
President's Day – No School	Feb 19
2 <sup>nd</sup> trimester ends - 7 <sup>th</sup> Grade CCA	Feb 23
BoxTops Fundraiser	Mar 1-30
3 <sup>rd</sup> term ends	Mar 16
End of Year Testing Begins	Mar 19
7 <sup>th</sup> Grade Job Shadow Day	Mar 29
8 <sup>th</sup> Grade Day Reality Town (out at 1:00)	Mar 29
6 <sup>th</sup> Grade Day @ Dixon	Mar 29
Comp Day – No School	Apr 2
Spring Break – No School	Apr 3-6
P.D. District Wide – No School	Apr 9
Book Fair	May 7-11
End of Year Testing ends	May 11
Ride of Silence	May 16
Final Exams	May 21-23
8 <sup>th</sup> Grade Lagoon Day	May 24

Yearbook Day  
Class Work Ends – (out at 1:00)

May 25  
May 25

## Bell Schedules

### 2016-17 Late Start Monday

9:20-9:45	Paws
9:50-10:25	Period 1
10:30-11:05	Period 2
11:10-11:45	Period 3
11:45-12:10	1 <sup>st</sup> Lunch
12:15-12:50	Period 4
11:50-12:25	Period 4
12:25-12:50	2 <sup>nd</sup> Lunch
12:55-1:30	Period 5
1:35-2:10	Period 6
2:15-2:50	Period 7

\* Buses arrive at 2:50

### Regular / i-Time School Day:

8:00-8:35	Paws / I-Time
8:40-9:25	Period 1
9:30-10:15	Period 2
10:20-11:05	Period 3
11:05-11:30	1 <sup>st</sup> lunch
11:35-12:20	Period 4
11:10-11:55	Period 4
11:55-12:20	2 <sup>nd</sup> lunch
12:25-1:10	Period 5
1:15-2:00	Period 6
2:05-2:50	Period 7

\* Buses arrive at 2:50

### Early Out School Day:

8:00-8:35	Period 1
8:40-9:15	Period 2
9:20-9:55	Period 3
10:00-10:35	Period 4
10:40-11:15	Period 5
11:20-11:55	Period 6
12:00-12:35	Period 7
12:35-1:00	Lunch

\* Buses arrive at 12:50

# The Dixon Way

These are the school-wide expectations for all students.

**As Dixon Panthers, we commit ourselves to the Dixon Way of doing things.....**

## **I can Statements**

- We work until we pass all I Can Statements in every class.

## **Planners**

- We use our planners every day to be organized and prepared. Having a planner is the only option!

## **Attendance**

- We arrive to class on time and are prepared every day, every class period.

## **Citizenship**

- We treat all students, adults and property with care and respect. Bullying is not acceptable at our school.

## **iTime**

- We use iTime effectively every day to pass I Can Statements.

## **Appearance**

- We come to school each day dressed for success and follow the school dress code.

## **Language**

- We use appropriate language at all times. Abusive or foul language is not acceptable at our school.

## **Technology**

- We promise to follow the DMS Student Pledge for Dixon Device Technology Use.

# ATTENDANCE

School attendance is a student/parent responsibility. Dixon provides immediate computerized attendance to assist parents and students. Parents are encouraged to check attendance by calling the attendance office at (801) 374-4980 ext. 2. Computer generated phone call will be made for all unexcused tardies and absences at 10:00a.m. and after 5:00p.m. each day.

## **The student will**

1. Check grades and attendance weekly for accuracy and immediately report discrepancies to the teacher.
2. Obtain a prior-approval form for extended absences from the **Attendance Office**, obtain administration and teacher signatures, and collect in advance any homework assignments.
3. Obtain from the teacher any work missed because of absenteeism.
4. Collect **in advance** work for planned absences (i.e., doctor appointments, extracurricular activities etc.)

If a student is physically unable to attend school for more than two weeks, Dixon Middle School may facilitate home or hospital instruction, with the written recommendation of a physician.

## **Reporting Absences**

Students at Dixon are expected to be in class and on time every day. If circumstances are such that you miss school, your parent/ guardian needs to excuse you. Please **call the school at (801) 374-4980 Ext. 2** or send a note to excuse the absence.

Doctor's notes should be submitted for regular appointments (orthodontist, doctor, etc.) during school hours and for extended absences due to illness.

**An absence will be marked unexcused if notification from home has not been received within five school days.** A student will not receive credit for work that has been missed during an unexcused absence.

## **Excused Absences**

School attendance policy allows for a maximum of 5 parent excused absences per term. Family emergencies, illnesses and court dates, along with some extenuating circumstances are legitimate reasons for being absent or tardy as long as the school has been notified about these family emergencies. Extenuating circumstances

regarding attendance will be considered on a case-by-case basis with 3 days prior approval from a school administrator. Parents should submit such requests in writing prior to the day of the absence.

### **Unexcused Absences**

An unexcused absence, which may be from a single class or multiple classes, is one in which the school does not approve. Examples of absences, which are unexcused, include but are not limited to such reasons as: babysitting, oversleeping, going to the mall, working, or missing the bus or ride. An absence not properly reported by the parent or guardian is unexcused unless circumstances warrant otherwise. Students will not be allowed to make up work for days missed with an unexcused absence.

### **ILLNESS**

If you are ill in school, ask your teacher if you may go to the office. Please follow these easy rules:

1. Have a teacher sign a hall pass so that you can come to the attendance office.
2. You must report immediately to the secretary in the attendance office.
3. You will be allowed to go home if your parents are contacted and give their approval.
4. If your parents cannot be reached and you are not in an emergency situation, you will return to class. If you are too ill to return to class, provisions will be made for you to rest at school.

**NOTE:** School personnel cannot administer medicine or give aspirin without specific permission from a parent each time medicine is to be given.

### **Prior Approval for Extended Absences**

Students who know they will miss school for an extended period of time may get prior approval for the absences. Students may pick up a pre-approved absence form in the attendance office to submit for approval. The student will be expected to complete assigned work, and will complete that work in a timeframe agreeable to the teacher of the missed class.

### **Excessive Absences**

Provo School District considers absenteeism excessive when it significantly interferes with a student's academic performance. Excessive absences include excessive tardies. We become very concerned anytime a student misses 5 days of school or 5 class sessions during one term or quarter. We will take reasonable steps to ensure that students are not penalized for absences due to legitimate illness. However, when absences become excessive, we may investigate claims of illness.

### **CLASS ATTENDANCE**

Students are expected to be on time to class, prepared, and ready to work when the tardy bell rings. There is a 5-minute passing period between each class. There is a warning bell at 4 minutes, leaving 1 minute to be in their seat ready to learn.

- Any student not in the classroom before the tardy bell rings is considered tardy and must sign the class tardy logbook.
- Students reporting to school late must check in with the front office before going to class.
- Excessive excused tardies will be addressed by the trackers/administration.

**Single Class Truant:** Time for Time: Parent is contacted. One truancy detention per period missed.

**All Day Truant:** Send home Utah Law regarding school attendance. In or out of school suspension possible. Phone call or meeting with parent(s), referred to conference with Counselor.

### **DISCIPLINE**

Students who break school rules will receive consequences for their actions. The consequences are relative to the seriousness of the rule that was broken. Behavior problems that are minor in nature will be handled by a classroom teacher yet may result in additional consequences. Behavior problems that are more serious in nature may require administrative intervention.

### **Early Morning Detention**

Students may be assigned to attend an early morning detention at 7:00am as a consequence for behavioral

problems at school. Students are expected to come prepared to work on school assignments. Students are responsible to arrange for their own transportation for an early morning detention. Students who arrive late for their assigned detentions will not be admitted.

### **Lunch Detention**

Students may be assigned to attend a Lunch detention from as a consequence for behavioral problems at school. Students are expected to come prepared to work on school assignments. Students who arrive late for their assigned detentions will not be admitted.

### **School Service Hours**

Students may be assigned to work after school or during lunch as a consequence for their behavior. Students will work under the direction of a staff member to complete any assigned service hours.

### **Suspension**

Students may be suspended from school as a disciplinary action. A suspension may result for any of the following reasons: not responding to multiple interventions to correct student behavior, safe school violations, gang activity, fighting, profanity, harassment or intimidation, continual disruptive behavior, vandalism, tagging, destruction of property, any unlawful act, truancy and excessive tardiness. An alternative placement may be considered if behavior problems continue after a suspension.

A parent/administrator meeting will be required before any student returns from a suspension.

*Note: School Administrators reserve the right to administer discipline and consequences in a manner that they deem appropriate based on investigation, previous behavior, mitigating circumstances, and subjective evaluation.*



# Tardy / Truancy Policy and Procedures

Being successful in school requires students to be in class and on time every day. A natural consequence of tardiness and/or other attendance problems is reduced academic performance and poor citizenship. Absences and tardies make it difficult for students to be successful in class. Students who are absent from class and/or arrive late miss out on important instruction and directions related to assigned work. Tardiness is a distraction to the classroom. All students are encouraged to be on time and prepared for each class.

The staff at Dixon will take steps to correct Attendance and Tardy problems as outlined in the Provo School District Attendance Policy.

- Any student who is late to class will sign a tardy log. This includes being tardy to PAWS and I-Time.
- Lunch Detention & Early Morning Detention are consequences for Tardies and Attendance.
- Students reporting to school late must check in with the Attendance Office.
- The Trackers, Counselors & Administration, will address excessive Excused Tardies.
- Consequences for Unexcused Tardies and absences include the following:

Tardies per Term	Tardy Consequences	Referred to
1 <sup>st</sup>	Warning by Teacher	Teacher
2 <sup>nd</sup>	Warning by Teacher and Parent Contact	Teacher
3 <sup>rd</sup>	1 <sup>st</sup> Detention (Lunch detention, email referral to attendance office CC admin)	Attendance
4 <sup>th</sup>	2 <sup>nd</sup> Detention (Early Morning or lunch detention) and Parent Contact	Attendance
5 <sup>th</sup> +	Referral to Administration for Early Morning Detention, Parent Contact, Suspension, or other appropriate consequences.	Administration Counselor
Skipping Class	Skipping Class Consequences	
1 <sup>st</sup> offense	Referral to Early Morning Detention for every class period missed and parent contact.	Administration Counselor
Single Class Truant	Time for Time: Parent is contacted. One truancy detention per period missed. Parent Administrator Conference, and 1 <sup>st</sup> Truancy Citation (Second Offense).	Administration Counselor
All Day Truant	Send home Utah Law regarding school attendance, In of Out of school suspension possible, Parent Administrator Conference, Referral to Counselor, 2 <sup>nd</sup> Truancy Citation(3 <sup>rd</sup> sluff).	Administration Counselor
Repeated violations	Parent Contact, Out of School Suspension, Possible Alternative Schooling	Administration Counselor

I have read and understand Dixon's Tardy / Truancy Policy. I also understand the consequences associated.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

# CAFETERIA PROCEDURES

Please walk to the cafeteria and wait your turn in line. The lunchroom will be as clean as you make it, be sure to take care of your trays and trash properly. Keep food in the cafeteria. The courtyard is available for students to visit with friends during lunch.

School breakfast is served daily at 7:30 A.M. and may be purchased for \$1.50. School lunch may be purchased daily for \$2.25 or both breakfast and lunch can be purchased by the month, term, or semester. Checks should be made out to Dixon Middle School Lunch and handed to the lunch manager any day between 7:30 A.M. and 2:00 P.M. in the Kitchen. **Students will not be allowed to charge their lunch account.** Students must bring a lunch from home or bring money to pay for their lunch. Applications for free/reduced lunch and breakfast are available in the main office, or at the district office and **need to be resubmitted every year.** Lunch payments can now be made online at [www.dms.provo.edu](http://www.dms.provo.edu).

Lunch periods are 30 minutes daily. Everyone at Dixon Middle School has the right to eat lunch in a clean safe environment. Students will be encouraged to use and demonstrate acceptable social manners while using the cafeteria facilities. Inappropriate behavior will not be tolerated. Students who choose to remain in the cafeteria for lunch are expected to remain seated at their tables until the bell rings to dismiss them to class. First lunch students are responsible to clean their tables and push in their chairs. Second lunch students are responsible to clean their tables and stack their chairs.

Lunch Menus are available at the Provo School District Child Nutrition Menus website:  
<http://itsmealsprovo.com/?page=menus>

# DIXON SCHOOL RULES

At Dixon Middle School we believe that everyone has the right to learn in a positive learning environment. Students have the right to learn and teachers have the right to teach without abusive or disruptive interruptions. Students are expected to be prepared to participate positively in each class during the school day.

## **Students will be more successful in class when they do the following;**

1. Be in assigned seat ready to work when class starts.
2. Bring paper, pencil, books and completed assignments everyday.
3. Keep hands, feet, books and objects to yourself.
4. Use kind and appropriate words and lift and encourage others.
5. Follow teacher's directions quickly.

Included in our discipline plan are ways to positively reinforce students who follow these rules. In addition to frequent praise, we may choose to reward students with positive notes or phone calls to parents, "no homework" nights, or special activities, etc.

## **CLASSROOM EXPECTATIONS**

Students are expected to regularly attend all classes on time and work productively in order that teaching and learning may occur for all students. Each teacher establishes their own classroom plan, and informs students and parents with a disclosure document.

## **APPROPRIATE LANGUAGE**

Students will be respectful of others and choose words, which are not verbally abusive. Do not use profanity or vulgar language.

## **PUBLIC DISPLAY OF AFFECTION**

It is against school policy to have any public display of affection in school. Middle school students should not be holding hands, kissing or hugging other students in the school. A student will be given one warning and parents will be notified. Other consequences may be given as deemed appropriate by administration.

## **RESPECT OF AUTHORITY**

Students are expected to respect and obey the authority of school personnel. Showing defiance of school

personnel by either word or act is unacceptable. Staff members of Dixon are direct representatives of the principal. Their responsibilities include students within their classroom, as well as, all other students of the school. Requests made by any staff member to any student or group of students should be complied with immediately. Courteous compliance with such requests is essential to the overall success of the school. Resistance to or refusal to comply with reasonable requests by teachers, counselors, administrators, staff members or anyone responsible for school activities is unacceptable. Students who continue to be disruptive will be suspended and/or a parent/teacher/administrative conference will be held.

### **RESPECT FOR SELF AND OTHERS**

This means that:

1. You respect others, don't bully or harass others.
2. You choose words and actions that do not verbally or physically abuse others.
3. You keep yourself from using profane or vulgar language.
4. You stay away from drugs, including tobacco.
5. You try to get along with other people, not acting in a defiant or rebellious manner.

### **RESPECT FOR PROPERTY**

This means that:

1. You take care of your own property.
2. You take care of the property of others, including the school and city around you.

### **RESPECT FOR LEARNING**

This means that:

1. You are in class unless officially excused.
2. You are on time to all of your classes.
3. You are prepared with materials, assignments and other required items.
4. You participate in class according to instructions given.

### **CARE OF THE BUILDING**

Every staff member and student is expected to take pride in our building and grounds. Please be a thoughtful citizen and pick up paper and other garbage when you see it, instead of walking by.

### **VANDALISM**

Vandalizing school property is unacceptable and will not be tolerated. Full restitution will be required of those students who commit this offense. Parents will be contacted and referral to the school resource officer will be made. In-school or out-of-school suspension may also be used. Rewards may be offered to those who can assist in identifying students who have vandalized the school in any way.

### **WEAPONS**

Any item capable of causing death or serious bodily injury, or a facsimile or representation of the item. Dangerous weapons as defined by these rules shall include, but are not limited to: firearms, knives, metal knuckles, straight razors, explosives, poisons, drugs, etc.

### **Gangs/Secret Societies/Hate Groups:**

A group of two or more people who form an allegiance and engage in a range of disruptive behaviors that may include violent or unlawful activity or which advocate hatred or discrimination on the basis of race, religion, sex, national origin or disability.

## **Dress Standards**

School dress standards are known to improve academics and behavior while increasing student confidence and satisfaction. Such dress expectations also help to prevent gang affiliation and violence. Providing a safe learning environment is our number one priority. We want each student to feel safe and be able to concentrate on his or her studies, homework, and lessons more than anything else. Students are expected to comply with the following dress and grooming standards. Students in violation of these rules will be required to correct the problem before being allowed to return to class.

**Shirts**

Shirts must cover the shoulder and avoid low necklines. Clothing cannot gap or sag in such a way that undergarments are visible. Inappropriate clothing includes sheer shirts, tank tops, open-cut shirts (i.e.; sports jerseys or muscle shirts), bare midriffs, low necklines, etc. Tops should be long enough that skin does not show at the waist when arms are lifted.

**Pants/shorts/skirts**

Pants must be worn at the waist, properly fit the waistline, and must cover underclothing. Shorts and Skirts may be worn, but must be long enough to cover mid-thigh when sitting. Leggings and tights may be worn with a dress or skirt.

**Shoes**

Shoes must be worn at all times and should be non-marking. Shoes should be appropriate for the given activity.

**Sunglasses**

Sunglasses are not permitted in the school unless prescribed by a doctor.

**Jewelry**

Anything that is extreme or distracting to students or teacher or may present a safety risk is not acceptable.

**Hats and other Headwear**

Hats will not be worn in the building at any time unless it is a school-sponsored "Hat Day" or unless there is an extenuating circumstance (i.e.; medical). This policy applies to boys, girls, faculty, and staff. Hats that "go with the outfit" are not exceptions. Bandannas may not be displayed or worn at school under any circumstances.

**Gang Related Apparel**

School officials will collaborate with the School Resource Officer to enforce rules related to gang related apparel, writing, and markings, symbols, and actions. Students and parents may contact the School Officer for more detailed information.

**Extreme or Inappropriate Clothing**

Clothing with vulgar words, profane or obscene slogans, depictions of violence or guns, advertisements for alcohol, tobacco, drugs or other inappropriate items are not allowed. Students should come to school appropriately dressed in clothing that is clean, non-distracting, and in good repair. Clothing and apparel that is so conspicuous, extreme, or odd that it may draw undue attention, disrupt, or tend to interfere with the learning atmosphere is unacceptable. Clothing intended as undergarments, worn as outerwear, will not be permitted.

*School administrators reserve the right to address and enforce dress code issues, as they deem appropriate.*

## Harassment

**RED FLAG BEHAVIORS**

Some behaviors, such as bullying, harassing, verbal or physical abuse, fighting or play fighting, horseplay, profanity or vulgar language, drug abuse, and defiance are serious and will be brought to the attention of an administrator. An appropriate consequence will be given, including a Behavior Plan written by you and the administrator. You must abide by that plan in order to avoid more serious consequences.

**CRIMINAL BEHAVIOR**

The administration at Dixon is committed to maintaining a safe and orderly campus. Report all criminal activity immediately to the administration. The Provo District Safe School Policy covers issues regarding student misbehavior. Students involved in criminal behavior will be referred immediately to Dixon's on-campus police officer.

**DRUG-FREE ZONE**

Dixon is a Drug-Free School-Zone, which means drug laws are more strictly enforced than in other city "zones." In addition to tough enforcement, the penalties and fines levied are larger. Dixon administration works closely with Provo Police Department, with a designated police officer assigned to Dixon.

**SAFE SCHOOL POLICY**

The standard in the Provo City School District is that every school be a safe place for each student to learn. This

means that each school will have a positive learning environment free of violence, intimidation, or harm from individuals, groups, and gangs or from anything related to gang-type behavior, attitude or activity.

## **BULLYING**

Dixon School recognizes that bullying is an inappropriate behavior that has destructive and negative effects on individual students and on the overall climate of a school. Dixon School believes that all students are entitled to a safe and secure learning environment; bullying works against the achievement of that goal. Bullying is a behavior that should never be tolerated. It is important that teachers, students, and parents take a stand against all bullying behaviors.

Dixon School expects that all students will refrain from becoming involved in any bullying behaviors. Failure to comply with these expectations will result in disciplinary action according to the established procedures. In addition, it is expected that all bystanders (third party witnesses) will refrain from supporting bullying behaviors in either an active or passive manner. In fact, it is further expected that bystanders will report the bullying incident(s) to the designated authority.

### **Procedures**

1. Report suspected bullying incidents to staff.
2. In cases of bullying, the incidents will be recorded in Powerschool and brought to the attention of the administration.
3. The severity and seriousness of the bullying will be assessed and the appropriate action taken. This may include the use of counseling practices, restitution, the loss of privileges, "No Contact Contracts", interviews with parents and possible suspension from school.
4. If necessary and appropriate, the school will consult with any or all of the following: school psychologist, Student Services and school Resource Officer.
5. An attempt will be made to help the person or people who are bullying change their behavior

### **Outcomes**

1. The person or people who are bullying may be asked to genuinely apologize and make restitution. Other consequences may take place as deemed necessary.
2. If possible, the pupils will be reconciled.
3. In serious cases, suspension or alternative placement will be considered.
4. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

## **SEXUAL HARASSMENT**

Federal law prohibits sexual harassment of any kind by students or employees of Provo School District. "Sexual Harassment is unwanted or unwelcome behavior of a sexual nature. Sexual harassment is any act or comment (of a sexual nature), which makes another person feel uncomfortable. Schools are required by law to maintain an environment free from sexual harassment."

### **Sexual Harassment takes many forms. Here are a few:**

- Gender-offensive items, photos, posters.
- Inappropriate gestures, touching or grabbing.
- Sexual remarks, suggestions, or spreading rumors Offensive jokes, language, or teasing, whistles or catcalls.
- Pressure for unwanted activities or encounters.

**In a school or work environment flirtation is most often inappropriate, but sexual harassment is always illegal.**

### **What can you do?**

- Say "STOP" Tell the harasser you do not like the behavior and you want it to stop.
- Tell someone: talk to a teacher, counselor, or principal.
- Keep records: If the behavior continues, write it down. Be sure to include dates, times, names, places, and witnesses.
- Take action: File a written complaint with the principal.

# Grading & Citizenship

## GRADING

According to School Board Policy A, B, C, & D are passing grades.

- A = Above Proficient
- B = Proficient
- C = Basic competency
- D = Minimal competency
- I = Insufficient effort / no credit.

## DIXON GRADING SCALE

- A 93% and above
- A- 90- 92%
- B+ 87- 89%
- B 83- 86%
- B- 80- 82%
- C+ 77- 79%
- C 73- 76%
- C- 70- 72%
- D+ 67- 69%
- D 63- 66%
- D- 60- 62%
- I 59% and below

## CITIZENSHIP RUBRIC

Outstanding	Satisfactory	Needs Improvement	Unsatisfactory
Present and on time daily.	On time and present most days. No unexcused absences and less than 3 tardies.	Sometimes absent and tardy. 1 unexcused absence allowed and up to 4 tardies.	Frequently absent and or tardy. Multiple unexcused absences and more than 4 tardies.
Prepared for class daily with materials.	Usually prepared for class with needed materials	Seldom completely prepared for class with needed materials.	Frequently unprepared for class with needed materials.
Participates appropriately in class daily	Usually participates in class and is not disruptive.	Seldom participates and is occasionally disruptive.	Seldom participates and is disruptive often.
Class behavior is respectful , positive, polite and helpful.	Class behavior is appropriate.	Class behavior is inappropriate, attention seeking, rude or demanding.	Class behavior is inappropriate, bullying, pushing, fighting, swearing.
Follows directions, and stays on task daily.	Follows directions and stays on task most of the time.	Seldom follows directions and needs to be reminded to stay on task.	Refuses to listen and follow directions and is constantly off task.
Always respects the property of others.	Most of the time respects the property of others.	Occasionally respects the property of others and often expects others to clean up after them.	Damages the property of others and expects others to clean up after them.

## POWER SCHOOL

Power School partners with schools to improve the quality and effectiveness of education by empowering students, parents, and educators with real-time information, relevant assessment tools, and educational resources online.

Teachers record grades and attendance. This information is immediately available online to parents through a confidential login, as well as to administrators. Students get real-time access to academic progress so they know exactly where they stand. Parents/guardians can review grades, check attendance, and correspond through email

with teachers (including receiving an automated weekly report on the student progress via email) allowing them to take an informed and proactive role in their child's education.

Using the Internet, point the browser to the following: Through Dixon Middle School- (1) Go to <http://www.dms.provo.edu> (2) Click on Power School (3) Type in your student's confidential student ID and password and click go.

Your student's confidential ID is their student number and the password is their birthday in this format – 2/6/93. (Slashes are needed and preceding zeros are not.) If you have questions you may call the Counseling Office.

### **PROGRESS REPORTS**

iTime printouts are given to students on Monday. Parents may request weekly progress reports from Powerschool. Parents may also request tracking or other interventions to assist their student. (See administration.) Formal parent teacher conferences will be scheduled twice per year. Parents desiring more frequent contact with teachers may make appointments through counselor's or directly with teachers.

### **iTIME**

**iTime** will be held four days a week on Tuesday-Friday. **iTime** is intervention time to work on "I Can Statements". Planners will be stamped if attendance to a certain section is required. Planners will be checked in PAWS class everyday. Planners will be a student's "**ticket**" to leave PAWS and attend either a selected or required class. Students will plan their weekly iTime schedule each Monday in PAWS based on learning needs for the week. Students who do not have a planner in PAWS will remain in their PAWS class for iTime.

## **OTHER IMPORTANT ITEMS**

### **STUDENT PLANNERS**

Students, this planner is designed to help you become more organized and succeed in school. If it is used effectively, you will always be aware of your class assignments and expectations for each teacher. The binder reminder is also a very positive and important link among the student, the parent and the school.

1. You are expected to take your planner to each class every day and keep it neat and clean.
2. You are expected to write all homework assignments in your PLANNER.  
You are also expected to take your planner home each night.
3. Your planner will be checked daily by some teachers and weekly by others.  
Teachers and/or teams will designate specific days to check for parent signatures.
4. Students are also responsible for lost planners. The cost for replacement is **\$5.00**.

**\* PARENTS, please check your child's planner daily. This can be an excellent tool for teacher and parent communication.**

### **HALL PASS**

Students should not be in the halls during class time, unless they are carrying a hall pass. Every student is given a student planner. In addition to using it as a planner, it is also designed to be a hall pass. Students may not leave class without a planner, with a teacher's signature, time allotted, and date listed. Office aides will wear specially prepared name tags. Teacher assistants must have a hall pass when in the halls. Only one student per hall pass is permissible.

### **CLOSED CAMPUS POLICY**

Dixon Middle School is a **closed campus**. Students are expected to remain in their assigned class during class periods, and on school property at all times during the school day. Any student leaving campus must be properly checked out by their parent or guardian through the attendance secretary.

Once you arrive at school, you are required to stay on campus at all times during the school day (8:00 A.M. to 2:50 P.M.)

## **OFF CAMPUS LUNCH PASSES**

In special cases, where students live close enough to school to go home for lunch-under the supervision of a parent, a lunch pass may be issued. Parents may make a **written request** for lunch passes to the Assistant Principal. Students are not allowed to bring other students home with them for lunch.

## **COMPUTER USAGE AND FRAUD**

Computers and iPads are used at Dixon to assist in the educational process. Students may have access to computers and iPads as long as they follow the posted policies and/or requirements outlined in teacher disclosures. Students who violate computer policies will lose their computer privilege. (See "Appropriate Computer Use" Section)

## **HELP!**

Occasionally, every student may feel the need for extra support or help from the school staff. We have many understanding persons and available programs that can help you get through any tough time. If you are stressed, frightened, bored, tired or just need somebody to talk with you about a problem or concern that you may have, please talk with someone on the staff. Your teachers, counselors, resource office, assistant principal, principal and other staff members are here to help you have a positive middle school experience.

## **PRESCRIPTION DRUGS/MEDICATION**

Students who must take prescribed medications during the day must have parents provide the school with a doctor's note that includes dosage, storage instructions, and the original container/prescription bottle. Students may then come to the attendance office for medication. The secretary logs medication given to students. Inhalers are also approved.

## **BICYCLE, ROLLER BLADE, SKATE BOARD POLICY**

Bicycles, roller blades, skateboards, and other similar (including motorized) devices, are **not permitted** to be used on school property, whether school is in or out of session. Dixon Middle School does not accept any liability for any loss or theft of these devices.

Bicycles that are used as transportation to and from school by students are to be kept on bicycle racks on the Northeast side of the building. Students are responsible for locking and securing their bikes as Dixon Middle School will not be responsible for stolen or damaged property. Skateboards, roller blades, bicycles, and other devices used by the students as transportation to and from school are the responsibility of the student to keep locked in his/her locker or on the bicycle rack. If students choose to rollerblade or skateboard to school, they need to get a locker or store their roller blades and Skateboards in a friend's locker. If students fail to secure their skate boards or rollerblades in a locker before first period begins, those items will be confiscated and students will lose the privilege to bring them to school for the remainder of the school year.

## **ELECTRONIC DEVICES**

Students are discouraged from bringing electronic devices to school. Electronic devices, such as music players, iPods, iPads, cell phones, and electronic games may invite theft. The school will not be responsible for replacing lost or stolen items. **Students who bring cell phones to school must not let them interfere with instructional time.** Failure to adhere to this policy will result in a conference with parents about the cellular device. A pattern of failure to observe this policy could result in a phone being confiscated and returned only to parents after signing the Dixon Electronic Policy Agreement.

## **EMERGENCY EVACUATIONS**

In the event of an emergency, students will evacuate the buildings under the direction of their current teacher, then line-up for roll call and further instructions on the North lawn with your PAWS Teacher and PAWS class.

## **ENRICHMENT OPPORTUNITIES**

School Activities that provide additional opportunities for gifted and/or motivated students to further develop include: Band, Orchestra, and Choral Concerts, School Plays, Student Talent Assembly, Reflections Contest--PTA, Ballroom Dance Performances, School Dances, Spelling Bee, Science Olympiad, School Geography Bowl, etc. In addition to regular class offerings, we offer classes designed to enrich and provide more advanced instruction to meet individual student needs and interests in **Art, Music, Drama, English, Math, Foreign language, Technology, Service, and Leadership**



## **SUMMER COURSE WORK**

At Dixon we expect all students to learn and succeed. Summer school is an opportunity for students who did not learn the required skills and content during the school year to learn it again. We want all students to be ready for their next grade level.

## **HONORS ACTIVITIES**

We want to recognize and encourage the achievements of students. Honors activities will be held for those students who excel, achieve, and improve academically.

## **LOCKERS AND PERSONAL VALUABLES**

A locker with a combination lock is available to 8<sup>th</sup> grade students at the beginning of the year, 7<sup>th</sup> graders may sign up to share a locker during the first week of school. Lockers are for storing textbooks, coats or other personal belongings and should **not** be used for storing money or other valuables. To help ensure safekeeping of personal property students are encouraged to keep the lock combination confidential. Leave large amounts of money, radios, CD players, etc. at home. **The locker remains the property of Dixon and may be subject to inspection by the school administration at any time.** The school will not be responsible for theft from any locker.

## **LOST AND FOUND**

Lost and found articles will be collected in the lost and found cabinet under the South East staircase. Students who have lost or misplaced items may check the lost and found to recover these items. Lost articles that are not claimed within a reasonable time will be donated to charity. The Dixon Administration will work closely with the school resource officer to recover lost or stolen items. Owners must accurately identify lost items in order to reclaim them.

## **MEDIA CENTER**

The library is open from 7:30 A.M. to 3:30 P.M. (Except during PAWS) Students may use the library individually, with scheduled classes, or in small groups with permission of their teacher or with a library pass. Students do not need a pass to use the library before and after school. The library media center is to be used for reading, checking out books, studying, research and media production.

## **NON-DISCRIMINATION**

It is the policy of the Provo City School District and its institutions not to discriminate on the basis of race or nationality origin, sex, or handicap in any educational program, service, or activity. Information regarding the grievance procedure for addressing possible concerns may be obtained from school administration.

## **NUISANCE ITEMS**

Nuisance items such as squirt guns, water balloons, laser pens, aerosol spray cans, rubber bands, hacky sacks etc. are not to be brought to school because they distract in the educational process. Such items may be confiscated and may be picked up by a parent in the main office.

## **PARENT TEACHER ASSOCIATION (PTA)**

Dixon PTA improves opportunities for youth, improves communication, and increases teamwork between students and parents. Parents are encouraged to join PTA.

## **PARENT-TEACHER-STUDENT CONFERENCES**

These are scheduled two times per year: 2:00 to 8:00 p.m. - see "Dates to Remember" page. Notification will be sent to parents prior to these dates.

## **SNOWBALLS**

Injuries can and do occur as a result of snowballs. Throwing snowballs is against the law. Students may be disciplined, fined, or referred to police, according to the safe schools policy.

## **STUDENT RECOGNITION**

All school Personnel may use Panther Payoffs to recognize students who perform praiseworthy deeds around the school. Examples of praiseworthy deeds might include: Cleaning up in the classroom, picking up trash in or around the school, returning a lost item, assisting with an activity, contributing to class discussions.... etc. When

given to a student the teacher will write the student and teacher's name on the slip. Students may either put the cards in a box in the office to qualify for the monthly drawing of a prize or redeem ten slips for a reward in the office.

### **BUS TRANSPORTATION**

Students may be provided with bussing service as defined by the Provo City School District. Visit the bus stop website at [busstops.provo.edu](http://busstops.provo.edu) or call them at 374-4860 for more information.

Transportation by bus is a privilege. Inappropriate behavior may result in a suspension or termination of bus privileges.

An activity bus is available to take students home from after-school activities. Teacher will provide passes to student in after-school activities to ride the late busses. *Students who do not participate in these activities will not be permitted to ride the bus.*

### **BUYING OR SELLING**

No personal or commercial items are to be bought or sold without the consent and approval of the principal's office. Items will be confiscated without consideration for monetary loss.

### **VENDING MACHINES**

Students are encouraged to leave bills larger than \$1.00 at home. Vending machines will give change for items under \$1.00. The main office will **NOT** provide change for vending machines. Students will be allowed one refund per school year. No other refunds will be made!

### **VISITORS**

We encourage parents to visit your child's school. Your interest, support, and encouragement are demonstrated by your presence, and involvement. Come see what your students can accomplish. \*Students from other schools will not be allowed to attend classes with Dixon students because of liability concern.

# **Acceptable Video Use Policy**

## **Provo City School District**

Videos are used in Provo City School District to support and illustrate teaching concepts through face-to-face instruction. Their use should have a benefit to an educational purpose, be appropriate to the intended audience age level, and be directly linked to the curriculum taught in the classroom.

No video or video segments may be shown which contain profanity; graphic blatant, or gratuitous sexuality; or extensive, unnecessary, or gory violence. Any full-length showing of a video requires administrative approval. No R-rated videos may be shown in part or whole, edited or unedited. Parental disclosure is required for any video with a PG or PG-13 rating.

### **Parental Disclosure**

When parental disclosure is required, teacher must notify parents of films to be used in class. Such notification shall be in writing and may be included in the annual disclosure statement or in writing at least five school days ahead of the film's viewing.

### **Parental Exclusion**

Students whose parents have objected to student viewing of a video will be accommodated by the teacher in ways that are not punitive to the child, that remove the child from the viewing area, and that provide a meaningful learning experience during the time of exclusion. No academic penalty may be given to students for missing a film due to parental exclusion.

# Acceptable Computer System Use Policy

## Provo City School District

Provo City School District provides Network Services to its students and employees. Network services include all computer hardware, network and Internet services and associated software.

The Internet is a very effective tool to introduce students to the global nature of information and to share information in a variety of ways. With increased access to computers and people all over the world, there is also increased access to controversial material that may not be of educational value in the context of the school setting. Provo School District reserves the right to

- Monitor and track the use of Network Services,
- Suspend or revoke privileges and take appropriate disciplinary action for unacceptable use of the Network Services, and
- Implement filtering software on the network to monitor Internet use and access.

The District firmly believes that the valuable information and interaction available on the Internet far outweighs the risks of users obtaining material that is not consistent with the educational goals of the district.

Access to Network Services will be provided to students and staff who agree to act in a considerate and responsible manner. General school rules for behavior and communications apply, as does Provo School District's Character Development statement.

The use of Network Services is a privilege, not a right. Inappropriate use will result in cancellation of those privileges and possibly other disciplinary or legal actions including criminal prosecution, suspension, expulsion or termination of employment.

The following activities are not permitted:

- Sending, displaying, or accessing offensive messages or graphics
- Using obscene or vulgar language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another person's password
- Trespassing in others' folders, work or files (School officials may monitor student or staff folders, work or files without permission or notice.)
- Intentionally disrupting the system or wasting resources in any way (such as disk space or printing capacity)
- Using the Network Services for illegal or commercial purposes (business transactions)
- Using the equipment in any way that is inconsistent with individual school policies
- Students using the equipment without staff permission and supervision.

### General Guidelines for Network Services Users

Communications on computer networks are usually public in nature and privacy cannot be guaranteed, even for personal messages. Therefore users should:

1. Not include personal addresses, pictures of self, phone numbers, location of school, and personal financial information in network communications.
2. Give notice immediately to a parent, teacher or system administrator if they encounter materials, which violate the rules of appropriate use, or if the messages or files sent to them contain threats, sexual references, or if they make them feel uncomfortable.
3. Never agree to get together with someone they meet "online" without first getting permission from their parent or guardian.
4. Not divulge their password to another person.

I understand that using Network Services within the Provo City School District is a privilege and not a right. My use of this privilege may be suspended or revoked by the school at any time if I do not follow the terms of the district and individual school Acceptable Computer System Use policies. I agree to keep my password confidential and to properly log off the computer before leaving my workstation. I will never let anyone else use my account.

As a condition of my use of the Network Services, I have read and will comply with the terms and conditions stated in the Acceptable Computer System Use Policy for Provo City School District. I understand disciplinary action will be taken if I violate this agreement.

### \* Student users must have permission from a parent or guardian

Parent or Guardian - Please sign, giving permission for your student to use Provo School District Network Services.

"As the parent or guardian of this student I have read the terms and conditions of this agreement. I understand access to the Network Services is a privilege and not a right, and is provided for educational purposes. However, I also recognize it is impossible for Provo City School District to restrict access to all controversial materials. Therefore, I will not hold the school, the school district, or any member of the school district responsible for inappropriate communication on the Network Services or for any objectionable material viewed or used by my student."

"I hereby give my permission for my student whose name and signature appear above to use the Network Services in the Provo City School District and, where appropriate, to be issued a password and/or an account that will give them that access."

# DMS Student Pledge for Dixon Device Technology Use

Student Name \_\_\_\_\_

- I will take good care of Dixon devices at all times.
- I will not leave Dixon devices unattended.
- I will not loan Dixon devices assigned to me to other students.
- I will know where the Dixon devices assigned to me are at all times when in my care.
- I will carry the Dixon devices assigned to me with two hands.
- I will keep food, drinks, and liquids away from Dixon devices at all times.
- I will keep the Dixon devices assigned to me in the protective case at all times.
- I will not try to repair the Dixon devices or disassemble them at any time.
- I will not create a passcode on the Dixon devices I use.
- I will not try and sync the Dixon devices I use to my personal devices.
- I will use Dixon devices appropriately and not attempt to bypass protective features.
- I will not deface Dixon devices I use with anything (Stickers, etchings, markers, etc.)
- I will only photograph people with their permission and will not take inappropriate photographs with any device.
- I will use Dixon devices in class appropriately and not be a distraction to others.
- I understand that Dixon devices are the property of Dixon Middle School and that Dixon devices assigned to me are subject to inspection by the school administration, if necessary.
- I will be a responsible citizen on the Internet and practice appropriate Internet safety behaviors.
- I will notify my teacher or an administrator of any damage or issues I see on Dixon devices assigned to me.
- I will back up my work frequently with dropbox, google drive, etc.
- I will take care not to damage the device screens: do not lean on screens, excessive pressure, stepping on it, dropping it, placing heavy objects on it, or using a “pointer” device to make contact with the screen.
- I will only clean screens with a damp cloth (water only) or anti-static cloth. No chemicals can be used to clean the screens.
- I will not set any inappropriate photos as a screensaver or background.
- I will use my Dixon devices assigned to me for appropriate educational activities.

\_\_\_\_\_  
Student Signature

# Dixon Middle School

I acknowledge that I have reviewed the following items with my Paws teacher and parent/guardian and understand that I am expected to abide by the Policies and Procedures found in my student handbook.

- Bell Schedules (p.5)
- Attendance requirements (p.6,7 & 8)
- Tardy policy (p.9)
- Cafeteria policy (p.10)
- School Rules & Language (p.10,11)
- Appearance (p.11,12)
- Bullying & Sexual harassment (p.12,13)
- Grading, Citizenship & iTime (p.14)
- Planners (p.15)
- Closed campus policy (p.15)
- Appropriate use of lockers (p.17)
- Bicycle, Roller Blade, Skate board policy (p.16)
- Cell phones, iPods, and other electronic devices (p.16)
- Bus transportation (p.18)
- Acceptable video use policy (p.19)
- Acceptable computer use policy (p.20)
- Student Pledge for technology use (p.21)

I have reviewed these items and agree to abide by the rules and expectations outlined in my student agenda.

Name \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

*Parents please sign and return this page to your student's Paws Advisor by the end of the first week of school.*