Welcome

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Welcome to the 2019-20 school year at Dallastown Area 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 expectations, guidelines, and procedures for every middle school student. During the first few days of school, parents and students need to read and discuss the contents of this handbook and indicate completion of this task on Skyward Family Access Center. Any questions about the handbook, should be directed to administration.

The middle school offers many exciting programs, classroom activities, co-curricular events, and extra-curricular programs for students. Our goal is to grow every student by providing them with challenging, thought-provoking academics in a supportive and caring environment.

We look forward to the 2019-20 school year!

Dr. Kevin A. Peters
Principal

Barbara E. Terroso
Assistant Principal

Denise N. Blackwell
Assistant Principal

Our Mission

Provide a safe, challenging, and relevant learning environment that inspires and creates pathways for student success.
The Dallastown Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504/A.D.A.

For information regarding civil rights or grievance procedures, contact Mr. Troy Fisher, Title IX Coordinator; for information regarding services, activities, and facilities accessible to and usable by disabled persons, contact Mr. James Heilman, Director of Buildings & Grounds. Mr. Fisher and Mr. Heilman may be contacted at 700 New School Lane, Dallastown, PA 17313, (717) 244-4021.

### MIDDLE SCHOOL SCHEDULE

<table>
<thead>
<tr>
<th>REGULAR SCHEDULE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EARLIEST ARRIVAL TIME</td>
<td>7:00 AM</td>
</tr>
<tr>
<td>HOMEROOM PERIOD*</td>
<td>7:35 AM – 7:45 AM</td>
</tr>
<tr>
<td>INSTRUCTIONAL PERIOD 1</td>
<td>7:48 AM – 8:42 AM</td>
</tr>
<tr>
<td>INSTRUCTIONAL PERIOD 2</td>
<td>8:45 AM – 9:39 AM</td>
</tr>
<tr>
<td>INSTRUCTIONAL PERIOD 3</td>
<td>9:42 AM – 10:36 AM</td>
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<tr>
<td>INSTRUCTIONAL PERIOD 4*</td>
<td>10:39 AM – 12:06 PM</td>
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<tr>
<td>INSTRUCTIONAL PERIOD 5*</td>
<td>1:06 PM – 2:00 PM</td>
</tr>
<tr>
<td>WILDCAT PERIOD</td>
<td>2:06 PM – 2:50 PM</td>
</tr>
<tr>
<td>DISMISSAL TIME</td>
<td>2:50 PM</td>
</tr>
</tbody>
</table>

*Three lunch periods are embedded in periods 4 or 5.*

### A. COMMUNICATION INFORMATION

Communication Protocol
In order to provide you with accurate, relevant, and timely information follow these guidelines:

- Questions or concerns regarding course work, assignments, teacher actions, and matters specific to a classroom, contact the specific teacher.
- Questions or concerns regarding team procedures, events, and activities, contact the team leader.
- Questions or concerns regarding academic standing, social-emotional issues, or family matters that may be impacting a student’s academics or school behavior, contact a school counselor.
- Questions or concerns regarding a student’s physical health, contact the school nurse.
- Questions or concerns regarding school wide policies, procedures, curriculum, standardized testing, and school safety, contact an administrator.
Change of Address (DASD School Board Policy # 200-AR)
If students have a change of address within the Dallastown Area School District, please obtain a Registration Identification form from the main office or the web-site (general information tab) 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.

Family Access (Skyward)
Parents/Guardians have 24-hour access to their child’s grades through Skyward Family Access. Skyward is the district’s web-based student information system. The Family Access portal provides information about your child’s schedule, courses, assignments and 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 district/school website and the Skyward mobile app.

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

School Messenger Phone Calls
When critical and time-sensitive information must be communicated to parents and guardians, a recorded phone call and / or an email will be sent out to parents / guardians.

Dallastown Area Middle School Twitter
Celebrations and student activities are communicated using the school’s Twitter account. Follow us @DallastownMS.

B. ATTENDANCE INFORMATION

Attendance
Board Policy No. 204

Compulsory School Age: From the time of enrollment, no later than age eight (8) until the child reaches seventeen (17) years of age.

Definition of an Absence: A student is considered absent if they are not physically participating in instruction or instruction-related activities on school grounds or at an approved off-grounds location for 50% of the school day. Each day that a student is absent for fifty percent (50%) or more of the school day it is to be counted as a full day absence. Students absent 50% or more of a school day (full day absence) will be ineligible to participate in after-school extracurricular activities.

Excused (Lawful) Absence:
- Illness
- Obtaining health care or therapy service by a licensed practitioner
- Quarantine
- Family emergency
- Recovery from an accident
- Required court attendance
- Death in the family
- Participation in 4H or FFA State or county event (prior written request required)
- Religious holiday (prior written request required)
- Other urgent reasons
Method of Reporting Absence: Parents are responsible for contacting the school office on the days of a child’s absence by 9:00 AM. You may contact the middle school office:

- Website - [https://ms.dallastown.net/absence_reporting](https://ms.dallastown.net/absence_reporting)
- Written note, email to MSabsences@dallastown.net, or phone call to 717-244-4021
  - Containing:
    - First and last name of parent/guardian making the contact
    - First and last name of student
    - Reason for absence(s)
    - Date(s) of absence(s)
- DASD medical excuse form: [www.dallastown.net](http://www.dallastown.net) select your child’s building; select parents tab; print form
- Physician’s note on the physician’s official office stationary; note may not be altered in any way

**The school office must receive notification of absence within THREE school days of the last day of the absence for the absence to be considered excused. All absences from school are classified as Absent Excused (AE) or Absent Illegal (AI).**

What you can expect from the District if your child is absent:

1. **Absences without a physician’s note (within one school calendar year):**

   If your child is absent without a physician’s note:
   - **6 absences within the first 2 trimesters of the school year** – An email or letter will be sent to the parent/guardian intended to raise awareness and identify root causes for the absences and explain the physician’s note requirement if absences exceed 10 days.
   - **10 days throughout the school year** – letter requiring a Physician’s Note for all future absences.

   ❖ Approved Educational trips are limited to ten (10) days in a school year.
   ❖ Physician’s notes must be a DASD Physician’s Note or Official Physician’s Office stationary

Illegal Absences (within one school calendar year):

If your child is absent:

- **2 illegal (unexcused) days throughout the school year** – A personal contact will be made to the parent/guardian via phone call, conference, home visit to raise awareness and establish your preferred language and mode of communication.
- **3 illegal days throughout the school year** – written notice of truancy and personal contact from your child’s Student Attendance Improvement Team Point of Contact. An Attendance Improvement Conference will be recommended.
- **4 -5 illegal days throughout the school year** – An Attendance Improvement Conference will be required at which time an Attendance Improvement Plan will be developed and referrals to school/community-based programs will be made. Truancy citations may be filed.
- **6 illegal days throughout the school year** – Referrals will be made to school/community-based Attendance Improvement Programs. Referrals may be made to York County Children and Youth. Truancy citations will be filed.

**Citations** will still be filed for truancy (3 or more illegal days in a calendar school year) but only after an Attendance Improvement Conference has been held. Parents may be cited for truant students 14 years of age and under. Parents and/or the child may be cited for truant students 15-16 years old. **Fines have increased under the new law.**

Tardiness/Early Dismissal

If your child comes to school late or leaves early without prior approval and misses ≥ 50% of that day, the incident is regarded as a full day absence. Arriving late and departing early without prior approval ≤ 49% may be subject to school
discipline but will not count against a student’s attendance record. Students absent 50% or more of a school day (full day absence) will be ineligible to participate in after-school extracurricular activities.

### Middle School Day Schedules:

<table>
<thead>
<tr>
<th></th>
<th>Regular Schedule</th>
<th>Half Day Schedule</th>
<th>One Hour Delay</th>
<th>Two Hour Delay</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MS</td>
<td>Day end</td>
<td>Day end</td>
<td>Day end</td>
</tr>
<tr>
<td></td>
<td>7:35 AM</td>
<td>11:12 AM</td>
<td>7:35 AM</td>
<td>8:35 AM</td>
</tr>
<tr>
<td></td>
<td>Start</td>
<td>2:50 AM</td>
<td>End</td>
<td>2:50 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9:15 AM</td>
<td>End</td>
<td>11:43 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:55 AM</td>
<td></td>
<td>12:43 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8:35 AM</td>
<td>Start</td>
<td>9:35 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>End</td>
<td>Start</td>
<td>2:50 AM</td>
</tr>
</tbody>
</table>

*A note from a parent/medical/dentist does not guarantee that the absence will be excused.

**APPOINTMENTS (MEDICAL/DENTAL/ETC.)**

The student should bring a parent note to the school office before school to obtain an early dismissal slip. Upon returning to school, the student should report to the school office with a note from the designated appointment area (doctor, dentist) 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 administration has established a process by which persons in parental relation may make prearrangements to have their child released from school for educational trips during the school year. In order to have these absences considered “excused” persons in parental relation must complete and present to the building principal a completed Request for Prearranged Absence Form. Telephone requests will not be considered. Persons in parental relation who do not present the Request for Prearranged Absence Form prior to the requested absence will have their child’s absence considered illegal.

The building principal shall determine if an absence is excused or illegal by applying the following guidelines:

1. If prior permission is not sought by the person in parental relation, the absence is unexcused unless emergency causes are given and verified.
2. If a student’s frequency of absences from school prior to the request jeopardizes his educational progress, the absence may be denied.
3. If a student is failing two (2) or more core subjects, the absence may be denied.
4. If a student has a medical letter, the absence may be denied.

Educational trips may not be taken during PSSA testing dates established by the Pennsylvania Department of Education (PDE) and posted on both the PDE website and Dallastown Area School District website.

**Delayed Openings or No School**

If 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.
The Federal McKinney-Vento Act
It is the goal of the Dallastown School District to ensure all children and youth experiencing homelessness enroll participate and have opportunity to succeed in school through free and appropriate public education. Dallastown will attempt to eliminate barriers through the use of local best practices and the authorized activities of the federal McKinney-Vento Homeless Education Assistance Act.

Homeless means “individuals who lack a fixed, regular, and adequate nighttime residence”. Homelessness may be caused by loss of housing, economic hardship, domestic violence, migratory work or similar reasons and may include living in motels, trailer parks, vehicles, camp grounds, transitional shelters or doubling-up in residences with other families.

The Dallastown School District family is committed to aiding with the coordination and collaboration of services to ensure each student has the access and opportunity to appropriate public education. If you or someone you know may be experiencing homelessness please check our web resources or contact Keith Dyke; Supervisor of Social and Student Services at 717 244 4268 or keith.dyke@dallastown.net.

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:

<table>
<thead>
<tr>
<th>GRADE VALUES</th>
<th>90% - 100% = A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>80% - 89% = B</td>
</tr>
<tr>
<td></td>
<td>70% - 79% = C</td>
</tr>
<tr>
<td></td>
<td>60% - 69% = D</td>
</tr>
<tr>
<td></td>
<td>&lt; 60% = E</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>GRADE VALUES</th>
<th>FINAL GRADE FOR FULL YEAR COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>O = 100 – 85</td>
</tr>
<tr>
<td>S</td>
<td>S = 84 – 70</td>
</tr>
<tr>
<td>N</td>
<td>N = 69 – 60</td>
</tr>
<tr>
<td>U</td>
<td>U = Below 60</td>
</tr>
</tbody>
</table>

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 Skyward Family Access, 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.
**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 will participate in physical education class. When a student cannot take part in physical education classes, a doctor’s excuse must be submitted. The PE department, the school, and the school district are not responsible for lost, stolen, or damaged personal belongings.

School clothing may not be worn in physical education class, students are required to change. No jewelry may be worn.

A complete uniform consists of the following:

1. Blue, white or gray shorts or sweatpants- with no pockets or zippers
2. Blue, white or gray t-shirt with short sleeves; words or pictures must be school appropriate
4. Athletic shoes & socks
5. Long hair must be pulled back from eyes and shoulders
6. Recommended items: towel, deodorant, lock

**D. INSTRUCTIONAL TECHNOLOGY**

**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.

**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.
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.
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, 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
  - 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 and MobyMax, 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). This list is updated regularly and available for families to continually check the resources made available to students. 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 sign-offs within Skyward, our student information system.

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. The Dallastown Area School District reserves the right to examine any personal technology devices at any time when administration has reasonable basis to suspect that the student is not in compliance with school policy and/or regulations.

E. SCHOOL SAFETY PROCEDURES

School Drills
The middle school will conduct safety drills, such as lock downs, fire drills, and/or weather-related drills throughout the school year.

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, and/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.

SAFE2SAY HOTLINE (DASD School Board Policy # 805-AR-1)
A special anonymous hotline is available for students, parents, staff, and residents to enhance safety by reporting information. Every member of our school district “family” has a responsibility to help keep each other safe.
Call 1-844-SAF2SAY (1-844-723-2729)

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.
- 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 Students & 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. A new request must be submitted to the building principal each school year.

Integrated Pest Management (IPM) (DASD School Board Policy #716)
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.

Discipline / Conduct (DASD School Board Policy # 218, 218.1, 218-AR, 233)
Students are always expected to conduct themselves in school as would be required in accordance with the Dallastown Area School District Code of Ethics. Unmannerly, rude, loud, or ill-mannered behavior cannot be accepted, and public displays of affection while in school are not acceptable.

In accordance with the Pennsylvania State Board of Education Regulations, the Dallastown Area School District has adopted a discipline policy. Pertinent excerpts from the policy are printed throughout this handbook, in the school calendar, and in student bulletins.

F. STUDENT CHARACTER, CONDUCT, & DISCIPLINE

I. The Dallastown Area School District believes that an effective education can best take place in an orderly and disruption-free atmosphere. It has therefore chosen to emphasize the following listing of student responsibilities, as well as listings of examples of reasons for invoking disciplinary procedures.

A. Student Responsibilities*
1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations.
2. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of the students to conform with the following:
   a. Students should be aware of all rules and regulations for student behavior and conduct themselves accordingly. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
   b. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
   c. Dress and groom to meet fair standards of safety and health and not to cause substantial disruption to the educational processes.
   d. Assist the school staff in operating a safe school for all students enrolled therein.
   e. Comply with Commonwealth and local laws.
   f. Exercise proper care when using public facilities and equipment.
   g. Attend school daily and be on time for all classes and other school functions.
   h. Make up work when absent from school.
i. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.

j. Report accurately and do not use indecent or obscene language in student newspapers or publications.

B. Acts by Students That May Result in an In-School Suspension Placement:
1. The use and/or possession of tobacco at any time in a school building and/or any property, buses, vans, and vehicles owned, leased or controlled by the school district
2. Leaving school, other than at normal dismissal times, without securing permission from the nurse or school office
3. Missing an assigned detention
4. Theft or stealing
5. Repeated disruptive behavior
6. Harassment, threatening, taunting, sexting, cyber bullying or bullying another student
7. Excessive tardiness to school or classes
8. Insubordinate or disrespectful behavior
9. Other violations deemed to warrant removal from classes by administrators

C. Acts by Students That May Result in Out-of-School Suspension or Expulsion:
1. The possession, use, or sale of drugs
2. Possession, use, or sale of alcoholic beverage, controlled substance, or being under the influence of alcohol/controlled substance
3. Assaulting another person, displaying aggressive or violent behavior
4. Repeating acts of misconduct which have resulted in an in-school suspension
5. Arson or setting off an explosive device
6. Possessing a dangerous weapon as outlined in the Dangerous Weapons Policy
7. Serious threats of harm to students or staff
8. Being dismissed from the in-school suspension program for misbehavior
9. Any act of behavior deemed unacceptable by an administrator

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 and parents will be given either written or verbal notification before they are assigned a detention date.
- Detention occurs from 2:50 - 4:15 PM. An activity bus is available.

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.

Out-of-School Suspension (OSS) is removal from the school setting for a period of up to 10 consecutive days. Students will be provided their school work. In some cases, teachers will provide work for students that must be picked up in the main office by a parent/guardian or designated individual.

Any student who is suspended will not to participate in any activities either in or out of school (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 10 consecutive days.

Weapons (DASD School Board Policy # 218, 218-AR, 218 AR1, and 233)
Possession of weapons is prohibited on school property.

Weapons shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.

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 inflicting serious bodily 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. This includes all school-sponsored activities or any public conveyance providing transportation to a school-sponsored activity.

Violation of this policy shall result in expulsion, for a period of not less than one (1) 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. The Superintendent shall report the discovery of any weapon prohibited by this policy to local law enforcement officials and report to the Department of Education all incidents relating to student expulsions for possession of a weapon in accordance with this policy.

The Superintendent of the school district may recommend discipline short of expulsion on a case-by-case basis. In the case of an exceptional student, the Superintendent will take all steps necessary to comply with the Individuals With Disabilities Education Act.

The provision of this policy shall not apply to the following:

1. A weapon being used as part of a program approved by a school administrator (such as a class assignment, activity, or demonstration).

2. A weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premises is authorized by school authorities.

If it is determined to be a weapon and the student has violated the "Possession of Weapons Policy," Policy 218, the student will be subject to the following disciplinary procedures:

1. 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 Board hearing. The police shall be notified.

2. The principal or his/her 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.

3. The principal will confer with the Superintendent regarding the student's appearance before the Board of Education for a hearing.

4. The Hearing Committee of the Board will consider a recommendation from the Superintendent which could include expulsions for a period of not less than one (1) year or discipline short of expulsion and may include mandatory student counseling.

5. 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.

6. If the student is expelled, the Superintendent will report this to the Department of Education.
Controlled Substances/Paraphernalia (DASD School Board Policy # 227)
Tobacco Use (DASD School Board Policy # 222)
Vaporizers, E-Cigarettes & Other Electronic Substance-Delivery Systems (DASD School Board Policy # 222.1)

The following acts by a student while in school buildings, on school buses, on school property, and at 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 and a referral for an alcohol or drug assessment through the Student Assistance Program (SAP):

1. 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.
2. 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.
3. 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.
4. Any unlawful sale, promotion of, or other conduct relating to exchanges of substances covered in 1, 2, and 3 above shall also be treated as a violation of the laws of the Commonwealth of Pennsylvania and will be reported to the local police.
5. Tobacco: 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.

In addition, Act 145 of 1996 applies to all students. The new law defines possession or use of tobacco products or smokeless tobacco by a student in a school building, a school bus, or on school property owned by, leased by, or under the control of a school district as a summary offense. School districts must initiate prosecution. The student will be referred to the local magistrate and may be sentenced to pay a fine for the benefit of the school district in which such offending student resides and to pay court costs or be assigned to an adjudication alternative.

Bullying Policy (DASD School Board Policy DASD #249)
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 the following:
1. Verbal bullying including derogatory comments and bad names.
2. Bullying through social exclusion or isolation.
3. Physical bullying such as hitting, kicking, shoving, or 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.
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.

Dress and Grooming  (DASD School Board Policy #221 and 221-AR-1)

Each student’s mode of dress and grooming is a manifestation of personal style and individual preference. However, the board has the authority to impose limitations on students’ dress in school. Attire and appearance are left to the parents' discretion, keeping cleanliness, good grooming, and decency in mind. The following are specific standards:

Students are not permitted to wear attire that is disruptive to the school environment, that promotes illegal or harmful activities, or that could endanger the health or safety of that student or others during school hours and school-related activities. Prohibited attire includes, but is not limited to, that which:

1. Depicts profanity, obscenity, the use of weapons, or violence.
2. Promotes use of tobacco, drugs, alcohol, or other illegal or harmful products.
3. Promotes, implies, or contains sexually suggestive messages.
4. Unduly exposes or reveals skin or undergarments.
5. Depicts gang affiliation.
6. Contains language or symbols that demean an identifiable person or group or otherwise infringes on the rights of others.
7. Causes or is likely to cause a material disruption, a substantial disorder to school activities or the orderly operation of the school, or an invasion of the rights of others.
8. Contains rude, disrespectful, or discourteous expressions inconsistent with civil discourse and behavior.
9. May damage school property.

Head coverings will not be worn in the school building or during indoor school related activities. However, head coverings required for medical or religious obligations may be worn.
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.
### 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](http://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](http://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](http://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 not informed of their current balance. If a student has a negative balance or does not have any money in their account they can only charge a complete meal. A la Carte purchases are not allowed even with cash at the registers if the student is negative or has a zero balance.

### Counseling Services

The mission of the middle school counseling program is to provide educational and emotional support for our students. The focus is on the individual student’s success academically, socially, and emotionally. The counselors’ daily activities and responsibilities include attending parent/teacher conferences, providing instruction and guidance regarding future planning, facilitating groups, 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 counseling office and counselors can be found on our website or contact the guidance secretary at 717-244-4021 x 2530.

### Strive Program

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. Strive is only an option after considerable discussion occurs among administration, school counselors, team teachers, and parents/guardians and is viewed as an appropriate placement.

### Health Services

The middle school nurse’s office is staffed full-time by a certified school nurse. When feeling ill or sustaining an injury, students must get a pass and report to the nurse’s office only. It is important that students do not leave the building or contact parent/guardian to go home without first reporting to the main office or the nurse. Students are not permitted to contact a parent for an illness without first seeing the nurse. **Students may not use their cell phones to call or text a parent to pick them up.** Medication orders and parental consents must be renewed at the beginning of each school year. **Proper immunization status is required for school attendance.** Please have emergency contact numbers up to date to ensure efficient notification of parent/guardian in the event of a student emergency or illness.
All students will have the following screenings completed during the school year:

- Height/Weight/BMI
- Vision
- All seventh-grade students are required to submit a dental exam to the school nurse and will also be screened for hearing and scoliosis.

**Medication**

(DASD School Board Policy # 210 and 210.1)

- Dallastown Area School District Board 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.
- All medications (prescription and non-prescription) that are to be dispensed during school hours must be accompanied by a written authorization signed by the doctor and parents/guardians.
- 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 health care provider.
- Medications, preparations or products not approved by the FDA, such as herbals, teas, homeopathic medication, vitamins, dietary supplements or medications from other countries will not be administered.
- Students are permitted to self-carry and self-apply FDA approved sunscreen with appropriate documentation on file in the nurse’s office.
- This policy indicates that it is law to notify parents/guardians of their right to opt-out of emergency epinephrine use. An opt-out form is available for this purpose.

**NOTE:** THE SCHOOL NURSE MAY ADMINISTER TYLENOL, IBUPROFEN, 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.

**Naloxone**

(DASD School Board Policy # 823)

- The school district administration shall take reasonable steps to notify students and their parents/guardians of this policy once each school year. Such notification shall encourage students to immediately report suspected drug overdoses to school officials to ensure medical assistance can be immediately provided.

**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 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.

School Store
School Store hours are posted on the door of the store. Students can purchase school related items there including Chromebook cases and Chromebook charger cords, and Dallastown clothing. Credit cards are not accepted. Checks should be made payable to DAMS with “school store” on the memo line.

Learning Commons (LC)
The middle school learning commons is designed to support students 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 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.

Student Assistance Program
Dallastown Area Middle School has developed a student assistance program referred to as SAP (Student Assistance Program) in response to needs and issues concerning adolescents and their mental health. 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 on the middle school web-site at https://ms.dallastown.net/services/student_assistance_program___s_a_p, from the guidance office, or from any SAP team member. All information is 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.

DAMS 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, teacher appreciation, parent library, artwork, and social functions for the students.

### I. STUDENT ACTIVITIES

A student must be in school by **11:12 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 trimester 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.

**Band, Chorus, and Orchestra**

Band is musical program open to all seventh and eighth grade students who have previous experience on a band instruments and who read music. Group lessons are provided weekly and the combined middle school band meets twice a week. Jazz band, percussion ensemble and wind ensemble are also available for students who are part of the band program. 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. Color guard is also available as an after-school intramural for any student and no experience is necessary.

Chorus is a musical program open to all seventh and eighth grade students who are interested in singing. Chorus sectionals are scheduled twice per cycle during the school day to learn about proper singing technique, reading music, and reviewing concert repertoire. Chorus rehearsals also meet twice per cycle. The seventh and eighth grade Mixed Chorus and the Concert Choir perform twice annually. Additionally, the Concert Choir, an auditioned group of approximately 60-70 singers, performs locally and out-of-state throughout the school year.

Orchestra is a string instrument program open to all middle school students who started strings at the intermediate school grades. Small group sectionals meet twice 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 and 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.
**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 at least two representatives per team. 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 one or two faculty advisors.

**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 two trimesters (with no E’s or U’s earned), be a Dallastown Area Middle School student at least one trimester, 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 activity 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 may have a probationary period in which to become eligible (except for 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 intramural activities 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) 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 9th at the director’s discretion). Although all students are welcome to participate in some capacity, certain roles require try-outs.

**Dallastown Diamonds**

The Dallastown Diamonds student recognition program recognizes and rewards students for their successes. To become a Dallastown Diamond, students must meet 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 trimester will receive special recognition.