

# Doe Creek Middle School

## 2017-18 Parent Information

Telephone Numbers: 861-4487 / Fax: 861-2136

E-mail: [doecreek.newpal.k12.in.us](mailto:doecreek.newpal.k12.in.us)

**Attendance:** The Indiana Code on attendance requires regular school attendance of all students under the age of seventeen. Parents are legally responsible to have their child regularly attend school.

- Parents are requested to call the school at 861-4487(select option #3), on the morning a student is absent. Calls should be placed from 7:15 to 10:00 a.m. Please leave the student's name, date, time and reason for the absence. The parent/guardian should also leave his/her name and a contact phone number.
- It is the parent's responsibility to call school within 24 hours on each day of absence of his/her child. **An absence not verified by the close of the school day following the absence will be considered an unexcused absence.**
- If there is no phone, a note must accompany the student upon his/her return and must state the reason for the absence and be signed by the parent. The note is turned in to Mrs. Myers in the Main Office.
- If your student has a medical appointment during the school day, please send a note with them the morning of the appointment and drop it off in the Main Office so that we can have your student in the office ready for pick up. A phone call letting us know of the appointment and pick up time is also accepted.
- Parents need to sign their student in and out in the Main Office when they leave/return to school.
- The Alert Now system makes daily calls (at 12:00pm - noon) to parents if a student's attendance is unverified for one or more class periods. This call is to help resolve unverified student attendance.

**Bus Passes:** Any student who does not plan to go home on their assigned bus, but does plan to ride a bus home with another student **must bring a note** from his/her parent or guardian to the Main Office *the morning* they need to ride. The written permission/note should state your student's name and destination (note should include your students name, the name and address of the student they are riding the bus home with and that students bus number). Students are not allowed to make calls to arrange bus passes during the school day. *If the student does not have a DCMS issued bus pass to ride a different bus home, he/she will be sent home on his/her assigned bus.*

**Computers/Use of Technology:** Every student at DCMS is provided a laptop for daily educational use.

- Students who abuse the hardware or the network risk losing the privilege of its use.
- Insurance is provided for every laptop through school fees (Deductible is \$100).
- Lap Top bags are provided for properly secure laptop transporting. Replacement bags are available *the cost is \$5 for a used case and \$20 for a new one if needed.*

**DCMS Happenings:** An on-line communication that is sent out weekly from DCMS regarding school and community happenings and events. Parents, this is our SCHOOL NEWS LETTER and the best way for you to stay informed with what is going in your students' classrooms and at our school. The email addresses used for this communication are Contact 1, Contact 2 and Contact 3. If a change needs to be made to one or more of these E-mail addresses please call the Doe Creek front office to update your students PowerSchool information. If you have questions or need assistance please contact us at 861-4487.

**Emergency Information:** Please let us know if telephone numbers or emergency contacts change during the year.

**Breakfast & Lunches:** Breakfast cost is \$1.80 per student and \$2.85 for Lunch. If you have questions regarding Breakfast or Lunch at school you can contact the cafeteria at 861-4487 x6131.

**PowerSchool Parent Portal Access:** This access allows a parent/guardian of a student attending Doe Creek Middle School to view their student's current grades, classroom & project activities, class & homework assignments, missing class & homework assignments, and attendance activity all through the Internet daily (7<sup>th</sup> and 8<sup>th</sup> parents/guardians should already have Parent Portal Access through the single point of contact registration process), If you need help regarding your access you can contact Doe Creek Middle School at 861-4487. Doe Creek does not mail home report cards.

**Medication:** No medication shall be administered to a student without the written and dated consent of the student's parents. All nonprescription medicine to be administered to a student must be accompanied by a *Permission to Administer Medication* describing the medicine and should be brought in the original container **by a parent**. All prescription medicine must be accompanied by a physician's note, a copy of the original prescription, or the pharmacy label in addition to the permission form. Any medicine to be administered to a student shall be brought to the Main Office by a parent before the first class period where it will be kept in a secure place. Under no circumstances will a student be permitted to carry the medication with them or keep it in their locker. Any questions, contact Jeri Wuethrich at 861-4487 ext.6010.

**Parent Checkout and Notices to Students during School Hours:** Students should bring a note signed by a parent/guardian to the Main Office **before** school when the student must leave during the school day. Parents must sign only their students out in the main office. The front of the building should be used for short term parking only. *Phone messages will be delivered only in an emergency.* Please support our commitment to uninterrupted instructional time, which is necessary for academic success. All delivery items for students need to be brought to the main office with their name and grade on them. It is the student’s responsibility to pick these items up at the main office.

**Parent Visitation:** Parents are always welcome at Doe Creek Middle School. All parents must stop by the Main Office and sign in and receive a visitor’s pass. Parents will need to schedule an appointment in advance to visit or observe their student in the classroom. If you are requesting a conference with a particular individual, please call in advance to arrange a date and time.

**Schedule:** 7:45-2:35 Daily. We encourage all students to take advantage of our buses, however, if a student is dropped off prior to 7:35a.m, these students are to go directly to the Cafeteria. They will need to enter through the Parent drop off door (door #10 on the west side of the building). No student will be permitted in the hallways prior to 7:35AM. Students arriving late to school need their parent or guardian to sign them in at the main office (door #1 north side of the building),. **Students should be accompanied by a parent/guardian** or have a written excuse from a parent/guardian stating the reason for late arrival. A pass will be given to the student to enter their classroom. Any students staying after school no matter the reason must be supervised by an adult at all times.

**School Closings:** The safety of all children is our first concern. The school superintendent will determine school closings due to snow and other adverse weather conditions. Best sources for information on school closings: WIBC, WENS, WFMS, and Channels 6, 8, or 13, and calls from the Alert Now automated phone system.

**Transporting Students by Car:** All students are to be dropped off at the Parent Drop off /Pick up Door (door #10 on the west side of the building) before and after school hours. If your student is arriving late to school, your student must be brought to the main entrance (Door #1 on the north side of the building) and exit the same way you entered. *Note – Doors at Doe Creek Middle School are locked at all times (unless it is arrival or dismissal time). If access is needed to the building between school hours you must go to main door (door #1 north side of the building).*

**How do I contact . . .**

**The principal...** Mr. Voelz encourages all parents to contact him when they have something to communicate relating to their child or the school in general. A call prior to your visit would be appreciated. This will enable him to be available to see you at a particular time. Mr. Voelz may also be reached by leaving a message on his voice mail (6001), or e-mail him at [jvoelz@newpal.k12.in.us](mailto:jvoelz@newpal.k12.in.us).

**A teacher...** Teachers are available during their planning time for personal or phone conferences. You are encouraged to leave a message on their voice mail and have the teacher return your call.

**Our counselor...** Parents are welcome to contact Mrs. Schwyn about their concerns. Conferences with our counselor can also be scheduled.

<b>Service...</b>	<b>Who will assist...</b>
Contact Information Changes (address & contact numbers)	Main Office Secretary - Mrs. Myers
Athletic Information	Athletic Director - Mr. Moore or Mrs. Taylor
Attendance	Attendance Secretary – Mrs. Myers
Discipline & Bullying Information	Dean of Students – Mr. Moore
Book Rental & Refunds	Principal’s Secretary/Treasurer - Mrs. Pratt
Free or Reduced Lunch	Principal’s Secretary/Treasurer - Mrs. Pratt
Cafeteria Account Balances or Questions	Food Service Manager – Cafeteria Manager
Homework Materials (out 3 or more days)	Office Secretary - Mrs. Myers
Lockers	Main Office - Mrs. Myers or Mrs. Heighway
Lost & Found	Main Office Mrs. Myers or Mrs. Heighway
PowerSchool Parent Portal Login Issues	Student Services – Mrs. Taylor
Computer Use and Technology	School Tech – Five Star Technology Solutions
<b>*Parent/Student Handbook</b>	Dean of Students – Mr. Moore
<b>*Physical &amp; Code of Conduct Forms</b>	Student Services – Mrs. Taylor
Report Cards	Student Services - Mrs. Taylor
Student Schedules	Counselor – Mrs. Schwyn
DCMS Bus Concerns	Dean of Students – Mr. Moore
Student Concerns	Mrs. Schwyn or Mr. Moore
Withdrawing from DCMS	Counselor – Mrs. Schwyn

- The Parent/Student Handbook, Physical Form, and Code of Conduct documents along with other school forms can be accessed on-line. They are also available in the main office at Doe Creek.