

# **Delhi Middle School Family Handbook 2023-2024**



## **I. Introduction**

### **Delhi Middle School Mission Statement**

“Preparing All Students for Academic Success” is the mission of Delhi Middle School.

### **Delhi Middle School Vision & Goal**

**To prepare all students to become lifelong learners and responsible citizens ready to meet the challenges of the future.** The goal for Delhi Middle School is to create an environment that is conducive to learning that will provide relevant educational opportunities for students — both inside and outside the classroom — that help them develop the knowledge, critical thinking skills, and character to perform at their highest potential.

### **DMS Bell Schedule**



**2023-2024**

**Breakfast /Assembly 7:20 - 7:40**

| <b>Class Period</b>                | <b>Time</b>          |
|------------------------------------|----------------------|
| <b>1<sup>st</sup> Period/RTI</b>   | <b>7:43 – 8:50</b>   |
| <b>2<sup>nd</sup> Period</b>       | <b>8:50 – 9:45</b>   |
| <b>3<sup>rd</sup> Period</b>       | <b>9:45 – 10:40</b>  |
| <b>4<sup>th</sup> Period/Lunch</b> | <b>10:40 – 12:05</b> |
| <b>5<sup>th</sup> Period</b>       | <b>12:05 – 1:00</b>  |
| <b>6<sup>th</sup> Period</b>       | <b>1:00 – 2:05</b>   |
| <b>7<sup>th</sup> Period</b>       | <b>2:05 – 3:00</b>   |

## **Principal Statement**

I would like to take this opportunity to welcome you to a new 2023-2024 academic school year. As an educator, my philosophy on teaching is that through effective and quality instruction all students have the ability to learn to the best of their full potential. As the instructional leader, I am fully committed to ensuring that your child receives the best and safest educational experience possible. The entire Delhi Middle School staff is committed to meeting the individual needs of each child. We have high expectations of all students and strive to ensure that each child meets a level of success consistent with their abilities. This is best accomplished with the assistance and cooperation of parents and stakeholders. Delhi Middle School has a long history of positive parental and community involvement and we encourage you to be actively involved in your child's education.

Delhi Middle School's faculty and staff truly believe these three key components, Home, Community and School make up a winning team! Our main concern is that everything we do must be in the best interest of our students. We will meet any new challenges head-on and build upon our past successes. As the instructional leader, I bring a belief that the students are at the center of all school-related decisions. I am excited to bring my experience, my openness to learn, and my child-centered approach to support our students. Because the relationships between families and the school are vital to the success of our students, I encourage you to become involved in every way possible. I look forward to the collaboration and support we will be able to give each other.

I am here to make every effort to help your child reach his or her fullest potential. I vow to give the absolute best of my abilities to our students', and I will request the same efforts from our staff and school community. Together we will continue to move Delhi Middle School students towards their future educational endeavors. This will be done while maintaining a safe, productive, and conducive learning environment, guided with love and support helping our students obtain an illuminating and prosperous future. Join me in working toward another great school year at Delhi Middle School. In the words of former DMS Principal, Floyd McDade, "It is a Great Day to be a Delhi RAM".

***Kenya Grimes, Principal  
Delhi Middle School***

## Philosophy of Delhi Middle School

The educational philosophy of Delhi Middle School is one which provides the very best teaching and learning environment possible. One which is caring and safe; developing the qualities of self-esteem, creative and critical thinking, respect for self and others and positive attitudes toward school and learning. It is the belief of our school that we should foster in our students pride, self-confidence, and a love of learning, while they develop physically, mentally, emotionally, and socially into mature, responsible citizens. We are committed to the philosophy that the child must be placed at the center of learning, actively acquiring skills needed to think clearly, communicate effectively in order to make sound decisions.

We believe . . .

Education is a lifelong process and continuous improvement is a value we model and instill in our students.

Educational excellence is a collaborative process and is a shared responsibility of the student, the family, and the Delhi Middle School staff.

Educational experiences for students should be founded in the rigorous study of the academic disciplines.

Educational experiences for students should enable them to become effective communicators, independent learners, and motivated critical thinkers.

*“The function of **education** is to teach one to think intensively and to think critically. Intelligence plus character – that is the goal of true **education**.” Dr. Martin Luther King,*

## II. Students

### Arrival at Delhi Middle School

School begins at 7:40 with an assembly in the gymnasium. For those students who ride carload or walk to school, we ask that they arrive at school no earlier than 7:15. This is especially important on cold or rainy days. Students are **NOT** permitted to enter the building before 7:15 as no adults are assigned duty until this time. Students will be dismissed by administration for breakfast. Students will return to the gymnasium, sitting in their assigned sections until dismissed for classes.

### Tardy Policy at Delhi Middle School

**Zero Tolerance for Tardiness.** A student is tardy after the bell rings at 7:43. No students will be allowed to check into school without a parent/guardian reporting to the office and signing the student in. The student will be allowed to enter class with an excused tardy pass from the office. However, habitual tardiness will not be tolerated. Students arriving late for school a **4<sup>th</sup> time** will be subject to a **1-day suspension**. The parent/guardian of students who are excessively tardy will be contacted by the principal, assistant principal, and or truancy officer.

### Dismissal at Delhi Middle School

School will be dismissed at 3:00 p.m. All students who ride buses will be dismissed by the office when all buses have arrived. The students will exit the school in an orderly manner. All other students will wait in their classroom until the second bell rings or verbal dismissal from the office. Students are **NOT** permitted outside of the classroom until indication of dismissal by the second bell or the office. The second bell or office indication signals the dismissal of those students on carload and those students who walk home.

## **School-Wide Positive Behavior/Expectations**

School-Wide Positive Behavior is a proactive program aimed at focusing on replacing undesired behaviors with positive behaviors in the classroom and around the campus. School-Wide expectations are a list of four specific positively stated characteristics or concepts that apply to all faculty and students. A school's behavioral expectations are the foundation of implementing school-wide positive behavior. These expectations are in line with the school's mission statement and are taught to all faculty, students, and families. These concepts are general enough to be applicable in multiple settings, but specific enough to be of assistance when generating rules for targeted settings. Incentives and consequences are established to support the school-wide behavior expectations. Incentives are used to reward appropriate behaviors that support the school-wide behavioral expectations whereas the consequences address behaviors not meeting the school-wide expectations. Students will go on one field trip per semester (TBA).

**R**espectful and Responsible

**A**ct Thoughtfully with Appropriate Attitude

**M**otivate Myself and Others

**S**afety and Self-Control

### **GRADING POLICY:**

The following numerical values shall be used to determine letter grades in Richland Parish Schools.

|             |                   |
|-------------|-------------------|
| 100 – 92.5  | A (Excellent)     |
| 92.4 – 84.5 | B (Above Average) |
| 84.4 – 74.5 | C (Average)       |
| 74.4 – 66.5 | D (Below Average) |
| 66.4 – 0F   | (Failure)         |

### **PROGRESS REPORTS:**

Progress Reports are sent home with the child every third week of each six week period.

Parents are encouraged to set up a time at the midpoint of each grading period to visit their child's teacher. We hope parents will come to learn the progress of their child in the middle of the six weeks. This mid-six week's conference will give the parent and student adequate enough time to improve the desired class grade outcome.

### **GUIDANCE FOR COMPLIANCE WITH STUDENT DRESS CODE POLICY**

Due to the changing nature of trends in fashion and grooming, guidance given below **is not** inclusive of all possible violations. Building level administration is authorized to make the final determination as to student compliance pertaining to dress and grooming guidance listed below.

#### **ALL STUDENTS**

1. Shorts, skirts, and dresses may be worn in all grades and must reach at least two inches above the knee when worn at the proper waistline.
2. Overalls shall be worn with all straps fastened over the shoulder and buttoned completely on all sides.
3. Some type of shirt will be worn under overalls.
4. All skirts and pants shall fit at the normal waistline. Oversized clothing shall not be permitted; neither shall extremely tight clothing be permitted, as determined by the principal or his/her designee.
5. Pants legs shall not be rolled above the ankle, or cut or frayed above the ankle, and both pants legs shall be worn the same length. Belts shall be worn with all pants which have belt loops in grades 6-8.
6. Sunglasses, hats, or caps shall not be allowed at school. Hoods shall not be worn inside a building on a school campus. Caps may be brought to school as part of a school team uniform. These caps shall not be worn during the school day.
7. Clothing with holes, rips, or tears may be worn if skin is not exposed. **(tights must be worn under clothing)**
8. All buckles and laces shall be fastened or tied. Laces shall be worn in shoes with eyelets.

9. Students shall not wear clothing (including buttons, patches, and badges) advertising alcoholic beverages, tobacco products, or drugs and/or containing inappropriate language interfere with the work of the school or impinge on the rights of other students.
10. Hair must be neat, clean and well groomed. Rollers, pins, nets, or other similar head apparel shall not be worn on the head. Numbers, symbols, words, patterns, or phrases shall not be worn (cut) in students' hair if deemed offensive, obscene, gang-related, or cause a disruption of the learning environment by the administration.
11. No pajama pants may be worn to school.
12. Footwear shall be part of the regular attire. Shoes shall be without metal tips or cleats. Shoes with wheels shall not be worn. **(No sharing of mixed matched shoes)**
13. The neck opening of a shirt shall not exceed the equivalent of the second button of a dress shirt. See-through shirts, or tank tops shall not be worn. Midriff shall not be exposed.
14. Neatly trimmed facial hair may be worn as determined by the administration.
- 15. Leggings, jeggings, sliders, or similar apparel may only be worn under a regular dress or skirt of appropriate length.**
16. Strapless dresses, blouses, tank tops, tube tops, off-the-shoulder garments, or halters shall not be worn. Clothing which reveals cleavage shall not be worn. Dress straps shall be 2" wide.
17. Pierced jewelry shall not be worn other than in the ear.

## **GUIDANCE FOR COMPLIANCE WITH CELL PHONE POLICY**

Though we are in a technological age, cell phones provide many distractions from the learning environment. In an effort to maximize student engagement and minimize distractions, DMS will follow the Richland Parish guidelines for cell phone misuse.

If a student is found to be using an unauthorized electronic device on a school campus or during instructional school hours of operation:

**First Offense:** Device shall be taken from the student. Students will be fined \$5.00 for the first offense. The phone may be retained until the fine is paid.

**Second Offense:** The device will be taken from the student and the student will be fined \$10.00 for the second offense. The phone may be retained until the fine is paid.

**Third Offense:** The device will be taken from the student and the student will be fined \$20.00 for the third offense. The phone may be retained until the fine is paid.

**Fourth Offense:** The device will be taken from the student and the student will be fined \$40.00 for the fourth offense. The phone may be retained until the fine is paid.

All offenses after the fourth offense fines and time of phone retention shall double from the previous offense. Offenses shall accumulate for the school year.

Cell phones cannot be purchased back until recess time from 1:00-1:15 the following school day or at the discretion of the office.

**If a student refuses to release the phone to a teacher or administrator, they may be subject to suspension or other disciplinary action.**





## **STUDENT CONDUCT: CHARACTER**



Delhi Middle School will hold students to a high standard of conduct and responsibility. This means each child will be responsible for his or her own actions. Everyday student at DMS should strive for positive behavior that is best described through the following character traits of he mascot, RAM:

**R**espectful and Responsible

**A**ct Thoughtfully with Appropriate Attitude

**M**otivate Myself and Others

**S**afety and Self-Control

### **List of areas within Student Conduct**

#### ***Appropriate Student Attitudes***

*Students are expected to be respectful to all adults on the Delhi Middle School campus.*

*Students will address faculty, staff, or any adult as Mr./Miss/Ms./Mrs./Coach*

*Students are expected to use phrases that are respectful: “thank you”, “good morning or afternoon”, “yes mam or yes sir”, “no mam or no sir.”*

#### ***Conduct in the Classroom***

*Students will follow the rules of his/her classroom teacher.*

*Students will not disrupt the classroom and interfere with the learning environment.*

*Students will be expected to take care of their Chromebook and any other school device or materials as designated by the individual classroom teacher or administrator.*

### ***Hallway Conduct***

*Students will walk on the red lines when walking in the hallway as a class.*

*Students will be expected to be quiet and orderly in the halls with no running, loud talking or horse playing.*

*Students will go to the restroom and water dispenser when they have permission or at a scheduled time.*

*Students will not gather in the hallway for any discussions or for any other reason at any time.*

### ***Conduct in the Gymnasium During Recess or Assemblies***

*Students should enter the gym in an orderly manner and go directly to the designated seating area.*

*All students should sit in the bleachers in the designated areas and not stand up unless given permission .*

*Students shall go to the restroom located in the hall as instructed by the duty teacher.*

*There shall be no horse playing, tapping or beating on the bleachers, chanting, singing, or yelling across the gym.*

*Students will be dismissed from the gym by grade level/class.*

### ***Athletics and Support Groups***

*A student athlete must have passing grades in ALL subjects to be eligible. Eligibility will be checked each six weeks. Cheerleaders and pep squads must follow the guidelines set forth by sponsors.*

*Students who do not show good sportsmanship or that don't follow team or spirit team rules will be dismissed from the team.*

***Students participating in academic clubs and school related activities, will sign a student conduct agreement acknowledging that the parent and student are aware of the student's expectations based on the individual expectations of each sport.***

### **III. Other Information**

#### **Phone Calls**

No student will be pulled out of class to take phone calls. This causes too many **DISRUPTIONS** in the class. A message will be taken and given to the student at discretion of the office.

Students must have a teacher's pass or note in order to utilize the phone. The telephone in the office is for emergency use only – when your child is sick or not feeling well.

Please call the school **BEFORE 1:30** when making after school arrangements for your child. Adhering to this time frame will alleviate any possible confusion as to where the child needs to go after school.

#### **Check In and Outs**

No **HIGH SCHOOL** student can check your child out.

Only individuals that have been included on the information sheet will be allowed to check out your child.

#### **School Records**

To get a copy of **ANY** school records there is a \$1.00 charge **PER** copy. There will be a possibility of 1-2 day wait in order to pick up the information. Parents, please call the school to request records in advance.

# *Delhi Middle School*

## **2023-2024**



### **School Parent and Family Engagement Policy**

In support of strengthening student academic achievement, Delhi Middle School receives Title I, Part A funds and must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the district.

#### **Delhi Middle School agrees to implement the following requirements as outlined by Section 1116:**

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the targeted assistance or school wide program plan.
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the school-wide program plan under Section 1114(b) of ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

- *Parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:  
Parents play an integral role in assisting their child's learning,*
- *Parents are encouraged to be actively involved in their child's education at school,*
- *Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child, and Other activities are carried out, such as those described in Section 1116 of ESSA.*

### **Required School Parent and Family Engagement Policy Components**

The school parent and family engagement policy includes a description of how the school will implement or accomplish each of the following components:

#### **A. Jointly Developed**

**Delhi Middle School** will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

*The district and school policies and the School Improvement Plans are reviewed each school year and revised annually. Sources used in the development of these policies and plans include individual school meetings, annual parent survey results, parent meetings, and parent-teacher conferences. This policy and all school policies are posted on our system and school websites where they are available for parent comments and suggestions. This policy is a working document subject to review and revision.*

#### **B. Annual Title I Meeting**

**Delhi Middle School** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the school wide plan, and the school-parent compact.

*Delhi Middle School will conduct its annual Title I meeting in conjunction with its annual Back-to-School Night. Parents will be informed about the school's Title I program, the requirements of the program for school and parents, the school family engagement policy, the*

*school-parent compact, and the school's planned family engagement activities. Parents will be surveyed to determine whether parent engagement needs are being met effectively and appropriately through the implementation of the parent and family engagement programs. Parents will be given the option to complete the survey via paper copy or electronically. The results of these surveys will be used to develop strategies for school improvement and to revise the district and school Parent and Family Engagement Policies. These results are also used in planning future parent meetings. Areas evaluated include academics and school leadership, parent involvement, Title I, school environment, and the school Parent and Family Engagement Program.*

### **C. Communications**

**Delhi Middle School** will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs,
- Flexible number of meetings, such as meetings in the morning or evening
- Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

*Delhi Middle School will make the School Family Engagement Policy available to all parents by publishing the policy in all student handbooks and on the district website.*

### **D. School-Parent Compact**

**Delhi Middle School** will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

*Delhi Middle School will hold an annual parent meeting to review and discuss any needed changes to the jointly developed school compact. This compact will outline how the entire school staff, parents, and students will share the responsibility for improved student academic achievement. The compact will describe not only the school's responsibility in providing high quality instruction and curriculum, but the student and parent responsibilities*

*for meeting and supporting the learning processes. The compact will address how parents have reasonable access to staff, receive frequent reports on their progress, and have the opportunity to volunteer and observe in the classroom.*

**E. Reservation of Funds (only applicable to districts with Title I allocations of \$500,000 or more)**

If applicable, Delhi Middle School will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

*Each Parent and Family Engagement Coordinator offers each parent the opportunity to give feedback on the 1% reservation of funds by surveying parents on the use of funds. During the Annual Title I meeting, the school will share the budget for parent and family engagement activities.*

**F. Coordination of Services**

**Delhi Middle School** will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

*Delhi Middle School will coordinate with Delhi Elementary School and the ULM Trio Program to facilitate smooth transitions for both parents and students from elementary to middle and middle to high school by working collaboratively with these outside agencies.*

**G. Building Capacity of Parents**

**Delhi Middle School** will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Provide parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards;
- Provide materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement; and

- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - The challenging State’s academic standards,
  - The State and local academic assessments including alternate assessments,
  - The requirements of Title I, Part A,
  - How to monitor their child’s progress, and
  - How to work with educators to improve the achievement of their child.

*Delhi Middle School will provide tips and ideas to parents on helping their children with core content subject areas through presentation at family academic events.*

#### **H. Building Capacity of School Staff**

**Delhi Middle School** will provide training to educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

- *Sending home newsletters*
- *Sending home progress reports*
- *Scheduling parent/teacher conferences*
- *Making phone calls; sending home homework, and parent communication flyers*
- *Encouraging parents to serve as PAC members and SIP team members*
- *Serving together on school and district committees*



# **Delhi Middle School**



## **School-Parent Compact 2023-2024**

A School-Parent Compact for Achievement is an agreement that parents, students, and teachers develop together. It explains how parents and teachers will work together to make sure all our students reach or exceed grade-level standards.

Richland Parish Title 1 believes that it is the system's responsibility to assist schools in coordinating and implementing programs for and with parents that will address the needs of students, parents, families, communities, and the school.

### **OUR GOALS FOR STUDENT ACHIEVEMENT**

**The Richland Parish School Board and Delhi Middle School are committed to your child's learning.**

#### **DISTRICT GOALS**

Richland Parish will provide:

1. Rigorous, state-approved Tier 1 curricula
2. Certified instructors
3. A positive learning environment

#### **SCHOOL GOALS**

The key components of our plan that will lead to school improvement include:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging state academic standards
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
  - ❖ hold parent-teacher conferences and discuss the individual child's achievement.
  - ❖ ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- Treat each child with dignity and respect
- Strive to address the individual needs of the student
- Acknowledge that parents are vital to the success of child and school
- Provide a safe, positive and healthy learning environment
- Assure every student access to quality learning experiences

## **STUDENT GOALS**

The student realizes education is important. He/she is the one responsible for his/her own success. Therefore, he/she agrees to carry out the following responsibilities to the best of his/her ability:

- Get to school on time every day
- Be responsible for completing all classwork and any assigned homework on time
- Be cooperative by carrying out the teacher's instructions and ask for help when needed
- Do daily work that reflects the student's best effort
- Be respectful to all school members and to school property

## **PARENT GOALS**

The parent understands that participation in his/her student's education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability:

- Monitoring attendance.
- Communicate with the teacher or the school when I have a concern.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district received by my child by mail, or electronically and responding, as appropriate.
- Regularly monitor my child's progress in school.
- Making sure that assigned homework is completed.
- Respect the school, staff, students, and families.

## **HOW PARENTS CAN GET INVOLVED**

1. Join the Parent Action Committee. Meetings are held four times each year where the parents and staff can review the school improvement plan, family engagement policies, and parent nights.
2. Attend our annual Back to School Night. At this meeting, you can find out about the requirements of the Title 1, Part A program. An explanation of this policy is also included in the school's handbook.
3. Attend our parent nights twice each semester to gain a better understanding of the curriculum, the state standards, their child's progress, school and state assessments, learn curriculum "how to's" presented by knowledgeable teachers, and other community leaders.

## **COMMUNICATION ABOUT STUDENT LEARNING**

Delhi Middle School is committed to frequent communication with parents about children's learning. Here are the ways you can expect us to reach you:

- Weekly/daily folders
- Newsletters and flyers
- Website
- Facebook Page
- Progress Reports
- Report Cards
- Individual student report about your child's performance on the state assessments