

Dallastown Area Intermediate School

94 Beck Road
York, PA 17403
(717) 244-4021

Grades 4 – 6 2018-19 Student & Parent/Guardian Handbook



This agenda belongs to:

Name _____
Teacher _____

Dear Parents:

Welcome to the Dallastown Area Intermediate School. When we work together and keep lines of communication open, your child will have a greater chance for success in school.

This student/parent/guardian handbook has been prepared to help establish that close and important relationship between home and school. Please keep this agenda book available to quickly locate the answers to the many questions that might arise throughout the school year.

The staff and administration of the Dallastown Area Intermediate School hope that you will become an active and positive influence as we all work together in the best interest of your child.

Sincerely,
Erin M. Heffler, Ed.D., DAIS and Community Principal (Red)
Wayne P. Senft, Ed.D., Community Principal (Yellow)
Christopher J. Martin, Community Principal (Blue)

Dallastown Area School District Code of Ethics

We, the Dallastown Area School District, believe our school community should strive to encourage in ourselves and others these values.

- **Respect** I will treat others the way I wish to be treated.
- **Integrity** I will strive to do what is right, even when no one is looking.
- **Responsibility** I will be accountable for my own choices and actions.
- **Equality** I will appreciate the worth and rights of others.
- **Compassion** I will show kindness and consideration to everyone.
- **Non-judgmental** I will honor the varying opinions and beliefs of others.
- **Diversity** I will embrace with understanding the changes and differences in all cultures.

Intermediate School Hours

7:30 AM	Offices Open
8:15 AM – 8:25 AM	Students Arrive
8:30 AM	Opening Exercises & Announcements
3:20 PM	Students Dismissed
4:00 PM	Offices Close
Grade 4 – Lunch/Recess	10:55 AM – 11:35 AM
Grade 5 – Lunch/Recess	11:40 AM – 12:20 PM
Grade 6 – Lunch/Recess	12:25 PM – 1:05 PM

DELAYED OPENINGS / SCHOOL CLOSINGS

In the event that the Dallastown Area Schools will be late in starting or closed because of bad weather or any other reason, an announcement will be made over the local radio and television stations and via www.dallastown.net, School Messenger, and Twitter by 6:30 a.m. Delayed openings of one hour, two hours, or three hours are possible, depending on the severity of the inclement weather. Similar announcements will be made in case of early dismissal.

Attendance (DASD School 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 at least half the school day. Each day that a student is absent for fifty (50%) percent or more of the school day is to be counted as an absence.

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 9:00am.

You may contact your child's school office:

- Website - www.dallastown.net select your child's building
- Written Note, Email or Voicemail –
 - 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 select your child's building; select Parents Tab; print form
- Physician's Note on the physician's official office stationary

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:

All Absences* (within one school calendar year):

If your child is absent:

- 3 **consecutive** school days - a Physician's Note is required to excuse the absences. Please see the DASD Physician's Note on the District Website.
- 4 days through the end of the first trimester - email/letter intended to raise awareness and identify root causes and/or unmet needs.
- 8 days through the end of second trimester – letter intended to raise awareness, identify root causes and/or unmet needs and explain the Physician's note requirement if absences continue.
- 10 days in a school year – letter requiring a Physician's Note** for **all** future absences.

*Approved Educational trips up to ten (10) days in a school year do not count as absences

Physician's notes **must be a DASD Physician's Note or on Official Physician's Office stationary

Illegal Absences (within one school calendar year):

If my child is absent:

- **2 illegal (unexcused) days** – personal contact via phone call, conference, home visit to raise awareness and establish your preferred language and made of communication.
- **3 illegal days** – written notice of truancy and personal contact from your child's Student Attendance Improvement Team Point of Contact.
- **4 -5 illegal days***** – scheduling of a Student Attendance Improvement Conference (to be held with or without parent/guardian); Student Attendance Improvement Plans; Referrals to school/community based Attendance Improvement Programs; Citations filed.
- **6 illegal days*** – Referrals to school/community based Attendance Improvement Programs; Referrals to York County Children and Youth; Citations 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 (**new this year**). 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 a student comes to school late or leaves early missing ≥ 205 minutes (50%)/of that day, the incident is regarded as a full day absence. Arriving late and departing early without prior approval may be subject to school discipline but will not count against a student's attendance record.

Intermediate School (4-6)

AM Tardy	Arrival 8:30 -11:54
Full Day Absence	Arrival 11:55 or after
Full Day Absence	Departure 11:54 or before no return
Early Dismissal	Departure 11:55 – 3:20

**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.

A. Cafeteria Information

School menus are available on the district website and can also be accessed at the Dallastown website – Departments – Food Services. 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

Lunch

The cafeteria follows the regulations for the National Food Lunch Programs and School Breakfast Programs. All students must have lunch in the cafeteria. If they wish, students may carry a lunch, but this lunch must be eaten in the cafeteria. A variety of lunch choices are available daily along with a' la carte items, such as beverages, ice cream, and other items. Each student will be given a PIN number/swipe card for his or her debit account. Each account will have a picture ID to help identify the individual users. Parents are discouraged from bringing in food from outside vendors to their children in the cafeteria.

Breakfast

Breakfast is available prior to the start of the school day. Students can purchase breakfast each morning in the core or cafeteria, and eat in their homeroom. Students may use their accounts to purchase breakfast.

Cafeteria Payments

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**. Payments may be dropped into the locked drop box located outside each community office. Please include the student's name and PIN number along with the payment. Cash or check deposits must be made by 9:00 AM in order for them to be available by lunchtime the same day.

For your convenience, there is an online payment option where you may use your credit or debit card to add funds to a student 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 >Departments >Food Service.

Intermediate School Cafeteria Borrowing Policy:

1. Borrowing for a' la carte items will not be permitted.
2. The students are told when their account is at \$5.00 or below. Parents must sign up for email notifications on low account balances through the MyNutriKids website.
3. Students are never refused meals due to low or negative account balances. Options are available to accommodate student lunches in the event of negative account balances. The student is still charged for the meal.

B. Buses, Parent Transportation, Walkers and Bicycle Riders

School Buses

Students will be assigned only one AM and one PM bus stop. Bus service is provided by Reliance Student Transportation, LLC. Questions regarding routes, discipline and late buses should be directed to the district's transportation department at 717-244-4021 ex. 4293 between 7:00 AM and 4:30 PM.

Bus Safety

Reliance Student Transportation, LLC aids the Dallastown Area School District in maintaining the safety of its students by obtaining video and audiotapes of all behavior on its buses. Video/audio can be used for disciplinary/security purposes. As a result, students and their parents/guardians are informed that they should not expect any conversations or behavior to be exempt from this recordation.

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.
- 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.

Bus Passes and Exceptions

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

Parent Transportation

Parents who drive children to school or pick them up at dismissal time are advised not to park in the traffic lanes. This causes confusion and may create a traffic jam when buses arrive and depart. Intermediate School begins promptly with students in their classrooms at 8:30 AM. Students arrive between 8:15 AM and 8:30 AM by bus transportation, walking, or private car. Parent drop-off and pick-up before and after school (8:15-8:30 and 3:20-3:35) will be at the **Yellow Community ONLY**. If a student must be dropped off or picked up during the school day (8:30-3:20), parents must park in front of their community office and accompany their child into or out of the school.

Walkers and Bicycle Riders

Students walking or riding their bicycle to and from school should have a note written and signed by parents giving them permission to do so. Students should use the sidewalks or walkways available as they go to and from school. Bicycles should be walked on school property and across the walkways. Walkers and bicycle riders will proceed directly to or from school unless written permission to do otherwise is received. These notes should be signed and sent to the community office. Parents should request bus and walking changes only in emergency situations.

C. Teaming and Curriculum Information

School Within a School

The Intermediate School was designed from the concept of a “school within a school.” Each wing of the school is a community. Children will stay with the same learning community for their three years at the Intermediate School. Each community is equitably and geographically mixed from within the district. Special consideration is given to families with siblings in the same community.

Teaming

Intermediate students are assigned to a grade level team within a learning community. The students are assigned a team of teachers and two teachers will teach Language Arts (reading

and writing) and the other two teachers will teach Math/Social Studies or Math/Science. Students will be flexibly grouped each marking period in math for grades 4, 5 & 6. The teaming concept is a pillar of this “school within a school” design. Each classroom contains a wide range of student achievement levels. Teachers are expected to use a variety of instructional techniques that include individualized, small group, and whole group approaches. Assignments remediate, reinforce, and enrich the curriculum to help all children grow.

Homework

Homework complements classroom instruction and is planned and evaluated with respect to its purpose, appropriateness, and completion time. The purposes of homework are to provide practice and reinforcement of skills presented by the teacher, to broaden areas of interest through enrichment, and to provide opportunities for parents/guardians to know what their child is studying. Additionally, the completion of homework can encourage parent/guardian and child interaction. Each student shall be responsible for completing homework assignments as directed.

Teacher Requests

Dallastown is committed to recruiting and securing quality teachers. Since all of our teachers are held to high standards to provide a secure, safe, and productive learning environment for students, your child will receive a high quality education. We do not honor parent requests for specific teachers for this reason.

Field Trips

Field trips are encouraged and offer an educational experience to enhance the curriculum being taught at each grade level. Individual teachers will determine the destinations and educational objectives to be met with each trip. Before each field trip, parents will be notified of the details and are required to complete a permission slip. Your child cannot participate in the field trip without a signed permission slip.

School-Wide Testing

Your child will encounter a variety of teacher-made and commercially published tests throughout his/her educational career. Group testing is conducted to help assess each individual student's strengths, weaknesses, and rate of growth. Results provide an analysis of instructional needs and trends within the whole student body.

PA Core PSSA-English Language Arts – Grades 3-8	April 1 – 5, 2019
PA Core PSSA-Math – Grades 3-8	April 8 – 12, 2019
PA Core PSSA-Science – Grades 4 and 8	April 29 – May 3, 2019
PA Core PSSA-Make-up	May 6 – 10, 2019

E. Grades and Report Cards

Home Access Center

Parents/guardians have 24-hour access of their children’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 Intermediate School students. The Home Access Center provides information about your child’s classes, graded assignments, and report card grades, including comments. It also provides information about your child’s enrollment and school attendance. It is accessible to parents at any time via a link on the Dallastown Are Intermediate School website homepage. Tutorial information about how to use the Home Access Center is available to parents on the website homepage.

Report Cards

Report cards are issued once every nine weeks to all students. Levels of performance are designated by the use of the traditional A, B, C, D and E markings. The following grading system is used to determine grade averages for each marking period during the year.

GRADE VALUES	GRADE
90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
50% - 59%	E

Special Subject Areas

The following grade averages for special subject areas follow the table below:

GRADE VALUES	GRADE
85% - 100%	O
70% - 84%	S
60% - 69%	N
Below 60%	U

Student Progress

Parents are encouraged to call a teacher at any time throughout the year to discuss their child's progress in school. Parents need to check the HAC regularly to stay updated on student progress. Conferences are held two times a year for parents and teachers to meet to discuss their child's progress with the second conference being a portfolio conference.

F. Computer/Technology

Computer/Technology Use

The computer network at Dallastown has been set up to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via email, message boards, and other means. An *Acceptable Use of Technology Policy* has been approved by the school board. Abuse of internet and/or computer use, as per the policy, may result in cancellation of user privilege.

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. This list is updated regularly and available for families to continually check the resources made available

to students. Signing the student handbook will serve as your acknowledgement for reviewing the information and granting the school permission to serve as the parent's agent. If you have any concerns, please contact the building principal.

DASD 1-to-World (6th grade students only)

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 the parent tab of the district website (dallastown.net). Please be sure to review these items with your child:

- Dallastown Area School District 1:1 Device Guide
- Dallastown Area School District 1:1 Device Agreement
- *Related School Board Policies:*
 - *DASD Acceptable Use Policy (815)*
 - *DASD Mobile Technology Policy (815.1)*
 - *DASD Social Media Policy (815.2)*
 - *DASD Copyright Material (814)*
 - *DASD Bullying/Cyberbullying (249)*

Personal Devices

We understand that many of our students possess personal devices including, but not limited to: cell phones, tablets, and smart watches. Personal devices must remain powered off and in student lockers during the school day, unless instructed by the teacher for use for educational purposes.

G. Special Academic Subjects (Day 1 – 6)

Art

Instruction combines appreciation and knowledge of art history, artists, and art styles. Classes are hands-on, which allows students to experience art firsthand.

Music

The general music classes will be doing a variety of activities, including composing, listening, moving, and creating rhythms as well as playing the following instruments: ukuleles, guitars, keyboards, African drums, and classroom percussion.

Band Program

Children may choose to participate in this program in grades 4, 5, and 6. At the beginning of the school year, students are given a demonstration of the different types of musical instruments available in the school program. Parents should help their child select an instrument. It is very important that students are provided consistent encouragement for home practice. Instruments include flute, oboe, clarinet, alto saxophone, French horn, trumpet, trombone, baritone, tuba, percussion. 6th grade student may not begin an instrument. Band sectionals are scheduled during the school day. Individual instrument lessons are not available at school.

Strings Program

Children may choose to participate in this program in grades 4, 5 and 6. At the beginning of the year, students will be given a demonstration of the different string instruments including violin, viola, cello, and bass violin. Small group sectionals are available during the school day.

Chorus

Students in 4th and 5th grades will have the opportunity to perform in a choral concert once a year. This will be determined by floor. Students in 6th grade will have the option of participating twice a year. In addition, 6th grade students may audition for Honors Chorus, a select group of singers. Chorus meets once/6 days during I/E time. Please see the school calendar for performance dates.

DAIS iLibrary

iLibrary students in grades 4, 5 and 6 will receive instruction in library resources and digital media once per cycle. Students will transition through iLibrary centers according to their homeroom's library schedule. Direct instruction will take place, followed by independent and cooperative technology time. Book selection will occur every other cycle. However, students may come to the library—with permission from their team teachers—on any cycle day to exchange library books. Students are expected to adhere to the library policies on returning library books on time. Students will be charged a library fine of 10 cents per day, for every book that is overdue. Any book overdue by one month will be considered lost, and the DAIS Library must be compensated to cover the cost of a replacement.

iLibrary students will also receive lessons (both direct instruction and independent coursework) to support the core technology skills needed for 4th-6th grade academics. Core skills include:

- ✓ Cloud Computing (Google Drive and/or Office 365)
- ✓ Creating and sharing files and folders
- ✓ Creating and publishing with a word processor, spreadsheet and presentation maker
- ✓ Digital media and copyright
- ✓ Internet safety and account security
- ✓ Web searching
- ✓ Introductions to grade-specific apps, tools and websites

Physical Education

The focus of the Intermediate School physical education program is to inspire students to lead and maintain a healthy, active lifestyle. The students will participate in numerous individual, team and lifetime sports activities. Sneakers are required. Students should wear appropriate clothing for physical activities. A doctor's note is required from a physician to be excused from gym class.

Health

The focus of the Intermediate School health curriculum is to educate the children in healthy lifestyles. A variety of topics will be covered for each individual grade level for two marking periods, but included in each grade level is drug and alcohol awareness, body systems, etc.

H. School Services

School Counselors

The mission of the Intermediate School counseling program is to provide educational and emotional support to students. Counselors are assigned to each school community, and will remain with that community. Students having social, emotional, or behavioral difficulties, may be referred to a school counselor. School counselors offer individual and small group counseling, as well as classroom lessons. Counselors consult with parents, teachers, and other school personnel to help meet the academic, emotional, and social needs of all students. Contact information for the school counselors is available on the building website under Services. If you would like to meet with your child's school counselor, please contact your community office for an appointment.

Gifted and Talented

The gifted and talented program is designed to meet the unique needs, abilities, and talents of academically able students. Qualifying students are provided enrichment and/or acceleration within the regular classroom, and/or they may meet once a week to engage in supplemental activities.

Instructional Support Team (IST)

The building principal and instructional support teacher convene this group of educators when a child is experiencing difficulty in school. Teacher and special services personnel evaluate student learning, prescribe educational activities or programs to assist the child, and monitor progress. Parents are notified when students are recommended and parents are a necessary part of the team.

Learning Support Program

This service is provided for students who are evaluated and qualify under state guidelines. It is individually designed for the learner according to his/her identified needs. These services are provided within the larger learning communities at DAIS.

Intervention

Support, remediation, and specialized instruction will be provided to students who score below proficiency levels on a variety of assessments in grades 4, 5 and 6.

Nursing Services

The Intermediate School is staffed by a certified school nurse and two health room assistants, each of whom are assigned to different communities. All students will have the following mandated screenings completed during the school year: height, weight, BMI, and vision. The PA Department of Health requires that all sixth grade students have a physical exam. The physical exam form should be returned to the school nurse by December 15, 2017. Scoliosis screening will be done by the school nurse for any sixth grade student that has not had a private or school physical exam. Please have emergency contact numbers up to date to ensure efficient notification of parent/guardian in the event of a student emergency or illness.

I. School Safety

Safety Procedures

There are several safety procedures common to all elementary buildings and the Intermediate School will also follow these procedures. Regular practice drills for fire, lock down, weather, and bus evacuations will be held throughout the year. Additionally, the school will have off-campus evacuation sites. Should there be a need to evacuate, announcements will be made on local television, radio stations, and through School Messenger phone technology.

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 sexual offender database, 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.

Lockers

Each student will be issued a locker each year for the storage of individual property and books. The student has the responsibility to close the locker after using it and to keep it organized with his/her materials. These lockers do not have locks and a lock cannot be put on the lockers. For this reason, students are advised not to bring valuables to school. Lockers are school property and may be searched by the administration with reasonable suspicion.

J. DAIS PTO (Parent/Teacher Organization)

The Intermediate School Parents' Organization (PTO) is open to residents of the Dallastown Area School District. The primary goals of the PTO include supporting the educational process of the school and establishing communication between the home and school community. The PTO has monthly business meetings. Elected officers, committee chairpersons, committee members, and the administration handle the responsibilities of the organization. Please see the building website for a list of officers and calendar of events that are sponsored by the PTO.

K. Student Conduct

DAIS SWEBS Program

The mission of the students and staff of DAIS, in partnership with the families, is to create an environment where PRIDE is:

- **D**emonstrate respect
- **A**cting responsibly
- **I**ncluding others
- **S**ucceed through positive effort



The School Wide Effective Behavior Support program promotes positive behaviors throughout our school. Our S.W.E.B.S. mission statement provides the expectations that all students will demonstrate at all times. Random rewards will be provided to the students who consistently follow these school expectations

Discipline Policy

The Board of Directors has adopted a *Discipline Policy* under which our Intermediate School will be operating. It is the responsibility of all students and parents to be aware of the policies contained in this manual. Please see the section below for a synopsis of this discipline policy.

L. Board Policies

The summaries contained in this handbook are not meant to take the place of adopted policies or regulations of the Dallastown Area Board of School Directors or Dallastown Area School District administrative procedures or guidelines. Federal, state, and local laws and regulations may change at any time during the school year. The Dallastown Area Board of School Directors updates policies as changes occur. Questions about Dallastown Area School District policies should be directed to the school principal or the Office of the Assistant Superintendent at (717) 244-4021.

All policies can be accessed via the internet by visiting the district website.

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.

Dallastown Area School District is implementing a “**Dallastown Area School District Bullying – Harassment Report**” form. These forms will be available in all school offices, as well as posted on our district webpage and each building homepage.

Discipline (Policies 218 and 233)

In order to maintain discipline, the school board has endorsed provisions of the School Code as enumerated in Section 1317. Every teacher and administrator has the right to exercise the same authority as to the behavior of the pupils attending our schools, including the time the students are in class, going to and from school, or while attending and participating in school-sponsored activities, as the student’s parent/guardian may exercise over them. The severity of any given situation will dictate the degree and type of corrective discipline that will be exercised. The district’s discipline policy shall also apply to student conduct that occurs off school property as referenced in Dallastown Area School District Policy #218. Suspension and expulsion are handled under Dallastown Area School District Policy #233.

Dress & Grooming (Policy 221)

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 guidelines:

- Immodest or transparent clothing is not permitted.
- Vulgar and/or obscene clothing or accessories will not be acceptable.
- Attire with words or designs that are not in good taste or depict something illegal is prohibited.
- Items of clothing or accessories worn in such a way as to attract undue attention will be avoided (i.e. pants need to be worn around the waist area and not dragging on the floor).
- No hats or bandanas are to be worn inside school buildings.
- Hair will be neat and well-groomed.
- Shorts may be worn throughout the school year. All shorts must be of a reasonable length, at mid-thigh or below.
- Blouses/shirts should fit into slacks/skirts/shorts at the waist without exposing the midriff and/or chest area. No spaghetti straps for girls and tank tops for boys.

Drugs, Alcohol, and Tobacco (Policy 227)

The following acts by a student while in a school building, on school buses, on school property, at school functions, or while under school jurisdiction shall be regarded as misconduct by such students 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 narcotics or dangerous drugs, as defined in "The Controlled Substance, Drug, Device, and Cosmetic Act" 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 or substances covered in this policy shall also be treated as a violation of the laws of the Commonwealth of Pennsylvania.
- 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 building and on any school sponsored activity regardless if 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, or other chemicals, by turning the substance into a vapor that is inhaled by the user. Any violation of this policy shall be regarded as misconduct by such students (Policy 227).

Homebound Instruction (Policy 117)

Homebound instruction will be provided when an illness or disabling injury extends or is expected to extend, beyond two weeks. Instruction can begin following receipt or approval from the attending physician. Tutoring time allotted by the Department of Education varies from three to five hours per week. Contact your building principal for an application.

Medication Policy (DASD School Board Policy #210)

- 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.
- 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.
- School officials do not administer non-approved Food and Drug Administration (FDA) medications, such as dietary supplements, herbal products, etc.
- 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. (Policy #210.1)

Asbestos Hazard Emergency Act (AHERA) Notification

Please review the AHERA Act notification.

http://www.dallastown.net/departments/buildings_and_grounds/ahera_notification

Integrated Pest Management (IPM) Notification

Please review the IPM notification.

http://www.dallastown.net/departments/buildings_and_grounds/integrated_pest_management_notice

Weapons (Contained in Student Discipline, Policy 202)

Weapons are forbidden on school property. Weapons shall include, but not be limited to firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating 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 the purposes of this policy, school premises means the school, school grounds, 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 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. Exceptions to this policy may be made for students participating in an authorized extracurricular activity (i.e., band front/color guard), for instructional purposes (i.e., rifles in a Civil War display), or other similar activities. Authorization for the use of weapons and/or replicas must receive approval of the superintendent or his designee.

The superintendent, in consultation with the building principal, will determine on a case-by-case basis if a violation of this policy has occurred. A student who violates the policy will be subject to the following disciplinary procedures:

- The student, depending on the student's age and the specific situation, will be suspended for up to a ten (10) day out-of-school suspension pending a board hearing. The police shall be notified.
- The principal or his designee will meet with the student's parent/guardian 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 for a 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 student expulsions to the Department of Education.

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.

Policy and Statement of Nondiscrimination

The Dallastown Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, and handicap 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. Hap Eimerbrink, Director of Buildings & Grounds. Mr. Fisher and Mr. Eimerbrink may be contacted at 700 New School.

2018-19 DAIS Handbook Acknowledgement & Student Accounts on Web-based Tools

Handbook Acknowledgement

Please read and review the School's Handbook with your child. Dallastown.net → Intermediate School → For Parents → DAIS Office Forms/Handbook → DAIS 2018-19 Student and Parent Handbook.

- My student and I have reviewed the Student & Parent/Guardian Handbook for the 2018-19 school year.

Student Name (Please Print)

Homeroom # or Teacher

Student Signature

Date

Parent/Guardian Signature

Date

Student Accounts on Web-based Tools (page 8 – F. Computer/Technology)

- I understand the information and grant the school permission to create accounts on web-based tools
- I will contact the building principal to discuss my concerns

DASD Device Agreement (page 8 – F. Computer/Technology)

- I acknowledge receipt of the documents listed under the DASD 1-to-World section and will ensure that I have read, understood and reviewed them with my child

DASD Maintenance Plan

We have reviewed the maintenance plan option and are choosing to:

- Send a check for \$25.00 made payable to "Dallastown Area SD"**
OR
- Pay with the online electronic payment system: <http://tinyurl.com/dasdprotectionplan>**
OR
- Contact the building principal**
OR
- Decline the protection provided by the device maintenance plan and elect not to purchase the plan. In making this election, we acknowledge that we may be held financially responsible for any loss, theft, destruction, or damage to the device.**
- I have read, reviewed and understand the AHERA IPM notification (page 15 - AHERA and IPM).

Parent/Guardian Signature

Date

Please return this form to your community office as soon as possible. Thank you!

