



Dixon Middle School

A Tradition of Excellence 2022-23



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

Principal
John Anderson

Assistant Principal
Tommy Hirschi

School Colors: Blue and Gold
School Mascot: Panther

"The Dixon Vision"

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

Dixon's Website: <http://www.dixon.provo.edu/>
Facebook @ Dixon Middle School - Provo Utah
Instagram @ dmsprovo
Twitter @DixonProvoUT
PowerSchool access: grades.provo.edu

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 during the first 2 weeks of school. It should be understood that any teacher may add appropriate policies and procedures, which would then be in effect in their class.

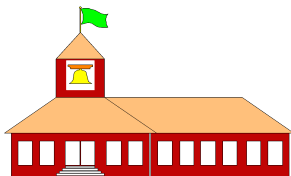
Have a great year!

John Anderson, Principal
Tommy Hirschi, 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 90 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
Tommy Hirschi	Assistant Principal
Amy Brown	PBIS Coach
Karen Glenn	Counselor
Kory Sekaquaptewa	Counselor
Mark White	Counselor
Mary Alisa	Social Worker
Terry Hansen	Registrar
Elizabeth Molinaro	Principal's Secretary
Raimée Hunt	Financial Office
Veronica Peterson	Attendance Secretary
Annabelle Davis	8th Grade Special Education
Melissa Kennedy	7th Grade Special Education

BUSINESS HOURS

Our main office is open from 7:30 am to 3:00 pm daily.

The school day will include seven 44-minute periods and a 25-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.

COUNSELING ASSIGNMENTS

WHERE DO I GO?

Last names A - G

Last names H-N

Last names O - Z

WHO DO I SEE?

Mr. Sekaquaptewa

Mr. White

Mrs. Bradley

ADMINISTRATIVE (Main) OFFICE:

1. Turn in class fee 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 the DMS police officer.
4. Schedule appointments to meet with administration with the main office secretary.
5. Request a locker, seek help with your locker and obtain your locker combination
6. Use a phone on a limited basis
7. Lost and found

ATTENDANCE OFFICE

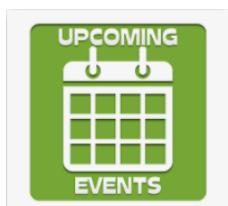
1. To check in or out of school
2. To verify absences with written notes (within five days of an absence)
3. To obtain attendance updates
4. To obtain any necessary attendance related forms

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.

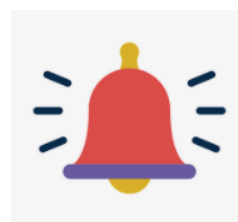
FINANCIAL OFFICE

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



Dates to Remember 2022-2023

Back to School Night – 4:00-6:00 pm	Aug 15
7th Grade Day – 7 th graders only!	Aug 16
Class work begins – 7th and 8 th Graders	Aug 17
School Picture Day/Vision Screening	Aug 23
NO SCHOOL - Labor Day	Sept 5
Parent/Teacher Conference (3:30-8:00 p.m.)	Sept 14
School Picture Retakes	Sept 27
Term 1 Ends	Oct 12
Fall Break	Oct 13,14,17
NO SCHOOL - P.D. District Wide	Oct 18
Term 2 Begins	Oct 19
Career Day	Nov 3
College Week	Nov 14-18
Comp Day – No School	Nov 23
Thanksgiving Break	Nov 24,25
Term 2 Ends	Dec 16
Winter Break	Dec 19 - Jan 2
School Resumes	Jan 3
Term 3 Begins	Jan 3
Martin King Jr. Day – No School	Jan 16
NO SCHOOL - P.D. District Wide	Jan 17
Parent/Teacher Conference (3:30-8:00 p.m.)	Feb 15
President's Day – No School	Feb 20
Term 3 Ends	Mar 10
No School	Mar 13
NO SCHOOL - P.D. District Wide	Mar 14
Term 4 Begins	Mar 14
End of Year Testing Begins	Mar 27
7 th Grade Job Shadow Day	Mar 30
8 th Grade Day Reality Town (out at 1:00)	Mar 30
6 th Grade Day @ Dixon	Mar 30
Spring Break – No School	Apr 4-8
End of Year Testing ends	May 19
Final Exams	May 22,23
Chromebook Return	May 24
Field Day - Early Out @ 1:00pm	May 25
Yearbook Day	May 26
Class Work Ends – (out at 1:00)	May 26
Term 4 Ends	May 26



Bell Schedules

<u>Mondays / Lunes:</u> 8:00 - 9:06 Period 1 9:11 - 9:57 Period 2 10:02 - 10:46 Period 3 1st Lunch 10:46 - 11:11 4th Period 11:16 - 12:23 4th Period 10:51 - 11:36 2nd Lunch 11:36 - 12:01 4th e-Time 12:01 - 12:23 12:28 - 1:12 Period 5 1:17 - 2:01 Period 6 2:06 - 2:50 Period 7	<u>Tuesdays / Martes:</u> 8:00 - 8:44 Period 1 8:49 - 9:57 Period 2 10:02 - 10:46 Period 3 1st Lunch 10:46 - 11:11 4th Period 11:16 - 12:01 4th Period 10:51 - 11:36 2nd Lunch 11:36 - 12:01 12:06 - 12:50 Period 5 12:55 - 2:01 Period 6 2:06 - 2:50 Period 7
<u>Wednesdays / Miercoles:</u> 8:00 - 8:44 Period 1 8:49 - 9:35 Period 2 9:40 - 10:46 Period 3 1st Lunch 10:46 - 11:11 4th Period 11:16 - 12:01 4th Period 10:51 - 11:36 2nd Lunch 11:36 - 12:01 12:06 - 12:50 Period 5 12:55 - 1:39 Period 6 1:44 - 2:50 Period 7	<u>Thursdays / Jueves:</u> 8:00 - 8:22 Team Time 8:27 - 9:11 Period 1 9:16 - 9:57 Period 2 10:02 - 10:46 Period 3 1st Lunch 10:46 - 11:11 4th Period 11:16 - 12:01 4th Period 10:51 - 11:36 2nd Lunch 11:36 - 12:01 12:06 - 1:12 Period 5 1:17 - 2:01 Period 6 2:06 - 2:50 Period 7
<u>Fridays / Viernes:</u> 8:00-8:35 Period 1 8:40-9:15 Period 2 9:20-9:55 Period 3 1st Lunch 9:55-10:20 4th Period 10:25-11:00 4th Period 10:00-10:35 2nd Lunch 10:35-11:00 11:05-11:40 Period 5 11:45-12:20 Period 6 12:25-1:00 Period 7	<u>Early Out Days / Dias con Salida Temprana:</u> 8:00-8:35 Period 1 8:40-9:15 Period 2 9:20-9:55 Period 3 1st Lunch 9:55-10:20 4th Period 10:25-11:00 4th Period 10:00-10:35 2nd Lunch 10:35-11:00 11:05-11:40 Period 5 11:45-12:20 Period 6 12:25-1:00 Period 7

*Students are assigned 1st or 2nd lunch depending on who their 4th period teacher is.



Dixon Bell Schedule



1st Lunch

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:06 Period 1	8:00 - 8:44 Period 1	8:00 - 8:44 Period 1	8:00 - 8:22 Team Time	8:00 - 8:35 Period 1
9:11 - 9:57 Period 2	8:49 - 9:57 Period 2	8:49 - 9:35 Period 2	8:27 - 9:11 Period 1	8:40 - 9:15 Period 2
10:02 - 10:46 Period 3	10:02 - 10:46 Period 3	9:40 - 10:46 Period 3	9:16 - 9:57 Period 2	9:20 - 9:55 Period 3
10:46 - 11:11 Lunch	10:46 - 11:11 Lunch	10:46 - 11:11 Lunch	10:02 - 10:46 Period 3	9:55 - 10:20 Lunch
11:16 - 12:23 Period 4	11:16 - 12:01 Period 4	11:16 - 12:01 Period 4	10:46 - 11:11 Lunch	10:25 - 11:00 Period 4
12:28 - 1:12 Period 5	12:06 - 12:50 Period 5	12:06 - 12:50 Period 5	11:16 - 12:01 Period 4	11:05 - 11:40 Period 5
1:17 - 2:01 Period 6	12:55 - 2:01 Period 6	12:55 - 1:39 Period 6	12:06 - 1:12 Period 5	11:45 - 12:20 Period 6
2:06 - 2:50 Period 7	2:06 - 2:50 Period 7	1:44 - 2:50 Period 7	1:17 - 2:01 Period 6	12:25 - 1:00 Period 7
			2:06 - 2:50 Period 7	

2nd Lunch

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:06 Period 1	8:00 - 8:44 Period 1	8:00 - 8:44 Period 1	8:00 - 8:22 Team Time	8:00 - 8:35 Period 1
9:11 - 9:57 Period 2	8:49 - 9:57 Period 2	8:49 - 9:35 Period 2	8:27 - 9:11 Period 1	8:40 - 9:15 Period 2
10:02 - 10:46 Period 3	10:02 - 10:46 Period 3	9:40 - 10:46 Period 3	9:16 - 9:57 Period 2	9:20 - 9:55 Period 3
10:51 - 11:36 Period 4	10:51 - 11:36 Period 4	10:51 - 11:36 Period 4	10:02 - 10:46 Period 3	10:00 - 10:35 Period 4
11:36 - 12:01 Lunch	11:36 - 12:01 Lunch	11:36 - 12:01 Lunch	10:51 - 11:36 Period 4	10:35 - 11:00 Lunch
12:01 - 12:23 Period 4	12:06 - 12:50 Period 5	12:06 - 12:50 Period 5	11:36 - 12:01 Lunch	11:05 - 11:40 Period 5
12:28 - 1:12 Period 5	12:55 - 2:01 Period 6	12:55 - 1:39 Period 6	12:06 - 1:12 Period 5	11:45 - 12:20 Period 6
1:17 - 2:01 Period 6	2:06 - 2:50 Period 7	1:44 - 2:50 Period 7	1:17 - 2:01 Period 6	12:25 - 1:00 Period 7
2:06 - 2:50 Period 7			2:06 - 2:50 Period 7	

THE DIXON WAY

These are the school-wide expectations for all students.

As Dixon Panthers, we commit ourselves to the Dixon Way By.....

- Being Respectful
- Being Responsible
- Being Compassionate
- Being Safe



The Dixon Way
School-wide Expectations for all Students

Be Responsible Be Safe
Be Respectful Be Compassionate

In the cafeteria, we...

- Walk and Wait Our Turn
- Do Not Throw Things
- Clean Up After Ourselves
- Use Appropriate and Respectful Language
- Be Friendly and Inclusive

The Dixon Way
School-wide Expectations for all Students

Be Responsible Be Safe
Be Respectful Be Compassionate

In the library, we...

- Use Materials and Space Properly
- No Food or Drink
- Be Kind to Others
- Be Calm and Quiet
- Return Books on Time

The Dixon Way
School-wide Expectations for all Students

Be Responsible Be Safe
Be Respectful Be Compassionate

In the auditoriums, we...

- Give Presenter Full Attention
- No Food, Drink, or Gum
- No Electronics
- Clean Up After Ourselves
- Use Seats and Space Appropriately

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. A computer generated phone call will be made for all unexcused tardies and absences at 10:00am and after 5:00pm 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 the attendance office 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 pink nurse hall pass so that you can come to the counseling office.
2. You must report immediately to the student aide in the counseling 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 acetaminophen or ibuprofen without specific permission from a parent each time the medicine is to be given. Those are the only two over the counter medications we carry. Anything else would have to be with a doctor's order per district policy.

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 3 days of school or 3 class sessions during one term or quarter and we haven't heard from parents. 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 and TARDY PROCEDURES

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. Music plays in the hallways during the passing period and ends 45 seconds before the bell rings.

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.

- Any student not in the classroom before the tardy bell rings is considered tardy.
- Students reporting to school late must check in with the attendance office before going to class.
- Unexcused tardies will be addressed in the following way;
 - o 2nd Tardy: Student notified with a note
 - o 4th Tardy: Parents Contacted, Student Conference
 - o 6th Tardy: Student Assigned 90 min Detention
 - o 7th Tardy: Check In/Check Out Program
 - o Failure to complete the Check In/Check out program will result in continued 90 min detentions for every 2nd tardy.

Single Class Truant: A 90 min detention will be assigned for every class 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 offense. 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.

Restorative Approach

At Dixon Middle School we understand that our adolescent students are learning and growing. We are here to help them learn and grow through their adolescence in a positive environment.

Dixon teachers are trained and encouraged to use positive strategies to minimize off-task and disruptive behaviors and help those students who need further support to learn and improve their behavior.

If a student continues to be off task, disruptive, or engage in behaviors that impede their learning or that of their peers they may be referred to the administration. When students are referred to the administration, administrators work to identify the challenges the student is facing. Administrators then work to help build skills with that student as well as identify consequences that are appropriate to help the student learn. Some of the typical practices used are counseling from a counselor or social worker, discussion with an administrator, Restorative Conferences, Check-in/Check-out plans, etc. These interventions will be used in conjunction with other consequences including detentions.

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 as a form of 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.

After School Detention

Students may be assigned an after school detention for 90 minutes. Students will be given restorative assignments during this time to help them learn from their mistakes or they may work on school work. Phones and other electronic devices will not be permitted.

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

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 the 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 the 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, Panther Payoffs, 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

Middle school students should not be kissing or excessively 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

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

RESPECT FOR PROPERTY

1. I take care of my own property.
2. I take care of the property of others, including the school and city around me.

RESPECT FOR LEARNING

1. I am in class unless officially excused.
2. I am on time to all of my classes.
3. I am prepared with materials, assignments and other required items.
4. I 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.

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.

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.

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 the Provo Police Department, with a designated police officer assigned to Dixon.

TOBACCO and NICOTINE

To protect students from the addictive substance of nicotine, and in conjunction with the Utah Indoor Clean Air Act, the Provo City School District Board of Education mandates that all employees and officers of the school district, and all members of the surrounding community, refrain from the use and or possession of tobacco products on school property at all times. "Tobacco" includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, e-cigarettes (Vape pens, mods and other similar devices) and other nicotine delivery devices, any chemical and/or device which simulates the same flavor and/or physical effect of nicotine substances and any other tobacco innovation. Use of and possession of such products by students is prohibited and illegal on district property at all times: buildings, grounds, parking lots, vehicles and all other district owned property.

For more information see policy 7215 of the school district's policies and procedures.

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.

PROHIBITED ITEMS

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

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.

CELL PHONES & HEADPHONES

We realize that many parents send their students to school with a cell phone for use before and after school; however, students may not use cell phones during the school day. Cell phones and headphones disrupt the learning environment and are not necessary as there are phones in the main office, the counseling center, and in each classroom that may be used with permission. If parents need to communicate with a student, they can call the office so we can bring the student down or communicate a message to the student.

Cell phones and headphones being used during the school day will be confiscated and students must meet with an administrator before it will be returned.

1st and 2nd offense- phone/headphones can be picked up by the student in the front office

3rd offense-results in a parent/administrator conference before the phone/headphones will be returned.

If a teacher requires students to use headphones as part of a lesson they will be provided in class. Students will have no need to bring their own headphones to school to access any academic experience.

DRESS CODE

In order to maintain student safety, protect the learning environment and provide an opportunity for Dixon students to dress for success, clothing. . .

- Must not distract from the learning environment.
 1. Undergarments must be worn and must not be visible
 2. No thin or “spaghetti strap” tops or halter tops may be worn
 3. Buttocks/torso must be covered
 4. Any clothing deemed provocative (e.g. overly tight, loose, short, see-through/sheer, low-cut, open-cut etc.) may not be worn.
 5. Hats, beanies, hoods and head coverings may be worn at teacher’s discretion in the classroom
- Must be safe.
 1. Footwear must be worn at all times
 2. Jewelry that may present a safety risk may not be worn.
 3. Sunglasses are not permitted unless prescribed by a doctor
- May not promote drugs, violence, sex, gangs or insensitivity to others. Clothing may NOT. . .
 1. Advertise tobacco, drugs or alcohol
 2. Contain vulgar or sexual words in any language or images
 3. Contain profane or obscene slogans
 4. Identify one as belonging to or being sympathetic to gangs
 5. Promote guns/weapons, violence or unlawful activity
 6. Contain statements or depictions derogatory to others

Consequences for Dress Code Violations

First Offense	Second Offense	Third Offense	Fourth Offense
Review of Rules Fix problem	Review of Rules Fix Problem Parent notification	Parent Notification Parents bring clothes from home to change into	Admin review situation and decide on further action

****Dixon Middle School appreciates parent, guardian and student cooperation in efforts to make the Dress Code norms and their enforcement fair, balanced and gender-neutral.**

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

Harassment

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 students 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.

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. The courtyard is also 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 submitted every year.** Lunch payments can now be made online at 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. Every student is responsible to clean their tables and throw away their own garbage.

Lunch Menus are available at the Provo School District Child Nutrition Menus website:

<http://itsmealsprovo.com/?page=menus>

GRADING AND 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

POWERSCHOOL

PowerSchool 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 and administrators through a confidential login. 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.

HOW TO ACCESS POWERSCHOOL

Using the Internet, (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. Once you login please change your password.

PROGRESS REPORTS

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.

E-TIME

E-Time (Extended Time) will be held Monday through Thursday each week. Each class period will have one day a week where the teacher can extend the learning of their students. This is a 20 minute time period where a teacher may elect to keep all of their students to extend the learning for that class or the teacher may elect to only keep a few who need their learning time extended. This time is designed to give every teacher a chance to work with students on learning standards in a more flexible way. When a teacher elects to allow some students to leave their classroom during this extended time those students can participate in various activities around the school.

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.

OTHER IMPORTANT ITEMS

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 counseling office for medication. The Health Clerk or Nurse logs medication given to students. Students are permitted to carry an inhaler or epinephrine pen if documented with a doctor's note.

BICYCLE, ROLLERBLADE, SKATEBOARD POLICY

Bicycles, rollerblades, 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 rollerblades and skateboards in a friend's locker. If students fail to secure their skateboards 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.

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 Homeroom Teacher and Homeroom class (2nd Period).

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. Summer school is only provided based on funding from year to year.

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 may be available for a student upon parent request. 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. 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.

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.

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 will use these slips to purchase snacks and other items from the school store.

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 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. *Students who do not participate in the school sponsored after school 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)
- Tardy policy (p.7)
- Cafeteria policy (p.13)
- School Rules & Language (p.8,9,10,11)
- Appearance (p.11)
- Bullying & Sexual harassment (p.12)
- Grading, Citizenship & iTime (p. 13,14)
- Planners (p.15)
- Closed campus policy (p.15)
- Appropriate use of lockers (p.16)
- Bicycle, Roller Blade, Skate board policy (p.16)
- Cell phones, iPods, and other electronic devices (p.10)
- Bus transportation (p.17)
- Acceptable video use policy (p.18)
- Acceptable computer use policy (p.19)
- Student Pledge for technology use (p.20)

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.