



Douglass K8 Optional Parent and Student Handbook 2022-23

Givinia Causey, Principal

William Greenwood, Assistant Principal
 Alisheia Scott, Assistant Principal
 Anita Long, Professional Learning Coach
 Brandy Colvin, Optional School Coordinator
 Shonta Dodson, Elementary School Counselor
 Maurice Dantzler, Middle School Counselor

***School Motto: Excellence is the Expectation
Go Red Devils!***

1650 Ash Street
 MEMPHIS, TENNESSEE 38108
 Main Office-901-416-5946

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IMPORTANT SCHOOL & DISTRICT INFORMATION

Main Office- 416-5946

School Website

<https://schools.scsk12.org/Domain/129>

District Website/Information

<http://www.scsk12.org/>

MSCS Website: <http://www.scsk12.org/>

2022-23 Student Calendars:

English: [http://www.scsk12.org/calendar/files/2022/2022-23 MSCS Students Calendar.pdf](http://www.scsk12.org/calendar/files/2022/2022-23%20MSCS%20Students%20Calendar.pdf)

Spanish: [http://www.scsk12.org/calendar/files/2022/2022-23 MSCS Students Calendar-Spanish.pdf](http://www.scsk12.org/calendar/files/2022/2022-23%20MSCS%20Students%20Calendar-Spanish.pdf)

Teacher Calendar: [http://www.scsk12.org/calendar/files/2022/2022-23 MSCS Teachers Calendar UPDATED.pdf](http://www.scsk12.org/calendar/files/2022/2022-23%20MSCS%20Teachers%20Calendar%20UPDATED.pdf)

Covid-19 Protocols

[Return Stronger \(scsk12.org\)](http://www.scsk12.org/)

Principal's Message

Welcome to Douglass K8 Optional School where Excellence is the Expectation!

It is truly an honor to be the principal of Douglass K8 Optional School! With the support of our parents and community, I am confident we will truly impact the lives of each child. I am eager to start anew by first building strong relationships with students, parents, and staff. It is my goal to create a shared vision among all stakeholders to ensure we are UNITED for all and that we operate through the lens of what is best for ALL children.

The DOUGLASS K-8 Team is committed to empowering our students, parents, teachers, and staff to create a school community where the needs of our students are supported by a high-quality education. The DOUGLASS K-8 Team understands our current academic state and are committed to moving the academic needle with urgency to ensure that our scholars are striving towards our district's Destination 2025 goals of preparing scholars to be college and career ready, graduate on time, and pursue post-secondary opportunities. At Douglass K8 Optional School, we will do this by ensuring every day, every child receives high quality instruction through differentiated approaches.

As we embark upon this journey together, I am asking for your support. Let us unite to make Douglass K8 Optional School one of the best in our district!

I want to thank you for joining with us in ensuring student success.

~Principal Causey

Mission, Vision and Belief Statements

Vision

At Douglass K-8, we envision a community of excellence where ALL learners are seen, valued, and motivated by teachers and stakeholders who hold them to high expectations.

Mission

Provide ALL students with a **safe, nurturing, rigorous** learning environment where scholars are supported yet challenged daily to reach their academic, personal, and life goals.

Core Values

We are Douglass!!!!

D-determined O-optimistic U-united G-go getters L-leaders A-ambitious S-successful S-scholars

The faculty and staff of Douglass K-8 School believe:

- All students are capable of working to a standard of excellence.
- All students are able to persevere when faced with challenging work.
- All students should be challenged to dive deep and immerse themselves in the content and emerge with a full understanding.
- All teachers must model critical thinking and accountable talk.
- All teachers must model perpetual learning.
- All teachers can and will teach to a standard of excellence.
- All teachers must foster open dialogue between themselves and students in order to provide regular feedback for teaching and learning.
- All teachers must be pedagogically sound.
- Literacy and numeracy should be imbedded across multiple subject areas.
- Every classroom must be a safe and worry-free environment where students are not afraid to take risks.
- All teachers should build meaningful and sustainable relationships with all stakeholders.
- It is the responsibility of the school to have various supports in place to address students'/families non-academic needs.
- All students should learn a valued skill for expression through: Chess, Artistic Medium or Musical Instrument.

Regular In-Person School Hours

Douglass K8 Optional School begins at 8:15 a.m. Students can enter the building at 7:45 a.m. Students will enter the building through the doors nearest the cafeteria for Bus Riders and through the Main Entrance for walkers and Car Riders. **Students are tardy after 8:25 a.m. and must be signed in by a parent or guardian or adult over the age of 18 years old.** All tardies are reported on the nine-week report card.

The school day ends at 3:15 p.m. on a staggered dismissal schedule. All students will leave campus at that time. If the student is involved in a school sponsored activity and is under the supervision of a teacher, he/she must remain in the building and report to the gym at dismissal. It will be the student's responsibility to make the appropriate arrangements for transportation prior to leaving home. **No unsupervised students will be allowed to linger on campus. Furthermore, once students exit the building, they are not allowed to re-enter without an adult.**

Students may leave school before 3:15 p.m. **only** if they have been officially checked out in the Main Office. **There will be No early dismissals after 2:45 p.m.** If a student becomes ill at school, a parent/guardian must come into the office and check out the student. Only a parent/guardian or a designated person (name must be in the office computer) may check out a student by coming into the office. Due to increased safety concerns for all our students: **Valid identification with a picture must be presented each time a student is checked out from Douglass K8 Optional School.**

Regular Student Absences

Parents/guardians must send a note OR email student's homeroom teacher within 2 days: any reason for an absence, checking in late or leaving early from the virtual class. It is the parent/guardian's responsibility to ensure students are present and on time for virtual sessions.

- 3 Unexcused Absences:
 1. Parent will receive a Warning Notice via email or letter
- 5 Unexcused Absences:
 1. School schedules and conducts Student Attendance Review Team (SART) in-person or virtual meeting. A Parent Student Attendance Plan (PSAP) is completed.
 2. If parent fails to attend SART and accumulates five (5) additional unexcused absences, school refers student to Truancy Specialist.
- 10 Unexcused Absences
 1. Truancy Specialist schedules Student Attendance Review Board (SARB) in-person or virtual meeting.
 2. Specialist assesses reasons for additional absences and determines needs for intervention/support
 3. The Specialist modifies the PSAP if needed. If the parent does not attend the SARB meeting and the student continues to accumulate absences, the case may be referred to juvenile court.
- 15 or more Unexcused Absences
 1. Truancy Specialist assesses reasons for continued absences, determines need for a revised plan of intervention.
 2. If the progressive truancy intervention plan is unsuccessful with a student and the district can document that the student's parent or guardian is unwilling to cooperate in the truancy intervention plan, it may then be referred to Juvenile Court.

Student Absences

On the first day a student returns to school from an absence, the student is required to bring a written, dated explanation for the absence from his parent/guardian. The only excused absences (those for which you will be able to receive make up work) are personal illness, death or illness in the immediate family, a school sponsored activity, validated court appearances of the student, deployed for military service, and one-day absence when the parent/guardian or custodian returns from military service.

It is the responsibility of the student to see each teacher for any assignments missed during his/her absence. The principal may require a doctor's statement for the personal illness of a student that extends beyond three (3) consecutive school days or when a student is repeatedly absent for less than three (3) consecutive days. If no documentation justifying the absence as excusable is submitted within the three-day period, the absence will become an unexcused absence.

Students with five (5) unexcused absences will receive the first official letter from the District Attorney's Office that is automatically generated by the district and sent to the parents/guardians informing them of their noncompliance with compulsory attendance laws, the consequences for failing to comply, and notification of their required presence at a meeting of the Student Attendance Review Team (SART). Continued excessive unexcused absences will result in further actions by Juvenile Court.

Regular Class Attendance

Classes are arranged in clusters except for Exploratory classes. Therefore, students' classes are usually adjacent to each other, and the student should not have to leave their designated hallway for any reason when changing classes unless escorted by a teacher. There is absolutely no reason that a student should ever be tardy to a class without a signed note from office. If a student is tardy to class, teachers will maintain a Log of the dates and times and will utilize the plan listed below:

Tardy 1 – Teacher Warning (Log)

Tardy 2 – Teacher Warning/Parent Phone Call (Log)

Tardy 3 – Teacher Referral to Assistant Principal (Disciplinary Action)

The Rule of 10

Research has proven that the most valuable time for teaching/learning in class occurs during the first 10 minutes. Students will not be permitted to leave class for any reason during the first and last ten (10) minutes of class. When it is necessary for a student to leave class, that student must have a hall pass. It is the student's responsibility to make sure a hall pass is in hand before leaving class. **NO EXCEPTIONS.**

Class Cutting

Many students confuse class cutting with absence; For purposes of clarity, our definition of class cutting is "**students are not where they are supposed to be when they are supposed to be there.**" Any student not present within the first 5 minutes of class without an excused note will receive a discipline referral for class cutting.

Suspensions

If your child is suspended from school, he/she must return with their parent after time served to meet with an Administrator. Parents are expected to have conference with an

Administrator to address strategies to assist student in managing his/her behavior. Any student not properly cleared from suspension or properly checked in school may be subject to further action for trespassing on school or virtual campus.

Students on in-school (ISS), or out of school (home) suspension (OSS) are not allowed to participate or attend any after school or extra-curricular activities for the duration of the suspension.

Students on suspension have engaged in behavior that disrupted the safety of our students or learning environment of our school. It is therefore unfair to other students and staff to allow the negative choices of a few students to further disrupt the scheduled routines of DOUGLASS K8. In the interest of the safety and security of all students and staff, Administrators must be on duty to supervise morning arrivals and dismissals to classes. Therefore, the Administrative Staff will only be able to clear suspensions between **7:45 a.m. – 9:00 a.m.** We recognize that in many instances parents must report to work, and we therefore ask that you thoroughly always discuss with your child the consequences of his/her negative choices and encourage positive behaviors to avoid this unfortunate circumstance.

If your child is suspended from school, he/she **must return to campus with their parent, once the suspension has been served.** Parents are expected to have conference with an Administrator to address strategies to assist student in managing his/her behavior. Any student not properly cleared from suspension or properly checked in school may be subject to further action for trespassing on school campus.

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Communications

The PowerSchool Parent Portal will allow parents to keep abreast of students' grades in all classes. All teachers will be using this electronic grade book and student information system that helps individual teachers and improves the school's educational process. Additionally, teachers will utilize weekly folders (elementary) and planners (middle school) to communicate. Class Dojo will also be used for elementary students.

Parent Teacher Conferences and Classroom Visits

Parents are urged to consult with their child's teachers, counselor, or an administrator for help with any concerns. Please feel free to call the Professional School Counselor and your child's teachers to arrange conferences after school (with notice) or during the teacher's planning time. **All conferences must be scheduled in advance as appropriate. Additionally, parent classroom observations are encouraged to be scheduled in advance (at least three days). Contact your child's counselor or teacher via email or written request for a classroom observation. Upon arrival, ALL parents must check-in with the main office and receive a**

visitor's badge. No exceptions. At no time should a parent enter the building, the classroom, or hallways without permission. No exceptions. All parents who enter without permission will be considered as trespassers and security will be notified. Parents will be escorted by a school designee to the classroom. In the classroom, parents should refrain from engaging with their child as well as other children. Parents' role in the classroom is strictly to observe and not disrupt the learning environment. Classroom observations should be brief in nature and aim to observe the progress of their child. A follow-up conference with teacher, counselor, or administrator can be scheduled as appropriate.

Services for Students

ESL

ESL students will receive instruction virtually until further notice. Douglass K8 Optional School has a full time English as Second Language instructor who will be teaching our multi-national students to speak, read, and comprehend English fluently.

Regular School Supplies

Our supply list is available on school website. Parents should assume the responsibility of seeing that their children have the necessary supplies. Please ensure your child has a mask daily, uniform, and their SCS issued device.

Parents should assume the responsibility of seeing that their children have the necessary supplies. A supply list is available for all grade levels and can be accessed on the school website or in the main office.

Medication

It is the policy of the Memphis Shelby County Schools that all children's medication be administered by a parent at home. Under exceptional circumstances medication may be administered by school personnel under the appropriate administrative and medical (doctor's orders) regulations.

If, under exceptional circumstances, a child is required to receive medication during school hours and the parents cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

1. Medication (only if necessary): Only medicines which absolutely **MUST** be given during the school hours should be brought by parent or guardian to the school for dispensing at school. Please make arrangements for all other medicines to be given at home, either before or after school time. Most medications which need to be given one, two, or three times a day, can be given during the hours outside of school hours. Your child's health care provider can give you guidance about whether a dosage schedule can be changed. **All medications will be brought to school by the parent or guardian, unless other arrangements have been approved by the school principal, but under no circumstance shall a student bring the medication to school by himself/herself. All medications must be brought in**

its original container whether it is a prescription or non-prescription medication.

2. Bring only enough medication to school for a TWO-WEEK period. This is particularly important for medications that might be stolen or that have a street value, such as Ritalin.
3. **Over-the-counter medicines usually MAY NOT be given at school.** There may be some exceptions, but arrangements need to be made with the principal and/or school nurse.
4. **Original Containers:** All medications must be in their original containers and correctly labeled. Prescription medications must have a pharmacy label or a label from the doctor's office or health care facility which includes the child's name, name of the medicine, strength of each unit of medicine, dosage amount, and time as well as the doctor's name. Over-the-counter medicines must be labeled with the child's name in a manner which does not cover up the original container label.
5. **Parent Authorization:** All medications must have a Parent Authorization form completed, and the medicine container information must match the Parent Authorization. (See SCS Policy # 6043 Medicine).

Campus Visitors (Covid-19 restrictions)

During this time, visitors will be limited on campus. All visitors must check in at the main office immediately upon arrival. Otherwise, strangers on campus will be considered trespassers. Students will **not** be called out of class for door keys, personal business, messages, etc.

Report Cards

Report cards are distributed to students at the end of each nine-week period via Powerschool Portal. A mid-term progress report will be sent to parents that will detail the child's progress during the 1st four to five weeks of the grading period. Progress Reports will be available on Powerschool according to the district calendar listed on the Shelby County School's website to keep parents informed of their child's progress in class.

Student Lockers

Students' lockers are the property of SCS and are subject to inspection at the principal's discretion. Each student will use only the locker assigned to him/her. **NO SHARING!** Do not give your combination to anyone. Do not tamper with the combination in any way. Keep lockers neat and orderly so that they close completely. Students are cautioned not to keep money or other valuables in lockers, and any student found tampering with a locker or removing items from a locker that does not belong to him/her, will be disciplined. **Students will not be allowed to carry book bags, purses, or backpack in the hallways or into the classrooms after the A.M. locker visit. Clear Backpacks are encouraged!**

Honors/Awards

Students will be honored each nine weeks for achievement in the areas of academic achievement, improvement, behavior, and attendance. The following guidelines will be used.

Principal's List	All A's – Conduct E's/S's
Honor Roll	GPA between 3.0 and 4.0 – No grade below 85 and conduct must be an E or S
Good Citizenship	All E's and S's in conduct (An Office referral for discipline will cancel this)
Perfect Attendance	Present each day with three or fewer incidents of tardiness

Conduct Expectation and Protocols

The purpose of the Student Code of Conduct is to support positive student behavior and, when appropriate, apply reasoned discipline

DISCIPLINE CATEGORIES

In order to maintain positive virtual schooling climates, students are prohibited from engaging in the misconduct outlined in Policy 6022. The Student Code of Conduct's progressive categories (in their entirety) will continue to be used when defining and responding to virtual misconduct. Please see SCS Policy 6022 pages 13-21, for a comprehensive list of the Discipline Categories A-E.

Category C (Moderate-Serious)

#1. Threatening bodily harm to school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;

#7. Malicious destruction of or damage to school property, including electronic media, or the property of any person attending or assigned to the school;

#8. Stealing or misappropriation of school or personal property (regardless of intent to return);

Consequences for these behaviors can result in

- Parent-Principal Conference (Virtual/in-person/phone)
- Virtual Supervised Study/Detention • Virtual In-School Suspension
- In-School Suspension
- Out-of-school Suspension
- Remand to Alternative School

Category D (Minor -Moderate)

#4. Threatening bodily harm to another student, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;

#7. Inappropriate use of electronic media, including, but not limited to, all calls (land line, cellular or computer generated), instant messaging, text messaging, video/audio recording devices, iPods, MP3s or any type of electronic music or entertainment device, and cameras and camera phones:

#9. Bullying/cyberbullying, intimidation, and harassment

#11. Inciting, advising or counseling of others to engage in any acts in Categories A, B or C using any means to send or receive spoken or written messages, including, but not limited to, notes, letters, texts, online or in-person group chats or conferencing, electronic messaging, audio messaging, video messaging, social media posts/streams, or other similar forms of communication;

Consequences for these behaviors can result in

- Parent-Principal Conference (Virtual/in-person/phone)
- Virtual Supervised Study
- Virtual In-School Suspension
- In-School Suspension

Category E (Minor)

#1. Habitual and/or excessive tardiness;

#2. Class cutting*;

#3. Intentional disturbance of class, cafeteria or school activities;

#8. Possession of and access to beepers, cellular phones or other electronic communication devices during school hours without permission of the principal or in violation to district/school policy;

#10. Dress code violation, including wearing, while on school grounds during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment

Consequences for these behaviors can result in

- Parent-Principal Conference (Virtual/in-person/phone)
- Virtual Supervised Study/Detention
- Virtual In-School Suspension

CATEGORY A OFFENSES

Note: Any student who commits a Category (A) offense must receive a mandatory 180-day suspension.

Category (A) offenses include: possession of drugs, aggravated assault of staff and possession of a firearm on school property/event. Notification will be made to law enforcement authorities. Any modification of this penalty can only be made by the Superintendent.

EXCLUSIONARY DISCIPLINE MEASURES

For the purposes of virtual schooling, exclusionary consequences will be considered as:

- any direct removal from the virtual schooling process, long-term removals to the virtual alternative school setting and failure to provide IEP approved services to students during virtual schooling (i.e., OSS, removal from virtual class without assigning Virtual ISS, etc.).
- Exclusionary consequences should only be used as a last resort and after implemented interventions have failed, unless otherwise dictated by policy categories.

General Douglass Behavioral Expectations: Students are to respect the rights of teacher, students and other adults.

1. Students are to follow the directions of the adult in charge.
2. Students will seek an adult if a situation develops that a student is unable to control.
3. Students may use Peer Mediation to resolve conflicts.
4. Students may not bring weapons (pocket knives, toy guns) alcohol, drugs, or beepers to school. This results in immediate Board Suspension.

5. **CELL PHONES:** In accordance with Shelby County Schools Policy # 6024 – Student Behavior, all students are banned from possessing any type of phone or personal communication device that is turned on or in visible/audible use at any time during the regular school day. Students who wish to bring a cell phone with them to and from school must keep the device turned off and submit the cell phone to administration to be stored under lock and key during school hours during the entire school day. A student found in unauthorized possession of any type of cell phone or communication device during the school day shall have the device taken from him or her and kept by the school principal or designee until the parent is notified. The parent may pick up the device after a **72 hour hold on first offense**. Thereafter, the parent may pick up the device by

appointment. SCS/DK8 will assume no responsibility for confiscated, lost, damaged, or stolen items.

1st offense: Administration holds phone for 72 hours and a parent/guardian must pick it up by appointment only.

2nd offense: 72 hour hold w/ parent conference.

3rd offense: 72 hour hold with disciplinary referral/ Loss of privileges

Students may lose privileges including, but not limited to, the following:

1. Loss of classroom/school-wide incentives
2. Loss of extracurricular/athletic or other school-wide privileges
3. Activities Restricted by the Principal

Metal detectors will be used regularly at Douglass K8 Optional School, **and we ask that parents help us by checking your child's backpack/book bag before they leave home to ensure all bags are clear of restricted items. DOUGLASS K8 strictly adheres to the Board of Education's Zero Tolerance Policy.**

SCHOOL-WIDE EXPECTATIONS

- Keep hands, feet, and all other objects to yourself
- Follow instructions the first time given
- Be prepared by being on time and have your materials
- Keep to the right and always walk quietly to the right
- Be respectful to yourself, others, and the school.

HALLWAY EXPECTATIONS

- Walk quietly on the right side of the hallway
- Keep hands, feet, and objects to self
- Keep hands off walls and bulletin boards
- Students and visitors not accompanied by school staff must have a pass
- Hallways are **Zero Zones** and therefore, students should refrain from loud and/or excessive noises in hallways.

ASSEMBLY

- Students follow teacher to assembly.
- Stay seated in designated area.
- Be polite and courteous, no talking during program
- Clap when appropriate to show appreciation

Students must attend every class for the full school day from 8:15 a.m.– 3:15 p.m. The student must arrive by 8:25 or the student will be considered tardy. Attendance will be taken regularly each class period by the classroom teacher.

ENTERING/LEAVING SCHOOL EXPECTATIONS (in-person)

ENTERING

- Be properly dressed in uniform (**belts must be worn, shirt tails worn inside** etc.).
- Go directly to breakfast, and immediately to homeroom when dismissed.
- Leave loud noise and playful behavior outside.
- Leave all open food products & drinks outside and place items in the trash cans.
- Have the necessary supplies & materials.

LEAVING

- Staggered dismissals begin at 3:15 pm
- Bus Riders will exit the building first.
- Car riders will then report to Cafeteria until called to exit through the north doors.
- Bus riders will go out North door (Near Faculty lot).
- Walkers and bicycle riders will exit the Main Entrance (by the Main Office).
- Students participating in after school activities will be dismissed last and must report directly to the Cafeteria when called and remain seated inside until picked up by the sponsoring teacher/coach.
- All other students vacate the building by 3:15 or face possible disciplinary actions.
- Students will not be allowed to re-enter building without an adult.

CAFETERIA EXPECTATIONS

Mornings

- Enter in a quiet, single line.
- Sit quietly in designated area before school begins.
- Permission must be obtained from teacher to leave cafeteria.
- All students will report directly to the Cafeteria upon arrival until 8:15 a.m.
- Students will eat breakfast in their Homeroom

Lunch

- Enter with quiet voices.
- Sit at designated table. Remain seated until dismissed.
- Clean area, dispose of trays and trash properly.
- No food or drinks taken from cafeteria.

CLASSROOM EXPECTATIONS

- Follow instructions and all classroom procedures the first time given.
- Be on time with your own supplies and ready for class work.
- Treat all people and equipment with kindness and respect.
- No eating or drinking in hallways or classes.
- Raise hand to be recognized or to get out of seat.
- **No Gum chewing is allowed in school.**

RESTROOM EXPECTATIONS

- Always respect the privacy of others.
- Keep floors, counters, and all areas clean with proper etiquette
- Flush toilet/urinal after use.
- Wash hands. Throw paper in waste can.
- Make sure water is turned off.

- Pick paper up from floor and discard in proper container.
- LOITERING AND/OR PLAYING IS NOT ALLOWED.
- Restroom is not a play area and should be used quietly.
- Return to classroom promptly.

Report any problem to an adult

BUS EXPECTATIONS

Shelby County Schools will be providing transportation for our students based on their proximity to the school. The provision of such services, although not required for students other than those receiving special education services as determined by a child's individualized education program (IEP), is provided as a service to the general population in accordance with applicable laws. Criteria for bus ridership eligibility for the general population are determined by Shelby County Schools. It is imperative that students conduct themselves in an orderly fashion both at the bus stops and on the buses. Students will be required to sign a list of bus expectations. If the student violates those expectations, the parent will be notified. **If a student continues to violate the bus expectations, the student will lose the privilege of riding the bus.** The bus driver is considered a member of the faculty and the driver's instructions are to be followed without hesitation. The driver has the authority to assign seats as necessary. **(Policy #3004)**

Students will be issued a Bus Pass and must present the pass to board the bus in the morning and to exit classrooms during dismissals. Students should exercise care in keeping up with bus passes. **A \$2 fee will be charged to replace lost/or damaged bus cards.**

Bus Conduct

A safe environment on the bus is very important. Therefore, inappropriate behavior cannot be tolerated. Bus drivers must always be obeyed and will be supported by the administration of Douglass K8 Optional School.

Bus Behavior

1. Students shall cooperate with the driver.
2. Students shall not use obscene and/or abusive language.
3. Students shall not participate in excessive talking and unnecessary noises.
4. Students shall not throw items on the bus or at the bus stop.
5. Students shall not fight or scuffle on the bus or at the bus stop.
6. Students shall not deliberately delay loading or unloading.
7. Students shall stay seated and not turn around in seat.
8. Students shall not use tobacco and/or drugs on the bus or at the bus stop.
9. Students shall not extend hands, arms or head out of windows.
10. Students shall not tamper with equipment or deliberately vandalize bus.
11. Students shall not consume food or beverages on bus.

Fighting

Fighting will not be tolerated for any reason. Douglass K8 Optional School is a "Fight Free School." We expect everyone to work together to create an atmosphere where no fights or verbal put-downs are tolerated. The Fight Free School mission is, "to teach the

youth of today, the future leaders of our nation, appropriate interpersonal behavior skills.” The focus is to provide an improved school environment that will enhance the learning process and allow our children the optimum advantage to excel in their academic careers. We will have counselors and peer mediators who will help students work out their concerns. We want our students to choose to solve problems intelligently, instead of choosing to fight. At times, it is difficult to tell the difference between “playing” and fighting. Many fights start out as playing; therefore, students will not **engage in play fighting**. All too often, such play causes someone to get hurt; tempers flare and a real fight results

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Fighting will not be tolerated for any reason. Douglass K8 Optional School is a **“Fight Free School.”** We expect everyone to work together to create an atmosphere where no fights or verbal put-downs are tolerated. The Fight Free School mission is, “to teach the youth of today, the future leaders of our nation, appropriate interpersonal behavior skills.” The focus is to provide an improved school environment that will enhance the learning process and allow our children the optimum advantage to excel in their academic careers. We will have counselors and peer mediators who will help students work out their concerns. We want our students to choose to solve problems intelligently, instead of choosing to fight. At times it is difficult to tell the difference between “playing” and fighting. Many fights start out as playing; therefore, students will not **engage in play fighting**. All too often, such play causes someone to get hurt; tempers flare and a real fight results.

SCS ISS/SUPERVISED STUDY

ISS/Supervised study is the act of removing a student from their normal virtual setting and placing them in a new setting that is supervised by another employee. The ISS/Supervised study setting will require the student to receive strategies in character education development and other restorative practices, in addition to requiring the completion of school assignments. Students under in-school suspension/supervised study shall be recorded as constituting a part of the public-school attendance in the same manner as students who attend regular/ virtual classes.

In-School Suspension can be utilized to address student misbehavior that rises to a level that would normally warrant in-school suspension.

Supervised Study can be utilized to address minor misbehaviors that do not rise to a level that would normally warrant in-school suspension. This option will also be used for temporary virtual class moves (i.e., assigned virtual supervised study for 1st period as opposed to the entire day or placed into another elementary teacher's virtual course for 1 hour).

General Processes

1. Virtual ISS/Supervised Study environments must be conducive for learning and instruction should be ongoing during the span of the student’s scheduled stay.
2. Students will participate in restorative practices that will address social emotional learning and character development.
3. In addition to restorative practices, electronic folders will be developed that house class assignments.

4. Virtual ISS/Supervised study will not exceed 10 days at one time.

Students

1. Students who misbehave can be assigned Virtual ISS after other interventions have been implemented.
2. Students will be expected to complete all assignments by accessing the Virtual ISS folder supplied by their school.
3. Students will be expected to maintain appropriate behavior while in the Virtual ISS setting to avoid additional consequences.
4. Students will be expected to follow all other fore-mentioned rules and protocols listed within the Virtual Conduct Expectations and Student Code of Conduct.

Teachers

1. Teachers will develop Virtual ISS folders and will be responsible for supplying rigorous assignments that satisfy state and local standards.
2. Teachers will have the authority to add additional stipulations (i.e., reflective essays etc.) when collecting work from students who have been assigned Virtual ISS.
3. Teachers will not penalize students academically because they are assigned to Virtual ISS/Supervised Study.

Administrators

1. Only administrators (Assistant principals, Vice Principals & Principals) will have the authority to assign inperson or virtual in-school, when applicable, suspension to students (after due process).
2. Administrators or their designee will schedule meeting dates in Microsoft Teams/zoom and develop list of students assigned to Virtual when applicable ISS or in-person
 - Multiple Rooms may be created to ensure Virtual ISS placements are not overcrowded, Virtual ISS rooms should follow the same capacity rules as classrooms because they must be conducive for education.

In-School Suspension (ISS)

It is the mission of the In-School Suspension (ISS) Program at Douglass K8 to improve the school's environment by implementing a behavior modification program to improve student conduct. The goals of the program are to:

- Provide an alternative to suspension
- Deliver uninterrupted instruction to students in a safe and rigidly structured environment.
- Curtail absenteeism that results from suspension.
- Modify inappropriate behavior and return the student to their regular classroom environment.

Students can only be referred to ISS by an Administrator. The ISS program begins at 8:15 a.m. and ends at 3:15 p.m. Students assigned to ISS must complete all assignments given by the regular classroom teacher and the assignments given by the in-school suspension teacher. Credit will be given for the regular classroom work completed in ISS daily. **The student may not participate in or attend any school activities including**

assemblies, athletics, field trips, or award programs while assigned to the ISS program.

SCS Virtual Uniform Policy

Students are to wear appropriate dress, that does not distract from the virtual learning process. Inappropriate attire including but not limited to the following are prohibited: clothing with profanity; derogatory terms; racial slurs; sexual content; and clothing that is transparent or overly revealing. School uniforms will not be required for Virtual Schooling.

Students should refrain from engaging in any of the behaviors identified in SCS Policy 6022 while engaged in virtual schooling. Traditional school rules and behavioral expectations still apply. Behavior that is disruptive to the virtual schooling setting will be addressed using progressive discipline measures. Students are to remain positively engaged in instruction and participate.

Policy #6021 (Uniforms)- in person instruction

Personal appearance or attire that creates commotion within the school is detrimental to the school program and will not be tolerated. Students at DK8 will comply with the Douglass K8 Optional School Leadership Council's uniform policy that is based on the Shelby County School Board Policy regarding school uniforms.

- Acceptable shirts include Polo shirts. **Any shirt worn under the polo shirt or hoodie must be WHITE. The outer shirt must be maroon, burgundy, or white, gray, navy, or black. No other colors are permitted.**
- **Any shirt purchased at DK8 may serve as a uniform shirt. It must be a DK8 shirt and NOT say high school.**
- Long sleeves and short sleeves are acceptable **uniform color** shirts; Sleeveless tops are **not** acceptable.
- **Bottoms** (pants, walking shorts, skirts and jumpers) must be black, tan, khaki, or navy blue.
- Acceptable pants styles include full-length dress pants, boot cut or straight-legged pants, cargo pants, straight-legged Capri pants, cropped pants and **knee-length** walking shorts.
- **Pants** must fit at the waist and not be oversized or undersized (i.e., Baggy pants, sagging pants, leggings, tights, or pants made of spandex are prohibited).
- **Female student's shirts must not be undersized in a way that will cause inappropriate or suggestive exposure.**
- **Belts should be worn for loose fitting pants if they fall below the waist.** Strings will be used to support pants if necessary to avoid exposure.
- Skirts or jumpers must also be knee-length or longer. Uniform Dresses are allowed IF they come to knee-length.

- **Shirts** must be tucked in unless designed to be worn outside of the pants (Males). Females are not allowed to wear revealing, low-cut shirts/blouses.
- **Shoes** should not have heels higher than an inch and a half. No flip-flops or house shoes are allowed because of safety issues. All sandals must have a BACK strap on them. House shoes are prohibited and those shoes resembling house shoes (with fur) are discouraged.
- All athletic or tennis shoes, as well as boots are acceptable. **Multi-colored shoestrings are not permitted.**
- **No sandals!**
- **No Headwraps (bonnets, bandannas, etc). Brown and Black headbands encouraged.**
- **No denim material may be worn as uniform clothing.**
- **All uniform clothing should be plain and free of any manufacturer's logos, brand names, pictures, or insignias visible on the clothing.**
- Heavy coats, heavy jackets and raincoats are not covered by these regulations and are not to be worn during the school day unless permitted by the principal for special circumstances.
- **DK8 Leadership Council** has further adopted these rules regarding accessories: (i.e., earrings, big belt buckles, bracelets, jewelry etc.): Absolutely no "Bling-Bling" or Suggestive Fashion Jewelry or accessories will be allowed, Mouth "grills" will **not** be allowed.
- **Brown or Black Belts ONLY. No Colored Belts.**
- *****Remember Maroon, Gray, Navy, White, and Burgundy tops AND Khaki, Tan and Black pants are the only colors approved to be worn in conjunction with the uniform. Pastel colors (pink, yellow, green, light blues etc.) are not permitted.**

*****Violation of the SCS Uniform Policy will result in disciplinary action*****

Uniform violations: 1st violation, student will be instructed to call home and secure proper clothing. Student will be placed in supervised study until correct uniform is provided. 2nd violation, punishment will follow progressive discipline plan. Further information regarding the Uniform Policy may be found on the District's web site under Policy #6021.

SCS General Rules for Visitors/Guest (Covid-19 restrictions)

- During this time visitors, will be limited on campus. All visitors will need to have their temperatures checked at the door and will fill out a health screening form before they can enter the building. These health screening processes will take place until the District deems it safe to discontinue the practice. Parking in a "No Parking Zone" or "Fire Lane many result in a ticket from the school officer.

General Rules for Visitor/Guests

- All guests entering the building between 8:00 a.m. and 8:30 a.m. should park in the front of the building and enter through the main entrance. Parking in a "No Parking Zone" or "Fire Lane many result in a ticket from the school officer.

- After 8:30 a.m., entrance for all students and guests will be through the front door (by main office). The bell to the right of the door should be pushed, standing in front of the viewer, and visitor will be buzzed in.
- All guests/visitors **MUST** report directly to main office when entering building and are asked not to go directly to classrooms.
- Due to increased safety concerns for all students: ***Valid identification with a picture must be presented each time for student check out from Douglass K8 Optional School.***
- Drivers should enter West end drive (by cafeteria) to drop off students.
- Pull to the right side of the curb as far forward as possible before child exits car. **Never allow children to exit cars from the driver side doors into oncoming traffic.**
- Use the drive lane that passes in front of the school's main entrance (not the circular drive) to exit the East drive.
- Parents/Guardians will enter West end drive to pick up students and exit the East drive.
- No parking is allowed in driveways or Fire Lanes.
- Telephones in classrooms should be used by students in cases of emergency transportation needs. *(This should not be routine. Transportation should be arranged by students and parents before the student arrives at school).*
- All students are to exit the building at dismissal.
- Students participating in after-school activities should go directly to the gym at 4:15 p.m. and remain inside, seated. There will be no loitering in the halls after school.
- Violators will call parents, advising that they will not be allowed to stay and must be picked up immediately. Supervising teacher will also be notified, and any further infractions will necessitate child being suspended from after school activities.
- Students not participating in after school activities must vacate the building immediately or face possible disciplinary actions.
- **No students will be allowed to re-enter the building without an adult.**

Metal Detector Search

The administration will carry out metal detector searches periodically during the school year. Students are to cooperate with the searches and make no effort to delay or avoid the searches. Violating these rules will result in disciplinary action.

Interscholastic Athletics and Extracurricular Activities

Athletics and other extracurricular activities are important parts of school life. Students can develop skills and character traits such as team building, leadership, self-discipline, healthy competition, and integrity.

According to SCS policies on Interscholastic Athletics (#6051) and Extracurricular Activities (#6013), students participating in athletics and extracurricular activities are always expected to act responsibly and with high ethical standards. To ensure that students receive the highest benefit from these programs, SCS has established rules of conduct and consequences for unacceptable behavior for student athletes and for students participating in extracurricular activities.

Athletic personnel at each school shall review the report card grades of students participating in the designated sport every nine weeks. Students are responsible for submitting their grades to the coach during the first or subsequent nine weeks' period must be referred to an academic intervention program at the school to help the student improve his/her grade in the course. Where not formal intervention program exists, alternative academic support may serve as the intervention program. This support may include activities such as school-approved peer tutoring and teachers working with students before, during and after school. A student must remain in the academic intervention program if his/her grade is less than a C in any core class. The student can continue participating in the athletic activity while attending the intervention program. A student qualifying for intervention who refuses to participate in an academic intervention plan shall not be eligible to participate in any athletic activity for the school year.

The athletic department, with approval from the principal, may also develop its own academic intervention program. To participate in an after school athletic event, students must be in attendance for most of the regular school day.

SCS Board Policies

A copy of all Board Policies relative to students may be viewed on the Shelby County School's web site. The address is <http://www.scsk12.org/uf/policy/policies.php>. A complete list of Board Policies should be reviewed and covered with your child to ensure a safe and productive school year. Strict compliance to Board Policies will be adhered to by Administrators and staff of Douglass K8 Optional School.



Signature Page
Douglass K8 Optional School
Student Handbook

I have received, read, and discussed the Douglass K8 Optional School (DOUGLASS K8) Handbook with my child, _____. I have also been advised of the Shelby County School's website where we can view a complete list of Board Policies that govern all students. _____ (Parents Initial)

I/we understand that strict compliance to the rules, procedures, and expectations set forth in this handbook is necessary to ensure a safe, wholesome, and academically engaging environment. _____ (Parent's Initial)

I/we understand the rules in this handbook pertain to all students during school hours, after school, and at all school functions including athletics. _____ (Parent's Initial)

Print Student's Name

Homeroom

Student's Signature

Date

Parent's Signature

Date

Primary Telephone #

Alternate Telephone #

*****This page must be signed and dated by student and parent/guardian and returned to the homeroom teacher. A copy of this Handbook will be posted on the DOUGLASS K8 website <https://schools.scsk12.org/douglass-k8/>**