

DALLASTOWN AREA MIDDLE SCHOOL

700 NEW SCHOOL LANE

DALLASTOWN, PA 17313

Phone – 717-244-4021

Fax – 1-8666-233-9796

STUDENT HANDBOOK 2017-2018

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**WELCOME TO THE
DALLASTOWN AREA SCHOOL DISTRICT MIDDLE SCHOOL**

The information presented in this handbook will help guide students and parents during the school year. Each portion is designed as a reference for rules, guidelines and procedures for every 7th and 8th grade student. During the first few days of school, parents and students need to read and discuss the contents of this handbook. **A parent or guardian MUST indicate that they have read and understand the handbook by signifying this responsibility in our online INFOSNAP.** Although not every procedure or situation is covered in this handbook, there is still a great deal of information contained within that will help to ensure that each student will have a positive school year.

The middle school offers many exciting programs, classroom activities, co-curricular events, and extra-curricular programs for students' participation. Teachers, counselors and other school personnel will strive to help each student with decisions, keep parents informed and up-to-date with regard to school programs, and urge individuals to succeed. Our goal is to grow each and every student that joins our D.A.M.S. family by providing them with challenging, thought-provoking academics in a supportive and caring environment.

A new school year offers the problem of fresh starts and new beginnings. May the 2017 - 2018 school term present you with an opportunity to create a positive and lasting learning adventure.

Sincerely,



Mr. Chad M. Bumsted
Principal

VISION

Inspiring and creating pathways for student success.

MISSION

*Provide a safe, challenging, and relevant learning environment
that inspires and creates pathways for student success.*

CORE BELIEFS

- Provide ALL students with a challenging and rigorous learning experience that pushes the growth-edge.
- Provide ALL students with a safe and comfortable learning environment based upon respect for others and care for self.
- Maximize opportunities for exploration and inquisitiveness for ALL students.
- Attend to the academic, social-emotional, and future planning needs of ALL students.
- Provide equity of access to opportunities and supports for ALL students.

POLICY AND STATEMENT OF NON-DISCRIMINATION

The Dallastown Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs or employment practices as required by Title IX Section 504/A.D.A.

For information regarding civil rights or grievance procedures, contact the Dr. Ronald E. Dyer, Superintendent, or Mr. Troy Fisher, Section 504/A.D.A. Coordinator, at 700 New School Lane, Dallastown, PA 17313, (717) 244-4021. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact Harry Eimerbrink, Supervisor of Buildings and Grounds, (717) 244-4021.

MIDDLE SCHOOL SCHEDULES

REGULAR SCHEDULE

EARLIEST ARRIVAL TIME	7:00 AM
HOMEROOM PERIOD*	7:20 AM – 7:48 AM
INSTRUCTIONAL PERIOD 1	7:51 AM – 8:51 AM
INSTRUCTIONAL PERIOD 2	8:54 AM – 9:54 AM
INSTRUCTIONAL PERIOD 3	9:57 AM – 10:57 AM
INSTRUCTIONAL PERIOD 4*	11:00 AM – 1:00 PM
INSTRUCTIONAL PERIOD 5	1:03 PM – 2:03 PM
WILDCAT PERIOD	2:06 PM – 2:50 PM
DISMISSAL TIME	2:50 PM

*Students MUST be in homeroom by 7:35 AM

*LUNCH PERIODS – Students have staggered 30 minute lunch periods embedded in Period 4.

* W.I.N. (What I Need) – 30 minute intervention/enrichment period embedded in Period 4.

ONE HOUR DELAY SCHEDULE

EARLIEST ARRIVAL TIME	8:00 AM
HOMEROOM PERIOD	8:20 AM – 8:45 AM
INSTRUCTIONAL PERIOD 1	8:48 AM – 9:29 AM
INSTRUCTIONAL PERIOD 2	9:32 AM – 10:13 AM
INSTRUCTIONAL PERIOD 3	10:16 AM – 10:57 AM
INSTRUCTIONAL PERIOD 4	11:00 AM – 1:00 PM
INSTRUCTIONAL PERIOD 5	1:03 PM – 2:03 PM
WILDCAT PERIOD	2:06 PM – 2:50 PM
DISMISSAL TIME	2:50 PM

TWO HOUR DELAY SCHEDULE

EARLIEST ARRIVAL TIME	9:00 AM
HOMEROOM PERIOD	9:20 AM – 9:45 AM
INSTRUCTIONAL PERIOD 1	9:48 AM – 10:19 AM
INSTRUCTIONAL PERIOD 2	10:23 AM – 10:57 AM
INSTRUCTIONAL PERIOD 4	11:00 AM – 1:00 PM
INSTRUCTIONAL PERIOD 3	1:03 PM – 1:37 PM
INSTRUCTIONAL PERIOD 5	1:40 PM – 2:15 PM
WILDCAT PERIOD	2:18 PM – 2:50 PM
DISMISSAL TIME	2:50 PM

THREE HOUR DELAY SCHEDULE

EARLIEST ARRIVAL TIME	10:00 AM
HOMEROOM PERIOD	10:20 AM – 10:57 AM
INSTRUCTIONAL PERIOD 4	11:00 AM – 1:00 PM
INSTRUCTIONAL PERIOD 1	1:03 PM – 1:28 PM
INSTRUCTIONAL PERIOD 2	1:31 PM – 1:56 PM
INSTRUCTIONAL PERIOD 3	1:59 PM – 2:24 PM
INSTRUCTIONAL PERIOD 5	2:27 PM – 2:50 PM
DISMISSAL TIME	2:50 PM

EARLY DISMISSAL

EARLIEST ARRIVAL TIME	7:00 AM
HOMEROOM PERIOD	7:20 AM – 7:46 AM
INSTRUCTIONAL PERIOD 1	7:49 AM – 8:24 AM
INSTRUCTIONAL PERIOD 2	8:27 AM – 9:02 AM
INSTRUCTIONAL PERIOD 3	9:05 AM – 9:40 AM
INSTRUCTIONAL PERIOD 4	9:43 AM – 10:18 AM
INSTRUCTIONAL PERIOD 5	10:21 AM – 10:55 AM
DISMISSAL TIME	10:55 AM

A. COMMUNICATION INFORMATION

Communication Protocol

In order to maintain an open line of communication and to provide you with accurate, relevant, and timely information we ask that you subscribe to the following order of communication when reaching out to the school.

- Specific classroom teacher – questions or concerns regarding course work, assignments, teacher actions, and matters specific to a classroom.
- Team leader – questions or concerns regarding team procedures, events, and activities.
- School Counselor – questions or concerns regarding academic standing, social-emotional issues, or family matters that may be impacting a student’s academics or school behavior.
- School Nurse – questions or concerns regarding a student’s physical health.
- Administration – questions or concerns regarding school wide policies, procedures, curriculum, standardized testing, and school safety

Change of Address

If students have a change of address and/or telephone number within the Dallastown Area School District, please obtain a Registration Identification form from the main office so that it can be corrected on all school records. A proof of residency must also be provided. If moving to another school district, please contact the middle school main office.

Home Access Center

Parents/Guardians have 24 hour access to their child's grades through the Home Access Center (HAC). The Home Access Center (HAC) is an Internet-based student information reporting system for parents/guardians of our middle school students.

The Home Access Center (HAC) provides information about your child's schedule, courses, graded assignments and report card grades. It also provides information about your child's enrollment and school attendance. It is accessible to you at any time via a link on the Dallastown Area Middle School website homepage.

Dallastown Area Middle School Web Site

Please bookmark our web site as it is a valuable resource for all things middle school. The website contains announcements, forms, calendars, team information, teacher emails, and more. The link to our middle school website is: <http://www.dallastown.net/Domain/177>

Principal's Weekly eNewsletters

At the beginning of each week when school is in session, an electronic newsletter will be emailed home. This newsletter contains timely announcements regarding important communications, up-coming events, and celebrations of student successes.

School Messenger Phone Calls

When critical and time-sensitive information must be communicated to parents and guardians, we will send out recorded phone calls. These phone calls are often conducted in coordination with emails so that parents and guardians have a written source for reference.

Dallastown Area Middle School Twitter

Celebrations and student activities are communicated using the school's Twitter account. Follow us @DallastownMS.

B. ATTENDANCE INFORMATION

Attendance and Absences

(DASD School Board Policy #204)

ABSENCES

Regular attendance at school is essential for academic success; therefore, students and parents/guardians are encouraged to work cooperatively to ensure regular attendance throughout the school year. Students who fail to attend school every day that school is in session find it difficult to achieve success.

Should the situation arise that absence from school is necessary, please utilize the following procedure in order for your absence to be excused:

- Parent(s)/Guardian(s) of the student must contact the middle school office concerning the absence.
- Absences will be excused for reasons listed in Board Policy No. 204 (see www.dallastown.net -> Our District -> District Policies and Procedures)
- Parents and guardians have three convenient options for reporting a student's absence:
 1. They may **call the Absence Report Line** at 717-244-4022. This 24-hour a day automated attendant will advise you to choose from various selections and follow prompts.
 2. They may **send a note or excuse card** (standard excuse cards are available in the attendance office or online) with the student upon his/her return to school, OR
 3. They may **report the absence online**, using the following steps:
 - Go to www.dallastown.net.

- Under “Select a School” (upper left of district homepage), choose “**Dallastown Area Middle School**” from drop-down menu.
- Click on the “Absence Reporting” tab. Follow the link to the Absence Reporting Form. Fill in the requested information and click “done”.

If you have reported your student absent via phone call or online form, you do NOT need to send in a paper note or excuse form when the student returns to school.

- Every telephone call, online notification, or note for an absence should contain the following information:
 - First and last name of caller (parent/guardian of student)
 - First and last name of absent student
 - Reason for absence(s)
 - Date(s) of absence(s)
- **The middle school office must receive notification (online form, phone call, or note from parent/guardian) within 3 school days of the last day of the absence in order for the absence to be excused.**

All absences from school are classified as excused, illegal. Failure to follow the above procedure could result in an absence being recorded as AI (“Absent Illegal/Unlawful”) for students age 16 or below. Under no circumstance does the law or the school condone students taking illegal or unexcused days. The state law allows students three days of illegal/unexcused absence, after which an official notice is sent to parents/guardians. Any illegal absence after this is cause for the development of an improvement plan. If patterns of truancy do not improve the local magistrate will be notified and legal proceedings and fines will be levied.

If absences (excused OR illegal) continue after 10 days, a doctor’s note will be required for any future absences to be considered excused. In this case, the student may not be allowed to make up any work unless a doctor’s note is presented within 3 days upon the student’s return to school. In the case of extended, approved medical absences, the parent/guardian may want to pursue temporary homebound instruction.

ABSENCE vs. TARDINESS/EARLY DISMISSAL*

If a student comes to school late or leaves early and misses a significant portion of that day, the incident is regarded as an absence.

- Arrival from an appointment **before 9:30 am** – Tardy, excused with appointment note from doctor, dentist, or court within three days
- Arrival **between 9:30 am & 10:45 am.** – one-half day of absence (excused with notification from parent/guardian, doctor, dentist, or court)
- Arrival **after 10:45 am** – a full day of absence (excused with notification from parent/guardian, doctor, dentist, or court). **No participation in extra-curricular activities may be undertaken by students who arrive after 10:45 a.m.**
- Departure for appointment **before or up to 10:45 am with no return to school that day-** one-half day of absence (excused with doctor’s/dentist’s or court note returned later that day or next day)

****A note from a doctor, dentist, or court does not guarantee that the absence will be excused.***

TARDINESS

If you are not in home room by **7:35 am** you must report to the main office **unless:**

- a pass is issued to you by your first period teacher beforehand
- you supply a note from a doctor, dentist, or court stating that you were at an appointment

Tardies to school accumulate each school year, from the first day of school until the last day of the school year. All tardies are added to the student’s attendance record. Additional consequences for unexcused tardies are as follows:

- 1 after school detention upon third tardy to school and each subsequent tardy to school for the duration of the established trimester.

APPOINTMENTS (MEDICAL/DENTAL/COURT/ETC.)

Should a student need to leave early for an appointment, the student should bring a parent note to the middle school main office before school to obtain an early dismissal slip. Upon returning to school, the student should report to the middle school main office with a note from the designated appointment area (doctor, dentist, or courthouse) confirming the student’s presence at the appointment. A secretary will then provide the student with an admission slip to class. Failure to bring in a note within three days verifying the student’s presence at the appointment will deem the appointment unexcused.

PRE-ARRANGED ABSENCES (EDUCATIONAL TRIPS)

The School District recognizes that from time to time students may have the opportunity to participate in pre-planned trips or educational experiences during the regular school year. Pre-arranged absence forms are available in the middle school main office and should be submitted at least one week prior to the pre-arranged absence.

Upon receipt of a completed pre-arranged absence form from the parents/guardian of the student involved, students may be excused from school attendance to participate in educational tours or trips when such pre-arranged absences are approved by the school principal or designee. Student participants are subject to direction and supervision by school- approved adults.

The determination of each request will be made on the basis of the educational value of the requested experience, number of days absent from school, and the student’s academic standing. Pre-arranged absences *should not be requested* during **PSSA OR KEYSTONE EXAM**. Pre-arranged absences will be recorded as absent days from school.

Delayed Openings or No School

In the event that the Dallastown Area Schools will be starting late or will be closed because of bad weather or for any other reason, an announcement will be made over the local radio and television stations by 6:30 AM and a School Messenger message will be relayed. Delays and closings are also posted on the district website at www.dallastown.net. Delays could possibly be one, two or three hours. Similar announcements for the benefit of parents will be made in the event of an early dismissal.

C. ACADEMIC INFORMATION

Grading System

The following grading system is used to determine grade averages for each trimester and for the year. Grade averages for the Core Subjects of English-Language Arts, Math, Science, and Social Studies as well as Level 1 World Language courses should be calculated in this manner:

GRADE VALUES
90% - 100% = A
80% - 89% = B
70% - 79% = C
60% - 69% = D
< 60% = E

Grade averages for Unified Arts subject areas follow the procedures below:

GRADE VALUES	FINAL GRADE FOR FULL YEAR COURSES
O	O = 100 - 85
S	S = 84 - 70
N	N = 69 - 60
U	U = Below 60

Academic Supports & Assistance

Students are expected to proactively seek assistance from their teachers when they are experiencing difficulties in understanding concepts or skills. Classroom teachers are informally available to provide assistance from 7:20 AM to 7:35 AM and during the Wildcat Period (2:06 PM – 2:50 PM). Formal appointments for assistance should be scheduled with the teacher in advance.

Students who persistently underperform may be required to participate in teacher/administrative mandated support sessions during and/or after school. Students required to stay after school for academic supports are do have access to the school district activity bus that departs at 4:15 PM each day.

Students may be identified to receive formal supports through our Intervention Specialist who will devise and communicate an intervention plan with parents/guardians.

Homework/Assignment Guidelines

Homework is an integral part of the learning process and an important component of the curriculum. Evaluation of school progress at all instructional levels includes performance in home assignments, as well as in class work.

Homework has these important objectives:

1. To reinforce concepts and skills taught in the classroom.

2. To frontload or preview content and materials for future classroom learning activities.
3. To develop thinking and study skills.
4. To promote student responsibility, initiative and self-direction.
5. To enlighten parents/guardians as to course content and teacher expectation.
6. To encourage carry-over of worthwhile school activities into lasting leisure interests.

As with all schoolwork, but specifically with homework, the interaction among the teacher-student-parent is essential for successful completion of the tasks. Yet, **the final responsibility for completing the homework rests with the students.**

Homework may consist of a variety of assignments at varying cognitive levels including, but not limited to, drill and practice, application, writing activities, reading, memorization, note-taking, project work, etc. Both daily and/or long-range assignments are appropriate.

The amount and frequency of homework shall be determined at the discretion of the teacher, taking into consideration the ability and level of the student, the materials presented in class, and the overall workload of the student. Homework shall be an integral part of the student evaluation and grading process and criteria appropriate to the intent and purpose of the homework.

Student responsibilities:

1. Recording the assignment and being clear of expectations.
2. Bringing home the necessary supplies and materials to do the assignment.
3. Completing assignment as directed and to the best of their ability.
4. Completing assignments accurately, neatly and on time.

Parent/Guardian responsibilities:

1. Understand the teachers' expectations by reviewing the class syllabus/rules.
2. Check the team/teacher website daily for homework posting.
3. Provide a suitable study environment in the home.
4. Encourage independence and perseverance in completing assignments.
5. Provide positive reinforcements
6. Communicate with teacher as needed.

Teacher responsibilities:

1. Craft appropriate assignments in terms of rigor, purpose and length.
2. Provide clear directions and guidelines, including deadlines.
3. Post assignments on a weekly basis at a minimum.
4. Provide appropriate and timely feedback to students.
5. Provide support and assistance as needed.
6. Communicate with parents with concerning patterns arise.

Make-Up Work

When a student is absent from school fewer than three days, they may obtain information and/or classroom assignments from a classmate, their team's web site, the Home Access Center, or by contacting their teachers directly via email. Teachers will make a concerted effort to accommodate requests for assignments; however, please be aware that these requests may not be met immediately based on teachers' schedules and/or assigned professional duties. **When absent from school three days or more, parents should contact the Team Leader for assignments and coordinate pick up from the main office.** The school assumes no responsibility for the work students miss because of unauthorized absences.

Cheating/Plagiarism

Cheating occurs when a student has taken another person's thoughts, writing or work and submits this work as his/her own. Examples of cheating include:

- Citing published works of Internet sites without giving credit to the author or source (this is referred to as plagiarism.)
- Copying another student's answers on a test
- Using written answers prepared before the test
- Passing answers to other students on a test in progress or previously taken
- Talking during a test without permission
- Stealing tests or using tests stolen by another individual
- Copying other students' homework, with or without their consent
- Making work available for someone else to copy and claim as their own
- Changing answers on work being corrected without permission

The consequence for cheating may result in a partial or total loss of points for the task or assessment and may result in administrative disciplinary action.

Physical Education

Every middle school student is required to take physical education. Seventh graders will participate in a total of 60 Physical Education classes per year. Eighth graders will participate in 20 to 60 Physical Education classes per year depending upon the selected Unified Arts classes.

When a student cannot take part in the physical activity, a doctor's excuse stating the reasons, limitations, and the return date of the activity must be on file in the nurse's office. This documentation will excuse the student from participating in the physical activity.

Students will be required to change into a standard physical education uniform for each class period. Information on the approved physical education uniform and where it can be purchased is located on the PE website and will also be given to students during the first class session of the school year. Students **MAY NOT** wear any jewelry (necklaces, watches, piercings of any kind) while participating in PE.

Student personal belongings (street clothing, jewelry, cell phones, valuables) will be placed in lockers found in our locker rooms. It is highly recommended that students bring a lock to secure the gym locker and to leave non-essential belongings in their regular school locker. The PE department, the school, and the school district are not responsible for lost, stolen, or damaged personal belongings.

D. INSTRUCTIONAL TECHNOLOGY

1. Purpose

- The Dallastown Area School District supports the use of technology as an instructional tool to facilitate learning through interpersonal communication, access to information, research, and collaboration with other users.
- Use of technology tools shall be consistent with the curriculum adopted by the District and will provide support for instructional needs, learning styles, abilities, and development levels of students.
- The changing educational environment and level of technology integration may require that students access web-based technology tools while using non-district owned resources.

2. Authority

- The use of technology tools for the purpose of online collaboration and communication within and among users of the Dallastown Area School District is a privilege, not a right. Any collaborative tool user accounts created by district personnel or by the end-user for the purpose of completing course requirements are subject to the guidelines defined by the Acceptable Use Policy of the Dallastown Area School District, regardless of where the access to that technology tool has taken place.
- Users have no expectation of privacy or confidentiality in the content of such technology tools and inappropriate, unauthorized or illegal use will result in appropriate disciplinary action.

3. 1:1/1-to-World Program

- As part of the District's 1:1/1-to-World program, our students in grades 6 – 12 will be provisioned a device that allows them to access the learning resources that are embedded into their instruction. This device is provided to the student for use in-school and outside the classroom. Prior to receiving a device, students and their parent/guardian will be required to review information related to the device and associated School board Policies. Information related to the 1-to-World program is located on our website at <http://www.dallastown.net/Page/6247>.

TECHNOLOGY ACCEPTABLE USE AGREEMENT

Note: This is a brief summary, with some additional provisions, of the Dallastown Area School District Policy 815. Acceptance of School Policy is a provision of employment.

Purpose of Technology

Dallastown Area School District provides employees and students with access to technological hardware, the district's electronic communication system, hereinafter called the District Network, which includes wide area networks (WANS), Internet access from all buildings, and the virtual private network (VPN). The purpose of the District Network is to help prepare students for success in life and work, to increase intra-district communication, enhance productivity and to foster professional collaboration and growth. The District Network is designed for educational use. This includes classroom activities, professional or career development, and limited high-quality self-discovery activities.

Services for Students Administration, Faculty and Staff

- Wide Area Network, the Internet, Remote Access, and the VPN.
- All technology devices (e.g. laptops, calculators, Kindles, iPods, etc.).
- Websites - District, School or Class, Student and Extracurricular Organizations
- Electronic mail (email) – professional and personal communications that adhere to District decency and professional standards.

Guidelines

- Student safety:
 - Students shall not post personal contact information about themselves or other people.
 - Students shall not agree to meet with someone they have met online without parental approval and participation.
 - Students shall promptly disclose when they receive or view messages or material that is inappropriate or makes them feel uncomfortable.
- Illegal Activities are defined as:
 - Attempting to gain unauthorized access to the District Network or to any other computer system through the District Network. This includes logging in using another person's account, accessing another person's files and providing your password to another person. (Exception: bona fide members of the IT Department may request temporary access to assist you with a problem. You will be instructed to change your password after any such transaction.)
 - Making deliberate attempts to disrupt the computer system performance or destroy data.
 - Using the District Network for commercial purposes, including buying or selling goods or services.
 - Using the system for political campaigning.
 - Engaging in illegal acts, such as arranging for a drug sale, purchasing alcohol, engaging in criminal gang activity, threatening the safety of others, etc.
 - Engaging in hate mail, discriminatory remarks, offensive/inflammatory communication, inappropriate language or profanity or the transmission of material likely to be offensive or objectionable to recipients.
 - Engaging in unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.

Terms and Conditions of Use

- Respect for Privacy
 - Do not re-post a message that was sent to you privately without written permission of the person who sent the message
 - Do not post private information about another person in any forum, private or public
- Respect Resource Limits
 - Download large files only when absolutely necessary and during off-peak times
 - Do not post chain letters or sending annoying or unnecessary messages to large numbers of people
 - Check your e-mail daily; delete unwanted messages promptly.
- Do not access inappropriate material
- Know that users are fiscally and legally responsible for damages to equipment, systems and software resulting from deliberate or willful acts.
- Understand that users have limited privacy in the contents of their personal files on the District Network. The district reserves the right to audit all content.
- Understand that the district makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the District Network will be error-free or without defect. Dallastown Area School District will not be responsible for any damages you may experience.
- Non-District computers may not be attached to the network without prior approval from the Network Manager or IT Director. In situations where access is denied, a temporary computer will be provided by the IT Department if requested by your building principal.

Enforcement

- Penalties may be imposed under one or more of the following: DASD regulations, Pennsylvania law, or the laws of the United States.
- Minor infractions of this policy or those that appear accidental in nature are typically handled informally by electronic mail or in-person discussions. More serious infractions are handled via formal procedures. In some situations, it may be necessary to suspend account privileges to prevent ongoing misuse while the situation is under investigation.
- Infractions by students may result in the temporary or permanent restriction of access privileges, suspension, and or expulsion. Those by a faculty or staff member may result in referral to the department chairperson or administrator for reprimand or possible dismissal.
- Offenses which are in violation of local, state, or federal laws may result in the restriction of computing privileges, and will be reported to the appropriate DASD and law enforcement authorities.

Student Accounts on Web-based Tools:

Our school district provides its students with the most effective web-based tools and applications for learning. Many of these tools, like Study Island, KidBlog, and Moodle, for example, are not operated by the district, but by third parties. In order for our students to use third party services, certain student information might be requested by the service provider (typically a student name, password, user name, or email address). Under federal law entitled the *Children's Online Privacy Protection Act (COPPA)*, these websites and content providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. With parental permission, instead of every web site and online service contacting the parent personally, the law permits the school to act as the parent's agent and can consent to the collection of this student information on the parent's behalf. A complete list of the "Web-based Resources" with their privacy policies and terms of service can be found on the "Parents" tab of our district and school website (dallastown.net). Your acknowledgement for reviewing the information and granting the school permission to serve as the parent's agent will be indicated in the school's online INFOSNAP.

Personal Technology Devices

Students may bring personal technology devices to school with the following understanding:

1. The district and school shall not be liable for the loss, damage, theft, or misuse of any personal technology devices while on district property or while attending school-sponsored activities.
2. Personal technology devices may be used for school appropriate activity prior to 7:35 AM and after 2:50 pm. **At all other times the personal technology devices are to remain powered off and placed in a secured locker.**
3. Students using personal devices to take photographs or to record audio or video during the school day must have appropriate permission, as defined by the building administrator. Any student using the device to photograph or record audio or video, which determined in the sole discretion of the building administrator is used to embarrass, harass, or intimidate another, may face appropriate legal and disciplinary consequences.
4. Personal technology devices cannot be used to compromise the integrity of any component of the instructional program (e.g. electronic cheating, plagiarism, recording audio and video without permission, posting of inappropriate content not related to instructional activities).
5. The user of a personal technology device found to be the intended source of a virus, worm, trojan horse, spyware, or other malicious software on the district network can be held liable for all resulting damages to district technology resources.
6. Students may not use their personal technology device to take photographs or record audio or video recordings of any staff members or students without:
 1. The explicit permission of the supervising teacher.
 2. The explicit permission of the subject being recorded.If administration determines that photos or recordings were used to embarrass, harass, or intimidate another, the student may face appropriate legal and disciplinary consequences.
7. The Dallastown Area School District reserves the right to examine any personal technology devices at any time which administration has reasonable basis to suspect that the student is not in compliance with school policy and/or regulations.

E. SCHOOL SAFETY PROCEDURES

Lock Down Drills

As per the instructions and program stated to the School Board and public, the middle school will be conducting routine "Lock Downs" during the school year. Visitors will not be permitted to enter the building during a "Lock Down" drill. A "Lock Down" may be initiated for a medical emergency, the presence of an internal or external threat to student/staff safety, or an administrative function including the use of drug sniffing dogs.

Fire Drills

- Fire drills will be held monthly. Students should walk quickly and quietly in single file from their rooms to the designated exits. The first person in each line leaving the building will hold the door until all persons have left that exit. The doors should then be closed.
- A fire exit map is posted in each classroom directing students and staff to the nearest exit. All fire exits are clearly marked with illuminating "Exit" signs.
- Teachers will accompany their assigned classes to a safe distance from the building.

- Inappropriate behavior during a fire drill will result in detention.

Severe Weather Drills

Severe weather spawned by powerful storms including tornados and high winds pose an external threat to our student safety. In order to be prepared for such incidents, students will practice moving to designated areas of the school building and engaging in the appropriate safety position.

Permission to Survive

In the event of an uncontrolled threat to student safety (i.e. active shooter), our school district has adopted and practices a “Permission to Survive” procedure that permits all student and staff to make individual choices to 1) hide from, 2) run from, or 3) fight against the threat. Fighting means taking any defensive measures to distract or neutralize an imminent threat to one’s safety. Procedures for reunification following such an incident will be reviewed with students throughout the school year.

Evacuation Procedures

The following procedures will be used in case of an emergency evacuation (other than weather-related dismissal) for the Dallastown Area Middle School. This evacuation plan will be reviewed with staff and students.

- Students will be evacuated to the high school. If this is not appropriate, they will evacuate to Dallastown Fire Hall and Dallastown Elementary School.
- Students will be detained at the respective sites until the emergency is declared over. They will then be returned to the middle school.
- If the nature of the emergency necessitates canceling school, the following will occur:
 - Announcements will be made over local radio and television stations relative to the student dismissal.
 - Sufficient time will be permitted after the announcements are made for parents to be informed prior to student dismissal.
 - Telephones will be made available for students to contact parents.
 - Dismissal will be facilitated as per normal procedures.
 - School personnel will cooperate with officials representing firemen, police, and York County Emergency Management.

Raptor Visitor Management System

All parents, guardians and other visitors entering our schools and/or interacting with our students must verify their identity through the Raptor visitor management system. All visitors will be required to present a valid driver’s license or official state photo identification for scanning purposes. Raptor allows our schools to electronically check all visitors against a registered sexual offender data base, produce a visitor badge, monitor all visitors once inside our buildings and ensure students are released to those authorized to sign them out. The overall goal of implementing Raptor is to better control access to all Dallastown Area School District’s buildings; thus providing enhanced protection for our students and staff. (www.raptorware.com)

School Visitors

The School Board welcomes and encourages visits to school by parents/guardians, or other adult residents of the community and interested educators. To ensure order in the schools and to protect the safety and security of staff members and students, it is necessary to establish guidelines governing school visits.

- The Superintendent or building principal has the authority to permit or prohibit the entry of any person to a school.
- All visitors expecting to meet with a teacher, staff member, or administrator are to have scheduled appointments.
- Unscheduled visits or conferences with teachers or students during the school day result in interruption of the overall educational process and are generally discouraged except in an emergency or unusual circumstance.
- No visitor may confer with a student during the school day without permission from the building principal or principal’s designee.
- Students will not be permitted to visit our school except by special permission. Dallastown Area Middle School students are not allowed to visit other county schools without prior permission from the office.

- **All visitors must enter the doors in the main lobby and report directly to the main office to sign in and secure a visitor's badge. A state issued photo ID is required.**
- To view the entire School Visitors' Policy, please go to the Dallastown Area School District's website at www.dallastown.net, click on the *Our District* tab, *District Policies & Procedures, Community Section 900, Policy No. 907*.

Photographs and Video of Student and Activities

The staff of Dallastown Area School District, or those acting on behalf of the educational mission of the district, including publicity, marketing, and promotion of district programs, may take photographs or video of individual students, classroom activities, sporting events, and/or activities of the music and arts. For district publications, including memory books and yearbooks, the identification of students is limited to name, school, grade, and activity. Student photos without identification may also be used on the district website and/or social media sites. If you prefer that photographs of your child individually not be used in printed, video, or electronic publications of the district, you should submit a written request to your child's building principal. Upon receipt of such a request, the district will take all reasonable efforts to comply. The request will remain in effect until the district has been otherwise informed in writing.

Integrated Pest Management (IPM) Program

The Dallastown Area School District is using the "Integrated Pest Management" (IPM) program for managing insects, rodents, and weeds, both within schools and on school grounds. Occasionally it may be necessary to use chemicals to manage a pest problem, which normally would be applied after regular school hours. Parent(s) or guardian(s) of district students may receive prior notification of specific pesticide application by writing to Buildings and Grounds at the District offices and indicating what method of notification you prefer: phone, mail or e-mail.

<h2>F. STUDENT CHARACTER, CONDUCT, & DISCIPLINE</h2>

Conduct

Dallastown Area School District has adopted a platform for student character called DTown R.O.C.S. (Respect for Others, Care for Self). This mantra encompasses the universal character traits expected of ALL of our students. These include respect, responsibility, perseverance, trustworthiness, caring, citizenship, and sportsmanship. We believe in educating the whole child and helping to develop young people of character is part of our mission.

To that end, it is necessary to have rules and procedures that regulate appropriate behavior and maintain a safe learning environment. When a student chooses to violate these rules or procedures, appropriate disciplinary consequences will ensue. This may range from a conversation with an administrator up to and including a recommendation for expulsion from the school district. Our goal in each and every case is to change a student's behavior for the better and help them to construct a sound character.

Disciplinary Policy

The Board of School Directors has adopted a "*Discipline Policy*" under which our school will be operating. It is the responsibility of all students and parents to be aware of the policies contained therein. Copies of this policy will be available from any elementary, middle or high school office or you may visit the district website at www.dallastown.net and click on the *Our District* tab, *District Policies & Procedures, Pupils Section, Policy No. 218*.

School officials assume jurisdiction for student behavior from the time they depart their residence to travel to school through the time they arrive at their residence following the conclusion of the school day. This includes time spent at bus stops, walking to and from school, and while the student is on school sanctioned transportation. Behavioral infractions committed during this window of time are subject to school disciplinary measures.

Lunch Detention

Eating and socializing in the cafeteria is a privilege. Students may be removed from the cafeteria for a period of time determined by an administrator or one who is acting on behalf of administration as a result of poor behavioral choices.

Detention

Detention may be given for the following reasons:

- Tardiness to school or to class.
- Violations of school rules as determined by the administration or one who is acting on behalf of administration.
- Students will usually be given either written or oral notification twenty-four (24) hours before they are to attend detention.
- Administrative detention occurs from 2:06 PM through 4:15 PM.

- During detention, students will be required to reflect on their behavioral choices and complete journal writing on these choices prior to being permitted to attend to scholastic work for the remainder of the detention time.

Suspensions

In-School Suspension (ISS) is a removal from classes and social time while at school for a period of up to ten (10) consecutive days. Students who are assigned ISS are expected to be in attendance and will receive school work and supports to complete this school work. Students with Individual Educational Plans (IEPs) will have their plans maintained and implemented during their period of ISS.

Out-of-School Suspension (OSS) is a removal from the school setting for a period of up to ten (10) consecutive days. Students who are assigned OSS are not permitted to be on school property for any reason during the length of the suspension. Students will be sent their school work electronically via Chromebook devices. In the event that the work is hard copy or the student does not have home internet access, the teachers will provide work that may be picked up in the main office by a parent/guardian or designated individual.

Any student who is suspended will not be able to participate in any school activity (co-curricular or extra-curricular) during the time of suspension.

Expulsion

An expulsion is a removal from the school for a period of more than ten (10) consecutive days. After thorough investigation of the wrong-doing, administration may make a recommendation to the superintendent who may then proceed with an expulsionary hearing before a committee of the board of school directors.

Dangerous Weapons In School Policy (*Weapons are forbidden on school property*)

Weapons shall include, but are not limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs and other items or replicas of weapons fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

A weapon also means any device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.

For purposes of this policy, school premises means the school, school grounds, school buses or any premises, grounds or vehicles used for official school purposes to include bus stops.

Violation of this policy shall result in expulsion, for a period of not less than one year, to any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity. Local law enforcement officials shall be notified along with the Department of Education. The superintendent of the school district may recommend discipline short of expulsion on a case-by-case basis.

An exception to this policy may be made for students participating in an authorized extracurricular activity (ex: band front/color guard), for instructional purposes (ex: rifles in a civil war display) and/or other similar activities. Authorization for the use of weapons and/or replicas must receive approval of the superintendent or his designee.

A student who violates the “*Dangerous Weapons in School Policy*” will be subject to the following minimum disciplinary procedures:

- The student, depending on the student’s age and the specific situation, will be suspended for up to a ten day out-of-school suspension pending a school board hearing. The police shall be notified.
- The principal or his designee will meet with the student’s parents or guardians and apprise them of the charges, the disciplinary process, and their child’s legal rights.
- The principal will confer with the superintendent regarding the student’s appearance before the Board of Education hearing.
- The Hearing Committee of the board will consider a recommendation from the superintendent, which could include expulsion for a period of not less than one year or discipline short of expulsion and may include mandatory student counseling.
- Parents may waive their right to a board hearing by accepting the superintendent’s recommendation, providing the board Hearing Committee agrees with the superintendent’s recommendation.
- The superintendent will report any weapons violations to the Department of Education.

Drugs, Alcohol, Solvents, and Noxious Substances

The following acts by a student while in school sponsored functions or while under school jurisdiction shall be regarded as misconduct by such student who shall be subject to suspension or expulsion from school.

- The possession or use of a controlled substance as defined in “The Controlled Substance, Drug, Device, and Cosmetic Act” (Act No. 64, April 14, 1972) and not prescribed by a physician; or the possession or use of alcoholic beverages.
- Being under the influence of narcotic or dangerous drugs as defined in “The Controlled Substance, Drug, Device and Cosmetic Act” (Act No. 64, April 14, 1972) and not prescribed by a physician; or being under the influence of alcoholic beverages.
- For the purpose of this policy, “Controlled Substances” shall include those defined as non-controlled substances that have a stimulant or depressant effect on humans, or otherwise referred to in Act 23 of the General Assembly of the Commonwealth of Pennsylvania, which deals with Look-Alike Drugs.
- Any unlawful sale, promotion of, or other conduct relating to exchanges of substances covered in (1) and (2) above shall also be treated as a violation of the laws of the Commonwealth of Pennsylvania.

Smoking, Alcohol and Drug Policy

- Smoking is prohibited in the school building and on school grounds. In addition, cigarettes are not to be kept in lockers or carried by students during the school hours. Any violation of these policies is subject to the laws of the Commonwealth of Pennsylvania.
- For purposes of this policy, “*smoking*” shall mean all uses of tobacco, including cigar, cigarette, pipe, chewing tobacco, snuff and matches or other lighting devices. In order to protect students and staff from the safety hazards of smoking and from an environment noxious to non-smokers, the Board prohibits smoking at any time in school buildings, school grounds, and in school vehicles.
- The school prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district and/or any school sponsored activity regardless if it is held off school property. Tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, and electronic cigarettes. Electronic cigarettes are defined as battery operated products designed to deliver nicotine, flavor and other chemicals by turning the substance into a vapor that is inhaled by the user.

Bullying Policy

The Dallastown Area School District Board of School Directors is committed to providing all students with a safe, healthy, and civil school environment in which all members of the school community are treated with mutual respect, tolerance, and dignity. To that end, the school district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment when they occur.

This policy is in effect while students are on property within jurisdiction of the school district, while on school-contracted or school-operated vehicles, and while attending or engaged in school-sponsored activities. Students who file a bullying complaint or who have assisted or participated in any manner in a bullying investigation may not be retaliated against.

Any violation of this policy shall be considered an infraction of the Code of Conduct, with discipline implemented accordingly. Any bullying behavior that is a violation of the PA Crimes Code will be reported to the appropriate legal authorities.

Bullying includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.
4. Teasing is not bullying.

Bullying/Cyberbullying can take many forms and can include many different behaviors, such as:

1. Verbal bullying including derogatory comments and bad names.
2. Bullying through social exclusion or isolation.
3. Physical bullying such as hitting, kicking, shoving, spitting.
4. Bullying through lies and false rumors.
5. Having money or other things taken or damaged by students who bully.
6. Being threatened or being forced to do things by students who bully.
7. Racial bullying.
8. Sexual bullying.
9. Cyberbullying (via cell phone or internet)

Characterizations of bullying/cyberbullying.

1. It is aggressive behavior with the intent to do harm doing.
2. It happens when one or more persons with more power unfairly and intentionally hurt someone with less power; the hurt may be physical, social, or emotional.
3. It is carried out repeatedly and over time.

A full, detailed copy of Dallastown Area School District Bullying/Cyber bullying policy can be found on the district website *District Policies & Procedures, Code No. 249*.

Hallway and Restroom Behavior

Students are expected to engage in respectful, orderly, and safe behavior while transitioning through hallways and stairwells during all times in the school. This includes:

- Maintaining appropriate, “conversational” volumes
- Maintaining appropriate personal space
- Remaining on the right side of the hallway to allow for two-way traffic

Security cameras are located at various designated locations throughout the building to monitor hallway behavior. Footage can be reviewed as part of disciplinary investigations.

Students must have a hall pass when using the hallways during instructional periods. Students without a hall pass will be subject to disciplinary consequences.

Restrooms are to be kept clean. Toilets and urinals are to be flushed. Paper towels and tissues are to be disposed of in trash receptacles. Vandalism will result in disciplinary action and may result in restitution and legal charges.

Dress and Grooming Guidelines

The school board authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices when they:

- Present a hazard to the health and safety of him/herself or to others in school.
- Materially interfere with school work, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent the student from achieving his/her own educational objectives because of blocked vision, restricted movement or other causes.
- Are inappropriate for the public school forum because they constitute lewd, offensive, vulgar or offensive expression.

Students may be required to wear certain types of clothing while participating in physical education classes, shops, extra-curricular activities or other situations where special attire may be required to ensure health or safety of the student.

This dress code is based upon the norms of the community and approved by the school board. The dress code has been developed in consultation with faculty, student, administrative, and board representatives. While attire and appearance are left to the student’s discretion, keeping cleanliness, good grooming and decency in mind, the right to pass judgment upon and deal with questionable cases of apparel is reserved for the administration.

Students may wear clothing that conforms to the following guidelines:

- Immodest, revealing, transparent, or sheer clothing is prohibited. Tank tops and spaghetti straps are **not** permitted.
- Bare feet will be permitted in locker room areas only. Slippers are not permitted at any time.
- Shoes and boots must be designed for inside wear. Shoe soles may not have cleats, wheels, rollers, etc.
- Hair will be neat and well groomed. The length, color or style of hair may in no way constitute a health or safety hazard, nor cause any disruption to or impediment of the educational process.
- Hats, hoods, or head coverings (with the exception of head coverings worn for established religious purposes) may not to be worn inside the school building; however, the building principal, at his or her discretion, may waive this guideline for special activities.
- Head bands and bandanas used to hold back one’s hair are permitted. Bandanas used for any other purpose are not permitted; however, the building principal, at his/her discretion, may waive this guideline for special activities.
- Masks, face paint, and costumes are not permitted; however, the building principal, at his/her discretion, may waive or adjust these specific guidelines for special activities.

- Clothing, jewelry, tattoos or body writing with wording or designs that depict something illegal, and/or present language, lettering, pictures or symbols of alcoholic beverages, tobacco products or controlled substances, and/or present writing, drawings, or symbols that are sexually suggestive, profane, or vulgar are prohibited. Further, any clothing or accessories, tattoos or body writing that may be reasonably construed to violate the prohibitions of this subsection are likewise not permitted.
- Shorts and skirts must be of reasonable length as determined by administration (i.e. mid thigh)
- Bare midriffs are not permitted.
- Exposed undergarments are not permitted.
- Wallet chains or chains used as belts, chokers, bracelets, etc. are not permitted.
- Multiple fingered rings (i.e. brass-knuckle style) are not permitted
- Outerwear (i.e. winter coats, rain coats and slickers) is prohibited in the classroom. All outside clothing must be kept in a locker throughout the school day.
- Pajamas or evening wear is not permitted; however, the building principal, at his/her discretion, may waive this guideline for special activities.

Students who are identified as violating the dress and grooming guidelines may be directed to remove accessories or change into clothing that is school acceptable. In the event that students do not have a change of clothes readily available to them, the school will loan appropriate clothes for that student to wear. That clothing must be laundered and returned to the main office the following day. Refusal to comply with administrative directives (or a designee acting on behalf of administration) will be deemed insubordination and will result in disciplinary consequences.

G. TRANSPORTATION

Students will be assigned a single bus to ride to and from school. Bus service is provided by Reliance Bus Company. Questions regarding routes, discipline and late buses should be directed to the district's transportation department at 717-244-4021, Ext. 4293, between 7:00 AM and 4:30 PM.

Bus Safety

Reliance Bus Company aids the Dallastown Area School District in maintaining the safety of its students by obtaining video and audiotapes of all behavior on its buses. As a result, students and their parents/guardians are informed that they should not expect any conversations or behavior to be exempt from this recording.

Bus Conduct Rules

The district maintains responsibility over the safety and conduct of students while being transported on an assigned school bus. As such, the following bus conduct rules should be respected and will be enforced by school officials:

- The driver has absolute control of the bus and of the conduct of those riding on it, except in the presence of a teacher or principal.
- Never put your hand or head out of a bus window.
- Never attempt to get off or on the bus while it is in motion.
- Do not rush to get on the bus. Line up behind painted lines on the bus dock.
- Always enter or exit the bus through the front door. The rear door is not to be used except in an emergency or for an evacuation drill.
- Do not cross the road after you get off the bus until you are absolutely sure that it is safe to do so. Look both ways for approaching vehicles before crossing in front of the bus.
- Help the driver keep the bus clean.
- Misbehavior of any kind will not be tolerated. Students who misbehave may be denied the privilege of riding the bus and/or receive school consequences.
- Parents/guardians should notify the transportation department of any bus problems or concerns.
- Stay seated at all times when the bus is in motion.
- Bus misconduct will result in detention, or other disciplinary action, and may result in the loss of the privilege to ride.

Activity Bus

Activity buses will be provided for students participating in activities that meet after school. Activity bus routes are planned to cover as much of the school district as possible. There are no scheduled stops, only a scheduled route; therefore, parents can arrange to meet their student at the nearest drop off location. Activity bus passes are only obtained through the coordinator of each individual activity. Passes will be required to be shown to the driver in order to board the bus. Students are not to remain after school unless participating in an approved after school activity.

Bus Permits

Bus permits will NOT be issued through the middle school office. Temporary bus stop passes will only be considered for extreme emergencies. Bus assignment exceptions should be made through the Transportation Office.

Loitering

Students are expected to leave the school campus as soon as the official school day ends. Students not riding the assigned bus for their area are responsible for providing their own way home. Activity buses may not be used as assigned transportation at the end of the school day. Only students participating in school approved activities may board the activity buses.

H. STUDENT SUPPORTS

Cafeteria Services

Each student is issued a PIN number and a cafeteria account. Prepayments can be made by cash, check, or money order. Checks and money orders should be made payable to **DASD Cafeteria Fund**. Please include the student's name and PIN number along with the payment. Payments may be dropped in the locked drop box located in the cafeteria. Deposits must be made by 10:00 AM in order for them to be available for lunchtime the same day.

For your convenience, there is an online payment option at www.myschoolbucks.com where you may use your credit or debit card to add funds to a student's cafeteria account. There is a convenience fee charged for this service and it may take a few days for the funds to become available. Information is available on the District website www.dallastown.net ->Departments ->Food Service.

Breakfast is available prior to the start of the school day. Students may use their debit account to purchase breakfast. Students who are eligible for free or reduced lunch are also entitled to receive free or reduced breakfast.

School menus are available on the district website and can be also accessed as www.dallastown.nutrislice.com. If you prefer to use the free smartphone app, download *School Lunch by Nutrislice* from Google Play for Androids or the APP Store for iPhones.

Students are told on a daily basis when their account balance is at \$10.00 or below. If a student does not have money on account or cash, he or she can charge meals. The student is responsible to pay for charged meals. Borrowing for ala carte items is not permitted.

Counseling Services

The mission of the Middle School guidance program is to provide educational and emotional support for our students as they transition from middle to high school. Our main focus is on the individual student's success academically, socially, and emotionally. Counselors are assigned a grade and stay with that class as it moves from year to year through the middle school. This allows the counselor, students, and parents the opportunity to be well acquainted with each other.

The counselors' daily activities and responsibilities include attending parent/teacher conferences, providing instruction and guidance regarding future planning, facilitating groups, organizing orientation sessions, testing, providing career activities, and individually counseling students on academic and personal concerns. For these reasons, it is highly recommended that parents call in advance for an appointment to see their child's counselor. Contact information for the middle school guidance office and counselors can be found on our website. If a parent needs a medical form completed for a medical check or outside testing, it must be submitted through the counseling office.

STRIVE Alternative Programming for At-Risk Students

The purpose of the Dallastown Area Middle School STRIVE Program is to provide a quality educational option for students in grades 7 and 8, for whom the traditional school setting is not currently effective. The STRIVE Program is only an option after considerable discussion occurs among administration, school counselors, team teachers, and parents/guardians and is viewed as an appropriate placement.

There are various reasons that a referral to the STRIVE Program may be initiated by administrative staff. These reasons could include chronic truancy, not meeting grade level academic goals, disregard for school authority, misconduct/violations meriting suspension or as a transition program for students returning from other placements. While in the STRIVE Program, students will remain with their grade level peer group and be provided with a structured social skills curriculum. Counseled activities will also be available to meet individual needs. The program will assist students in developing the necessary skills to successfully return to the regular school setting.

Books and/or Other School Issued Materials

Each student is issued books and/or other school issued materials (calculators, e-readers and Chromebooks, etc.) for the school year. These materials are for school use and must be handled with care. If at any time materials are lost or damaged, the student assigned the material is responsible for paying the price of replacing it. Excessive wear to a book in any one year will result in the payment of a fine for the additional year's use. The school encourages the use of book covers to protect books from excessive wear or possible damage.

Health Services

The middle school Nurse's Office is staffed fulltime by a certified school nurse. Students who become ill or are injured during the school day should report first to their classroom, have their passport signed by their teacher, and then report to the nurse's office. Students should be excused from class for emergencies only. It is important that students do not leave the building or contact parent/guardian to home without first reporting to the main office or the nurse. Please have emergency contact numbers up to date to ensure efficient notification of parent/guardian in the event of a student emergency or illness. Medication orders and parental consents must be renewed at the beginning of each school year.



All students will have the following screenings completed during the school year:

- Height/Weight/BMI
 - Vision
 - All 7th grade students are required to submit a dental exam to the school nurse and will also be screened for hearing and scoliosis.
- Accommodations for Students with Concussions
- Academic accommodations will only be provided to those students diagnosed with a concussion by a physician. Please contact the school nurse regarding completion of an “Accommodations for Students with Concussions” form.
- The district has adopted this policy to regulate the flow of medication in school:
- Dallastown Area School District Policy #210 is in place to ensure the safety and well-being of each child, as well as to closely regulate medication being dispensed during school hours. You may access the Dallastown Area School District website at any time to view the complete medication policy.
 - Whenever possible, parents/guardians are requested to administer medication at home.
 - All medication shall be brought to the nurse's office, or the main office if the nurse is unavailable, by the parent/guardian or by another adult designated by the parent/guardian. All medication must be stored in the original pharmacy-labeled container.
 - Prescription medications that are to be dispensed during school hours must be accompanied by a written authorization signed by the doctor and parents/guardians.
 - Nonprescription medications must be delivered in its original packaging and may be dispensed with written parental approval indicating name of student, medication, dosage, time of administration and when last administered, instructions for administration of the medication and parent/guardian signature.
 - Medications and drugs not handled according to the procedures above will be confiscated.
 - Students carrying or storing unauthorized drugs or medicines of any sort will be addressed according to the student code of conduct.
 - Any student needing to use an asthma inhaler and/or epinephrine auto-injector while at school is required to have a form completed by both a parent and his/her physician.

NOTE: THE SCHOOL NURSE MAY ADMINISTER TYLENOL OR MYLANTA ACCORDING TO OUR SCHOOL PHYSICIAN'S STANDING ORDERS. IF YOU PREFER THAT YOUR CHILD DOES NOT RECEIVE ANY OR ALL OF THESE MEDICATIONS, YOU SHOULD SUBMIT A WRITTEN REQUEST TO YOUR CHILD'S SCHOOL NURSE. UPON RECEIPT OF SUCH A REQUEST, THE DISTRICT WILL TAKE ALL REASONABLE EFFORTS TO COMPLY. THE REQUEST WILL REMAIN IN EFFECT UNTIL THE DISTRICT HAS BEEN OTHERWISE INFORMED IN WRITING.

Insurance

All students may purchase school insurance at the beginning of each school year. Policies are available that cover “school day” and “24-hour” periods of time. Parents should read the features of the insurance programs and decide whether or not to participate. Additional questions should be discussed with the school nurse, principal, or a representative of the family's own insurance carrier. Students wishing to participate in interscholastic athletics must purchase either school insurance or have a parent or guardian sign a release form indicating they have proper coverage.

Lockers

Locks have been installed on all hall lockers for the protection of individual property and books. The student has the responsibility for remembering the combination and seeing that the locker is closed and secured properly after using it each time. Any student having difficulty with his/her locker should report it to the homeroom teacher who, if unable to help, will then notify the office about the needed repairs. Locker combinations should not be given out to other students under any circumstances. Additionally, lockers should be kept clean and organized at all times. Lockers are school property and may be searched by the administration with reasonable suspicion.

NOTE: The school and school district are not responsible for lost, stolen, or damaged personal property.

Lost and Found Department

The Lost and Found Department is located in the guidance suite. Anything lost should be reported to Lost and Found and anything found should be taken to guidance. Students should check daily for any item that may have been lost. There are many unclaimed items left in the Lost and Found. At the end of each month, items that have been in the department for some time will either be donated to a community charitable organization or disposed of. NOTE: The school and school district are not responsible for lost, stolen, or damaged personal property.

School Store

The School Store is open from 7:30 am until 2:30 pm (except 10:55 am until 12:30 pm) for students to purchase school related items including Chromebook cases and Chromebook charger cords, Dallastown clothing, and gym suits. There may be times when the store cannot be staffed, so it is recommended that parents/guardians call the main office to check availability before coming to the school. Credit cards are not accepted. Checks should be made payable to DAMS with "school store" on the memo line.

The Learning Commons (LC) & Tech Team

The middle school Learning Commons is designed to support student in four essential areas: creativity, critical thinking, communication, and collaboration. The Learning Commons provides an extensive fiction and non-fiction collection that is responsive to both student and faculty needs. The Learning Commons provides space for a One-Button Studio, coding stations, and collaborative work stations. The Learning Commons strives to stay current with technology with regard to the accessing of information and the production of relevant projects.

The Learning Commons is accessible to students during school hours. Faculty, staff and students may reserve specific LC spaces for a variety of activities.

Student Assistance Program

Representatives of the Dallastown Area Middle School have developed a student assistance program referred to as **SAP** (**S**tudent **A**ssistance **P**rogram) in response to needs and issues concerning adolescent substance abuse and suicide. Whenever a student is troubled, there are teachers, counselors, administrators, and other school personnel who are concerned and want to help provide caring and professional assistance.

The student assistance program is a realistic approach which utilizes a trained, understanding group to respond to student problems and help at risk students cope with their concerns and needs. Both school personnel and outside counseling agencies work together in a confidential referral and treatment program.

Referral to a SAP Team may be made by the students, friends, relatives, teachers, parents, and any other concerned individual or group. Forms for referrals may be obtained from the guidance office, IMC, middle school website or from any team member. All information should be kept confidential and will be discarded at the end of each year.

Any violation of the Smoking, Alcohol and/or Drug Policy will result in an automatic referral to SAP. Students may be denied admittance to school until services have been accessed.

D.A.M.S. Parent Teacher Organization (PTO)

The Middle School Parents' Organization (PTO) is open to residents of the Dallastown Area School District. The money from dues that is collected is given back to the students, faculty, and administration in ways to benefit the ongoing educational process. Elected officers, committee chairpersons, committee members and the administration handle the responsibilities of the organization. The names of the officers are made available through the middle school office.

The primary goals of the PTO include:

- To provide a support group for parents of middle school children.
- To establish a communications line with the home, school and community.

The PTO has monthly business and/or special program meetings. There are also many opportunities for parents to be involved by volunteering. These areas include, but are not limited to, classroom help, field trip chaperone, copying, teacher appreciation, parent library, artwork, and social functions for the students.

I STUDENT ACTIVITIES

A student must be in school by **10:45 AM** on the day of an activity in order to participate in or attend the activity that afternoon or evening. This includes practices for team sports. In cases of emergency, this ruling may be waived by special permission secured from the principal or assistant principal.

A student must also maintain an acceptable grade average in classes to be eligible for participation in interscholastic sports activities. Falling below this level will initially result in a probationary ineligibility (may not participate in a game or performance). Failing to become eligible after two weeks of probationary ineligibility will result in full ineligibility (may not practice or participate in any event). Being academically ineligible at the end of a marking period will result in being ineligible for 15 consecutive school days.

The number of activities in which a student may participate is determined by the meeting date/time of the activity. Students involved in activities after school will report directly to that event unless otherwise arranged with office approval.

Dallastown's Extracurricular Activities and Interscholastic Athletics Code of Conduct (governing Junior High athletics programs)

PROGRAM MISSION STATEMENT

For purposes of this Code of Conduct, "Activity" or "Activities" shall include extracurricular activities and interscholastic athletics. Dallastown Area High School's activities program is designed to aid in the total developmental process of our students. Our school offers a comprehensive program designed to attract a large number of students as participants. The success of these activities depends upon each individual taking the responsibility to develop himself or herself to the fullest potential and accepting the responsibility of a team concept, thereby learning the valuable lessons associated with teamwork and doing one's best. At no time are these activities to assume priority over, or unreasonably interfere with, the objectives of the curricular program. It is hoped that participation in these activities will assist with the educational, cultural, physical, social, emotional, and moral development of our students. These activities are also intended to provide for the development of a wholesome, competitive spirit and a sense of pride and confidence through accomplishment.

All students who participate in activities are expected to be good citizens and abide by the rules of Dallastown Area School District. Violations of the Code of Conduct will first be handled according to the disciplinary guidelines stated in the *Student Handbook*; second, by *Dallastown's Extracurricular Activities and Interscholastic Athletics Code of Conduct*; and, third, by the team or activity rules established by the coaching staff/adviser.

Confirmed Violations - *Dallastown's Extracurricular Activities and Interscholastic Athletics Code of Conduct* will be enforced when an incident has been confirmed by a member of the coaching staff/adviser, teaching staff, administration team, or by a law enforcement agent. The Code of Conduct extends to all students whether they are enrolled in the high school or are students of charter, cyber-charter, or home schools.

Students should understand fully that by joining a team/activity, they are accepting the privileges and benefits of participating in a school-sponsored activity as well as the responsibility and commitment to that team. Expectations for all students involved in activities at Dallastown Area School District remain high, and all students must uphold this high level of expectation to represent Dallastown appropriately.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES AND INTERSCHOLASTIC ATHLETICS PARTICIPATION

Student participation in activities at Dallastown Area High School is a privilege, not a right. As participants, students represent their family, community, and the school in competition. Students who fail to meet the Dallastown community's standards and values will be removed from participating in activities at Dallastown Area High School (Dallastown Area School Board Policy #218).

Obligation Regulations

Students may not have any outstanding obligations (as determined by the athletic director or administration) at the beginning of the activity's season.

Any equipment owed from a previous season, regardless of the cost, must be paid for or returned to be eligible for participation in another activity.

Students will be ineligible to try out or participate in another activity until obligations are met.

All equipment must be cleaned and personally returned to the coach or adviser at the end of the season or when the student leaves the team or activity. Failure to comply will result in an obligation.

Attendance Regulations

Any student who has been absent for 20 or more days in a semester shall be ineligible to participate in any athletic contest/activity until he/she has been in attendance for a total of 25 school days (PIAA Article III, Section 3).

In order for students to participate in an athletic contest/activity or practice, they must be in attendance by 10:55 a.m. of that school day. If the student is not in attendance by 10:55 a.m., he/she may not dress for such contests/performances. Traveling with the team for such a contest will be at the discretion of the coach or adviser.

Excused/Unexcused tardiness and absences from school can result in limited playing time, suspension, or removal from the team or activity by the coach or adviser.

Academic Regulations

Students participating in an activity must be passing at least four full credits, or the equivalent, to be eligible to participate in a sport or activity (Dallastown Area School Board Policy #123 / PIAA Article X, Section 1).

In cases where a student's work in any preceding grading period does not pass four full-credit subjects or the equivalent, said student shall be ineligible to participate in interscholastic athletics for fifteen(15) school days of the next grading period (PIAA, Article X, Section 3). This regulation will also apply to activities not governed by the PIAA (Pennsylvania Interscholastic Athletic Association).

School Disciplinary Regulations

Students receiving detention must attend detention before going to any practice, activity, or meeting.

Students who are internally or externally suspended are not allowed to attend practice, participate in, or attend any athletic event or activity.

Internally suspended students must leave school property at the end of the school day and may not return until the next school day. Failure to comply will result in not being eligible for the next game or activity event.

Students who accumulate any combination of more than 5 days Internal/External Suspension during the season after joining the team or activity will no longer be eligible to compete in a competition for that sport or activity for a period of 30 days. At the discretion of the coach or adviser, any suspension(s) exceeding 10 days may result in immediate removal from the team or activity.

Athletic Department and Extracurricular Regulations

Students must have a signed parental permission form and emergency card to participate. Failure to submit the parental permission form and/or emergency card in a timely manner may exclude the student from trying out for an interscholastic athletic activity.

It is understood that if a participating student chooses to quit or is dismissed from an interscholastic sport, he or she may not participate in another interscholastic sport until the season of the original activity is concluded. The exception to this rule would be a year-long activity.

Rules and Penalties

Four (4) Basic Rules for students who participate in activities are as follows:

1. Follow the "Student Responsibilities" described in the *Student Handbook*.
2. Abide by the rules of academic eligibility which will be reviewed on a weekly basis.
3. Follow the rules established by the coaching staff or adviser.
4. Refrain from alcohol, illegal substances/paraphernalia, and/or tobacco products.

Rule #1

Follow the "Student Responsibilities" described in the *Student Handbook*

Students are required to adhere to all provisions of the [*Student Handbook*](#). The school administration and athletic director shall determine whether a student participating in an activity has violated the provisions of the [*Student Handbook*](#).

Penalties for violating Rule #1

As a result of a violation of Rule #1, the student will face the penalties related to the violation as provided in the [*Student Handbook*](#) and in accordance with the school's disciplinary policies.

Rule #2

Abide by the rules of academic eligibility which will be reviewed on a weekly basis.

Students participating in an activity must be passing at least four full credits or the equivalent to be eligible to participate in a sport or activity (Dallastown Area School Board Policy #123 / PIAA Article X, Section 1).

Penalties for violating Rule #2

Any student who does not meet the minimum academic eligibility requirements as described above will not be allowed to dress or participate in any contest for the activity until he/she meets the academic requirements. The student is still allowed, with the coach/adviser's permission, to continue practicing with the team. Upon the third offense of Rule #2 in a sport/activity season, the student will be removed from the team.

Rule #3

Follow the rules established by the coaching staff or adviser.

Students participating in an activity must also adhere to all rules established by the coaching staff or adviser in which the student participates.

Penalties for violating Rule #3

For any alleged violation of Rule #3, the coach or adviser and/or school administration may direct an investigation and make a determination regarding the penalty. The coach, adviser, and/or school administration shall have the right to remove a student from immediate participation

in an activity if, in the opinion of the coach/adviser, the student's presence poses an ongoing threat of disrupting the team, competition(s), practice, school, or travel on any school-provided transportation.

Rule #4

Refrain from alcohol, illegal substances/paraphernalia, and/or tobacco products

Students participating in an activity shall not use, purchase, offer to purchase, distribute,* sell,* or possess any of the following in any form: alcohol, illegal substances/paraphernalia (such as mind-altering chemicals or build-altering chemicals such as anabolic steroids, counterfeit controlled substances), and/or tobacco products.

Penalties for violating Rule #4

For the first offense related to Rule #4, the violating student will be suspended from the activity for 30 calendar days, including from participating in and dressing for competitions/events, and he or she must participate in an intervention and student assistance program at his or her own expense as directed by the administration. If the student and/or the parent(s) or guardian(s) refuses to have the student attend such a program, the student cannot participate in any school-sponsored activities for one calendar year from the date of refusal/failure to participate. The coaching staff or adviser reserves the right to allow the violating student the opportunity to continue practicing with the team or group. However, at any time during the suspension period, the coaching staff or adviser reserves the right to dismiss a student who is disrupting or breaking the team or group rules. **Please note:*

Any student caught selling or distributing illegal substances will be automatically dealt the same consequences as described in the second offense section for Rule #4.

For the second offense of Rule #4, the violating student will be suspended from participating in any school-sponsored activities for one full calendar year. The suspension will carry into subsequent sports or activity seasons until the calendar year has expired. Following the suspension, the violating student with his or her parent or guardian will be required to attend a meeting with the coaching staff or adviser of the team/activity that he or she wishes to join and an administration team (consisting of a school administrator, the athletic director, and a teacher from within the district) to determine if his/her eligibility should be restored. Following this meeting, the coaches/advisers and administration team reserve the right to determine whether or not to reinstate the violating student's eligibility status.

Assembly Programs

Throughout the school year, assembly programs are scheduled for the students in each grade. These programs will include paid assemblies, student productions, and school organization presentations. During assembly programs, students will sit in class groups as directed by the teacher.

Band, Chorus, & Strings Co-Curricular Programming

Band is a musical program open to all seventh and eighth grade students who have previous experience on a band instruments and read music. Group lessons are provided weekly and the combined 7th and 8th grade band meets twice a week. Jazz band, percussion ensemble and wind ensemble are also available for students. The band has a winter and a spring concert each year. There is also a combined marching performance with the high school band in the fall and a community parade performance on Memorial Day.

Chorus is a musical program open to all seventh and eighth grade students who are interested in singing. Chorus classes are scheduled during the school day for these students. The 7th and 8th Grade Mixed Chorus and the Concert Choir perform twice annually.

Orchestra is a string instrument program open to all grade seven and eight students who started strings at the intermediate school grades. Small group sectionals meet once a week for strings. Orchestra rehearsals meet twice a cycle during the school day. Wind brass and percussion students are selected to the orchestra via the band director's recommendation they meet with the orchestra during marking periods three and four.

Students who sign up for one or more of these elective music classes must report to each class as scheduled. In order to drop any of these elective classes, a written note from the parent or guardian to the guidance counselor is required.

Class Activities

During the school year, class activities may be planned. Such activities are intended only for students of the Dallastown Area Middle School and will be subject to the approval of a faculty sponsor and the school administration.

Student Council

The purposes of the middle school student council are as follows:

- To teach leadership skills and group dynamics, to give students the opportunity to discuss school policies and to make suggestions to the administration concerning these policies.
- To promote school spirit among all grades.
- To promote community advocacy.



The name of the student government shall be Student Council. Whenever possible, it shall consist of one representative from each homeroom. Each student representative must maintain at least a "C" average to remain in his/her position.

Within the Student Council will be an Executive Committee composed of President, Vice-President, Secretary and Treasurer. The Student Council will be under the sponsorship of a faculty advisor.

National Junior Honor Society

Dallastown Area Middle School's chapter of the National Junior Honor Society was chartered in November, 2002. NJHS was organized in 1929 with currently over 6,000 chapters nationwide. Its purpose is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, develop character, and encourage good citizenship. It is truly an honor to become a member of this organization. Note that acceptance in the NJHS in no way guarantees membership in the National Honor Society at the high school level.

Criteria for membership is to be in 7th grade, attain a cumulative 3.75 GPA the first three marking periods (with no E's or U's earned), be a Dallastown Area Middle School student at least for the most recent two marking periods, have performed at least 10 hours of service and been involved in activities both in and out of school, and not have had any serious behavioral referrals.

Students will be invited to submit an activities form solely based upon attaining the 3.75 GPA. That information, along with faculty and administrative input, will determine acceptance as decided by the NJHS faculty council. Student officers will be elected from the membership.

To remain eligible for membership a student must maintain a 3.75 GPA, continue in school and outside of school activities, accrue 20 hours of service yearly and not commit a flagrant violation of school rules or civil laws. Depending upon the situation, a student will have two marking periods in which to become eligible (with the exception of a grave behavioral violation). Should dismissal be necessary, the student is never eligible for readmission to Dallastown's chapter.

The by-laws are in accordance with the NJHS's *Constitution* and are available for review upon request.

Intramurals & Clubs

The middle school offers a wide variety of seasonal intramural activities (Fall, Winter, Spring) and clubs that are available to all students who wish to participate. However, advanced parent/guardian permission is required (paperwork available in school counseling office) in order to participate. These intramurals are posted and updated on our middle school web page (under "Clubs & Sports"). Intramurals take place after school from 3:05 PM until 4:15 PM. Activity bus transportation is available for students who do not have a ride home from these activities.

Fall Play and Annual Musical

Under the direction of our performing arts department, the middle school produces and performs a Fall Play and an annual Winter/Spring Musical. These activities are open to all students from Grades 7 & 8 (and 9 at the directors discretion). Although all students are welcome to participate in some capacity, certain roles require try-outs.

Awards and Certificates

- Distinguished Honor Roll and Honor Roll (printed on report card)
- Intramural certificate for participation
- PIAA sports certificates/pins/letters for participation
- Student Council certificate
- Awards given for recognition and effort to students who have demonstrated outstanding effort in school work and extracurricular activities
- American Legion Awards (8th)
- Presidential Physical Fitness Awards and Presidential Academic Fitness awards
- POSITIVE PAWS and rewards.



Dallastown Diamonds

The Dallastown Diamonds student recognition program recognizes and rewards students for their successes. To become a Dallastown Diamond, students must meet all of the following requirements:

- Attain the Distinguished Honor Roll or Honor Roll
 - *In lieu of Distinguished Honor Roll or Honor Roll, a Teacher Recommendation for Citizenship is acceptable*
- Have no administrative discipline reports (detentions or suspensions)
- Have no unexcused absences

It is gratifying to observe middle school students set goals and strive to reach them by consistent classroom and school citizenship, effort and performance. Students who are recognized as a Dallastown Diamond during each marking period will receive a Diamond Recognition Packet and will have his/her name displayed in the lobby.